

# 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

## 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.
- 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.
- 117 4.3.4.1.2. Technology, data management and operations for the office;
- 118 4.3.4.1.3. Managing SCDCC calendar.
- 119 4.3.4.1.4. Coordination of official communications for the SCDCC via  
120 email or postal mail.
- 121 4.3.5. SECRETARY:
- 122 4.3.5.1. Responsibilities include but are not limited to:
- 123 4.3.5.1.1. Takes and disseminates minutes and records attendance of  
124 all Executive Board meetings;
- 125 4.3.5.1.2. Maintains, at the SCDCC office, archival documents,  
126 minutes, attendance records, official meeting documents,  
127 and digital files of the SCDCC; and
- 128 4.3.5.1.3. Performs other duties as specified by the Chair.
- 129 4.3.6. TREASURER:
- 130 4.3.6.1. Responsibilities include but are not limited to:
- 131 4.3.6.1.1. Prepares and distributes a written financial report at  
132 Executive Board and SCDCC meetings;
- 133 4.3.6.1.2. Serves as a member of the Budget Committee and the  
134 Financial Oversight Committee;
- 135 4.3.6.1.3. Participates in the annual review of financial records and  
136 provides all appropriate records for the Audit Committee;
- 137 4.3.6.1.4. Drafts a preliminary budget proposal;
- 138 4.3.6.1.5. Maintains and provides other financial information as  
139 required by Federal and State authorities or specified by the  
140 Chair; and

141 4.3.6.1.6. Disburses funds of the SCDCC, pursuant to the policies and  
142 procedures as established by the SCDCC or its Executive  
143 Board.

144 4.3.7. INFORMATION TECHNOLOGY OFFICER (IT OFFICER):

145 4.3.7.1. Responsibilities include but are not limited to:

146 4.3.7.1.1. Serve on the Communications Committee;

147 4.3.7.1.2. Maintain the SCDCC's technology infrastructure in  
148 coordination with SCDCC Director of Operations, including  
149 but not limited to; domain name registration and renewal,  
150 web hosting, SCDCC website, SCDCC officer email  
151 accounts;

152 4.3.7.1.3. Advise the SCDCC regarding Information Technology tools  
153 and solutions.

154 4.3.8. STATE COMMITTEE MEMBERS: are responsible for representing the SCDCC  
155 on the Washington State Democratic Central Committee (WSDCC).

156 4.3.8.1. Responsibilities include but are not limited to:

157 4.3.8.1.1. Facilitates communications between the SCDCC and the  
158 WSDCC;

159 4.3.8.1.2. Actively coordinates with Spokane County Legislative District  
160 State Committee Members;

161 4.3.8.1.3. Shall attend and participate in any appointed WSDCC  
162 committee(s);

163 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, may be elected or  
174 appointed to any SCDCC office in accordance with the following:

175 4.3.8.1 The Chair and the Vice-Chair must identify as different gender  
176 identities.;

177 4.3.8.2 The State Committee Members must identify as different gender  
178 identities;

179 4.4. VACANCIES:

180 4.4.1. If a vacancy occurs in the office of the Vice Chair, Second Vice Chair, or a  
181 State Committee Member, the Chair, with approval of the Executive Board,

- 182 may appoint an acting officer to serve until the next regularly scheduled  
183 quarterly meeting.
- 184 4.4.2. If a vacancy occurs in the office of Chair, the Vice Chair shall temporarily  
185 assume the duties of Chair and call and hold a special meeting of the SCDCC  
186 to elect a permanent Chair.
- 187 4.5. FILLING OF VACANCIES:
- 188 4.5.1. In the event of a vacancy in the office of the Chair, a new Chair will be elected  
189 by the elected and appointed PCOs at a special meeting of the SCDCC called  
190 by the Vice Chair within thirty (30) days of the vacancy being announced. No  
191 proxies are allowed for this vote.
- 192 4.5.2. In the event of a vacancy in an elected office other than Chair, the position  
193 shall be filled by election at the next regularly scheduled meeting of the  
194 SCDCC.
- 195 4.5.3. In the event of a vacancy in an appointed office, the Chair shall make another  
196 appointment.
- 197 4.6. REMOVAL OF SCDCC OFFICERS:
- 198 4.6.1. Recall: Any officers elected by the SCDCC may be recalled for cause including,  
199 but not limited to, the following grounds:
- 200 4.6.1.1. Failure to perform duties as defined in Article IV;
- 201 4.6.1.2. Making public endorsements of candidates, initiatives or  
202 referendums in the SCDCC's name without prior approval by the  
203 SCDCC membership or Executive Board;
- 204 4.6.1.3. Illegal use, misuse, loss or damage of SCDCC assets such as  
205 equipment, property, data or funds;
- 206 4.6.1.4. Failure to follow Public Disclosure Commission rules and  
207 regulations; and
- 208 4.6.1.5. Authorizing or expending funds or obligating SCDCC to debt  
209 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 and Vice Chair of the Seventh Legislative District, or the  
233 applicable LD Chair's designee(s);

