

# Bylaws of The Democratic Party of Multnomah County

Amended November 2022

<b>Article I - Name, Purposes, Powers &amp; Guiding Principles</b>	<b>4</b>
Section 1 - Name and Membership	4
Section 2 - Purposes	4
Section 3 - Powers	4
Section 4 - Guiding Principles	4
<b>Article II - Central Committee</b>	<b>5</b>
Section 1 - Membership	5
Section 2 - Powers	5
Section 3 - Regular Meetings	5
Section 4 - Special Meetings	5
Section 5 - Organization Meeting	6
<b>Article III - Precinct Committee Persons</b>	<b>7</b>
Section 1 - Defined	7
Section 2 - Becoming a PCP	7
Section 3 - Term of Office	7
Section 4 - Resignation/Removals	8
Section 5 - Relocation	8
Section 6 - Recall	8
<b>Article IV - District Organization &amp; Leadership</b>	<b>8</b>
Section 1 - Organization by District	8
Section 2 - District Organization & Meeting	8
Section 3 - Authority & Duties of District Leaders & ADLs	9
Section 4 - Removal and Filling Vacancies	9
Section 5 - Recall of DL or ADL	10
<b>Article V - Officers and the Administration Committee</b>	<b>10</b>
Section 1 - Officers and Titles	10
Section 2 - Eligibility	11

Section 3 - Candidacy and Election of Officers	11
Section 4 - Terms of Office	11
Section 5 - Authority and Duties of Officers	11
Section 6 - Recall	13
Section 7 - Vacancies	13
Section 8 - Administration Committee	13
<b>Article VI - Executive Committee</b>	<b>14</b>
Section 1 - Membership	14
Section 2 - Authority and Duties	14
Section 3 - Meetings	15
<b>Article VII - Committees</b>	<b>15</b>
Section 1 - Standing Committees	15
Section 2 - Membership of Standing Committees	16
Section 3 - Duties of All Committees	16
Section 4 - Duties of Specific Standing Committees	16
Section 5 - Special Committees	18
<b>Article VIII - Delegations to the State Central Committee and Congressional District Committees</b>	<b>19</b>
Section 1 - State Central Committee Delegation	19
Section 2 - Congressional District Committee Delegations	19
Section 3 - Delegation Sizes	19
Section 4 - Election of Delegation Chairs	19
Section 5 - Duties of Delegation Chair	19
Section 6 - Duties of Delegates	20
Section 7 - Service by Alternates	20
Section 8 - Removal of Delegation Members	20
Section 9 - Removal of Delegation Chair	20
<b>Article IX - Resolutions</b>	<b>20</b>
Section 1 - Definition	20
Section 2 - Bringing a Resolution to the Central Committee for a vote	21
Section 3 - Eligibility to Debate Resolutions	21
<b>Article X - Amendment of Bylaws</b>	<b>21</b>
<b>Article XI - General Provisions</b>	<b>21</b>
Section 1 - Notice	21
Section 2 - Quorum	22
Section 3 - Proxy Voting	22
Section 4 - Recording at Meetings	22
Section 5 - Data Resources	22
Section 6 - Archives	23
Section 7 - Voting procedures	23

Section 8 - Parliamentary Authority	23
<b>Article XII - Candidate Support and Ballot Measure Endorsements</b>	<b>24</b>
Section 1 - Candidate Support	24
Section 2 – Ballot Measure Endorsements	24
<b>Article XIII - Filling Vacancies in Elective Offices</b>	<b>24</b>
<b>Article XIV - Conventions</b>	<b>25</b>
Section 1 - County Platform Convention	25
Section 2 - State Platform Convention	26

# **Article I - Name, Purposes, Powers & Guiding Principles**

## **Section 1 - Name and Membership**

The name of this organization is the Democratic Party of Multnomah County (the “Party”). All voters legally registered as Democrats and residing in Multnomah County, Oregon are members of this organization.

## **Section 2 - Purposes**

The purposes of the Party are to:

- A. Organize Democrats within Multnomah County
- B. Develop, adopt and support a party platform
- C. Elect Democratic candidates who support and vote for our Platform
- D. Represent Democrats at the Congressional District and State Central Committees
- E. Promote the positive exchange of ideas through education and debate

## **Section 3 - Powers**

The Party will have and may exercise all powers needed to manage its affairs and transact its business consistent with the law and these bylaws. The Multnomah County Central Committee (the “Central Committee”) is the governing body of the Party.

## **Section 4 - Guiding Principles**

- A. The Party will strive to achieve widest and fairest representation of its members in its organization and activities, to include under-represented and minority members of the community in its leadership positions. All business will be conducted so as to assure the

fair and open participation of all interested Party members. (ORS 248.005)

- B. All Party affairs will be conducted without discrimination on the basis of race, color, national origin, creed, religion, ethnic identity, gender, sexual orientation, gender identity, age, economic status, disability, or marital status, or any other characteristic, in accordance with the law and with our Democratic Party values.
- C. The Party will create a safe and inclusive environment for all by expecting members to treat everyone with courtesy and respect in both speech and behavior.
- D. The Party will, in all activities, promote and practice honesty, accountability, transparency, and respect for candidates and all people.

## **Article II - Central Committee**

### **Section 1 - Membership**

The Central Committee consists of:

- A. All Democratic Precinct Committee Persons (PCPs):
  - 1. elected in Multnomah County (ORS 248.015, 248.031)
  - 2. appointed to fill a vacancy (ORS 248.026, 248.043)
- B. The officers of the party.

