



1 shall be as specified in the policy on dues. Annual dues are credited for  
2 membership for the calendar year in which they are received, except that dues  
3 received in November or December may be credited for membership in the  
4 following year.

### 5 **Section 3. VOTING PRIVILEGES.**

6 All members shall have full voting privileges on matters coming before the body  
7 with the following exceptions as per Statutes of the State of Washington, State  
8 Party Bylaws, and these Bylaws:

- 9 A. Only Resident Precinct Committee Officers may vote to elect or remove  
10 officers.
- 11 B. Only Resident Precinct Committee Officers may vote to recommend  
12 appointments to fill vacancies for public office.
- 13 C. Only Resident Precinct Committee Officers may vote on the adoption or  
14 amendment of these Bylaws.
- 15 D. Only Democrats who are members of the 23<sup>rd</sup> Legislative District at least  
16 twenty-eight (28) calendar days prior to the 23<sup>rd</sup> LD meeting where voting will  
17 take place, are eligible to vote on candidate endorsements/approvals and  
18 positions on non-candidate ballot measures.

## 19 **ARTICLE IV. OFFICERS**

### 20 **Section 1. ELIGIBILITY.**

21 Any member in good standing of the 23rd Central Committee shall be eligible to  
22 hold any office, provided the Chairperson and Vice Chairperson are of opposite  
23 gender.

### 24 **Section 2. ELECTED OFFICERS.**

25 The elected officers of this organization, who shall be elected at each organizational  
26 meeting, shall consist of the following:

- 27 A. Chairperson
- 28 B. Vice Chairperson
- 29 C. Treasurer
- 30 D. State Committeeman
- 31 E. State Committeewoman

### 32 **Section 3. APPOINTED OFFICERS.**

33 Appointed officers shall consist of the following:

- 34 A. A Secretary shall be appointed by the Chairperson, and such Assistant  
35 Secretaries may be appointed by the Chairperson as necessary to conduct the  
36 business of the organization.
- 37 B. A Sergeant-at-Arms may be appointed by the Chairperson.

- 1 C. A Parliamentarian may be appointed by the Chairperson to advise on  
2 procedural issues and assist the Chairperson as requested.

3 **Section 4. TERMS OF OFFICE.**

4 The officers of this organization shall serve terms of office as follows:

- 5 A. Elected officers shall serve two year terms beginning immediately with the  
6 organizational meeting at which they are elected and ending at the following  
7 organizational meeting upon election of their successors, with the following  
8 exceptions:
- 9 1. An officer elected for whatever reason in the interim of organizational  
10 meetings shall serve until the following organizational meeting and the  
11 election of their successors;
  - 12 2. Resignation; and
  - 13 3. Removal from office by the membership.
- 14 B. Appointed officers shall serve terms concurrent with the Chairperson who  
15 appointed them or until such time as they are discharged from their duties by  
16 the appointing Chairperson.
- 17 C. Appointed officers serve at the pleasure of the Chairperson and may be  
18 dismissed by the Chairperson.

19 **Section 5. ELECTION OF OFFICERS.**

20 Any member of the 23rd Central Committee may nominate another member for  
21 office. Election of officers shall be by one of the following methods:

- 22 A. Regular election of officers shall:
- 23 1. Occur at each biennial organizational meeting;
  - 24 2. Be conducted by signed paper ballot except that when there is only one  
25 nominee for an office the election may be by voice vote; and
  - 26 3. Require a simple majority (50% +1) of Resident Precinct Committee  
27 Officers present and voting for election.
- 28 B. Special election of officers shall be conducted in the same manner as regular  
29 elections with the following exception:
- 30 They shall occur at the next regular meeting of the organization following a  
31 vacancy in office, provided that the Resident Precinct Committee Officers have  
32 received official notice at least seven (7) days prior to the meeting.

33 **Section 6. REMOVAL FROM OFFICE.**

34 Removal of an officer from office or a member at large from the Executive Board  
35 may be accomplished by the following methods:

- 36 A. Any officer may resign from office by submitting a written resignation which  
37 shall become effective upon approval by the Executive Board.
- 38 B. Any officer/Executive Board member shall be removed from office for failure to  
39 discharge the duties of the office to the satisfaction of the electing body (PCOs

1 for officers and membership for Executive Board members), provided:

- 2 1. The charges for removal are in writing and signed by at least five (5)  
3 Resident Precinct Committee Officers.
- 4 2. The officer so charged and the membership-at-large received written  
5 notice of the charges at least seven (7) days before the meeting at which  
6 the charges are to be addressed.
- 7 3. The officer charged has the opportunity to address the membership.
- 8 4. Two-thirds of the electing body (PCOs for officers and membership for  
9 Executive Board members) present and voting cast ballots in favor of  
10 removal.

