

**9th Legislative District Democratic Central Committee
By-Laws**

Article I: Name

The name of the organization is the Ninth Legislative District Democratic Central Committee (9th LDDCC) or simply “9th LD.”

Article II: Mission

Section 2.1: Authority

This organization is a legislative district central committee of the Democratic Party that operates under the authority of the National, and State Democratic Party charters and bylaws as well as the laws of the State of Washington.

Section 2.2: Purpose

The 9th LD exists to express the Democratic Party's basic principles of inclusion and diversity by welcoming all 9th LD residents who share Democratic values through organizational activities. To honor this policy, we:

1. Contribute to the development and advancement of ideals and principles that constitute the core values of the Democratic Party.
2. Promote such actions as to ensure that all levels of government function for the common good of both its current citizens and future generations.
3. Build and maintain an effective Democratic organization for the purpose of:
 - a. Recruiting, supporting, and electing candidates to office who reflect the values and positions of the 9th LD.
 - b. Promoting positions on issues of public policy that are consistent with the values and positions of the 9th LD.
 - c. Maximizing the Democratic votes in all elections taking place in the 9th Legislative District.

Section 2.3 Functions

The 9th LD performs functions as set out by statute and delegated by the Washington State Democratic Party. These functions include, but are not limited to:

1. Filling vacancies that may occur during a legislator's term of office according to the rules established by both state law and the WSDCC.
2. Endorsing candidates and issuing resolutions affecting the interests of Democrats in the 9th Legislative District.
3. Coordinating activities and encouraging cooperation with all County Democratic Central Committees which include parts of the 9th Legislative District.
4. Raising funds for the promotion of endorsed Democratic Party candidates.

Article III: Membership

Section 3.1: General Membership

1. All persons residing within the geographic boundaries of the 9th LD who declare themselves to be Democrats shall be members of this organization.
2. The Chairperson of each county Democratic Central Committee having precincts within the 9th LD.

Section 3.2: Types of Voting Members

1. Elected Precinct Committee Officers: those who are elected to represent a voting precinct within the 9th Legislative District. They are able to vote on all matters that come before the 9th LD and are the only people who may vote for officers and on bylaws changes at the Biennial Reorganization.
2. Appointed Precinct Committee Officers: those who are appointed by the Chair of a County Democratic Central Committee in accordance with applicable state law. They may not cast votes at the Biennial Reorganization but may vote on all matters that come before the 9th LD after the reorganization has concluded.
3. Non-Precinct Committee Officers: anyone who resides in the 9th Legislative District or the Chairperson of a county with precincts in the 9th Legislative District that does not live in the 9th Legislative District. They may vote on all matters that come before the 9th LD except for changes to these bylaws and the election of 9th LD officers.

Section 3.3: Financial Support

The 9th LD Executive Board may establish dues, but no level of financial support shall ever be used to restrict or limit participation in the 9th LD. Voting members shall be encouraged, but not required, to support the 9th LD financially. The 9th LD dues amount may be set or changed by a majority vote of PCOs at a properly notified meeting. Volunteer work may substitute for dues at the discretion of the Chair.

Article IV: Officers and Their Duties

Section 4.1: Officers

The elected officers of the 9th LD shall be the Legislative District Chair, Vice Chair, Treasurer, Secretary, State Committee Member Position 1, and State Committee Member Position 2. The Vice Chair should not be the same gender identity or expression as the Chair under normal circumstances. Each state committee member should be of a different gender identity or expression than the other under normal circumstances.

Section 4.2: Term of Office

The elected officers shall be elected to two-year terms by the elected PCOs at the 9th LD reorganization meeting to take place following even-year elections.

Section 4.3: Filling of Vacancies

1. Vacancy of the Chair: In the event of a vacancy in the office of the Chair, the Vice Chair will assume the duties and position of the Chair. A new Vice Chair shall be elected by the Elected and Appointed PCOs of the 9th LD at its next meeting. Once a vacancy occurs the new Chair shall call a meeting within thirty (30) days of the vacancy being announced.
2. Other Officer Vacancies: In the event of a vacancy in an office other than Chair, the office may be filled by the Elected and Appointed PCOs of the 9th LD at its next meeting. Once a vacancy occurs the Chair shall call a meeting within ten (10) days of the vacancy being announced.

