

Democratic Party of Clackamas County

BYLAWS OF THE CENTRAL COMMITTEE

ARTICLE I NAME

This organization shall be called the Central Committee of the Democratic Party of Clackamas County.

ARTICLE II STRUCTURE AND AUTHORITY

- A. The Democratic Party of Clackamas County (DPCC) consists of all Democrats registered to vote in Clackamas County.
- B. The governing body of the Democratic Party of Clackamas County is the Clackamas County Central Committee, consisting of Precinct Committee Persons (PCPs) and others as specified elsewhere in these Bylaws. PCPs are elected by Democratic voters at the primary election or, when vacancies occur, appointed by the Central Committee. [ORS 248.015, 248.031]
- C. The Central Committee is organized under the authority of Chapter 248 of the Oregon Revised Statutes and the Bylaws of the Democratic Party of Oregon and is the highest authority in county party matters in Clackamas County. It conducts its business in compliance with
 1. Oregon Revised Statutes
 2. Bylaws and Standing Rules of the Democratic Party of Oregon
 3. Bylaws and Standing Rules of the Clackamas County Democratic Party Central Committee
 4. Relevant provisions of the most recent version of *Robert's Rules of Order* in procedural matters not otherwise specified

ARTICLE III PURPOSE

- A. The Central Committee of the Democratic Party of Clackamas County is responsible to
 1. Carry out the goals of the National, State and County Democratic Party platforms
 2. Strive to have the party goals enacted into law
 3. Work to develop and maintain Democratic Party unity
 4. Help elect Democratic candidates to partisan and non-partisan positions
 5. Inform Clackamas County voters about the principles, issues, and candidates supported by the Democratic Party
- B. The Central Committee of the DPCC shall conduct its activities in a fair and open manner so that all interested members of the Democratic Party of Clackamas County are encouraged to participate in party activities.

ARTICLE IV MEMBERSHIP

- A. Membership in the Central Committee of the Democratic Party of Clackamas County consists of all elected and appointed Precinct Committee Persons (PCPs) in Clackamas County, officers of the DPCC, members of the Executive Committee of the DPCC Central Committee.

- B. In addition, any registered Democrat who holds elective public office within Clackamas County may become a member of the Central Committee by applying to the Central Committee.
- C. PCPs continue to represent the precinct to which they are elected or appointed and retain their membership in the Central Committee until the end of their term, even if precinct boundaries change during that time (ORS 248.027).
- D. Elected PCPs begin their terms upon formal notification by the County Clerk following a primary election and serve until the next primary election unless they resign or are recalled. PCPs may resign by written notification to the County Clerk and may be recalled by the voters of the precinct they represent according to procedures described in ORS 248.029.
- E. Appointed PCPs serve from the time their appointment is recorded by the County Clerk until the next primary election unless they are removed by the Central Committee. (ORS 248.025.3) They have the same powers and responsibilities as elected PCPs except that they may not vote in the organizational election of county officers. They may vote in the election of delegates and alternates listed in Article V.C., as well as for House District Leaders. Appointed PCPs may also vote in elections to fill officer vacancies and all other business before the Central Committee. (ORS 248.026.4)

ARTICLE V ORGANIZATION

- A. The Central Committee shall conduct the business of the DPCC at monthly meetings (except for December and August) open to the public except when meeting in executive session. Members of the Central Committee have a right to vote on all issues unless otherwise specified in these Bylaws.
- B. The Central Committee shall be assisted in its management of the DPCC by the following:
 - 1. Officers of the Central Committee, namely a Chair, Vice-Chair, Treasurer, and Secretary elected at the biennial organizational meeting or as vacancies occur
 - 2. House District Leaders (HDLs), PCPs who are elected by the PCPs in each House District at the biennial organizational meeting or as vacancies occur
 - 3. An Executive Committee consisting of Central Committee officers, House District Leaders, and chairs of standing committees
 - 4. Standing Committees appointed by the Central Committee Chair. Standing Committee chairs are appointed by the Central Committee Chair with advice and consent of the Executive Committee
 - 5. Special Committees appointed by the Central Committee Chair
- C. The Central Committee sends representatives to other Democratic Party of Oregon entities with the number of representatives determined by the rules of the DPO, including
 - 1. Delegates and alternates to the State Central Committee—elected at the biennial organizational meeting or as vacancies occur
 - 2. Delegates and alternates to each Congressional District located within the county—elected at the biennial organizational meeting or as vacancies occur