## 11 **ARTICLE V. DUTIES OF OFFICERS**

### 12 **Section 1. CHAIRPERSON.**

13 The Chairperson shall:

- 14 A. Serve as the chief administrative officer and official spokesperson of this  
15 organization.
- 16 B. Preside at all meetings of the 23rd Central Committee, as well as those of the  
17 Executive Board.
- 18 C. Appoint all standing and special committees and serve as ex officio member  
19 thereof.
- 20 D. Appoint the Secretary, Sergeant-at-Arms, Deputy Treasurer, and  
21 Parliamentarian, as necessary.
- 22 E. Recommend appointment of precinct committee officers to fill vacancies to the  
23 Chairperson of any County Democratic Central Committee of those counties  
24 having precincts within the 23rd Legislative District
- 25 F. Sign checks on the treasury when the Treasurer is not available.
- 26 G. Advise and assist approved and endorsed Democratic candidates for national,  
27 state and county offices within the 23rd Legislative District.
- 28 H. Maintain a complete up-to-date mailing list of all precinct committee officers of  
29 the 23rd Central Committee.
- 30 I. Perform all other duties pertaining to the office of Chairperson.

### 31 **Section 2. VICE CHAIRPERSON.**

32 The Vice Chairperson shall:

- 33 A. Assist the Chairperson in discharging the duties of that office.
- 34 B. Perform the duties of the Chairperson in the absence or inability of that officer  
35 to act.
- 36 C. Assume the office of Chairperson in case of a vacancy in that office until the  
37 vacancy is filled.

**1 Section 3. SECRETARY.**

2 The Secretary shall:

- 3 A. Send notices of and keep record of all meetings of the 23rd Central  
4 Committee, as well as of the Executive Board.
- 5 B. Keep a copy of the formal reports of the 23rd Central Committee officers and  
6 committees.
- 7 C. Keep minutes of the 23rd Central Committee and Executive Board meetings.

**8 Section 4. TREASURER.**

9 The Treasurer shall:

- 10 A. Receive all moneys of the 23rd Central Committee, issuing receipts for moneys  
11 received upon request, keeping an accurate record of, and paying out same by  
12 check signed by himself/herself or the Chairperson, as authorized by the  
13 approved budget.
- 14 B. Make a complete financial report at any time upon the request of the  
15 Chairperson or upon the request of the Executive Board.
- 16 C. Keep records and file all reports required for compliance with the Public  
17 Disclosure Commission (PDC).
- 18 D. Serve as chairperson of the budget committee which shall prepare a two-year  
19 budget for submission to the Central Committee for adoption. The 23rd  
20 Central Committee may authorize additional expenditures by majority vote.
- 21 The Executive Board and Executive Committee may reallocate funds within the  
22 budget. Additionally, in even numbered election years, after the last regularly  
23 scheduled membership meeting and before the date of the general election,  
24 the Executive Board may authorize additional contributions to endorsed  
25 candidates/issues only to the extent of revenues exceeding those spelled out  
26 in the approved budget.
- 27 E. Maintain a list of those persons who have paid their dues and are members in  
28 good standing of the 23rd Central Committee.
- 29 F. The books of the Treasurer shall be audited after each general election, by an  
30 Auditing Committee of at least three members, or at any time by action of the  
31 Executive Board.

**32 Section 5. STATE LEGISLATIVE DISTRICT COMMITTEEMAN AND STATE  
33 LEGISLATIVE DISTRICT COMMITTEEWOMAN.**

34 The State Committeeman and State Committeewoman shall:

- 35 A. Act as liaison officers between the State Democratic Party and the 23rd  
36 Legislative District Democrats.
- 37 B. Attend all meetings of the Washington State Democratic Central Committee  
38 and report on those proceedings to the Central Committee.
- 39 C. Per the provisions of Article IV, Section 6, be removed from his/her elected  
40 office for failure to attend two (2) consecutive meetings of the State Central

1 Committee without being excused by the Chairperson and giving his/her proxy  
2 to another member to represent the 23 Legislative District.

