

# **Spokane County Democratic Central Committee Bylaws and Policies & Procedures**

PASSED – 1/15/2011  
AMENDED – 5/14/2011  
AMENDED – 12/8/2012  
AMENDED – 05/19/2018  
AMENDED – 11/07/2020  
AMENDED - 12/21/2020  
AMENDED - 08/27/2022

## **SCDCC BYLAWS**

### **1 MISSION STATEMENT**

- 2 Spokane County Democrats believe that government exists to achieve as a community, state,  
3 and nation what we cannot achieve as individuals; and to fight for equity for all.

## **ARTICLE I – NAME**

- 4 The name of this organization shall be the SPOKANE COUNTY DEMOCRATIC CENTRAL  
5 COMMITTEE hereafter “SCDCC” or “Central Committee.”

## **ARTICLE II – PURPOSE AND AUTHORITY**

### **6 SECTION 1: Purpose. The purpose of this organization is:**

- 7 1.1. To serve as the administrative body of the Democratic Party for Washington State’s  
8 Spokane County;

- 9 1.2. To elect Democratic candidates and foster Democratic principles and legislation in line  
10 with the Washington State Democratic Platform; and

- 11 1.3. To embrace and respect all individuals equitably, regardless of race, national origin,  
12 religion, creed, gender, disabilities, age, familial status, economic status, sexual  
13 orientation or gender identity.

### **14 SECTION 2: Authority.**

- 15 2.1. This organization shall operate under the National and Washington State Charters and  
16 Bylaws of the Democratic Party and the laws of the State of Washington.

- 17 2.2. This organization shall keep and maintain insurance indemnifying the Directors and  
18 Officers, and this organization against liability and casualty whenever financially feasible.

## **ARTICLE III – MEMBERSHIP**

19 SECTION 3: Membership. MEMBERS: Any person residing in Spokane County who identifies  
20 as a Democrat.

21 3.1. General voting members shall include:

22 3.1.1. All elected and appointed Democratic Precinct Committee Officers (PCOs) who  
23 represent precincts within Spokane County in the State of Washington.

24 3.1.2. Elected officers of the SCDCC as defined in Article IV.1 Officers.

25 3.1.2.1. In the event that any member shall be an officer or hold any  
26 additional position within the SCDCC in which that position carries  
27 a vote, the member shall nevertheless have only one vote in all  
28 affairs of the SCDCC.

3.1.2.2. Notwithstanding section 3.1.3.1, the Chair may exercise a vote to break a tie in line with Robert's Rules of Order

3.1.3. All Members By Certification in good standing as described in Section 3.2

3.1.3.1. Membership by Certification

3.1.3.1.1. Any person who attends three (3) meetings within 12 consecutive months and who affirms their affiliation to the Democratic Party- shall be a member by Certification upon the attendance of their 3rd (third) meeting.

3.1.3.1.2. Voter registration is required for those who can register to vote. For those who cannot for reasons outside their control, i.e. DACA, pending citizenship, etc., voter registration not required.

3.1.3.1.3. Members by Certification shall be assigned a unique membership identification number

3.1.3.1.4. In cases where Membership by Certification is in question, PCOs, officers of the SCDCC, or democratic officers of Spokane County Legislative districts may bring concerns to the SCDCC Executive Board for review.

3.1.3.2. Max number of "Members by Certification" shall not exceed 50% of elected PCOs per legislative district.

3.1.4. Members by Certification shall hold their membership through the first meeting of the calendar year following the assumption of their membership.

3.1.4.1. Members by Certification who do not attend the first meeting in the year following the assumption of their membership shall be considered lapsed and shall only regain their membership via the method specified in 3.2.1

29 3.1.2.2. Notwithstanding section 3.1.2.1, the Chair may exercise a vote to  
30 break a tie in line with Robert's Rules of Order.

31 3.2. Non-voting members shall include:

32 3.2.1. Any person declaring their status as a Democrat residing in Spokane County  
33 excluding qualifying members under article 3.1 above.

## **ARTICLE IV – OFFICERS**

34 4.1. OFFICERS: Any person residing in Spokane County who is a Democrat and who will be  
35 registered to vote in the next general election may be nominated, elected or appointed  
36 as an officer.

37 4.1.1 The elected officers of the SCDCC shall be:

- 38 • Chair
- 39 • Vice Chair
- 40 • Second Vice Chair
- 41 • State Committee Member
- 42 • State Committee Member

43 4.1.2 The appointed officers of the SCDCC shall be:

- 44 • Secretary
- 45 • Treasurer
- 46 • Director of Operations
- 47 • Parliamentarian
- 48 • Sergeant-at-Arms
- 49 • Information Technology Officer (IT Officer)

50 4.1.3 These positions shall be appointed by the elected SCDCC officers Chair.

51 4.1.4. An effort will be made to have elected and appointed officers from two or more  
52 Legislative Districts

53 4.2. TERM OF OFFICE: The four elected officers shall serve a two-year term and shall be  
54 selected by the elected PCOs at the reorganization meeting to take place following  
55 even-year elections. The appointed officers shall serve at the discretion of the Chair.

56 4.3. DUTIES:

57 4.3.1. THE CHAIR:

58 4.3.1.1. Responsibilities include but are not limited to:

- 59 4.3.1.1.1. Direct the affairs of the SCDCC;
- 60 4.3.1.1.2. Act as Spokesperson for the SCDCC;
- 61 4.3.1.1.3. Direct the organization in a manner consistent with the  
62 Executive Board strategic plan;
- 63 4.3.1.1.4. Budget, Finances, and Financial Compliance;
- 64 4.3.1.1.5. Insurance;
- 65 4.3.1.1.6. Certifications and Endorsements;
- 66 4.3.1.1.7. Conventions;
- 67 4.3.1.1.8. Quarterly Meetings; and
- 68 4.3.1.1.9. Coordination with Democratic Clubs in Spokane County.
- 69 4.3.1.1.10. Be an member ex-officio of all SCDCC Committees;

