

**COLUMBIA COUNTY DEMOCRATIC CENTRAL
COMMITTEE BYLAWS Approved April 24, 2018**

ARTICLE I – NAME

1.1 The name of this organization shall be the Columbia County Democratic Central Committee, hereafter referred to as “CCDCC”.

ARTICLE II – PURPOSE

2.1 The purpose of the CCDCC shall be to further the aims of the Democratic Party, to work for the election of candidates who support the Democratic platform, and to be a link between the citizens and government for the betterment of the government and the people.

ARTICLE III – AUTHORITY

3.1 The CCDCC has the power, consistent with the law and these by-laws, to manage the affairs and transact the business of the CCDCC, including the authority to fill vacancies when they occur in the offices of Chairperson, Vice-Chairperson, Congressional Committeeperson, and delegates to the State Central Committee and CCDCC precinct persons, and adopting county level resolutions.

ARTICLE IV - MEMBERSHIP

4.1 The members of the CCDCC shall consist of the officers of this committee, the precinct committee persons and the elected and appointed Democratic officeholders representing Columbia County.

4.2 Precinct Committee persons shall be elected in the primary election in accordance with Oregon Law. In those precincts where a precinct committee person or persons are not elected, or when vacancies may occur after election, the CCDCC may fill vacancies. Selection shall be by majority vote of the duly elected and selected precinct committee persons only, either at the initial organizational meeting or at any regular meeting

thereafter. The CCDCC may fill a vacancy of a current precinct or a vacancy of an adjacent vacant precinct, as allowed by current election laws. An elected Committee person who represents a precinct that is subsequently combined, consolidated or abolished shall continue to be a member of the CCDCC until the next regular election for precinct office.

4.2.1 Any aspiring PCP appointee residing in, or adjacent to a precinct with an open seat may be considered for nomination after having attended no fewer than three CCDCC meetings within a six-month period. At the meeting following a valid nomination request, the Chair will afford the opportunity for the candidate to speak and answer questions before putting the appointment to a vote. A majority of the standing voting members present will determine the matter, either by acclamation or, if so moved, by ballot.

4.2.2 A precinct committee person may resign from the office of precinct committee person by filing a written notice of resignation to the Chairperson or to the CCDCC Executive Board, to be submitted to the Elections Office for recording. Upon receipt of the notification of a resignation, the Central Committee can proceed to fill the vacant office of precinct committee person, as provided in Section 4.2.1

4.2.3 When a precinct committee person ceases to be a resident of the precinct in which she/he resided when elected, or changes political party registration, or dies, the CCDCC Chair shall notify the County Clerk of such fact. When the CCDCC selects a person to fill a vacancy in the office of precinct committee person, the Chair shall send a written notice of selection to the Columbia County Clerk without delay.

4.3 A CCDCC person may, as an individual, support and vote for any candidate they choose. No Democratic Precinct Person (PCP) acting as a PCP shall publicly support a candidate running against a candidate endorsed by the CCDCC.

ARTICLE V – OFFICERS

5.1 The officers of the CCDCC shall consist of a Chairperson, Vice-Chairperson, Secretary and Treasurer.

5.2 Eligibility: Any elected or appointed precinct committee person within the county.

5.3 Nomination and Election: The officers shall be nominated from the floor and elected by majority vote biannually at the odd-year June organizational meeting of the CCDCC (starting in June, 2011). Vacancies which occur between terms in the office of Chairperson, Vice-Chairperson, Secretary, Treasurer and Delegates to the Democratic Party of Oregon (DPO) , State Central Committee (SCC), , and to the First Congressional District Committee (CD1) , shall be filled at the next regular meeting of the CCDCC, or at the next possible CCDCC meeting.

5.4 Term of Office: The officers shall be elected for terms of two (2) years or to fill the remainder of an unexpired term.

