

**Bylaws of  
The Democratic Party of Douglas County  
State of Washington**

**Contents**

Preamble	
Article I	Name
Article II	Objectives
Article III	Members
Article IV	Officers
Article V	Meetings
Article VI	Executive Board
Article VII	Committees
Article VIII	Parliamentary Authority
Article IX	Amendments
Article X	Appendices

1. Special Rules of Order
2. Standing Rules
3. Article VIII, Bylaws of Democratic Party of the State of Washington; “County Central Committees.”

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020

Signed: Karen L. Keleman \_\_\_\_\_, Chairperson

Witness: Rebecca Cattin \_\_\_\_\_, Secretary

**Preamble**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15

Washington State Law (RCW 29.42) and the bylaws of the Democratic Party of the State of Washington (amended 9/13/1995) govern the charter and actions of the legislative districts central committees (LDCC) and county central committees (CCC). The committees' bylaws are their own basic rules relating principally to each committee as an organization, rather than to the parliamentary procedures that they follow. The Bylaws must be consistent with the principals of the State law and Party Bylaws.

Article VIII of the Bylaws of the Democratic Party of the State of Washington defining the County Central Committee is attached as Appendix 3.

1 **Bylaws of the**  
2 **Douglas County Democratic Party**

3  
4 **Article I**

5 Name

6 The name of this organization shall be the Douglas County Democratic Party (DCD).  
7  
8  
9

10 **Article II**

11  
12 Objectives

13  
14 The objectives of DCD shall be to promote the National and State Democratic Parties; to  
15 Establish County Democrats as a Voice in the Community; to Recruit and Support Democratic  
16 Candidates for the Public Office; to Publicly Support Democrats elected to Public Office;  
17 to Define and Vocalize Democratic Issues of Interest to the Public.  
18  
19  
20

21 **Article III**

22  
23 Members

- 24  
25 1. The members of the DCD shall be all residents of the Douglas County who declare  
26 themselves to be Democrats, including all duly elected or appointed Douglas County  
27 Democratic Precinct Officers, members of the DCD Executive Board and officers of  
28 the DCD.  
29  
30 2. Annual dues shall be 20 dollars, payable at the first meeting of the calendar year.  
31 The Treasurer will notify the member(s) in writing who are more than two months in  
32 arrears.  
33  
34 3. Any member desiring to resign from the DCD shall notify the Secretary in writing,  
35 who will inform the Executive Board of the Action.  
36

1 **Article IV**

2 **Officers**

3  
4 1. The Douglas County Central Committee composed of all elected and appointed  
5 precinct committee officers shall be the governing body of the County Democratic  
6 Party and shall have the responsibility for conducting party affairs at the County  
7 level.

8  
9 2. The officers of the DCD shall be a chairperson, first vice-chair, second vice-chair,  
10 secretary, treasurer, state committee man and state committee woman. The chair and first  
11 vice-chair will be of different genders. These officers plus three PCOs will constitute the  
12 Executive Board. They shall perform the duties defined by these Bylaws and by the  
13 parliamentary authority adopted by the DCD (See article VIII).

14  
15 3. Officers will be elected in strict compliance with the Procedures established by the  
16 Washington State Democratic Central Committee (see Article X, Appendices, Special  
17 Rules of Order)

18  
19 4. Officers will be elected to serve for two years or until their successors are elected.  
20 Their term of office shall begin at the time of the biannual election. There is no  
21 limit to the number of terms they may serve.

22  
23 5. Elections shall be held biannually, no later than the second Saturday of January  
24 following a general (or even year) election in accordance with RCW 29 . 42. 030.

25  
26 6. An officer may be removed from office by majority vote of the governing body for  
27 failure to carry out the duties defined by these Bylaws and the parliamentary authority  
28 or for conduct prejudicial to the objectives of the DCD.