- 70 4.3.1.1.11. Report on official activities at each regular and Executive  
71 Board meeting;
- 72 4.3.1.1.12. Make all officers and committee Chair appointments in  
73 coordination with fellow elected SCDCC officers and  
74 Executive Board members;
- 75 4.3.1.1.13. Attend and participate in all appropriate State Democratic  
76 Party functions and meetings of which the State Party  
77 Central Committee deems the Chair to be a member.
- 78 4.3.1.2. Authority includes but is not limited to:
- 79 4.3.1.2.1. Presides at all meetings of the SCDCC and the Executive  
80 Board
- 81 4.3.1.2.2. Chair;
- 82 4.3.1.2.3. Appoints qualified Democrats to all positions pursuant to  
83 section 4.3.1.2.3 above, who shall serve at the discretion of  
84 the Chair and may be removed at the discretion of the Chair  
85 with or without cause;
- 86 4.3.1.2.4. Appoints Precinct Committee Officers based on  
87 recommendations made by the applicable Legislative District  
88 Chairs;
- 89 4.3.1.2.5. Expends funds and enters into contracts and leases upon  
90 proper authorization by the Executive Board or SCDCC;
- 91 4.3.1.2.6.
- 92 4.3.1.2.7. Provides for the call and proposed agenda for all meetings of  
93 the SCDCC and its Executive Board, and the Reorganization  
94 meeting;
- 95 4.3.1.2.8. .
- 96 4.3.1.3. The Chair may delegate duties as needed.
- 97 4.3.2. VICE CHAIR:
- 98 4.3.2.1. Responsibilities include but are not limited to:
- 99 4.3.2.1.1. Serve as member ex-officio of the Credentials and Balloting,  
100 Resolutions, Platform, Recognitions, Membership and  
101 Diversity, Education and Training, Grievances Committees  
102 and
- 103 4.3.2.1.2. Preside at all regular and Executive Board meetings in the  
104 absence of the Chair..
- 105 4.3.2.1.3. Perform such duties as may be assigned by the Chair.
- 106 4.3.2.2. The Vice Chair may delegate duties as needed.
- 107 4.3.3. SECOND VICE CHAIR
- 108 4.3.3.1. Responsibilities include but are not limited to:
- 109 4.3.3.1.1. Preside at all regular and Executive Board meetings in the  
110 absence of the Chair and Vice Chair.
- 111 4.3.3.1.2. Perform such duties as may be assigned by the Chair or  
112 Vice Chair
- 113 4.3.4. DIRECTOR OF OPERATIONS:
- 114 4.3.4.1. Responsibilities include but are not limited to:
- 115 4.3.4.1.1. Day to day management of the SCDCC office, facilities,  
116 security, and operations.

- 4.3.4.1.2. Technology, data management and operations for the office;
- 4.3.4.1.3. Managing SCDCC calendar.
- 4.3.4.1.4. Coordination of official communications for the SCDCC via email or postal mail.
- 4.3.5. SECRETARY:
  - 4.3.5.1. Responsibilities include but are not limited to:
    - 4.3.5.1.1. Takes and disseminates minutes and records attendance of all Executive Board meetings;
    - 4.3.5.1.2. Maintains, at the SCDCC office, archival documents, minutes, attendance records, official meeting documents, and digital files of the SCDCC; and
    - 4.3.5.1.3. Performs other duties as specified by the Chair.
- 4.3.6. TREASURER:
  - 4.3.6.1. Responsibilities include but are not limited to:
    - 4.3.6.1.1. Prepares and distributes a written financial report at Executive Board and SCDCC meetings;
    - 4.3.6.1.2. Serves as a member of the Budget Committee and the Financial Oversight Committee;
    - 4.3.6.1.3. Participates in the annual review of financial records and provides all appropriate records for the Audit Committee;
    - 4.3.6.1.4. Drafts a preliminary budget proposal;
    - 4.3.6.1.5. Maintains and provides other financial information as required by Federal and State authorities or specified by the Chair; and
    - 4.3.6.1.6. Disburses funds of the SCDCC, pursuant to the policies and procedures as established by the SCDCC or its Executive Board.
- 4.3.7. INFORMATION TECHNOLOGY OFFICER (IT OFFICER):
  - 4.3.7.1. Responsibilities include but are not limited to:
    - 4.3.7.1.1. Serve on the Communications Committee;
    - 4.3.7.1.2. Maintain the SCDCC's technology infrastructure in coordination with SCDCC Director of Operations, including but not limited to; domain name registration and renewal, web hosting, SCDCC website, SCDCC officer email accounts;
    - 4.3.7.1.3. Advise the SCDCC regarding Information Technology tools and solutions.
- 4.3.8. STATE COMMITTEE MEMBERS: are responsible for representing the SCDCC on the Washington State Democratic Central Committee (WSDCC).
  - 4.3.8.1. Responsibilities include but are not limited to:
    - 4.3.8.1.1. Facilitates communications between the SCDCC and the WSDCC;
    - 4.3.8.1.2. Actively coordinates with Spokane County Legislative District State Committee Members;
    - 4.3.8.1.3. Shall attend and participate in any appointed WSDCC committee(s);
    - 4.3.8.1.4. Serves as a liaison to the 5th Congressional District;

- 164 4.3.8.1.5.
- 165 4.3.8.1.6. Reports on WSDCC activities to the Executive Board and
- 166 the SCDCC;
- 167 4.3.8.1.7. Regularly attends Executive Board Meetings and quarterly
- 168 PCO meetings as defined in Section IX of the SCDCC
- 169 Policies and Procedures; and
- 170 4.3.8.1.8. Performs other tasks as delegated by the SCDCC, the
- 171 Executive Board, or Chair.
- 172 4.3.9. Eligibility: Any person residing in Spokane County who is a Democrat and who
- 173 will be of legal voting age by the next general election but is not required to be
- 174 A registered voter in the event they cannot register to vote, may be elected or
- 175 appointed to any SCDCC office in accordance with the following:
- 176 4.3.8.1 The Chair and the Vice-Chair must identify as different gender
- 177 identities.;
- 178 4.3.8.2 The State Committee Members must identify as different gender
- 179 identities;
- 180 4.4. VACANCIES:
- 181 4.4.1. If a vacancy occurs in the office of the Vice Chair, Second Vice Chair, or a
- 182 State Committee Member, the Chair, with approval of the Executive Board,
- 183 may appoint an acting officer to serve until the next regularly scheduled
- 184 quarterly meeting.
- 185 4.4.2. If a vacancy occurs in the office of Chair, the Vice Chair shall temporarily
- 186 assume the duties of Chair and call and hold a special meeting of the SCDCC
- 187 to elect a permanent Chair.
- 188 4.5. FILLING OF VACANCIES:
- 189 4.5.1. In the event of a vacancy in the office of the Chair, a new Chair will be elected
- 190 by the elected and appointed PCOs at a special meeting of the SCDCC called
- 191 by the Vice Chair within thirty (30) days of the vacancy being announced. No
- 192 proxies are allowed for this vote.
- 193 4.5.2. In the event of a vacancy in an elected office other than Chair, the position
- 194 shall be filled by election at the next regularly scheduled meeting of the
- 195 SCDCC.
- 196 4.5.3. In the event of a vacancy in an appointed office, the Chair shall make another
- 197 appointment.
- 198 4.6. REMOVAL OF SCDCC OFFICERS:
- 199 4.6.1. Recall: Any officers elected by the SCDCC may be recalled for cause including,
- 200 but not limited to, the following grounds:
- 201 4.6.1.1. Failure to perform duties as defined in Article IV;
- 202 4.6.1.2. Making public endorsements of candidates, initiatives or
- 203 referendums in the SCDCC's name without prior approval by the
- 204 SCDCC membership or Executive Board;
- 205 4.6.1.3. Illegal use, misuse, loss or damage of SCDCC assets such as
- 206 equipment, property, data or funds;
- 207 4.6.1.4. Failure to follow Public Disclosure Commission rules and
- 208 regulations; and
- 209 4.6.1.5. Authorizing or expending funds or obligating SCDCC to debt
- without proper prior authorization by the SCDCC membership or