Section 4.4: Duties of the Chair

The Chair shall:

1. Be the Chief Executive Officer of the 9th LD and preside at all meetings of the 9th LD except when delegated. Delegation order shall be Vice Chair, State Committee Members, Secretary, Treasurer.
2. Be charged with the responsibility of implementing the policies of the 9th LD.
3. Provide for the call and proposed agenda for all meetings of the 9th LD including the call and proposed agenda and operating rules for the county reorganization meeting following the election in even-numbered years.
4. Appoint a Parliamentarian and Sergeant-at-Arms as may be necessary for the efficient and fair conduct of meetings.
5. Appoint a representative of the 9th LD for each county who will attend the meetings of each County Democratic Central Committee and report back on their activities or prerogatives to the 9th LD Executive Board and general membership.
6. Be the sole authorized spokesperson for the 9th LD, in the absence of the Chair, the delegation order shall be the same as Section 4.4.1.

7. Work with the Treasurer in order to be familiar with Public Disclosure Commission rules and regulations.
8. Be an ex-officio member of all committees established by the 9th LD.
9. Work in conjunction with the Vice Chair to assure the smooth operation of the 9th LD.
10. Appoint all staff for each 9th LD Committee established
11. Perform other duties as agreed with the 9th LD Committee.

Section 4.5: Duties of the Vice Chair

The Vice Chair shall:

1. Perform the duties of the Chair in the absence of the Chair.
2. Work in conjunction with the Chair to assure the smooth operation of the 9th LD.
3. Perform such other duties as agreed with the 9th LD Committee or the Chair.

Section 4.6: Duties of the State Committee Members

The State Committee Members shall:

1. Represent the 9th Legislative District at all Washington State Democratic Central Committee (WSDCC) meetings. If unable to attend, shall provide electronic or phone notice to the Chair and secure their proxy with another member who is attending. Two (2) excused or unexcused absences may be grounds for replacement.
2. Attend 9th LD Executive Board and Regular Business meetings and keep current on WSDCC issues.
3. Report to the membership on WSDCC actions.
4. Perform such other duties as agreed with the 9th LD Committee or Chair, such as chairing meetings in the absence of the Chair and Vice Chair(s).
5. Proxy voting by State Committee Members shall be permitted at State meetings in accordance with the following rules:
 - a. All proxies may be in a written letter signed by the member and (or) accompanied by a signed letter attesting to the wishes of the member designating who will vote the proxy.
 - b. Proxies may be made via e-mail with notification to the Secretary with a cc to the Chair.
 - c. Proxy may not be required to vote a certain way at WSDCC meetings as a condition of holding proxy.
 - d. A proxy vote counts toward the establishment of a quorum.

- e. The proxy vote must be registered at the State Meeting in accordance with State Party procedures.

Section 4.7: Duties of the Treasurer

The Treasurer shall:

1. Maintain the financial records of the 9th LD.
2. Be responsible for the accurate and timely filing of reports required by the Public Disclosure Commission or taxing authorities.
3. Oversee the assets of the 9th LD and maintain an inventory and location of all 9th LD property.
4. Supervise the deposit and disbursement of funds of the 9th LD pursuant to state law and Public Disclosure Commission regulations, the bylaws, adopted budget and operating rules established by 9th LD.
5. Provide a Treasurer's report to the membership at each of its meetings and reorganization meeting.
6. Perform such other duties if agreed with the 9th LD Committee or Chair.

Section 4.8: Duties of the Secretary

The Secretary shall:

1. Be responsible for notifying the members of the time and place of all meetings.
2. Prepare the minutes of all meetings of the 9th LD.
3. Maintain attendance records of all 9th LD.
4. Keep all records of the 9th LD and maintain a record of its operating rules and those adopted by the organization except those assigned to other officers.
5. Maintain a current email and phone listing for all members of the 9th LD who wish to be included.
6. Perform such other duties as agreed with the 9th LD or Chair.

