

POLICY MANUAL OF THE 35TH LEGISLATIVE DISTRICT DEMOCRATS

Approved January 24, 2023

NOTE: All Article and Section references below are from the Bylaws of the 35th LD Democrats.

ARTICLE III. MEMBERSHIP.

Section 2. Dues.

The ability to seek reduced or waived membership fees shall be included in all descriptions of membership, membership forms and dues payment systems.

ARTICLE IV. OFFICERS.

Section 5. RESIGNATION AND REMOVAL FROM OFFICE.

The following procedures shall be used in the following order during a Special Meeting at which the removal of an Officer is considered:

1. The Chair or Presiding Officer shall read a description to the body of what the grounds are for consideration of removal. Such will also be sent to the Precinct Committee Officers (PCOs) prior to the meeting via email. The Officer whose removal is being considered cannot preside over the meeting.
2. The Officer whose removal is being considered shall have up to five minutes to orally present a defense or explain why they believe removal is not justified. They may speak on behalf of themselves for the entire five minutes, have individuals speak on their behalf, or a combination thereof.
3. If the Officer is not in attendance, they may authorize individuals to present a defense in their absence so long as the Officer notifies the Chair or Presiding Officer of this authorization via email at least one (1) day prior to the meeting. Should the Officer not be in attendance nor authorize any other persons to speak on their behalf, this shall be considered forfeiture of their allotted time.
4. Following a defense being presented, the body shall enter debate which shall last no more than thirty minutes. Debate may end prior to the allotted time if there are no more people who wish to speak.
5. Debate shall alternate between those in favor of removal and those against, to the extent possible. The Chair or Presiding Officer shall ask between speakers for any who favor the opposing side of the most recent speaker. Nothing shall preclude one side from taking successive turns, so long as the other side is given opportunities to request to speak between speeches.
6. Any PCO may speak for up to two minutes and shall be limited to only one opportunity to speak in debate. During debate, each PCO may ask up to two questions, so long as the questions are germane to the grounds for removal. Questions do not count towards the two minute limitation nor limit their ability to participate in debate.

7. Following the conclusion of the debate, a vote shall occur by signed, written ballot. The Chair or Presiding Officer, or their designee, shall tally the vote and inform special meeting attendees once the vote has been tallied.

ARTICLE V. DUTIES AND POWERS OF OFFICERS.

Section 1. CHAIR.

Duties of the Chair may include:

- A. Encourage the Chair of any County Democratic Central Committee (of those counties having precincts within the 35th LD) to appoint persons to fill PCO vacancies and make recommendations regarding potential PCOs to fill such vacancies.
- B. Maintain a complete up-to-date contact list of all PCOs of the 35th LD.
- C. Sign checks on the treasury when the Treasurer is not available.

Section 2 VICE CHAIR.

- A. If the Chair becomes vacant in the middle of the term, and the Vice-Chair does not want to advance to the Chair position, the Vice-Chair can remain Vice-Chair regardless of the gender of the newly elected Chair for the remainder of the term. When the next Re-org Meeting happens, the Chair and Vice Chair must be different genders.

Section 3. STATE COMMITTEE MEMBERS.

- A. When arranging for a proxy to any Washington State Democratic Central Committee (WSDCC) meeting, the State Committee Member shall find a person of their same gender to attend.
- B. Failure to attend any two consecutive meetings in person or by proxy is grounds for removal from office.
- C. Members are encouraged to join sub committees of the WSDCC.

Section 4. SECRETARY.

Duties of the Secretary may include:

Maintain copies of all approved by-laws and amendments, the WSDCC Charter and Bylaws, relevant sections of the Revised Code of Washington (RCWs), and the current WSDCC Platform, as it is considered the 35th Dem's platform.

ARTICLE VI. EXECUTIVE BOARD.

Section 1. MEMBERS AND FUNCTION.

The Executive Board shall establish the frequency of meetings and a time which is convenient for each member of the Executive Board to meet at an Executive Board meeting to be held at the discretion of the Chair prior to the first General Membership Meeting.

Section 2. EXECUTIVE BOARD AND SUCCESSION.

If the Chair, Vice Chair, Secretary, and Treasurer are all absent from an Executive Board meeting, the Chair shall designate a Presiding Officer and communicate via email their designated officer to the Executive Board at least seven (7) days ahead of the meeting. The designated Presiding Officer must be a member of the Executive Board.

ARTICLE VIII. COMMITTEES.

Section 1. GENERAL RULES.

Diversity on committee membership for each committee should reflect differences in status and of county of residence where practical.

Section 2. STANDING COMMITTEES.

CAMPAIGN COMMITTEE

Any member who has three or more unexcused absences within a calendar year shall be subject to removal from the Campaign Committee at the discretion of committee chair in consultation with the 35th LD Chair.

Additionally the Committee may:

1. Provide information to all candidates who are Democrats and share 35th Dems' values.
2. Educate endorsed and approved candidates on issues of the 35th LD, events and activities, our membership and other helpful information throughout the district.
3. Provide training and mentorship to potential candidates, especially for 35th LD positions.

RE-ORG COMMITTEE

The Re-org Committee is responsible for establishing rules for the conduct of the Re-org Meeting. These rules should be in keeping with the most up-to-date party recommendations for the conduct of a reorganization meeting. The Re-org Committee is also responsible for identifying prospective candidates for 35th LD Executive Board office and ensuring that there is at least one candidate for each 35th LD Executive Board office, if at all practicable.

Executive Board members may not constitute a majority of the Re-org Committee.

All persons nominated to hold office must have agreed to be considered for office.

ARTICLE IX. ENDORSEMENTS, APPROVALS AND OPPOSITIONS.

The Executive Board, or the Campaign Committee as authorized by the Executive Board, shall set forth policies for the endorsement or approval of candidates (or the revocation thereof) and taking positions on ballot measures in a manner in keeping with the most up-to-date WSDCC recommendations.