210 Executive Board.  
211 4.6.1.6. Violation of SCDCC or WSDCC Codes of Conduct as confirmed  
212 by the SCDCC Grievance Committee or authorized WSDCC  
213 appointed sub-committee.  
214 4.6.2. Procedure for Recall: Any elected SCDCC officer may be removed from office  
215 for cause upon a two-thirds (2/3) vote of the SCDCC, provided at least fifteen  
216 (15) days prior written notice of the meeting and the grounds for removal are  
217 given to the members and the officer whose removal is sought.  
218 4.6.3. If the proposed recall relates to an officer who is elected by PCO vote only,  
219 then only elected and appointed PCOs may vote on the recall.  
220 4.6.4. Appointed officers: Appointed officers may be removed from their positions by  
221 the Chair.

## **ARTICLE V – COMMITTEES**

222 AUTHORITY  
223 Committees shall have the authority to establish rules and procedures for  
efficient operation and  
224 accomplishment of committee business. Rules and procedures shall be  
reviewed and approved  
225 by the SCDCC Bylaws, Policies, and Procedures Committee and Executive  
Board.

226 5.1. EXECUTIVE BOARD: The Executive Board serves as the Executive Board for the SCDCC  
227 with the authority to ensure SCDCC business is conducted in a timely  
manner.

228 5.1.1. Voting Members: All voting members must reside in Spokane County.

229 5.1.1.1. The elected officers of the SCDCC;

230 5.1.1.2. The Chair and Vice Chair and two elected representatives from  
231 the Third, Fourth, and Sixth Legislative Districts;

232 5.1.1.3. The Chair of the Seventh Legislative District, or the  
233 LD Chair's designee;

234 5.1.1.4. The Chair of the Ninth Legislative District or the LD Chair's  
235 designee;

236 5.1.1.5. Any Democratic National Committee (DNC) member and WSDCC  
237 Executive Board member residing in Spokane County;

238 5.1.1.6. The Chair of the Spokane County Young Democrats or the SCYD  
239 Chair's designee.

240 5.1.1.7. Representative of the Union labor caucus. This position is  
241 recommended by the Spokane Regional Labor Council and  
242 appointed by the SCDCC Chair.

243 5.1.1.8. Three at-large members appointed by the Chair for purposes of  
244 supplementing diversity of the Executive Board to be confirmed  
245 and ratified by the voting members of the Executive Board

246 5.2. STANDING COMMITTEES: Any member of the Democratic Party residing in Spokane  
247 County may be a member of any committee. The Chair of the  
committee will be selected  
248 and appointed by SCDCC elected officers. Members shall be  
selected by the Chair of the

249 committee with every effort made to include membership from  
every Legislative District.

250 Legislative District Chairs may recommend members to the  
Committee.

251 5.2.1. Committee members may be removed following the SCDCC Policies and  
252 Procedures established by the committee;

253 5.2.2. The widest possible notice of available committee vacancies shall be given;

254 5.2.3. The SCDCC Chair shall be an ex-officio member of all committees. The  
255 following committees shall be considered to be permanent.

256 5.2.3.1. Diversity and Membership Committee: Responsible for soliciting  
257 and maintaining a growing membership representative of the  
258 community. Shall be specifically charged with ensuring the  
259 inclusion of diverse communities in all activities of the SCDCC

260 5.2.3.2. Volunteer Committee: Responsible for soliciting, maintaining, and  
261 nurturing a growing volunteer base to assist in meeting the goals  
262 of the SCDCC. The Vice Chair, Director of Operations, Events  
263 Committee Chair shall be members ex-officio.

264 5.2.3.3. Education and Training Committee: Responsible for providing  
265 educational programs and materials and offering training  
266 necessary to enable members of the SCDCC to better fulfill their  
267 roles in the organization.

268 5.2.3.4. FINANCE COMMITTEE

269 5.2.4.4.1 Audit & Financial Oversight: Responsible for auditing  
270 the books and inventorying all assets of the SCDCC  
271 and submitting an annual report to the Executive  
272 Board. No member of the Executive Board may be a  
273 member of the Audit Committee.

274 5.2.4.4.2 Budget: Responsible for preparing and submitting to  
275 the Executive Board for approval an annual budget and  
276 a biennial budget projection, based on input from each  
277 Standing Committee's two-year operation plan. The  
278 committee shall include but not be limited to the  
279 SCDCC Chair, SCDCC Vice Chair, SCDCC Director of  
280 Operations, the Chair of Events Committee, and  
281 SCDCC Treasurer.

282 5.2.4.4.3 Fundraising: Responsible for raising funds for the  
283 SCDCC. Membership shall include, but not be limited  
284 to, the Third, Fourth, and Sixth Legislative District  
285 Chairs, and the Chairs of the Seventh and Ninth  
286 Legislative Districts or their applicable designee(s).

287 5.2.4.5. Bylaws, Policies, and Procedures Committee: Responsible for  
288 reviewing, interpreting, and recommending for revision the  
289 Bylaws, Standing Rules, Policies and Procedures, Affirmative  
290 Action Plans, and other guidelines and rules of the SCDCC.

291 5.2.4.6. Resolutions Committee: Shall be responsible for drafting and/or  
292 reviewing proposed resolutions to the SCDCC and recommend  
293 their adoption or rejection; and propose rules and procedures to



294 the SCDCC Bylaws, Policies, and Procedures Committee for the  
295 handling of resolutions.

296 5.2.4.7. Events Committee: Responsible for all SCDCC specific events  
297 and all community events in which the SCDCC participates  
298 including but not limited to; Thomas S. Foley Legacy Dinner,  
299 SCDCC Annual Salmon Feed, seasonal booth events and  
300 parades.

301 5.2.4.8. Communications Committee: Responsible for active participation  
302 in outreach and networking to organizations that share Democratic  
303 principles and, in collaboration with the Chair and consultation  
304 with the Executive Board, the curation of outgoing materials and  
305 information (e.g. website, brochures, email communications,  
306 newsletter, social media) and the platforms by which these are  
307 produced and disseminated.

308 5.2.4.9. Certifications and Endorsement Committee: Make  
309 recommendations for endorsement by the SCDCC of candidates  
310 running for office within or representing Spokane County in  
311 accordance with the SCDCC Policy on Certification and  
312 Endorsement; and  
313 Make recommendations for endorsement by the SCDCC of ballot  
314 issues affecting Spokane County in accordance with the SCDCC  
315 Policy on Certification and Endorsement..