1 **Article V**

2  
3 **Meetings**

- 4
- 5 1. Meetings will be open to all declared Democrats.
- 6
- 7 2. The regular meetings of the DCD shall be held on the fourth Thursday of each  
8 month throughout the year unless otherwise ordered by the Chair or petitioned by  
9 three members of the Executive Board.
- 10
- 11 3. Special meetings such as the biannual election meetings in January (see Article IV)  
12 may be called by the Chair or by the Executive Board. The purpose of the meeting  
13 shall be stated in the call; at least two weeks’ notice shall be given.
- 14
- 15 4. In the event that a public emergency or natural disaster makes the holding of an in-person  
16 meeting of the organization unlawful or impossible, the organization may conduct its  
17 meetings by electronic or other remote access means as reasonably necessary for the duration  
18 of the emergency or disaster; provided that the organization shall use its best efforts to  
19 implement any such virtual meetings with full regard for the need to maintain as much as  
20 possible accessibility for all members, including those with disabilities and those who lack  
21 access to sophisticated technology tools. Any action that could be taken at an in-person  
22 meeting, including bylaws amendments, may also be taken at a virtual meeting held pursuant  
23 to this clause but any action taken at any such virtual meeting shall be subject to ratification  
24 at the first regular meeting of the organization held after such virtual meeting or meetings. “
- 25
- 26 5. Two-thirds of the County Executive Board shall constitute a quorum.

27 **Article VI**

28  
29 **The Executive Board**

- 30
- 31
- 32 1. The officers of the DCD plus three Precinct County Officers (PCOs) shall constitute  
33 the Executive Board. The Chair shall appoint the three PCOs from the pool of  
34 elected and appointed PCOs.

- 1 2. The Executive Board shall have general supervision of the affairs of the DCD between  
2 its business meetings, fix the hour and place of the meetings and perform those duties  
3 specified by these Bylaws and the parliamentary authority (Article VIII). No action of  
4 the Board shall conflict with action taken by the DCD or it's governing organization,  
5 the State Democratic Party.  
6
- 7 3. The Board will meet the fourth Thursday of the month throughout the year.  
8

## 9 10 **Article VII**

### 11 **Committees**

- 12 1. The Executive Board, by two-thirds vote, may establish such committees as are  
13 warranted by the business of the DCD. These may be standing or special as necessary.  
14
- 15 2. The Chair will appoint a Finance Committee, composed of the Treasurer and three  
16 other members of the DCD promptly at the first meeting of the year. This  
17 committee shall prepare a budget for the current year; shall propose fund-raising  
18 activities and shall audit the Treasurer's accounts at the end of the year. The audit  
19 results will be reported at the first meeting of the year, in writing.  
20
- 21 3. The Chair shall appoint a Program Committee of three from the Executive Board,  
22 whose duty shall be to plan the annual program of the DCD. This committee's  
23 report shall be submitted to the DCD for its approval at its regular meeting in May.  
24  
25  
26  
27  
28

## 29 **Article VIII**

### 30 **Parliamentary Authority**

31  
32  
33  
34 The rules and procedures contained in the current (1990, 9<sup>th</sup> Edition) edition of "Roberts  
35 Rules of Order, Newly Revised" shall govern the DCD in all cases to which they are  
36 applicable and in which they are not inconsistent with these Bylaws.  
37  
38  
39

1 **Article IX**

2  
3 **Amendments of Bylaws**

4  
5 These Bylaws may be amended at any regular or special meeting of the Douglas County  
6 Democrats; provided however, that the wording of the amendment or a summary thereof shall  
7 have been distributed to all members who are eligible to vote, either at the meeting immediately  
8 preceding, or by U.S. Mail, electronic mail (e-mail), or facsimile (fax), at least fourteen (14) days  
9 prior to the meeting date on which the amendment is submitted for approval by the members.  
10 Amendment of the bylaws shall require affirmative approval by two-thirds of the members  
11 present, subject to the quorum requirements of Article V, Section 5. of these Bylaws.  
12

