

# BENTON COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS

Adopted May 16, 2013, Amended October 18, 2016

## Article I. Name.

The name of this organization shall be the Benton County Democratic Central Committee (BCDCC).

## Article II. Object.

The object of this organization shall be to further the aims of the Democratic Party, including assisting in the election of Democratic Party Candidates to public office. The Central Committee shall ensure the widest and fairest representation of party members in its organization and activities. All rules shall be adopted by procedures that assure the fair and open participation of all interested party members. Discrimination in the conduct of Central Committee affairs on the basis of race, sex, age, color, national origin, creed, religion, ethnic identity, disability, sexual orientation, gender identity, economic status, source of income, marital status, or parenthood shall be prohibited. All Central Committee meetings shall be open to the public.

## Article III. Membership.

Section 1. Qualifications. The membership shall be composed of those Democratic Precinct Committee Persons (PCPs) of Benton County, State of Oregon, Elected or Appointed, and qualified as PCPs according to Oregon election laws. In addition, full membership and voting privileges may be extended by vote of the Central Committee to a Democrat who is a resident of Benton County and (a) is a member of the Executive Committee of the Benton County Democratic Central Committee, or holds an office at a higher level of the Democratic Party; or (b) holds a partisan political elective office; or (c) was nominated for a partisan political elective office at the preceding primary election.

Section 2. Parity Goals. Every reasonable effort will be made to recruit and encourage diversity in the Central Committee.

Section 3. Precinct Committee People. The two types of PCPs are Elected and Appointed. Elected PCPs are elected at the May Primary in even numbered years, including those elected by write-in. Appointed PCPs are those elected at a Central Committee meeting by a majority vote. Only Elected PCPs are eligible to vote for officers at the Organizational Meeting. All PCPs can vote on delegates and Bylaws at the Organizational Meeting.

1. As per ORS 248.015 Subsection 6, Elected PCPs take office 24 days after the May Primary.
2. Nominees for Appointed PCPs should be made by the 2<sup>nd</sup> Vice-Chair to the Central Committee after vetting eligibility with the County Elections Office.

Section 4. Vacancies. At any meeting subsequent to the Organizational Meeting, the Central Committee may elect by majority vote persons to fill vacant precinct committee positions. The 2<sup>nd</sup> Vice-Chair shall

announce nominees for vacant positions in the meeting notice at which they are to be elected. Following the oral report of the 2<sup>nd</sup> Vice-Chair, the Chair shall invite nominations from the floor for the position reported upon.

#### **Article IV. Officers and Delegates.**

Section 1. Roster. The officers of this organization shall be a Chair, a 1st Vice-Chair, a 2nd ViceChair, a Secretary and a Treasurer. Also elected, but not classified as officers, are two (2) delegates to the State Central Committee and one additional delegate for each 15,000 Democrats or major fraction thereof within the county and one alternate delegate for each delegate to the State Central Committee; two (2) Congressional District Committee Members for each Congressional District lying partly or wholly within the County, and one additional delegate for each 15,000 Democrats or major fraction thereof within the County and the Congressional District as of the primary election; and one alternate for each Congressional District delegate position within each Congressional District. Alternate delegates for the State Central Committee and Congressional District Committees shall be elected in rank order of replacement preference.

Section 2. Eligibility. Any registered Democrat and legal resident of Benton County, Oregon, shall be eligible to hold office in the Central Committee, except that (a) the Chair and at least one ViceChair shall be of the opposite gender; and (b) Congressional District Committee Members shall be legal residents of the Congressional Districts to which they are elected. The delegates, or in the case of an odd number, the delegates and first alternate, for Congressional Districts 4 and 5 and for the State Central Committee shall consist of equal numbers of men and women. The remaining alternates shall consist of equal numbers of men and women.

Section 3. Election. The officers and delegates shall be elected at the Organizational Meeting. Whenever there are two (2) or more nominees for a position, the method of voting shall be by ballot. A majority vote shall be required to elect.

Section 4. Term of Office. The officers shall be elected until the election of officers at the next Organizational Meeting (see Article V Section 2).

Section 5. Recall. Officers shall be subject to recall for cause by a majority vote of the Central Committee at any meeting, provided notification of the basis for the recall was given at a previous meeting held no less than twenty-eight (28) days earlier.

Section 6. Vacancies. A vacancy in any office shall be filled by a special election, with all nominations being made from the floor, held not less than nine (9) nor more than sixty-five (65) days after the vacancy occurs, or notice of the resignation is received, except that it shall be held at the same meeting at which a vacancy is created by a recall vote. The election date and names of available candidates shall be included in the notice of the meeting at which the special election is to be held.

