

# Charter

33rd Legislative District Organization  
State of Washington  
(Revised on March 20, 2017)

## *Preamble*

We, the members of the Democratic Party residing within the Washington State 33rd Legislative District boundaries, in order to contribute to the growth, development and influence of the Democratic Party in our communities, the county, the state and in the nation, to elect declared Democrats and like-minded candidates to public offices of all types, to support the platform of the Democratic Party, and to encourage good citizenship and community responsibility by supporting participation, equal representation, and equal treatment of all, do hereby associate ourselves together and establish this Charter.

## *Article I* *Name*

This organization shall be known formally as the Washington State Thirty-Third Legislative District Democratic Organization. The informal name of this organization shall be the 33rd District Democrats.

## *Article II* *Membership*

**Section 1. Precinct Committee Officers.** All Democratic elected and appointed Precinct Committee Officers (PCOs) who reside in the 33rd Legislative District are automatically members of the 33rd Legislative District Democratic Organization, with full voting rights, upon the beginning of their term. They are not required, though highly encouraged, to pay dues.

*A. Elected Precinct Committee Officers.* Elected Precinct Committee Officers are registered voters residing within the precinct they seek to represent, who are elected in accordance with State Law.

*B. Appointed Precinct Committee Officers.* Appointed Precinct Committee Officers are registered voters residing within the precinct they seek to represent. These officers must complete a King County Democratic Party application form, be approved by the 33rd voting membership at a regular meeting, and be approved by the King County Democratic Central Committee.

*C. Acting Precinct Committee Officers.* Acting Precinct Committee Officers are registered voters residing within a 33<sup>rd</sup> District precinct that is already represented by a PCO, and offers to serve as PCO in a vacant precinct. These officers must complete a King County Democratic Party application form, be approved by the 33<sup>rd</sup> voting membership at a regular meeting, and be approved by the King County Democratic

Central Committee. Once appointed, they may serve the duration of the term, but may not be re-appointed ahead of other candidates who reside within that precinct.

**Section 2. Non-PCO Members.** Any resident, age 18 or above, of the 33rd Legislative District able to independently declare partisan affiliation is eligible to become a Voting Member by participating in a Presidential caucus, attending Party meetings or events, or otherwise publicly and truthfully declaring themselves to be Democrats, and paying annual membership dues. New members shall be eligible to vote and run for office as specified by these bylaws twenty-five (25) days after payment or waiver of dues. Renewing members will have their full membership rights restored immediately upon payment of dues.

**Section 3. Youth Members.** Any person between the age of thirteen and seventeen years old residing within the 33<sup>rd</sup> Legislative District, may hold a youth membership in this organization by supporting the principles of the Democratic Party, and may become a voting member upon payment of annual dues.

**Section 3. Member Rights.** Voting Members may serve in any District Office and shall have the power to vote on such district officers and issues as allowed by these bylaws, state laws, and all applicable Democratic Party Charters and Bylaws. The list of voting members may be made available by request and approval of the Chair.

## **Article III**

### **Dues**

**Section 1. Membership Dues.** An annual membership fee shall be solicited from all members, due at the beginning of each calendar year, to fund operating costs for meeting space, communications, events, etc.

**Section 2. Dues Levels.**

<u>Membership Level</u>	<u>Dues</u>
Newsletter Only (non-voting)	\$10
Student (13-17)	\$10
Basic	\$33
Family (2 voting memberships)	\$50

**Section 3. Participation.** At no time, in keeping with the principles of democracy and the Democratic Party, shall district membership or participation be limited by ability to pay membership dues. A reduced fee shall be offered to those who cannot afford the full cost of annual dues. The Executive Board may grant a waiver of dues for members who request the waiver due to financial hardship.

**Section 4. Use of Funds.** Funds raised through membership dues, donations, and fundraisers in excess of basic operating costs may be used for campaign donations approved by the Executive Board and membership, as allowed by the Washington State Public Disclosure Commission (PDC).

**Section 5. Reporting of Funds.** All membership dues, donations, funds raised and expenditures will be reported to the PDC, as required by Washington State law. Financial reports of revenue and expenditures will be provided to the Executive Board each month, and made available to the membership no less often than quarterly, and upon request.

