

Standing Rules of The Democratic Party of Multnomah County

As Amended July 2018

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Standing Rule 1: Participation and Expanded Party Purposes

Section 1 - Participation

Any individual registered as a Democrat in Multnomah County may participate with the Central Committee in the following ways:

- A. Become a member of the Central Committee, by election or appointment;
- B. Attend any Central Committee meeting;
- C. Be elected as an Officer of the Central Committee;
- D. Volunteer with Party projects and activities;
- E. Be a Multnomah delegate at the county and state Platform Conventions.

Section 2 - Expanded Party Purposes

- A. Help elect Democratic candidates at all levels of government.
- B. Recruit, encourage and assist participation of residents of Multnomah County in Democratic Party activities at all levels, from voting to activism to running for political office.
- C: Promote consideration and discussion of ideas and public policy through information and education.
- D: Engage Democrats in Multnomah County to optimize the adoption and implementation of progressive values and actions in policy and practice at all levels of society.
- E: Develop, propose and assist in passing and implementing legislation as part of an organized Platform that reflects democratic progressive values.
- F: Represent Multnomah County Democrats' values and interests at the Congressional District level and at the state level through the Democratic Party of Oregon (DPO).

Standing Rule 2: Organization Meeting

Section 1 - Notice of Date and Venue

Notice will be given to all PCPs at least twenty-one (21) days and again at least ten (10) days (ORS 248.033(4)) prior to the organization meeting.

Section 2 - Credentials

The Credentials Committee will obtain a list of elected PCPs from the Elections Division. (ORS 248.033(3))

Section 3 - Rules

The Credentials Committee and Organization Meeting Special Committee will set the rules for conduct of the meeting, voting, and other processes.

Section 4- Order of Business

The order of business for the meeting will include the following items.

1. Call to order by the Party's out-going Chair and adoption of an agenda.
2. End-of-term Treasurer's Report.
3. Gavel turned over to Meeting Chair.
4. Credentials report.
5. Consideration of amendments to the Bylaws and Standing Rules, if any.
6. Announcements and urgent new business, if any.
7. Out-going officers make available funds, records and property (ORS 248.035(1)(b))
8. Election of officers.
9. Election of delegates and alternates to the State Central Committee.

10. Election of delegates and alternates to the Congressional District Committees, in caucuses.

11. Adjournment.

Section 5 - Nominations

A. The Credentials Committee for the meeting will create and make available a form for candidate nominations. The form will include space for a campaign statement. This form will be available online and on paper.

B. Nominating forms will be submitted to the Recording Secretary.

C. At the close of the nominating period, all nominations, including campaign statements, will be posted to the Party website and sent to all PCPs via email. PCPs who receive postal notice only will be sent a list of all nominees along with the 10-day notice of the Organization Meeting.

Section 6 - Balloting Procedures

A. There will be separate ballots for each officer position.

B. No ballot will be submitted prior to a vote being called, with the following exception: A PCP who has signed in may cast their vote prior to the vote being called if important personal circumstances require them to leave the meeting early. Each exception must be approved by a two-thirds vote of the meeting.

C. A majority is required to elect officers. If no candidate for an office receives a majority, balloting will repeat, with the candidate with fewest votes eliminated, until one candidate receives a majority of the votes cast.

D. If there is a tie vote, the winner will be determined as agreed by the candidates, or if the candidates cannot agree, by a flip of a coin.

Standing Rule 3: PCP Procedures

Section 1 - How to Become a PCP

A. Election: PCPs are elected by receiving at least three votes in a Primary election in May of even-numbered years, either with one's name on the ballot or as a write-in candidate.

1. To have one's name appear on the ballot, one must file SEL 105 (SOS Elections Dept. form) by the filing deadline.

2. Write-in votes will count only if the candidate's name is written in the same way on at least 3 ballots under the same gender and precinct.

B. Appointment: PCPs can be appointed in person at any Central Committee meeting.

1. The online application must be submitted at least 10 days prior to the Central Committee meeting at which appointment will be considered.

