

# Snohomish County Democratic Central Committee

## By-Laws Adopted 2007

### Article 1. Introduction

#### A. Name of Organization

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The name of this organization is “The Snohomish County Democratic Central Committee.”

#### B. Statement of Purpose of Organization

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The purpose of this organization is the following:

- Provide a means of citizen participation in democratic government for the development of leadership.
- Maintenance of strong Democratic Party responsibility.
- Advancement of Democratic Party ideas and ideals in conformance with the platforms adopted by the Democratic Conventions for Snohomish County, Washington State, and the United States.
- Support duly nominated Democratic candidates.

#### C. Authority

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The authority for the powers designated in these by-laws comes from the following sections of the Revised Code of Washington

- Section 29.42.010
- Section 29.42.030
- Section 29.42.040
- Section 29.42.050

#### D. Definitions

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The following definitions apply throughout these by-laws:

- Central Committee. The Snohomish County Democratic Central Committee.
- Chair. The chair of the Snohomish County Democratic Central Committee, unless otherwise modified (“committee chair,” for example).
- County. Snohomish County, Washington.

# Snohomish County Democratic Central Committee

## By-Laws

### E. Membership Types

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These are the types of membership:

1. General Party Membership. Membership in the Snohomish County Democratic Party is open to any person that meets all of the following:
  - A registered voter residing in Snohomish County.
  - Publicly supports the principles and goals of the Democratic Party.
  - Wishes to be known as a Democrat.
  - Supports the work of the Democratic Party in Snohomish County at a level or manner specified in rules established by the Central Committee.
  - Paid dues, amount of which is established by the Executive Board.
1. Precinct Committee Officer. A precinct committee officer meets all of the following:
  - A registered voter representing a precinct in the county on the Snohomish County Democratic Central Committee.
  - Resides in the precinct represented.
  - Elected in accordance with state law. If a precinct has a vacancy, then the chair appoints a person to fill the position following these by-laws and rules adopted by the Central Committee.

# Snohomish County Democratic Central Committee

## By-Laws

### Article 2. Central Committee

#### Section 2.01 Membership

##### A. Composition

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The Central Committee membership consists of the elected and appointed Democratic precinct committee officers from the county.

Precinct committee officers are elected in accordance with state law at the general election held in an even-numbered year. All officers, elected and appointed, serve until the organization meeting of the Central Committee held following the next general election in an even year.

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##### B. Vacancies

A vacancy in a precinct committee officer position may be created as follows:

1. Resignation.

A precinct committee officer may submit a written resignation to the chair for any reason.

2. Change in Legal Residence.

If there is a change in legal residence outside the precinct by a precinct committee officer, the chair declares that position vacant. Before declaring the position vacant, the chair gives the precinct committee officer whose residency is in question written notice to provide satisfactory evidence of legal residency in the precinct within 30 days or risk losing the position.

Exception: The chair does not declare a position vacant if an official change in the boundary lines of a precinct causes a precinct committee officer to have legal residence outside the precinct. That officer may continue to serve that precinct until the next precinct committee officer election.

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##### C. Filling of Vacancies

The chair may appoint a registered person residing in a vacant precinct to be the precinct committee officer following these by-laws and rules established by the Central Committee.

No precinct committee officer may be appointed between the precinct committee officer election and the election of the new chair at the organization meeting.

# Snohomish County Democratic Central Committee

## By-Laws

### Section 2.02 Officers

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#### Section 2.02.01 Chair

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##### A. Method of Selection

The Central Committee elects the chair at the organization meeting.

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##### B. Duties

The chair does the following:

- Directs the affairs of this organization as its chief executive officer.
  - With the Finance Committee chair, submits a budget for the ensuing biennium to the Executive Board for acceptance during the calendar quarter following county organization.
  - Serves as the presiding officer of the Central Committee.
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# Snohomish County Democratic Central Committee

## By-Laws

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### C. Order of Succession

The first vice chair becomes the chair if there is a permanent vacancy in the office.

In case of the temporary absence from the county or disability of the chair, the following is the order of succession to preside over meetings until the chair is able to resume in the office:

1. First vice chair
2. Second vice chair
3. State committee representatives, in alphabetical order of family name.
4. Corresponding secretary
5. Recording secretary
6. Treasurer

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### D. Method of Removal

The Executive Board may take a vote recommending removal to the Central Committee for any of the following reasons:

- Unexcused absences from three (3) regularly scheduled consecutive Executive Board meetings, without prior written notification of the Chair.
- Unexcused absences from five (5) regularly scheduled meetings during any calendar year, without prior written notification of the Chair.

