

**Standing Rules of the
Benton County Democratic Central Committee (BCDCC)
As Amended June 17, 2021**

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Change Log

Date	Action	Summary of Changes
May 16, 2013	Adopted	
June 21, 2018	Amended	
October 18, 2018	Amended	
July 2, 2019	Amended by Executive Committee Action	Renaming of committees and splitting some committees into subject specific groups
June 17, 2021	Amended by Central Committee	

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A. Committees

The **Standing Committees** are as follows

i. Finance

Responsible for party's financial planning, monitoring bookkeeping and providing financial reporting in order to make informed business decisions.

Required Members: Treasurer/Executive Committee (EC) Liaison, Fundraising Committee Member

Examples of Activities:

- Oversight and Fiscal Counsel to Treasurer
- Providing guidance on compliance needed when fundraising

ii. Fundraising

While the primary work of our organization always will be to educate, inform and activate voters for progressive causes, we need financing to accomplish that work. This includes solicitation of donations, event/fundraiser planning, and oversight work with Treasurer.

Required Members: Treasurer/EC Liaison, Communications Committee Member, Merchandiser, Outreach Committee Member

Examples of Activities:

- Coordinating annual events (such as the Progressive Legacy Dinner, Holiday Party, Picnic and Pie Auction)
- Preparing Annual Fundraising Letter
- New Fundraiser Activity Planning

iii. Campaign Services

This committee is to identify and recruit Democratic candidates for targeted races at the local, state and national levels, and then provide support services to those candidates during the campaign cycle. This includes setting up and maintaining headquarters, developing and maintaining a yard sign location data base, facilitating VAN access and providing volunteers for canvassing, phone banking and other campaign activities for candidates. This committee also monitors the elections offices in applicable races on election nights.

Required Members: EC Liaison, VAN representative, Outreach Committee Member, Communications and Technology Committee Member

Examples of Activities:

- Recruiting and Vetting Candidates
- Maintaining Strong "Bench" of Democrats locally
- Set up and operate HQ
- Campaign Support Volunteer Roundup
- Assist with Canvassing

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- Liaison between EC and Candidates
- Managing VAN Access to Candidates

iv. Rules and Bylaws

This committee reviews the bylaws and standing rules and considers proposed amendments for submission to the full central committee. This committee also serves to administer organizational elections and oversees credentialing for those elections.

Required Members: EC Liaison, Archivist, Credentialing Official

Examples of Activities:

- Vet and Propose Amendments to Rules and Bylaws
- Oversee Credentialing for Internal Elections
- Draft Election Rules for Reorganizations and special elections
- Oversee and monitor Reorganization and special elections

v. Marketing & Communications

This committee is responsible for internal and external communications. This committee will lead us in best practices for effectively informing the public and our Precinct Committee People about upcoming events, pertinent information and keeping the group inspired. This includes coordinating a united and consistent message and exploring new platforms where those messages can be communicated. This group will also oversee graphic design and maintain consistent visual branding across our written communications, signage, and online presence.

Required Members: EC Liaison(Chair), Messaging Specialist, Copy editor, Graphic Designer, Outreach Committee Member

Examples of Activities:

- Press Releases
- Newsletters
- Website copy / editing
- Social Media
- Assist other committees for communications needs
- Identify new communications opportunities

vi. Technology

This committee is responsible for the internal and external tools utilized by the Benton County Democrats, as well as the technological infrastructure that helps us support candidates when headquarters is open.

Required Members: EC Liaison, IT Operations manager, Website editor, Campaign Services Committee member (for Headquarters Support)

Examples of Activities:

- VAN oversight and maintenance

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- Interfacing with vendors related to technical contracts (webhosting, collaborative workspace, email hosting, etc)
- Website administration / editing
- Supporting technology infrastructure
- Tech setup and support at headquarters

vii. Outreach

This committee conducts community outreach, coalition-building, voter registration and sales of merchandise through outreach opportunities. This group coordinates participation in the county/state fairs, festivals, parades and other outreach opportunities. Its members will liaise with different groups such as labor, seniors, the Linn County Democrats, allied groups in the community, OSU College Dems, and young Democrats.

