

**BYLAWS**  
**LEWIS COUNTY DEMOCRATIC CENTRAL COMMITTEE**

**Article I**  
**NAME**

The official name of this organization is the Lewis County Democratic Central Committee. (LCDCC). Per RCW 29A.80.030, or conceding legislation.

**Article II**  
**AFFILIATION**

This organization shall affiliate with the Democratic State Central Committee and endeavor to cooperate with and carry on the work of that organization in Lewis County.

**Article III**  
**PURPOSE**

The LCDCC shall function continuously for the growth and influence of the Democratic Party and for the following purposes:

- Be a truly representative party open to all who declare themselves to be Democrats.
- Encourage new membership and participation in the local, state, and national Democratic Party.
- Support registration and promote harmony and respect within the party ranks and within the community.
- Stimulate an active interest in and support for governmental and community affairs in LC and its residents.
- Build and maintain an effective grass-roots party organization that can help win elections and maximize the Democratic vote.

**Article IV**  
**MEMBERSHIP**

All Lewis County residents who are registered voters and declare themselves affiliated with the Democratic Party are considered to be members of the Lewis County Democratic Party the LCDCC membership shall include:

- A. All duly elected and appointed, Democratic Precinct Committee Officers (PCOs). and Precinct Caretakers.

1. Elected PCOs are those elected in the primary election in even-numbered years. They must be residents of the precinct in which they serve. They serve for two years starting December 1st in the year in which they are elected.
  2. Nominated PCO's are appointed by the LCDCC Executive Board by vote  
Or (2) The LCDCC chair nominates a candidate for PCO and voted on by the LCDCC Executive Board to fill PCO positions in the precincts in which they reside. These PCOs shall serve until the end of the two-year term that would have been served by an elected PCO.
  3. A Precinct Caretaker is appointed by the Chair to fill vacant positions in precincts for which the Caretaker does not reside. During that period the Caretaker will fulfill the duties of a PCO but they cannot vote at a LCDCC meetings. The Precinct Caretaker's primary duty is to recruit a PCO who lives within the boundaries of that precinct.
  4. All elected, appointed and precinct caretakers will contact and organize Democrats residing within the precinct and work to put together a Precinct Committee to help with canvassing the precinct.
  5. All data base access may be granted by the Chair only after a oath of office is administered at a general meeting post-election/appointment.
  6. All data access can be denied or revoked by the Chair.
- B. The seven elected officers of the LCD: County Chair, First Vice-Chair, Second Vice-Chair, Secretary, Treasurer, State Committeeman and State Committeewoman who serve for two-year terms.
- C. Washington State Democratic Central Committee (WSDCC), Democratic National Committee (DNC) members and elected officials who reside in Lewis County for partisan office.
- D. Immediate Past Chair of the LCDCC.
- E. Business Meeting Alternate: Each Precinct Committee Officer shall be encouraged to designate in writing an alternate to serve at general meetings and the biennial election of the organization that he or she may be unable to attend, provided the alternate is a

registered voter resident in the same precinct. Said alternate's name shall be filed with the Secretary to cover meetings until revoked. Ref: Proxy

- F. Dues will be collected annually for membership. \$15 each for annual dues. No one will be denied membership due to non-payment with a statement as such to the board. The annual dues will run the calendar year. All LCDCC members are exempt from dues, but encouraged to donate in support.
- G. Membership privileges will be:
  - a. All votes (non-statutory) before the attendees of general meetings, on second meeting attended. Meeting credentials will be provided. Roll call voting may be utilized to support validation during in person and meetings.
  - b. Email containing meeting minutes.
  - c. Reward for fundraiser events. (ie, discount, voucher or such as decided for each event).

## **Article V ELECTION OF OFFICERS**

- A. The regular biennial election of the organization, as prescribed by state law, shall be held at a regular meeting of the Central Committee following the general election, with ten (10) days' notice to the elected precinct officers and special members. In the notice of the meeting, the Chairperson shall quote the statute regarding organization meetings and provide the rules and agenda.
- B. The Chairperson shall appoint two election clerks who shall assist the Secretary in receiving and counting the votes. The Secretary shall act as judge of the election.
- C. If a nominee is not present, he or she must have provided the Nominating Committee with his/her written consent to be nominated as an officer.
- D. The election of officers shall be by signed attendance for ballot distribution. Fifty percent +1 vote shall be required to elect.
- E. If the biennial election is not held on the day fixed in Section A of this article, a special election may be called immediately at the request of at least 10% of the organization's members as stated in Article IV A-E, such election to be conducted in the manner above provided for regular elections.