13  
14 **Article X**

15  
16 **Appendices**

17  
18 Appendix 1. Special Rules of Order: “Procedures for the nomination of candidates for  
19 filling vacancies in single county legislative districts.” Please see attached.  
20

21  
22 Appendix 2. Standing Rules

23  
24 a) Receipt and Disbursement of Funds

- 25  
26 i. The treasurer shall deposit all funds received by the DCD, and shall disburse  
27 the funds of the DCD in accordance with these Bylaws or by resolution of  
28 the DCD. The treasurer shall maintain accurate books of account, showing all  
29 monies received and spent, as well as all assets and liabilities of the DCD.  
30 The treasurer shall maintain a checking account (and savings account, if  
31 appropriate) at a financial institution approved by the Executive Committee.  
32 No investments shall be made without the prior approval of the Executive  
33 Committee.  
34  
35 ii. Bills or other reasonable administrative expenses may be incurred by the Chair  
36 or Executive Committee and shall be paid by the treasurer upon receipt of  
37 proper billing or other invoice. Campaign donations shall require the approval  
38 by majority vote of the DCD before payment. Contributions to political

1 campaigns shall be based on the Executive Board recommendations to the  
2 DCD.

- 3
- 4 iii. The members of the DCD may authorize, by resolution at any meeting, the  
5 Chair or the Executive Committee to expend further funds for any specified  
6 purpose. In doing so, the members may impose such restrictions or conditions  
7 as it sees fit.
- 8
- 9 iv. The DCD is authorized to expend funds in support of, or opposition to, any  
10 candidate for partisan political office. Campaign donations may be made for  
11 either the primary or general elections, or for special elections. The members  
12 may impose restrictions or other conditions which they deem appropriate.
- 13
- 14 v. At each regular meeting, or at such other times as are requested by the Chair,  
15 the treasurer shall give a summary of the financial status of the DCD,  
16 showing receipts and expenditures. The treasurer shall be responsible for  
17 submitting all necessary reports or statements to the Washington Public  
18 Disclosure Commission.

19

20

21 b) Endorsements

- 22
- 23 i. The DCD shall not make any preprimary or preconvention endorsements of  
24 candidates, except for uncontested primary races.
- 25
- 26 ii. The foregoing does not preclude the DCD from publicly indicating that  
27 someone who has declared to be a Democratic candidate, is not recognized by  
28 the DCD as a member of the Democratic Party by reasons of his or her  
29 conspicuous actions or statements.
- 30
- 31 iii. Since the purpose of the DCD is to promote the Democratic Party and to  
32 support Democrats who are running for public office, members of the DCD  
33 Executive Board shall not publicly campaign for candidates for elective  
34 positions who have not filed for the office as a Democrat. The exceptions are  
35 for non-partisan positions and those elective offices in which no Democrat has  
36 filed as a candidate.
- 37
- 38



1 Appendix 3.

2  
3 Democratic Party of State of Washington

4  
5 Article VIII  
6 County Central Committees

- 7  
8 a) The county central committee shall be the governing body of the county  
9 Democratic Party and shall have the responsibility for conducting party affairs at  
10 the county level. It shall be composed of all elected and appointed precinct  
11 committee officers.  
12
- 13 b) In any county central committee only elected precinct committee officers and  
14 precinct committee officers appointed after the organization meeting shall vote for  
15 county Chair, Vice Chair, State Committeewoman, State Committeeman, any  
16 representative of the county central committee is authorized to send to other party  
17 organizations and on the adoption or amendment of bylaws. County central  
18 committees may allow other Democrats to participate in all other functions.  
19
- 20 c) Each county central committee shall be organized according to state law, the  
21 Charter and Bylaws of the Democratic Party of the State of Washington, and other  
22 provisions pursuant to the authority of the Charter. Its organizational meeting shall  
23 take place in December or January following each state general election held in  
24 even-numbered years. At the organizational meeting, the committee shall elect a  
25 Chair, a vice-chair, a state committeewoman, a state committeeman and any  
26 representatives it is authorized to send to other party organizations.  
27
- 28 d) The county central committee shall have a minimum of four (4) regular meetings  
29 a year unless there are legislative district organizations within the county.  
30
- 31 e) In counties with legislative district organizations, the county central committee  
32 may establish a county executive board.  
33  
34  
35  
36  
37  
38  
39

