

Spokane County Democratic Central Committee Bylaws and Policies & Procedures

PASSED – 1/15/2011
AMENDED – 5/14/2011
AMENDED – 12/8/2012
REVISED – 05/19/2018
REVISED – 08/19/2019

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 3.1. General voting members shall include:

20 3.1.1. All elected and appointed Democratic Precinct Committee Officers (PCOs) who
21 represent precincts within Spokane County in the State of Washington.

22 3.1.2. Elected officers of the SCDCC as defined in Article IV.1 Officers.

23 3.1.2.1. In the event that any member shall be an officer or hold any
24 additional position within the SCDCC in which that position carries

- 25 a vote, the member shall nevertheless have only one vote in all
 26 affairs of the SCDCC.
- 27 3.1.2.2. Notwithstanding section 3.1.2.1, the Chair may exercise a vote to
 28 break a tie in line with Robert’s Rules of Order.
- 29 3.2. Non-voting members shall include:
- 30 3.2.1. Elected Democratic officials or their representatives.
- 31 3.2.2. Elected officers of a Legislative District in Spokane County who are not an
 32 elected or appointed Democratic Precinct Committee Officer or an elected
 33 SCDCC officer.
- 34 3.2.3. Any person declaring their status as a Democrat residing in Spokane County
 35 excluding qualifying members under article 3.1 above.

ARTICLE IV – OFFICERS

- 36 4.1. OFFICERS: Any person residing in Spokane County who is a Democrat and who will be
 37 registered to vote in the next general election may be nominated, elected or appointed
 38 as an officer.
- 39 4.1.1. The elected officers shall be the Chair, Vice-Chair, State Committeewoman
 40 and State Committeeman.
- 41 4.1.2. The Vice-Chair shall be of the other gender than the Chair.
- 42 4.1.3. The appointed officers shall be the Secretary, Treasurer, Director of
 43 Operations, Parliamentarian, and Sergeant-at-Arms. These positions shall be
 44 appointed by the Chair.
- 45 4.1.4. An effort will be made to have elected officers from two or more Legislative
 46 Districts
- 47 4.2. TERM OF OFFICE: The four elected officers shall serve a two-year term and shall be
 48 selected by the elected PCOs at the reorganization meeting to take place following
 49 even-year elections. The appointed officers shall serve at the discretion of the Chair.
- 50 4.3. DUTIES:
- 51 4.3.1. THE CHAIR: The Chair is the head of the SCDCC and as such shall be the
 52 official spokesperson for the Democratic Party in Spokane County and shall
 53 perform all duties imposed by Washington State law.
- 54 4.3.1.1. Responsibilities include but are not limited to:
- 55 4.3.1.1.1. Candidate Recruitment and Development;
- 56 4.3.1.1.2. Communications (internal/external) & Marketing;
- 57 4.3.1.1.3. Fundraising;
- 58 4.3.1.1.4. Budget, Finances, and Financial Compliance;
- 59 4.3.1.1.5. Insurance;
- 60 4.3.1.1.6. Certifications and Endorsements;
- 61 4.3.1.1.7. Caucus Process;

- 62 4.3.1.1.8. Conventions;
- 63 4.3.1.1.9. Quarterly Meetings; and
- 64 4.3.1.1.10. Coordination with Democratic Clubs in Spokane County.
- 65 4.3.1.2. Authority includes but is not limited to:
- 66 4.3.1.2.1. Presides at all meetings of the SCDCC and the Executive
- 67 Board
- 68 4.3.1.2.2. Obtains Directors and Officers, Liability, and Casualty
- 69 insurance when financially feasible;
- 70 4.3.1.2.3. Appoints all appointed positions within the organization,
- 71 including a Secretary, Treasurer, Director of Operations,
- 72 Sergeant-at-Arms, Parliamentarian, and chairs of Standing
- 73 Committees and ad hoc Committees pursuant to these rules
- 74 and other rules and laws applicable to the SCDCC;
- 75 4.3.1.2.4. Appoints qualified Democrats to all positions pursuant to
- 76 section 4.3.1.2.3 above, who shall serve at the discretion of
- 77 the chair and may be removed at the discretion of the chair
- 78 with or without cause;
- 79 4.3.1.2.5. Appoints Precinct Committee Officers based on
- 80 recommendations made by the applicable Legislative District
- 81 Chairs;
- 82 4.3.1.2.6. Expends funds and enters into contracts and leases upon
- 83 proper authorization by the Executive Board or SCDCC;
- 84 4.3.1.2.7. Hires and removes office staff upon the recommendation of
- 85 the Director of Operations and proper authorization by the
- 86 Executive Board or SCDCC;
- 87 4.3.1.2.8. Provides for the call and proposed agenda for all meetings of
- 88 the SCDCC and its Executive Board, and the Reorganization
- 89 meeting;
- 90 4.3.1.2.9. Develops SCDCC financial and human resources; and
- 91 4.3.1.2.10. Such other duties as may be necessary for the efficient
- 92 running of the SCDCC.
- 93 4.3.1.3. The Chair may delegate duties as needed.
- 94 4.3.2. VICE CHAIR:
- 95 4.3.2.1. Responsibilities include but are not limited to:
- 96 4.3.2.1.1. Credentials and Balloting;
- 97 4.3.2.1.2. Resolutions;
- 98 4.3.2.1.3. Platform;
- 99 4.3.2.1.4. Recognitions;
- 100 4.3.2.1.5. Membership and Diversity;
- 101 4.3.2.1.6. Education and Training;

