

1 MARION COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS

2

3 **Article I. Name**

4

5 The name of this organization is the Marion County Democratic Central
6 Committee (MCDCC), *also hereinafter* referred to as the Central Committee.

7

8 **Article II. Goals**

9

10 The goals of the Central Committee are to:

11 ◆ Elect Democratic candidates to public offices at all levels of government,
12 ◆ Assist with the recruitment of candidates,
13 ◆ Support campaigns,
14 ◆ Assist with funding whenever possible,
15 ◆ Promote and communicate Democratic values and principles.

16

17

18 **Article III. Membership**

19

20 All events and meetings are open to the public, but the membership of the
21 Central Committee is ~~composed~~ comprised of elected and appointed Precinct
22 Committee Persons (PCPs). The Central Committee seeks wide representation
23 in the community and prohibits discrimination based on race, gender, age,
24 disability, creed, national origins, ethnic identity, sexual orientation, gender
25 identity, economic status, or marital status.

26

27

1 Section 1. Qualifications

2 A) The membership of the *Marion County Democratic* Central Committee
3 shall be ~~composed~~ **comprised** of Democratic PCPs residing in Marion
4 County, *Oregon*, whether elected at state primary elections or appointed
5 by the *MCDCC Central Committee*.

6 B) A person seeking to be appointed as a PCP must attend at least one
7 Central Committee meeting.

8

9 Section 2. Voting

10 A. State law (**ORS 248.035**) requires that only elected PCPs may vote for
11 officers of *MCDCC Central Committee at the Organizational meeting*.

12 B. PCPs, both elected and appointed, may vote ~~for~~ *on Bylaw amendments*,
13 *budget, resolutions, endorsements*, delegates to the State Central
14 Committee and **the Fifth** Congressional District 5 Committee, **filling**
15 **officer vacancies outside of the Organizational meeting**, and such
16 other Central Committee matters as may arise.

17 C. Persons who are not PCPs may not vote **on matters before the Central**
18 **Committee**.

19

20 Section 3. *Application for Appointed PCPs* **Appointment of Precinct**
21 **Committee Persons**

22 At any meeting after the Organizational Meeting, the Central Committee may
23 ~~elect~~ **appoint**, by majority vote, persons to fill vacant PCP positions. Prospective
24 PCPs shall attend at least one meeting of the Central Committee and apply to
25 the Membership committee. The prospective PCP shall stand for ~~election~~
26 **appointment** at the next Central Committee **meeting** at which they are present.

27 Selection and removal of appointed PCP's shall be in accordance with **state law**

1 (ORS 248.026).

2

3

4 **Article IV. Officers**

5

6 Section 1. Roster

7 Officers of the Central Committee are Chair, ~~two Vice-Chairs~~, **1st Vice-Chair**,
8 **2nd Vice-Chair**, Secretary, and Treasurer. The MCDCC shall strive for gender
9 equity in the selection of Chair and **1st Vice-Chairs**.

10

11 Section 2. Eligibility

12 Any registered Democrat who resides in Marion County is eligible to hold office
13 on the Central Committee. A person elected to an office need not be a member
14 of the county central committee **in accordance with state law** (ORS 248.035
15 (1) (b)).

16

17 Section 3. Election

18 A) Officers are elected **by written ballot, unless the body suspends this**
19 **rule by a two-thirds (2/3) majority vote**, at the bi-annual Organizational
20 Meeting by a majority **vote** of elected PCPs attending.

21 B) Officers are recruited by an ad hoc nominating committee appointed by
22 the Membership Committee two months before the Organizational**al**
23 meeting. Nominations also may be made from the floor at the
24 Organizational**al** Meeting by an elected PCP and added to the ballot. **A PCP**
25 **may speak for a maximum of five minutes about a nominee.**

26 C) Ballots for each office are prepared in writing by the nominating
27 committee.

1 D) Nominations from the floor are added by ballot holders as the nominations
2 are made.

3

4 Section 4. Term of Office

5 A) The officers are elected for terms of approximately two years , or until their
6 successors are elected.

7 B) Officers are limited to three consecutive terms, not including fulfillment of
8 any unexpired term.

9

10 Section 5. Removal of Officers of the Central Committee ~~except Chairs of~~
11 ~~Standing Committees~~

12 Officers are subject to removal for cause by a two-thirds (2/3) majority vote of
13 the Central Committee at any Central Committee meeting. ~~, provided written~~
14 Written notice of the basis for the removal ~~was~~ must be given the officer to be
15 removed at least 10 days before the meeting in which the removal vote is to be
16 held.