### **Section 2 - Powers**

The Central Committee may adopt rules or resolutions for any matter of Party government within the county which is not controlled by the laws of this state. (ORS 248.031) These powers include:

- A. Electing its officers and delegations to the State Central Committee and Congressional District committees;
- B. Filling vacant Precinct Committee Person positions;
- C. Approving the Party budget;
- D. Calling for and receiving reports from the Administration Committee, the Executive Committee, the standing committees, and any special committees;
- E. Acting upon proposed resolutions, bylaws amendments, and endorsements;
- F. Taking such action as it deems appropriate to further the purposes and goals of the Democratic Party.

### **Section 3 - Regular Meetings**

- A. The Central Committee will hold regularly scheduled meetings on a day of the month, time, and location determined by the Central Committee and that is indicated on the Party website. In the event of unforeseen circumstances, the Party Chair with approval of the

Administration Committee will make adjustments to the meeting date, time or location. Meetings will be held no less often than every 91 days.

B. All meetings of the Central Committee and its committees will be held within Multnomah County or virtually. Meetings of a legislative or congressional district which includes areas outside Multnomah County may be held in any part of any county into which that district extends.

C. Notice of Central Committee Meetings must be mailed to all members at least 6 days prior to the meeting. (ORS 248.012)

## **Section 4 - Special Meetings**

A. Special meetings may be called by

1. the Party Chair;
2. either of the Vice Chairs with the consent of the Administration Committee; or
3. any 40 PCPs by petition to the Recording Secretary, stating the purpose of the special meeting.

B. 10-day notice of a special meeting is required.

C. The agenda of the special meeting will be limited to the purpose stated in the meeting announcement.

D. Special meetings may not be scheduled within 10 days of an upcoming Central Committee Meeting.

## **Section 5 - Organization Meeting**

A. Purpose, Timing, and Organizing

1. The purpose of the meeting is to elect Officers of the Party and delegations to the State Central Committee and Congressional District Committees;
2. The meeting will take place within 90 days after each General Election and will occur within 25 months of the previous Organization Meeting. (ORS 248.033);
3. The members of the Credentials Committee who are not candidates for an officer position will organize and run the Organization Meeting.
4. The Credentials Chair and the Party Chair will choose the date of the Organization Meeting within the specified time period.

B. Eligible PCPs present at the meeting will constitute a quorum.

1. Both elected and appointed PCPs are eligible to vote to elect State Central Committee and Congressional District Committee delegations as well as to vote on bylaw or standing rule amendments, or other business matters that may arise.
2. Only PCPs elected in the previous primary election are eligible to vote for the Central Committee Officers. (ORS 248.035(1)(b))

C. Written notification of the time, date, and location of the meeting will be sent to:

1. Multnomah County Elections Division, no later than the 40<sup>th</sup> day before the meeting (ORS 248.033(2));

2. DPO State Central Committee (ORS 248.033(2));
  3. All PCPs: 21 days prior to the meeting and then again no later than 14 days prior to the meeting (This is consistent with ORS 248.033(4)).
  4. Notice to PCPs can be by email unless there is no email address on record, in which case postal mail must be used.
- D. Advance nominations for officers of the Central Committee and SCC and CD delegates will open 28 days prior to the Organization Meeting and close 15 days prior. There will be no nominations for Party officers from the floor unless no person has filed for an office. SCC and CD delegates may be nominated from the floor.

## **Article III - Precinct Committee Persons**

### **Section 1 - Defined**

- A. A Precinct Committee Person (PCP) is a member of the Multnomah County Democratic Party Central Committee and has voting privileges and may hold leadership and membership positions within the Party organization.
- B. A Precinct Committee Person (PCP) is a representative of the Party in the precinct. (ORS 248.015).

### **Section 2 - Becoming a PCP**

- A. By filing to be on the primary ballot
  1. Be a registered Democrat for 180 days before the filing deadline. (ORS 249.031(1)(d))
  2. Receive at least 3 votes in the precinct in which they are registered or in an adjoining precinct within the county. (ORS 248.015(5))
- B. As a write-in candidate on the primary ballot
  1. Be a registered Democrat for 180 days before the date of the primary election. (ORS 248.015(4))
  2. Receive at least 3 votes in the precinct in which they are registered or in an adjoining precinct within the County. (ORS 248.015(5))
  3. To be certified, PCPs elected by write-in must fill out a form designated by the Secretary of State, that:
    - (a) States that the person will serve as a precinct committee person if elected;
    - (b) Requests that the county elections official count any write-in votes received by the write-in candidate; and
    - (c) Attests that the person is legally qualified to serve as a precinct committee person.

This form is due 8PM of the day of the primary election. (ORS 248.019)

C. By appointment

To fill a vacant PCP position, the Central Committee may, by majority vote, select any Democrat who is registered in the precinct in which the vacancy exists, or registered in an adjoining precinct within the county. (ORS 248.026(1))

D. Age-exception

If a person will become 18 years of age on or before the date of the primary election but after the filing deadline, they may either file for election or as a write-in candidate. They must register as a Democrat no later than the date of the election. The 180-day registration requirement does not apply. (ORS 248.017)

### **Section 3 - Term of Office**

The term of office of a PCP is from the 24th day after the date of the primary election until the 24th day after the date of the next following primary election. (ORS 248.015(6))

### **Section 4 - Resignation/Removals**

- A. A PCP resigns by written notice to the Multnomah County Elections Division (ORS 248.024(1)).
- B. A PCP is considered to have resigned if (ORS 248.024(2))
  - 1. They cease to be registered in the precinct in which they were elected or appointed, or a precinct adjoining that precinct within the same county;
  - 2. They change political party registration.