234 5.1.1.4. The Chair of the Ninth Legislative Districts 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  
337 meeting is considered one of the regular Central Committee meetings.
- 338 6.2.5.5. A written Call for each meeting, which may be electronic or via  
339 paper mail, shall be sent to all members at least fifteen (15) days  
340 prior to the meeting.
- 341 6.2.5.6. Regular Central Committee meetings may be held electronically at  
342 the discretion of the Chair.
- 343 6.2.6. Special Central Committee meetings: Special meetings may be held at the  
344 discretion of the Chair, or upon written request of thirty (30) PCOs or five (5)  
345 voting members of the Executive Board.
- 346 6.2.6.5. Should the Chair fail to issue the call for a meeting as requested,  
347 then any five (5) Democratic Precinct Committee officers may  
348 issue the Call by mailing a written notice to all members at least  
349 fifteen (15) days prior to the meeting.
- 350 6.2.7. Quorum: Quorum consists of those voting members present for all regular and  
351 special SCDCC meetings.

- 352 6.2.7.5. Voting members present must remain over forty percent (40%) of  
 353 those signed in and credentialed at the final credentials report to  
 354 maintain quorum. If quorum is lost, no more business may be  
 355 conducted at that meeting, and another meeting must be called.
- 356 6.2.8. Proxy:
- 357 6.2.8.5. Any Precinct Committee Officer may authorize a proxy to vote on  
 358 matters other than the election or recall of officers or the adoption  
 359 or amendment of bylaws utilizing the official SCDCC Proxy form in  
 360 person or electronically via the email address used to file as a  
 361 candidate for PCO.
- 362 6.2.8.6. The designated proxy must be a resident of, and a registered  
 363 voter in, the applicable precinct.
- 364 6.2.8.7. Any elected SCDCC officer may authorize a proxy utilizing the  
 365 official SCDCC Proxy form in person or electronically via email to  
 366 both their Legislative District Chair and SCDCC Chair.
- 367 6.2.8.8. The designated proxy for elected SCDCC officers must be a  
 368 member of the SCDCC Executive Board.
- 369 6.2.9. MEETING FORMAT:
- 370 6.2.9.5. Meetings of the SCDCC may be held in person, virtually, or  
 371 telephonically.
- 372 6.2.9.6. All meetings, regardless of format, shall be held in accordance  
 373 with Article VI, Sections 6.1 and 6.2
- 374
- 375 6.3. EXECUTIVE BOARD:
- 376 6.3.4. Regular Executive Board meetings: Regular meetings will be held monthly.
- 377 6.3.5. Executive Board meetings may be held electronically at the discretion of the  
 378 Chair.
- 379 6.3.6. Special Executive Board meetings: Special meetings may be called by the  
 380 Chair or by written request of five (5) board members when needed with 48  
 381 hour notice.
- 382 6.3.7. Quorum: Fifty percent (50%) plus two (+2) voting members of the Executive  
 383 Board shall constitute a quorum. Electronic participation may be allowed under  
 384 discretion of the Chair.
- 385 6.3.8. Proxy: Any voting member may authorize, in writing, a proxy to another voting  
 386 member of the Executive Board. A voting member may carry only one proxy.

## ARTICLE VII – LEGISLATIVE DISTRICTS

- 387 7.2. Each Legislative District shall be organized according to: State law, the Charter and Bylaws  
 388 of the Democratic Party of the State of Washington, and other provisions pursuant to the  
 389 authority of the State Charter.