17

18 Section 6. Unintended Vacancies

19 A vacancy in any office is filled by a special election at the next meeting after the
20 vacancy occurs or after notice of the resignation is received by the Executive
21 Committee. When the vacancy is due to a ~~recall~~ removal vote per Section 5,
22 the special election is held at the same meeting. Whenever possible, names of
23 available candidates are included in the notice for the meeting at which a special
24 election is to be held.

25

26 Section 7. Duties

27 ~~The retiring officers shall turn over all committee property, records, and funds to~~

1 ~~the newly elected Central Committee officers.~~

2 **The retiring Central Committee officers shall within 7 days of the**
3 **Organizational Meeting turn over all committee property, digital access**
4 **and files, records, and funds to the newly elected officers. All property**
5 **belongs to the office, not the office holder.**

6

7 A. The Chair:

- 8 1. Presides at all meetings of the Central Committee and ~~its~~ **the** Executive
9 Committee.
- 10 2. Is responsible for all committee property, records, **digital files and**
11 **digital access**, and funds of the ~~registered Democrats of Marion~~
12 **County Marion County Central Committee.**
- 13 3. Represents the ~~registered Democrats of Marion County~~ **Marion**
14 **County Central Committee** as a member of the State Central
15 Committee **(SCC)** and the ~~5th~~ **Fifth** Congressional District Committee
16 **(CD5).**
- 17 4. Insures that the succeeding Central Committee meets and is
18 organized.
- 19 5. Appoints a convener for each standing committee at the **Organizational**
20 Meeting. The Chair directs the convener to recruit committee members,
21 organize the committee, and meet with the committee within 30 days of
22 the **Organizational** Meeting. The convener's charge ends when the
23 committee elects its own chair.
- 24 6. The chair appoints a different convener when a standing committee
25 fails to meet within ~~three months~~ **30 days** of the **Organizational**
26 Meeting. **Should the second convener fail to convene the standing**
27 **committee within 30 days, the Executive Committee shall appoint**

1 **a convener who shall convene the standing committee within 15**
2 **days of the appointment.**

3

4 B. First Vice-Chair:

5 1. Presides in the absence of the Chair.
6 2. Assists the Chair with the Chair's duties as requested.
7 3. Represents the ~~registered Democrats of Marion County Marion~~
8 County Central Committee as a member of the State Central
9 Committee and the 5th Congressional District Committee.

10

11 C. Second Vice Chair:

12 1. Presides in the absence of the Chair and First Vice-Chair.
13 2. Assists the Chair with the Chair's duties as requested.

14

15 D. Secretary:

16 1. Takes minutes of all Executive and Central Committee meetings.
17 Minutes are open to inspection by any interested member. A copy of the
18 minutes ~~may be~~ will be provided upon a ~~reasonable~~ member's request
19 within 7 days. ~~The Secretary provides a summary of the minutes to the~~
20 ~~Communications Committee to be included in the newsletter.~~
21 2. Keeps an official copy of the Bylaws and Standing Rules, as currently
22 amended.
23 3. Prepares a written notice of the Organizational Meeting designating the
24 time, date, and place of the meeting and a list of all ~~officers and~~
25 ~~delegates to be elected~~ candidates.
26 4. Files a copy of the Organizational Meeting notice with the Marion
27 County Clerk at least seven days before the meeting and mails or

1 provides an electronic a-copy to the Secretary of the *retiring* State
2 Central Committee.

3 5. Notifies the Marion County Clerk when a Precinct Committee Person
4 ceases to be a resident of the precinct from which that Precinct
5 Committee Person was elected or appointed, or dies, and when a
6 Precinct Committee Person is appointed to fill a vacancy.

7 6. Sends a list of newly elected officers to the Marion County Clerk and the
8 Secretary of the *retiring* State Central Committee within forty-eight hours
9 of the election.