316 5.2.4.10. Credentials and Balloting Committee: Responsible for the  
317 certification of Precinct Committee Officers, their Proxies and  
318 other members at meetings of the SCDCC and County  
319 Conventions; and shall be responsible for the proper preparation  
320 for balloting and the conduct of voting.

321 5.2.4.11. Grievance Committee: Responsible for reviewing the facts of any  
322 complaint or dispute submitted to the committee for investigation  
323 and reporting to the Executive Board following the SCDCC  
324 Grievance Policies and Procedures .

325 5.3. AD HOC COMMITTEES: Ad hoc Committees may be formed when a need arises and are  
326 considered temporary committees. Examples of temporary  
committees include but are not  
327 limited to: State Convention Committee; specific issue committees in  
support or opposition  
328 to an initiative.

329 5.3.4. Ad hoc Committees shall be under the authority of the SCDCC Officers.

## **ARTICLE VI – MEETINGS**

330 6.2. CENTRAL COMMITTEE: The official committee for conducting the business of the  
331 Spokane County Democrats.

332 6.2.4. Reorganization meeting: A Reorganization Meeting shall take place between  
333 the certification of the biennial election of Precinct Committee Officers and the  
334 second Saturday of the following January.

335 6.2.5. Regular Central Committee meetings: Regular meetings will be held a  
336 minimum of four times per year on a quarterly basis. The Reorganization

- meeting is considered one of the regular Central Committee meetings.
- 6.2.5.5. A written Call for each meeting, which may be electronic or via paper mail, shall be sent to all members at least fifteen (15) days prior to the meeting.
- 6.2.5.6. Regular Central Committee meetings may be held electronically at the discretion of the Chair.
- 6.2.6. Special Central Committee meetings: Special meetings may be held at the discretion of the Chair, or upon written request of thirty (30) PCOs or five (5) voting members of the Executive Board.
- 6.2.6.5. Should the Chair fail to issue the call for a meeting as requested, then any five (5) Democratic Precinct Committee officers may issue the Call by mailing a written notice to all members at least fifteen (15) days prior to the meeting.
- 6.2.7. Quorum: Quorum consists of those voting members present for all regular and special SCDCC meetings.
- 6.2.7.5. Voting members present must remain over forty percent (40%) of those signed in and credentialed at the final credentials report to maintain a quorum. If quorum is lost, no more business may be conducted at that meeting, and another meeting must be called.
- 6.2.8. Proxy:
- 6.2.8.5. Any Precinct Committee Officer may authorize a proxy to vote on matters other than the election or recall of officers or the adoption or amendment of bylaws utilizing the official SCDCC Proxy form in person or electronically via the email address used to file as a candidate for PCO.
- 6.2.8.6. The designated proxy must be a resident of, and a registered voter in, the applicable precinct.
- 6.2.8.7. Any elected SCDCC officer may authorize a proxy utilizing the official SCDCC Proxy form in person or electronically via email to both their Legislative District Chair and SCDCC Chair.
- 6.2.8.8. The designated proxy for elected SCDCC officers must be a member of the SCDCC Executive Board.
- 6.2.9. MEETING FORMAT:
- 6.2.9.5. Meetings of the SCDCC may be held in person, virtually, or telephonically.
- 6.2.9.6. All meetings, regardless of format, shall be held in accordance with Article VI, Sections 6.1 and 6.2
- 6.3. EXECUTIVE BOARD:
- 6.3.4. Regular Executive Board meetings: Regular meetings will be held monthly.
- 6.3.5. Executive Board meetings may be held electronically at the discretion of the Chair.
- 6.3.6. Special Executive Board meetings: Special meetings may be called by the Chair or by written request of five (5) board members when needed with 48 hour notice.
- 6.3.7. Quorum: Fifty percent (50%) of the voting members of the Executive Board shall constitute a quorum. Electronic participation may be allowed under

discretion of the Chair.

6.3.8. Proxy: Any voting member may authorize, in writing, a proxy to another voting member of the Executive Board. A voting member may carry only one proxy.

## **ARTICLE VII – LEGISLATIVE DISTRICTS**

7.2. Each Legislative District shall be organized according to: State law, the Charter and Bylaws of the Democratic Party of the State of Washington, and other provisions pursuant to the authority of the State Charter.

## **ARTICLE VIII – PRECINCT COMMITTEE OFFICERS**

8.2. Precinct Committee Officers (PCOs): The basic unit of organization for the Democratic Party is the precinct. The responsible Party official at the precinct level is the PCO.

8.2.4. Elected PCOs: Voted into office during the primary election in even-numbered years to serve two-year terms.

8.2.4.5. Vacancies will be filled through appointments by the SCDCC Chair.

8.2.5. Appointed PCOs: If a person does not stand for election the application may be recommended by the applicable Legislative District Chair and appointed to the position by the Chair of the SCDCC anytime after the reorganization meeting of both the Legislative District and the SCDCC.

8.2.6. Precinct Coordinator: If there is no identified person willing to accept the duties of a PCO who lives in the precinct, a person not living in the precinct may be recommended by the Legislative District Chair and appointed to the position of Precinct Coordinator by the Chair of the SCDCC until a resident of the precinct can be found to serve as a PCO. This is a non-voting position.

8.3. Responsibilities: PCOs have the following basic responsibilities:

8.3.4. Canvass or telephone your precinct in coordination with election strategy at least once a year;

8.3.5. Coordinate with campaigns in educating voters and generating interest in the election on behalf of candidates and ballot measures;

8.3.6. Attend the Legislative District and County organization meetings;

8.3.7. Use the online voter file resource;

8.3.8. Deliver campaign materials to voters;

8.3.9. Ensure Democratic voters are registered;

8.3.10. Canvass the precinct to make sure Democratic voters have voted during an election;

8.3.11. Maintain, update and provide a copy of the registered voters in the precinct including contact information such as phone numbers, email addresses, and issues that are important to the voter;

8.3.12. Keep informed on current issues and candidates; and

8.3.13. Hold Precinct Caucuses.

## **ARTICLE IX – CAUCUSES AND CONVENTIONS**

9.2. The time, place and manner of conducting Caucuses and Conventions shall comply with the rules and directives of the Washington State Democratic Party Central Committee (WSDCC).