- 102 4.3.2.1.7. Grievances; and
- 103 4.3.2.1.8. Assisting the Chair in the performance of their duties.
- 104 4.3.2.2. The Vice Chair may delegate duties as needed.
- 105 4.3.3. DIRECTOR OF OPERATIONS:
- 106 4.3.3.1. Responsibilities include but are not limited to:
- 107 4.3.3.1.1. Day to day management of the SCDCC office, facilities, and
- 108 operations.
- 109 4.3.3.1.2. Technology management and operations for the office;
- 110 4.3.3.1.3. Data management;
- 111 4.3.3.1.4. Review of Bylaws and SCDCC documents; and
- 112 4.3.3.1.5. Audit of financial and real property; and.
- 113 4.3.3.1.6. Clearinghouse for calendar events.
- 114 4.3.4. SECRETARY: The Secretary is responsible for taking minutes of all SCDCC
- 115 meetings and maintaining other records as specified by the Chair.
- 116 4.3.4.1. Responsibilities include but are not limited to:
- 117 4.3.4.1.1. Takes and disseminates minutes and records attendance of
- 118 all SCDCC Executive Board meetings;
- 119 4.3.4.1.2. Maintains, at the SCDCC office, archival documents,
- 120 minutes, attendance records, official meeting documents,
- 121 and digital files of the SCDCC; and
- 122 4.3.4.1.3. Performs other duties as specified by the Chair.
- 123 4.3.5. TREASURER: The Treasurer is responsible for maintaining financial records
- 124 and the accurate and timely filing of reports required by public disclosure or
- 125 taxing authorities.
- 126 4.3.5.1. Responsibilities include but are not limited to:
- 127 4.3.5.1.1. Prepares and distributes a written financial report at
- 128 Executive Board and SCDCC meetings;
- 129 4.3.5.1.2. Serves as a member of the Budget Committee and the
- 130 Financial Oversight Committee;
- 131 4.3.5.1.3. Participates in the annual review of financial records and
- 132 provides all appropriate records for the Audit Committee;
- 133 4.3.5.1.4. Drafts a preliminary budget proposal;
- 134 4.3.5.1.5. Maintains and provides other financial information as
- 135 required by Federal and State authorities or specified by the
- 136 Chair; and
- 137 4.3.5.1.6. Disburses funds of the SCDCC, pursuant to the policies and
- 138 procedures as established by the SCDCC or its Executive
- 139 Board.

140 4.3.6. STATE COMMITTEEMAN AND STATE COMMITTEE WOMAN: Pursuant to
141 RCW 29A.80.020, the State Committeeman and Committeewoman are
142 responsible for representing the SCDCC on the Washington State Democratic
143 Central Committee (WSDCC) and reporting to the SCDCC on WSDCC topics.

144 4.3.6.1. Responsibilities include but are not limited to:

145 4.3.6.1.1. Facilitates communications between the SCDCC and the
146 WSDCC;

147 4.3.6.1.2. Actively coordinates with State Committeepersons in the
148 SCDCC Legislative Districts;

149 4.3.6.1.3. Shall attend and participate in any appointed WSDCC
150 committee(s);

151 4.3.6.1.4. Serves as a liaison to the 5th Congressional District;

152 4.3.6.1.5. Researches issues that affect SCDCC;

153 4.3.6.1.6. Reports to the Executive Board and the SCDCC; and

154 4.3.6.1.7. Performs other tasks as delegated by the SCDCC, the
155 Executive Board, or Chair.

156 4.4. VACANCIES:

157 4.4.1. If a vacancy occurs in the office of the Vice Chair or a State Committeeperson,
158 the Chair, with approval of the Executive Board, may appoint an acting officer
159 to serve until the next regularly scheduled quarterly meeting.

160 4.4.2. If a vacancy occurs in the office of Chair, the Vice Chair shall temporarily
161 assume the duties of Chair and call and hold a special meeting of the SCDCC
162 to elect a permanent Chair.

163 4.5. FILLING OF VACANCIES:

164 4.5.1. In the event of a vacancy in the office of the Chair, a new Chair will be elected
165 by the elected and appointed PCOs at a special meeting of the SCDCC called
166 by the Vice Chair within thirty (30) days of the vacancy being announced. No
167 proxies are allowed for this vote.

168 4.5.2. In the event of a vacancy in an elected office other than Chair, the position
169 shall be filled by election at the next regularly scheduled meeting of the
170 SCDCC.

171 4.5.3. In the event of a vacancy in an appointed office, the Chair shall make another
172 appointment.

173 4.6. REMOVAL OF SCDCC OFFICERS: Elected and appointed officers may be removed
174 from their positions.

175 4.6.1. Recall: Any officers elected by the SCDCC may be recalled for cause including,
176 but not limited to, the following grounds:

177 4.6.1.1. Failure to perform duties as defined in Article IV;

178 4.6.1.2. Making public endorsements of candidates, initiatives or
179 referendums in the SCDCC's name without prior approval by the
180 SCDCC membership or Executive Board;

- 181 4.6.1.3. Illegal use, misuse, loss or damage of SCDCC assets such as
182 equipment, property, data or funds;
- 183 4.6.1.4. Failure to follow Public Disclosure Commission rules and
184 regulations; and
- 185 4.6.1.5. Authorizing or expending funds or obligating SCDCC to debt
186 without proper prior authorization by the SCDCC membership or
187 Executive Board.
- 188 4.6.2. Procedure for Recall: Any elected SCDCC officer may be removed from office
189 for cause upon a two-thirds (2/3) vote of the SCDCC, provided at least fifteen
190 (15) days prior written notice of the meeting and the grounds for removal are
191 given to the members and the officer whose removal is sought.
- 192 4.6.3. Appointed officers: Appointed officers may be removed from their positions by
193 the Chair.