3 **Section 6. SERGEANT-AT-ARMS.**

4 The Sergeant-at-Arms shall:

- 5 A. Perform the ordinary duties of the office as requested by the Chairperson.  
6 B. Ensure that all members voting at regular and special meetings are members  
7 in good standing of the 23rd Central Committee

8 **Section 7. ASSISTANT SECRETARIES.**

9 Assistant Secretaries, if any, shall perform their duties under the direction of the  
10 Chairperson.

11 **ARTICLE VI. MEETINGS**

12 **Section 1. ATTENDANCE.**

13 Meetings of the 23rd Central Committee are open to all Democrats, the public, and  
14 the press.

15 **Section 2. REGULAR MEETINGS.**

16 Regular meetings of this organization shall be held at least quarterly during each  
17 year. Written notices for all such meetings shall be sent to each member at least  
18 seven (7) days in advance of each meeting.

19 **Section 3. BIENNIAL ORGANIZATIONAL MEETINGS.**

20 The biennial organization meeting shall be held after the State general election in  
21 even-numbered years as specified by State Law and State Party Rules. Notice of  
22 such meeting shall be mailed to each Resident Precinct Committee Officer at least  
23 seven (7) days prior to the date of the meeting.

24 **Section 4. BIENNIAL ORGANIZATIONAL MEETING PROCEDURES.**

25 The organizational meeting shall be called to order by the first enumerated of the  
26 following officers present: Chairperson, Vice Chairperson, or Treasurer, who shall  
27 appoint a Secretary Pro-Tem and preside until the election of a Chairperson Pro-  
28 Tem.

29 **Section 5. ACCEPTANCE OF BY-LAWS.**

30 The first order of business following the election of officers at biennial  
31 organizational meetings shall be the acceptance of bylaws. The 23rd Central  
32 Committee shall operate under the old bylaws until this task is accomplished by a  
33 majority vote (50% + 1) on any of the following actions:

- 34 A. Approval of the current bylaws.  
35 B. Amendment of the current bylaws followed by approval.  
36 C. Adoption of new bylaws.

1 **Section 6. SPECIAL MEETINGS.**

2 Special meetings of the Central Committee may be called by the Chairperson, or in  
3 the Chairperson's absence or incapacity by the Vice Chairperson, or by any other  
4 officer in the absence of the Chairperson and the Vice Chairperson, the Executive  
5 Board, or any ten (10) Resident Precinct Committee Officers, provided:

- 6 A. The call is delivered in writing,  
7 B. The call states the reason for the special meeting, and  
8 C. The call has been mailed to all voting members at least ten (10) days before  
9 the meeting is to take place.

10 **Section 7. ABSENTEE AND PROXY BALLOTS.**

11 Absentee or proxy ballots are prohibited.

12 **Section 8. MEETING QUORUM.**

13 Twenty (20) percent of the members of the 23rd Central Committee or Twenty (20)  
14 percent of Precinct Committee Officers shall constitute a quorum at any regular  
15 meeting of the 23rd Central Committee.

16 **Section 9. PARLIAMENTARY AUTHORITY.**

17 Robert's Rules of Order, latest edition, shall be the parliamentary authority of all  
18 matters of procedure not specifically covered by these by-laws.

19 **ARTICLE VII. EXECUTIVE BOARD**

20 **Section 1. MEMBERSHIP.**

21 The following members shall constitute the Executive Board:

- 22 A. The elected officers listed in ARTICLE V.  
23 B. A secretary appointed by the Chairperson.  
24 C. Eight members, who shall be elected by majority vote (50% +1) of the 23rd  
25 Central Committee at the first regular meeting subsequent to the biennial  
26 organizational meeting. The following restrictions shall apply:  
27 1. At least one member shall be elected from within the geographic  
28 boundaries of the four school districts within the 23rd Legislative District;  
29 and  
30 2. No more than five of the members elected shall be of the same gender.  
31 D. The County Chairperson of those counties having precincts included in the  
32 23rd Legislative District shall be an ex-officio member.