10 7. Is responsible for the Central Committee correspondence as directed by
11 the Chair or the Executive Committee.

12 8. Maintains accurate records of current Precinct Committee **Persons**.

13 9. *Prepares ballots for election of officers.*

14 10. Is responsible for all notices of **General Central Committee** and
15 Executive **Committee** meetings.

16

17 E. The Treasurer:

18 1. Keeps account of all funds received and spent by the *organization*
19 **Central Committee.**

20 2. Is authorized to sign and disburse checks at the direction of the
21 Executive Committee.

22 3. Presents or delegates the presentation of a financial report at *each the*
23 Executive **Committee** and *each the* Central Committee meeting.

24 4. Brings unbudgeted items of \$200.00 **or more to the Executive**
25 **Committee and \$500.00** or more before the Central Committee for
26 approval.

27 5. Keeps the Treasurer's books available for open inspection by any

1 member of the Central Committee, upon 48 hours notice.

2 6. Submits the Treasurer's books for ~~audit~~ inspection at any time required

3 by the Central Committee or ~~its~~ the Executive Committee.

4 7. Submits reports as required by state statute to the Secretary of State's

5 accounting office in a timely manner.

6 8. Assures compliance with state regulations regarding the use of ~~party~~

7 Central Committee funds.

8 9. Creates a budget based on proposals from the Standing Committees

9 and presents it to the Executive Committee for review and to the Central

10 Committee for adoption.

11

12 Committee note: This section has been struck out of its current position and now is Article XII of these

13 bylaws.

14 ~~F. Election of Delegates and Alternates to the State Central Committee~~

15 ~~(SCC) and Congressional District (CD5):~~

16 ~~1. Delegates and Alternates to the State Central Committee and the Fifth~~

17 ~~Congressional District are elected and ranked based on the number of~~

18 ~~votes received at the Organizational Meeting. Those with the most votes~~

19 ~~are Delegates and those with fewer votes are Alternates.~~

20 ~~2. All Delegates and Alternates must attend at least one meeting of the~~

21 ~~Central Committee each quarter. The Central Committee will replace~~

22 ~~Delegates and Alternates that fail to do so.~~

23

24 ~~G. Delegates and Alternates to the State Central Committee and to the Fifth~~

1 *Congressional District:*

- 2 *1. Delegates represent the registered Democrats of Marion County as*
3 *voting members of the State Central Committee and of the Fifth*
4 *Congressional District.*
- 5 *2. Delegates report to the MCDCC on matters of interest to the MCDCC*
6 *and they bring MCDCC concerns to SCC and CD5 committees.*
- 7 *3. Delegates and Alternates to SCC and CD5 committees shall select a*
8 *chair to represent them on the MCDCC Executive Committee.*
- 9 *4. If a delegate is unable to attend his/her meeting, the chair of that*
10 *committee shall select an alternate. The Alternate with the highest*
11 *number of votes as described in Paragraph F (1) shall become the*
12 *substitute delegate.*
- 13 *5. Alternates replacing delegates to a committee meeting have full voting*
14 *privileges for that committee meeting.*

15

16

17 **Article V. General Meetings**

18 Section 1. Number

19 MCDCC shall hold at least six *business* **Central Committee** meetings per year,
20 including the Organizational Meeting.

21

22 Section 2. Organizational Meeting

23 Marion County Democratic Central Committee shall hold an Organizational
24 Meeting *every two years within fifty days after the general election within 25*
25 **months of the previous Organizational Meeting (ORS 248.033)** for the
26 purposes of organizing, adopting bylaws, and electing officers **and delegates**.

27

1

2 **Section 3. Special Meetings**

3 **A Special Meeting may be called by fifteen (15) PCPs by notification which**

4 **includes the purpose of the meeting to the Chair. The Chair must call the**

5 **Special Meeting within ten (10) business days of the notification to the**

6 **Chair. Notice of the Special Meeting must include the purpose of the**

7 **meeting. No other business aside from the stated purpose may be**

8 **conducted at the Special Meeting.**

9

10 **Section 3. 4. Notice**

11 Notice of all meetings shall be mailed or e-mailed to Precinct Committee

12 Persons ~~and to other Central Committee members~~ at least six days before the

13 date of meeting.