ARTICLE V – COMMITTEES

194 PREAMBLE

195 It is the belief of the SCDCC that committees are essential for an active participatory
196 membership and to complete the work of the Party.

197 AUTHORITY

198 Committees shall have the authority to establish rules and procedures for efficient operation and
199 accomplishment of committee business.

200 5.1. EXECUTIVE BOARD: The Executive Board serves as the executive committee for the
201 SCDCC with the authority to ensure SCDCC business is conducted in a timely manner.

202 5.1.1. Voting Members: All voting members must reside in Spokane County.

203 5.1.1.1. The four (4) elected officers of the SCDCC;

204 5.1.1.2. The twelve (12) elected officers from the Third, Fourth, and Sixth
205 Legislative Districts;

206 5.1.1.3. The Chair and Vice Chair of the Seventh Legislative District, or the
207 applicable LD Chair's designee(s);

208 5.1.1.4. The Chair of the Ninth Legislative Districts or the applicable LD
209 Chair's designee;

210 5.1.1.5. Any Democratic National Committee (DNC) member and WSDCC
211 Executive Board member residing in Spokane County;

212 5.1.1.6. The Chair of the Spokane County Young Democrats.

213 5.1.1.7. Representative of the Union labor caucus. This position is
214 recommended by the Spokane Regional Labor Council and
215 appointed by the SCDCC Chair.

216 5.2. STANDING COMMITTEES: Any member of the Democratic Party residing in Spokane
217 County may be a member of any committee. The chair of the committee will be appointed
218 by the SCDCC Chair. Members shall be selected by the chair of the committee with
219 approval of the SCDCC Chair.

220 5.2.1. An effort shall be made to select members from multiple Legislative Districts;

- 221 5.2.2. Committee members may be removed following the policies and procedures
222 established by the committee;
- 223 5.2.3. The widest possible notice of available committee vacancies shall be given;
- 224 5.2.4. The SCDCC Chair shall be an ex-officio member of all committees. The
225 following committees shall be considered to be permanent.
- 226 5.2.4.1. Diversity and Membership Committee: Responsible for soliciting
227 and maintaining a growing membership representative of the
228 community. Shall be specifically charged with ensuring the
229 inclusion of diverse communities in all activities of the SCDCC
- 230 5.2.4.2. Volunteer Committee: Responsible for soliciting, maintaining, and
231 nurturing a growing volunteer base to assist in meeting the goals
232 of the SCDCC. This committee shall include the Vice Chair,
233 Director of Operations, Events Committee Chair, and the
234 person(s) who coordinate(s) the office and booth volunteers.
- 235 5.2.4.3. Education and Training Committee: Responsible for providing
236 educational programs and materials, and offering training
237 necessary to enable members of the SCDCC to better fulfill their
238 roles in the organization.
- 239 5.2.4.4. Financial Oversight Committee: Responsible for developing and
240 employing policies and procedures to ensure accurate financial
241 and Public Disclosure Commission (PDC) reporting.
- 242 5.2.4.5. Audit Committee: Responsible for auditing the books and
243 inventorying all assets of the SCDCC and submitting an annual
244 report to the Executive Board. No member of the Executive Board
245 may be a member of the Audit Committee.
- 246 5.2.4.6. Budget Committee: Responsible for preparing and submitting to
247 the Executive Board for approval an annual budget and a biennial
248 budget projection, based on input from each Standing
249 Committee's two-year operation plan. The committee shall be
250 comprised of the Chair, the Vice Chair, the Director of Operations,
251 the Chair of Events Committee, and the Treasurer.
- 252 5.2.4.7. Fundraising Committee: Responsible for raising funds for the
253 SCDCC. Membership shall include, but not be limited to, the
254 Third, Fourth, and Sixth Legislative District Chairs, and the Chairs
255 of the Seventh and Ninth Legislative Districts or their applicable
256 designee(s).
- 257 5.2.4.8. Document Review Committee: Responsible for reviewing,
258 interpreting, and recommending for revision the Bylaws, Standing
259 Rules, Policies and Procedures, Affirmative Action Plans, and
260 other guidelines and rules of the SCDCC.
- 261 5.2.4.9. Resolutions Committee: Responsible for reviewing all resolutions
262 and reporting on them to the SCDCC.
- 263 5.2.4.10. Platform Committee: Responsible for developing a platform based
264 on recommendation received following State approved processes.

- 265 5.2.4.11. Events Committee: Responsible for all SCDCC specific events
266 and all community events in which the SCDCC participates.
- 267 5.2.4.12. Recognition Committee: Responsible for awarding recognition to
268 qualified individuals as established by the SCDCC.
- 269 5.2.4.13. Communications Committee: Responsible for active participation
270 in outreach and networking to organizations that share Democratic
271 principles and, in collaboration with the Chair and consultation
272 with the Executive Board, the curation of outgoing materials and
273 information (e.g. website, brochures, email communications,
274 newsletter, social media) and the platforms by which these are
275 produced and disseminated.
- 276 5.2.4.14. Certifications and Endorsement Committee: Responsible for
277 reviewing and making recommendations on candidate or issue
278 requests for certification and endorsement following established
279 policies and procedures.
- 280 5.2.4.15. Credentials and Balloting Committee: Responsible for the
281 certification of Precinct Committee Officers, their Proxies and
282 other members at meetings of the SCDCC and County
283 Conventions; and shall be responsible for the proper preparation
284 for balloting and the conduct of voting.
- 285 5.2.4.16. Grievance Committee: Responsible for reviewing the facts of any
286 complaint or dispute submitted to it for investigation and reporting
287 to the Executive Board following established rules and
288 procedures.