Required Members: EC Liaison, Merchandiser, Marketing Committee member, Membership Involvement Committee member

Examples of Activities:

- State/county fairs
- Parades
- Festivals
- Farmer's Market
- Liaison with other organizations
- Register new voters

viii. Membership Involvement

This committee will focus on the personal and political development of the members of the BCDCC. It will recruit new Precinct Committee People and volunteers, implement a series of activities that give us opportunities to build relationships and networks internally. These include social gatherings, training, discussion groups, and anything that helps our activists become more effective agents of change. This group also is responsible for creating a welcoming environment at Central Committee meetings by greeting people as they arrive and, when applicable, providing snacks and refreshments.

Required Members: VAN expert, EC Liaison, Outreach Committee Member, Hospitality Coordinator, Marketing Committee member

Examples of Activities:

- Internal Training Events Team-building gatherings
- Effectiveness Training
- Recruit PCPs
- Collaborate with other committees to meet goals
- CC Meeting Greeting and Hospitality

ix. Neighborhood Leader Program (NLP)

This committee will organize the Neighborhood Leader Program by recruiting, training, and

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mobilizing Neighborhood Leaders for the purpose of encouraging Democratic voters to turn out and complete the entire ballot during primary, special and general elections.

Required Members: Technology Committee member, VAN experts, EC Liaison, Outreach Committee Member, Membership Engagement member, Marketing Committee member, Neighborhood Leaders.

Examples of Activities:

- VAN management of Neighborhood Leader Program, turf cutting and data analysis
- Recruitment of NLPs
- Training of NLPs
- Retention of NLPs and teambuilding
- Collaborate with Democratic campaigns when possible
- Collaborate with other committees to meet goals

x. Platform and Legislative Action Committee

This committee is responsible for developing and maintaining the Benton County Democratic platform on a biennial basis, and considering and adopting amendments and additions from time to time. It also will provide Benton County's leadership role toward the larger process of developing the state platform. This committee also is responsible for advocating and leading lobby days at the State Capitol, reaching out to local elected officials to ensure they are familiar with the Benton County Democratic Platform, tracking bills of interest to the Benton County Democrats in accordance with the Platform, and providing training on how to track bills and measures as they become law.

Required Members: EC Liaison, Communications and Technology Committee Member

Examples of Activities:

- Work on State Platform
- Create and maintain BC Dems Platform
- Conduct County Platform Convention
- Track Legislation important to BC Dems (all levels of govt)
- Propose state, national legislation
- Propose local ordinances in accordance with platform
- Coordinate BC Dems Lobby Days
- Conduct training on bill tracking, legislative process
- Distribute Platform to local elected officials

B. Resolutions

Any Letters, Resolutions or Endorsements proposed for a Central Committee vote, must be sent to Central Committee members at least one week prior to the meeting at which the vote is to occur.

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C. Candidate Service Request and Endorsement Policy

In keeping with our mission of Electing Democrats, the Benton County Democrats will support Democratic candidates who represent our values and our issues. Support can be provided via a number of resources or services defined below. This support is available to candidates and measures per the table below.

We recognize that serious contests between Democrats are rare, and that Democrats challenging incumbent Democrats are extraordinary. Under such circumstances, we will treat all parties with courtesy.

i. Definition of Who Receives Services

- Candidate:
 - Must have been a registered Democrat for 180 days, and a candidate for, or office holder of, elective public office (candidate for means they have either filed as a candidate for that office or filed campaign finance committee papers for election to that office.) The 180-day requirement may be waived for candidates or office holders who were unable to register as Democrats because of being under age 18 or citizenship.
 - Or be the Democratic nominee for partisan elective office and registered as a Democrat.
 - Or be recognized as a Democratic candidate for partisan elective office by the Democratic Party of Oregon, the Democratic Governors Association, the Democratic National Committee, the Democratic Senatorial Campaign Committee, the Democratic Congressional Campaign Committee, or the Oregon Secretary of State.
- Endorsed ballot measure campaigns – for or against.
- Ballot measure campaigns endorsed by the Democratic Party of Oregon will be considered the same as being endorsed by the BCDCC unless there is a disagreement, in which case the BCDCC position will prevail.

ii. Definition of Services Provided

- a. Internet Voter File, currently provided by the Democratic Party of Oregon (DPO) by the “Voter Activation Network (VAN)” – includes all voter file features such as voter details and history, maps and targeting lists. Limited to geographic area appropriate to that of the candidate (e.g., precinct or county).
 - Must meet DPO Requirements and have a signed Technology Services Agreement.
 - Charges for the electronic voter file can be wholly or partially offset by an in-kind donation at the discretion of the Executive and/or Central Committees.
 - Candidates denied access to the Electronic Voter File can appeal to the DPO or should be referred to other sources of voter data.
- b. Volunteer and Donor Data – active Democrats including volunteers, newsletter recipients, donors and PCP emails.
 - Our current platform for volunteer data is “My Campaign”. As per DPO regulations,

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county parties cannot give direct access to My Campaign to any candidate or outside group.