5.5 Duties:

5.5.1 The Chairperson shall:

5.5.1.1 Preside at the organizational meeting, all regular meetings of the CCDCC and Executive Committee meetings.

5.5.1.2 Conduct the business of the regular meeting in accordance to the agenda, prepared and made available to the secretary to be included in the meeting notice as soon as possible, preferably no later than six days before the meeting.

5.5.1.3 Be the primary spokesperson for the CCDCC. However, all material representing positions of the CCDCC must be approved by the Executive Board or referred to the CCDCC for approval by a majority vote.

5.5.1.4 Abide by the rights, powers and duties conferred upon the office by Oregon Revised Statutes (ORS) Chapter 248 and Democratic Party of Oregon bylaws.

5.5.1.5 Conduct all meetings by the Parliamentary Procedures of Robert's Rules of Order as practical, except where otherwise specified by these bylaws.

5.5.1.6 Act as an ex-officio member of all standing committees.

5.5.1.7 Be an authorized signer on all bank accounts.

5.5.1.8 Ensure that the CCDCC obtains precinct listings from the County Clerk.

5.5.1.9 Provide access to electronic information such as Websites and voter files to the Secretary and other persons as approved by the Executive Committee and serve as a back up to the Secretary for maintenance of those sites and files.

5.5.1.10 Develop CCDCC agendas and meeting notifications, as approved by the Executive Committee, and provide a copy to the Secretary for distribution to the CCDCC membership along with meeting notification and minute's distribution (see 5.5.3.5).

5.5.1.11 Provide training for each incoming PCP and provide them with a precinct map, a list of voters in their precinct, a copy of the current "precinct Handbook" and a copy of these bylaws. These duties may be assigned to a task force or other persons at the pleasure of the Chair.

5.5.2 The Vice-Chairperson shall:

5.5.2.1 Act or perform the duties of the Chairperson In the absence of the CCDCC Chairperson or in the event of the Chairperson's inability to do so.

5.5.2.2 Assist the Chairperson as required, and at the Chairperson's discretion, also serve in other capacities.

5.5.2.3 Serve as parliamentarian in CCDCC and Executive Committee meetings. This includes assuring compliance to bylaws.

5.5.3 The Secretary shall:

5.5.3.1 Record minutes of the organizational and regular meetings of the CCDCC and the Executive Committee, including a record of all motions made and approved.

5.5.3.2 Provide a draft copy of the CCDCC meeting minutes to the chairperson, and one copy to each precinct committee person. Provide a draft copy of Executive Committee meeting minutes to the Executive Committee members, and as requested to CCDCC members. The Secretary will also maintain a file of all CCDCC meeting minutes and Executive Committee meeting minutes. Minutes may be distributed in electronic or hard copy format.

5.5.3.3 Maintain an up-to-date record of the membership, bylaws and such records as may be requested by the CCDCC.

5.5.3.4 Establish and maintain a list of the entire membership, including name, address, phone number and office held.

5.5.3.5 Provide a written/email notice of all regular CCDCC meetings to the entire membership as soon as possible, preferably not less than six (6) days prior to the regular meeting, giving the date, time, place and any special actions to be taken, such as elections and recalls. Standing Committee chairs should email meeting notification to all PCPs, as well as the County Chair, and provide the CCDCC Secretary with meeting minutes for the record upon request.

5.5.4 The Treasurer Shall:

5.5.4.1 Be custodian of the funds of the CCDCC and maintain an account of all receipts and expenditures.

5.5.4.2 Issue checks only on authority of majority vote of the membership in attendance at any Central Committee meeting or upon Executive Committee approval (see section 6.11.4).

5.5.4.3 Be an authorized signer, along with Chairperson, on all bank accounts.

5.5.4.4 Submit a verbal financial report at each regular CCDCC meeting and submit a written copy for such report to the Secretary.

5.5.4.5 See that the financial records are open to any member of the CCDCC, or of the Executive Committee.

5.5.4.6 Have the books ready to audit at the end of the term of office or within 15 days after request by the Executive Committee

5.5.4.7 Provide an additional report on the completion of each authorized project, including the final summation of the profit or loss resulting from the project.