Follow Section 4.01 if the Executive Board votes to recommend removal.

# Snohomish County Democratic Central Committee

## By-Laws

### Section 2.02.02 First Vice Chair

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#### A. Method of Selection

The Central Committee elects the first vice chair at the organization meeting. A person elected to this office must be of the opposite gender of the chair.

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#### B. Duties

The first vice chair performs such duties as generally pertain to such office or as may be assigned by the chair.

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#### C. Method of Replacement

The second vice chair becomes the first vice chair if there is a permanent vacancy in the office, regardless of gender.

If there is a vacancy in the second vice chair office at the same time, an election at the next Central Committee meeting replaces a vacancy in this office. Notice of this election must be given when calling the meeting. If there is insufficient time for due notice, the election waits until the following Central Committee meeting. In case of election the replacement first vice chair must be of the opposite gender of the chair.

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#### D. Method of Removal

The Executive Board may take a vote recommending removal to the Central Committee for any of the following reasons:

- Unexcused absences from three (3) regularly scheduled consecutive Executive Board meetings, without prior written notification of the Chair.
- Unexcused absences from five (5) regularly scheduled meetings during any calendar year, without prior written notification of the Chair.

Follow Section 4.01 if the Executive Board votes to recommend removal.

# Snohomish County Democratic Central Committee

## By-Laws

### Section 2.02.03 Second Vice Chair

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#### A. Method of Selection

The Central Committee elects the second vice chair at the organization meeting. A person elected to this office must be of the opposite gender of the first vice chair.

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#### B. Duties

The second vice chair performs such duties as generally pertain to such office or as may be assigned by the chair.

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#### C. Method of Replacement

An election at the next Central Committee meeting replaces a vacancy in this office. Notice of this election must be given when calling the meeting. If there is insufficient time for due notice, the election waits until the following Central Committee meeting.

The replacement in this office must be of the opposite gender of the first vice chair.

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#### D. Method of Removal

The Executive Board may take a vote recommending removal to the Central Committee for any of the following reasons:

- Unexcused absences from three (3) regularly scheduled consecutive Executive Board meetings, without prior written notification of the Chair.
- Unexcused absences from five (5) regularly scheduled meetings during any calendar year, without prior written notification of the Chair.

Follow Section 4.01 if the Executive Board votes to recommend removal.

# Snohomish County Democratic Central Committee

## By-Laws

### Section 2.02.04 Recording Secretary

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#### A. Method of Selection

The Central Committee elects the recording secretary at the organization meeting.

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#### B. Duties

The recording secretary does the following:

- Takes all meeting minutes of the Central Committee. Keeps all the minutes and the formal reports of the officers and committees.
- Maintains the records of proposed and approved Resolutions.
- Maintains a roll of the Central Committee Membership; including the official record of the elected and appointed Precinct Committee Officers.
- Maintains the content of databases; including records of the Snohomish County Democrats' Membership, elected officials and donors.
- Maintains official documents and records on the website.
- Serves on the Communications Committee.

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#### C. Method of Replacement

The following is how a replacement for the recording secretary is chosen:

- Permanent Opening. The chair appoints a replacement. A majority of the Executive Board confirms this appointment. The Central Committee ratifies this appointment at its next meeting following the appointment.
- Temporary Absence. In case of the absence of the recording secretary at a meeting, the presiding officer appoints a person to record minutes.

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#### D. Method of Removal

The Executive Board may take a vote recommending removal to the Central Committee for any of the following reasons:

- Unexcused absences from three (3) regularly scheduled consecutive Executive Board meetings, without prior written notification of the Chair.
- Unexcused absences from five (5) regularly scheduled meetings during any calendar year, without prior written notification of the Chair.

Follow Section 4.01 if the Executive Board votes to recommend removal.

# Snohomish County Democratic Central Committee

## By-Laws

### Section 2.02.05 Corresponding Secretary

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#### A. Method of Selection

The Central Committee elects the corresponding secretary at the organization meeting.

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#### B. Duties

The corresponding secretary does the following:

- Processes all incoming and outgoing mail, as directed by the chair. This office maintains complete records of all correspondence sent by and for the Central Committee.
- Serves as chair of the Communications Committee.

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#### C. Method of Replacement

The chair appoints a replacement. A majority of the Executive Board confirms this appointment. The Central Committee ratifies this appointment at its next meeting following the appointment.