## **ARTICLE X – OTHER DEMOCRATIC ORGANIZATIONS/GROUPS**

10.2. Democratic Clubs, Groups and Organizations may apply to the Executive Board for recognition by the SCDCC.

- 426 10.2.4. Necessary documentation: Submit a current copy of  
427 10.2.4.5. The bylaws;  
428 10.2.4.6. A list of officers with contact information;  
429 10.2.4.7. The signatures of at least five (5) members; and  
430 10.2.4.8. A statement pledging support for the principles of the Democratic  
431 Party as stated in the Preamble to these Bylaws.  
432 10.2.5. The application shall be reviewed for approval by the Executive Board.  
433 10.3. Continuation of Recognition: To maintain recognition the organization will submit current  
434 bylaws and a list of current officers with contact information every year.  
435 10.4. Cancellation of Recognition: Recognition may be canceled by the Executive Board  
436 following the established rules.  
437 10.5. Appeal: Decisions of the Executive Board may be appealed to the SCDCC.

## **ARTICLE XI – RESOLUTIONS**

### **11. Resolutions:**

- 438  
439 11.2.4. Resolutions shall be provided via email or as a non-editable shared electronic  
440 document, to the Resolutions Committee for review at least 14 days prior to  
441 the next regularly scheduled Executive Board Meeting. The Resolutions  
442 Committee shall present their recommendations to the Executive Board for  
443 review. The SCDCC Chair shall include the title and language of the resolution  
444 and SCDCC recommendations to the body in the next regularly scheduled  
445 SCDCC quarterly meeting's Call to Meeting.  
446 11.2.5. Resolutions that have not been submitted as outlined above may still be  
447 considered by the body if the following conditions are met:  
448 11.2.5.5. A quorum is present;  
449 11.2.5.6. The resolution is in writing and includes ten (10) signatures of  
450 voting members in attendance; and  
451 11.2.5.7. Signatures must be from more than one (1) Legislative  
452 District; and  
453 11.2.5.8. A two-thirds (2/3) affirmative vote of those present and voting  
454 confirm taking action.

## **ARTICLE XII – VACANCIES IN PARTISAN ELECTIVE OFFICES**

- 455 12.2. Vacancies in partisan elective offices: Vacancies in partisan elected office shall be filled  
456 in accordance with the RCW and under direction from the WSDCC.

## **ARTICLE XIII – PARLIAMENTARY AUTHORITY**

- 457 13.2. Parliamentary authority shall be governed by the rules contained in the Robert's Rules of  
458 Order Newly Revised, 12th edition shall govern the SCDCC in all cases to which they  
459 are applicable and in which they are not inconsistent with these bylaws and any special  
460 or standing rules of order the SCDCC may adopt.

## **ARTICLE XIV – AMENDMENTS**

- 461 14.2. Proposed amendments to these Bylaws shall be submitted to the Bylaws, Policies, and  
462 Procedures Committee.  
463 14.2.4. After review by the committee, proposed recommended amendments shall be  
464 submitted in writing to the Chair in time to be included in the Call for  
465 consideration at a SCDCC meeting.  
466 14.2.5. Adoption of any amendment requires a two-thirds (2/3) affirmative vote of  
467 members in attendance as defined in 3.1.1..

# Spokane County Democratic Central Committee Policies and Procedures

PASSED November 19, 2012

AMENDED: April 18, 2018

## I. PURPOSE AND AUTHORITY

468 PURPOSE:

469 The purpose of the Spokane County Democratic Central Committee Policies and Procedures is  
470 to provide additional direction to the SCDCC including participants, members, officers,  
471 committees and affiliated groups by establishing rules and processes for governance and  
472 operations.

473 AUTHORITY:

474 The authority for the Policies and Procedures is established by the Bylaws of the Spokane  
475 County Democratic Central Committee.

## II. POLICY ON MEETINGS OF THE CENTRAL COMMITTEE AND EXECUTIVE BOARD

476 1. All Central Committee and Executive Board meetings shall be open to the public.  
477 Non Members may be granted the courtesy of speaking at the discretion of the chair.  
478 However, voting on issues raised shall be restricted to voting members of each body as  
479 defined in the Bylaws. (See Bylaws Article III Membership, 3.1 and 3.2, Article V  
480 Committees, 5.1.1 and 5.1.2)

481 2. The unit rule shall not be permitted at any meeting. A "unit rule" is any rule or practice  
482 whereby all members are required to cast their vote in accordance with the will of the  
483 majority.

484 3. Recording of proceedings will be allowed unless overturned by a 2/3 vote of members in  
485 attendance.

486 4. The Central Committee and Executive Board may go into executive session following  
487 Robert's Rules of Order,

488 5. Newly Revised.

## III. PROCEDURES AT MEETINGS OF THE CENTRAL COMMITTEE AND THE EXECUTIVE BOARD

489 Procedures for meetings of the Central Committee and SDCC Executive Board shall be in  
490 accordance with the Robert's Rules of Order Newly Revised, 12th edition as per Article XIII of  
491 the SCDCC Bylaws.

492

### III. POLICY ON ELECTION OF OFFICERS

(See: Bylaws, Article IV Officers 4.1; Bylaws Article IV Officers, 4.2 Term of Office; Bylaws Article III Membership 3.1 General Voting Members)

The officers of the Central Committee are elected by majority vote at the Reorganization Meeting in December or January following the General Election in even numbered years. Self-nominations shall be in order.

#### Procedure on Election of Officers

1. Each candidate will be allowed up to three (3) minutes to speak following the close of nominations. A majority is required to elect.
2. If no person has a majority, the candidate receiving the least votes is dropped and balloting shall be repeated.
3. These procedures shall continue until a candidate receives a majority.

### IV. POLICY ON EXECUTIVE BOARD

(See: Bylaws, Article V Committees, 5.1)

The Executive Board serves as the Executive Board for the SCDCC and is responsible for:  
Maintaining continuous effective operations;  
Acting in a timely manner to support operational effectiveness;  
Reporting actions taken to the SCDCC at the next regularly scheduled meeting.  
The Chair of the SCDCC is the presiding officer and has the authority and responsibility for directing and ensuring operational effectiveness.  
SCDCC elected officers may be removed as defined in the Bylaws and Policy and Procedures. (See: Bylaws Article IV Officers, 4.6 Removal of SCDCC Officers. See Also: Policy and Procedures – Policy on Removal and Discipline of Officers).  
An officer who serves on the Executive Board due to their elected position in a Legislative District may be removed from their position on the Executive Board. (See also: Policy and Procedures –Policy on Decorum; Policy on Absenteeism). Such removal does not affect their elected position in their Legislative District unless independent action is taken by the District.  
A member of the Executive Board who serves as a designee in place of an elected officer, or serves as a representative of an interest group may be removed from their position on the Executive Board. See also: Policy and Procedures – Policy on Decorum; Policy on Absenteeism).

### V. POLICY ON REMOVAL AND DISCIPLINE OF OFFICERS

(See: Bylaws Article IV, 4.6 Removal of SCDCC Officers; See Also: Policies and Procedures – Policy on Absenteeism; Policy on Decorum)

Elected and appointed officers can be removed from their positions as defined in the Bylaws. Additional situations include but are not limited to action that may reflect negatively on the

organization or hampers the work of the organization and chronic substance abuse affecting the ability to serve.