**ARTICLE VI  
EXECUTIVE BOARD**

- A. The Executive Board members shall formulate policies, authorize expenditures, plan activities, and make recommendations independently to the extent the LCDCC has authorized in advance by resolution, but otherwise subject to final approval by the LCDCC.
- B. The Executive Board shall be comprised of the following elected and appointed voting members:
- The elected officers of the LCDCC.
  - The Immediate Past Chair of the LCDCC.
  - The Parliamentarian (as appointed by the chair)

**Article VII  
ARTICLE IV -- DUTIES**

- A. **Precinct Committee Officers (PCOs)** are expected to promote the Democratic Party in their precincts, assist in the election of Democrats, regularly attend LCDCC meetings, participate in the work of the Party, and to contribute to the work of the party. A validly-elected PCO takes office on December 1 following their election. Terms last for two years, and can only end prematurely with the death, resignation, or disqualification (i.e. because they no longer live in the precinct served) of the PCO. Access to Vote-builder, and other privileges given to PCO's may be granted at the sole discretion of the Chair and the Executive Board. The State Party does not require that such privileges be given to all PCOs'.
- B. The **County Chair** shall be the presiding officer of the LCDCC and of the Executive Board. The Chair shall encourage Board and PCO participation, activate committees, delegate responsibilities, and exercise leadership to strengthen the party consistent with the decisions and directions of the LCDCC. The Chair shall act as spokesperson for the LCDCC and direct the organization in a manner consistent with Executive Board strategy and decisions. The Chair shall convene and conduct LCDCC and Executive Board meetings and other special meetings required to execute the functions of the LCDCC. The Chair shall convene the Lewis County Democratic Convention.

- C. The **First Vice Chair** shall perform those responsibilities delegated by the Chair and shall preside at meetings in the absence of the Chair. In the event of the resignation, death or dismissal of the Chair, the First Vice Chair shall assume the role of Chair for the remainder of the term.
- D. The **Second Vice Chair** shall perform those responsibilities delegated by the Chair and shall preside at meetings in the absence of the Chair and Vice Chair. The Second Vice Chair will also take on the duties of Sargent at Arms.
- E. The **Secretary** shall keep minutes and maintain a sign-in attendance record of all LCDCC meetings and LCDCC Executive Board meetings. The Secretary shall have readily available upon request such papers as meeting minutes, lists of LCDCC members (including current PCOs) and Executive Board members, Bylaws, Charter, The Secretary shall provide an electronic draft of the minutes to committee members prior to the next meeting.
- F. The **Treasurer** shall receive and disburse all funds of the organization. They shall keep a record of receipts and disbursements, and they shall prepare a monthly financial report to be presented at each meeting of the organization. At the end of each calendar year they shall submit his/her accounts for auditing. They shall be responsible for compliance with Public Disclosure requirements as described in Article XI Revenues and Operating Policies. They may be bonded in such amount as the Executive Committee may determine.

The Treasurer shall deposit funds in such financial institutions as are approved by the Executive Board within the time period requested by law. All disbursements shall be made by check signed by the Treasurer **or** Chair.

- G. The (2) **State Committee Persons** shall represent the county at the WSDCC meetings, being cognizant of the wishes and instructions of the LCDCC, and shall apprise the LCDCC on the activities of the State organization
- H. The **LCDCC** will work cooperatively with the 3rd Congressional District. 20th Legislative district Central Committee and the 19th Legislative District Central Committee, and/or any other Legislative District Committee whose boundaries include a portion of Lewis County, to seek recruitment of candidates and to elect Democrats to the State Legislature and to coordinate campaign efforts across county lines that exist within any district. A liaison to the 3rd Congressional District and the 19th and 20<sup>th</sup> Legislative District Central Committee shall be appointed by the Chair.