5.5.4.8 Provide annual and intermittent budgets as needed/ requested for the approval of the CCDCC membership.

ARTICLE VI – STANDING COMMITTEES

6.1 The CCDCC will have the following Standing Committees:

6.1.1 All standing committees will send meeting notifications via email to the CCDCC.

6.1.2 The Executive Committee duties are as follows:

6.1.2.1 Shall consist of the CCDCC Chair, Vice-Chair, Secretary and Treasurer.

6.1.2.2 Meetings shall be held as soon as possible, preferably not less than 8 days prior to the next regularly scheduled Central Committee meeting.

6.1.2.3 A quorum shall consist of three (3) members of the Executive Committee. Any Executive Committee votes that result in a tie may be referred to the CCDCC membership for a vote as otherwise prescribed in articles IX, X.

6.1.2.4 Shall conduct all necessary business required between regular meetings of the CCDCC and shall coordinate activities of the Standing Committees and any established task forces on behalf of the CCDCC. The Executive Committee shall also be empowered to spend up to \$150.00, but not to exceed 20% of current funds, in-between regular CCDCC meetings.

6.1.2.5. Shall require that a financial audit be conducted prior to the election of a new Treasurer.

6.1.2.6 The Executive Committee shall elect Standing Committee Chairs by majority vote. A tie may be resolved as described in article 6.1.2.3, and XI.

6.1.3 Outreach and Fundraising Committee - duties are as follows:

6.1.3.1 Work to secure committeepersons for all precincts in Columbia County.

6.1.3.2 Coordinate the recruitment of new precinct committee persons, including interim appointments and elections for vacancies.

6.1.3.3 Raise funds to meet approved budgets and to finance special projects.

6.1.3.4 Prepare and disseminate appropriate news of the CCDCC for review and approval by the Executive Committee or by the CCDCC via majority vote. All media information, including website content, will be subject to approval by the Executive Committee or by the CCDCC membership. The Outreach Committee will coordinate its activities with the CCDCC Secretary and/ or the CCDCC Chair.

6.1.4 Elections Committee (created as needed) - duties are as follows:

6.1.4.1 Report on legislation and legislative issues that may be of interest to Democrats in Columbia County. Advise the CCDCC of any recommendations of support or non-support.

6.1.4.2 The Elections Committee will work with the Outreach and Fundraising Committee to ensure getting out the vote, electoral phone banking, and elections verification efforts are coordinated and effective.

6.1.5 Special Task forces:

6.1.5.1 Special Task Forces may be proposed by any standing CCDCC member and approved by a CCDCC majority vote. Officer elections, member appointments, and other rules for Task Forces are the same as those that govern standing committees.

6.1.5.2 All Task Forces shall submit a complete financial report on all projects showing profit or loss within 15 days by request of the Executive Committee or by the CCDCC membership (standard voting rules).

ARTICLE VII – DELEGATES

7.1 Delegates selected to serve on various standing District, State or National Committees shall be members of the CCDCC. The number of delegates is dictated by the DPO. Once elected to any committee, attendance is required. Three consecutive unexcused absences will result in removal of that role and require a new appointment.

7.2 Delegates shall be elected by majority vote of the CCDCC membership at a regular or special meeting to the Congressional District(s) plus any other Committee persons prescribed by the party rules and regulations. CCDCC voting rules apply.

7.3 Delegates to the DPO shall be any Committee persons prescribed by the party rules and regulations.

7.4 National Delegate positions assigned to Columbia County shall be selected at the time of assignment.

7.5 Delegate or Alternate Delegate posts that become vacant may be temporarily filled by the Chair, subject to confirmation by the CCDCC at its next meeting. Should confirmation be denied, nominations will be accepted from the floor and an election conducted.

ARTICLE VIII – RECALL

8.1 Officers of the CCDCC may be recalled by a simple majority vote at any meeting of the CCDCC with at least six (6) days prior notice of the meeting. Standard quorum, voting and meeting notice rules will apply.