## **Article IV**

### **Officers**

**Section 1. Elected Officers.** The officers of this organization to be elected every other year at the district re-organization meeting shall be as follows: Chair, Vice Chair, Treasurer, Secretary, Washington State Democratic Central Committee Representatives, King County Democratic Central Committee Representatives and Alternates, and Legislative Action Committee Representatives and Alternate.

A. *Eligibility.* Any person who was a voting member in good standing of the organization in all or part of the previous biennium, whether Precinct Committee Officer or not, is eligible to run for district office.

B. *Gender.* The District Chair and the Vice Chair must be of opposite genders. Committeewomen must be female, Committeemen must be male. There is no gender specification, nor shall there be any gender discrimination for any other offices, elected or appointed.

C. *Terms of office.* Terms of Office for elected officers are approximately two years, commencing at the biannual January re-organization meeting. Officers appointed mid-term shall serve until the next re-organization meeting.

D. *Duties of Elected Officers*

1. *Chair:* Shall be the chief administrative officer of the 33rd District Democrats and shall encourage and direct participation of members in local and statewide Democratic Party activities, shall represent the 33rd District in public and to the media, shall represent the 33rd District at King County Democratic Central Committee meetings and Organization of State Chairs' meetings, shall direct the implementation of policies adopted and authorized by the 33rd District Executive Board, and report on his or her activities at each general district and Executive Board meeting.

2. *Vice Chair:* Shall assist the Chair in the performance of the Chair's duties in the event of his or her absence, Shall be first alternate to the Organization of District Chairs, shall be third alternate to the King County Democratic Central Committee, and shall perform other duties as assigned by the Chair or Executive Board.

3. *Treasurer:* Shall maintain records of all receipts and disbursements of funds of the organization in keeping with all Public Disclosure Commission, local, state, and federal laws and regulations, shall report all financial activity at each Executive Board meeting, shall keep all organizational financial records in balance, shall file Public Disclosure Commission reports as needed and shall perform other duties as assigned by the Chair or Executive Board.

4. *Secretary:* Shall record minutes of all District and Executive Board meetings, shall provide minutes to the Chair within ten (10) days of each meeting, shall maintain contact information for all officers, shall maintain all organizational files and records in a safe and orderly manner, and shall perform other duties as assigned by the Chair or the Executive Board.

5. *Washington State Democratic Central Committee Committeewoman & Committeeman*: Shall attend all meetings of the Washington State Democratic Central Committee and represent the interests of the 33rd District in voice and vote. Shall be the designated 33rd District liaisons to the Chair, staff, and elected members of the Washington State Democratic Central Committee. Shall report upon the activities of the Washington State Democratic Central Committee in a concise fashion, and shall perform other duties as assigned by the Chair or Executive Board.

6. *King County Democratic Central Committee Committeeman & Committeewoman*: Shall attend all meetings of the King County Democratic Central Committee and represent the interests of the 33rd District in voice and vote. Shall be the designated 33rd District liaisons to the Chair, staff, and elected members of the King County Democratic Central Committee. Shall report upon the activities of the King County Democratic Central Committee in a concise fashion, and shall perform other duties as assigned by the Chair or Executive Board.

7. *King County Democratic Central Committee Alternate Committeewoman & Committeeman*: In the absence of the regular representative, shall attend all meetings of the King County Democratic County Committee and represent the interests of the 33rd District in voice and vote. Shall report upon the activities of the King County Democratic Central Committee in a concise fashion, and shall perform other duties as assigned by the Chair or Executive Board.

8. *Legislative Action Committee Representatives (2)*: Shall attend all meetings of the Legislative Action Committee and represent the interests of the 33rd District in voice and vote. Shall be the designated 33rd District liaisons to the Chair and members of the Legislative Action Committee. Shall report upon the activities of the Legislative Action Committee in a concise fashion, and shall perform other duties as assigned by the Chair or Executive Board.

9. *Legislative Action Committee Alternate (1)*: In the absence of either Legislative Action Committee Representative, shall attend all meetings of the Legislative Action Committee and represent the interests of the 33rd District in voice and vote. Shall report upon the activities of the Legislative Action Committee in a concise fashion, and shall perform other duties as assigned by the Chair or Executive Board.