## VII. PROCEDURES ON REMOVAL AND DISCIPLINE OF AN ELECTED SCDCC OFFICER

- 7.1 Any charges brought against the officer will be forwarded to the Grievance Committee for review following that Committee's policies and procedures which are consistent with the SCDCC Bylaws and Policies and Procedures, and guided by Roberts Rules of Order, Newly Revised on Disciplinary Procedures as necessary.
- 7.2 A meeting to review the charges will be held within 30 days.
- 7.3 Findings of the Committee must be reported to the Executive Board. The Executive Board takes no action.
- 7.4 A recommendation for recall from the Grievance Committee will be submitted to the Central Committee for action.
- 7.5 The SCDCC Chair may act to suspend the authority of any officer prior to review by the Grievance Committee if the urgency of the circumstances warrants that action.
- 7.6 The Executive Board may act to suspend the authority of the SCDCC Chair in accordance with SCDCC Grievance Policies and Procedures.
- 7.7 The Vice Chair with one SCDCC State Committee person and one Legislative District Chair shall agree to bring this action to a special Executive Board meeting.
- 7.8 A 60% approval vote is required for action to be taken on the suspension.
- 7.9 No proxies will be accepted.
- 7.10 A recommendation for recall, will be submitted to the Central Committee for action.

## VII. POLICY ON DECORUM

- 7.1 The SCDCC recognizes that every person has the right to be treated with respect at all Spokane County Democrats' functions, including the time before and after official events.
- 7.2 This includes but is not limited to: Central Committee and Executive Board meetings; formal and informal committee meetings; events sponsored by the Spokane County Democratic Party; and informal social events to which members of the Party are invited due to their role in the Party.
- 7.3 Events are defined as all county Democratic events, sanctioned or unsanctioned. These include but are not limited to: parades, booths, election events, fundraisers, dinners, or wherever Spokane County Democrats meet.
- 7.4 Failure to abide by the rules on Decorum will result in disciplinary action up to and including removal from position. (See: Bylaws Article IV. 4.6 Removal of SCDCC Officers)
- 7.5 Expectations of behavior at meetings and events include attendees acting in a courteous manner.
- 7.6 Each attendee shall cooperate with the presiding officer in preserving order and decorum.
- 7.7 Examples of violation of expectations regarding decorum include, but are not limited to:
  - Making offensive, insulting, threatening, insolent, slanderous or obscene

- remarks, gestures or other actions;
- Interrupting or delaying the proceedings;
- Becoming disruptive through inappropriate behavior;
- Engaging in disruptive private conversations during meetings or programs;
- Making threats against any person or against public order and security.

## VIII DECORUM ENFORCEMENT PROCEDURE

- 8.1 If at a SCDCC function, the person in charge shall have the authority to remove a person violating Party decorum.
- 8.2 Repeated instances of violating order and decorum shall be referred to the Grievance Committee for resolution and following established procedures, may result in permanent barring from functions sponsored by the Spokane County Democrats.
- 8.3 If at a meeting, the chair may initiate action or any member may petition the chair to take action, during the session for actions regarding decorum occurring in the session.
- 8.4 All other member petitioned actions must be presented to the chair in advance for consideration at an executive session.
- 8.5 The chair's decision may be overridden by two-thirds vote of the voting members present. No proxies are allowed.
- 8.6 Committee members may request information from the chair about actions taken for removal during the session for actions regarding decorum occurring in the session.

## IX. POLICY ON ABSENTEEISM

- 9.1 Elected and appointed SCDCC officers and members of committees are expected to meet all the responsibilities of their position including attendance at Central Committee and Executive Board meetings. Failure to meet the requirements of the position may result in removal from the position. (See: Bylaws, Article IV. Officers 4.6 Removal of SCDCC Officers; Article V. Committees 5.1 Executive Board, 5.2 Standing Committees, 5.3 Ad Hoc Committees)
- 9.2 An absence is defined as an absence caused by personal illness; a family member's illness or death; temporary absence from the county on the date of the meeting. In addition, a person engaged as a candidate or with an official position in a campaign may be granted an absence upon the discretion of the Committee.

## X. ABSENTEEISM ENFORCEMENT PROCEDURE

- 10.1 A request for an absence must be submitted to the chair prior to the meeting with minimum 48-hours notice, including the reason for the absence barring emergency.
- 10.2 Members of the Executive Board absent from the meeting shall be identified at the beginning of the meeting.
- 10.3 If at a meeting the chair may initiate action, or any member may petition the chair to take action during the session for actions regarding chronic absenteeism occurring in the session. All other member petitioned actions must be presented to the chair in advance



for consideration at an executive session to be held at the next regular Executive Board meeting.

10.4 The chair's decision may be overridden by two-thirds vote of the members present. No proxies are allowed.

10.5 Appeals to actions taken for absenteeism shall be submitted through the SCDCC Grievance Committee for review.

## XI. POLICY ON STANDING COMMITTEES

(See: Bylaws Article V Committees, 5.2 Standing Committees)

11.1 Additional Standing Committees may be created upon recommendation by the SCDCC Bylaws, Policies, and Procedures Committee and with approval by the Executive Board and SCDCC Central Committee following the procedures for amending the Bylaws.

(See: Bylaws Article XIV Amendments)

11.2 Standing Committees may also be dissolved in the same manner.

## XII. Policy on Members of Standing Committees

(See: Bylaws Article V Committees, 5.2 Standing Committees)

### 12.1 Procedures

12.1.1 Chairs of Standing Committees shall be appointed as per Section 5.2 of the SCDCC Bylaws.

12.1.2 The chair(s) appointed to each Standing Committee are responsible for selecting members for the Committee as per SCDCC Bylaws Section 5.2.

12.1.3 Factors to consider when forming committee membership include legislative district representation and retaining at least 25% of the membership at the beginning of a two year term to provide continuity

12.1.4 The chair and members of the Committee are responsible for adopting policies and procedures as appropriate and which are consistent with the SCDCC Bylaws and Policies and Procedures.

12.1.5 Committee members may be removed from their position. (See Also: Policies and Procedures – Policy on Absenteeism; Policy on Decorum)

12.1.6 Committee Chairs serve at the pleasure of the Executive Board and may be replaced at any time.

12.1.7 Committee members serve at the pleasure of the Committee Chair and may be removed by the Committee Chair after consultation with the Executive Board .

12.1.8 In cases of personal disputes between Standing Committee members that are detrimental to the work of the committee, the Committee Chair shall attempt to mediate and resolve the dispute. Where the Committee Chair is unable to successfully resolve, the dispute shall be referred to the Grievance Committee for review.

