

**BYLAWS OF THE SKAGIT COUNTY DEMOCRATIC CENTRAL COMMITTEE**

**ARTICLE I**

Name

The name of this organization shall be The Skagit County Democratic Central Committee otherwise known as the Skagit County Democrats.

**ARTICLE II**

Purpose

The Central Committee is the administrative body of the Democratic Party of Skagit County. Its purpose shall be to: encourage the growth and influence of the Democratic Party in general; raise and disburse funds; promote the election of Democrats to office; and conduct the business of the Party within Skagit County.

**ARTICLE III**

Affirmative Action

The Democratic Party is a party of inclusion. Discrimination on the basis of gender/gender identity, race, age, religion, sexual orientation, economic status, disability, physical appearance, or ethnic origin is prohibited in the conduct of the business and events of the Skagit County Democrats.

**ARTICLE IV**

Central Committee Membership

Section 1. The members of the Central Committee shall be:

- a) Those persons identified by the County Auditor as duly elected Precinct Committee Officers, and those Precinct Committee Officers appointed by the Central Committee Chair with the advice and consent of the Executive Board.

Section 2. Precinct Committee Officers may be appointed to vacancies at any time except between the election of Precinct Committee Officers in the primary elections in the even-numbered years and the reorganization meetings.

Section 3. All members are encouraged to support the Party by their regular attendance at meetings, and voluntary donations of time and/or money throughout the fiscal year, January 1 to December 31.

**ARTICLE V**

Central Committee Officers

Section 1. The officers of the Central Committee shall be: a Chair and Vice Chair of the opposite gender; a State Committeeman and a State Committeewoman; Representatives from each of the Commissioner Districts; Representatives from each of the Legislative Districts in Skagit County; and an appointed Secretary and an appointed Treasurer of the opposite gender whenever possible.

Section 2. Composition: The Central Committee Officers shall constitute the Executive Board.

Adopted by Central Committee on November 12, 2016

Section 3. Qualifications and terms of office:

- (a) All officers without exception must have current, paid-up membership in the Skagit County Democratic Party.
- (b) The terms of office are two years or until successor officer(s) are elected. Offices may be vacated by: death, resignation, change of residence, or removal from office for cause.

Section 4. A majority of the Executive Board or Central Committee may petition the Central Committee to consider removal of one or more Central Committee Officers due to loss of confidence in their ability to conduct the duties of office. With 30 days' notice the Central Committee may remove one or more officers for cause with a 2/3 (66.7%) majority vote.

**ARTICLE VI**  
Officers' Responsibilities

Section 1. The Chair shall be the chief executive officer of the Central Committee; appoint members to, and be ex-officio, non-voting member of, all Standing and Ad Hoc Committees; provide for good management of the organization, appoint as necessary a parliamentarian, sergeant(s)-at-arms; with the approval of the Executive Board, appoint a Secretary and a Treasurer; call and prepare for County Conventions in even numbered years.

Section 2. The Vice-Chair shall be the chief aide of the Chair, substitute for the Chair in the Chair's absence and assume the office of the Chair if vacated during the term.

Section 3. The State Committeeman and Committeewoman shall represent the Central Committee at the state level and report to the Central Committee and Executive Board. Every effort shall be made to elect one Committee Person from each Congressional District.

Section 4. The Secretary shall be secretary to the Central Committee and the Executive Board. The Secretary will send draft minutes to the Chair at least fourteen (14) days before the next scheduled meeting.

Section 5. The Treasurer shall: receive all funds and deposit them in a designated bank; present bills to the Executive Board not included in the budget for action at the earliest opportunity; write checks to cover budget approved expenses; report to the Executive Board and Central Committee; be responsible for Public Disclosure Commission/similar reports. Submit a timely and preliminary annual report to the Central Committee for an internal review under the direction of the Commissioner District Representatives.

Section 6. Commissioner District Representatives shall represent the voters of their respective Skagit County Commissioner district. Additionally, they are principally responsible for recruiting Precinct Committee Officers for their districts and for maintaining contact with them. District Representatives also constitute the Audit Committee for the purpose of examining the performance of the Treasurer.

