

# BYLAWS OF THE LINCOLN COUNTY DEMOCRATIC CENTRAL COMMITTEE

As of October 25, 2017

## ARTICLE I - NAME

The name of this organization shall be the Lincoln County Democratic Central Committee, also known as the Democratic Party of Lincoln County Oregon.

## ARTICLE II - PURPOSE

The purpose of the Central Committee shall be to promote the interests of the Democratic Party in Oregon and Lincoln County; to work for the election of Democratic candidates; adopt a party platform and work to ensure its principles are reflected in law; and to provide a link between Democratic voters the Democratic Party, and the government.

## ARTICLE III - AUTHORITY

The Central Committee shall have all the powers to manage its affairs and transact its business consistent with the laws of the United States of America and the State of Oregon, the National Charter of the Democratic Party, the Bylaws of the Democratic Party of Oregon, these Bylaws, and any special rules of order. The rules of procedure contained in ROBERT'S RULES OF ORDER (Newly Revised) shall govern the Central Committee in all cases in which they apply.

## ARTICLE IV - AFFIRMATIVE ACTION

The Central Committee shall ensure the widest and fairest representation of its members in its organization and activities. All rules shall be adopted by procedures that ensure the fair and open participation of all interested Democrats.

## ARTICLE V - MEMBERSHIP

SECTION 1 - MEMBERS: The members of the Central Committee shall be Democratic precinct committeepersons; Central Committee officers; members of the Executive Committee; and Lincoln County Democratic officials holding county-wide, elective office.

SECTION 2 - SELECTION: Precinct committeepersons shall be elected according to Oregon Revised Statutes (ORS) 248.015. If no committeeperson is elected in a precinct, or if a vacancy occurs, the Central Committee may select a successor by majority vote at a regular Central Committee meeting (ORS 248.026).

SECTION 3 - REMOVAL:

A. APPOINTED COMMITTEEPERSONS: May be removed from office for cause by majority vote at a regular Central Committee meeting (ORS 248.026).

B. ELECTED COMMITTEEPERSONS: May be requested by majority vote at a regular Central Committee meeting to resign for cause.

C. ELECTED OFFICIALS: May be removed from office for cause by majority vote at a regular Central Committee meeting.

SECTION 4 - RECALL: An elected precinct committeeperson may be recalled from office using procedures as described in ORS 248.029.

## ARTICLE VI - MEETINGS

SECTION 1 - ORGANIZATIONAL MEETING: Shall be held within 25 months of its previous Organizational Meeting per ORS 248.033 and the Bylaws of the Democratic Party of Oregon (BDPO Article X).

SECTION 2 - REGULAR MEETINGS: Shall occur on the fourth Wednesday of every month from January through October and on the first Wednesday of December. Regular meetings may be cancelled by a majority vote of the Central Committee or the Executive Committee.

SECTION 3 - SPECIAL MEETINGS: May be called at the Chairperson's discretion, or at the written request of at least one-third (1/3) of the Central Committee members, solely for the transaction of business as stated in the call for the meeting.

SECTION 4 - EXECUTIVE COMMITTEE MEETINGS: Meetings of the Executive Committee shall be held at least once a month, except when the Executive Committee may vote to waive a

meeting.

#### SECTION 5 - NOTIFICATION:

A. REGULAR AND SPECIAL MEETINGS: Notice of all regular and special meetings and the cancellation of meetings shall be mailed to all Central Committee members at least six (6) days prior to the scheduled date of the meeting. Substitute notice may be made by electronic means with the prior authorization of the Central Committee member.

B. ORGANIZATIONAL MEETING: The first notice of the Organizational Meeting shall be filed with the County Clerk and the State Central Committee not later than the 40th day before the date of the Organizational Meeting per ORS 248.033. The second notice shall be mailed to each member of the Central Committee at least ten (10) days prior to the Organizational Meeting (ORS 284.033 and BDPO Article X). The Central Committee may notify the members by means other than mail per ORS 248.033.

SECTION 6 - QUORUM: At any regular or properly called meeting, a quorum shall consist of those members of the Central Committee who attend.

SECTION 7 - VOTING: All members of the Central Committee shall be eligible to vote. Voting by proxy shall not be allowed per ORS 248.045.

### ARTICLE VII - OFFICERS

SECTION 1 - ELECTED OFFICERS: Officers of the Central Committee shall consist of a Chair, Vice-Chair, Secretary, Treasurer, and Historian.

SECTION 2 - ELIGIBILITY: Any legal resident of Lincoln County, registered as a Democrat, shall be eligible to hold office in the Central Committee except that the Chair and Vice-Chair shall be of opposite gender.

SECTION 3 - SELECTION: Officers shall be nominated from the floor and elected by secret ballot at the Organizational Meeting, to be held not earlier than ten (10) and no later than fifty (50) days after the General Election (ORS 248.033 and BDPO Article X). Those persons receiving a majority vote of the newly elected precinct committee persons shall be the elected officers.