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#### D. Method of Removal

The Executive Board may take a vote recommending removal to the Central Committee for any of the following reasons:

- Unexcused absences from three (3) regularly scheduled consecutive Executive Board meetings, without prior written notification of the Chair.
- Unexcused absences from five (5) regularly scheduled meetings during any calendar year, without prior written notification of the Chair.

Follow Section 4.01 if the Executive Board votes to recommend removal.

# Snohomish County Democratic Central Committee

## By-Laws Section 2.06 State Committee Representative

### A. Method of Selection

The Central Committee elects one female and one male state central committee representative at the organization meeting.

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### B. Duties

The state committee persons are the liaison officers between this organization and the Washington State Democratic Central Committee.

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### C. Method of Replacement

An election at the next Central Committee meeting replaces a vacancy in this office. Notice of this election must be given when calling the meeting. If there is insufficient time for due notice, the election waits until the following Central Committee meeting.

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### D. Method of Removal

The Executive Board may take a vote recommending removal to the Central Committee for any of the following reasons:

- Unexcused absences from three (3) regularly scheduled consecutive Executive Board meetings, without prior written notification of the Chair.
- Unexcused absences from five (5) regularly scheduled meetings during any calendar year, without prior written notification of the Chair.

Follow Section 4.01 if the Executive Board votes to recommend removal.

# Snohomish County Democratic Central Committee

## By-Laws

### Section 2.02.07 Treasurer

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#### A. Method of Selection

The chair appoints the treasurer with confirmation by a majority of the Executive Board. Prior to appointment, a candidate for treasurer submits their credentials and the reasons for wanting the office to the Executive Board.

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#### B. Duties

The treasurer does the following:

- Receive all funds of the organization
- Prepare disbursement of funds following Section 4.02.
- Maintain an accurate record of receipts and disbursements.
- Submit all records at least once a year at the request of the Executive Board.
- Prepare and timely submit Washington Public Disclosure Commission reports and any other required government reports.
- Prepare and submit a monthly summary financial report to the Executive Board.
- Serve as chair or co-chair of the Finance Committee.

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#### C. Method of Replacement

A replacement in this office receives appointment following the same method as the initial selection.

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#### D. Method of Removal

The Executive Board may remove this officer upon a majority vote for any of the following reasons:

- Unexcused absences from three (3) regularly scheduled consecutive Executive Board meetings, without prior written notification of the Chair.
- Unexcused absences from five (5) regularly scheduled meetings during any calendar year, without prior written notification of the Chair.
- For cause relating to the treasurer's duties. This officer has been removed after the majority vote of the Executive Board.

# Snohomish County Democratic Central Committee

## By-Laws

### Section 2.02.08 Sergeant-At-Arms

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A. Method of Selection                      The chair appoints the sergeant-at-arms with confirmation by a majority of the Executive Board.

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B. Duties

The sergeant-at-arms does the following:

- Perform the ordinary duties of the office.
- Supervise all elections according to rules established.
- Supervise all matters of credentials.

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C. Method of Replacement                      A replacement in this office receives appointment following the same method as the initial selection.

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D. Method of Removal                      The Executive Board may remove this officer upon a majority vote for any of the following reasons:

- Unexcused absences from three (3) regularly scheduled consecutive Executive Board meetings, without prior written notification of the Chair.
- Unexcused absences from five (5) regularly scheduled meetings during any calendar year, without prior written notification of the Chair.

This officer has been removed after the majority vote of the Executive Board

# Snohomish County Democratic Central Committee

## By-Laws

### Section 2.02.09 Parliamentarian

A. Method of Selection

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The chair appoints the parliamentarian with confirmation by a majority of the Executive Board.

B. Duties

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The parliamentarian does the following:

- Be conversant with the latest edition of *Robert's Rules of Order*.
- Advise the Chair at Executive Board, Central Committee and other meetings or as required.

C. Method of Replacement

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A replacement in this office receives appointment following the same method as the initial selection.

D. Method of Removal

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The Executive Board may remove this officer upon a majority vote for any of the following reasons:

- Unexcused absences from three (3) regularly scheduled consecutive Executive Board meetings, without prior written notification of the Chair.
- Unexcused absences from five (5) regularly scheduled meetings during any calendar year, without prior written notification of the Chair.

This officer has been removed after the majority vote of the Executive Board.