Section 7. Legislative District Representatives shall represent and be the liaison for their respective legislative district Democrats.

Adopted by Central Committee on November 12, 2016

**ARTICLE VII**  
Function of the Executive Board (E-Board)

Section 1. A simple majority of the Executive Board members shall constitute a quorum at Executive Board meetings.

Section 2. Meetings. Insofar as possible and necessary, the Executive Board shall meet monthly at the call of the Chair or majority of the Executive Board. Written notice of the time, place, and tentative program shall be sent either electronically or by land mail at least seven (7) days in advance of the meeting.

- (a) Special meetings of the Executive Board may also be called by the Chair consistent with these guidelines.
- (b) A report of the Executive Board actions shall be given at each meeting of the Central Committee.

Section 3. Duties:

- (a) Handle funds as indicated in Article VI, Section 5.
- (b) Prepare and/or oversee budgets for the Central Committee and any budgets required for committees and officers.
- (c) May pass resolutions and make endorsements between Central Committee meetings when necessary.
- (d) Establish policies that direct, guide, or facilitate the administration of the duties required by these bylaws, local, state, and national law, the rules of the WSDCC and DNC, or by resolution passed by the SCDCC.
- (e) All meetings of the Executive Board shall be open to members, guests, Party leaders and elected officials. The Executive Board may enter into closed session for the purpose of discussing issues limited to personnel matters and competitive contracting.

**ARTICLE VIII**  
Functions of the Central Committee

Section 1. Regular Meetings. Meetings shall be held at least quarterly at the call of the Chair. Written notice, of the time, place and tentative program shall be sent either electronically or by land mail to the Precinct Committee Officers at least ten (10) days prior to their meeting.

Section 2. Special Meetings:

- (a) Special meetings may be called by the Chair, the Executive Board or a petition to the Chair signed by at least twenty-five (25%) percent of the Central Committee.

Adopted by Central Committee on November 12, 2016

- (b) Special meeting notices must state the precise purpose for which the meeting is called and the specific issues to be considered.
- (c) Written notice shall be sent either electronically or by land mail at least ten (10) days in advance of the meeting.

Section 3. All meetings of the Skagit County Democrats are open for participation in discussions, but only duly elected or appointed Precinct Committee Officers including Executive Board Members, may make decisions, including but not limited to the election of officers, voting on budgets, amending the Bylaws, or adopting and changing established Central Committee Policies. Dues paying members may vote on resolutions and endorsements.

- a. For the purposes of the reorganization meeting, only newly elected PCO's identified by the auditor as having won their election in the latest primary election, shall vote.
- b. The Secretary shall maintain an up-to-date Precinct Committee Officers list and be prepared to certify members' status.

Section 4. Twenty-five percent (25%) of the total number of elected and appointed Precinct Committee Officers shall constitute a quorum at all meetings of the Central Committee.

Section 5. Resolutions:

- (a) Proposed resolutions should be presented to the Resolutions Committee, which shall forward the proposed resolution to the Central Committee for consideration with a recommendation in favor of or against the resolution, or with no recommendation. Proposed resolutions so reviewed by the Resolutions Committee may be adopted by a majority vote of Precinct Committee Officers present at the Central Committee meeting.
- (b) Resolutions presented too late for Resolutions Committee consideration and recommendation may be considered for adoption, but a two-thirds majority is required for passage.

## **ARTICLE IX**

### Committees

Section 1. Standing committees may be created at any time by the E-Board or Central Committee and shall exist in perpetuity or until a date and time provided by amendment to these bylaws, resolution, or by motion wherein 2/3rds (66.7%) of qualified central committee members approve.

Section 2. Ad Hoc committees may be created by either the Central Committee or the Executive Board for the purpose of addressing specific issues and concerns of the Party. Ad Hoc committees shall be limited in scope to the issue or concern it is charged with investigating, and shall cease to exist after it has made a recommendation for action to the originating body, or at the end of the fiscal year, whichever comes first.

## **ARTICLE X**

### Election Procedures

Adopted by Central Committee on November 12, 2016

Section 1. Nominations for Central Committee elective offices shall be made from the floor of a Central Committee meeting. The nominee must accept nomination at that time or provide written acceptance if absent.