SECTION 4 - TERM OF OFFICE: Officers shall be elected to serve until the next Organizational Meeting (approximately two years).

SECTION 5 - VACANCIES: When vacancies occur between elections, positions shall be filled by majority vote at the first possible regular meeting of the Central Committee. Appointed officers

shall complete the unexpired term of the officer replaced.

#### SECTION 6 - RESPONSIBILITIES:

A. THE CHAIR: Shall have the overall responsibility for the day-to-day operation of the Central and the Executive Committees; appoint all committees except the nominating committee which will be appointed by the Central Committee; be an ex-officio member for all standing committees; be the primary alternate signer of checks; and execute, with the Secretary, all contracts on behalf of the Central Committee.

B. THE VICE-CHAIR: Shall perform all of the duties of the Chair in the absence or disability of the Chairperson, coordinate the work of all standing committees, and be the secondary alternate signer of checks. In case of the resignation or death of the Chair, the Vice-Chair shall become Chair for the unexpired term of the Chair.

C. THE SECRETARY: Shall keep a record of minutes of all meetings of the Central and Executive Committees, showing the time and place of the meetings, the names of those present, and the proceedings and actions taken; distribute copies of the minutes to the Central Committee members; maintain the membership records of the Central Committee; and carry out Central Committee correspondence and all legal notifications at the request of the Chairperson (ORS 248.012 - 248.043).

D. THE TREASURER: Shall prepare adequate records and reports on all Central Committee operational and fund raising transactions; provide written reports for each attending member at every regular Central Committee meeting; meet all campaign finance reporting requirements (ORS 260.005 - 260.255 and BDPO Article XVII); provide for the custody and safekeeping of all Central Committee funds; maintain open financial books ready for inspection (ORS 260.055) and audit at all times; issue and sign checks only in accordance with the Central Committee-approved budget, and function as Chair of the Budget Committee.

E. THE HISTORIAN: Shall compile, arrange, present, and store the historical records and documentation of the activities of the Central Committee as recorded in the news media, reflected in memorabilia, and preserved by photography.

SECTION 7 - RECALL: Officers may be recalled for cause by a majority vote at a regular meeting of the Central Committee provided that the recall request and Executive Committee's recommendation have been provided to all Central Committee members at least fourteen (14) days prior to such action.

SECTION 8 - INDEMNIFICATION: The Central Committee agrees to indemnify against liability any officer made a party to a proceeding because of that person's activities as an officer of this Central Committee if the person acted in good faith, reasonably believed that the conduct was in the best interests of the Central Committee, or at least was not opposed to its best interests; and, if involved with a criminal proceeding, has no reasonable cause to believe the conduct was

unlawful. This indemnification is subject to, and may be limited by, the laws of the State of Oregon.

## ARTICLE VIII - COMMITTEES AND SATELLITE CLUBS

SECTION 1 - THE EXECUTIVE COMMITTEE: Shall consist of the current elected officers, the retiring Chairperson of the Central Committee, and the chairpersons of all standing committees; hold monthly meetings; have a quorum when a majority of its members are present; review and make recommendations on all Central Committee officer recall petitions prior to action by the Central Committee; and conduct all necessary business required between regular meetings of the Central Committee. The executive committee may not authorize spending more than the lesser of \$200 or 25% of the then current cash balance without approval of the Central Committee.

### SECTION 2 - STANDING COMMITTEES:

A. THE BUDGET COMMITTEE: Shall prepare, for adoption at the October Central Committee meeting, a budget for the following January 1 through December 31 fiscal year; and review and make recommendations on all proposed changes to the adopted budget prior to action by the Central Committee.

B. THE FUND RAISING COMMITTEE: Shall have the primary responsibility for planning and executing all fund raising activities needed to meet the expenses in the approved budget.

C. THE PUBLICITY COMMITTEE: Shall prepare and disseminate appropriate news of the Central Committee as directed by the Central Committee and Chairperson; and assist the Secretary, as requested, in the preparation and dissemination of public notices and information.

D. THE PROGRAM COMMITTEE: Shall plan and present informational and educational programs to the Central Committee.

E. THE BYLAWS COMMITTEE: Shall review these Bylaws, appropriate senior committee bylaws, and current election laws, in making recommendations for changes to the Central Committee for approval; review and make recommendations on all proposed changes to the Bylaws prior to action by the Central Committee; prepare copies of the Bylaws, when altered, for dissemination to the Central Committee members; and insure that the Bylaws are adhered to.

F. THE ORGANIZATIONAL COMMITTEE: Shall work to secure committeepersons for all precincts in Lincoln County, and train and supply them with materials necessary to

fulfill the obligations of their office.

G. THE CANDIDATE RECRUITMENT COMMITTEE: Shall work to secure candidates for elections and appointments.

H. THE COORDINATED CAMPAIGN COMMITTEE: Shall organize and carry out coordinated campaign activities for all general elections, including Democratic candidates for national, state, and local offices.