# Snohomish County Democratic Central Committee

## By-Laws

### Section 2.03 Meetings

#### Section 2.03.01 Quarterly and Special Meetings

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- A. Frequency of Meetings
- There must be a regular meeting each quarter of the Central Committee, as called by the chair.
- Special meetings may be called as necessary by the chair with the concurrence of three (3) voting members of the Executive Board.
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- B. Notice
- Notice of Central Committee meetings must be sent using United States Mail. These notices must have a postmark the specified number of days before the meeting:
- Seven (7) days prior to a regular meeting.
  - Three (3) days prior to a special meeting.
- The words “official call” appear below the return address when sending notice.
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- C. Quorum
- A quorum is 15% of the precinct committee officers present.
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- D. Voting
- The following covers voting at a Central Committee meeting following the organization meeting:
1. Each of the following has one full vote on all matters and elections:
    - Elected and appointed precinct committee officers.
    - Voting Executive Board members, except when the vote is on by-law amendments. Only precinct committee officers may vote on amending by-laws.
    - Dues paid General Party Members (as described in Article 1), in good standing for no less than 45 days prior to the date of vote taken, shall have one vote on matters of endorsement and resolution of the Snohomish County Democratic Central Committee only.
  2. In no case shall a person that is a precinct committee officer and a voting member of the Executive Board have more than one vote.
  3. Voting for officers requires a signed ballot.

# Snohomish County Democratic Central Committee

## By-Laws

### Section 2.03.02 Organization Meeting

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A. When and Where Held      Following each state general election held in even-numbered years, the Central Committee meets for the purpose of organization. This happens at an easily accessible location within the county, subsequent to the certification of precinct committee officers by the county auditor and no later than the second Saturday of the following January.

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B. Notice      The authorized officers of the retiring Central Committee causes notice of the time and place of such meeting to be mailed to each precinct committee officer at least seventy-two hours prior to the date of the meeting.

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C. Voting      The following covers voting at the organization meeting:

1. Only elected precinct committee officers may vote on all matters and elections.
2. Voting for officers requires a signed ballot.

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D. Quorum      A quorum is 15% of the precinct committee officers present.

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E. Duties      The following happens at the organization meeting:

1. Adopt By-Laws. The organization meeting adopts by-laws for the governing of the Central Committee and Executive Board.
2. Elect Officers. The organization meeting votes for the elected officers listed in Section 2.02.
3. Other Business. Other business may come before the organization meeting, as necessary.

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# Snohomish County Democratic Central Committee

## By-Laws

### Section 2.04 Committees

#### Section 2.04.01 Standing Committees

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##### A. Affirmative Action

The Affirmative Action Committee encourages participation in the Democratic Party by people of diverse cultural heritage.

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##### B. Campaign and Elections

The Campaign and Elections Committee formulates procedures and strategies to elect Democrats to public office in the county.

Work to protect the voting rights of the citizens of Snohomish County through coordinated observation of the election process.

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##### C. Education Committee

The Education Committee does the following:

- Plan programs and materials of interest to educate the public about the Democratic Party.
- Prepare precinct committee officer orientation materials.
- Establish a speaker's bureau.

# Snohomish County Democratic Central Committee

## By-Laws

### D. Finance Committee

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The Finance Committee shall be co-chaired by the treasurer and an appointee of the Central Committee chair.

This committee has responsibility for all financial concerns of the Central Committee. As such, the finance co-chairs have ultimate responsibility over all fund raising activities.

The Finance Committee has two subcommittees:

#### 1. Budget Subcommittee

The primary duties of the Budget Subcommittee are:

- Assist the Central Committee chair to draw up the biennial budget, which shall include proposed approximate expenditures and a fund-raising plan.
- Exercise oversight over all monies raised and expended by reviewing all budget requests before submission to the Executive Board for approval.

#### 2. Regulatory Subcommittee

The primary duties of the Regulatory Subcommittee are:

- Makes sure that the Central Committee complies with Washington State Public Disclosure Commission and other regulatory requirements.
- Properly account and report all contributions (in-kind or monetary) to the Public Disclosure Commission.
- When requested, provide assistance to any legislative district or county Democratic candidate to comply with the PDC requirements.

All the Central Committee treasurer and legislative district organization treasurers are members of the Regulatory Subcommittee by virtue of their office.

### E. Labor Liaison

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The Labor Liaison Committee encourages the participation of organized labor in the Democratic Party.

### F. Business Liaison

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The Business Liaison Committee encourages the participation of the business community in the Democratic Party.

# Snohomish County Democratic Central Committee

## By-Laws

### G. Agriculture Liaison

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The Agriculture Liaison Committee encourages the participation of the agriculture community in the Democratic Party.