- Lists of PCPs and donors can be given to candidates in good standing.
 - Lists of contact information for volunteers can be given to candidates in good standing. (This includes volunteer activities such as canvassing, phone banking, mailings, etc.)
 - Information such as an entire email database cannot be shared without the written permission of the DPO.
 - Candidates can purchase a blank My Campaign platform from the DPO subject to signing an agreement that deals with proper use and protection of information and reciprocity on inputting candidate's own information into the file.
 - Printed voter lists or the electronic equivalent (i.e. Excel or PDF) may be provided upon request at the discretion of the Executive Committee.
 - Candidates are requested to share their donor and volunteer lists with the BCDCC after the election.
- c. Use of Headquarters office facilities on a shared basis. Includes desk, computer, phones and HQ staff time as available. Contract required for federal candidates to comply with Federal Election Commission limits.
- d. Use of Headquarters' literature space.
- e. Bulk mail permit if available – use of permit but candidate/campaign must pay all postage and provide own mailing expertise.

Donations – Suggestions for donations to candidates, or for exceptions to the Candidate Services Policy, will first be considered by the Executive Committee and a recommendation passed on to the Central Committee for a final decision. When a more rapid decision is necessary, the Executive Committee may make the decision and report to the Central Committee.

- f. with approval of the Central Committee or the Executive Committee .
- g. Phone Bank – on a priority use basis (Endorsed Candidate, Democratic Candidate, Endorsed Ballot Measure) on a first come/first serve basis.
- h. Endorsement of Candidate – The Primary is the endorsement procedure for partisan offices. The BCDCC does not endorse in the Primary. A vote to endorse for Nonpartisan elective office must be announced in the meeting notice. This rule may not be suspended. All known Democratic candidates for an office where BCDCC will consider an endorsement must be notified as soon as possible, offered a chance to provide written materials to be circulated with the meeting notice, and invited to speak at the endorsement meeting. A candidate who is unable to speak may appoint a surrogate to speak in their place. The names of all known candidates for the office must be included in the meeting notice. At the meeting, a motion may be made to endorse a candidate or to make no endorsement. If there are multiple eligible candidates, more than one can be endorsed, either as separate motions or a single motion.
- i. Endorsement of Ballot Measure – approval of Central Committee is necessary (if

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advance notice is given, a majority vote is needed; if no advance is given, a two-thirds majority is required).

	Democratic nominees and office holders	Democratic Primary Candidates	Democratic Candidates and office-holders non-partisan	Endorsed Ballot Measure campaign	No-position ballot measure	Other Organizations
Internet Voter File, with agreement	Yes	Yes	Yes	Yes	No	No
Printed Voter List or PDF	**	**	**	**	No	No
Volunteer or donor information	Yes	Yes	**	**	No	No
Use Headquarters, with contract	Yes	Yes	Yes	Yes	**	**
Literature At Headquarters	Yes	Yes	Yes	Yes	*	*
Use Bulk Permit if available	Yes	Yes	Yes	Yes	No	No
Donation of Money	**	No	**	**	No	No
Phone Banks	Yes	Yes	Yes	Yes	**	**
Endorsement	Automatic	No	Yes***	---	Yes***	---

* May be provided at the discretion of the person in charge of the resource.

** With permission of the Executive Committee or Central Committee.

*** With advance notice and vote at a Central Committee Meeting

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D. BCDCC Election Rules

i. The following rules apply to all elections.

