

# Bylaws of the Yakima County Democratic Central Committee

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## **Article I: Name**

The name of this organization is the Yakima County Democratic Central Committee (YCDCC).

## **Article II: Policy and Purpose**

### **Section 2.1: Authority**

This organization is a county central committee of the Democratic Party that operates under the authority of the National, State, and County Democratic Party charters and bylaws as well as the laws of the State of Washington (RCW 29A.80.010 – 011; RCW 29A.80.030).

### **Section 2.2: Policy**

It is the policy of the YCDCC to contribute to the growth, development, and influence of the Democratic Party. To this end, these Bylaws of the YCDCC are adopted with the intent to achieve the maximum participation and equal representation in the democratic process and equal and equitable treatment of all individuals regardless of gender, age, religion, creed, sexual orientation, marital, parental or economic status, physical disability, or ethnic or national origin.

### **Section 2.3: Purpose**

The YCDCC supports and promotes the platforms of the National, State, and Yakima County Democratic Party. The YCDCC supports and promotes Democratic and non-partisan candidates who, as demonstrated by their individual records, statements, and reputations, stand in general agreement with these platforms and who have been endorsed by the YCDCC.

### **Section 2.4: Functions**

The YCDCC performs functions as set out by statute and delegated by the Washington State Democratic Party. These functions include, but are not limited to:

1. Nominating Democratic candidates to fill vacancies in elected county positions and in legislative positions for those districts located within Yakima County (RCW 29A.28.011);
2. Nominating a candidate to run in an election for which no Democrat has filed or appointing a replacement candidate in case of the death or disqualification of the Democratic candidate, for positions voted on solely by voters in Yakima County (RCW29A.28.011 and RCW 29A.28.021);
3. Endorsing candidates and issuing resolutions affecting the interests of Democrats in Yakima County;
4. Coordinating activities and encouraging cooperation with the Legislative District Democratic Organizations; and
5. Raising funds for the promotion of endorsed Democratic Party issues and candidates.

## **Article III: Membership**

### **Section 3.1: Voting Members**

The elected and appointed Democratic Precinct Committee Officers (PCOs) who represent precincts within Yakima County constitute the voting members of the YCDCC (RCW 29A.80.030).

### **Section 3.2: Non-voting Members**

Non-voting members of the YCDCC shall include:

1. Democratic public officeholders representing residents of Yakima County.
2. Officers of the Democratic National, State, Congressional District, County and Legislative District Organizations.
3. All of those who offer financial or organizational support and agree to have their names published, and who support the principles of the YCDCC, the Democratic National Committee (DNC), and the Washington State Democratic Central Committee (WSDCC) charters.

### **Section 3.3: Financial Support**

The YCDCC Executive Board may establish dues, but no level of financial support shall ever be used to restrict or limit participation in the YCDCC. Voting members shall be encouraged, but not required, to support the YCDCC financially.

## **Article IV: Precinct Committee Officers**

### **Section 4.1: Elected, Appointed and Acting PCOs**

1. Each PCO must reside and be lawfully registered to vote in their assigned precinct to have full voting rights in their Legislative District Organization (RCW 29A.80.041). PCOs are elected on the primary election ballot in even-numbered years. The names of all candidates must appear under the proper party and office designations on the ballot, or else be registered with the auditor as a write-in candidate. The candidate receiving the highest number of votes shall be declared elected provided he or she received at least ten percent (10%) of the number of votes cast for the Democratic candidate receiving the greatest number of votes in the precinct. The PCO term of office is two years, commencing on the first day of December following the primary (RCW 29A.80.051).
2. Precincts without an elected PCO may be served by a qualified precinct resident appointed as PCO by the County Chair except that no appointments to vacant precincts shall be made in the period between certification of the General Election in an even numbered year and the Legislative District reorganization meeting (RCW 29A.80). Appointed PCOs shall have all the rights and obligations of duly elected PCOs.
3. The County Chair may name a non-resident of a precinct as an Acting PCO so long as that person resides in the Legislative District. Acting PCOs may function under the bylaws of the Legislative District only in the absence of a resident PCO and do not have legal standing under state law. Appointment of a qualified resident of the precinct as an Appointed PCO supersedes an Acting PCO.

### **Section 4.2: County Chair PCO Appointments**

If a vacancy in the office of PCO occurs by reason of death, resignation, disqualification of the incumbent, or because of failure to elect, the County Chair shall appoint only a person whose name has been submitted by the Legislative District Chair. The nominee must have the same qualifications as those required of a candidate filing for election as PCO for that precinct (RCW 29A.28.071).