2. 2nd Vice Chair will introduce the new appointees to their District Leader and Assistant District Leader via email and/or in person.

3. If an applicant is unable to attend regularly scheduled Central Committee meetings, the applicant will receive approval of 2nd Vice Chair to meet with their prospective District Leader or Assistant District Leader. The District Leader will report to 2nd Vice Chair, who will present the application for approval at the next Central Committee meeting.

Section 2 - Removal/Recall of Appointed PCPs

- A. A petition for removal of an appointed PCP, which states the reason(s), can be submitted by 5 PCPs to the Recording Secretary. Recording Secretary will forward the petition to the other members of the Admin Committee and to the DL of the affected PCP. A copy of the petition will be sent to the PCP in question along with an explanation of the process to follow.
- B. Within 10 days of receiving the petition, the Admin Committee, DL, and the 5 petition signers will meet to discuss the reasons stated in the petition and whether there are possible solutions to the problem other than removal. If there is agreement on a solution, they will meet with the PCP-in-question within 10 days to present it.
- C. A facilitator for the meeting will be chosen from among the group. If the PCP refuses to meet or refuses to agree to a solution, the Central Committee will vote on removal. A 14-day notice of the removal vote must be sent to all PCPs and must include the petition content.
- D. A motion to remove the PCP will require a two-thirds vote.

Section 3 - PCP Relocation

Upon learning that a PCP is no longer qualified to serve for any reason, the 2nd Vice-chair will notify the Multnomah County Elections Division of the fact. The Elections Division will verify the information and remove the person from the PCP list and declare the office vacant. (ORS 248.024 (2))

Section 4 - PCP Application Form

- A. The form for application to fill a vacant Precinct Committee Person position will provide space for name, physical address, email, telephone number, a brief biographical description, a description of previous involvement in the Democratic Party, and a brief statement of reason(s) for seeking the appointment. The form will make clear that contact information given to the party can be used for party business, as per Article XI.5 of these Bylaws.
- B. 2nd Vice Chair will obtain verification from the Multnomah County Elections Division that the applicant is eligible, and, upon verification, include in the notice for the next Central Committee meeting and post on the party's website the applicant's name, district and precinct of residence, biographical description, and statement of reasons as submitted by the applicant.
- C. The proposed appointment will be voted on at the first Central Committee meeting occurring more than 10 days after the application is received.

Standing Rule 4: District Organization & Leadership

Section 1 - Boundaries for State House Districts and State House District Groups

The following State House Districts will each organize individually:

- 41, 42, 43, 44, 45, 46, 47, 49, 50 and 52

The following State House District Groups will organize together:

- a. 31 and 33
- b. 27 and 36
- c. 35 and 38
- d. 48 and 51

Section 2 - District Organization Meeting

1. Election of District Leaders and Assistant District Leaders

- a. The outgoing District Leader or, in their absence, the outgoing first ADL will chair the District organization meeting. If neither is available, a member of the Executive Committee will facilitate the meeting. Once elected, the new District Leader will chair the remainder of the meeting.
- b. The Chair of the Credentials Committee will assign a committee member who is not a resident of the district to oversee credentialing at the meeting.
- c. Election of DL and First ADL will be by secret ballot.
- d. The Credentials Committee member will oversee balloting procedures.
- e. At any properly called meeting of the District or District Groups, PCPs may elect additional ADLs by the process they choose.

2. Recruitment of PCPs for participation:

- a. County Standing Committees
- b. District communication system
- c. Neighborhood Leader Program

Standing Rule 5: Recall of Officers and Filling Officer Vacancies

Section 1 - Recall

1. An officer of the Multnomah County Democratic Party may be recalled. A petition, signed by at least 40 PCPs, alleging conditions, acts, or failures to act that the petitioners claim justify removal must be submitted to the Recording Secretary. If that officer is the subject of the recall, then the petition will be submitted to the Party Chair.
2. The vote on recall will be conducted at the next regularly scheduled meeting of the Central Committee provided that 14-day notice has been given to all PCPs prior to the Central Committee meeting. The notice will be entitled "Officer Recall Vote" and will contain the text of the petition. The same information will be posted simultaneously on the Party website.
3. Recall will be decided by secret ballot and majority vote. Upon recall, the Administration Committee will ensure that all party property is returned to the Central Committee for transfer to the replacing officer. The Party Chair may appoint someone to fulfill duties of that officer position until the vacancy can be filled.