289 5.3. AD HOC COMMITTEES: Ad hoc Committees may be formed when a need arises and are
290 considered temporary committees. Examples of temporary committees include but are not
291 limited to: State Convention Committee; specific issue committees in support or opposition
292 to an initiative.

293 5.3.1. Ad hoc Committees shall be under the authority of the SCDCC Chair.

ARTICLE VI – MEETINGS

294 6.1. CENTRAL COMMITTEE: The official committee for conducting the business of the
295 Spokane County Democrats.

296 6.1.1. Reorganization meeting: A Reorganization Meeting shall take place between
297 the certification of the biennial election of Precinct Committee Officers and the
298 second Saturday of the following January.

299 6.1.2. Regular Central Committee meetings: Regular meetings will be held a
300 minimum of four times per year on a quarterly basis. The Reorganization
301 meeting is considered one of the regular Central Committee meetings.

302 6.1.2.1. A written Call, which may be and/or an electronic, Call for each
303 meeting shall be sent to all members at least fifteen (15) days
304 prior to the meeting.

305 6.1.2.2. Regular Central Committee meetings may be held electronically at
306 the discretion of the Chair.

- 307 6.1.3. Special Central Committee meetings: Special meetings may be held at the
308 discretion of the Chair, or upon written request of thirty (30) PCOs or five (5)
309 voting members of the SCDCC Executive Board.
- 310 6.1.3.1. Should the Chair fail to issue the call for a meeting as requested,
311 then any five (5) Democratic Precinct Committee officers may
312 issue the Call by mailing a written notice to all members at least
313 fifteen (15) days prior to the meeting.
- 314 6.1.4. Quorum: Quorum consists of those voting members present for all regular and
315 special SCDCC meetings.
- 316 6.1.4.1. Voting members present must remain over forty percent (40%) of
317 those signed in and credentialed at the final credentials report to
318 maintain quorum. If quorum is lost, no more business may be
319 conducted at that meeting, and another meeting must be called.
- 320 6.1.5. Proxy:
- 321 6.1.5.1. Any Precinct Committee Officer may authorize, in writing, a proxy.
- 322 6.1.5.2. The designated proxy must be a resident of, and a registered
323 voter in, the applicable precinct.
- 324 6.1.5.3. Any elected SCDCC officer may authorize, in writing, a proxy.
- 325 6.1.5.4. The designated proxy must be a resident of, and a registered
326 voter in Spokane County.
- 327 6.1.5.5. A person may carry only one proxy.

328
329 6.2. EXECUTIVE BOARD:

- 330 6.2.1. Regular Executive Board meetings: Regular meetings will be held monthly.
- 331 6.2.2. Executive Board meetings may be held electronically at the discretion of the
332 Chair.
- 333 6.2.3. Special Executive Board meetings: Special meetings may be called by the
334 Chair or by written request of five (5) board members when needed with 48
335 hour notice.
- 336 6.2.4. Quorum: Fifty percent (50%) plus two (+2) voting members of the Executive
337 Board shall constitute a quorum. Electronic participation may be allowed under
338 discretion of the Chair.
- 339 6.2.5. Proxy: Any voting member may authorize, in writing, a proxy to another voting
340 member of the Executive Board. A voting member may carry only one proxy.

ARTICLE VII – LEGISLATIVE DISTRICTS

- 341 7.1. Each Legislative District shall be organized according to: State law, the Charter and Bylaws
342 of the Democratic Party of the State of Washington, and other provisions pursuant to the
343 authority of the State Charter.

ARTICLE VIII – PRECINCT COMMITTEE OFFICERS

- 344 8.1. Precinct Committee Officers (PCOs): The basic unit of organization for the Democratic
345 Party is the precinct. The responsible Party official at the precinct level is the PCO.
- 346 8.1.1. Elected PCOs: Voted into office during the primary election in even-numbered
347 years to serve two-year terms.
- 348 8.1.1.1. Vacancies will be filled through appointments by the SCDCC
349 Chair.
- 350 8.1.2. Appointed PCOs: If a person does not stand for election the application may be
351 recommended by the applicable Legislative District Chair and appointed to the
352 position by the Chair of the SCDCC anytime after the reorganization meeting of
353 both the Legislative District and the SCDCC.
- 354 8.1.3. Precinct Coordinator: If there is no identified person willing to accept the duties
355 of a PCO who lives in the precinct, a person not living in the precinct may be
356 recommended by the Legislative District Chair and appointed to the position of
357 Precinct Coordinator by the Chair of the SCDCC until a resident of the precinct
358 can be found to serve as a PCO. This is a non-voting position.
- 359 8.2. Responsibilities: PCOs have the following basic responsibilities:
- 360 8.2.1. Canvass or telephone your precinct in coordination with election strategy at
361 least once a year;
- 362 8.2.2. Coordinate with campaigns in educating voters and generating interest in the
363 election on behalf of candidates and ballot measures;
- 364 8.2.3. Attend the Legislative District and County organization meetings;
- 365 8.2.4. Use the online voter file resource;
- 366 8.2.5. Deliver campaign materials to voters;
- 367 8.2.6. Ensure Democratic voters are registered;
- 368 8.2.7. Canvass the precinct to make sure Democratic voters have voted during an
369 election;
- 370 8.2.8. Maintain, update and provide a copy of the registered voters in the precinct
371 including contact information such as phone numbers, email addresses, and
372 issues that are important to the voter;
- 373 8.2.9. Keep informed on current issues and candidates; and
- 374 8.2.10. Hold Precinct Caucuses.