14

15 **Section 4. 5. Quorum**

16 A quorum consists of fifteen members of the Central Committee.

17

18

19 **Article VI. Executive Committee**

20 **Section 1. Roster**

21 The Executive Committee consists of the Chair, Vice-Chairs, Secretary,

22 Treasurer, chair of the State Central Committee delegation, chair of the Fifth

23 Congressional District delegation and the chairs of each Standing Committee.

24 The immediate past Chair shall serve as an ex-officio member.

25

26

27 **Section 2. Function of the Executive Committee**

1 A. Sets Proposes agendas for all Central Committee meetings.

2 B. Makes appointments to all positions except where such appointing

3 authority is specified elsewhere in these bylaws, or where such appointment

4 requires a vote of the general membership.

5 B. C. Implements the Bylaws and any other rules adopted by MCDCC, or

6 state law.

7 C. D. Carries out specific actions authorized by the Central Committee.

8 D. E. Coordinates activities of the Standing Committees.

9 E. F. Arranges for an audit inspection of the Treasurer's books ~~at the~~

10 ~~conclusion of the Treasurer's term of office and~~ within sixty days following the

11 Organizational meeting. An ~~Auditing committee~~ Inspection Committee shall

12 be appointed by the Executive Committee and shall consist of three Central

13 Committee members who are not current or outgoing Executive Committee

14 members. Alternatively, an audit may be conducted by a certified public

15 accountant. If a Treasurer resigns before the end of the term, an audit

16 inspection shall be conducted as set forth above.

17 F. G. Acts upon matters requiring immediate attention between meetings

18 of the Central Committee and reports. ~~Deals with housekeeping matters~~

19 ~~and, when necessary, presents~~ these matters ~~to the general~~ at the next

20 Central Committee meeting.

21

22 Section 3. Executive Meetings

23 A. The Chair shall call a meeting of the Executive Committee at least six

24 times per calendar year.

25 B. Each member of the Executive Committee has one vote even if the

26 member holds more than one office or holds an office and is chair of a

27 Standing Committee.

1

2 Section 4. **Authority Quorum**

3 Action by the Executive Committee requires a majority vote of the members
4 ~~attending the Executive Committee.~~

5

6 ~~Section 5. Removal of member of Executive Committee~~

7 ~~A Standing Committee Chair may be removed for cause by a majority vote of~~
8 ~~the Executive Committee. A Standing Committee Chair may also be removed by~~
9 ~~a majority vote of that Standing committee. Written notice of the reason for the~~
10 ~~proposed removal shall be provided to the Standing Committee Chair at least 10~~
11 ~~days before the meeting in which the removal vote is to be held.~~

12

13 **Section 5. Hiring Authority**

14 **The Executive Committee has authority to employ and to release all paid**
15 **personnel for positions approved by the Central Committee.**

16

17

18 **Article VII. Delegates and Alternates to State Central Committee (SCC)**
19 **and Fifth Congressional District (CD5)**

20 **Section 1. Election of Delegates and Alternates to the SCC and CD5**

21 A. **Delegates and Alternates to the SCC and the CD5 are elected by**
22 **majority and ranked based on the number of votes received at the**
23 **Organizational Meeting. Those with the most votes are Delegates and**
24 **those with fewer votes are Alternates.**

25 B. **All Delegates and Alternates must attend at least one meeting of the**
26 **Central Committee each quarter. The Central Committee will replace**
27 **Delegates and Alternates that fail to do so.**

1 C. If a delegate resigns or is removed, the 1st Alternate shall replace that
2 delegate and the remaining Alternates shall move up in rank. The
3 Central Committee shall fill the last Alternate position. The election
4 to fill the last Alternate position shall be held at the next Central
5 Committee meeting after the vacancy occurs.

6

7 **Section 2. Duties of Delegates and Alternates to the SCC and to the CD5**

8 A. Delegates represent the Central Committee as voting members of the
9 SCC and of the CD5.

10 B. Delegates report to the Central Committee on matters of interest to
11 the Central Committee and they bring Central Committee concerns to
12 SCC and CD5 committees.