680

### XIII. Policy on Term of Standing Committees

682 Members of Standing Committees will normally serve two year terms coinciding with the  
683 reorganization meetings of the SCDCC. (See: Bylaws Article V Committees, 5.2 Standing  
684 Committees)

#### 685 13.1 Procedures:

686 13.1.1 Committees that need to continue actively meeting to successfully fulfill their  
687 purpose shall petition the Executive Board for permission to serve past the two  
688 year reorganization cycle.

689 13.1.2 To request the extension, a specific reason must be given as well as a date for the  
690 committee to be reconstituted.

691 13.1.3 The petition must be approved prior to the reorganization meeting and if approved  
692 will also need to be approved by the new Executive Board as well.

693 13.1.4 If permission is granted by the authorized Executive Board , a record of the reason  
694 for the request and the date for reconstitution shall be recorded both with the  
695 committee and the Executive Board.  
696

### XIV Policy on Certification and Endorsement

698

699 14.1 The SCDCC has as one of its main purposes the election of Democratic candidates.  
700 (See: Bylaws Article II Purpose and Authority 2.1.2 Purpose) The Certification and  
701 Endorsement Committee reviews, screens, and recommends action on candidates and  
702 ballot issues which request recognition and support from the SCDCC.

703 1.42 Recommendations may also be made by the Executive Board. All recommendations  
704 are submitted to the Central Committee for official action. Requests may also originate  
705 from the floor at a SCDCC quarterly meeting. A simple majority vote is required.

706 14.3 A candidate can be certified and/or endorsed by the SCDCC even if another candidate  
707 for the same position has been certified and/or endorsed by the SCDCC.

708 14.4 The Chair of the Committee is appointed as per Section 5.2 of the SCDCC Bylaws after  
709 the reorganization meeting.

#### 710 14.5 Procedures on Certification and Endorsement of Candidates

711 14.5.1 Candidates requesting recognition and support from the SCDCC are required to  
712 complete the appropriate questionnaire.

713 14.5.2 The Committee will have available electronic questionnaires for partisan and  
non714 partisan positions.

715 14.5.3 These questionnaires will be reviewed annually by the Endorsement Committee to  
716 ensure they are providing the necessary information for a judicious decision to be  
717 made.

718 14.5.4 The Endorsement Committee shall make every effort to contact Democratic  
719 candidates who have filed for office and urge them to complete the questionnaire in  
720 a timely manner so that action by the SCDCC can be taken at the appropriate  
721 quarterly meeting.

722 14.5.5 The Chair of the Committee will determine the method of reviewing and  
723 recommending action on the candidate's request.

724 14.5.6 Meetings of the Committee will take place at the beginning of the two-year term of  
725 office so that review of Policy and Procedure processes are clear and mutually  
726 understood by the membership of the Committee.

727 14.5.7

728 14.5.8 A two thirds (2/3) affirmative vote by the members of the Committee is required for  
729 a recommendation to certify or endorse.

730 14.5.9 Two or more members of the Committee may request a meeting of the  
731 Committee.  
732

733 Certification and/or Endorsement:

734 Certification is granted to a candidate who requests recognition by the SCDCC; completes and  
735 returns the appropriate questionnaire; the recommendation of the review body is to certify the  
736 candidate as a Democrat; and the vote of the SCDCC approves the recommendation to certify.  
737 Certification does not mean the candidate has been endorsed by the SCDCC. More than one  
738 candidate for an office may be certified. Certification may take place prior to the Primary  
739 Election.  
740

741 Endorsement is granted to a candidate who requests recognition by the SCDCC; completes and  
742 returns the appropriate questionnaire; the candidate is considered to be a strong Democrat with  
743 a proven record demonstrating Democratic principles and values and is a viable candidate for  
744 the position; the recommendation of the review body is to formally endorse the candidate; and  
745 the vote of the SCDCC approves the recommendation to endorse. More than one candidate for  
746 an office may be endorsed. Endorsement may take place prior to the Primary Election.  
747

748 A candidate may request reconsideration of a request for certification or endorsement after  
749 supplying additional germane information and following the review process.  
750

751 Procedures on Certification and Endorsement of Ballot Issues  
752

753 Spokespersons for Ballot Issues may formally request recognition and support from the SCDCC  
754 in writing (electronic requests fulfill this requirement).  
755

756 The request shall include the official title of the ballot issue; a brief description of the reasons  
757 that the SCDCC should support or oppose the issue; and contact information for the campaign  
758 requesting the action.  
759

760 The Chair of the Committee will determine the method of reviewing and recommending action  
761 on the request, keeping the procedures as consistent as reasonable to the process for  
762 candidates.  
763

764 Final action on the recommendation will be taken by the SCDCC  
765

XII. Policy on Ad Hoc Committee

(See: Bylaws Article V Committees, 5.3 Ad Hoc Committees)

768 Ad Hoc Committees require the SCDCC Chair to specify the purpose of the Committee and a  
769 specific term of existence. The Committee may not expand the definition or purpose under  
770 which it was established.

771 The committee will follow all other rules and procedures that govern Standing Committees. (See  
772 Also: Policy and Procedures, VIII. Policy on Standing Committees;  
773

Procedures:

If the purpose of the committee continues at the time of reorganization, the Chair of the Committee and the SCDCC Chair or Vice Chair responsible for the committee will determine the conditions necessary to allow the committee to continue under the same membership and purpose for no more than one year after the reorganization.

After the reorganization the Chair of the Committee will work with the new SCDCC Chair or Vice Chair to determine the specific term of the committee and the membership of the committee. If there is a change in membership, no more than 40% of the members are to be replaced to allow for continuity of purpose.

XIII. Policy on Cancellation of Recognition of Other Democratic Organizations/Groups  
(See: Bylaws, Article X Other Democratic Organizations/Groups)

If a recognized Democratic Organization, Group, or Club does not follow the rules for recognition, their recognition may be canceled.

Procedures:

The Vice Chair will define the criteria for loss of recognition and will establish additional procedures for reestablishment of recognition as appropriate.

XIV. Policy on Organizational Authority of Committees

All committees shall develop policies and procedures consistent with the SCDCC Bylaws and Policies and Procedures.

Procedures:

The policies and procedures of committees shall be submitted to the Document Review Committee for review to assure consistency with SCDCC documents.

Upon satisfying the standards for consistency with SCDCC documents, the committee's policies and procedures will be forwarded to the Chair or Vice Chair responsible for the committee for approval and acceptance.

Upon acceptance, the Committee Chair or Vice Chair shall notify the Executive Board of the additions or revisions to the committee policies and procedures.

Document Review Policies

1. Policies and Procedures must be submitted in written form, preferably digitally, no less than ten (10) days prior to the following Executive Board meeting to be considered.
2. The Document Review Committee shall have a quorum of no less than four (4) members, from no less than two (2) legislative districts, all of whom reside in Spokane County.

XVI. Policy on Resolutions

Sufficient copies of the resolution shall be made available to the PCOs at the beginning of the meeting by the SCDCC.