### **Section 5 - Relocation**

- A. A PCP who moves from the precinct in which they were elected or assigned can continue to be a PCP in Multnomah County. A vacancy must exist in the new precinct or adjoining precinct.
- B. If the new residence is in the same House District but a different precinct, 2nd Vice Chair will reassign the PCP to a new precinct after the change in registration is reported to the Party by the Elections Division.
- C. If the new residence is in a different House District in Multnomah County, after re-registering, and within 45 days of the move, the PCP will apply to 2nd Vice Chair for assignment to the new precinct.
- D. If the 45-day deadline is missed, the person is required to apply to become an appointed PCP.

### **Section 6 - Recall**

- A. Recall of a PCP elected in a primary election will be conducted per ORS 248.029.
- B. An appointed PCP can be recalled by vote of the Central Committee.

# **Article IV - District Organization & Leadership**

## **Section 1 - Organization by District**

The Multnomah County Democrats will organize by Oregon legislative House Districts or grouping of districts. (In this Article the word "District" will be used to refer to both single and combined districts.)

## **Section 2 - District Organization & Meeting**

- A. Each District will hold an organization meeting within 60 days of certification of the results of the Primary Election.
- B. At the meeting, the PCPs in attendance will elect a District Leader (DL) and at least one Assistant District Leader (ADL).
- C. Outgoing District Leader will call the meeting and report the details to the Party Chair. However, if the DL is running for re-election or fails to call the meeting, the Party Chair will call the meeting.
- D. The Credentials Committee will credential each organization meeting. No district PCP may credential their district's meeting.
- E. The meeting will take place at a public location within the District, or at the Party headquarters, or virtually.
- F. Notice of the meeting and its purpose will be provided to all District PCPs by postal mail at least 14 days before the meeting.
- G. The outcome of elections for DLs and ADLs will be reported to the Recording Secretary and announced on the Party website.

## **Section 3 - Authority & Duties of District Leaders & ADLs**

### **The District Leader will:**

- A. Call and convene at least one District meeting in every 6-month period;
- B. Propose the agenda for and preside over all meetings of the District;
- C. Maintain communication with and encourage all PCPs in the District so as to help them successfully function as PCPs;
- D. When the District is represented in the Legislature by a Democrat, the District Leader will engage with and organize District PCPs to assist their Legislator(s) to whatever extent is reasonably possible and acceptable to the Legislator(s) in
  1. maintaining communication with PCPs and constituents;
  2. carrying out legislative duties; and
  3. helping to enact the party Platform, in conjunction with the Platform, Resolutions, and Legislation Committee.
- E. Represent the District at meetings of the Executive Committee as prescribed in these Bylaws;
- F. Recruit district PCPs to serve on the Standing Committees, except for the Credentials Committee, on which the First ADL will serve.



**The role of ADLs will be:**

- A. In the absence of the District Leader, the first ADL elected at the Organizing Meeting will preside at District meetings or vote at Executive Committee meetings.
- B. Additional ADLs to assist the DL may be elected by the PCPs at the Organizing Meeting or at any properly called meeting of the District.
- C. Additional ADLs will not preside or vote in the DL's absence.
- D. In the event that the District Leader resigns or the position becomes vacant, the first ADL will serve as interim District Leader until a new District Leader is elected.

## **Section 4 - Removal and Filling Vacancies**

A. Vacancy

- 1. The position is vacant if a District Leader or first ADL
  - a. Resigns;
  - b. Moves outside the District;
  - c. Becomes unable to serve;
  - d. Becomes a resident of a different District due to redistricting.

2. If the District has no District Leader or ADL, including because of redistricting, the Party Chair will appoint an Interim District Leader to serve until the DL vacancy has been filled.

B. Filling a Vacancy

- 1. Once a DL vacancy has been confirmed by the Party Chair, a special meeting to elect a new District Leader will be called by first ADL, interim DL, or the Party Chair. The meeting will be scheduled to take place within 45 days of the position being declared vacant.
- 2. DL will call a meeting to elect a new first ADL after confirming the ADL vacancy.
- 3. The procedure to fill DL and first ADL positions will be the same as for the District Organization meeting.

## **Section 5 - Recall of DL or ADL**

- A. One-third of the PCPs in the District may ask for the recall of their DL or ADL by signing a petition alleging gross misconduct or neglect of duty. The petition will be submitted to the Party Chair and will state the specific grounds for the recall.
- B. The Party Chair will call the recall meeting and will name a chair for this meeting from among the members of the Executive Committee who are not residents of that District.
- C. Notice of the meeting and its purpose will be provided by postal mail to all District PCPs by the Party Chair at least 14 days before the meeting.

# **Article V - Officers and the Administration Committee**

## **Section 1 - Officers and Titles**

A. The officers of the Central Committee are:

1. Chair
2. 1st Vice Chair
3. 2nd Vice Chair
4. Treasurer
5. Recording Secretary
6. Communications Officer
7. Technology Officer.

B. Officers will be elected at the Organization Meeting.

## **Section 2 - Eligibility**

Any citizen of Multnomah County registered to vote as a Democrat is eligible to hold any officer position of the Central Committee. (ORS 248.035(1)(b))

## **Section 3 - Candidacy and Election of Officers**

A. Declaration of candidacy must be made, via form provided on the Party website or in writing, to the 2nd Vice Chair and Technology Officer, at least 15 days before the Organization Meeting.

B. All declarations of candidacy will be communicated to all members of the Central Committee via email and posted on the website 14 days before the Organization Meeting.

C. Election will be by majority vote.

## **Section 4 - Terms of Office**

A. Officers serve for a term of 2 years, beginning as soon as they are elected and ending with the election of their successors.