1. Time allotted candidates to speak may be changed at the beginning of an election. Any other changes must be handled as amendments to the standing rules, requiring advance notice as specified in the bylaws.
2. The rules designated as “preferred rules” shall be used in all elections. Alternate rules are specified here to make amendment of these rules relatively easy, **except as specified in these rules, comments, statements, or questions during the election which do not deal with the conduct of the election are out of order. The chair may choose to deal with agenda items not relating to the candidates or office being sought while ballots are being counted.**
3. The election meeting will be presided over by the Central Committee Chair or a replacement, just as in a regular meeting, however, a person shall not preside over a part of the election for which they are a candidate.
4. A credentials committee will identify and report on eligible voters. Absentee ballots are not allowed. Eligible voters consist of elected or appointed Precinct Committee Persons, whose name appears on the official list of precinct committee persons provided by the county clerk, as stipulated in state law, ORS 248.015-248.030. **At an organizational meeting, only elected precinct committee persons may vote for officers. (ORS 248.026).**
5. The chair or executive committee will appoint one chief teller and one additional teller for each fifty ballots or major fraction thereof, but no fewer than two tellers. If three or more alternates or delegates are being elected in one set of ballots, then there shall be one chief teller and an additional teller for each thirty ballots or major factor thereof.
6. The chair or executive committee will appoint one or two timekeepers, with a watch or other device to count off the seconds.
7. Each candidate may appoint an observer. **The Rules Committee may also appoint an observer.**
8. If possible, Tellers and observers should meet in advance of the meeting and review the details of conducting the election.
9. If there is a nominating committee, it will make its report. Nominations will be taken from the floor. Candidates may nominate themselves. Seconding a nomination is unnecessary. **Candidates may inform the chair in writing if they have a preference about who nominates them. The chair will call on such individuals first. There will be no nominating speeches.** A motion from the floor to close nominations is out of order unless the intent is clearly to prevent frivolous nominations from being made. It must be seconded and requires a 2/3 majority to pass. Otherwise the chair asks three times in a row if there are any further nominations. If there is no response, then the chair announces that nominations are closed.

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10. If the election of a candidate to an office would result in a violation of our gender balance requirements as specified in Article IV, section 2 of the bylaws, then that candidate may not be nominated to that position.
11. Nominees will be allotted **up to** five minutes to speak. **The order of speaking will be by lot or by flipping a coin.** A nominee **may** choose to spend **some** of their time taking and answering questions from the floor. For delegate elections, candidates may speak for one minute and there will be no questions. These times may be modified before the election begins.
12. Voting will be by secret ballot. If there is only one nominee for an office, a motion may be made to elect by acclamation, which must be seconded. A voice vote will then be held, asking for yes and no votes. If the voice vote is not unanimous, then the election will proceed by ballot.
13. The election shall proceed as follows.
14. One or more tellers will hand out ballots to eligible voters. People will write their vote on their ballot and return the ballot directly to a teller. **The chair will ask three times if all ballots have been returned. If nobody responds to the contrary, then the chair will announce that balloting is closed. Ballots will not be accepted or changed after balloting is closed.**
15. A valid ballot must contain the name of one candidate who can be identified and who is eligible for the position, even if the person was not nominated. Blank ballots, abstentions, or ballots voting for more than the allowed number of candidates are invalid. All valid ballots count for determining a majority.
16. To facilitate counting, tellers will sort the ballots into piles.
17. The tellers will count the ballots and prepare a written report, giving the number of eligible voters, the number of ballots handed out, the number of ballots returned, the number of invalid ballots, and the number of votes for each candidate. The tellers reports will be open for inspection at and immediately following that meeting, but the ballots may not be inspected except by the tellers and observers. The number of valid ballots and the names of people elected will be included in the minutes of the meeting.
18. In order for the election to be final, the winning candidate must accept the position. If they are not present at the meeting, they must accept in writing or by email.
19. The secretary will retain all ballots, counting, or tally sheets, and tellers reports in a sealed envelope for one year. Then they will be destroyed.
20. State Law and BCDCC bylaws should be consulted and take precedence over these rules. Matters that are unclear under these rules will be decided by Roberts Rules of Order.
21. The chief teller and a member of the Rules Committee should review the rules before the election, and come up with a detailed plan for counting ballots.
22. Roberts Rules of Order also provides information on incomplete elections, postponement of

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elections, or adjournment of an election.

i. Rules relating to particular elections.

Election to a single office (such as chair, first vice chair, or a single delegate or alternate.) The preferred method of electing to a single office is the Traditional BCDCC/ Roberts Rules.

Single Office - Traditional BCDCC/ Roberts Rules: If a candidate receives a majority of valid ballots cast, then they are elected. Otherwise, another round of voting proceeds. A candidate may withdraw from consideration. Otherwise, no nominees will be removed. Additional rounds may be necessary.

Single Office – Instant Runoff: Follow the procedure for ranked choice voting for delegates.

ii. Delegate selection elections.