3. Delegates and alternates to the biennial State Platform Convention—elected by the Central Committee

ARTICLE VI MEETINGS

- A. Meetings of the Central Committee are generally open to the public; however, any portion of any meeting may be conducted in private or executive session with only members present when decisions affecting the internal workings of the Democratic Party are being discussed.
 1. Notice of the time and place of regular monthly meetings of the Central Committee shall be posted on the website; in addition, all members of the Central Committee shall be notified by mail or email no later than the sixth day before the meeting. By statute (ORS 248.012), actions taken at a meeting held without due notice are invalid.
 2. Special meetings of the Central Committee may be called by the Chair, the Vice-Chair (in the absence of the Chair) or the Executive Committee and shall be announced to all members of the Central Committee by mail or email as soon as possible, and in no case less than six days prior to the special meeting.
 3. Members shall provide up-to-date contact information to the Secretary of the Central Committee, including mail, phone, and email addresses. Members who cannot be reached by email must so indicate on the contact form and provide a mailing address and a phone number.
 4. Notice of the cancellation of a meeting shall be made as soon as possible by email to all members and posted on the Central Committee website.
 5. A quorum for Central Committee meetings shall be twenty-five members.
 6. No proxies shall be permitted to participate in any Central Committee meeting. (ORS 248.045) Voting shall be limited to members of the Central Committee.
- B. Meetings of the Executive Committee shall be held once a month or as needed.
 1. Notification of meetings of the Executive Committee shall be mailed or emailed to all members no fewer than six days before a meeting.
 2. Special meetings of the Executive Committee may be called by the Chair, the Vice Chair or any four members of the Executive Committee with six days prior notice to all members of the Committee.
 3. A quorum of the Executive Committee shall consist of nine members.
 4. No member of the Executive Committee may have more than one vote.
- C. Organizational meeting of the Central Committee
 1. Schedule and notice
 - a. Not later than the Executive Committee meeting prior to the primary election, the Executive Committee shall set the date and time for the biennial organizational meeting, which shall be held in November after general elections (even-numbered years).
 - b. When the official results of the primary election are available, the Chair shall obtain a list of elected PCPs from the County Clerk's office.
 - c. Not later than the 40th day before the organizational meeting, the retiring county Central Committee Chair shall file a written notice of the time, date

and place of the organizational meeting with the county clerk and mail a copy of the notice to the State Central Committee. (ORS 248.033-2)

- d. The Chair of the retiring county central committee shall send a mail or email copy of the notice to all members of the Central Committee not later than 10 days prior to the organizational meeting. (ORS 248.033-4)

2. Procedure

- a. Officers of the retiring Central Committee shall make available to the Committee at the organizational meeting all property, records, and funds owned or controlled by the retiring Committee. (ORS 248.035-a)
 - i. Retiring officers must turn over property, records, and funds--including online access where appropriate--to their successors at the end of the organizational meeting.
 - ii. Incoming officers shall assume the duties of their new offices as soon as practically possible after their election, and no later than January 1 of the next year.
 - iii. The Secretary shall notify the county clerk and the Democratic Party of Oregon of the identities of the elected officers of the Central Committee within 48 hours of the organizational meeting.
- b. Only newly elected PCPs may vote for county officers (Chair, Vice-Chair, Treasurer, Secretary) in the organizational meeting (ORS 248.026.4) or be counted as part of a quorum (twenty-five members) for the meeting.
- c. The Nominations Subcommittee shall select a temporary chair who has previously served as an officer of the Central Committee. The temporary chair shall preside over the election of the Chair and Vice-Chair of the Central Committee. The newly elected Chair shall then preside over the remainder of the meeting.
- d. A slate of nominees shall be presented by the Nominations Sub-committee. However, any voting member of the Central Committee may propose additional nominees for any position, including self-nomination.
- e. The Rules Committee shall organize the election. Voters shall place ballots in a ballot box. Ballots shall be counted and totals reported to the Chair by tellers selected by the Rules Committee.
- f. The following positions shall be filled at the organizational meeting: Chair, Vice-Chair, Secretary, and Treasurer of the Central Committee. Positions shall be open to any registered Democrat in Clackamas County with all newly elected PCPs eligible to vote. (ORS 248.035.b)
- g. Following the election of county officers, the following positions shall be filled by election, with all elected and appointed PCPs eligible to vote.
 - i. Delegates and Alternates to the State Central Committee. Positions shall be filled to the extent possible by equal numbers of male and female members of the Central Committee ranked according to the number of votes won, highest to lowest. The top vote getter shall chair the delegation (subject to the right of refusal), higher vote-getters shall be delegates, those with fewer votes shall be alternates. Votes cast by each voter shall equal the number of delegates to be selected. If the top vote-