Section 2 - Filling an Officer Vacancy

When an officer position becomes vacant and an election to fill the position is required, per Article V.7.C of these Bylaws, the following procedures will apply:

1. Upon scheduling of the election, an email will be sent to Party members and posted to the Party website announcing the vacancy and details of the election, including how to become a candidate for the position.
2. A link to a nomination petition will also be posted on the website. Candidates may alternatively submit their nomination to the Recording Secretary via email or postal mail.

3. 14 days before the election, PCPs will be notified of the vote and who the candidates will be. This will also be posted on the website, along with optional candidate statements.
4. The close for nominations is 14 days. There will be no nominations from the floor.
5. Prior to the vote at the Central Committee meeting, time will be provided for each candidate to speak and for PCPs to ask questions.
6. The Credentials Committee will organize and run the balloting process.
7. Vote will be by written ballot. Election must be by majority vote.
8. The procedure to use in case no one candidate receives a majority can be found in Standing Rule 2, section 6C

Standing Rule 6: Executive Committee

Section 1 - In addition to Executive Committee members, notices of Executive Committee meetings will be sent to:

- Chairs of State Central Committee & Congressional District committee delegations
- Assistant District Leaders
- Chairs of special committees
- Liaisons (e.g. Young Dems, DPO)
- Office Manager

Section 2 - These can all participate in discussion but are not members and do not vote.

Section 3 - The Parliamentarian will receive notice of all Executive Committee meetings.

Section 4 - Any PCP can attend Executive Committee meetings as an observer.

Standing Rule 7: State Central Committee: Procedure for Election & Organizing of Delegations

Section 1 - Delegates and Alternates to the State Central Committee will be elected by vote of the entire membership of the Central Committee present at the Organization Meeting.

Section 2 - Rules of the Organization Meeting shall apply to the election of Delegates and Alternates, except as follows:

1. Each PCP shall have as many votes as there are positions open, and may mark up to that number on the ballot. Only one vote per candidate is allowed. Ballots with more candidates marked than positions open will be invalid.
2. Delegate and Alternate positions will be filled from the delegate ballot in descending order of votes received, creating a ranked order. Ties in the final Delegate or any Alternate position will be resolved by a coin flip.
3. The SCC delegation will consist of an equal number of men and women, per DPO rules. In the event of an odd number of delegates, a coin toss will determine which gender receives the extra slot.
4. The Multnomah County Democrats respect each individual's gender identity. Candidates may choose which DPO-defined gender category they will run in.

Standing Rule 8: SCC Delegation Operation Procedure

Section 1 - The SCC Delegation Chair will send a minimum of 2 SCC meeting notifications via email to all delegation members. The first notice will be sent at least 3 weeks prior to the SCC meeting and the second at least 7 days prior. Delegation members will respond to the Delegation Chair as soon as practical.

Section 2 - In the event that a delegate or alternate does not respond with an affirmative commitment to attend an SCC meeting at least 72 hours prior to the start of that meeting, the SCC Delegation Chair will assign as delegate the next available alternate who has indicated that they will attend.

Section 3 - If the non-responding delegate responds in the affirmative after the 72-hour deadline but prior to the start of the SCC meeting, or if the non-responding delegate attends the SCC without confirmation notice to the Delegation Chair, they will be assigned an alternate position unless there is an additional or unexpected absence at the delegate level.

Section 4 - Non-responding delegates will receive attendance credit if they attend the SCC.

Section 5 - This "72-hour Rule" will be referenced in all SCC meeting notifications sent by the SCC Delegation Chair.