33 **Section 2. EXECUTIVE BOARD FUNCTION.**

34 The Executive Board shall:

- 35 A. Conduct the business of the 23rd Central Committee during the intervals  
36 between regular meetings.

- 1 B. Make recommendations to the 23rd Central Committee upon matters of  
2 concern to the membership.
- 3 C. Perform such specific functions and duties as are authorized or required in the  
4 by-laws or by resolution of the 23rd Central Committee.
- 5 D. Meet at the call of the Chairperson with five (5) of the members present to  
6 constitute a quorum.

7 **Section 3. LIMITATIONS.**

8 The Executive Board cannot negate any action taken by the 23rd Central  
9 Committee.

10 **Section 4. EXECUTIVE BOARD CHAIR AND SUCCESSION.**

11 The Chairperson of the 23rd Central Committee shall be the Chairperson of the  
12 Executive Board, and in that officer's absence the succession shall fall as  
13 enumerated in Article VI, Section 4.

14 **ARTICLE VIII. COMMITTEES**

15 **Section 1. EXECUTIVE COMMITTEE.**

16 The elected officers shall constitute the Executive Committee, which shall assume  
17 all duties of the Executive Board between meetings of that body, except that the  
18 subordinate body cannot overturn any action taken by its superior. The Executive  
19 Committee may reallocate funds within the budget.

20 **Section 2. SPECIAL AND STANDING COMMITTEES.**

21 All Committees shall be created by the Chairperson of the 23rd Central Committee,  
22 either by the Chair's authorization or by direction of the 23rd Central Committee  
23 with the following exceptions:

- 24 A. Those Committees dictated by State or National Democratic Party Rules, and  
25 B. Those Committees required by the Bylaws of the 23rd Central Committee.

26 **Section 3. COMMITTEE MEMBERSHIP.**

27 All committees must have at least three members appointed by the Chairperson  
28 except those whose membership must be selected in accordance with State and  
29 National Democratic Party Rules.

30 **Section 4. COMMITTEE REPORTS.**

31 Chairpersons of standing committees shall present plans of how their assigned task  
32 is to be accomplished to the Executive Board. Progress reports on Committee work  
33 shall be made as requested by the Chairperson of the 23rd Central Committee.

34 **Section 5. COMMITTEE EXPENDITURES.**

35 No committee shall incur any expenditure involving this organization unless  
36 authorized.



1 **Section 6. CONTINUITY OF RECORDS.**

2 Retiring Committee Chairs must relinquish all books, records, and supplies upon  
3 retirement.

4 **ARTICLE IX. ENDORSEMENTS, APPROVAL AND APPOINTMENTS**

5 **Section 1. ENDORSEMENTS AND APPROVAL OF CANDIDATES.**

6 The 23rd Central Committee may take the following actions with respect to support  
7 for candidates seeking elected office:

8 A. Endorsement and full support by the body. Endorsement shall:

- 9 1. Be limited to one candidate per office in each primary or general election;  
10 2. Require a 75% majority of the members present and voting;  
11 3. Take precedence over any other action for a particular office; and  
12 4. Be the sole action that shall be taken for an elected position in which it is  
13 bestowed.

14 B. Approval, allowing candidates access to mailing lists and other assistance as  
15 the Executive Board feels is prudent. Approval requires a simple majority  
16 (50%+1) of the members present and voting and may be granted to more  
17 than one candidate per elected position.

18 C. Non-endorsement with no official support from the 23rd Central Committee.

19 D. No action.

20 **Section 2. ENDORSEMENT OF OTHER BALLOT MEASURES.**

21 The 23rd Central Committee , upon a 75% majority of those present and voting,  
22 may take the following actions with respect to support for levy proposals,  
23 initiatives, or other ballot measures in which there are no candidates:

24 A. Endorsement and support for the measure,

25 B. Opposition and support against the measure

26 **Section 3. PROCEDURE FOR SEEKING ENDORSEMENT OR APPROVAL.**

27 Candidates or Election Committees seeking assistance from the 23rd Central  
28 Committee shall contact the Chairperson, who shall present the request to the  
29 Executive Board and may request the candidate to:

30 A. Submit a written application to the Executive Board.

31 B. Appear in person before the Executive Board.

32 **Section 4. EXECUTIVE BOARD RESPONSIBILITY.**

33 The Executive Board shall act as a screening committee for candidates seeking  
34 support from the 23rd Central Committee. Upon receipt of a request from the  
35 Chairperson and such information as the Board deems sufficient, the Board shall  
36 make a recommendation to the 23rd Central Committee regarding candidates or

1 other ballot measures.