XVII. Policy on Amendments to SCDCC Policies and Procedures Document

The Policies and Procedures document may be amended by the Executive Board. The vote required to amend shall be quorum plus two. Requests for amendment are to be submitted to the SCDCC Chair two weeks prior to the meeting and shall be included in the agenda.

## **Spokane County Democrats**

### **Grievance Policies and Procedures**

PASSED 09/21/2019

## **I POLICY**

- 1.1 It shall be the policy of the Spokane County Democratic Central Committee (SCDCC) that Elected Officers, Precinct Committee Officers, and all persons appointed to the various positions as defined by the SCDCC By Laws must comply with the Washington State Democratic Central Committee (WSDCC) Code of Conduct and the SCDCC Bylaws and Policies & Procedures.

## **II Committee**

- 2.1 The Grievance Committee (Committee) is specified in the SCDCC bylaws, Article V. Sec. 5.2.4.6. The Committee Chair (Committee Chair) shall be appointed by the SCDCC Chair (County Chair) (SCDCC bylaws 4.3.1.2.3) The Committee shall be comprised of two members of differing gender identities from each of the 3rd, 4th, and 6th Legislative districts, one member of the 7th and 9th legislative districts. Every effort shall be made to include representation from each legislative district. Legislative District Chairs may suggest members to the Committee. Two at-large members of SCDCC of different gender identities shall be selected by the SCDCC Chair. Members of the Committee shall be limited to persons identified in Article III Membership of the SCDCC Bylaws.

## **III INITIATING A GRIEVANCE**

- 3.1 A person(s) identified in 3.1.1 & 2 and 3.2.1 & 2 of the SCDCC bylaws who is an aggrieved party (Grievant), shall have standing to initiate a grievance against a person or persons identified in 3.1.1 & 2 and 3.2.1 & 2 of the SCDCC bylaws respondent.
- 3.2 Grievances must be in writing and include the name, address, phone number and e-mail address of the Grievant, the name of the respondent, a concise statement including date or dates, location or locations, and witnesses including phone numbers and/or other contact information. The grievance must include which provision or provisions of the WSDCC Code of Conduct, SCDCC Policy, or Procedure that was violated. The statement must include a statement by the Grievant regarding how the alleged violation or violations caused actual harm or damages to the Grievant. A copy of the grievance should be submitted to the County Chair. A grievance must be signed by the Grievant.
- 3.3 The grievance shall be submitted to the Committee Chair personally, by first class mail, or by pdf attachment to an email. A grievance may also be submitted to the County Chair or any member of the Committee. It shall be the Grievant's responsibility to ensure that the grievance was actually received by the Committee Chair.

## **IV INITIAL PROCEDURE**

- 4.1 The Committee Chair in consultation with one at least one additional member of the Committee, shall review the submission within five (5) business days of receiving the grievance and shall make a recommendation to the full Committee whether there should be an investigation to consider and determine whether to accept or reject the grievance.

- 862 4.2 If on initial review, the Committee concludes that the grievance does not state a Code  
863 violation or lacks adequate evidentiary support, the complainant shall be notified of the  
864 dismissal of the grievance and the reasons thereof. The dismissal of a grievance for lack  
865 of evidentiary support shall not bar the submission of a subsequent grievance supported by  
866 evidence.
- 867 4.3 If the Committee Chair recommends that the Committee should conduct a investigation,  
868 the grievant, the respondent, and the County Chair shall be notified and provided with an  
869 outline of the next procedural steps which reminds these parties about the confidential  
870 nature of the proceedings.
- 871 4.4 If the Committee decides to investigate a grievance, then the Committee Chair shall submit  
872 a report to the SCDCC Chair prior to the initiation of an investigation.
- 873 4.5 The Committee Chair may, with agreement of at least one additional member of the  
874 Committee, pending an investigation, recommend that the County Chair make an interim  
875 suspension of an respondent from all County Party activities and appointments, with the  
876 exception of business meetings of the SCDCC at which the respondent has a right to vote  
877 and where no proxy may be accepted pursuant to Article VII of the SCDCC Policies and  
878 Procedures. The Committee may recommend to the County Chair by two-thirds (2/3) vote  
879 to extend the interim suspension until the conclusion of the investigation. Nothing in this  
880 provision limits the inherent authority of the County Chair to further govern the participation  
881 of one of its members. If the SCDCC Chair is the subject of the grievance, see Section V of  
882 the SCDCC Policy and Procedures Policy on Removal and Discipline of Officers,  
883 paragraph F.
- 884 4.6 Action by the Committee may be suspended during any criminal investigation.  
885

## **V. DUTIES OF THE Committee**

- 887
- 888 5.1 The Committee shall investigate or cause to be investigated all properly submitted  
889 grievances to the extent reasonable considering the seriousness of the violation alleged  
890 and the specificity of the factual statement. Investigations should be concluded and a  
891 written report submitted to the County Chair within thirty (30) days of receipt of the  
892 grievance. This time period may be extended for good cause.
- 893 5.2 The Committee shall offer the respondent an opportunity to provide their version of events  
894 and defend against the allegation(s).
- 895 5.3 The Committee may retain or utilize professional resources with the approval of the County  
896 Chair or refer the matter to an appropriate agency if deemed necessary.
- 897 5.4 Nothing in these policies or procedures shall limit the Committee Chair from delegating  
898 investigatory duties to other committee members.  
899

## **VI PENALTIES**

- 901
- 902 6.1 If the recommendation of the Committee is not to dismiss the grievance, the Committee  
903 may, but is not required to, recommend disciplinary actions to the County Chair;  
904 progressive discipline may be used. The County Chair shall take action as provided for in  
905 the SCDCC bylaws and the SCDCC Policies and Procedures.
- 906 6.2 The respondent, within 14 days, may ask the Committee to reconsider its decision in order  
907 to submit additional evidence not presented prior to submitting the final report.

908

## **VII CONFIDENTIALITY**

910

911 7.1 All parts of these procedures shall remain confidential except for any required votes for  
912 any sanction by the Executive Board or Central Committee.

913 7.2 Violation of the confidentiality of these procedures shall be a violation of these policies and  
914 procedures and may give rise to grievances under the SCDCC Policies and Procedures  
915 and the SCDCC Bylaws; provided, however, that by requesting confidentiality a party  
916 agrees to cooperate with the Committee, the County Chair, and the SCDCC Central  
917 Committee.

918 7.3 Confidentiality will be waived in the case of a criminal investigation or court subpoena.

919

## **VIII Robert's Rules**

921

922 8.1 In matters not expressly addressed in these Policies and Procedures, Robert's Rules may  
923 be consulted for guidance but need not be followed if, in the opinion of the Committee, it  
924 would be more appropriate in the specific circumstances to follow an alternative course.