Standing Rule 9: (Vacant)

Standing Rule 10: The Dick Celsi Event and Awards

Section 1 - Scheduling & Planning

- A. Each year, at a time to be set by the Fundraising Committee and approved by Executive Committee, the Central Committee will hold a Dick Celsi Event to provide major financial support for the Party and to honor Democratic Party activists.
- B. The Event will be organized by a subcommittee of the Fundraising Committee, which will plan and record its procedures.
- C. Executive Committee will approve funding requests for the event.

Section 2 - Awards

A. Dick Celsi Award

1. This award will be presented to a Precinct Committee Person who emulates former Party Chair Dick Celsi's dedication to the Party and to grassroots activism.
2. No person may be given this award more than once.
3. State or County Democratic Party Officers will be ineligible during their term and for six months after their term in office ends.

B. Bill & Gladys McCoy Award

1. This award will be presented to a present or past elected official who has served in Multnomah County and who has provided significant service and support to the Party.
2. The award will be given when the Executive Committee determines that the nominee has provided significant service to the CC and/or in support of the Platform and/or Legislative agendas

C. Governor Barbara Roberts Young Democrat Award

1. This award will be presented to a young Democrat who has significantly contributed to the Party as a volunteer.
2. To be eligible for the award, the recipient will be no older than 37 years by January 1st of the year of the Celsi Dinner.

Section 3 - Nomination and Selection of Awardees

- A. 90 days prior to the Dick Celsi Event, a link to the nomination form will be sent to all PCPs and posted on the party website.
- B. The Admin Committee will coordinate and forward recommended nominees for each award to the Executive Committee.
- C. At least 30 days prior to the Dick Celsi event, the Executive Committee will make the final selection of awardees.

Standing Rule 11: General Rules about Notice

- A. Notice for regular business meetings of Central and Executive Committees must be sent via email 6 days before the meeting. Business to be voted on, such as resolutions and Bylaws amendments, will be included with the meeting notice. A 14-day notice will be required if there is a vote to fill a vacancy or to consider a recall of a Party officer.
- B. Committee members should be sent a notice 6 days in advance of scheduled meetings.
- C. Other meetings, such as the Organization Meeting, specially called meetings, and the Platform Convention, have their own notice requirements, as stated in the relevant Bylaw.
- D. All Central, Executive, and Committee meetings will appear on the party website calendar. Online Party resources, such as the website and Facebook, should be used to augment the methods of notice.
- E. If a document is to be included in a meeting notice, such as the text of a Resolution or Amendment, it should be submitted to the Recording Secretary 4 days prior to notice being sent.

Standing Rule 12: Ballot Measure Endorsements & Campaign Support

Section 1 - Ballot Measure Endorsements

- A. Members of the Campaign and Candidate Liaison Committee's Endorsement Task Force (ETF) subcommittee will gather information about measures being considered for endorsement, including from sponsoring and opposition campaigns. The Party Platform and Resolutions should be considered in decisions regarding the measures. In addition to

measures officially approved for the ballot, the ETF may also consider initiative petitions being circulated for signatures.

- B. The members of the ETF will vote on whether to recommend endorsement, opposition, or taking no position on each of the ballot measures.
- C. EFT members will then present both findings and recommendations to the Central Committee at the meeting at which endorsement voting will take place.
- D. Paper ballots will be used for votes on ballot measure endorsements. Ballot options will be “Endorse”, “Oppose”, or “Take no Position”.
- E. Support of Ballot Measure Positions may include the following:
 - 1. Inclusion on slate cards;
 - 2. Publication in campaign literature;
 - 3. Directing volunteers to a ballot measure campaign;
 - 4. Publicizing the Party’s stance;
 - 5. Financial contributions to a ballot measure campaign;
 - 6. Inclusion in the Voter’s Pamphlet.

Standing Rule 13: Nominating Conventions to Fill Vacant Legislative Seat

Procedures for Nominating Convention for Filling Vacancy in State Representative or Senate Position Held by a Democrat

1. Ballots

Paper ballots will be used.