Section 2. Reorganization Meeting. The Central Committee shall meet for the purpose of reorganization following each state general election held in even-numbered years, subsequent to the certification of Precinct Committee Officers by the County Auditor, but no later than the second Saturday of the following January. The Chair of the retiring Central Committee shall cause notice of the time and place of such meeting to be provided in writing either electronically or by land mail to each Precinct Committee Officer at least fourteen (14) days prior to the date of the meeting.

- a. As the first order of business, the retiring Central Committee Chair shall make a final report. The retiring Chair shall then call upon the Central Committee to elect a chair pro-tem for the purpose of electing a Chair for the coming biennium. At that point, all Central Committee Offices are vacated.
- b. The newly elected Chair shall conduct the election of the other Central Committee officers. Before the conclusion of the meeting, the Chair shall request the Precinct Committee Officers to meet in their respective Commissioner District groups, each to select its Representative to the Executive Board.

Section 3. Election Requirements. A simple majority vote is required. In an election involving multiple nominees for the same office, the candidate receiving the least votes is dropped from succeeding ballots until such time one receives a majority or until only two candidates remain.

Section 4. Roll Call. The Secretary shall call roll of Precinct Committee Officers and receive the ballots as called.

Section 5. Balloting Procedures. Balloting shall be conducted in accordance with rules adopted by the Democratic Party of the State of Washington and the Skagit County Democrats.. Ballots for the election of the officers of the Central Committee are not signed.

Section 6. Special Elections. Vacated elective Executive Board positions shall be filled at the next regular meeting of the Central Committee or at a special meeting.

## **ARTICLE XI**

### Rules

Roberts Rules of Order, Revised, shall govern all questions of procedure, except for cases in which different rules are specifically provided by these Bylaws.

## **ARTICLE XII**

### Communications and Technology

Section 1. The Skagit County Democrats shall own, contract and retain ownership for all services related to communications: websites, domain names, computers and programs:

Adopted by Central Committee on November 12, 2016

(a) All e-mail addresses entrusted to us can be used only for official business of the Skagit County Democratic Party and never shared with or sold to any entity.

(b) Our email list may be used only from party headquarters or our designated content delivery system.

Section 2. All passwords shall be maintained in a centrally-accessible location within a secure, encrypted database. The database will be stored on a secure website and the password held by the Central Committee Chair and key personnel designated by the Chair. The password shall change no less often than every two (2) years or with the election of a new the Chair.

Section 3. Any committee or board chair of the Skagit County Democrats may permit any or all members of that committee or board to participate in a regular or special meeting by any means of communication by which all members participating may simultaneously communicate with each other during the meeting, including but not limited to conference or video calling. The entire meeting may be conducted through such means. A member participating in a meeting by this means is deemed to be present in person at the meeting. Decisions may also be made through these means in accordance with the specific procedures applicable to that body.

### **ARTICLE XIII**

#### Associated Democratic Groups and Individuals

Section 1. County Democratic Clubs may apply to the Central Committee for recognition as an associated group supporting Democratic principles and programs.

Section 2. Memberships are available to those requesting it and who declare personal identification with the Democratic Party. These individuals are eligible for appointment by the Chair to committees and non-governance service.

Section 3. Democratic Clubs and individual Democrats may make an annual contribution to the Central Committee throughout the fiscal year, January 1 – December 31.

### **ARTICLE XIV**

#### Amendments

These By-laws may be amended by a two-thirds majority vote of the Central Committee members at any regular or special meeting provided that the proposed amendment(s) have been read at the previous regular meeting of the Central Committee and that copies have been provided to all Precinct Committee Officers either electronically or by land mail no later than ten (10) days before the regular or special meeting at which the vote on the proposed amendment is taken.

I hereby certify that these Bylaws were duly adopted as amended by the Skagit County Democratic Central Committee at a regularly scheduled meeting on November 12, 2016.

Dated this 12<sup>th</sup> day of November, 2016

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Adopted by Central Committee on November 12, 2016

Secretary

Chair

Adopted by Central Committee on November 12, 2016