13 C. Delegates and Alternates to SCC and CD5 committees shall elect a
14 chair to represent them on the Executive Committee.

15 D. If a delegate is unable to attend a SCC or CD5 meeting, the chair of
16 that delegation shall select the highest ranking Alternate present at
17 the SCC or CD5 meeting.

18

19

20 **Article VII/VIII. Standing Committees**

21 Section 1. Committee Membership and Duties

22  Membership on Standing Committees is open to any registered
23 Democrat. To be considered an active member one must have
24 attended two of the previous three standing committee meetings.
25 Only active members can petition to remove a chair.

26  Each Standing Committee elects a chair who must be a Precinct
27 Committee Person.

1 1. **A Standing Committee Chair must maintain a list of who attended**
2 **each of the meetings, including contact information.**

3 2. No person can chair more than one Standing Committee.
4 3. If the chair does not call a meeting for three months the Central
5 Committee Chair may appoint another chair.

6 —~~→~~ Within 90 days of the Organizational Meeting, each Standing
7 Committee shall

8 1. ~~Submit a work plan to the Executive Committee for approval.~~
9 2. **Submit** a budget proposal to the Executive Committee for
10 approval and inclusion in the Central Committee Budget.

11

12 Section 2. Roster

13 The Standing Committees of this organization are: Candidate Support
14 Committee, Communications Committee, Program Committee, Fundraising
15 Committee, Legislative Committee, Membership Committee, and Rules
16 Committee. Standing Committees are authorized to form sub-committees.

17

18 Section 3. Standing Committee Functions

19 A. Candidate Support Committee:

20 1. Recruits potential Democratic candidates for public office in Marion
21 County.
22 2. Reviews candidate qualifications and makes recommendations to the
23 **Executive Central** Committee.
24 3. Supports and assists the recommended candidates through the
25 election.
26 4. ~~Conducts Coordinates~~ voter registration drives **with the Membership**
27 **Committee.**

1

2 B. Communications Committee:

3 ~~1. Publishes a periodic newsletter and disseminates additional information~~

4 ~~between newsletters when necessary.~~

5 2. 1. Maintains the Central Committee web site and the Central

6 Committee e-mail list.

7 ~~3. Encourages and helps members write letters to print and web media~~

8 ~~and to legislators.~~

9 4. ~~2. When appropriate, places **Places** notices and press releases for~~

10 local media.

11 ~~5. Shall assist with email notices of general meetings.~~

12 **3. Maintains the e-mail, group and social media accounts.**

13

14 C. Program Committee:

15 1. Devises programs for Central Committee meetings.

16 ~~2. Creates programs such as the DemoForum as out-reach to the~~

17 ~~community. **Maintains programs, such as DemoForum.**~~

18 **3. Creates activities for outreach to the community in partnership**

19 **with the Fundraising and Membership Committees.**

20

21 D. Fundraising Committee:

22 1. Develops fundraising programs to support the Central Committee.

23 2. Creates and maintains a fundraising database.

24 3. Develops fundraising literature and maintains contact with *likely*

25 **prospective and current** donors.

26 4. **Creates activities for outreach to the community in partnership**

27 **with the Program and Membership Committees.**

1

2 E. Legislative Committee:

3 1. Contacts elected officials to communicate recommendations for

4 legislation and concerns from the Central Committee **and provides**

5 **updates to the Central Committee.**

6 2. **Attends Encourages and helps members to attend** hearings on

7 important bills.

8 3. **Encourages and helps members write letters and emails to**

9 **print and web media and to legislators.**

10 4. **Reports on bills, proposed resolutions and legislation to the Central**

11 **Committee, and suggests support or opposition to such bills. Reports**

12 **and updates the Central Committee on proposed legislation,**

13 **resolutions and ballot measures and suggests support or**

14 **opposition.**

15 5. **Keeps the general membership updated on legislative activity.**

16 6. **Reports on communications with elected officials to the Central**

17 **Committee.**

18 7. **5. Forms liaisons with organizations that monitor county and city**

19 **issues.**

20 6. **Works with communications committee to disseminate**

21 **decisions regarding legislation, resolutions, and ballot measures.**

22

23 F. Membership Committee:

24 1. Recruits Precinct Committee persons and verifies eligibility.