## ARTICLE VIII – PRECINCT COMMITTEE OFFICERS

- 390 8.2. Precinct Committee Officers (PCOs): The basic unit of organization for the Democratic  
391 Party is the precinct. The responsible Party official at the precinct level is the PCO.
- 392 8.2.4. Elected PCOs: Voted into office during the primary election in even-numbered  
393 years to serve two-year terms.
- 394 8.2.4.5. Vacancies will be filled through appointments by the SCDCC  
395 Chair.
- 396 8.2.5. Appointed PCOs: If a person does not stand for election the application may be  
397 recommended by the applicable Legislative District Chair and appointed to the  
398 position by the Chair of the SCDCC anytime after the reorganization meeting of  
399 both the Legislative District and the SCDCC.
- 400 8.2.6. Precinct Coordinator: If there is no identified person willing to accept the duties  
401 of a PCO who lives in the precinct, a person not living in the precinct may be  
402 recommended by the Legislative District Chair and appointed to the position of  
403 Precinct Coordinator by the Chair of the SCDCC until a resident of the precinct  
404 can be found to serve as a PCO. This is a non-voting position.
- 405 8.3. Responsibilities: PCOs have the following basic responsibilities:
- 406 8.3.4. Canvass or telephone your precinct in coordination with election strategy at  
407 least once a year;
- 408 8.3.5. Coordinate with campaigns in educating voters and generating interest in the  
409 election on behalf of candidates and ballot measures;
- 410 8.3.6. Attend the Legislative District and County organization meetings;
- 411 8.3.7. Use the online voter file resource;
- 412 8.3.8. Deliver campaign materials to voters;
- 413 8.3.9. Ensure Democratic voters are registered;
- 414 8.3.10. Canvass the precinct to make sure Democratic voters have voted during an  
415 election;
- 416 8.3.11. Maintain, update and provide a copy of the registered voters in the precinct  
417 including contact information such as phone numbers, email addresses, and  
418 issues that are important to the voter;
- 419 8.3.12. Keep informed on current issues and candidates; and
- 420 8.3.13. Hold Precinct Caucuses.

## ARTICLE IX – CAUCUSES AND CONVENTIONS

- 421 9.2. The time, place and manner of conducting Caucuses and Conventions shall comply with  
422 the rules and directives of the Washington State Democratic Party Central Committee  
423 (WSDCC).

## ARTICLE X – OTHER DEMOCRATIC ORGANIZATIONS/GROUPS

- 424 10.2. Democratic Clubs, Groups and Organizations may apply to the Executive Board for  
425 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

- 438 11. Resolutions:
- 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 PCOs in attendance;
- 451 11.2.5.7. PCO 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.

## 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 operation.

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 Nonmembers 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 Roberts 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

493

### III. POLICY ON ELECTION OF OFFICERS

494

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

497

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

501

502 Procedure on Election of Officers

503 1. Each candidate will be allowed up to three (3) minutes to speak following the close of  
504 nominations. A majority is required to elect.

505 2. If no person has a majority, the candidate receiving the least votes is dropped and  
506 balloting shall be repeated.

507 3. These procedures shall continue until a candidate receives a majority.

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### IV. POLICY ON EXECUTIVE BOARD

511

(See: Bylaws, Article V Committees, 5.1)

512

513 The Executive Board serves as the Executive Board for the SCDCC and is responsible for:

514 Maintaining continuous effective operations;

515 Acting in a timely manner to support operational effectiveness;

516 Reporting actions taken to the SCDCC at the next regularly scheduled meeting.

517 The Chair of the SCDCC is the presiding officer and has the authority and responsibility for  
518 directing and ensuring operational effectiveness.

519 SCDCC elected officers may be removed as defined in the Bylaws and Policy and Procedures.

520 (See: Bylaws Article IV Officers, 4.6 Removal of SCDCC Officers. See Also: Policy and  
521 Procedures – Policy on Removal and Discipline of Officers).

522 An officer who serves on the Executive Board due to their elected position in a Legislative

523 District may be removed from their position on the Executive Board. (See also: Policy and

524 Procedures –Policy on Decorum; Policy on Absenteeism). Such removal does not affect their

525 elected position in their Legislative District unless independent action is taken by the District.

526 A member of the Executive Board who serves as a designee in place of an elected officer, or

527 serves as a representative of an interest group may be removed from their position on the

528 Executive Board. See also: Policy and Procedures – Policy on Decorum; Policy on

529 Absenteeism).

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

533

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

536  
537 Elected and appointed officers can be removed from their positions as defined in the Bylaws.  
538 Additional situations include but are not limited to action that may reflect negatively on the  
539 organization or hampers the work of the organization and chronic substance abuse affecting the  
540 ability to serve.