ARTICLE IX – CAUCUSES AND CONVENTIONS

- 375 9.1. The time, place and manner of conducting Caucuses and Conventions shall comply with
376 the rules and directives of the Washington State Democratic Party Central Committee
377 (WSDCC).

ARTICLE X – OTHER DEMOCRATIC ORGANIZATIONS/GROUPS

- 378 10.1. Democratic Clubs, Groups and Organizations may apply to the Executive Board for
379 recognition by the SCDCC.

- 380 10.1.1. Necessary documentation: Submit a current copy of
381 10.1.1.1. The bylaws;
382 10.1.1.2. A list of officers with contact information;
383 10.1.1.3. The signatures of at least five (5) members; and
384 10.1.1.4. A statement pledging support for the principles of the Democratic
385 Party as stated in the Preamble to these Bylaws.
386 10.1.2. The application shall be reviewed for approval by the Executive Board.
387 10.2. Continuation of Recognition: To maintain recognition the organization will submit current
388 bylaws and a list of current officers with contact information every year.
389 10.3. Cancellation of Recognition: Recognition may be canceled by the Executive Board
390 following the established rules.
391 10.4. Appeal: Decisions of the Executive Board may be appealed to the SCDCC.

ARTICLE XI – RESOLUTIONS

- 392 11.1. Resolutions:
393 11.1.1. Resolutions shall be provided in writing, and whenever possible digitally, to the
394 Chair at least ten (10) days prior to the Call for a general meeting. The Call shall
395 include the title and language of the resolution to be considered.
396 11.1.2. Resolutions that have not been submitted as outlined above may still be
397 considered by the body if the following conditions are met:
398 11.1.2.1. A quorum is present;
399 11.1.2.2. The resolution is in writing and includes ten (10) signatures of
400 PCOs in attendance;
401 11.1.2.3. PCO signatures must be from more than one (1) Legislative
402 District; and
403 11.1.2.4. A two-thirds (2/3) affirmative vote of those present and voting
404 confirm taking action.

ARTICLE XII – VACANCIES IN PARTISAN ELECTIVE OFFICES

- 405 12.1. Vacancies in partisan elective offices: Vacancies in partisan elected office shall be filled
406 in accordance with the RCW and under direction from the WSDCC.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

- 407 13.1. The Policies and Procedures of the SCDCC provide additional direction. The Executive
408 Board shall enact policies and procedures and other rules for efficient operation of the
409 organization.
410 13.2. The Rules contained in the latest edition of Robert's Rules of Order, Newly Revised,
411 shall govern this organization in all cases in which they are applicable and are not in

412 conflict with these Bylaws, the SCDCC Policies and Procedures, and/or the Charter and
413 Bylaws of the Washington State Democratic Central Committee.

ARTICLE XIV – AMENDMENTS

414 14.1. Proposed amendments to these Bylaws shall be submitted to the Document Review
415 Committee.

416 14.1.1. After review by the committee, proposed recommended amendments shall be
417 submitted in writing to the Chair in time to be included in the Call for
418 consideration at a SCDCC meeting.

419 14.1.2. Adoption of any amendment requires a two-thirds (2/3) affirmative vote of
420 members in attendance.

Spokane County Democratic Central Committee Policies and Procedures

PASSED November 19, 2012

AMENDED: April 18, 2018

I. PURPOSE AND AUTHORITY

421 PURPOSE:

422 The purpose of the Spokane County Democratic Central Committee Policies and Procedures is
423 to provide additional direction to the SCDCC including participants, members, officers,
424 committees and affiliated groups by establishing rules and processes for governance and
425 operation.

426 AUTHORITY:

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

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

- 429 1. All Central Committee and Executive Board meetings shall be open to the public.
430 Nonmembers may be granted the courtesy of speaking at the discretion of the Chair.
431 However, voting on issues raised shall be restricted to voting members of each body as
432 defined in the Bylaws. (See Bylaws Article III Membership, 3.1 and 3.2, Article V
433 Committees, 5.1.1 and 5.1.2)
- 434 2. The unit rule shall not be permitted at any meeting. A “unit rule” is any rule or practice
435 whereby all members are required to cast their vote in accordance with the will of the
436 majority.
- 437 3. Recording of proceedings will be allowed unless overturned by a 2/3 vote of members in
438 attendance.
- 439 4. The Central Committee and Executive Board may go into executive session following
440 Roberts Rules of Order,
- 441 5. Newly Revised.

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

- 442 A. The maker of a motion and the person making the second must be members of the body.
443
- 444 B. The maker of a motion that has been seconded shall have two (2) minutes to speak to the
445 motion.
- 446 1. The debate shall then alternate con and pro;
447 2. Each speaker shall be limited to one (1) minute each;
448 3. The maker of the motion shall have one (1) minute to speak prior to the closure of the debate
449 on the motion.
450
- 451 C. A motion “to question the presence of a quorum” shall not be in order until the current motion
452 on the table has been dispensed with.

