

Bylaws

MARION COUNTY DEMOCRATIC CENTRAL COMMITTEE BYLAWS

Article 1. Name

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

Article II. Goals

The goals of the Central Committee are to:

- A. Elect Democratic candidates to public offices at all levels of government,
- B. Assist with the recruitment of candidates,
- C. Support campaigns,
- D. Assist with funding whenever possible,
- E. Promote and communicate Democratic values and principles.

Article III. Membership

All events and meetings are open to the public, but the membership of the Central Committee is composed of elected and appointed Precinct Committee Persons (PCPs).

The Central Committee seeks wide representation in the community and prohibits discrimination based on race, gender, age, creed, national origins, ethnic identity, sexual orientation, gender identity, economic status or marital status.

Section 1. Qualifications

- A. The membership of the Marion County Democratic Central Committee shall be composed of Democratic Precinct Committee Persons residing in Marion County, Oregon, whether elected at state primary elections or appointed by the MCDCC.
- B. A person seeking to be appointed as a PCP must either attend at least three consecutive Central Committee meetings or demonstrate a strong participation in Party activities.

Section 2. Voting

State law requires that only elected PCPs may vote for officers of MCDCC. PCPs, both elected and appointed, may vote on Bylaw amendments, budget, resolutions,

endorsements, delegates to the State Central Committee and Congressional District 5 Committee, and such other Central Committee matters as may arise. Persons who are not PCPs may not vote.

Section 3. Application for Appointed PCPs

At any meeting after the Organizational Meeting, the Central Committee may elect, by majority vote, persons to fill vacant Precinct Committee person positions. Prospective appointed PCPs shall contact the chair of the Membership Committee who will announce the candidacy at the Central Committee meeting. Selection and removal of appointed PCPs shall be in accordance with ORS 248.026.

Article IV. Officers

Section 1. Roster

Officers of the Central Committee are Chair, two Vice-Chairs, Secretary, and Treasurer. The MCDCC shall strive for gender equity in the selection of Chair and Vice-Chairs.

Section 2. Eligibility

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

Section 3. Election

- A. Officers are elected at the bi-annual Organizational Meeting by a majority of elected PCPs attending.
- B. Officers are recruited by an ad hoc nominating committee appointed by the Membership Committee two months before the Organization meeting. Nominations also may be made from the floor at the Organization Meeting by an elected PCP and added to the ballot. A PCP may speak for a maximum of five minutes about a nominee.
- C. Ballots for each office are prepared in writing by the nominating committee. Nominations from the floor are added by ballot holders as the nominations are made.

Section 4. Term of Office

- A. The officers are elected for terms of approximately two years, or until their successors are elected.
- B. Officers are limited to three consecutive terms not including fulfillment of any unexpired term.

Section 5. Removal of Officers except Chairs of Standing Committees

Officers are subject to removal for cause by a majority vote of the Central Committee at any meeting, provided written notice of the basis for the removal was given the officer at least 10 days before the meeting in which the removal vote is to be held.

Section 6. Vacancies

A vacancy in any office is filled by a special election at the next meeting after the vacancy occurs or after notice of the resignation is received. When the vacancy is due to a recall vote, the special election is held at the same meeting. Whenever possible, names of available candidates are included in the notice for the meeting at which a special election is to be held.

Section 7. Duties

The retiring officers shall turn over all committee property, records, and funds to the newly elected Central Committee officers.

A. The Chair:

1. Presides at all meetings of the Central Committee and its Executive Committee.
2. Is responsible for all committee property, records, and funds of the registered Democrats of Marion County.
3. Represents the registered Democrats of Marion County as a member of the State Central Committee and the 5th Congressional District Committee.
4. Insures that the succeeding Central Committee meets and is organized.
5. Appoints a convener for each standing committee at the Organization Meeting. The Chair directs the convener to recruit committee members, organize the committee, and meet with the committee within 30 days of the Organization Meeting. The convener's charge ends when the committee elects its own chair.
6. The chair appoints a different convener when a standing committee fails to meet within three months of the Organization Meeting.

B. First Vice-Chair:

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

C. Second Vice Chair:

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

D. Secretary:

1. Takes minutes of all Executive and Central Committee meetings. Minutes are open to inspection by any interested member. A copy of the minutes may be provided upon a reasonable request. The Secretary provides a summary of the minutes to the Communications Committee to be included in the newsletter.
2. Keeps an official copy of the Bylaws, as currently amended.
3. Prepares a written notice of the Organizational Meeting designating the time, date, and place of the meeting and a list of all officers and delegates to be elected.
4. Files a copy of the Organizational Meeting notice with the Marion County Clerk at least seven days before the meeting and mails a copy to the Secretary of the retiring State Central Committee.
5. Notifies the Marion County Clerk when a Precinct Committeeperson ceases to be a resident of the precinct from which that Precinct Committeeperson was elected or appointed, or dies, and when a Precinct Committeeperson is appointed to fill a vacancy.
6. Sends a list of newly elected officers to the Marion County Clerk and the Secretary of the retiring State Central Committee within forty-eight hours of the election.
7. Is responsible for the Central Committee correspondence as directed by the Chair or the Executive Committee.
8. Maintains accurate records of current Precinct Committee persons.
9. Prepares ballots for election of officers.
10. Is responsible for all notices of General and Executive meetings.

E. The Treasurer:

1. Keeps account of all funds received and spent by the organization.
2. Is authorized to sign and disburse checks at the direction of the Executive Committee.