Delegate selection elections, especially using ranked choice voting may be time consuming, and it is important for tellers to review the details of the election in advance.

The preferred method for Delegate Selection Elections is Modified DPO Rules.

The gender balance requirements apply to delegates and also to delegates and alternates taken together. The maximum number of delegates of any gender (male, female, or non-binary) may not exceed fifty percent of the number of delegates, or in case of an odd number of delegates, then that fifty percent will be rounded up to the next whole number. In addition, the number of male and of female delegates, may differ by no more than one.

If the number of delegates of either gender to be elected is precisely determined, which may depend on the absence of non-binary nominees, then the election may be split into two groups based on gender.

Delegate Selection Rules - Modified DPO rules (Revised from DPO convention delegate election rules.)

1. Each voter will be allowed one vote for each delegate slot to be filled. Rank order will be used only to break ties.
2. There will be a maximum of two rounds of ballots cast to elect these delegates.
3. Candidates who win a majority of the votes cast on the first ballot, and who meet any gender balance requirements are assigned delegate slots and then alternate slots, with candidates receiving the most votes being assigned the higher position.
4. If, after the first ballot, there are still delegates or alternates to be elected, a second round of voting shall occur. After removing the name of any candidate who won a majority on the first ballot, the second ballot will consist of the top finishers on the first ballot, equal to twice the number of delegate and alternate positions still remaining to be filled.

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5. Ties will be resolved by determining which eligible candidate received the most first rank votes on the ballot. Remaining ties will be determined by lot.
6. If there are still positions to be filled then a vote may be made for a third round of voting. Otherwise voting is ended and a vacancy is declared.

Delegate Selection Rules – ranked choice voting.

1. Ballots will have pre-numbered lines. Voters prepare ballots by writing a list of candidates on the ballot, with names ordered by preference (“1” for first preference and so on).
2. Ballots in which the same preference number is used more than once are invalid and will not be counted. All valid ballots are considered toward the majority in each round of voting, even if no eligible preference remains on that ballot for that round of voting.
3. Ranked choice voting occurs in rounds that begin with sorting the ballots into piles based on the highest eligible preference, counting and recording the number of ballots in each pile. If no candidate has obtained the majority, the round continues, with redistribution of the ballots of the candidate with the fewest votes to the next highest ranked eligible candidate. The round ends when a candidate acquires a majority of ballots. Candidates running only for alternate are not eligible for delegate election. It follows that votes for them cannot affect who is elected delegate. Similarly, votes for candidates running only for delegate will be ignored while electing alternates.
4. Candidates whose election as delegate would cause a violation of the gender balance rules, but could still be alternate may be elected and placed on the alternate list. When a delegate or alternate is selected, they will be assigned to the highest available slot for their gender on the rank order list of delegates and alternates. A candidate will not be assigned to a slot if this would violate the gender balance rules.
5. Candidates running only for alternate are not eligible for delegate election and will be ignored during the delegate part of the election. It follows that votes for them cannot affect who is elected delegate. Similarly, votes for candidates running only for delegate will be ignored while electing alternates.
6. Ballots voting for ineligible candidates are redistributed to the next preference candidates.
7. A candidate is elected when they receive a majority of the valid ballots cast (paragraph 2)
8. In the next round of counting, candidates already elected are no longer eligible. Candidates who were eliminated in the previous round due to not enough votes become eligible again. The next round begins as in paragraph #3, above.
9. It is possible that not all positions will be filled, either because there are too few candidates or because some voters did not give a rank preference to all candidates. If there are too few candidates, the unfilled position(s) are vacant. If there are candidates eligible for positions that were not filled, then a new election will be conducted to fill remaining positions. If a

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position is still unfilled, a motion may be made to have another round of balloting. If this motion passes, then another election shall be held for the vacant positions. Otherwise, the election for this set of delegates/alternates is over and the unfilled position(s) are vacant.

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References

- BCDCC Bylaws and Operating Rules available online.
- Democratic Party of Oregon Bylaws. Available online.
- Oregon Revised Statutes (ORS) available online Especially chapter 248
- Robert’s Rules of Order, Newly Revised. 11th edition Copyright 2011. (Do not use editions that do not contain “Newly Revised” in the title. They are obsolete poorly-organized editions whose copyright has expired. Only the most recent edition is official.
- Robert’s Rules of Order Newly Revised In Brief, Copyright 2011