8.2 The CCDCC may recall county elected PCPs according to the procedures outlined in current Oregon election laws.

ARTICLE IX – VOTING

9.1 Members of the CCDCC shall be permitted to vote in the Central Committee in accordance with current elections laws.

9.2 The members of the Executive Committee shall each have one (1) vote in matters being handled by the Executive Committee.

9.3 Voting by proxy shall not be allowed.

9.4 Voting must be held in the allotted time; no late additions.

9.5 The CCDCC generally conducts voting in the regular, special, organizational, or Executive Committee meetings. However, for time sensitive issues an electronic vote will be allowed. An electronic vote can be initiated by any PCP or by the Executive Committee, but all electronic votes will be sent by the Executive Committee with an expected reply within 48 hours. A quorum +1 votes will determine the course of action. All results will be tallied and made available to all members.

9.6 Other standing committees and task forces follow the same rules as above.

ARTICLE X – ORGANIZATIONAL MEETING

10.1 The CCDCC shall hold bi-annual organizational meetings.

10.2 The organizational meeting including the newly elected CCDCC PCPs shall be held not sooner than six (6) days following the mailing/emailing of the notice of the Organizational Meeting, and not later than fifty (50) days after the date of the Primary Election. The CCDCC Chair shall prepare an official notice designating the time, date and place of the CCDCC meeting, and a copy of the notice for newly elected precinct committee person shall be filed with the County Clerk not less than ten (10) days following the general election.

10.3 The retiring CCDCC officers shall make available to the newly elected CCDCC all property, records and funds owned or controlled by the retiring CCDCC officers.

10.4 All present CCDCC voting members shall be allowed to vote on the election of the officers of the CCDCC. Standard quorum and voting rules specified elsewhere in this document applies.

10.5 The newly elected Chairperson shall, within 48 hours, send a list of the newly elected officers to the County Clerk and to the DPO.

10.6 If a newly elected County Central Committee fails to meet or to organize as provided by election laws, the outgoing Chairperson will conduct meetings until a new Chair is appointed.

ARTICLE XI – REGULAR AND OTHER MEETINGS

11.1 The CCDCC shall hold a regular meeting each calendar month unless canceled by majority vote (standard quorum and voting rules as specified elsewhere in this document apply).

11.2 All members of the CCDCC, whose names have been certified and whose correct address in the mailing file of the CCDCC, must be notified by mail or email at least six

(6) days prior to any regular meeting. Email will be the primary means of written communication, with postal mail only for those without email or for those who elect the postal mail option. It is incumbent upon the CCDCC member to notify the Secretary of their preferred means of communication, and to provide the Secretary with any changes thereof.

11.3 Other meetings may be called at any time by the CCDCC Chairperson, or in his/her absence the Vice Chairperson as long as such meeting notice is in keeping with meeting those notification rules as noted elsewhere in these bylaws.

11.4 The person or persons calling the CCDCC meeting shall designate the date, time and place, as well as the purpose of the meeting, and shall notify the membership of such meeting in the usual manner.

11.5 A quorum shall consist of at least ten precinct committee persons. A meeting that does not have a quorum shall not be considered a duly constituted meeting.

11.6 Any regular meeting of the CCDCC is open to the public, with time allowed in the agenda for public comment.

11.7 Nothing in these Bylaws shall limit the right of the CCDCC in a regular meeting to express its opinion through a simple motion under standard parliamentary procedures.

11.8 Meeting Code of Conduct. Conduct during meetings will be in accordance with ground rules for meeting behavior adopted by the CCDCC. These rules will be available at every meeting, with annual review/updating.

ARTICLE XII – AMENDMENTS

12.1 These bylaws may be amended at any meeting that meets the quorum rules by a majority vote from the CCDCC membership. Proposed amendments must be submitted in writing to the Central Committee at least six (6) days before the meeting at which they are to be voted on. The Secretary and/or Chair should aid in publishing proposed amendments to the CCDCC membership at large in advance of the general meeting.

Approved January 19, 2019 by CCDCC

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