**Section 2. Appointed Officers.** The officers of this organization to be appointed every other year by the Chair, and approved by the Executive Board and general membership, shall be as follows: Parliamentarian, Sergeant-at-Arms, Registrar, PCO Coordinator, Endorsement Committee Chair, Communications Committee Chair, and Events and Outreach Committee Chair.

A. *Duties of Appointed Officers:*

1. *Parliamentarian*: Shall advise the Chair in parliamentary rulings during the business of the District Meetings or Executive Board meetings, to assist the Chair in the interpretation of the District Charter and Standing Rules, and/or the County, State or National Charter, shall chair any district general or Executive Board meetings in the event of the absence of the Chair and Vice Chair, and to

perform other duties as assigned by the Chair or Executive Board.

2. *Sergeant-at-Arms*: Shall assist the Chair and the Parliamentarian in maintaining parliamentary order during all general meetings and Executive Board meetings, shall seek to maintain civil order during meetings, including calling emergency personnel if required, shall lead the membership in orderly behavior in the unlikely event of location evacuation and/or emergency response, and shall perform other duties as assigned by the Chair or Executive Board.

3. *Registrar*: Shall register the names of those voting members in attendance at each general or special district meeting, shall register the names of those requesting new membership at each general meeting, shall record the names of those new members approved at each meeting, shall maintain list of current voting membership, shall serve as credentialing officer for the bi-annual district and King County re-organization meetings, for the Legislative District Caucus, and for the 33rd District at the Congressional District and State Conventions, in accordance with the charter and standing rules of those bodies, and shall perform other duties as assigned by the Chair or Executive Board.

4. *PCO Coordinator*: Shall be chiefly responsible for new member recruitment, especially to serve as elected or appointed PCOS in vacant precincts, shall keep track of PCO applications, respond to requests for information about becoming and serving as a PCO, and shall assist Registrar with maintaining list of members who become eligible to vote by becoming a PCO, shall help to develop relevant communications pertaining to the duties of PCOs, and shall perform other duties as assigned by the Chair or Executive Board.

5. *Committee Chairs*: Each Chair of the Endorsement, Communications, and Events and Outreach Committees shall serve on the Executive Board. Each Chair will lead their respective committees, schedule committee meetings, report on activities, and provide budget requests on behalf of their committees. Committee Chairs will be responsible for recruiting and managing committee members and volunteers, and coordinating with each other and the Executive Board. Committee Chairs may be selected by a vote of their respective committee or by appointment by the Chair of the Executive Board.

6. *King County Young Democrats Representatives*: The King County Young Democrats may nominate a male and female candidate to serve on the 33rd's Executive Board as a King County Young Democrats representative, or the Chair may appoint a representative from the membership.

**Section 3. Chair's Authority to Appoint Officers.** The Chair has the authority to appoint, upon approval of the Executive Board and the general membership, any other officers deemed useful or necessary to the fulfillment of the goals and responsibilities of the 33rd District Democrats organization. These officers serve the same term as elected positions, with terms ending upon the election of a new Chair. The total number of Chair-appointed positions shall be limited so that at no time may the appointed positions plus the Chair equal a majority of the Board.

**Section 4. One-Vote Limit.** No district member may hold more than one permanent office having Executive Board vote, elected or appointed, simultaneously. This does not preclude an Executive Board officer from performing the duties of another office in the event of absence of an officer, vacancy in an office, or assignment by the Chair or the Executive Board.

**Section 5. Failure to Attend Meetings.** If any 33rd District officer fails to attend three (3) consecutive district meetings or Executive Board meetings, without contacting the Chair, Vice Chair or Secretary and providing a reason for absence, such absences shall be considered an official act of resignation.

**Section 6. Chair Vacancy.** A vacancy in the office of the Chair shall be filled by the Vice Chair at the meeting immediately following the confirmation of the vacancy.

**Section 7. Vacancies.** Vacancies in all other Executive Board offices, as defined in Article IV, shall be filled by appointment from the Chair, subject to confirmation by the Executive Board and the general membership. If the appointment of vacant positions by the Chair exceeds the number of Board positions the Chair may appoint, the Vice Chair will appoint vacant positions, subject to confirmation by the Executive Board and the general membership.