Section 7. Duties. The retiring officers shall make available to the newly elected Benton County Central Committee all property, records, and funds owned or controlled by the retiring Committee. The officers shall perform other duties specified for them in Oregon Revised Statutes and customarily assigned to such position, including:

a. Chair:

- (1) Presides at all meetings of the Central Committee and its Executive Committee.
- (2) Makes certain that the duties of the Secretary are performed if that officer is absent or incapacitated.
- (3) Is responsible for the correspondence of the organization.
- (4) Ensures that the succeeding County Central Committee meets and gets organized.
- (5) Appoints a Delegation Chair from among the delegates or alternates at the Congressional District and State Central Committee meetings.

b. 1st ViceChair:

- (1) Presides in the absence of the Chair.
- (2) Supervises and assists in committee operations, in consultation with the 2nd ViceChair.

c. 2nd ViceChair:

- (1) Serves as the Central Committee's Public Relation's Coordinator.
- (2) Assists the 1st ViceChair in supervising the operation of other committees.
- (3) Obtains an official roll of PCPs from the Benton County Clerk immediately prior to any meeting at which an election is to be held.
- (4) Notifies the Benton County Clerk when a PCP ceases to be a resident of the precinct in which the committee person was elected or appointed to represent, changes political party registration, or dies; and when the Central Committee appoints a PCP to fill a vacancy.

d. Secretary:

- (1) Takes minutes of all Executive and Central Committee meetings and has a copy available at all times which shall be open to inspection at a reasonable time by any interested member.
- (2) Keeps an official copy of the Bylaws and Standing Rules, as currently amended.
- (3) Helps conduct the correspondence, upon the request of the Chair.
- (4) Prepares and widely disseminates a written notice of the Organizational Meeting designating the time, date, and place of the meeting, and the list of all officers and delegates to be elected.
- (5) Files a copy of the Organizational Meeting notice with the Benton County Clerk at least forty (40) days prior to the meeting and submits a copy to the Democratic Party of Oregon (DPO).
- (6) Sends a list of newly elected officers to the Benton County Clerk and the DPO within fortyeight (48) hours of the election.
- (7) Provides notification of all Central Committee and Executive Committee meetings to the respective members at least six (6) days prior to the dates of the meetings.
- (8) Distributes copies of the minutes preceding the respective meetings of the Central Committee and the Executive Committee.

e. Treasurer:

- (1) Receives and keeps an account of all receipts and expenditures of funds of the organization.
- (2) Ensures a report is presented to the Central Committee.
- (3) Prepares an annual budget of receipts and expenditures for approval at a Central Committee Meeting in the first quarter of the calendar year.
- (4) Issues checks signed by either of two members of the Executive Committee or a designee appointed by the Executive Committee. Account statements shall be delivered to the Treasurer and another member of the Executive Committee or a designee appointed by the Executive Committee.

- (5) Presents or delegates the presentation of a financial report at each Executive and each Central Committee meeting.
- (6) Have the financial records available for open inspection, with the approval of the Central Committee and upon at least one week's notice, by any member of the Central Committee.
- (7) Submits the financial records for audit at any time ordered to do so by the Central Committee or the Executive Committee.
- (8) Submits reports as required by State statute and assures compliance with State and Federal regulations.
- (9) Maintains a list of recent donors for Executive Committee use.

f. Delegates to the State Central Committee:

- (1) Represents the Benton County Democratic Central Committee.
- (2) The Delegation Chair or designee is responsible for determining which alternate(s) shall vote in the absence of any delegate(s) or members(s) and ensures a report is presented to the Central Committee.

g. Alternates to the State Central Committee:

- (1) Takes the place of Delegates unable to attend a meeting of the State Central Committee.

h. Congressional District Committee Members:

- (1) Represents the Benton County Democratic Central Committee residing in their respective congressional districts, as members of the Congressional Committees of those districts.
- (2) The Delegation Chair or designee is responsible for determining which alternate(s) shall vote in the absence of any delegate(s) or members(s) and ensures a report is presented to the Central Committee.

i. Alternates to the Congressional District Committees:

- (1) Takes the place of Delegates unable to attend a meeting of the Congressional District.

**Article V. Meetings.**

Section 1. Number. At least six (6) business meetings shall be scheduled every twelve (12) months.