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### H. Communications

The Communications Committee shall be chaired by the corresponding secretary.

The Communications Committee has responsibility for publicizing the Central Committee. It has control over these areas:

- Publicity and promotions.
    - Contacts with the media
    - Press releases
    - Publication of the Newsletter
  - Technology Infrastructure
    - Maintain website
    - Email/Telephone Communications
    - Maintain databases
    - Information Security
  - Headquarters and campaign center operations and administration.
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### I. By-Laws

The By-Laws Committee proposes revisions to these by-laws, as necessary. The committee shall have fair representation of legislative districts and groups identified for affirmative action.

The outgoing By-Laws Committee shall report any recommendations for amendment to these by-laws at the ensuing organization meeting.

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### J. Young Democrats Liaison

The Young Democrats Liaison Committee consists of members of the Snohomish County Chapter of the Young Democrats of Washington and the Central Committee. The Snohomish County Young Democrats Chapter chooses the chair of this committee with the approval of the Central Committee chair.

The committee does the following:

- Represents the interests of the Young Democrats in matters before the Executive Board.
  - Encourages the participation of Young Democrats in activities of the Central Committee.
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# Snohomish County Democratic Central Committee

## By-Laws

### Section 2.04.02 Special Committees

#### A. Creation

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Special committees may be created, when deemed necessary by the chair, with the approval of the Executive Board. Each special committee has a clearly defined charter and budget.

#### B. Examples

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Examples of special committees may include, but are not limited to the following:

- Evergreen State Fair Booth Committee.
- Picnic Committee.
- Scholarship Committee.
- Gala Committee.

### Section 2.04.03 Committee Composition

#### A. Committee Chairs

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Except when by-laws or rules specify otherwise, the Central Committee chair appoints all committee chairs. These appointed committee chairs serve at the pleasure of the Central Committee chair.

#### B. Other Members

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Each legislative district organization chair may appoint one member to each committee. The committee chair may appoint additional members as needed, subject to any limits imposed by these by-laws. Each committee takes affirmative action to strive for a widely diverse membership.

Committee membership is not limited to members of the Central Committee or Executive Board.

#### C. Ex-Officio Member

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The Central Committee chair is an ex-officio member of all committees.

# Snohomish County Democratic Central Committee

## By-Laws

### Section 2.05 Sub-Caucuses

#### Section 2.05.01 Recognition of Sub-Caucuses

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The SCDCC may recognize certain sub-caucuses that may form from the membership of the SCDCC for the purpose of focusing attention and/or action on specific causes, issues, or agenda items that may be of value to the SCDCC or to provide representation to a minority view.

Recognition of a sub-caucus by the SCDCC will confer onto the sub-caucus the authority to represent itself as an official adjunct of the whole body. Such recognition shall not, however, delegate any powers or authorities to the sub-caucus that otherwise are inherent to the SCDCC or the Executive Board thereof.

#### Section 2.05.02 Procedure for Sub-Caucus Recognition

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*a).* To be recognized by the SCDCC, a sub-caucus will submit a copy of its bylaws and current membership list to the Corresponding Secretary of the SCDCC no later than two weeks prior to the next SCDCC General Meeting. Those bylaws should acknowledge a relationship between the sub-caucus and the SCDCC and contain a Mission Statement consistent with the values of the Democratic Party. While the sub-caucus structure shall be independent of SCDCC, the membership should maintain a minimum 75% SCDCC inclusion.

*b).* Upon receipt of the sub-caucus bylaws and membership information, the Corresponding Secretary of the SCDCC shall review them for compliance with the guidelines listed above. If the guidelines are met, the application for recognition, as well as a copy of the Mission Statement and Membership List of the sub-caucus will be included on the agenda for the next SCDCC General Meeting. The application shall be introduced in the form of a motion to the SCDCC. The motion may be approved or denied by a majority vote of the SCDCC.



# Snohomish County Democratic Central Committee

## By-Laws

### Section 2.05.03 Suspension of Sub-Caucus Recognition

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The SCDCC or the Executive Committee thereof may suspend recognition of any sub-caucus if such suspension has been requested by the sub-caucus or it is deemed by supportive documentation that the sub-caucus has either failed to meet the membership requirement as prescribed in section 2.05.02 or has engaged in activities that are detrimental to the mission or public standing of the SCDCC. A representative of the sub-caucus must be afforded the opportunity to defend or refute any negative information presented before any vote or suspension may take place. Such suspension shall require a majority vote.