3. Presents or delegates the presentation of a financial report at each Executive and each Central Committee meeting.
4. Brings unbudgeted items of \$200.00 or more before the Central Committee for approval.
5. Keeps the Treasurer's books available for open inspection by any member of the Central Committee, upon 48 hours notice.
6. Submits the Treasurer's books for audit at any time required by the Central Committee or its Executive Committee.
7. Submits reports as required by state statute to the Secretary of State's accounting office in a timely manner.
8. Assures compliance with state regulations regarding the use of party funds.
9. Creates a budget based on proposals from the Standing Committees and presents it to the Executive Committee for review and to the Central Committee for adoption.

F. Election of Delegates and Alternates to the State Central Committee (SCC) and Congressional District (CD5):

1. Delegates and Alternates to the State Central Committee and the Fifth Congressional District are elected and ranked based on the number of votes received at the Organizational Meeting. Those with the most votes are Delegates and those with fewer votes are Alternates.
2. All Delegates and Alternates must attend at least one meeting of the Central Committee each quarter. The Central Committee will replace Delegates and Alternates that fail to do so.

G. Delegates and Alternates to the State Central Committee and to the Fifth Congressional District:

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

Article V. General Meetings

Section 1. Number

MCDCC shall hold at least six business meetings per year, including the Organizational Meeting.

Section 2. Organizational Meeting

Marion County Democratic Central Committee shall hold an Organizational Meeting every two years within fifty days after the general election for the purposes of organizing, adopting bylaws, and electing officers.

Section 3. Notice

Notice of all meetings shall be mailed or e-mailed to Precinct Committeepersons and to other Central Committee members at least six days before the date of meeting.

Section 5. Quorum

A quorum consists of fifteen members of the Central Committee.

Article VI. Executive Committee

Section 1. Roster

The Executive Committee consists of the Chair, Vice-Chairs, Secretary, Treasurer, chair of the State Central Committee delegation, chair of the Fifth Congressional District delegation and the chairs of each Standing Committee. The immediate past Chair shall serve as an ex-officio member.

Section 2. Function of the Executive Committee

- A. Sets agendas, makes appointments to all positions except where such appointing authority is specified elsewhere in these Bylaws, or where such appointment requires a vote of the general membership.
- B. Implements the Bylaws and any other rules adopted by MCDCC, or state law.
- C. Carries out specific actions authorized by the Central Committee.
- D. Coordinates activities of the Standing Committees.
- E. Arranges for an audit of the Treasurer's books at the conclusion of the Treasurer's term of office and within sixty days following the Organizational meeting. An Auditing committee shall be appointed by the Executive Committee and shall consist of three

Central Committee members who are not Executive Committee members. Alternatively, an audit may be conducted by a certified public accountant. If a Treasurer resigns before the end of the term, an audit shall be conducted as set forth above.

F. Acts upon matters requiring immediate attention between meetings of the Central Committee. Deals with housekeeping matters and, when necessary, presents these matters to the general meeting.

Section 3. Executive Meetings

A. The Chair shall call a meeting of the Executive Committee at least six times per calendar year.

B. Each member of the Executive Committee has one vote even if the member holds more than one office or holds an office and is chair of a Standing Committee.

Section 4. Authority

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

Section 5. Removal of member of Executive Committee

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

Article VII. Standing Committees

Section 1. Committee Membership and Duties

A. Membership on Standing Committees is open to any registered Democrat.

B. Each Standing Committee elects a chair who must be a Precinct Committeeperson.

1. No person can chair more than one Standing Committee.

2. If the chair does not call a meeting for three months the Central Committee Chair may appoint another chair.

C. Within 90 days of the Organizational Meeting, each Standing Committee shall

1. Submit a work plan to the Executive Committee for approval.

2. Submit a budget proposal to the Executive Committee for approval and inclusion in the Central Committee Budget.

Section 2. Roster

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

Section 3. Standing Committee Functions

A. Candidate Support Committee:

1. Recruits potential Democratic candidates for public office in Marion County.
2. Reviews candidate qualifications and makes recommendations to the Executive Committee.
3. Supports and assists the recommended candidates through the election.
4. Conducts voter registration drives.

B. Communications Committee:

1. Publishes a periodic newsletter and disseminates additional information between newsletters when necessary.
2. Maintains the Central Committee web site and the Central Committee e-mail list.
3. Encourages and helps members write letters to print and web media and to legislators.
4. When appropriate, places notices and press releases for local media.
5. Shall assist with email notices of general meetings.

C. Program Committee:

1. Devises programs for Central Committee meetings.
2. Creates programs such as the DemoForum as out-reach to the community.

D. Fundraising Committee:

1. Develops fundraising programs to support the Central Committee.
2. Creates and maintains a fundraising database.
3. Develops fundraising literature and maintains contact with likely donors.

E. Legislative Committee:

1. Contacts elected officials to communicate recommendations for legislation and concerns from the Central Committee.
2. Attends hearings on important bills.
3. Reports on bills, proposed resolutions and legislation to the Central Committee and suggests support or opposition to such bills.
4. Keeps the general membership updated on legislative activity.
5. Reports on communications with elected officials to the Central Committee.
6. Forms liaisons with organizations that monitor county and city issues.

F. Membership Committee:

1. Recruits Precinct Committee persons and verifies eligibility.
2. Creates and maintains a training and support program for Precinct Committee persons.
3. Refers members to Standing Committees.
4. Keeps attendance records of membership meetings.
5. Appoints an ad hoc Nominating Committee for officers at least two months before the Organizational Meeting.
6. Shall appoint an Office management subcommittee to recruit , train, and schedule office volunteers.

G. Rules Committee

1. Reviews the Bylaws at least annually, and proposes amendments as needed.
2. Writes rules, as necessary, to administer the Bylaws.

Article VIII. Parliamentary Authority

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

Article IX. Amendments

1. Procedure for amending these Bylaws:

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

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

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

D. A two-thirds vote of the general membership attending shall be required for adoption of a Bylaws amendment.