B. At the Organization Meeting, retiring officers will make available to the Central Committee all funds, records and property of the Party for their successor. (ORS 248.035(1)(a))

C. The elected Chair, within 48 hours of election, will send a list of the newly elected officers to the County Elections Division and to the State Central Committee

## **Section 5 - Authority and Duties of Officers**

A. The Chair will:

1. Preside at all meetings of the Central Committee, the Executive Committee, and the Administration Committee;
2. Prepare and propose the program and agenda for each regular Central Committee meeting, Executive Committee meeting, and Administration Committee meeting;
3. Be the principal spokesperson of the Party;
4. With the approval of the Executive Committee, appoint and remove all Standing Committee chairs, except Credentials, and a Parliamentarian;
5. Engage legal counsel as needed, with the consent of the Executive Committee;
6. In conjunction with Committee Chairs, appoint the members-at-large of all Standing Committees, except Credentials;
7. Serve as an automatic delegate to the State Central Committee;
8. With the assistance and advice of the Administration Committee, supervise all business of the Central Committee, and any employees of the Central Committee.
9. Authorize expenditures on behalf of the Central Committee consistent with its budget or with resolutions of the Central Committee, provided, however, the Chair will not obligate the Central Committee for an expenditure in excess of \$250.00 without the approval of the Administration Committee, or more than \$1,000.00 without the approval of the Executive Committee;
10. Serve as an ex-officio member of all Standing Committees, except Credentials.

**B. The 1st Vice Chair will:**

1. In the absence or incapacity of the Chair, perform the duties of the Chair;
2. Be responsible for implementation of regular PCP training programs;
3. Assist the Chair with duties as requested by the Chair;
4. Serve as an automatic delegate to the State Central Committee.

**C. The 2nd Vice Chair will:**

1. Maintain and update Precinct Committee Person files, receive and process PCP applications, verify Party registration of applicants seeking appointment as PCPs.
2. Conduct the PCP approval process at Central Committee meetings.
3. Chair the Credentials Committee
4. Call a meeting of the Credentials Committee to run the Party Organization Meeting which takes place at the beginning of odd-numbered years.

**D. The Treasurer will:**

1. Be custodian of all Party funds;
2. Maintain appropriate financial records;
3. Submit a report to each Central Committee meeting which includes a summary of income, expenses and ending balance;

4. File or cause to be filed all reports required by any government agency;
5. Manage contracted bookkeeping and campaign finance reporting services;
6. Prepare and submit to the Executive Committee an annual report for each calendar year in time for the report to be published by March 31st of the following year;
7. Serve as an ex-officio member of the Budget & Finance Committee.

**E. The Recording Secretary will:**

1. Prepare and maintain a permanent record of all minutes of the Central, Executive, and Administrative Committees in accordance with standards set in Robert's Rules of Order;
2. Provide copies of the minutes of the previous Central or Executive Committee meeting for approval;
3. Make approved minutes available to members of the Central Committee upon request;
4. Receive, archive, and distribute all petitions, resolutions, committee reports, and other official forms submitted under various articles of these Bylaws.

**F. The Communications Officer will:**

1. Coordinate internal and external Party communications;
2. Develop and manage the communication plan, strategies, and content;
3. Work with the Technology Officer in disseminating information.

**G. The Technology Officer will:**

1. Manage the Party's electronic and online assets;
2. Work with the Communication Officer in disseminating information.

H. All officers will perform such other duties, consistent with their duties listed in this section, as directed by the Central Committee or the Executive Committee.

## **Section 6 - Recall**

Officers may be recalled by a majority vote of the Central Committee after a recall petition is filed by 40 PCPs.

## **Section 7 - Vacancies**

- A. If the Chair leaves office before the end of the term, the 1st Vice Chair will become the Chair for the remainder of the term, and the office of 1st Vice Chair will be declared vacant.
- B. If both the Chair and 1st Vice Chair leave office, then the next highest ranking officer in the order listed in Section 1 of this Article will become the acting Chair and both offices will be declared vacant.
- C. An election to fill a vacancy in any officer position, for the unexpired portion of the term, will be held at a regular meeting of the Central Committee no less than 30 days and no more than 60 days after the vacancy occurs.
- D. An officer may submit their resignation in advance and continue to fulfill the duties until the

replacement election takes place.

E. If an officer's duties must be fulfilled between vacancy and replacement, the Chair will, with the approval of the Executive Committee, name any qualified PCP to fill the vacant officer position until a replacement election is held.

F. Both elected and appointed PCPs are eligible to vote to fill an officer vacancy. (ORS 245.035(3))

## **Section 8 - Administration Committee**

A. The Administration Committee will consist of the officers of the Central Committee.

B. The Administration Committee will have the power to:

1. Provide advice to the Party Chair on the management of party affairs;
2. Conduct urgent Party business when there is not sufficient time to properly call a meeting of either the Central Committee or Executive Committee. The committee will provide a full report to the Central Committee on the nature and results of that meeting.
3. Act on behalf of the Party in the case of a natural disaster or other emergency.

C. The Administration Committee will meet upon the call of the Chair, or any two members, at such times and such places as it may decide, and may meet in person, by conference call, electronically, or by combination of all, as it might find appropriate.

1. No meeting will be held without notice to all officers.
2. A quorum will be four members.
3. A vote of at least four members is required to approve any action by the committee.

D. Control of Online Assets

- 1 All accounts, services, and online identities that represent The Democratic Party of Multnomah County (including social media services) will have administrator rights assigned to at least three elected members of the Administration Committee if technically possible, being the Technology Officer, Party Chair, and the officer most closely aligned to the use of the account. If the technology only allows for one, that role will be in the control of the Technology Officer.
2. The Administration Committee will approve and maintain procedures under the guidance of the Technology Officer to address individual asset requirements.
3. Said officers will have the ability to add and remove access by other non-officer users and to disable the account, service, or identity entirely.
4. Upon change of officer, the outgoing officer must immediately provide administrative rights to the incoming officer replacing them. The incoming officer must immediately change those credentials.