25 2. Creates and maintains a training and support program for Precinct

26 Committee persons

27 3. Refers members to Standing Committees.

1 4. ~~Keeps attendance records of membership meetings~~ **Assists**
2 **Secretary in maintaining accurate records of PCPs.**
3 5. **Credentials members for Central Committee meetings.**
4 6. ~~Shall appoint~~ **Appoints** an office management subcommittee to recruit,
5 train, and schedule office volunteers **and coordinates cleaning**
6 **duties.**
7 7. Appoints an ad hoc Nominating Committee for officers **and delegates**
8 at least two months before, the Organizational Meeting.
9 8. **Creates activities for outreach to the community in partnership**
10 **with the Program and Fundraising Committees.**

11
12 G. Rules Committee:

13 1. Reviews the Bylaws at least ~~annually~~ **biennially** and proposes
14 amendments as needed.
15 2. Writes **standing** rules, as necessary, to administer the Bylaws.
16 3. **Provides interpretations of the Bylaws and Standing Rules at the**
17 **Central Committee's request.**

18
19 **Section 4. Removal of a Standing Committee Chair**

20 **A Standing Committee Chair may be removed for cause by a two-thirds**
21 **(2/3) majority vote of the Executive Committee or by a two-thirds (2/3)**
22 **majority vote of that Standing Committee. Written notice of the reason for**
23 **the proposed removal shall be provided to the Standing Committee Chair**
24 **at least 10 days before the meeting in which the removal vote is to be held.**

1 A petition to remove a standing committee chair for cause signed by
2 2/3rds of the active members of said standing committee, shall be
3 submitted to the Executive Committee for a hearing of the Executive
4 Committee within 30 days. The Executive Committee recommendation
5 requires a 2/3rd vote. The Executive Committee shall bring its
6 recommendation to the next Central Committee meeting for final action.
7 Removal of a chair requires a 2/3rd vote of the Central Committee.

8

9

10 **Article VIII IX. Parliamentary Authority**

11 Roberts Rules of Order, most recent edition, shall determine all matters of
12 parliamentary procedure which are not otherwise covered in these Bylaws or by
13 Oregon Revised Statutes, or in such standing rules as the Central Committee
14 may adopt from time to time by a simple majority vote.

15

16

17 **Article IX X. Amendments**

18 A. Procedure for amending these Bylaws:

19 B. A proposed amendment or amendments shall be submitted in writing at a
20 meeting of the Executive Committee.

21 C. The text of the proposed amendment(s) shall be included in the notice of
22 the next general meeting.

23 D. The proposed amendment(s) shall be voted upon at the following general
24 meeting.

25 E. A two-thirds vote of the general membership attending shall be required
26 for adoption of a Bylaws amendment(s).

1 **A. Procedure for Submitting Amendments to These Bylaws**

2 1. The proposed change(s) shall be submitted to the Chair,
3 Rules Chair or in person at a Central Committee Meeting as a
4 motion to refer to the Rules Committee.

5 2. The Rules Committee shall have up to 60 days to review
6 the proposal and submit the proposal to the Executive Committee

7 3. Once reviewed by the Rules Committee, the proposal with
8 the committee's recommendation must be submitted at the next
9 Executive Committee meeting so it may be included in the next
10 Central Committee agenda.

11 4. Proposed Bylaws amendment(s) may be submitted to the
12 membership at a Central Committee meeting. The proposed
13 amendment(s) may be submitted from the floor with the signature
14 of ten (10) PCPs.

15 **B. Procedure for Amending These Bylaws**

16 1. A proposed amendment or amendments shall be submitted in
17 writing from the Rules Committee at a meeting of the Executive
18 Committee.

19 2. The text of the proposed amendment(s) shall be included in the
20 notice of the next Central Committee meeting. The Rules
21 Committee report shall include a full reading of the amendment(s).

22 a. If an amendment is submitted from the floor, it shall be read for
23 the first time at that Central Committee meeting and voted upon
24 at the following Central Committee meeting.

25 3. The proposed amendment(s) shall be voted upon at the following
26 Central Committee meeting.

27 4. **A**

28 New text is bold and underlined.
29 Text to be deleted is in italic and is struck out.