### **Section 4.3: PCO Applications**

All applications for Appointed and Acting PCOs shall be directed to the Legislative District Organization to be acted upon.

## **Article V: Officers and Their Duties**

### **Section 5.1: Officers**

The elected officers of the YCDCC shall be the County Chair, Vice-Chair, State Committeeman and State Committeewoman. The Vice-Chair may not be the same gender as the Chair. The appointed officers of the YCDCC shall be a Secretary and a Treasurer.

### **Section 5.2: Term of Office**

The elected officers shall be elected to two-year terms by the elected PCOs at the Yakima County reorganization meeting to take place following even-year elections. The appointed officers shall be appointed by the Chair to serve two-year terms at the Yakima County reorganization meeting to take place following even-year elections.

### **Section 5.3: Filling of Vacancies**

In the event of a vacancy in the office of the Chair, a new Chair shall be elected by the elected and appointed PCOs at a special meeting of the YCDCC called by the Vice-Chair within thirty (30) days of the vacancy being announced. In the event of a vacancy in an office other than Chair, the office may be filled by the Executive Board (see Article VI) following the announcement of the vacancy at a regular Executive Board meeting provided that written notice\* of the proposed election at the next regular meeting has been sent to voting Executive Board members at least ten (10) days in advance of the meeting.

### **Section 5.4: Duties of the Chair**

The Chair shall:

1. Be the Chief Executive Officer of the YCDCC and preside at all meetings of the YCDCC and the Executive Board (see Article VI) except when delegated.
2. Be charged with the responsibility of implementing the policies of the YCDCC and the Executive Board.
3. Provide for the call and proposed agenda for all meetings of the YCDCC and its Executive Board, including the call and proposed agenda and operating rules for the county reorganization meeting following the election in even-numbered years (see Article VI, Section 6.3).
4. Request the State Democratic Party Chair to call the Yakima County Nominating Convention each year on a date at least ten (10) days prior to the commencement of candidate filing.
5. Appoint a Treasurer, Secretary, and other individuals such as a Parliamentarian and Sergeant-at-Arms as may be necessary for the efficient and fair conduct of meetings.
6. Hire and terminate YCDCC office staff within budget limitations.
7. Be the sole authorized spokesperson for the Democratic Party of Yakima County.

8. Be an ex-officio voting member of all committees of the YCDCC and its Executive Board.
9. Perform other duties as the YCDCC or its Executive Board shall assign.

#### **Section 5.5: Duties of the Vice-Chair**

The Vice-chair shall:

1. Chair a Standing Committee as assigned by the Chair.
2. Perform the duties of the Chair in the absence of the Chair.
3. In the event the position of the Chair is permanently vacated for any reason, the Vice-Chair shall call a special meeting of the YCDCC for the purpose of electing a Chair within 30 days of the vacancy being announced.
4. Perform such other duties as the YCDCC, its Executive Board, or Chair assigns.

#### **Section 5.6: Duties of the Secretary**

The Secretary shall:

1. Prepare the minutes of all meetings of the YCDCC and YCDCC Executive Board and County conventions.
2. Maintain attendance records of all YCDCC and YCDCC Executive Board meetings and County conventions.
3. Keep all records of the YCDCC and maintain a record of its operating rules and those adopted by its Executive Board.
4. Perform such other duties as the YCDCC, its Executive Board, or Chair assigns.

#### **Section 5.7: Duties of the Treasurer**

The Treasurer shall:

1. Maintain the financial records of the YCDCC and its committees.
2. Be responsible for the accurate and timely filing of reports required by public disclosure or taxing authorities.
3. Oversee the assets of the YCDCC and maintain an inventory of all YCDCC property.
4. Supervise the deposit and disbursement of funds of the YCDCC pursuant to state law and Public Disclosure Commission regulations, the bylaws, adopted budget and operating rules established by YCDCC and its Executive Board.
5. Prepare and distribute a written financial report to the Executive Board at each of its meetings and to the YCDCC at its reorganization meeting.
6. Serve as Chair of the Finance Committee.
7. Perform such other duties as the YCDCC, its Executive Board, or Chair assigns.

## **Section 5.8: Duties of the State Committeeman and State Committeewoman**

The State Committeeman and State Committeewoman shall:

1. Represent Yakima County on the Washington State Democratic Central Committee (WSDCC).
2. Report to the Executive Board on WSDCC actions.
3. Perform such other duties as the YCDCC, its Executive Board or Chair assigns.