# **Article VI - Executive Committee**

## **Section 1 - Membership**

- A. The Executive Committee of the Central Committee consists of:
  - 1. Elected Officers
  - 2. Chairs of Standing Committees
  - 3. All District Leaders
  - 4. Immediate Past Party Chair
  - 5. Labor Liaison
- B. In the absence of a District Leader, their First ADL can substitute for them.

## **Section 2 - Authority and Duties**

At regularly scheduled meetings, under the direction of the Party Chair, members will

- A. Report on and discuss business, actions and plans of officers, standing committees, county districts, and special committees.
- B. Report to the Central Committee, through the Chair, on matters that require the Central Committee's attention and action.
- C. Discuss and propose agenda items for Central Committee meetings.
- D. Oversee and ensure the implementation of the Party's plans, programs and responsibilities.
- E. Approve appointments of Standing Committee Chairs and other appointments specified in these Bylaws.
- F. Make decisions about allocation of funds, as allowed under these Bylaws, and, as required, submit expenditures to the Central Committee for ratification.
- G. Regularly review party fundraising and expenditures.
- H. Review the annual budget prior to submission to the Central Committee for approval.
- I. Act for the Central Committee when urgent business is presented requiring an immediate decision. Any actions taken will be reported to the Central Committee for ratification.

## **Section 3 - Meetings**

- A. The Executive Committee will meet at a location within Multnomah County, or virtually, at least 11 times per year.
- B. Meetings will be held on a regular, predetermined schedule.
- C. Special meetings may be called by the Party Chair or by 5 members as listed in section 1.A.
- D. All meetings will adhere to these Bylaws' requirements for notice, including non-members of the Executive Committee..
- E. A quorum for meetings will consist of not less than 15 members of the Executive

Committee, including at least 3 Officers, at least 3 District Leaders (or ADLs representing the DL), and at least 3 Standing Committees Chairs.

- F. The minutes of all meetings will be made available to Executive Committee members, all non-members who regularly receive notice of the meetings and to any other PCP upon request to the Recording Secretary.

## **Article VII - Committees**

### **Section 1 - Standing Committees**

The Standing Committees of the Central Committee are:

- Budget and Finance
- Campaign and Candidate
- Community Action and Engagement
- Credentials
- Fundraising
- Platform, Resolutions, and Legislation
- Rules

### **Section 2 - Membership of Standing Committees**

- A. The Chair of each Standing Committee other than the Credentials Committee will be proposed by the Party Chair and approved by the Executive Committee. Committee chairs must be a PCP.
- B. Standing committees other than the Credentials Committee will have a minimum of nine PCP members who may be appointed by:
1. District Leaders, one per district or district group
  2. the Party Chair, who may appoint three
  3. the Committee Chair, who may appoint as many as are deemed an appropriate number for accomplishing Committee tasks.
- C. The Credentials Committee will be composed of the 2<sup>nd</sup> Vice Chair, who chairs the committee, all currently-serving First Assistant District Leaders, and up to 6 additional members appointed by the 2<sup>nd</sup> Vice Chair.
- D. Committee Chairs will maintain a current list of committee members and submit updates to the Recording Secretary.
- E. Committee members who need to reapply for appointment as PCPs may continue to serve on a committee while that process is completed.
- F. Committee members appointed by the Party Chair or Committee Chair serve until the next Party Organization Meeting. Committee members appointed by their districts serve until the next District Organization Meeting.

## Section 3 - Duties of All Committees

### A. Financial Responsibilities

1. Committees that are entrusted with Party funds will exercise responsible fiduciary oversight of those funds and their expenditure.
2. Committees will follow all party rules and federal, state, and local laws regarding political contributions and expenditures.
3. Committees that receive or spend funds of any kind, from any source, will report receipts and expenditures to the Treasurer on a timely basis. Reports will include all receipts and other applicable documents.

### B. Coordination

1. Committee chairs will work with District Leaders to ensure full PCP membership on standing committees.
2. All Committees will hold meetings at which members participate in planning and implementing the committee's duties.
3. Committees will coordinate with officers, District Leaders, and other committees when working on related activities.

## Section 4 - Duties of Specific Standing Committees

### A. The **Budget and Finance Committee** will:

1. Prepare and submit a proposed budget to the Executive Committee by July 15th after soliciting input from standing and special committees;
2. Submit the budget to the Central Committee for approval within 60 days of approval by the Executive Committee;
3. Create a multi-year budget plan for the Party;
4. Annually, in conjunction with the Fundraising Committee, prepare a plan for raising the revenue to finance the activities called for in each current or proposed budget.

### B. The **Campaign and Candidate Liaison Committee** will:

1. Recruit, train, and support candidates for partisan and nonpartisan offices, including appointed positions affecting the County and its residents;
2. Coordinate campaign activities with House Districts;
3. Submit proposals to the Executive Committee for allocating campaign resources after consulting with campaign organizations, Democratic nominees and office holders;
4. Coordinate with and provide support to Democratic candidate and ballot measure campaigns;
5. Organize candidate forums in conjunction with appropriate partners and district leaders;
6. Organize an Endorsement Task Force, when needed, to research and make recommendations to the Central Committee on pending initiative petitions and ballot measures. The Endorsement Task Force will recommend to endorse, oppose, or take no position on ballot measures;



7. Coordinate with the Communications Officer to make candidate information, including candidate support for the Party's Platform and Resolutions, available to voters.

C. The **Community Action Committee** will:

1. Recommend events that advance the mission and purposes of the Party. Coordinate volunteers and materials for approved events within the county;
2. Assist District Leaders and PCPs with local events;
3. Assist in maintaining a calendar of events of interest to Democrats;
4. Reach out to individuals, communities, and organizations that may share interests and goals with the Party;
5. Assist the Party and other Democratic Party entities on party events held within the county.