- I. The Executive Board may constitute a committee to meet with and/or interview all State and County Democratic candidates on the ballot in Lewis County.
- J. Elected officers of the LCDCC will recommend the distribution of any **non-exempt funds**. **Non-exempt funds are** defined as monies to the county party for distribution to campaigns within the county or legislative districts wherein a portion thereof is located within the borders of Lewis County. Approval for distribution shall be by a vote of the membership at a general meeting.

### **Article VIII DISCIPLINE**

- A. Charges against any officer of the Executive Board which could lead to his or her recall must be referred to the Executive Board in writing. Upon receipt of such charges the said Board shall hold hearings which all parties concerned may attend and be heard. Said parties shall have seven (7) days prior written notice of such hearings. The Executive Board shall make known to all Central Committee members their recommendations.
- B. After receipt of the recommendation of the Executive Board, the charges against an officer shall be voted upon at the next regular meeting. The Secretary shall send written notice of the meeting to all members at least five (5) days prior to such meeting. No officer shall be recalled without a two-thirds vote of the members present.
- C. Failure of any officer to attend three consecutive meetings without good and valid reason approved by a vote of the Executive Board, shall be recognized as a formal resignation of office in the Executive Board
- D. Meetings will adhere to Roberts Rules of Order. Ref: Latest Revision. (11<sup>th</sup>)

### **Article IX MEETINGS AND QUORUMS**

- A. The biennial organizational meeting shall be held in compliance with state law RCW 29.42.030, which reads in part that authorized officers of the retiring committee shall cause notice of the time and place of such meeting to be mailed, or communicated electronically, to each PCO, and that the meeting shall be held at an easily accessible

location within the county. The organizational meeting shall elect officers and shall appoint a committee to review and propose amendments to these Bylaws.

- B. Regular meetings shall be held on a date to be determined by the Executive Committee. The County Chair shall be responsible for setting the time and place. Notices of meetings shall be made by any means designed to provide reasonable notice including but not limited to email, listing on the party website, or by regular mail.
- C. Executive Board meetings shall be held at a time and place established by the Chair and made known to LCDCC members.
- D. Special meetings of the LCDCC and/or the Executive Board shall be held at the order of the Chair or by written request to the Chair of seven (7) Executive Board Members. The Chair shall set the meeting date, which must be within fifteen (15) days of such a request.
- E. The members present shall constitute a quorum at any regularly scheduled LCDCC or Executive Board meeting of which proper notice has been given.
- F. In the event a public emergency or natural disaster makes the holding of an in-person meeting of the organization unlawful or impossible, the organization may conduct its meetings by electronic or other remote access means as reasonably necessary for the duration of the emergency or disaster; provided that the organization shall use its best efforts to implement any such electronic meetings with full regard for the need to maintain as much as possible accessibility for all members. Including those with disabilities and those who lack access to sophisticated technology tools. Any action that could be taken at an in-person meeting, including bylaws amendments, may also be taken at a electronic meeting held pursuant to this clause but any action taken at any such electronic meeting shall be subject to ratification at the first regular meeting of the organization held after such electronic meeting or meetings.
- G. When combination in-person and electronic meetings are attended all rules for the attendees shall apply. All meeting notifications shall be set for both types of meetings if the intent is to hold the meetings simultaneously. Meetings that are only electronic will be stated as such, In person will be stated as such and Simultaneously will be stated as such in the meeting notification.

## **Article X FINANCE**

- A. Revenue may be raised as recommended by the Executive Board and reported to the LCDCC.
- B. Funds shall be distributed at the direction of the Executive Board and reported to the LCDCC.
- C. No committee shall incur any expenditure exceeding \$50.00 involving the organization unless authorized to do so by the Executive Board:
- D. Exempt and Non-exempt Accounts and methods of disbursements:
  - 1. **The Exempt Account**, or Operating Fund, shall be utilized to fund the organization's operating expenses such as party mailings, maintenance and staffing of a campaign headquarters, and other forms of support provided by law.  
Disbursements from the Exempt Account will be made in accordance with the organization's Exempt account budget.

2. **The Non-Exempt Account**, or Political Action Fund, shall be utilized to provide direct financial support to candidates in accordance with Chapter 42.17 RCW.

All proceeds from the organization's Non-Exempt fundraisers shall initially be deposited into the Non-Exempt Account.