Section 2. Organizational Meeting. As per Oregon Statute, the Organization Meeting shall be held no less frequently than every 25 months. In 2016, an Organization Meeting shall be held in November or December for the purposes of electing officers, to elect delegates, and to conduct other business. The Organizational Meeting shall be held in January of odd numbered years, beginning in January 2017. The order of business of this meeting shall be to elect officers, to elect delegates, and to conduct other business. PCPs must be notified of the Organizational Meeting by mail or email no less than 30 days prior to the meeting.

Section 3. Call. Meetings shall be called by the Chair, the Executive Committee, the membership at a previous meeting, or by petition delivered to the Secretary and signed by ten (10) Central Committee members.

Section 4. Notice. Notification of all meetings to PCPs, and to other Central Committee members so requesting, shall be done by the Secretary at least six (6) days prior to the date of the meetings. Meeting

notices may be made by mail email, or telephone.

Section 5. Quorum. A quorum shall consist of fifteen (15) members.

Section 6. Cancellation. Once a meeting has been called, it may not be cancelled except in extraordinary circumstances.

Section 7. Postponement. Up until the day before the meeting, the Chair or the Executive Committee may postpone the meeting, but only when necessary due to unsafe conditions at the meeting place or for traveling to the meeting place. When a meeting is postponed, the announcement of the postponement shall include the new date, time, and place of the postponed meeting.

Section 8. Absence of the Chair. When a quorum is present, but neither the Chair nor the 1st Vice-Chair nor the 2nd Vice-Chair are present, then the members present shall choose a temporary chair from amongst themselves.

## **Article VI. Committees.**

Section 1. Roster. In addition to an Executive Committee described in Article VII, the Standing Committees of this organization are the Bylaws and Rules Committee and the Platform & Resolutions Committee. Other committees are listed in the Standing Rules.

Section 2. Membership. Membership in committees shall be open to any registered Democrat residing in Benton County, or self-identified democrats under the age of 18. Committee Chairs shall be appointed by the Chair or Executive Committee.

Section 3. Description. Committee descriptions and operating procedures shall be detailed in the Central Committee's Standing Rules.

## **Article VII. Executive Committee.**

Section 1. Composition. The Executive Committee shall consist of the Chair, 1st ViceChair, 2nd ViceChair, Secretary, and Treasurer.

Section 2. Functions. It shall be the responsibility of the Executive Committee to:

a. Act upon matters demanding immediate attention between meetings of the Central Committee; except that expenditures under such circumstances shall require a two-thirds vote of those present.

b. Coordinate activities of the standing committees.

c. Prepare, and submit to the Central Committee for approval, an annual budget. Track expenditures and receipts per that budget; approve expenditures in accordance with that budget; and modify budget as needed. Budget changes of more than \$500 shall require concurrence of the Central Committee.

d. Arrange for an informal audit of the Treasurer's books at the conclusion of the Treasurer's term of office and within sixty (60) days following an Organizational Meeting, either by an auditing committee of three (3) Central Committee members or by a certified public accountant.

e. Set agendas, make appointments to all positions except where such appointing authority is specifically delegated otherwise in these Bylaws, the Standing Rules of the organization, or state law, and implement specific actions authorized by the Central Committee.

Section 3. Meetings. The Chair shall call a meeting of the Executive Committee at least six (6) times during each twelve (12) months following the Organizational Meeting, unless the meeting is canceled by a vote of the members at the previous meeting. Twentyfour (24) hours verbal notice shall be sufficient notice for meetings with the unanimous consent of the Executive Committee, or notification by the Secretary of the meeting shall be given to the members of the Executive Committee at least six (6) days prior to the date of the meeting.

Section 4. Quorum. A quorum shall consist of an absolute majority of the membership or three (3) members, whichever is greater.

#### **Article VIII. Standing Rules.**

Section 1. The Standing Rules of the Benton County Democratic Central Committee include (but are not limited to): Policies (such as Party Resources), Election Rules, and names and descriptions of the Committees.

Section 2. Amending the Standing Rules. Standing Rules can be amended by submitting a written motion from the floor or by Executive Committee action. Proposals will be included in the notice of the next meeting held at least twenty-five (25) days later and are approved by a simple majority of the Central Committee.

#### **Article IX. Parliamentary Authority.**

Robert's Rules of Order: Newly Revised shall be the authority on all matters of parliamentary procedure not specified by these Bylaws or by Oregon Revised Statutes, or by such Standing Rules as the Central Committee may adopt.

#### **Article X. Amendments.**

The procedure for amending these Bylaws shall be:

1. The submission of the proposed amendment, in written form, at a meeting of the Central Committee;
  2. The inclusion of the text in the notice of the next meeting held at least twentyfive (25) days later;
- and
3. The adoption of the proposed amendment by a twothirds vote at such meeting.