Suspension of recognition shall be effective immediately following such a vote. A vote to suspend recognition by the Executive Committee may be appealed to the Central Committee and overruled by a 2/3rd majority of that body.

# Snohomish County Democratic Central Committee

## By-Laws

### Article 3. Executive Board

#### Section 3.01 Membership

##### Section 3.01.01 Composition

###### A. Voting Members

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The voting members of the Executive Board are the following:

- All elected and appointed officers of the organization as defined in Section 2.02
- The chairs of the standing committees as defined in Section 2.04.01.
- The legislative district delegates as defined in Section 3.01.02.

###### B. Non-Voting Members

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The ex-officio non-voting members of the Executive Board consist of the following:

- All elected Democratic partisan officials in the county.
- Any member of the Democratic National Committee residing in Snohomish County, Washington.
- A delegate from an organization allied with the Democratic Party situated within Snohomish County, Washington, and recognized by the Executive Board.

# Snohomish County Democratic Central Committee

## By-Laws

### Section 3.01.02 Legislative District Delegates

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Democratic state legislative district organizations may send the following as delegates to the Executive Board:

- Legislative district organization chair.
- One female representative.
- One male representative.

The Executive Board seats these delegates immediately upon their selection. The legislative district organization determines the procedures for their selection.

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# Snohomish County Democratic Central Committee

## By-Laws

### Section 3.02 Officers

A. Presiding Officer

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The chair of the Central Committee chair is the presiding officer at meetings. In the absence of the chair, follow the same order of succession for chair in Section 2.02.01.

B. Minutes

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The recording secretary takes and keeps the meeting minutes. If the recording secretary is absent from a meeting, the presiding officer appoints a person to take the minutes.

### Section 3.03 Meetings

A. Regular Meetings

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The Executive Board may set its regular meeting time by rule adopted by the Executive Board. The corresponding secretary posts this information on the Central Committee web site, if one exists.

Communicate a change in time or place from the approved rule as follows:

- Not Announced at an Executive Board Meeting. Contact all Executive Board members by United States or electronic mail.
- Announced at an Executive Board Meeting. Contact only members not present at the meeting by United States or electronic mail.

Send the notice of a meeting change seven (7) days before the meeting. Post this information on the Central Committee web site, if one exists.

In the absence of an approved rule, the Executive Board meets on the fourth Tuesday of each month except December at 7:00 p.m.

# Snohomish County Democratic Central Committee

## By-Laws

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### B. Special Meetings

The chair, with the concurrence of the three (3) voting members of the Executive Board, may call a special meeting of the Executive Board.

At least 72 hours notice shall be required for a special meeting, unless a majority of the voting members of the Executive Board determines that such notice is impractical. Notice of less than seven (7) days may be by telephone or electronic mail.

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### C. Polling of Members

For a matter requiring immediate action, the chair may poll the voting members of the Executive Board by telephone or electronic mail. In such a case, a majority of the total voting membership of the Executive Board must approve the action.

Any action approved by polling of members must be reported at the next Executive Board meeting by the chair for recording in the minutes. The minutes shall reflect those approving the action.

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### D. Quorum

Ten members of the Executive Board make a quorum.

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### E. Voting

No member of the Executive Board has more than one vote.

If a standing committee has co-chairs:

- Each has one-half vote when both are present at a meeting.
- If one co-chair is absent from a meeting, a present co-chair present has one full vote.

# Snohomish County Democratic Central Committee

## By-Laws

### Section 3.04 Duties

A. Fiscal

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The Executive Board has these fiscal responsibilities:

- Formulates and recommends a biennial budget for adoption by the Central Committee. This biennial budget does not prevent the Executive Board from approving special budgets for committees that fit within the biennial budget.
  - Approves bills for payment not specifically covered in a budget.
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B. Central Committee

The Executive Board does the following with respect to the Central Committee:

- Recommends policies and activities to the Central Committee.
- Takes counsel from the Central Committee.

C. General Management

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The Executive Board has general management of the organization between Central Committee meetings

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D. Assessments

The Executive Board may establish an assessment for each legislative district organization.

# Snohomish County Democratic Central Committee

## By-Laws

### Section 3.05 Committees

A. Endorsement

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The Endorsement Committee consists of the Executive Board sitting as a committee of the whole. Only voting members of the Executive Board may vote when sitting as the Endorsement Committee.

The Endorsement Committee meets to consider giving the Central Committee a recommendation to endorse the following:

- Candidates to public office.
- Ballot measures.