## **Section 5.9: Removal of Officers**

On written request of twenty percent (20%) of the elected and appointed (PCOs), or by sixty percent (60%) of the YCDCC Executive Board, a special meeting of the YCDCC may be called for the purpose of removing any officer. An officer may be removed by two-thirds (2/3) of the elected PCOs present and voting, provided that fifteen (15) days notice of the meeting and a statement of grounds for removal has been sent to those eligible to vote and to the officer whose removal is sought. A rebuttal to the grounds for removal shall be included with the notice, if the officer chooses to respond.

## **Section 5.10: Compensation and Reimbursement**

Officers or employees of the YCDCC may be compensated and reimbursed for expenses in such amount and manner as determined by the YCDCC or its Executive Board. No officer or employee shall receive compensation or reimbursement without prior written authorization by the YCDCC or its Executive Board. An approved budget line item is sufficient authorization.

## **Section 5.11: Financial Authority**

The YCDCC or its Executive Board may vest financial authority in the YCDCC officers or employees in accordance with adopted programs and budget. In the event of unforeseen financial needs, the Chair and Vice-Chair jointly may act between meetings to authorize additional funds not to exceed limits set by the Finance Committee and subject to ratification by the Executive Board at its next regular meeting.

## **Article VI: Meetings**

### **Section 6.1: Notice of Meeting**

Notice may be sent by electronic means. If an electronic communication fails, notice shall be by US Mail. If a delegate or PCO requests it, their notice shall be by US Mail. For some special meetings, as defined in section 6.4.2, notice may be sent by the service deemed most suitable and timely.

### **Section 6.2: Regular Meeting**

The YCDCC shall meet on a regular basis each month except in December and in the month in which a Reorganization Meeting is held. Notice of the meeting shall be sent to all members.

### **Section 6.3: Reorganization Meeting**

The YCDCC shall meet for its reorganization meeting following the general election held in even-numbered years, subsequent to the certification of PCOs by the county and no later than the second Saturday of the following January (RCW 29A.80.030). Rules for the reorganization meeting shall be

drafted by the Chair and adopted by the Executive Board of the retiring YCDCC. Notice of the time, place and rules for the meeting shall be sent to each PCO at least ten (10) days in advance of the meeting.

#### **Section 6.4: Other Special Meetings**

1. Calling Special YCDCC Meetings: The YCDCC shall be convened upon the call of the County Chair or the Vice-Chair or upon written petition to the County Chair of twenty percent (20%) of the elected and appointed PCOs.

2. Notice and Quorum: The quorum for special meetings of the YCDCC called for the purpose of replacing the Chair, recommending appointments to vacant public offices or other matters of special interest to the membership shall be twenty percent (20%) of elected and appointed PCOs. Notices for such meetings shall include a written agenda of the expected business to be transacted. Special meetings called for other purposes, such as training or informational meetings, shall have no quorum; and notice may be sent by the service deemed most suitable and timely.

#### **Article VII: YCDCC Executive Board**

##### **Section 7.1: Purpose and Powers of the Executive Board**

The Executive Board is the administrative body for the YCDCC and acts on behalf of the YCDCC. The Executive Board shall have all powers and carry out all duties delegated to it by the Washington State statutes, the YCDCC, and charters and bylaws of the National, State, and County Democratic Parties.

##### **Section 7.2: Executive Board Membership**

1. Voting Members: The Executive Board shall consist of the following voting members:

a. The elected and appointed officers of the YCDCC as enumerated in Article V, who serve as officers of the Executive Board.

b. The Chair and Vice Chair of the Legislative Districts fully or partially within Yakima County.

c. The elected State Committee Members from the Legislative Districts fully or partially within Yakima County.

d. The Chair or Vice Chair of the Young Democrats of Yakima County.

e. Democratic National Committee members elected by the Washington State Democratic Central Committee and residing in Yakima County.

f. Elected Democratic officials within Yakima County other than PCO's.

2. Proxies: If neither a voting member nor their alternate is able to attend a meeting, that member may designate a person who is a voting member of their Legislative District Democratic Organization to attend and vote in their absence. This proxy may be general or limited, instructed or uninstructed, and transferable or nontransferable. The signed proxy designation should be submitted by e-mail, fax, or signed paper notification to the County Chair at least 24 hours prior to the meeting. No person attending the meeting may have more than one vote.

### **Section 7.3: Executive Board Meetings**

The Executive Board shall meet at least every two (2) months. A quorum shall consist of half (1/2) of the voting members. The County Chair shall give notice of all Executive Board meetings to all voting members of the Executive Board. This notice shall include a written agenda of the expected business to be transacted and shall be sent at least ten (10) days in advance of the subject meeting. It shall be the responsibility of voting members to notify their alternates if they are unable to attend a meeting.