D. The **Credentials Committee** will:

1. Determine and certify the eligibility of attendees to vote at meetings;
2. Prepare, distribute and tally ballots for any election of candidates conducted at any Party meeting, including the Party's Organization Meeting;
3. Conduct balloting for votes on endorsement of Ballot Measures and Initiatives;
4. Tally votes when required on Resolutions, Amendments and Motions.

E. The **Fundraising Committee** will:

1. Develop a fundraising plan, in conjunction with the annual budget planning process, that will, at a minimum, provide for the expenditures in the budget;
2. Determine the annual capacity for Party fundraising events so that fundraising opportunities may be pursued throughout the year, including a major fundraising event in honor of Dick Celsi;
3. Provide primary leadership and oversight of Party fundraising events and programs;
4. Develop and utilize all tools available to fulfill fundraising goals;
5. Assist House Districts, Party committees, and Party members in organizing local fundraising events;
6. Develop and operate programs to ensure communication with current and potential donors;
7. Maintain a database of Party donors past, present, and potential;
8. Assist the Party officers, committee chairs, and District Leaders in making personal contacts for fundraising purposes;
9. Develop and maintain the donors program, including donor recognition.

G. The **Platform, Resolutions and Legislation** Committee will:

1. Plan and host the biennial county platform convention;
2. Submit a proposed platform of Planks and Legislative Action Items for the County platform convention;

3. Draft, review, make recommendations, and report on Resolutions to be considered by the Central Committee, as per Article IX of these Bylaws.
4. Monitor and review proposed local, state and federal legislation, including ballot measures; and, in conjunction with the Campaign and Candidate Liaison Committee, propose appropriate actions.
5. Work with elected Democrats to coordinate and encourage support for and implementation of the Party's Platform Planks, Legislative Action Items, and Resolutions.

H. The **Rules Committee** will:

1. Review the Bylaws and Standing Rules on a regular basis and draft additions and amendments as needed;
2. Review, make recommendations, and report to the Central Committee on proposed amendments to the Bylaws and Standing Rules;
3. The Rules Chair will provide interpretation, in consultation with the Committee, on matters concerning the Bylaws, when called upon by the Party Chair.

## **Section 5 - Special Committees**

- A. Special Committees can be created at any time by the Party Chair, Executive Committee or Central Committee to fulfill a need or purpose that is not covered by any Standing Committee. Whoever creates a Special Committee will give a name to the committee and name the Chair and initial members. The Special Committee Chair may add more members as needed.
- B. Special Committees will be disbanded after they deliver a final report on their work.
- C. Special Committees must be re-approved by their founding body on an annual basis.
- D. Special Committees may vote to remove members for non-participation.
- E. Current Special Committees, chairs and members, and their purposes will be posted on the Party website.

# **Article VIII - Delegations to the State Central Committee and Congressional District Committees**

## **Section 1 - State Central Committee Delegation**

- A. The Multnomah County Delegation to the State Central Committee (SCC) will be made up of Delegates and Alternates elected by the Central Committee.
- B. The Party Chair and 1st Vice Chair are automatic delegates to the SCC.
- C. A full delegation will be elected at the Organization meeting.

## **Section 2 - Congressional District Committee Delegations**

- A. The Multnomah County Delegation to each Congressional District (CD) Committee will be made up of Delegates and Alternates elected by a caucus of Multnomah PCPs who reside in that Congressional District.
- B. Full Multnomah delegations will be elected at the Organization meeting.

## **Section 3 - Delegation Sizes and Composition**

- A. The SCC and CD Caucuses will elect the number of Delegates and Alternates prescribed by the Democratic Party of Oregon (DPO).
- B. The delegations will be apportioned as required by DPO rules for diversity and inclusion.
- C. After candidates are placed in order according to votes or scores received, the delegate and alternate lists will be formed in accordance with the required diversity & inclusion apportionment.

## **Section 4 - Election of Delegation Chairs**

Each delegation of Delegates and Alternates will meet within 15 days of election to elect a Delegation Chair. The Delegation Chair whose term is expiring will call this meeting. If the retiring Delegation Chair fails to call the meeting, the Party Chair or 1st Vice-Chair will do so.

## **Section 5 - Duties of Delegation Chair**

- A. Contact the delegation to ensure a full voting delegation.
- B. Keep attendance records.
- C. Attend Executive Committee meetings when needed to report on the committee's activities.

## **Section 6 - Duties of Delegates**

- A. Attend meetings of their respective committees;
- B. Inform the Delegation Chair whether or not they will attend a committee meeting.

## **Section 7 - Service by Alternates**

- A. Alternates will be ranked according to the number of votes they received in their election.
- B. At any meeting of the SCC or CD Committee where all Delegates are not present, Alternates in attendance will be seated as Delegates according to their ranking, according to DPO rules.
- C. Whenever a Delegate resigns or is removed, the Alternate with the highest ranking will move up to fill the vacancy and will serve for the rest of the term.
- D. If an Alternate moves up to fill a vacancy, a new Alternate will be elected to the bottom of the Alternate list. The Central Committee or CD Caucus will vote for new Alternates at the first regular meeting more than 10 days after the vacancy occurs. Nominations will be made from the floor. If there is more than one candidate, voting will be by written ballot. If more than one

vacancy is being filled, the vote will determine the rank order of the new Alternates.

## **Section 8 - Removal of Delegation Members**

Delegates will be removed from their position when:

- A. Absent for three successive meetings of the Committee;
- B. They are no longer a resident of Multnomah County;
- C. In the case of a Congressional District Committee delegate, they no longer reside in the Congressional District as the result of redistricting after the decennial Federal Census, on the effective date of the redistricting;
- D. Removed by a vote of the body that elected them.