2 **Section 5. APPOINTMENTS TO PUBLIC OFFICE.**

3 When the 23rd Central Committee is required to present recommendations to fill a  
4 vacancy in public office, such recommendation shall be made in accordance with  
5 the Statutes of the State of Washington and Washington State Democratic Party  
6 Rules, however, the body as a whole may make recommendations to Resident  
7 Precinct Committee Officers.

8 **ARTICLE X. DISTRICT CONVENTION**

9 The District Convention shall be held and conducted on the call of the Chair in even  
10 numbered years in conformity with State and National Democratic Party rules.

11 **ARTICLE XI. AMENDMENT OF BYLAWS**

12 **Section 1. AMENDMENT PROCEDURES.**

13 These by-laws may be amended at any regular meeting by a two-thirds majority of  
14 the Resident Precinct Committee Officers present and voting, provided:

- 15 A. Written notice of such proposed action was included in the notice of the  
16 meeting, or
- 17 B. The proposed action was presented at the previous regular meeting.

18 **ARTICLE XII. AUTHORITY OF BYLAWS**

19 **Section 1. REPLACEMENT CLAUSE.**

20 These by-laws supersede and replace any previous by-laws passed by the 23rd  
21 Legislative District Democratic Central Committee.

22 **Section 2. CONFLICTS OF AUTHORITY.**

23 Where these by-laws conflict with the Statutes or Regulations of the State of  
24 Washington or the bylaws or rules of State or Federal Democratic Party  
25 Organizations the higher authority shall take precedence.

26 **Section 3. POLICIES**

27 The 23rd Legislative District Democratic Central Committee shall fulfill its mission  
28 under rules and procedures spelled out in these by-laws and/or in policies approved  
29 by the Central Committee supporting these by-laws. Such policies shall be initially  
30 approved, subsequently amended or deleted by majority vote (50%+1) of the  
31 Central Committee. Such policies shall be appended to and maintained with the by-  
32 laws.

33 **ARTICLE XIII. HISTORY OF BYLAWS**

34 These bylaws were adopted on January 5th, 1997, and have been amended as  
35 recorded below:

1 March 9, 1997  
2 January 3, 1999  
3 February 11, 2001  
4 December 12, 2004  
5 December 10, 2006  
6 December 14, 2008  
7 December 12, 2010  
8 December 9, 2014  
9

10 POLICY 2005-1 23rd LD Travel Expense Reimbursement Policy  
11

12 This policy is to cover at least partial reimbursements for expenses of officers or  
13 members of the 23<sup>rd</sup> Legislative District Democratic Central Committee incurred  
14 while doing business for, or representing, the Committee. At this time the finances  
15 of the Committee are not sufficient to guarantee full reimbursement for all  
16 expenses. Expenses not specified below must be approved in accordance with the  
17 By-Laws. Expenses greater than the amounts specified below must be approved by  
18 vote of the Executive Committee.  
19

- 20 1. **Mileage** – Mileage is intended to only cover the cost of gas. Expenses for gas  
21 will only be paid for trips greater than fifty (50) miles, one-way, from Poulso.  
22 Reimbursement will be based on mileage driven at the rate of \$0.15/mile.  
23  
24 2. **Meals** – (Where the meal is the function being attended, i.e., working  
25 breakfast/lunch/dinner, and is not a fundraiser.) Reimbursement will be paid for  
26 actual cost up to \$50.00.  
27  
28 3. **Meals** – (Where the meals are incidental to the travel, and are not the function  
29 being attended.) Reimbursement will be paid for actual cost up to \$10.00 for  
30 breakfast, \$15.00 for lunch, and \$25.00 for supper.  
31  
32 4. **Other Expenses** – (Other expenses specifically cover ferry fares, taxis and  
33 parking.) Reimbursement for ferry fares and parking will be for actual cost.  
34 Reimbursement for parking will be for actual cost up to \$10.00/day.  
35  
36

37 POLICY 2006-1 Annual Membership Dues  
38

39 The annual membership dues of the 23<sup>rd</sup> Legislative District Democratic Central  
40 Committee shall be \$24.00 per year.