### **Article VIII: Committees**

#### **Section 8.1: Standing Committees**

Except as otherwise noted below, the County Chair shall appoint the chairs and members of the following Standing Committees:

Finance and Development

Elections and Voter Registration

Candidate Recruitment and Endorsement

PCO Recruitment, Retention and Training

Communications and Technology

Bylaws, Platform and Resolutions

Diversity

Legislative Action

#### **Section 8.2: Other Committees**

The County Chair, the YCDCC, or its Executive Board may establish additional committees to carry out such duties and have such powers as the Chair, YCDCC, or its Executive Board may establish. Unless otherwise specified, the Chair shall appoint the chair and members of the committees.

#### **Section 8.3: Finance and Development Committee**

Duties:

1. Propose a budget for each calendar year and submit this budget to the Executive Board for approval at its February meeting.
2. Propose policies and procedures to the Executive Board to govern the YCDCC fiscal operations.
3. Oversee the fiscal operations of the YCDCC.
4. Provide for a written audit report or independent review each year, either by a Certified Public Accountant (CPA) or by a committee that conducts an examination of the YCDCC financial records. The Finance Committee shall be responsible for presenting this report to the Executive Board and for overseeing the implementation of recommendations.

5. Propose methods of raising funds for the YCDCC and, with the approval of the Executive Board, implement and coordinate fundraising plans.

6. Develop short and long-term strategies for meeting the financial obligations of the YCDCC.

#### **Section 8.4: Elections and Voter Registration Committee**

Duties:

1. Monitor the Yakima County Records and Elections Division and recommend policies that will increase participation in elections and improve the efficiency of elections as they are conducted. The Committee shall be responsible for providing Democratic Party election board workers and observers.

2. Develop and carry out strategies for voter identification, registration, and education.

3. Coordinate YCDCC responsibilities for delegate selection for State and National Democratic Party conventions.

#### **Section 8.5: Candidate Recruitment and Endorsement Committee**

Duties:

1. Propose policies and procedures to the Executive Board for candidate endorsement and support and implement those plans that are so approved (see Section 9.2).

2. In concert with the Executive Board, approach and offer to assist new candidates to fill all available positions for Democrats on the primary and general election ballots.

3. Prepare candidate questionnaires and formulate endorsement procedures and process (see Section 9.2).

#### **Section 8.6: PCO Recruitment, Retention and Training Committee**

Duties:

1. Develop and implement strategies to retain, recruit and train PCOs in cooperation with Legislative Districts.

2. Carry out plans to promote effective work by PCOs in all precincts.

#### **Section 8.7: Communications and Technology Committee**

Duties:

1. Develop and implement strategies to communicate with YCDCC members and the community.

2. Publicize YCDCC events, meetings and activities.

3. Communicate YCDCC positions on endorsed candidates, legislation, policy, budget and resolutions.

4. Monitor the use and effectiveness of the YCDCC database, website, newsletter and other communication tools and make recommendations to the Executive Board regarding their improvement.

### **Section 8.8: Bylaws, Platform and Resolutions Committee**

Duties:

1. Review and recommend revisions to the YCDCC bylaws and platform to be approved by the YCDCC or by its Executive Board.
2. Review, revise and make recommendations for action on resolutions submitted prior to the presentation of these resolutions to the YCDCC or its Executive Board. (See Article X: Resolutions.)

### **Section 8.9: Diversity Committee**

Duties:

1. Develop a diversity outreach plan for approval by the Executive Board and implement the plan once approved.
2. Work in conjunction with State-level committees to ensure equal opportunity regardless of gender, age, religion, creed, sexual orientation, marital, parental or economic status, physical disability, or ethnic or national origin.
3. Work in concert with the State Latino Vote Project.

### **Section 8.10: Legislative Action Committee**

Duties:

1. Review legislation and/or governmental policy matters brought before the committee. This may involve legislation or policy at the local, municipal, county, state, or national level.
2. Arrange for training on effective methods for proposing, writing, considering, tracking, and affecting legislation.
3. Recommend a YCDCC position on issues chosen by the committee for action, always working in compliance with the most recent YCDCC platform.
4. Review resolutions related to the committee's legislative agenda, and vote on whether to recommend passage of such resolutions by the YCDCC Executive Board.

## **Article IX: Endorsements, Nominations and Financial Contributions**

### **Section 9.1: Endorsement Authority**

The YCDCC or the YCDCC Executive Board on behalf of the YCDCC may make endorsements in accordance with Washington Democratic Party Rules.