## **Section 9 - Removal of Delegation Chair**

Delegation Chairs may be removed from their Chair position by a vote of their delegation.

# **Article IX - Resolutions**

## **Section 1 - Definition**

A Resolution supports or opposes a concept, proposed or existing legislation, ballot initiative or petition, or a government policy which affects or might affect the citizens of Multnomah County.

## **Section 2 - Bringing a Resolution to the Central Committee for a vote**

- A. A Resolution may be proposed by the Platform, Resolution, Legislation Committee (PRLC) or by 5 Multnomah PCPs.
- B. Proponents of resolutions will include a substantive action plan in support of the resolution.
- C. A Resolution proposed by PCPs will be submitted to the PRLC and the Administration for assistance with formatting and for the PRLC to review, make recommendations, and report on resolutions.
- D. If the timing of a PRLC meeting does not coincide with the need to present the Resolution to the Central Committee, either because of immediate need or because relevant legislation will be considered before the next PRLC meeting, then the submission of the PCP Resolution can be made instead to the PRLC Chair, for assistance with formatting.
- E. PCP proposers may present their resolutions to the Central Committee regardless of PRLC

actions. PCPs must notify the Admin Committee and PRLC 10 days before the Central Committee meeting if they wish to proceed without PRLC approval.

- F. Resolutions submitted seven days before the Central Committee Meeting at which they are to be considered are adopted by majority vote. These proposed resolutions will be linked in the 6-day meeting notice.
- G. Resolutions submitted less than seven days before the Central Committee Meeting at which they are to be considered are adopted by 4/5 majority vote.
- H. Submitted resolutions will be posted on the website and linked to in the agenda.

### **Section 3 - Eligibility to Debate Resolutions**

- A. The proposers of the Resolution may invite any experts on the topic to participate.
- B. Non-PCPs may request permission to participate, at the discretion of the Party Chair or by majority vote of the Central Committee.

### **Section 4 - Distribution of Resolutions**

- A. The PRLC Chair will ensure that passed Resolutions are distributed to named recipients, along with a cover letter signed by the PRLC Chair and the Party Chair

## **Article X - Amendment of Bylaws**

- A. An Amendment to these Bylaws may be proposed by the Rules Committee or by any 10 PCPs. An Amendment to Standing Rules may be proposed by the Rules Committee or by any 5 PCPs.
- B. Amendments can be changes to existing Bylaws and Standing Rules, or deletions, or new material.
- C. All amendment proposals must include the text of the amendment, current language in the Bylaw or Standing Rule that is to be amended, and a brief statement of why the amendment is being offered.
- D. PCPs proposing an amendment will submit the proposed amendment to the Rules committee to allow the Rules Committee to review it for compliance with state law, relevant DPO rules and other current Bylaws and Standing Rules. Rules Committee may also offer advice about the content, language or formatting of the amendment.
- E. PCP proposers may, with notice to the Rules Chair, attend a Rules Committee meeting in order to discuss their amendment proposal. Or it can be submitted in writing to the Rules Chair. Rules Committee will then have up to 28 days to meet and conduct their

review. However, if there is an urgent need to bring a Standing Rule amendment to Central Committee before the Rules Committee can meet to consider it, it may be considered by the Rules Chair.

- F. Regardless of Rules Committee or Chair recommendations or approval, a PCP-proposed amendment can proceed to the Central Committee meeting for a vote, provided proper notice has been given. Proper notice for all amendment proposals, whether from Rules Committee or PCPs, is via an email sent to all PCPs at least 14 days prior to the meeting at which it will be considered, as well as inclusion as a link in the 6-day emailed notice of the Central Committee meeting. All amendment information will in addition be posted 14 days before the meeting on the Party website.
- G. At the Central Committee, an amendment to the Bylaws requires a 2/3 vote for adoption. An amendment to Standing Rules requires a majority vote for passage.

## **Article XI - General Provisions**

### **Section 1 - Notice**

- A. Notice under these Bylaws, means the timely dissemination of information about a meeting date, time and place, and will include any matter, document, or election to be acted upon at said meeting.
- B. Notice may be made in the following ways:
  - 1. Email
  - 2. First-class mail
  - 3. Oral notice, in person or by telephone
  - 4. Written notice distributed at a meeting
- C. Notice will include non-PCP members of any committee.

### **Section 2 - Quorum**

- A. Quorum at Central Committee meetings, Organization Meeting and Platform Convention is those present who are qualified to vote.
- B. Unless otherwise specified, quorum is a majority of the members of a committee.

### **Section 3 - Proxy Voting**

No proxy voting is allowed at any meeting of the Central Committee or other bodies of the Party created by these Bylaws. (ORS 248.045)

### **Section 4 - Recording at Meetings**

- A. Video and sound recordings of the business portion of all meetings may not be published.
- B. Exceptions to this prohibition may be made with written permission of either the

Communications Officer or a majority vote of PCPs at a meeting of the relevant body.

## **Section 5 - Data Resources**

- A. All personal contact information collected by the Party will be used for Party business only.
- B. Authorized uses of data resources include Party business, support of endorsed campaigns and nominated Democratic candidates, organizing for Party building, notifications of official Party events, and as part of coordinated Democratic campaigns.
- C. Any form, email, or other means of collecting or sharing personal contact information will be accompanied with a notice stating the following: “This personal contact information is for official business of the Multnomah County Democrats. It may not be used for any other purposes.”
- D. Access to the voter file maintained by the State Central Committee, and any data resource compiled and maintained under County Party auspices, will be limited to the following persons:
  - 1. Members of the Executive Committee.
  - 2. Persons authorized by the Administration or the Executive Committee.
- E. Authorized users of Party data resources must agree in writing to terms of use, including the duty to keep confidential information that is proprietary or provided to the Party for Party use.
- F. Unauthorized use of Party data resources, including the Voter File and other confidential or proprietary resource information, will result in immediate cancellation of access to such resources until reviewed by the Executive Committee, which will decide if the affected user will retain access to the resources.