2. Nominations

There will be no nominations from the floor.

3. Credentialing

Credentialing will end before the voting process begins.

4. Number of Nominees

The Chair of the convention will ask for motions from the delegates regarding whether to elect 3, 4 or 5 nominees.

5. Speeches

The order of candidate speeches will be determined by lot. The delegates may vote to allow time for questions and determine the time allowed for responses; they may also vote to have a period for informal discussions following candidate speeches

6. Balloting

- a. There will be multiple rounds of balloting, continuing until the convention has selected by majority vote the number of nominees agreed on at the beginning of the convention.
- b. Delegates may vote for only one nominee per ballot. Any ballot with more votes cast than this will be declared invalid.
- c. On any ballot, a candidate receiving a majority of the votes will be declared a nominee and will be removed from future ballots.
- d. Following each round of balloting, the candidate(s) receiving the fewest votes will also be removed from future ballots in that round.

- e. Candidates who are removed from the ballot in previous rounds will be included in balloting for future rounds.

7. Reporting Results

The Chair will report the results of the vote to the Secretary of State, accompanied by the signed written statement of each nominee indicating their willingness to serve.

Standing Rule 14: County Platform Convention

The Platform will be comprised of Subject Areas; the areas will be comprised of Planks and Legislative Action Items (LAIs). LAIs must be related to an adopted plank in order to be considered within subject groups. The Convention rules may allow for introduction of LAIs not covered by any subject area.

The following set of Rules and Procedures will be used for Platform Convention, unless modified.

Multnomah County Platform Convention Rules & Procedures

(adopted for use at November 2017 Platform Convention)

Section 1 – Purpose and General Procedure

- A. The purpose of the Platform Convention will be to adopt a Multnomah County Democratic Party Platform and Legislative Agenda Items congruent with the adopted Platform.
- B. Upon adoption, the Platform and Legislative Agenda will be forwarded to the Democratic Party of Oregon.
- C. This Platform and Legislative Agenda will expire when superseded by a subsequent Convention's Platform and Legislative Agenda.
- D. The general procedure will be for the Convention to review the Platform and Legislative Agenda proposed by the Platform, Resolutions and Legislation Committee (PRLC); to consider deletions, modifications and additions; and to adopt a Platform and a Legislative Agenda as amended by the Convention.
- E. Rules of procedure in Robert's Rules of Order, most recently revised, will govern the Convention in all cases not otherwise provided by these Rules.

Section 2 – Chair and Convention Participants

- A. At least 30 days before the Platform Convention, the PRLC by majority vote will nominate the Chair of the Platform Convention from among the committee's membership or another qualified Democrat. Members may nominate themselves or others. The Executive Committee will confirm either that nominee or another qualified Democrat.
- B. At least 30 days before the Convention, the Chair of the PRLC will announce the time and location of the Convention and the Registration deadline on the Party website and by email to all PCPs and other Democrats on the email list.
- C. At the Convention, the Platform Chair will ensure all rules and procedures are followed and that the agenda is followed to enable the Convention to function successfully and to allow for participation by the all delegates.
- D. Any Democrat registered in Multnomah County may participate in the Platform Convention. Any Democratic office holder whose district includes a portion of Multnomah County may

register. All registrants will have the right to debate and vote on any matter to come before the Convention.

- E. Statements not related to the Platform or Convention business will not be allowed.
- F. Deadline for registration will be 7 days prior to the Convention. Late registrants may be seated by a majority vote of delegates at the Convention.
- G. A quorum at the Convention will consist of the registered participants present.
- H. The Chair will appoint an official timekeeper for debates.