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542  
543 VII. PROCEDURES ON REMOVAL AND DISCIPLINE OF AN ELECTED SCDCC OFFICER

- 544 7.1 Any charges brought against the officer will be forwarded to the Grievance Committee  
545 for review following that Committee’s policies and procedures which are consistent with  
546 the SCDCC Bylaws and Policies and Procedures, and guided by Roberts Rules of  
547 Order, Newly Revised on Disciplinary Procedures as necessary.
- 548 7.2 A meeting to review the charges will be held within 30 days.
- 549 7.3 Findings of the Committee must be reported to the Executive Board. The Executive  
550 Board takes no action.
- 551 7.4 A recommendation for recall from the Grievance Committee will be submitted to the  
552 Central Committee for action.
- 553 7.5 The SCDCC Chair may act to suspend the authority of any officer prior to review by the  
554 Grievance Committee if the urgency of the circumstances warrants that action.
- 555 7.6 The Executive Board may act to suspend the authority of the SCDCC Chair in  
556 accordance with SCDCC Grievance Policies and Procedures.
- 557 7.7 The Vice Chair with one SCDCC State Committee person and one Legislative District  
558 Chair shall agree to bring this action to a special Executive Board meeting.
- 559 7.8 A 60% approval vote is required for action to be taken on the suspension.
- 560 7.9 No proxies will be accepted.
- 561 7.10 A recommendation for recall, will be submitted to the Central Committee for action.

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565 VII. POLICY ON DECORUM

- 566 7.1 The SCDCC recognizes that every person has the right to be treated with respect at all  
567 Spokane County Democrats’ functions, including the time before and after official  
568 events.
- 569 7.2 This includes but is not limited to: Central Committee and Executive Board meetings;  
570 formal and informal committee meetings; events sponsored by the Spokane County  
571 Democratic Party; and informal social events to which members of the Party are invited  
572 due to their role in the Party.
- 573 7.3 Events are defined as all county Democratic events, sanctioned or unsanctioned. These  
574 include but are not limited to: parades, booths, election events, fundraisers, dinners, or  
575 wherever Spokane County Democrats meet.
- 576 7.4 Failure to abide by the rules on Decorum will result in disciplinary action up to and  
577 including removal from position. (See: Bylaws Article IV. 4.6 Removal of SCDCC  
578 Officers)
- 579 7.5 Expectations of behavior at meetings and events include attendees acting in a  
580 courteous manner.
- 581 7.6 Each attendee shall cooperate with the presiding officer in preserving order and  
582 decorum.
- 583 7.7 Examples of violation of expectations regarding decorum include, but are not limited to:  
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- 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.

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## VIII DECORUM ENFORCEMENT PROCEDURE

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- 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.

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## IX. POLICY ON ABSENTEEISM

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- 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.

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## X. ABSENTEEISM ENFORCEMENT PROCEDURE

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- 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 eeism 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.



- 635 10.4 The chair's decision may be overridden by two-thirds vote of the members present. No  
636 proxies are allowed.  
637 10.5 Appeals to actions taken for absenteeism shall be submitted through the SCDCC  
638 Grievance Committee for review.  
639

#### 640 XI. POLICY ON STANDING COMMITTEES

641 (See: Bylaws Article V Committees, 5.2 Standing Committees)  
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- 643  
644 11.1 Additional Standing Committees may be created upon recommendation by the SCDCC  
645 Bylaws, Policies, and Procedures Committee and with approval by the Executive Board  
646 and SCDCC Central Committee following the procedures for amending the Bylaws.  
647 (See: Bylaws Article XIV Amendments)  
648 11.2 Standing Committees may also be dissolved in the same manner.  
649

#### 650 XII. Policy on Members of Standing Committees

651 (See: Bylaws Article V Committees, 5.2 Standing Committees)  
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#### 656 12.1 Procedures

- 657 12.1.1 Chairs of Standing Committees shall be appointed as per Section 5.2 of the  
658 SCDCC Bylaws.  
659 12.1.2 The chair(s) appointed to each Standing Committee are responsible for selecting  
660 members for the Committee as per SCDCC Bylaws Section 5.2.  
661 12.1.3 Factors to consider when forming committee membership include legislative district  
662 representation and retaining at least 25% of the membership at the beginning of a  
663 two year term to provide continuity  
664 12.1.4 The chair and members of the Committee are responsible for adopting policies and  
665 procedures as appropriate and which are consistent with the SCDCC Bylaws and  
666 Policies and Procedures.  
667 12.1.5 Committee members may be removed from their position. (See Also: Policies and  
668 Procedures – Policy on Absenteeism; Policy on Decorum)  
669 12.1.6 Committee Chairs serve at the pleasure of the Executive Board and may be  
670 replaced at any time.  
671 12.1.7 Committee members serve at the pleasure of the Committee Chair and may be  
672 removed by the Committee Chair after consultation with the Executive Board .  
673 12.1.8 In cases of personal disputes between Standing Committee members that are  
674 detrimental to the work of the committee, the Committee Chair shall attempt to  
675 mediate and resolve the dispute. Where the Committee Chair is unable to  
676 successfully resolve, the dispute shall be referred to the Grievance Committee for  
677 review.  
678

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#### 680 XIII. Policy on Term of Standing Committees

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

#### 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.

XIV Policy on Certification and Endorsement

- 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 non-
  - 714 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 an meeting of the
  - 731 Committee.