1 Appendix 1.

2  
3 Washington State Democratic Central Committee

4  
5 PROCEDURES FOR THE NOMINATION OF CANDIDATES FOR FILLING  
6 VACANCIES IN SINGLE COUNTY LEGISLATIVE DISTRICTS  
7

- 8 1. These procedures shall apply to the filling of vacancies for any legislative seat in a  
9 district contained in a single county, except that the county central committee of any  
10 county containing one or more entire legislative district may adopt a procedure for  
11 filling such vacancies to apply to any legislative vacancies occurring after the adoption  
12 of such procedure.  
13
- 14 2. The county Democratic Chair shall call a special caucus of the district precinct  
15 committee officers for the purpose of filling legislative district vacancies. The county  
16 Democratic Chair, or the Chair's designee, shall preside over all such meetings.  
17
- 18 3. Candidates must be registered voters residing in the district where the vacancy exists,  
19 and must be otherwise qualified for office.  
20
- 21 4. Only duly elected and appointed precinct committee officers are eligible to vote. To be  
22 eligible to vote, appointed precinct committee officers must have been appointed by  
23 the county Chair prior to the occurrence of the vacancy. No proxies or absentee ballots  
24 are allowed.  
25
- 26 5. A declaration of candidacy not to exceed five minutes shall be made from the floor  
27 by the candidate and/or someone speaking on their behalf. No person ineligible to be  
28 appointed may be nominated. When there are no further declarations of candidacy the issue  
29 shall come to a vote.  
30
- 31 6. Each precinct committee officer shall cast one vote on the ballot provided. By a vote  
32 of the caucus, balloting shall be by one of the following methods:  
33
- 34 a) Separate nominations and elections shall be held for the first, second and third  
35 ranked positions. In the event that no person receives a majority on the first ballot,  
36 the person receiving the least votes shall be eliminated and another ballot taken. On  
37 succeeding ballots the same rule shall apply until one person receives the majority  
38 of the votes cast for that position.

1        b) Nominees for the first, second and third ranked positions shall be selected in a  
2        single election. After the first ballot the votes shall be tabulated and the ranking of  
3        the candidates by vote totals shall be announced. If there are more than three  
4        candidates the top three shall be retained and the others stricken from the ballot and  
5        another vote taken. Again, each voter shall cast one vote for one of the remaining  
6        three candidates. Again, votes shall be tabulated, totals announced and a ranking  
7        established by the number of votes each candidate receives. If no candidate  
8        receives a majority of the votes cast, there shall be a recorded vote between the  
9        candidates ranked one and two. The candidate receiving the majority of votes cast  
10       in this balloting shall ranked one.

11

12       7. The list of the nominees shall consist of three names in rank order.

13

14       8. Voting on candidates shall be by signed ballot. Ballots not signed or having more than  
15       one vote cast will not be counted.

16

17       9. The county Democratic Chair shall retain custody of the ballots for three months.

18

19       10. The county Democratic Chair shall transmit the candidates' names and their vote totals  
20       to the county Central Committee (or Executive Board) for ratification, and subsequent  
21       to ratification, to the chair of the county council or board of county commissioners.

22

23       11. Notice of the special caucus shall be mailed ten days in advance. The call shall  
24       include the purpose of the caucus, the vacancy to be filled, time, place and date of  
25       the meeting, and copy of these procedures. The call shall be mailed by the county  
26       Democratic Chair.

27

28       12. In all matters not specifically covered herein, Roberts Rules of Order, Revised shall  
29       prevail.