## **Article V**

### **Executive Board**

**Section 1. Membership.** The following constitutes the voting membership of the Executive Board of the 33rd District Democrats: Chair, Vice Chair, Treasurer, Secretary, Washington State Democratic Central Committee Representatives, King County Democratic Central Committee Representatives and Alternates, Legislative Action Committee Representatives and Alternates, Parliamentarian, Sergeant-at-Arms, Registrar, PCO Coordinator, King County Young Democrats Representatives, Committee Chairs, and any other duly approved district officers serving by appointment of the Chair shall be voting members of the Executive Board.

**Section 2. Ex-Officio Officers.** Any member in good standing of the 33rd District Democrats holding an elected executive office in the King County Democratic Central Committee, on the Washington State Democratic Central Committee Executive Board or on the Democratic National Committee shall be an ex-officio member of the 33rd District Executive Board.

**Section 3. Meeting Chair.** The District Chair shall chair all Executive Board meetings.

**Section 4. Frequency.** The Executive Board shall meet at the call of the Chair at least once every month.

**Section 5. Notice.** At least seven (7) days' written notice of an Executive Board meeting shall be provided to each Executive Board Member, including date, time, and location.

A. **Emergency Meetings.** For issues of an urgent or timely nature, emergency meetings of the Executive Board may be called with less than seven (7) days' notice by any Executive Board member, provided that no Executive Board member issues a challenge to the action taken at the meeting. Such challenge must be submitted in writing to the Chair or Vice Chair within seven (7) days of the next general district meeting. A good faith effort must be made to contact every member of the Executive Board prior to the emergency meeting. An emergency meeting of the Executive Board does not have to be convened in person, and voting may occur electronically, if all Executive Board members have full access to the voting format.

**Section 6. Purpose.** The Executive Board shall be the governing body of this organization between 33rd District meetings. The Executive Board shall set organizational policy where necessary, especially in the following areas:

- A. Oversee all activities of the organization.
- B. Approve funding and expenditures of all activities, both specific, and discretionary.
- C. Recruit new membership.
- D. Remove officers for just cause.

**Section 7. Quorum.** A quorum of the Executive Board shall consist of no less than fifty percent (50%) plus one (1) of the eligible Executive Board votes, and the Secretary shall call the roll at the beginning of each meeting.

- A. Any meeting at which a quorum is not present shall be deemed a meeting of the committee of the whole.
- B. Decisions made by a committee of the whole meeting shall be non-binding and shall not be implemented until approved at the next General Meeting or official Executive Board meeting at which a quorum is present. Decisions made by a committee of the whole must be included in the notice of the next Executive Board meeting.

## **Article VI**

### **Committees**

**Section 1. Committee Membership and Chairs.** Committee members will be recruited from the membership and Executive Board to perform the functions of each committee, as needed to further the organization's functions and goals. Chairs shall be selected by the Committee members or selected by the Chair of the Executive Board, and approved by the Executive Board and membership.

**Section 2. Communications Committee.** The Communications Committee shall perform duties that communicate meetings, events, actions, endorsements, notices, and other issues of interest to the membership relevant to the purpose of the organization. This may include a newsletter, website, social media, printed materials, and other collateral. A variety of print and electronic formats should be made available and accessible, including to members who are visually impaired and in multiple languages whenever possible and needed to support access to district information.

**Section 3. Events and Outreach Committee.** The Events and Outreach Committee shall be responsible for planning and executing all fundraising, outreach, social, and membership building efforts for the 33<sup>rd</sup> Legislative District approved by the Executive Board, and in coordination with the PCO Coordinator when appropriate. The Committee shall maintain and promote a calendar of events and activities available to members, either planned by the 33<sup>rd</sup> District or otherwise held in the community, that support the interests and goals of the organization.

**Section 4. Endorsement Committee.** The Endorsement Committee shall be responsible for conducting outreach to candidates in races relevant to the 33<sup>rd</sup> District, schedule their endorsement presentations to the membership, and help to manage a smooth endorsement process. The Committee will work with the Communications Committee to post information about the 33<sup>rd</sup> District's endorsement schedule for members, and develop a Voter's Guide or other similar promotional materials about candidates endorsed by the 33<sup>rd</sup> District.

**Section 5. Other Committees.** The Executive Board may create other short-term or standing committees, as needed to further the organization's functions and goals. Committee meetings shall be posted and available to the general membership.