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

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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  
766 XII. Policy on Ad Hoc Committee

767 (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  
774 Procedures:

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

779  
780 After the reorganization the Chair of the Committee will work with the new SCDCC Chair or Vice  
781 Chair to determine the specific term of the committee and the membership of the committee. If  
782 there is a change in membership, no more than 40% of the members are to be replaced to allow  
783 for continuity of purpose.

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

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

788 Procedures:  
789 The Vice Chair will define the criteria for loss of recognition and will establish additional  
790 procedures for reestablishment of recognition as appropriate.  
791 XIV. Policy on Organizational Authority of Committees  
792 All committees shall develop policies and procedures consistent with the SCDCC Bylaws and  
793 Policies and Procedures.  
794 Procedures:  
795 The policies and procedures of committees shall be submitted to the Document Review  
796 Committee for review to assure consistency with SCDCC documents.  
797 Upon satisfying the standards for consistency with SCDCC documents, the committee's policies  
798 and procedures will be forwarded to the Chair or Vice Chair responsible for the committee for  
799 approval and acceptance.  
800 Upon acceptance, the Committee Chair or Vice Chair shall notify the Executive Board of the  
801 additions or revisions to the committee policies and procedures.  
802 Document Review Policies  
803 1. Policies and Procedures must be submitted in written form, preferably digitally, no less  
804 than ten (10) days prior to the following Executive Board meeting to be considered.  
805 2. The Document Review Committee shall have a quorum of no less than four (4)  
806 members, from no less than two (2) legislative districts, all of whom reside in Spokane  
807 County.  
808 XVI. Policy on Resolutions  
809 Sufficient copies of the resolution shall be made available to the PCOs at the beginning of the  
810 meeting by the SCDCC.  
811 XVII. Policy on Amendments to SCDCC Policies and Procedures Document  
812 The Policies and Procedures document may be amended by the Executive Board. The vote  
813 required to amend shall be quorum plus two. Requests for amendment are to be submitted to  
814 the SCDCC Chair two weeks prior to the meeting and shall be included in the agenda.  
815

816 **Spokane County Democrats**  
817 **Grievance Policies and Procedures**  
818

819 PASSED 09/21/2019

820 **I. POLICY**

821  
822 1.1 It shall be the policy of the Spokane County Democratic Central Committee (SCDCC) that  
823 Elected Officers, Precinct Committee Officers, and all persons appointed to the various  
824 positions as defined by the SCDCC By Laws must comply with the Washington State  
825 Democratic Central Committee (WSDCC) Code of Conduct and the SCDCC Bylaws and  
826 Policies & Procedures.

827 **II. Committee**

828 2.1 The Grievance Committee (Committee) is specified in the SCDCC bylaws, Article V. Sec.  
829 5.2.4.6. The Committee Chair (Committee Chair) shall be appointed by the SCDCC Chair

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

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838

### **III. INITIATING A GRIEVANCE**

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840 3.1 A person(s) identified in 3.1.1 & 2 and 3.2.1 & 2 of the SCDCC bylaws who is an aggrieved  
841 party (Grievant), shall have standing to initiate a grievance against a person or persons  
842 identified in 3.1.1 & 2 and 3.2.1 & 2 of the SCDCC bylaws respondent.

843 3.2 Grievances must be in writing and include the name, address, phone number and e-mail  
844 address of the Grievant, the name of the respondent, a concise statement including date or  
845 dates, location or locations, and witnesses including phone numbers and/or other contact  
846 information. The grievance must include which provision or provisions of the WSDCC  
847 Code of Conduct, SCDCC Policy, or Procedure that was violated. The statement must  
848 include a statement by the Grievant regarding how the alleged violation or violations  
849 caused actual harm or damages to the Grievant. A copy of the grievance should be  
850 submitted to the County Chair. A grievance must be signed by the Grievant.

851 3.3 The grievance shall be submitted to the Committee Chair personally, by first class mail, or  
852 by pdf attachment to an email. A grievance may also be submitted to the County Chair or  
853 any member of the Committee. It shall be the Grievant's responsibility to ensure that the  
854 grievance was actually received by the Committee Chair.

855

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### **IV. INITIAL PROCEDURE**

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858 4.1 The Committee Chair in consultation with one at least one additional member of the  
859 Committee, shall review the submission within five (5) business days of receiving the  
860 grievance and shall make a recommendation to the full Committee whether there should be  
861 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 therefor. 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

886

## **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.

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900

## **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

909

## **VII. CONFIDENTIALITY**

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- 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

920

## **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.  
925