

From the Bylaws of Spokane County Democrats (www.spokanedemocrats.org/by-laws/)

Abbreviation: SCDCC = Spokane County Democratic Central Committee (the legal name of Spokane County Democrats.)

Duties of the Chair:

4.3.1 **THE CHAIR:** The Chair is the head of the SCDCC and as such shall be the official spokesperson for the Democratic Party in Spokane County and shall perform all duties imposed by Washington State law.

4.3.1.1 Responsibilities include but are not limited to:

- 4.3.1.1.1 Candidate Recruitment and Development;
- 4.3.1.1.2 Communications (internal/external) & Marketing;
- 4.3.1.1.3 Fundraising;
- 4.3.1.1.4 Budget, Finances, and Financial Compliance;
- 4.3.1.1.5 Insurance;
- 4.3.1.1.6 Certifications and Endorsements;
- 4.3.1.1.7 Caucus Process;
- 4.3.1.1.8 Conventions;
- 4.3.1.1.9 Quarterly Meetings; and
- 4.3.1.1.10 Coordination with Democratic Clubs in Spokane County.

4.3.1.2 Authority includes but is not limited to:

- 4.3.1.2.1 Presides at all meetings of the SCDCC and the Executive Board
- 4.3.1.2.2 Obtains Directors and Officers, Liability, and Casualty insurance when financially feasible;
- 4.3.1.2.3 Appoints all appointed positions within the organization, including a Secretary, Treasurer, Director of Operations, Sergeant-at-Arms, Parliamentarian, and chairs of Standing Committees and *ad hoc* Committees pursuant to these rules and other rules and laws applicable to the SCDCC;
- 4.3.1.2.4 Appoints qualified Democrats to all positions pursuant to section 4.3.1.2.3 above, whom shall serve at the discretion of the chair and may be removed at the discretion of the chair with or without cause;
- 4.3.1.2.5 Appoints Precinct Committee Officers based on recommendations made by the applicable Legislative District Chairs;
- 4.3.1.2.6 Expend funds and enters into contracts and leases upon proper authorization by the Executive Board or SCDCC;
- 4.3.1.2.7 Hires and removes office staff upon the recommendation of the Director of Operations and proper authorization by the Executive Board or SCDCC;
- 4.3.1.2.8 Provides for the call and proposed agenda for all meetings of the SCDCC and its Executive Board, and the Reorganization meeting;
- 4.3.1.2.9 Develops SCDCC financial and human resources; and
- 4.3.1.2.10 Such other duties as may be necessary for the efficient running of the SCDCC.

4.3.1.3 The Chair may delegate duties as needed.

Duties of the Vice Chair:

4.3.2 VICE CHAIR:

4.3.2.1 Responsibilities include but are not limited to:

- 4.3.2.1.1 Credentials and Balloting;
- 4.3.2.1.2 Resolutions;
- 4.3.2.1.3 Platform;
- 4.3.2.1.4 Recognitions;
- 4.3.2.1.5 Membership and Diversity;
- 4.3.2.1.6 Education and Training;
- 4.3.2.1.7 Grievances; and
- 4.3.2.1.8 Assisting the Chair in the performance of their duties.

4.3.2.2 The Vice Chair may delegate duties as needed.

Duties of the State Committee Members*

4.3.6 STATE COMMITTEEMAN* AND STATE COMMITTEEWOMAN*: Pursuant to RCW 29A.80.020, the State Committeeman and Committeewoman are responsible for representing the SCDCC on the Washington State Democratic Central Committee (WSDCC) and reporting to the SCDCC on WSDCC topics.

4.3.6.1 Responsibilities include but are not limited to:

- 4.3.6.1.1 Facilitates communications between the SCDCC and the WSDCC;
- 4.3.6.1.2 Actively coordinates with State Committeepersons in the SCDCC Legislative Districts;
- 4.3.6.1.3 Shall attend and participate in any appointed WSDCC committee(s);
- 4.3.6.1.4 Serves as a liaison to the 5th Congressional District;
- 4.3.6.1.5 Researches issues that affect SCDCC;
- 4.3.6.1.6 Reports to the Executive Board and the SCDCC; and
- 4.3.6.1.7 Performs other tasks as delegated by the SCDCC, the Executive Board, or Chair.

* Note: The State Party Organization has changed the name of its members to “State Committee Members” (gender neutral terminology) and the County Party organization has not yet modified its Bylaws to reflect the new terminology.

The State Committee Members are responsible to attend (or issue their proxy to another qualifying person to represent the organization at) meetings of the Washington State Democratic Central Committee, which meets up to three times a year in varying locations (usually rotating among the ten Congressional districts) in Washington State.

- The next scheduled meeting of the WSDCC (subject to change based on science-based rules issued by the Governor’s Office relating to the Covid-19 pandemic) is scheduled for September 25-27 at a location to be determined (likely to be the Seattle area.)

Candidates for County Party elective office should be aware that there currently is no budget for out-of-pocket expenses of the Chair, Vice Chair, and State Committee Members to attend the up-to-three-times-a-year meetings of the WSDCC or the Washington State Democratic Chairs organization, nor any out-of-pocket expenses to attend the biennial state convention.

Gender Diversity Requirements of the Democratic Party

Under State Party rules, the Chair and the Vice Chair of local party organizations (example: Spokane County Democrats) may not be of the same gender identity and the two State Committee Members may not be of the same gender identity.

Gender identity for this purpose includes female, male, and gender non-binary.

Prior to an election of officers, candidates must indicate their gender identity as of the date of the election.

Ancillary Duties of County Party Officers (not contained in the definition of officer duties in the Bylaws)

- The **Chair** and **Vice Chair** are voting members of the Washington State Democratic Chairs organization, which meets up to three times a year (usually when and where the Washington State Democratic Central Committee meets.)
- The **State Committee Members** and the **Chair** and **Vice Chair**, under current State Party rules, are automatic delegates to the biennial Washington State Democratic Convention (most recently held virtually in June 2020.) The next Washington State Democratic Convention will be held in 2022.
- The **State Committee Members** and the **Chair** and **Vice Chair** are automatic members of the Executive Board of the County Party organization, which normally meets monthly and/or at the Call of the Chair. The Executive Board (also known as e-Board) has the authority to act on behalf of the Spokane County Democratic Central Committee in between meetings of the Precinct Committee Officers (the voting members of the SCDCC.)