getter declines to chair the delegation, the delegate with the next-highest vote total shall, if willing, hold the position.

- ii. Delegates and Alternates to Congressional District Committees. Positions shall be filled by members of the Central Committee elected using the same procedure as described for delegates and alternates to the State Central Committee.
 - iii. House District Leaders. HDLs shall be elected by majority vote of PCPs in each House District following election of delegates and alternates. For election of House District Leaders, a quorum shall consist of PCPs representing at least one-third of the district's precincts. For House Districts that lack a quorum, the Chair shall appoint a House District Leader with the concurrence of the County Central Committee at the next regular meeting.
3. Elected positions that are not filled at the organizational meeting or that become vacant between organizational meetings shall be filled by majority vote at a regular Central Committee meeting.

ARTICLE VII TENURE AND RESPONSIBILITIES OF PCPs, OFFICERS AND DELEGATES

A. Precinct Committee Persons (PCPs)

1. The tenure of elected Precinct Committee Persons begins on the 24th day following their election and certification by the County Clerk and lasts until the end of the biennium or their resignation or removal from office.
2. Qualified Democrats (ORS 248.015.4) may be appointed to vacant Precinct Committee Person positions by vote of the Central Committee. The tenure of an appointed Precinct Committee Person shall begin on the first meeting following certification by the County Clerk and, unless the PCP resigns or is removed by the Central Committee, continues until the certification of new PCPs following the next Primary election. (ORS 248.025.4)
3. Precinct Committee Persons shall
 - a. Represent the Party at the precinct level and represent their precinct voters at the Central Committee
 - b. Work with other PCPs to rally support for the Party
 - c. Participate in the meetings and activities of the Central Committee and its standing and special committees
 - d. Participate as delegate or alternate to Congressional District Committees and the State Central Committee
 - e. Promote the interests of the Party as identified in the national, state and county platforms
 - f. Work to elect Democratic Party nominees

B. House District Leaders

1. Up to two House District Leaders shall be elected for each House District, or portion thereof, in Clackamas County by the PCPs of that House District. House Districts with fewer than ten PCPs at the time of the organizational meeting

shall have one vote in the Executive Committee. In such cases, when both HDLs are present, each shall have one-half vote.

2. House District Leaders shall serve as members of the Executive Committee and may serve on other Standing and Special committees.
 3. House District Leaders shall
 - a. Attend meetings of the Central Committee and Executive Committee
 - b. Provide leadership and encouragement to the PCPs of their district, including recruitment of volunteers and PCPs
 - c. Notify PCPs in their districts via phone or email whenever a meeting of the Central Committee has been cancelled
 4. The tenure of House District Leaders shall begin in January following their election at an organizational meeting or from the time of mid-term election and continue until the next biennial organizational meeting or their resignation or removal from office.
 5. Vacancies in the position of House District Leader shall be filled by majority vote of the PCPs of the District where the vacancy exists after notification of all PCPs in that District by mail, email, or telephone six or more days before the election.
- C. Duties of Officers
1. The Chair shall
 - a. Preside at all meetings of the Central Committee and the Executive Committee
 - b. Be the administrative officer of the County Central Committee
 - c. Provide a written agenda at all meetings and direct all officers and committee chairs to report on [any and all] activities within their respective jurisdictions
 - d. Provide email notice of all Central Committee and Executive Committee meetings or cancellation of meetings to members at least six days prior to the meeting
 - e. Oversee all external correspondence activities and be the chief spokesperson of the County Central Committee
 - f. Appoint all committee members
 - g. With the advice and consent of the Executive Committee appoint committee chairs and fill vacant PCP positions
 - h. Serve as delegate to the State Central Committee
 - i. Serve as an ex-officio member of all standing committees and special committees
 - j. Perform other duties as assigned by the Central or Executive Committee
 - k. Notify the county clerk in writing not later than the 40th day before the date of the county biennial organizational meeting of the time, date, and place of the meeting and provide a copy of the notice to the State Central Committee. (ORS 248.033-2)
 - l. Obtain a list of elected PCPs from the county clerk to serve as the official list of voters at the biennial organizational meeting and provide each PCP on the