The by-law requirements for endorsements are in Section 4.03.

B. Other Committees

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The Executive Board may establish other committees as necessary to conduct its business.

# Snohomish County Democratic Central Committee

## By-Laws

### Article 4. General Provisions

#### Section 4.01 General Rules

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##### A. Rules of Order

The latest revision of *Robert's Rules of Order* shall govern matters not covered by by-laws, rules, or statute.

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##### B. Officer Terms of Office

Elected officers take office immediately following election. Appointed officers may serve in an acting capacity immediately following their appointment. Such an officer takes the office fully after necessary confirmation or ratification.

Officers serve until there is a qualified successor for the position.

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##### C. Removal of Elected Officers

Subject to the provisions of prior Executive Board action as set forth in Article 2, an elected officer may be removed by the Central Committee at a regular or special meeting, as follows:

1. The Executive Board begins the action using the provisions for the particular office found in Section 2.02.
  2. Give the officer seven (7) days notice of the intent to consider the proposed removal, giving the reasons for the action.
  3. Include the removal as an agenda item on the official notice of the meeting. In addition, notice should be given as to the possible vote for a new officer for whatever office would be open if the Central Committee votes for removal.
  4. The officer is removed if two-thirds (2/3) of Central Committee members present and voting approve the removal.
  5. If the officer is removed, the Central Committee may immediately vote on a replacement for the office that is open.
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##### D. Removal of Appointed Officers

An appointed officer is removed using the provisions for the particular appointed office found in Section 2.02.

# Snohomish County Democratic Central Committee

## By-Laws

### Section 4.02 Rules for Budgeting and Disbursements of Money

A. Disbursement of Money

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These rules apply for the expenditure of money:

- Disburse all funds by check, except for petty cash items.
- Issue a disbursement check only after receiving a request for payment that is budgeted or otherwise approved by the Executive Board.
- Require all checks to be signed by the treasurer and either the chair or one of the vice chairs.

B. Petty Cash

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The treasurer may establish a petty cash fund in an amount up to one hundred dollars (\$100.00) for making incidental disbursements.

C. Bonding

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The treasurer must be bonded in an amount to be set by the Executive Board. The Central Committee pays the cost of the bond.

D. Motions for Expenditure

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Any motion made from the floor of the Central Committee to spend money must be referred to the Executive Board for review before approval.

E. Budget Sub-Committee

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A committee involved with fundraising submits a proposed budget of revenues and expenses to the Budget Subcommittee of the Finance Committee before submission to the Executive Board. The Budget Subcommittee verifies there is a sound budget before sending the budget request to the Executive Board for approval.

Guidelines for the proposal are:

1. \$300.00 or Less Budget. It is sufficient only to have a generalized accounting of projected income and proposed expenses.
2. \$300.00 or Greater Budget. It is necessary to have a detailed accounting of projected income and proposed expenses.

# Snohomish County Democratic Central Committee

## By-Laws

### F. Budget

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Any committee requiring expenditure of Central Committee funds operates with an approved budget, as follows:

- Standing committee budgets are a part of the biennial budget. The Executive Board may add money following the provisions of the biennial budget.
- Special committee budgets are approved by the Executive Board at the time of committee creation, if not previously contained in the biennium budget, before making any expenditure or commitment to spend money.

The Executive Board may amend the committee budget within provisions of the biennial budget.

A committee may not exceed its budget, nor commit to expenditures exceeding its budget, without prior approval of the Executive Board.

After the conclusion of any event requiring expenditure of funds the committee chair shall submit a final report within 60 days to the chair and treasurer of expenditures and income. This report also includes any recommendations for future events, including a proposed budget.

# Snohomish County Democratic Central Committee

## By-Laws

### Section 4.03 Endorsements

#### Section 4.03.01 Candidate

##### A. Committee Recommendation Criteria

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The Endorsement Committee seeks to verify that each candidate meets its criteria for endorsement through a written and/or oral process that considers the following:

- Support of the general principles and values of the Democratic Party as found in the platform.
- Possibility of success in the election

This happens by looking at the following of the person seeking endorsement:

- Public statements.
- If the person has held elected or appointed office, voting record.
- Involvement in Democratic Party organizations.
- Ability to organize a campaign.
- Ability to raise money.
- Personal commitment to the campaign.
- Compatibility with voters where the election is to be held.
- For partisan offices, willingness to support the eventual primary winner.