## **Section 6 - Archives**

- A. All official Party records will be archived electronically.
  - 1. No personal contact info or sensitive information will be archived. When this information is part of a larger record, that information may be redacted to protect privacy.
  - 2. Financial transactions will be recorded and reported appropriately by the Treasurer. Only the normal Treasurer’s reports need to be archived.
- B. The Recording Secretary has primary responsibility for the Party’s archives.
- C. Access to the archives is open to PCPs by request unless restricted by law, the Bylaws, or other Party policy, including DPO and DNC rules.

## **Section 7 - Voting procedures**

If not specified within these Bylaws, procedures for conducting a vote on any matter before the Central Committee, District, or other entity of the Party, will be conducted in the following manner:

- A. Secret ballots will be used for electing persons to any office or position when there are

multiple candidates.

- B. Credentialing will be done prior to any vote.
- C. During the count of ballots, representatives of candidates or sides of a motion will have full access to observe the counting process.
- D. When documents, such as Resolutions and Bylaws/Standing Rules Amendments, are presented to the Central Committee for a vote, any Motions to Amend must be submitted in writing to the Recording Secretary and Party Chair.

## **Section 8 - Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised (RONR) will govern this organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, statute and any special rules of order that the Central Committee may adopt.

# **Article XII - Candidate Support and Ballot Measure Endorsements**

## **Section 1 - Candidate Support**

- A. Democrats who win their Primary in a partisan election are the Democratic Party nominees and will appear on literature listing Democratic nominees, such as a Multnomah Democrats slate card.
- B. No endorsements of any candidates will be made by the Multnomah County Democratic Party.
- C. Democratic candidates in both partisan and non-partisan elections who have no Democratic opponent may receive support from the county party, such as financial contributions, campaign literature, and recruitment and organizing of campaign volunteers.
- D. Support will be proposed by the Executive Committee and presented to the Central Committee for ratification.
- E. PCPs who support a Democratic candidate may use Party facilities for campaign work for that candidate.
- F. Candidates in partisan and non-partisan elections who align with the Party's Platform and Resolutions may receive public recognition of their positions, which may be assessed through Candidate Forums, questionnaires and interviews.

## **Section 2 – Ballot Measure Endorsements**

- A. Any ballot measure that will be on the ballot in the coming election will be eligible for endorsement or opposition by the Central Committee.



- B. The Central Committee will vote to support, oppose or take no position on ballot measures at least 40 days prior to election. The results of this vote will appear on party campaign literature.
- C. Support of or opposition to a ballot measure requires a two-thirds vote at a Central Committee meeting; otherwise, the result of the vote is “No position taken”.

## **Article XIII - Filling Vacancies in Elective Offices**

Items A-F below describe the role of Multnomah County PCPs in selecting nominees to fill State Representative/Senator vacancies whose districts lie entirely in Multnomah County..

- A. When a vacancy occurs in the office of State Representative or Senator, which must be filled for the remainder of the term (ORS 171.051), the PCPs of that district will elect 3-5 nominees for consideration. The County Commissioners will fill the vacancy from among those nominees.
- B. The nominating convention will take place within 20 days of the position being declared vacant, unless otherwise stipulated by ORS 171.051.
- C. The Party Chair will call the time and location of the convention and notice will be sent to all affected PCPs at least 10 days in advance of the convention.
- D. Individuals must file their declaration of nomination and willingness to serve at least 24 hours before the nominating convention in order to appear on the ballot. Candidate nominations may also be made from the floor at the convention and written in on the ballot by the voter, provided that the individual orally declares their willingness to serve.
- E. The Party Chair or designee will conduct the election. The Credentials Committee Chair will supply the current list of all PCPs in the affected district. Credentials Committee members not residing in the affected district will provide credentialing for the convention.
- F. After speeches by candidates, the written vote will take place. The Credentials Committee will tally the votes. Observers are allowed.
- G. If the affected district includes a county or counties other than Multnomah, the nomination process will be organized and carried out jointly by the affected county parties, in accordance with DPO rules. (ORS 171.051)

## **Article XIV - Conventions**

### **Section 1 - County Platform Convention**

- A. Timing

1. At a time proposed by the PRLC and approved by the Executive Committee, the Party will conduct a convention, open to all Democrats in the county, to consider and adopt a County Platform.
2. The Convention will be held at least 120 days prior to the Primary election. Notice of the Convention will be sent to PCPs and all others on the Party mailing list at least 30 days prior to the Convention. Notice of the convention will also be posted on the Party website.

#### B. Rules and Procedures

1. After consultation with the Chair of the Platform, Resolutions and Legislation Committee, the Rules Committee will prepare rules and procedures to govern the convention.
2. These rules will be distributed to the Central Committee along with notice of the Convention. The rules will also be posted to the website.
3. The Platform Convention will adopt the rules by majority vote.

#### C. Submission of Platform

Within 21 days of the end of the Convention, the platform adopted by the Party will be submitted to the DPO for consideration at the State Platform Convention.

## **Section 2 - State Platform Convention**

- A. The State Platform Convention is open to any registered Democrat in Oregon to serve on their county party's delegation.
- B. The Party website will provide a form for signing up to be a member of the county delegation. The form will include the filing deadline.
- C. The Central Committee will elect the number of delegates and alternates authorized by the DPO.
- D. The Recording Secretary will notify the DPO of the names and addresses of Multnomah County delegates and alternates.