- 453
454 D. Commonly used motions and their characteristics:
455
456 1. Lay on the Table: The purpose is to put the current motion aside for later consideration.
457 a. Cannot be used to interrupt the current speaker;
458 b. Requires a second;
459 c. Is not debatable or amendable; and
460 d. Requires a majority vote to pass.
461
462 2. Postpone to a Certain Time: The purpose is to put off the current motion to a specific time,
463 e.g. later on the current Agenda or postpone action until a specific future meeting.
464 a. Cannot be used to interrupt the current speaker;
465 b. Requires a second;
466 c. Is debatable and amendable; and
467 d. Requires a majority vote to pass.
468
469 3. Raise a Question of Privilege: The purpose is to ask an urgent question in regard to rights.
470 a. May be used to interrupt a current speaker;
471 b. Does not require a second;
472 c. Is not debatable or amendable; and
473 d. Requires a ruling by the Chair.
474
475 4. Point of Order: The purpose is to request that the rules be followed.
476 a. May be used to interrupt a current speaker;
477 b. Does not require a second;
478 c. Is not debatable or amendable; and
479 d. Requires a ruling by the Chair.
480
481 5. Previous Question: The purpose is to end debate and move directly to the vote.
482 a. It cannot be used to interrupt the current speaker;
483 b. Requires a second;
484 c. Is not debatable or amendable; and
485 d. Requires a two-thirds (2/3) vote to pass.
486
487 6. Suspend the Rules: The purpose is to allow the body to violate the rules (not the Bylaws).
488 a. It cannot be used to interrupt the current speaker;
489 b. Requires a second;
490 c. Is not debatable or amendable; and
491 d. Requires a two-thirds (2/3) vote to pass.
492
493 7. Call for Division: The purpose is to verify the call of the Chair of a voice vote or to request that
494 a vote be taken by Secret Ballot
495 a. Will always be in order; and
496 b. Does not require a second.
497
498 8. Point of Information: The purpose is to gather information from the speaker.
499 a. May be used to interrupt a current speaker;
500 b. Does not require a second;
501 c. Is not debatable or amendable; and
502 d. Requires a response from the speaker.
503

504 9. Committee of the Whole and its alternate forms: The purpose is to break from the regular
505 assembly for general discussion taking no action other than to recommend action to the
506 assembly and to provide for more freedom of discussion.
507 a. Going into a Committee of the Whole follows the same procedure to commit to committee as
508 would be used for any other committee.
509 b. The discussion must follow the same rules as in regular assembly session.
510 b. If the commit is adopted, the chair immediately appoints a chair of the committee, most
511 generally the Vice Chair, and a secretary who keeps temporary memorandums of proceeding
512 which are not entered into the assembly's minutes.
513 The only motions that are in order are:
514 1. to adopt or not adopt the resolution;
515 2. to amend;
516 3. to "rise and report";
517 4. normal incidental motions such as point of order, point of inquiry, etc.
518 e. The Committee of the Whole and its alternate forms are used for specific purposes and
519 meeting sizes.
520 "Committee of the Whole" is for assemblies if greater than 100 persons and is not appropriate
521 for the SCDCC.
522
523 "Quasi Committee of the Whole" is for assemblies of 50-100 persons and may be appropriate for
524 Central Committee meetings.
525
526 "Informal Consideration" is for assemblies of less fewer than 50 persons and may be
527 appropriate for small Central Committee meetings, E-Board meetings and other committees;
528 votes taken in "Informal Consideration" become votes of the assembly and are not taken again
529

531 III. POLICY ON ELECTION OF OFFICERS

532
533 (See: Bylaws, Article IV Officers 4.1; Bylaws Article IV Officers, 4.2 Term of Office; Bylaws
534 Article III Membership 3.1 General Voting Members)

535
536 The officers of the Central Committee are elected by majority vote at the Reorganization
537 Meeting in December or January following the General Election in even numbered years.
538 Self-nomination shall be in order.
539

540 Procedure on Election of Officers

- 541 1. Each candidate will be allowed up to three (3) minutes to speak following the close of
542 nominations. A majority is required to elect.
- 543 2. If no person has a majority, the candidate receiving the least votes is dropped and
544 balloting shall be repeated.
- 545 3. These procedures shall continue until a candidate receives a majority.
546

547 IV. POLICY ON EXECUTIVE BOARD

548 (See: Bylaws, Article V Committees, 5.1)
549

550
551 The Executive Board serves as the executive committee for the SCDCC and is responsible for:
552 Maintaining continuous effective operations;
553 Acting in a timely manner to support operational effectiveness;
554 Reporting actions taken to the SCDCC at the next regularly scheduled meeting.

555 The Chair of the SCDCC is the presiding officer and has the authority and responsibility for
556 directing and ensuring operational effectiveness.
557 SCDCC elected officers may be removed as defined in the Bylaws and Policy and Procedures.
558 (See: Bylaws Article IV Officers, 4.6 Removal of SCDCC Officers. See Also: Policy and
559 Procedures – Policy on Removal and Discipline of Officers).
560 An officer who serves on the Executive Board due to their elected position in a Legislative
561 District may be removed from their position on the Executive Board. (See also: Policy and
562 Procedures –Policy on Decorum; Policy on Absenteeism). Such removal does not affect their
563 elected position in their Legislative District unless independent action is taken by the District.
564 A member of the Executive Board who serves as a designee in place of an elected officer, or
565 serves as a representative of an interest group may be removed from their position on the
566 Executive Board. See also: Policy and Procedures – Policy on Decorum; Policy on
567 Absenteeism).

568 569 570 V. POLICY ON REMOVAL AND DISCIPLINE OF OFFICERS

571
572 (See: Bylaws Article IV, 4.6 Removal of SCDCC Officers; See Also: Policies and Procedures –
573 Policy on Absenteeism; Policy on Decorum)

574
575 Elected and appointed officers can be removed from their positions as defined in the Bylaws.
576 Additional situations include but are not limited to action that may reflect negatively on the
577 organization or hampers the work of the organization and chronic substance abuse affecting the
578 ability to serve.