Section 4.9 Removal From Office

1. Officers and State Committee Members may be removed from office for failure to carry out the duties of their office or repeated or severe violations of the WSDCC Code of Conduct / Ethics.
2. Officers and State Committee Members may have no more than two (2) unexcused 9th LD meetings per year. State Committee Members must also attend all State quarterly meetings or arrange for a proxy.

3. All members of the 9th LD are responsible for communicating with the Chair their absence from a meeting in a timely fashion when possible.
4. Notification of absence must be made by phone or electronic means to the Chair or Vice Chair as soon as possible.
5. A written request of twenty percent (20%) of the elected and appointed PCOs, submitted to the Chair, is required for the purpose of removing any officer or State Committee Member. Any such person may be removed by two-thirds (2/3) of the elected PCOs present and voting, provided that fifteen (15) days notice of the meeting and a statement of grounds for removal has been sent to those eligible to vote and to the officer whose removal is sought. A rebuttal to the grounds for removal shall be included with the notice, if the officer chooses to respond.
6. Removal from office for absenteeism may occur without a petition after the number of missed meetings exceeds those outlined in the by-laws, provided a reasonable attempt has been made to notify the absent officer of the situation
7. A vacancy created by removal may not be filled until the next regular 9th LD meeting at the earliest.

Section 4.10: Compensation and Reimbursement

Officers or volunteers of the 9th LD may be compensated and reimbursed for expenses in such amount and manner as determined by the 9th LD. No officer or volunteer should receive compensation or reimbursement without authorization by the 9th LD. All financial matters must be treated with the utmost caution and care.

Section 4.11: Financial Authority

The 9th LD may vest financial authority in the 9th LD officers or in accordance with adopted programs and budgets. In the event of unforeseen financial needs, the Executive Board may act between meetings to authorize additional funds subject to ratification by the 9th LD at its next regular meeting.

Article V: Executive Committee

Section 5.1: Executive Board Duties

The 9th LD Executive Board shall have the following duties:

1. Assist the Chair in implementing the programs and policies of the Central Committee.
2. Authorize such expenditures as are necessary and reasonable for the operation of the organization needed prior to the regular meeting.
3. Make recommendations to the 9th LD on matters of concern to the membership.
4. Assist the Chair in making urgent decisions between 9th LD Regular Business Meetings (See Section 5.4).

Section 5.2: Executive Board Membership

The Executive Board shall consist of the elected and appointed officers of the 9th LD. The Democratic chairs (or their designees) of the County organizations, which include parts of the 9th Legislative District, are also encouraged to attend.

Section 5.3: Executive Board Meetings

The Executive Board shall meet at least once per month, and prior to the 9th LD Regular Business Meeting. The date for 9th LD Executive Board meetings shall be established by the members of the board or at the direction of the 9th LD Chair.

Section 5.4: Urgent Decisions

The Executive Board may make urgent decisions between general meetings under the following conditions:

1. All executive board members must be contacted via e-mail or some other electronic communication program/method that is reproducible and (or) trackable.
2. The discussion held is of an appropriate depth necessary for a decision, and
3. Is reported out to the membership at the next 9th LD Regular Meeting.

Article VI: Code of Conduct

In all matters not covered expressly by these Bylaws, the most recently approved version of the Washington State Democratic Central Committee Code of Conduct / Ethics shall prevail.

Article VII: Procedures for Code of Conduct Violations

Section 7.1: Purpose, Definitions and Scope

1. Purpose: These procedures govern the handling of complaints that arise under the Code of Conduct guidelines.
2. Definitions: As used in these procedures:
 - a. “9th LD” means The Ninth Legislative District Democratic Central Committee.
 - b. “Executive Board” means the 9th LD Executive Board.
 - c. “Code” refers to The Code of Conduct adopted by the Washington State Democratic Central Committee at its September 10, 2017 meeting as thereafter amended from time to time.
 - d. “9th LD Member(s)” means all members of the 9th LD as defined in Article III: “Membership” of these bylaws.
 - e. “Chair” means The Chair of the 9th LD.
3. Scope: All elected members of the 9th LD, members of any 9th LD standing or Ad Hoc committee, and the elected officers of the 9th LD. The Executive Board may decline to review alleged violations by members in circumstances in which the allegations are being reviewed by government agencies, courts, or other local organizations.

