

PROPOSED CHANGES TO THE BYLAWS OF THE 45TH DISTRICT DEMOCRATS CONCERNING COMMITTEES

MAY 2021 UPDATES

As recommended by the Executive Board of the 45th District Democrats and the Administration & Rules Committee

Key to changes

- Sections highlighted in light blue have significant changes
- Sections highlighted in yellow are brand new

Effects of changes

- A new standing committee, Volunteer, is created (see description)
- A special new standing committee, Code of Conduct, is created (see description)
- The Outreach Committee is now Outreach & Recruitment, and its scope has changed
- Membership building work now falls under the umbrella of Fundraising (Fundraising & Membership)
- Data Management's purpose has been more specifically defined
- Committees can now have co-chairs and vice chairs are also explicitly authorized
- Administration & Rules is charged with drafting the Code of Conduct and its enforcement procedures
- Improved sentence fluency and organization in several sections

[Revised] Article XI: Committees

Section 1. Within sixty days of a district reorganization meeting, the Chair shall establish or reestablish the following standing committees by appointing a chair or co-chairs plus at least two other voting members: Administration and Rules, Data Management, Communications, Endorsements, Events and Hospitality, Fundraising and Membership, Legislative Action, Outreach and Recruitment, PCO Support, Technology, and Volunteer. Within fifteen days of a district reorganization meeting, the Chair shall also establish or reestablish two other standing committees: a Finance Committee led by the Treasurer, and a Code of Conduct Committee, which shall have at least five voting members, but shall not have a chair or co-chair.

Section 2. In consultation with the executive board, the Chair may at any time establish ad hoc committees. Every committee so designated shall have a chair or co-chairs and at least two other voting members. Once appointed, committee chairs may designate one or more committee members to serve as vice chairs.

Section 3. The chair or co-chairs of all standing committees other than Code of Conduct shall submit workplans on behalf of their committees to the executive board for approval no later than the date of the February executive board meeting each year, or, if the committee has been reconstituted after January 31st of the current year, thirty days following the appointment of the committee's leadership and members. The chair or chairs of ad hoc committees shall submit a workplan within thirty days of the committee's formation. Every workplan must identify the committee's objectives for that calendar year and a timeframe for accomplishing each one.

Section 4. Committee chairs shall be responsible for calling meetings of their committees as necessary to develop and carry out their workplans. Committee chairs shall provide no less than twenty-four hours' notice when calling any meeting of their committee.

Section 5. Any committee meeting may be held electronically, provided the meeting is conducted using a conferencing medium that allows all participating members to clearly hear each other in real time. Roll call votes must be taken and recorded on any and all motions considered by the committee at an electronic meeting. Notice of the meeting must be provided to all members of the committee at least twenty-four hours in advance of the meeting's start time in accordance with Section 4 of this article, and access instructions must be provided at least one hour in advance. Committees shall abide by the rules adopted by the executive board for the governance of electronic meetings of the executive board. Committee chairs must notify the executive board if a committee member requires assistance connecting to the conferencing medium chosen by the committee for an electronic meeting due to a disability or lack of access to the internet.

Section 6. The Administration and Rules Committee shall be responsible for drafting rules to govern the organization's meetings and committee operations, including the Code of Conduct and enforcement procedures for the Code of Conduct, and drafting updates to these bylaws for consideration by the membership. The committee shall also provide orientation to new members of the executive board and review resolutions submitted by members prior to their consideration by the membership. The committee may propose revisions to submitted resolutions in consultation with the drafters as part of its review process.

Section 7. The Data Management Committee shall be responsible for managing the organization's data systems. The committee shall make reports available for committee activities consistent with privacy and security standards and ensure that data flow is in compliance with campaign finance laws. The committee shall also provision access to VoteBuilder, any coordinated voter contact systems, and any successor voter file system.