Financial contributions to candidates from the Non-Exempt Account shall be made at the discretion of the Executive Board.

The Non-Exempt (Political Action) Fund will be utilized primarily to provide Direct financial contributions to candidates for county offices.

The emphasis of contributions will be to assist candidates in close races who have well-designed campaigns.

Washington State Law allows for the transfer of funds from Non-Exempt (political action) Accounts to Exempt (operating) Accounts, but prohibits the transfer of funds from Exempt Accounts to Non-Exempt Accounts. Therefore, all proceeds from the organization's fundraisers shall initially be deposited into the Non-Exempt



Account and maintained there until such time as the Treasurer needs to transfer funds to pay for Exempt Account (operating) expenses.

- E. **Fiscal Year.** The organization’s fiscal year shall be the calendar year beginning January 1 and ending the following December 31.

**Article XI  
COMMITTEES**

Standing Committees – There shall be the following standing committees:

**PCO Development** - the filling of Precinct Committee Officer positions, and PCO general training and education. The chairperson of the committee also shall provide each newly elected and appointed Precinct Committee Officer with the following tools within three months of taking office, if at all possible, to enable him/her to do an efficient job.

Copy of current LCDCC county bylaws and platform.

**Other Committees** – The LCDCC Chair, subject to the approval by the Executive Board, may create other committees and nominate or appoint chairs of other standing or temporary committees as the need may arise. These committees may include: special events, individual fundraisers among others. Committee Chairs and/or members who fail to perform shall be subject to removal and dismissal by the County Chair, with the consent of the Executive Board.

**Article XII  
RULES OF PROCEDURE**

- A. Any member may resign from their position as Precinct Committee Officer. The resignation shall be submitted in writing to the Executive Board and shall become effective when accepted by the organization.
- B. Resignation of LCDCC Executive Board. An LCDCC executive board member must resign upon filing for or publicly announcing candidacy for a paid elective public office, being elected or appointed to another elective office in the LCDCC. Notice of resignation must be presented to the Executive Board in writing. An elected LCDCC officer will be considered to have resigned upon missing three meetings during the fiscal year (executive board and general) without submitting notification.

- C. Any mid-term vacancies in the offices of the LCDCC shall be filled by appointment of the Central Committee Chairperson, with confirmation of said appointment by mail ballot of a majority of all duly elected or appointed and confirmed Precinct Committee Officers and special members. A majority shall consist of over 50% of all ballots received by the secretary within 15 days of the date of the mailing.
- D. **Request for Funds.** All budget requests shall be presented in writing to the Executive Board who may direct the request to the Budget and Finance Committee if appropriate for review and recommendation.
- E. **Endorsements.** In a contested primary election, the LCDCC shall not endorse the candidacy of any person for public office. Individual members, however, may do so, but shall not state or imply that this is in their capacity as elected party officers. LCDCC endorsement of a candidate shall be made by a formal motion of endorsement approved by a majority vote at a regularly scheduled meeting.

After the Primary Election, approved candidates who have won a place on the ballot for the General Election shall be considered for endorsement by the LCDCC.

Consideration of Endorsement may be accomplished after filing week:

- 1) Multiple candidates for Democratic PCO position
- 2) No other Democrat has filed for a position.

### **Article XIII AMENDMENTS**

- A. These bylaws may be amended at any regular meeting of the LCDCC by a majority vote; PROVIDED, that the proposed amendment was submitted in writing at a previous meeting and that the written notice of the proposed amendment has been given to the members not less than seven (7) days prior to the scheduled meeting.
- B. No later than the first meeting following the organization meeting, the Chairperson shall appoint a Bylaws Committee which shall meet and make recommendations of revisions and adoptions to be presented to the body of the LCDCC for consideration and ratification.

### **Article XIV PARLIAMENTARY PROCEDURE**

“Robert’s Rules of Order, Revised” Edition 12, shall be the parliamentary authority in all matters of procedure not specifically covered by these bylaws.

APPROVED AND ADOPTED BY THE LEWIS COUNTY DEMOCRATIC CENTRAL COMMITTEE ON 12/5/2020 .

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Carolyn Brock, Chair

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Sheila Teeter-Johnson, Secretary

2020/12