Section 7.2: Initiation of a Complaint

1. Who Initiates: A complaint may be initiated by a voting member of the 9th LD, members of any 9th LD standing or Ad Hoc committee, the elected officers of the 9th LD, or the Chair or Vice Chair of the Washington State Democratic Central Committee. The member initiating the complaint need not be the alleged victim of a violation in order to initiate a complaint.
2. Form: A complaint must clearly identify the portion of the Code alleged to be violated, describe the violation, and identify the alleged victim and any witnesses known to the submitting member. The requirements of this subsection may be waived by the Executive Board.
3. Submission: A complaint must be submitted to the Chair with a copy to the Vice Chair unless the complaint alleges a violation by the Chair, in which case the complaint shall instead be submitted to the Vice Chair and one or more of the Executive Board Member(s).
4. In advance of accepting any complaint, the complainant will be advised that in the case of potential criminal conduct the complainant may request that no notification is made to law enforcement, but such notification will be at the discretion of the Chair in consultation with the Executive Committee.
 - a. If the allegation involves a situation requiring mandatory reporting to any

authority under state law, it will be reported as required by statute.

Section 7.3: Initial Procedures

1. The Chair (or 9th LD Member(s) if relevant) with consultation of at least one additional member of the Executive Board, shall review within five (5) business days of receiving the complaint and shall make a recommendation to the Executive Board whether there should be a formal investigation or trial.
2. If the Chair (or 9th LD Member(s) if relevant) recommends that the Executive Board shall review the complaint, the complainant and the alleged violator shall be notified, provided with an outline of the next procedural steps, and reminded about the confidential nature of the proceedings.
3. The Chair (or 9th LD Member(s) if relevant) may, with agreement of at least one additional member of the Executive Board, pending an investigation, make an interim suspension of an alleged violator for a period of up to 72 hours from all 9th LD activities and appointments, with the exception of business meetings of the 9th LD at which the alleged violator has a right to vote. The Executive Board may by two-thirds (2/3) vote extend the interim suspension until the conclusion of the investigation. Nothing in this provision limits the inherent authority of the 9th LD to further govern the participation of one of its members during a meeting.
4. Action by the Executive Board may be suspended during any criminal investigation.
5. Because PCOs are statutory officers elected by the public or appointed to an elected office accountable to the public, they cannot be removed from their position as a result of misconduct.

Section 7.4: Duties of the Executive Board

1. The Executive Board shall cause to be investigated all properly submitted complaints to the extent reasonable considering the seriousness of the violation alleged, the specificity of the factual statement and the availability of recipient witnesses but may determine that no further investigation is necessary. The Chair or 9th LD Member(s) may call such special meetings of the Executive Board as are necessary.
2. The Executive Board shall offer the alleged violator an opportunity to provide their version of events.
3. The Executive Board may retain or utilize professional resources or refer to an appropriate agency if deemed necessary.
4. The Executive Board may establish a disciplinary subcommittee(s) that will be available if requested to assist it to further investigate complaints and (or) recommend to the Executive Board disposition of the complaint, including, if the recommendation is not to dismiss the complaint, the penalty the disciplinary committee recommends be pursued by the Executive Board.

- a. Any such disciplinary subcommittee must be created by the second meeting of the Executive Board following the submission of a complaint and must reflect appropriate gender equity and include representation of both legislative districts.
 - b. Alleged violators, victims, and complainants cannot serve on the disciplinary committee.
 - c. Members of the disciplinary committee shall continue serving through the disposition of the complaint, even if their term of office has expired.
5. Unless there are extraordinary circumstances, all investigations of the Executive Board, and any disciplinary subcommittee(s), shall conclude within 90 days from the initial filing of the complaint.
6. In the event a complaint is summarily dismissed by the Executive Board, the complainant shall be notified of the extent of investigation undertaken and the reason the complaint was summarily dismissed.
7. In the event a penalty is recommended, the complainant and violator shall be notified of the extent of the investigation and the reason for the recommendations and given an opportunity to respond.
8. The Executive Board shall be informed in summary fashion about any complaints submitted to the Chair since the last meeting of the Executive Board.
9. If a member of the 9th LD is suspended or expelled, the Chair shall give notice to the chair of the member's county organization within 72 hours of the action taken.