Section 8. The Communications Committee shall be responsible for communications between the organization, the membership, and the public, including announcements sent through email or mobile messaging services, the content of the website, social media, press releases, and the creation of voter literature.

Section 9. The Endorsements Committee shall be responsible for vetting candidates, evaluating ballot measures, and making endorsement recommendations to the membership.

Section 10. The Events and Hospitality Committee shall be responsible for hospitality at meetings and the organization of special or seasonal events. The Events and Hospitality Committee shall assist with the organizing of regional events the 45th helps facilitate, such as the annual Eastside Dinner, if requested.

Section 11. The Finance Committee shall be responsible for drafting budgets in consultation with the executive board and assisting the Treasurer in carrying out fiscal and compliance duties. The Finance Committee shall regularly scrutinize reports filed by the organization with the Public Disclosure Commission to check for errors.

Section 12. The Fundraising and Membership Committee shall be responsible for the organization's development. It shall work with the other standing committees and the executive board to strengthen the organization's financial resources and run membership campaigns to grow the organization.

Section 13. The Legislative Action Committee shall be responsible for championing the organization's platform planks and policy priorities at the local, state, and federal levels. It may draft and recommend a legislative priorities agenda each year for adoption by the membership.

Section 14. The Outreach and Recruitment Committee shall be responsible for recruiting new members, increasing participation, and building community relationships with voters, residents, and constituencies within the 45th, and involving those not currently well represented. The committee shall also work with the executive board and representatives of peer local party organizations to identify and recruit candidates for office.

Section 15. The PCO Support Committee shall be responsible for providing precinct committee officers with the tools and resources they need to discharge their duties effectively, and recruiting new PCOs to serve the Democratic Party in precincts within the 45th.

Section 16. The Technology Committee shall be responsible for administration of the organization's website content management system and cyber assets, including its domain registrations, password management, and web hosting. The committee shall additionally be responsible for researching and recommending vendors and platforms for the organization's use at the request of the Chair.

Section 17. The Volunteer Committee shall be responsible for recruiting volunteers for committee membership and other internal roles and tasks, working with executive board members and committee chairs to identify volunteer needs, and facilitating best fit between the two. The Volunteer Committee may also be tasked with coordinating requests for volunteers from outside groups that support the organization's candidates and causes.

Section 18. The Code of Conduct Committee shall be responsible for investigating alleged violations of the organization's Code of Conduct, and recommending remedial actions or sanctions to the executive board upon finding that the code has been violated by a member of the organization. When the committee convenes to investigate or deliberate on a complaint, it shall designate a presiding member for that complaint, who shall lead meetings and present findings to the executive board. The committee shall use a preponderance of the evidence standard when investigating complaints. Members of the organization serving on the executive board may not be members of the committee and may not observe the committee's proceedings without an invitation.

Section 19. At least ninety days prior to any date on which the Washington State Democratic Party has scheduled precinct or legislative district caucuses, the Chair shall establish the following caucus committees by appointing a chair or co-chairs and at least two other members: Logistics, Rules, Credentials, and Platform. The Logistics Committee shall secure any venues that are needed for the caucus or caucuses, the Rules Committee shall develop proposed rules, the Credentials Committee and its on-site representatives shall be responsible for preparing and certifying the list of participants that it has registered after finding them entitled to accreditation, and the Platform Committee shall be responsible for drafting a platform for delegates to the legislative district level to consider, as well as vetting any resolutions that are submitted.

Section 20. Not later than seven days following a general election day in an even numbered year, the Chair shall establish a temporary Reorganization Committee consisting of at least three members of the organization. The Reorganization Committee shall manage preparations for the biennial reorganization of the District, including the possible transfer of signing responsibilities on 45th's financial accounts and the establishment of an online filing system where candidates for officer positions may declare their interest and submit statements of five hundred words or less for precinct committee officers to consider. The Reorganization Committee's responsibilities shall cease after the newly elected officers hold their first executive board meeting of the term.