## **Article VII**

### **Removal of Officers**

**Section 1. Impeachment.** The process for removal of any officer, either elected or appointed, shall be as follows:

A. *Grounds.* Grounds for removal shall be misfeasance, malfeasance, or nonfeasance in the performance of an officer's duties.

B. *Charges.* A motion for removal must be made at a regular or special meeting of the Executive Board. Charges demanding removal shall be referred to the Executive Board to ascertain, by two-thirds (2/3) vote, whether or not said charges are proper grounds for removal.

C. *Inability to Charge.* If the Executive Board cannot determine by majority vote that the charges are proper grounds for removal, said charges shall be dropped and stricken from the record.

D. *Impeachment Action.* Once the Executive Board has determined the charges before the body to be proper grounds for removal, the Executive Board shall place the motion for removal on the agenda of the next regularly scheduled general membership meeting. A detailed statement of the charges shall be mailed or emailed to each member in good standing of the general membership at least fifteen (15) days prior to the meeting where the impeachment proceedings will be heard, which shall be held no more than thirty (30) days following the day charges were first brought before the Executive Board.

E. *Right to Face Accuser.* The parties calling for removal of an Executive Board member must be present at the general membership meeting at which removal is considered. The Executive Board member subject to removal must be present, or proof must be offered that the officer subject to removal was notified of the meeting and chose not to attend. If proper notice to the officer was proven to have been delivered, failure to attend will be considered an official act of resignation. The Executive Board member subject to removal must be given the opportunity to respond at or before the meeting at which removal is considered.

F. *Eligibility to Vote on Impeachment.* Only voting members on the membership rolls at the time charges were brought before the Executive Board shall be eligible to vote on the motion for removal. A two-thirds (2/3) affirmative vote of those present and eligible to vote shall be required for removal of an officer.

**Section 2. Resignation or other termination.** Upon the death, resignation or change of residence from the District of a PCO or Board member, the position shall be declared vacant. In the event that an Officer does not attend three consecutive Executive Board or district membership meetings, the Executive Board may declare the position to be vacant. Any vacancy shall be filled for the unexpired term at the next regular or special meeting, provided that written notice shall be made available to all members at least fifteen (15) days in advance of the meeting.

## **Article VIII**

### **Meetings**

**Section 1. Organizational Meetings.** During January of each odd-numbered year or within sixty (60) days of any redistricting action based upon National or State census, the Chair of the King County Democratic Central Committee shall call a meeting of the duly elected Precinct Committee Officers for the purpose of organizing said district. The existing district organization shall function until the district organizational meeting.

**Section 2. Regular Meetings.** The 33rd District Democrats shall meet at the call of the Chair at least once per quarter, preferably once per month, except the month of December.

A. At least ten (10) days' mailed, emailed, or posted notice of a general district meeting shall be available to each voting member, including date, time, and location.

B. The regular meeting of this organization shall be on the third Monday of each month, but may be rescheduled to another date in any month in which the regular date is a legal holiday. The meeting shall be as announced in the newsletter, website, or other means that effectively notifies the membership.

C. A quorum to conduct business shall never consist of less than five members, one of whom is an elected officer. After a meeting is called to order, a quorum shall not be less than fifty percent of the members present at the time the meeting is called to order.

**Section 3. Special Meetings.** Special Meetings may be held at the call of the Chair or the call of fifty percent (50%) of the elected district Officers, or by written petition of ten percent (10%) of the voting members submitted to a member of the Executive Board.

A. At least ten (10) days' mailed, emailed or posted notice of a special district meeting shall be available to each voting member, including date, time, and location.

B. A quorum to conduct business shall never consist of less than five members, one of whom is an elected officer. After a meeting is called to order, a quorum shall not be less than fifty percent of the members present at the time the meeting is called to order.

**Section 4. Proxy Voting.** No proxy voting shall be allowed at any organizational, general, or special district meetings.

## **Article IX**

### **Endorsements**

**Section 1. Endorsement Meetings.** Any regularly scheduled meetings between filing date and the November general election may be open for agenda items relating to endorsements. The agenda need not name specific candidates, offices, or ballot issues, but every effort to provide the membership with a schedule of candidates, offices and ballot issues that will be endorsed at the meeting should be made in advance.