Section 7.5: Penalties for Violation

1. Warning / Reprimand: The Chair (or 9th LD Member(s) if relevant) shall review with the violator (in the presence of the complainant at the complainant's option) the violator's conduct, clearly indicate to the violator that the conduct was inappropriate and advise the repetition will lead to further and more serious disciplinary action and obtain from the violator a plan to reform the inappropriate conduct. The Executive Board of the 9th LD may also choose to adopt a resolution, which shall be made part of the minutes of the Executive Board meeting, describing the conduct determined to be violative of the Code and formally reprimanding the violator.
2. Suspension: By affirmative two-thirds vote of Executive Board members may, include in the Executive Board's resolution of Reprimand, or in connection with any recommendations of expulsion by the 9th LD, immediate suspension of the violator from all 9th LD appointments and activities for a duration of up to one year unless the 9th LD by subsequent resolution determines that the suspension should end sooner.
3. Expulsion: By affirmative two-thirds vote of all 9th LD voting members at a meeting after special notice of at least fourteen (14) days a violator may be expelled from the body. Both the violator and the complainant shall be entitled but not required to address the 9th LD during debate on the motion to expel.

Section 7.6: Confidentiality

1. All parts of these procedures shall remain confidential, if so requested by either the complainant or the alleged violator, except for any required votes for any sanction by the 9th LD, which shall occur in a public session.
2. Violation of the confidentiality of these procedures shall be a violation of the Code provided, however, that by requesting confidentiality a party agrees to cooperate with the 9th LD in maintaining confidentiality and will, if requested, participate in state committee meetings only by proxy during the pendency of an investigation or interim suspension.
3. Confidentiality will be waived in the case of a criminal investigation or court subpoena.

Section 7.7: Robert's Rules

In matters not expressly addressed in these bylaws, Robert's Rules may be consulted for guidance but need not be followed if, in the opinion of the Executive Board, it would be more appropriate in the specific circumstances to follow an alternative course.

Article VIII: Meetings

Section 8.1: Notice of Meeting

Notice may be sent by electronic means. If an electronic communication fails, notice shall be by U.S. Mail. If a delegate or PCO requests it, their notice shall be by U.S. Mail. For some special meetings, as defined in Section 8.4, "Other Special Meetings," notice may be sent by the service deemed most suitable and timely. Notice of Meeting must be sent at least ten (10) days before a scheduled meeting is scheduled to occur.

Section 8.2: Regular Meeting

Regular Meetings of the 9th LD shall be held at least four (4) times a year. Quorum for all meetings shall consist of at least six (6) members.

Section 8.3: Reorganization Meeting

1. The 9th LD shall meet for its reorganization meeting following the general election held in even-numbered years, after the certification of PCOs by the county and no later than the second Saturday of the following January. Rules for the reorganization meeting shall be drafted by the Chair and adopted by the Executive Board of the retiring 9th LD. Notice of the time, place and rules for the meeting shall be sent to each PCO at least ten (10) days in advance of the meeting.
2. The retiring Chair shall relinquish all property of the 9th LD including all books, mailing lists, computer records and all other supplies to the newly elected Chairperson upon conclusion of the Biannual Reorganization meeting.