# Snohomish County Democratic Central Committee

## By-Laws

### B. Endorsement Recommendation Actions

---

A candidate must receive a majority of votes cast to receive a recommendation for endorsement from Endorsement Committee. There may be multiple endorsement recommendations for the same position.

In addition to recommendations for endorsement, the Endorsement Committee may do the following:

- Not take any action on a particular candidate.
- Pass a candidate on to the Central Committee without recommendation.
- Recommend against endorsing a candidate.

### C. Central Committee Actions

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The Endorsement Committee presents its actions regarding candidate endorsements to the Central Committee at a regular or special meeting. This meeting may occur prior to the primary election. All candidates seeking endorsement are invited to attend this meeting.

Notice for this meeting must state that candidate endorsement is an agenda item.

During the primary election cycle State representative or state senate candidates must have the endorsement from that legislative district's Democratic Party organization prior to the start of the Central Committee meeting.

Nominations for endorsement of state legislative candidates must come from the legislative district Democratic Party organization. A motion for endorsement of state legislative candidates must be made by a precinct committee officer, elected Democratic official or elected representative to the Central Committee from the candidate's legislative district. Nominations for all other candidates may come from any Central Committee member or the Endorsement Committee.

Endorsement of a particular candidate requires a majority approval of those voting.

### D. Endorsement Rules

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The Central Committee may adopt rules covering the handling of endorsements that do not conflict with these bylaws.

# Snohomish County Democratic Central Committee

## By-Laws

### Section 4.03.02 Ballot Measures

#### A. Committee Recommendation Criteria

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Interested parties seeking the endorsement of the Central Committee for or against a ballot measure must submit a request to the Endorsement Committee in writing.

After receiving the written request, the Endorsement Committee decides whether or not to give the ballot measure for further consideration.

If giving the measure further consideration, the Endorsement Committee seeks to verify if the campaign meets its criteria for endorsement through a written and/or oral interview process that considers how the campaign supports the general principles and values of the Democratic Party as found in the platform.

#### B. Endorsement Recommendation Actions

---

A campaign must receive a majority of votes cast to receive a recommendation for endorsement from Endorsement Committee.

In addition to recommendations for endorsement, the Endorsement Committee may do the following:

- Not take any action on a particular campaign.
- Pass a campaign on to the Central Committee without recommendation.
- Recommend against endorsing a campaign.

#### C. Central Committee Actions

---

The Endorsement Committee presents its actions on ballot measures to the Central Committee at a regular or special meeting. All campaigns seeking endorsement are invited to send representatives to this meeting.

Notice for this meeting must state that ballot measure campaign endorsement is an agenda item.

Nominations for endorsement may come from any Central Committee member or the Endorsement Committee.

Endorsement of a particular candidate requires a majority approval of those voting in the ballot.

# Snohomish County Democratic Central Committee

## By-Laws

### Section 4.04 By-Laws

#### Section 4.04.01 Amendments

A. Meeting Notice

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Notice for any meeting where by-law amendments are to be considered must contain the following:

- Listing of by-law amendment as an agenda item.
- The text of the proposed amendment.

B. Posting on Web Site

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An amendment must be posted on a Central Committee web site at least five (5) days before the meeting where the amendment is to be considered, if the web site exists.

C. Type of Meeting

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By-laws may be amended at a regular or special meeting, provided the meeting notice and posting requirements are met.

A motion to amend the bylaws made at a meeting without proper notice is automatically considered at the next regular Central Committee meeting, unless a special meeting is called with proper notice to consider the motion.

D. Voting Rules

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A vote to amend the by-laws must pass by a majority of 2/3 of those present and voting.

Only precinct committee officers may vote on amending the by-laws.

E. Effective Time of Changes

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An amendment receiving the required majority takes effect immediately unless the motion states a later time.

# Snohomish County Democratic Central Committee

## By-Laws

### Section 4.04.02 Timeliness

A. Take Effect

The by-laws or amendments thereto become effective immediately after approval by the Central Committee.

B. Expiration

The by-laws remain in effect until the next organization meeting unless superseded or amended by subsequent action by the Central Committee.

### Section 4.04.03 Distribution

A. People

All members of the Executive Board receive a copy of these by-laws. Other people may receive a copy upon request to the corresponding secretary.

B. Web Site

A copy of these by-laws and subsequent amendments are to be posted on a Central Committee web site, if one exists, within ten (10) days of approval.

### Section 4.05 Adoption of By-Laws

These by-laws are approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Mark Hintz, Chair

\_\_\_\_\_  
Michele Pin., Recording Secretary