579 580 581 VII. PROCEDURES ON REMOVAL AND DISCIPLINE OF AN ELECTED SCDCC OFFICER

582
583 Any charges brought against the officer will be forwarded to the Grievance Committee for review
584 following that Committee’s policies and procedures which are consistent with the SCDCC
585 Bylaws and Policies and Procedures, and guided by Roberts Rules of Order, Newly Revised on
586 Disciplinary Procedures as necessary.

587 A meeting to review the charges will be held within 30 days.

588 Findings of the Committee must be reported to the Executive Board. The Executive Board takes
589 no action.

590 A recommendation for recall from the Grievance Committee will be submitted to the Central
591 Committee for action.

592
593 The SCDCC Chair may act to suspend the authority of any officer prior to review by the
594 Grievance Committee if the urgency of the circumstances warrants that action.

595 The Executive Board may act to suspend the authority of the SCDCC Chair.

596 The Vice Chair with one SCDCC State Committee person and one Legislative District Chair
597 shall agree to bring this action to a special Executive Board meeting.

598 A 60% approval vote is required for action to be taken on the suspension.

599 No proxies will be accepted.

600 A recommendation for recall, will be submitted to the Central Committee for action.

601 602 603 VII. POLICY ON DECORUM

604

605 The SCDCC recognizes that every person has the right to be treated with respect at all
606 Spokane County Democrats' functions, including the time before and after official events.
607 This includes but is not limited to: Central Committee and Executive Board meetings; formal and
608 informal committee meetings; events sponsored by the Spokane County Democratic Party; and
609 informal social events to which members of the Party are invited due to their role in the Party.
610 Events are defined as all county Democratic events, sanctioned or unsanctioned. These include
611 but are not limited to: parades, booths, election events, fund raisers, dinners, or wherever
612 Spokane County Democrats meet.
613 Failure to abide by the rules on Decorum will result in disciplinary action up to and including
614 removal from position. (See: Bylaws Article IV. 4.6 Removal of SCDCC Officers)
615 Expectations of behavior at meetings and events include attendees acting in a courteous
616 manner.
617 Each attendee shall cooperate with the presiding officer in preserving order and decorum.
618 Examples of violation of expectations regarding decorum include, but are not limited to:
619 1. Making offensive, insulting, threatening, insolent, slanderous or obscene remarks,
620 gestures or other actions;
621 2. Interrupting or delaying the proceedings;
622 3. Becoming disruptive through inappropriate behavior;
623 4. Engaging in disruptive private conversations during meetings or programs;
624 5. Making threats against any person or against public order and security.
625

626 VIII DECORUM ENFORCEMENT PROCEDURE

627
628
629 If at a SCDCC function, the person in charge shall have the authority to remove a person
630 violating Party decorum.
631 Repeated instances of violating order and decorum shall be referred to the Grievance
632 Committee for resolution and following established procedures, may result in permanent barring
633 from functions sponsored by the Spokane County Democrats.
634 If at a meeting, the Chair may initiate action or any member may petition the Chair to take
635 action, during the session for actions regarding decorum occurring in the session.
636 All other member petitioned actions must be presented to the Chair in advance for consideration
637 at an executive session.
638 The Chair's decision may be overridden by two-thirds vote of the voting members present. No
639 proxies are allowed.
640 Committee members may request information from the Chair about actions taken for removal
641 during the session for actions regarding decorum occurring in the session.
642

643 IX. POLICY ON ABSENTEEISM

644
645
646 Elected and appointed SCDCC officers and members of committees are expected to meet all
647 the responsibilities of their position including attendance at Central Committee and Executive
648 Board meetings. Failure to meet the requirements of the position may result in removal from the
649 position. (See: Bylaws, Article IV. Officers 4.6 Removal of SCDCC Officers; Article V.
650 Committees 5.1 Executive Board, 5.2 Standing Committees, 5.3 Ad Hoc Committees)
651 Excused absence is defined as an absence caused by personal illness; a family member's
652 illness or death; temporary absence from county on the date of the meeting. In addition, a
653 person engaged as a candidate or with an official position in a campaign may be granted an
654 excused absence upon the discretion of the Chair.

655 Unexcused absence is defined as an absence that has not been pre-approved or an absence
656 for frivolous reasons.

657

658

659

X. ABSENTEEISM ENFORCEMENT PROCEDURE

660

661 A request for excused absence must be submitted to the Chair prior to the meeting with as
662 much notice as possible and with the reason for the request.

663 Chair can request documentation of the absence upon the return of the requesting member.

664 Persons with excused absences will be identified at the beginning of the meeting.

665 If at a meeting the Chair may initiate action, or any member may petition the Chair to take action
666 during the session for actions regarding absenteeism occurring in the session. All other member
667 petitioned actions must be presented to the Chair in advance for consideration at an executive
668 session.

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

671 Committee members may request information from the Chair about actions taken for removal
672 during the session for actions regarding absenteeism occurring in the session.

673

674

675

XI. POLICY ON STANDING COMMITTEES

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

676

677
678 Additional Standing Committees may be created upon recommendation by the Executive Board
679 and with approval by the Central Committee following the procedures for amending the Bylaws.

680 (See: Bylaws Article XIV Amendments)

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

682 If further definition of purpose is necessary, such elaboration will be approved by the SCDCC

683 Chair or Vice Chair responsible for the Committee and will be presented to the Central

684 Committee to amend the Bylaws. (See: Bylaws Article XIV Amendments)

685

686

IX. Policy on Members of Standing Committees

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

687

688 Standing Committees are important for the effective operations of the organization.

689 Responsibilities of membership in a Committee are defined in the purpose of each Committee.

690

691

692

693

694

695

696

697

698

699

700

701

702

703

704

705

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.