### **Section 9.2: Endorsement Procedures**

1. Written notice shall be sent to all members of the YCDCC Executive Board at least ten (10) days in advance of any meeting at which endorsements are to be considered. Such notice shall include the name of each person seeking an endorsement as well as the specific office for which each person seeks the endorsement.

2. To be eligible for endorsement, a candidate must file as a Democrat or in the case of non-partisan races other than races for judicial positions, must identify themselves as a Democrat. Judicial candidates must show support of Democratic principles.
3. A candidate must complete the General Questionnaire or the Judicial Questionnaire and forward it to the YCDCC Chair or Endorsement Chair in order to be considered for endorsement.
4. A candidate, candidates, or ballot issue shall be considered for endorsement upon recommendation from the Endorsements Committee or a motion from a YCDCC Executive Board member.
5. A motion to endorse a particular candidate for a given office shall not exclude further motions to endorse other candidates for that same office.
6. Previously endorsed incumbents and other outstanding candidates may be considered for an early endorsement after they have filed appropriate forms with the Washington State Public Disclosure Commission.
7. Regular endorsements are considered after the close of candidate filing. The YCDCC conducts an annual endorsement meeting for all candidates that have applied.
8. Specific rules regarding the number of speakers pro and con for each candidate or ballot issue, the time allotted to each speaker, the order of speakers, and other details shall be recommended by the Candidates and Endorsement Committee, to be approved by the Executive Board prior to each endorsement meeting.
9. No YCDCC endorsement for any candidate whose constituency lies wholly within a given legislative district shall be made prior to the Legislative District Organization considering endorsement of the position provided the Legislative District Organization is duly organized and functioning. To be eligible for YCDCC endorsement, the Legislative District Organization endorsement must have taken place at least four (4) days before the scheduled YCDCC endorsements.
10. At least two-thirds (2/3) majority vote of the Executive Board members present and voting (not counting abstentions) shall be required to endorse.
11. Provisions of this section also apply to motions for revocation of endorsement.

### **Section 9.3: Multiple Endorsements**

1. More than one candidate for the same office may be endorsed. A motion to endorse a particular candidate for a given office shall not preclude further motions to endorse other candidates for that same office.
2. If more than one candidate for a given position is endorsed by the Executive Board, all support, whether financial or in-kind that may be given by the Executive Board for that position, must be evenly distributed among all candidates endorsed for that position.

### **Section 9.4: Financial and In-kind Contributions**

YCDCC may give financial support to candidates, propositions, and ballot issues only if the Executive Board has endorsed the candidate or issue. Decisions regarding amounts of financial support to be given to any candidate or issue shall be determined by a majority vote of the Executive Board.

## **Article X: Resolutions**

Resolutions may be brought before the Executive Board through one of the following processes:

1. Through the Bylaws, Platform, and Resolutions Committee: This shall be considered the “standard” process, which may include combining similar resolutions, as well as editing for clarity and grammar. Resolutions should be submitted to the chair of this committee by the Legislative District chair at least one (1) week prior to the monthly YCDCC Executive Board meeting. The committee will then forward the resolution, with its recommendations to the Executive Board for final action.
2. Through the Legislative Action Committee: This committee may propose their own resolutions directly related to the legislation or policies they are actively exploring. They may then vote on the merits of such resolutions and take them directly to the YCDCC Executive Board without passing them through the Bylaws, Platform and Resolutions Committee.
3. Direct YCDCC Executive Board action: Either the County Chair or the chair of the Bylaws, Platform, and Resolution Committee, in consultation with the County Chair, may decide a proposed resolution is of such a timely nature that it requires immediate consideration by the Executive Board. A resolution shall pass if approved by a majority of the Executive Board members present and voting.

## **Article XI: Bylaws Amendment**

1. An amendment to these bylaws shall be adopted by the YCDCC if proposed in writing by ten (10) voting members of YCDCC and if supported by a majority of the elected and appointed PCOs present and voting at a special meeting, provided that ten (10) days prior notice of the meeting has been sent.
2. The Executive Board may also adopt an amendment if the amendment is proposed in writing by ten (10) voting members of the Executive Board and published in full in the notice of the next meeting of the YCDCC Executive Board. Such amendment/s shall be adopted if supported by a three-quarters (3/4) vote of the YCDCC Executive Board members present and voting.

## **Article XII: Parliamentary Authority**

The rules contained in the most current version of Robert's Rules of Order, Newly Revised, shall govern all meetings of the YCDCC and its Executive Board in cases to which they are applicable and not inconsistent with these Bylaws, the Charter and Bylaws of the WSDCC, the RCW and any special rules of order the YCDCC may adopt.