I. SATELLITE CLUBS: The Executive Committee will develop criteria for establishing satellite clubs. The criteria must be approved by the Central Committee. The Executive Committee must review and approve the bylaws of the clubs. The Central Committee must approve the bylaws of each satellite club. The Central Committee shall not abdicate or transfer its sole responsibilities as directed by the bylaws of the Democratic Party of Oregon or the laws of the State of Oregon.

SECTION 3 - AD HOC COMMITTEES: May be appointed as required by the Central Committee Chairperson. All ad hoc committees shall submit a proposed budget for approval.

SECTION 4 - REMOVAL: Any member of a committee, including the chairperson, may be removed by a vote of the Central Committee.

## ARTICLE IX - DELEGATES

SECTION 1 - ELIGIBILITY: Delegates and alternates selected to serve shall be members of this Central Committee.

SECTION 2 - SELECTION:

A. SENIOR COMMITTEES (STATE DEMOCRATIC CENTRAL COMMITTEE & CONGRESSIONAL DISTRICT): All delegates and alternates to senior committees shall be elected by majority vote at the Organizational Meeting of the Central Committee. Delegates to the State Democratic Central Committee shall be elected in accordance with BDPO Article IV. County Chairs are required to submit member changes to the DPO 14 days prior to the SCC meeting per DPO Standing Rule 7.

B. STATE DEMOCRATIC CONVENTION: At least 30 days prior to the State Democratic Convention the Central Committee shall elect delegates to the convention by majority vote at a regular Central Committee meeting (BDPO Article VII).

C. NATIONAL DEMOCRATIC CONVENTION: Delegates are selected according to the "The Oregon Delegate Selection Plan for the (presidential election year) Democratic

National Convention" which is devised and published by the Democratic Party of Oregon, and approved by the Democratic National Committee every four (4) years.

SECTION 3 - VACANCIES: Delegate or alternate posts which become vacant may be filled by the Chair's appointment, subject to confirmation by a majority of the Central Committee at its next regular meeting. Should confirmation be denied, nominations will be accepted from the floor, and an election by majority vote conducted.

SECTION 4 - RESPONSIBILITIES: Delegates and alternates shall act as liaisons between the senior committees to which they are selected to serve and the Central Committee. They shall report on senior committee discussions and actions at the first possible regular Central Committee meeting, and shall vote as directed by the Central Committee.

## ARTICLE X - AMENDMENTS

These Bylaws may be amended by majority vote at any regular Central Committee meeting provided that the proposed amendment(s) and the Bylaws Committee's recommendation(s) have been provided to all Central Committee members at least fourteen (14) days prior to such action.

## STANDING RULES

1. AGENDA: It is the responsibility of the Chair to set the agenda for the regular meetings of the Central Committee. The following agenda may be used at all regular meetings of the Central Committee:

Date:

Time:

Place:

Call to Order

Pledge of Allegiance

Introductions

Additions to the Agenda

Minutes of the Previous Meeting

Treasurer's Report

Elected Office Holder Reports

Candidate Reports

Program

Delegate Reports

Old Business

New Business

Announcements

Adjournment

2. RESOLUTIONS: A resolution is a formal expression of the Central Committee's position and/or a call for action upon a substantive issue, generally of a nature external to the operations of the Central Committee. In order for a resolution to be adopted by the Central Committee, the following must occur:

1. A proposed resolution shall be submitted by a member in writing to the County Chair.
2. At the first Executive meeting after submission of the resolution to the County Chair, the resolution shall be submitted for consideration to the Executive Committee.
3. The Executive Committee, upon consideration, may recommend adoption, rejection, offer a substitute resolution, or make no recommendation at all.
4. The text of the proposed resolution and any recommendation by the Executive Committee shall be provided to all Central Committee members at least six days prior to the meeting at which the vote for its adoption is to be held.
5. The resolution shall be voted on by the Central Committee at the first Central Committee meeting following publication of the resolution. A majority vote is sufficient to pass the resolution. The Central Committee may adopt a substitute resolution so long as it relates substantially to the topic of the original proposed resolution.
6. A resolution may be adopted by the Central Committee without following steps 1) - 5) above if



1)the proposed resolution is presented by a member in writing to the Central Committee including an explanation of why following the standard procedure is inappropriate,

2)at least two-thirds of the members present, providing there is a quorum, vote to bring the resolution to a vote, and 3)at least two-thirds of the members present vote for adoption of the resolution.

3. ENDORSEMENTS. The Central Committee may make pre-primary endorsements. Any motion to endorse a candidate prior to a primary election must be communicated to the secretary at least three weeks prior to the meeting at which the endorsement is intended to be proposed. Written notice of such meeting shall be mailed to all members at least ten days prior to that meeting. The endorsement shall be made by a three-fourths (3/4) vote of the members present.