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

706
707 Committee Chairs serve at the pleasure of the SCDCC Chair or Vice Chair and may be
708 replaced at any time.

709
710 Committee members serve at the pleasure of the Committee Chair and may be removed by the
711 Committee Chair after consultation with the SCDCC Chair or the SCDCC Vice Chair.

712
713 In cases of unresolved personal disputes between members that are detrimental to the work of
714 the committee, the Committee Chair shall mediate and resolve the dispute.

715
716 ***

717 X. Policy on Term of Standing Committees:

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

721 Procedures:

722 Committees that need to continue actively meeting to successfully fulfill their purpose shall
723 petition the Chair or Vice Chair for permission to serve past the two year reorganization cycle.

724
725 To request the extension, a specific reason must be given as well as a date for the committee to
726 be reconstituted.

727
728 The petition must be approved prior to the reorganization meeting and if approved will also need
729 to be approved by the new Chair or Vice Chair as well.

730
731 If permission is granted by the authorized Chair or Vice Chair, a record of the reason for the
732 request and the date for reconstitution shall be recorded both with the committee and the
733 Executive Board.

734 735 XI. Policy on Certification and Endorsement

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

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

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

745 The Chair of the Committee is appointed by the Chair of the SCDCC after the reorganization
746 meeting. Membership on the Committee consists of one representative from each LD in
747 Spokane County selected by the Chair of the Committee, plus two at-large members appointed
748 by the Chair of the SCDCC.

749 750 Procedures on Certification and Endorsement of Candidates

751 Candidates requesting recognition and support from the SCDCC are required to complete the
752 appropriate questionnaire.

753
754 The Committee will have available electronic questionnaires for partisan and non-partisan
755 positions.

757
758 These questionnaires will be reviewed annually by the Committee to ensure they are providing
759 the necessary information for a judicious decision to be made.
760 Candidates are urged to request and return the completed questionnaire in a timely manner so
761 that action by the SCDCC can be taken at the appropriate quarterly meeting.
762
763 The Chair of the Committee will determine the method of reviewing and recommending action
764 on the candidate's request.
765
766 In-person meetings of the Committee will take place at the beginning of the two-year term of
767 office so that review of Policy and Procedure processes are clear and mutually understood by
768 the membership of the Committee.
769
770 Any changes requested by the Committee to the Policy and Procedures will be submitted to the
771 SCDCC so they can be acted on at a quarterly meeting.
772
773 Electronic meetings to vote on a candidate's request may be called by the Chair of the
774 Committee. A two thirds (2/3) affirmative vote by the members of the Committee is required for
775 a recommendation to certify or endorse.
776
777 Two or more members of the Committee may request an in-person meeting of the Committee.
778
779 Certification and/or Endorsement:
780 Certification is granted to a candidate who requests recognition by the SCDCC; completes and
781 returns the appropriate questionnaire; the recommendation of the review body is to certify the
782 candidate as a Democrat; and the vote of the SCDCC approves the recommendation to certify.
783 Certification does not mean the candidate has been endorsed by the SCDCC. More than one
784 candidate for an office may be certified. Certification may take place prior to the Primary
785 Election.
786
787 Endorsement is granted to a candidate who requests recognition by the SCDCC; completes and
788 returns the appropriate questionnaire; the candidate is considered to be a strong Democrat with
789 a proven record demonstrating Democratic principles and values and is a viable candidate for
790 the position; the recommendation of the review body is to formally endorse the candidate; and
791 the vote of the SCDCC approves the recommendation to endorse. More than one candidate for
792 an office may be endorsed. Endorsement may take place prior to the Primary Election.
793
794 A candidate may request reconsideration of a request for certification or endorsement after
795 supplying additional germane information and following the review process.
796
797 Procedures on Certification and Endorsement of Ballot Issues
798
799 Spokespersons for Ballot Issues may formally request recognition and support from the SCDCC
800 in writing (electronic requests fulfill this requirement).
801
802 The request shall include the official title of the ballot issue; a brief description of the reasons
803 that the SCDCC should support or oppose the issue; and contact information for the campaign
804 requesting the action.
805

806 The Chair of the Committee will determine the method of reviewing and recommending action
807 on the request, keeping the procedures as consistent as reasonable to the process for
808 candidates.

809
810 Final action on the recommendation will be taken by the SCDCC
811

812 XII. Policy on Ad Hoc Committee

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

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

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

819
820 Procedures:

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

825
826 After the reorganization the Chair of the committee will work with the new SCDCC Chair or Vice
827 Chair to determine the specific term of the committee and the membership of the committee. If
828 there is a change in membership, no more than 40% of the members are to be replaced to allow
829 for continuity of purpose.

830 XIII. Policy on Cancellation of Recognition of Other Democratic Organizations/Groups

831 (See: Bylaws, Article X Other Democratic Organizations/Groups)

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

834 Procedures:

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

837 XIV. Policy on Organizational Authority of Committees

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

840 Procedures:

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

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

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

848 Document Review Policies

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

854 XVI. Policy on Resolutions

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

857 XVII. Policy on Amendments to SCDCC Policies and Procedures Document
858 The Policies and Procedures document may be amended by the Executive Board. The vote
859 required to amend shall be quorum plus two. Requests for amendment are to be submitted to
860 the SCDCC Chair two weeks prior to the meeting and shall be included in the agenda.
861

862