list with notice of the biennial organizational meeting by mail or email at least ten days before the meeting (ORS 248.033-4).

- m. Obtain from the county clerk just prior to any election to fill a vacancy in a Central Committee office a list of all appointed and elected PCPs and provide the list to the Central Committee to establish the official list of eligible voters. (ORS 248.035-3)

2. The Vice-Chair shall

- a. Oversee all internal correspondence activities
- b. Serve as delegate to the State Central Committee
- c. Serve as an ex-officio member to all special committees
- d. Assume the necessary duties of the Chair in the latter's absence or incapacitation
- e. Serve as chair of the Program Committee
- f. Perform other duties as may be assigned by the Central Committee, the Executive Committee, or the Chair
- g. Assume the position of Chair of the Central Committee in the event of the Chair's death, lengthy incapacitation or resignation, for the duration of the unexpired term

(A new Vice-Chair shall be elected at the next Central Committee meeting after six days advance notice by mail, email, or telephone)

3. The Secretary shall

- a. Record and maintain the minutes of all Central and Executive Committee meetings
- b. Maintain the official roster of Precinct Committee Persons
- c. Be the custodian of all County Central Committee written records and provide true copies as needed
- d. Notify the County Clerk of resignations and appointments of PCPs

4. The Treasurer shall

- a. Be the custodian of all funds of the County Central Committee
- b. Maintain financial records
- c. Each month provide to the Executive Committee and Central Committee written status reports on the financial position of the organization, forecasting any financial/budgetary issues requiring the attention of the organization and recommending actions to address any financial/budgetary issues identified
- d. Upon request provide detail for contributions and expenditures to the Executive and/or Central Committees
- e. Complete and file accurate and timely reports of Contributions and Expenditures required by Oregon Revised Statutes
- f. Establish and maintain a Reserve Fund to equal six months of operating expense (based on the current annual budget)

D. Resignation of officers of the Central Committee

1. No person who files for election to a county, Metro, legislative or state office shall be eligible to hold the office of Chair, Vice-Chair, Secretary or Treasurer of the Democratic Party of Clackamas County Central Committee. The position of any of the aforementioned officers who files for a county, Metro, legislative or state office shall be declared vacant.
 2. Officer vacancies shall be filled by majority vote at any regular meeting of the Central Committee. An announcement of the vacancy shall be sent by mail or email six or more days before any regular meeting and may be posted to the website prior to the regular meeting. Nominations and election shall be made at the meeting. Only elected and appointed PCPs shall be eligible to vote.
- E. Standing Committee Chairs
1. Standing committee chairs and co-chairs are appointed by the Central Committee Chair with the advice and consent of the Executive Committee and may be removed by the Chair with the consent of the Executive Committee.
 2. In addition to serving as members of the Executive Committee, standing committee chairs shall convene their committees and organize their work under the direction of the Central Committee Chair and the Executive and Central Committees. They shall cooperate with other committees in areas of overlapping responsibility and shall report to the Executive and Central Committees as needed.
- F. Delegates and Alternates
1. Members of the Democratic Party of Clackamas County who are elected or appointed as delegates and/or alternates to the State Central Committee or to a Congressional District Committee are required to attend the meetings of those organizations and report back to the Central Committee.
 2. Any delegate who has two consecutive avoidable absences shall be subject to removal, and the vacancy shall be filled by the appointing authority.