A. *Action.* Action taken may include *Endorsement*, *No Endorsement*, or *No Action*. An Endorsement is specifically positive, No Endorsement is specifically negative, and No Action is as stated -- no action, either positive or negative, is taken at that time.

B. *Process.* To endorse or withhold endorsement requires a specific motion, and a two-thirds (2/3) vote of those members present who are eligible to vote. No Action does not require a specific motion or vote by the body. A motion for Endorsement or No Endorsement for a specific candidate or issue may be brought to the membership no more than two times per election cycle, but an approved motion may not be reversed.

C. *Dual Endorsements.* Candidates must be endorsed individually, but more than one candidate for the same office may be endorsed. Motions for sole endorsement are out of order.

**Section 2. *Endorsement of candidates and ballot measures after primary elections.*** The Executive Board shall schedule an endorsement meeting after the primary election for the purpose of endorsing candidates or ballot measures in the general election, except that no endorsement shall be considered in races where a candidate endorsed by the District before the primary election advances to the general election, or for those candidates or issues failing to receive an endorsement through two prior votes.

**Section 3. *Public Statements and Funds Dispersal.*** No public statement or endorsement may be made or funds dispersed on behalf of candidates without endorsement as specified in this article.

## **Article X** **Resolutions**

**Section 1. *Consideration of resolutions.*** Resolutions for consideration at a District meeting shall be submitted in writing and given to the District Chair in advance of the Executive Board meeting, providing time for consideration and recommendation by the Board to pass on to the membership. All resolutions shall be submitted in writing and signed by the sponsor. Resolutions presented later may be considered at the discretion of the Chair, using the following factors to determine whether a resolution should be considered: the resolution is written and legible, there are sufficient copies available for the membership to review, the resolution is timely, and the resolution will likely be moot if postponed until the next meeting.

**Section 2. *Voting on Resolutions.*** Resolutions for consideration at any regular meeting must be made available to the membership at least five (5) days prior to the meeting and included in the meeting notice. Last minute resolutions may be considered at the general meeting, with two-thirds (2/3) approval of eligible members present and voting to allow consideration. Resolutions brought forward at the reorganization meeting can be brought forward after re-adoption of the Bylaws.

**Section 3. *Referral to Committee.*** The Executive Board may recommend action on a resolution or may refer a resolution to a committee for comment or clarification. At no time shall a resolution brought forward by a member be stalled more than 30 days without action.

## **Article XI** **Amendment Procedure**

**Section 1. *Amendment Procedure.*** Amendments to this Charter shall be adopted only by a two-thirds (2/3) affirmative vote of the voting members attending any regular district meeting, provided such amendment was proposed in writing and mailed, emailed or otherwise made

available to all voting members thirty (30) days prior to the meeting at which such change shall be voted upon.

**Section 2. Effective Date.** Amendments to this Charter shall become effective immediately after adjournment of the meeting at which the change was approved.

## **Article XII**

### **Policy**

**Section 1. Ideals.** It shall be the policy of this organization to endeavor to uphold all ideals set forth in this Charter and by the Democratic Party.

**Section 2. King County Democratic Central Committee Affiliation.** This organization is a part of the King County Democratic Central Committee, shall be in compliance with all Bylaws of the King County Democratic Central Committee, and shall endeavor to carry forth the work of that organization in the 33rd Legislative District.

**Section 3. Senior Party Cooperation.** This organization seeks a cooperative relationship with the Washington State Democratic Central Committee and the Democratic National Committee and shall be guided by the actions of the Democratic Party assembled in state or national convention.

**Section 4. Continuous Function.** This organization functions continuously.

## **Article XIII**

### **Parliamentary Authority**

**Section 1. Rules.** The rules contained in Roberts' Rules of Order Newly Revised 11<sup>th</sup> ed. (Da Capo Press, 2011) shall govern actions of this organization in all cases in which they do not conflict with this charter or with the Charter or Bylaws of the King County Democratic Central Committee, the Washington State Democratic Central Committee, the Democratic National Committee, or the United States Constitution.

**Section 2. Conflict Resolution.** In all cases where this charter is in conflict with any senior party Charter or Bylaws, the conflict shall be resolved in favor of the most senior charter (e.g. the Charter of the Democratic National Committee supersedes the Bylaws of the King County Democratic Central Committee).

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