Section 3 – First Plenary Session

- A. The Convention will vote to adopt the Convention Rules and the Agenda; passage will be by majority vote. Once adopted, any motion to suspend a specific section or subsection of these Rules can be passed by a vote of 2/3 of Convention Delegates.
- B. Amending the Proposed Platform
 - 1. Amendments submitted in writing and signed by 5 registered participants will be considered.
 - 2. Limits on debate
 - a. The chief proponent of any amendment will be allowed 2 minutes to explain the proposal.
 - b. Debate will alternate between supporters and opponents of the proposal, each of whom will be limited to 1 minute.
 - c. Upon recognition by the Chair, a motion for the previous question will be in order after 3 persons on each side of an issue have spoken or no additional speakers remain on one of the sides.
 - 3. After debate, the amendment will be voted upon and will require a majority vote for approval.
- C. After all amendments have been considered, the Convention will vote on adopting the Platform, as amended.
- D. Chair will introduce the Subject Group facilitators (previously appointed by the PRLC) and the Convention will convene to subject group discussions.

Section 4 – Procedure in the Subject Groups

- A. When signing in for the Convention, participants will choose two subject groups in which they want to participate. The subject group discussions will each last 75 minutes. If necessary, the Chair will request that some participants consider switching so that all groups have at least 5 participants.
- B. In each session, there will be a table for each subject group with a sign listing its title and facilitator.
- C. Facilitator and participants will introduce themselves and decide on a scribe and a timekeeper.
- D. After reading through the subject group's Platform planks and proposed Legislative Agenda Items (LAIs), the participants will have the opportunity to make motions, described in 30 seconds, to
 - 1. modify an LAI,
 - 2. delete an LAI, and/or
 - 3. propose a new LAI in that subject area

- E. When any amendment is proposed, the group will decide by majority vote whether to put it on a list for consideration.
1. When all amendments have been proposed, each item will be considered separately. Depending upon how many proposals are on the list for consideration, the Facilitator will decide how much time each proposer will have to present the motion. The group will decide each item by majority vote.
 2. Any LAI for which no motion is offered will stand as originally proposed.
 3. The facilitator or another member of the subject group will be assigned to report the LAIs to the full Convention, following Session 2.

Section 5 – Final Plenary Session

- A. The spokesperson from each Subject Group will report and move adoption of the group's LAIs.
- B. After each report, Convention participants will have the opportunity to make motions to
1. modify an LAI,
 2. delete an LAI, and/or
 3. propose a new LAI in that subject area.
- C. If the motion is seconded, the presenter will have 30 seconds to explain the motion. A majority vote will determine whether the item will be put on the consideration list.
- D. The items on the consideration list will be individually debated. After the motion-maker gives a 2-minute presentation, debate will alternate between supporters and opponents of the proposal in equal number, up to 3 speakers, with time limit determined by the Chair based on the number of items to be considered. Motions will be decided by majority vote.
- E. Once all motions have been considered, the LAIs, as modified, will be considered adopted by the Convention.
- F. After all subject groups' LAIs have been decided, any Convention participant may propose an LAI outside the scope of all the Subject Group topics. The proposal must be given in writing to the Convention Chair. A majority vote will determine whether these LAIs will be considered for debate and vote. Debate and voting on these LAIs will follow the procedures for subject group LAIs.
- G. The Chair will call for adjournment of the Convention following adoption of the Legislative Agenda Items.

Section 6 – Post Convention

- A. Within 21 days of the Convention, the adopted Platform and Legislative Agenda Items will be forwarded to the Democratic Party of Oregon.
- B. The Platform Chair will send the final adopted Platform and Legislative Agenda to all Platform Convention participants via email and will have it posted on the Party website.
- C. After distribution of the Platform and Legislative Agenda, (separate) online surveys may be presented to both Convention participants and Central Committee members to allow these bodies to choose their top Legislative Action Items from among the adopted LAIs. (If surveys are distributed, this should be done within 2 weeks of the Convention.)
- D. These surveys may be used by the Multnomah Democrats to:
1. help determine the priorities of Democrats in the county
 2. encourage support and full adoption of the Platform by Democratic candidates and electeds

3. allow Democrats to assess the extent to which Democratic candidates and electeds support the goals and values of Multnomah County Democrats
- E. The content and format of any online survey will be determined by the PRLC.
 - F. The PRLC may forward survey results to the DPO.