ARTICLE VIII COMMITTEES AND THEIR RESPONSIBILITIES

- A. Executive Committee
1. The officers of the County Central Committee, the House District Leaders and the chairs of the Standing Committees shall be known as the Executive Committee.
 2. The Executive Committee shall be the administrative unit of the Central Committee and shall have the following duties:
 - a. Suggest policy and programs to the Central Committee and assist in implementation of Central Committee programs and activities
 - b. Coordinate the work of the committees
 - c. Allocate budgeted campaign funds to candidates with notification to the Central Committee
 - d. Hire office personnel as authorized and budgeted by the Central Committee
 - e. Perform other duties as may be authorized by these Bylaws or assigned by the Central Committee

- f. Authorize non-budget expenditures limited to \$200 without approval of the Central Committee. Such expenditures must be reported to the Central Committee at the earliest opportunity.
- g. Authorize use of Reserve Funds in emergency circumstances without prior approval of the Central Committee for budgeted expenditures or for non-budgeted expenditures not exceeding \$500. Use of the Reserve Fund for any reason must be approved by the Central Committee or by a majority of the membership of the Executive Committee with notification to the Central Committee at the earliest opportunity.

B. Standing Committees

1. The Finance Committee shall manage the finances of the Central Committee and shall oversee fundraising activities among party members, supportive groups and major donors. It shall study the financial needs of the organization and shall draft and present for approval an adequate annual budget. Membership of the Finance Committee shall include the Chair, Vice-Chair, and Treasurer of the Central Committee, the Chair of the Fundraising Subcommittee, and at least one member who is not a member of the Executive Committee. The Finance Committee shall have co-chairs who both are members of the Executive Committee: one primarily responsible for financial oversight and one primarily responsible for fundraising.
2. The Communications Committee, under supervision of the Central Committee Chair and Vice Chair, shall manage internal and external public relations, including communication with news media and affinity groups, an online newsletter, and print publications. A subcommittee shall maintain the county party's website and social media presence, and facilitate all online communication. The Communications Committee shall have co-chairs who are both members of the Executive Committee: one primarily responsible for overseeing the party message and the use of print media and one primarily responsible for overseeing the use of electronic media.
3. The Volunteer Operations Committee shall oversee the recruitment and training of volunteers and maintain a list of volunteers, their interests and skills. The VOC shall organize volunteers to set up and clean up at Central Committee meetings; perform clerical duties, including mailing and data entry; staff state and county fair booths; work for campaigns; and assist at events organized in cooperation with other committees. The Office Subcommittee shall manage the DPCC office, overseeing staffing, upkeep, and the use of the office by campaigns.
4. The Campaign Committee shall organize and facilitate the assistance of the county party in election campaigns, registering voters, assisting in the recruitment and development of candidates, and assisting campaigns with relevant data on various areas of the county. The Campaign Committee, in consultation with the Volunteer Operations Committee, will help campaigns gain access to volunteers to help with house parties, dialing and door knocking, signage, and so forth.
5. The Platform/Resolution Committee shall consider proposals for submission to the State Platform/Resolutions Committee in preparation for the biennial DPO

Platform Convention and shall facilitate county participation in that convention. It shall also consider and facilitate discussion of issues and positions to be taken by the Central Committee on ad hoc issues. The committee shall periodically provide information about legislation related to legislative action items.

6. The Rules Committee shall provide guidance on matters relating to the Bylaws, Standing Rules, and parliamentary procedure and shall conduct a biennial review of the Bylaws and Standing Rules. It shall supervise the conduct of elections, including the election of a Nominations Sub-Committee by the Central Committee at its March meeting each year. The Nominations Sub-Committee shall provide a slate of nominees for Central Committee offices at the biennial organizational election and recommend one or more candidates for any interim vacancy among elected officers of the DPCC.
7. The Program Committee shall be chaired by the Vice-Chair of the Central Committee and shall recommend to the Executive Committee speakers and activities for the monthly meeting of the DPCC. The committee shall provide assistance as needed in planning Party events in conjunction with fundraising and other party activities.