Section 8.4: Other Special Meetings

1. The 9th LD shall be convened upon the call of the Legislative District Chair, or the Vice Chair, or upon written petition to the Legislative District Chair of twenty percent (20%) of the elected and appointed PCOs.
2. Quorum for Special Meetings: The quorum for special meetings of the 9th LD called for the purpose of considering candidate endorsements, recommending appointments to vacant public offices or other matters of special interest to the membership shall be six (6) elected and appointed PCOs. Special meetings called for other purposes, such as training or informational meetings, shall have no quorum; and notice may be sent by the service deemed most suitable and timely.
3. Notice of Special Meeting: The notice for a Special Meeting shall include a written agenda of the expected business to be transacted. Notice of Special Meeting must be sent to membership of the 9th LD at least seven (7) days before the Special Meeting is scheduled to occur.

Article IX: Committees

Section 9.1: Establishing Committees

1. The Chair may establish committees to conduct the business to the 9th LD.
2. The Chair shall serve as an ex-officio member of all convened committees of the 9th LD.
3. The Chair shall have the power to staff all committees of the 9th LD.
4. It shall be under the Chair's discretion to form special committees and task forces with county organizations which operate within the boundaries of the 9th LD.

Article X: Endorsements, Nominations and Financial Contributions

Section 10.1: Endorsement Authority

The 9th LD or the 9th LD Executive Board on behalf of the 9th LD may make endorsements in accordance with Washington Democratic Party Rules.

Section 10.2: Endorsement Procedures

1. All candidates who file to run for office will be given the 9th LD Endorsement Questionnaire upon request. After receiving the questionnaire, candidates shall have until the 1st of whatever month lay immediately before the election to return it to the Chair of the 9th LD.
2. Upon receiving a request for endorsement by a candidate, the 9th LD Chair may refer it either to the 9th LD Executive Board or to a select committee for review of the request and a formal recommendation. Upon receiving a request for endorsement, either body shall have ten (10) days to review the request and produce a recommendation.
3. After the 9th LD Chair has received the Executive Board or Committee recommendation, the Chair must then submit formal notice of consideration of endorsement to the 9th LD membership ten (10) days before the next Regular Business Meeting of the 9th LD or convene a Special Meeting of the 9th LD for the sole purpose of considering whether or not to endorse the candidate in question (See Article VI: "Meetings" Section 6.4.2).
4. All procedures and rules outlined in this section may be suspended by a vote consisting of two-thirds (2/3) of the 9th LD membership present at an official endorsement meeting.

Section 10.3: Multiple Endorsements

1. More than one candidate for the same office may be endorsed. A motion to endorse a particular candidate for a given office shall not preclude further motions to endorse other candidates for that same office.
2. If more than one candidate for a given position is endorsed by the 9th LD membership, all support, whether financial or in-kind, that may be given for that position must be evenly distributed among all candidates endorsed for that position.

Section 10.4: Financial and In-kind Contributions

9th LD may give financial support to candidates only if the Executive Board has endorsed the candidate. Decisions regarding amounts of financial support to be given to any candidate or issue shall be determined by a majority vote of the Executive Board.

Article XI: Resolutions

Resolutions may be brought before the Executive Board through one of the following processes:

1. Through a 9thLD Resolutions Committee: This shall be considered the “standard” process, which may include combining similar resolutions, as well as editing for clarity and grammar. Resolutions should be submitted to the chair of this committee at least one (1) week prior to a 9thLD Regular Business Meeting. The committee will then forward the resolution, with its recommendations to the 9thLD for final action.
2. Direct 9thLD Executive Board action: The 9thLD Chair, in consultation with members of the 9thLD Executive Board, may decide a proposed resolution is of such a timely nature that it requires immediate consideration by the Executive Board as a whole. A resolution shall pass if approved by a majority of the Executive Board members present and voting.

Article XII: Bylaws Amendment

An amendment to these bylaws may be adopted by the 9th LD if a proposed amendment is submitted to the 9th LD Executive Board at least ten (10) days before the formal notice of a Regular Business Meeting is sent out to the 9th LD membership.

Article XIII: Parliamentary Authority

The rules contained in Robert's Rules of Order Newly Revised, 12th Edition, shall govern all meetings of the 9th LD and its Executive Board in cases to which they are applicable and not inconsistent with these Bylaws, the Charter and Bylaws of the WSDCC, relevant state law, and any special rules of order the 9th LD may adopt.