C. Special Committees

1. Special Committees may be formed by the Chair, with the advice and consent of the Executive Committee, for any purpose that will advance the functions of the national, state or county Party, the Central Committee or the Executive Committee.
2. The Chair shall choose a chair and members of special committees appropriate to the responsibilities of the committee.
3. Special Committees shall be disbanded once they have performed their functions.

ARTICLE IX RECALL AND REMOVAL OF PCPS AND OFFICERS

- A. Every elected Precinct Committee Person is subject, as provided by section 18, Article II of the Oregon Constitution and the Laws of the State of Oregon, to recall by the electors of that precinct. (See ORS 248.029.) Appointed PCPs may be removed for nonperformance of duties by a two-thirds vote of the Central Committee.
- B. House District Leaders may be removed for failure to perform their duties upon petition to the Executive Committee of 25% of the PCPs in the House District or, pursuant to a motion for removal by the County Chair. In either case, the motion for removal shall state the grounds for removal, and the House District Leader shall have the opportunity to resign without contesting the charges or to present a defense to the adjudicating body prior to a removal vote. Removal requires a two-thirds majority of votes cast.
- C. Every elected officer of the County Central Committee is subject, as herein provided, to recall by the Precinct Committee Persons of the Clackamas County Democratic Central Committee.
- D. If an officer has three consecutive unexcused absences from Central Committee meetings, the Executive Committee shall declare the office vacant. Absences may be

excused in advance or, in the case of emergency, after the fact, by the Chair or Vice-Chair.

- E. The Central Committee shall consider the recall of an elected officer if 25% of the PCPs petition for such recall. The officer who is the subject of the petition may present his/her case prior to balloting, and shall be given the option of resigning the office prior to any such recall balloting. An affirmative two-thirds vote of the members present and voting is required for recall. All such actions shall be conducted in closed session.
- F. Should the Executive Committee conclude that any elected officer is negligent of his/her duties or unable to perform them, it shall give such elected officer the option of resigning the office rather than face a recall decision. If a resignation is tendered, it shall be accepted and take effect upon the day it is offered, and the vacancy filled as provided in these Bylaws. If a resignation is not tendered, the Executive Committee shall publish its conclusions thirty days prior to any Central committee meeting and call for a vote of recall at that time. The officer may present his/her case before a vote is taken. An affirmative two-thirds majority vote of the members present and voting is required for recall. All such actions shall be conducted in a closed meeting.

ARTICLE X PROHIBITIONS

- A. The following acts now and forever shall be prohibited:
 - 1. Use of the name of this organization in connection with any office, group or campaign where the County Central Committee, the Executive Committee or their designated representative has not given its permission
 - 2. Authorizing the use of this organization's name or any of its property or permits in violation of these Bylaws
- B. No member may speak or write on behalf of the DPCC without the explicit permission of the Central Committee Chair.

ARTICLE XI AMENDMENTS

- A. These Bylaws shall be subject to amendment at any meeting of the Central Committee provided that
 - 1. The proposed amendment has been reviewed and given a positive recommendation by the Rules committee and the Executive Committee
 - 2. A copy of the proposed amendment, together with the portion of the Bylaws it would change and the recommendation for its disposition by the Rules Committee has been submitted by the Executive Committee and sent by mail or email to the members of the Central Committee six or more days before any regular meeting
- B. If an amendment is presented more than 30 days after publication at a regular meeting of the Central Committee a two-thirds affirmative vote of those present and voting shall be required for approval.

ARTICLE XII STANDING RULES

- A. These Bylaws shall be supplemented by a set of Standing Rules dealing with details of implementation and administration.
- B. The Standing Rules shall be subsidiary to these Bylaws and shall be subject to change by the Central Committee following a motion, a second and an affirmative majority vote by those PCPs present and voting.

ARTICLE XIII SEVERANCE CLAUSE

- A. If any portion of these Bylaws or the Standing Rules propagated by authority hereof is found to be unlawful only that portion of the Bylaws or Standing Rules shall be null and void.
- B. Such nullification shall be without effect upon the remaining portion of this document.

ADOPTED BY THE MEMBERSHIP at the regular meeting of the Democratic Central Committee of Clackamas County this date: March 26, 2015. This document supersedes all previous bylaws of the Central Committee of the Democratic Party of Clackamas County.

[39 PCPs present, unanimous voice vote]