



# Bylaws of The 30th District Democrats

**As Amended November 1, 2017**

*As the official and legal arm of the Democratic Party in the 30th Legislative District of Washington State, our mission is to develop ideas and to engage the citizens and elected officials of our district, hold elected officials accountable, and effect progressive political, economic and social justice.*

## **Article I: Name**

The name of this organization shall be The 30th District Democrats.

## **Article II: Policy**

- Sec. 1) This organization shall function continuously and shall otherwise operate under the applicable Bylaws and rules of the King County Democratic Central Committee.
- Sec. 2) It shall be the policy of this organization to continue the growth, development and influence of the Democratic Party, and to increase Party membership and participation.
- Sec. 3) This organization shall support the goals and principles of the Democratic Party and those candidates who, by their records and reputations, are in general agreement with adopted Party platforms and who have been endorsed by this organization.
- Sec. 4) If there exists a conflict, then the reference shall be made to the bylaws and rules of the Washington State Democratic Central Committee and the State Charter.

## **Article III: Membership**

- Sec. 1) All elected and appointed 30th District Precinct Committee Officers are members of The 30th District Democrats.
- Sec. 2) Any registered voters residing within the 30th Legislative District who declare themselves Democrats may become members upon payment of Annual Dues.
- Sec. 3) Any person between the age of thirteen and eighteen years old, residing within the 30th Legislative District, may apply for a youth membership in this organization. Those who support the principles of the Democratic Party and declare themselves Democrats may become members in good standing with a voice but no vote.
- Sec. 4) Non-resident Democrats, upon payment of annual dues, may become associate members entitled to a voice but no vote in The 30th District Democrats' meetings. A member in good

standing who is redistricted shall retain full voting membership in this organization until the end of the calendar year.

Sec. 5) Membership Dues:

- a) General members shall be eligible to vote and run for office twenty (20) days after payment or waiver of dues, or for those who were members during the previous year, immediately upon payment of dues.
- b) The Executive Board may exercise the option of waiving dues and extending annual membership status to any person for whom the payment of dues would constitute a hardship, which must be approved by the prior Executive Board Meeting.
- c) All Precinct Committee Officers shall be encouraged to pay dues.

Sec. 6) All records of The 30th District Democrats shall be open to inspection at a reasonable time and location upon request of any 30th District Democrats member. Membership list may be released as directed by the Executive board or by vote of the membership.

Sec. 7) No officers or members may use their office or identify themselves as representing The 30th District Democrats or any of its subordinate bodies unless authorized by the Executive Board or the membership.

#### **Article IV: Precinct Committee Officers**

Sec. 1) The election and appointment of the Precinct Committee Officer (PCO) shall be governed by the rules of the King County Democratic Central Committee (KCDCC), the Pierce County Democratic Central Committee (PCDCC), the Washington State Democratic Central Committee (WSDCC) and state law, where applicable. The 30th District Democrats will recognize three types of PCOs and offer all privileges accordingly.

- a) An Elected PCO is one who is elected in the General Election by the voters residing in the precinct they reside in.
- b) An Appointed PCO is a resident of a vacant precinct and is appointed by the County Chair upon approval of the District PCOs and the KCDCC or PCDCC. Appointed PCOs shall have all the rights and obligations of elected PCOs. Their voting privilege commences upon approval of County Chair.
- c) An Acting PCO is a resident of the 30th District but not of the precinct in which they serve. An Acting PCO shall be appointed by the County Chair upon approval of the District PCOs. An acting PCO shall be superseded by appointment or election of a resident PCO. Acting PCOs shall have all rights and privileges, except they cannot vote on Legislative Vacancies nor election of District Officers as listed in Art. VI Sec. 2 of these bylaws.

Sec. 2) Request for appointment to appointed or acting PCO positions submitted prior to the 30th District meeting shall be acted upon by the chair at that meeting. Request must be approved by a majority vote of the qualified elected and appointed PCOs present and voting at the meeting. If contested, a vote for appointment must be by written and signed vote. This vote or request may not be tabled or postponed.

Sec. 3) The District Chair shall submit an approved request to the County Chair within 15 days of approval.

- Sec. 4) Vacant PCO positions may be filled between the general election and the January Reorganization meeting, but shall expire on December 1st of each even-numbered year.
- Sec. 5) An elected or appointed PCO shall be considered to have resigned from their office upon written notice to the Chair, or upon termination of residence in that precinct. Vacancies due to resignation may be filled by appointment at the meeting following their announcement, in accordance with Article IV, Sections 1-4.

## **Article V: Meetings**

- Sec. 1) Regular general meetings shall be held at a time and place as designated by the monthly newsletter.
- Sec. 2) It shall require twenty-five percent (25%) of the membership or PCOs, or a majority of the statutory officers to call a special meeting or to cancel a regularly scheduled meeting.
- Sec. 3) In January following the election of PCOs, a reorganization meeting shall be called in accordance with WSDCC rules. At the reorganization meeting, all members whose dues are paid for the current year are eligible to vote with no waiting period.
- Sec. 4) 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 forty percent of the members present at the time called to order.

## **Article VI: Voting**

- Sec. 1) All PCOs, and any General members as detailed in Article III shall be entitled to vote at General membership meetings, unless otherwise prohibited by these bylaws.
- Sec. 2) In accordance with state law and the Bylaws of the Democratic Party of the State of Washington, only elected and appointed PCOs may vote for the Officers listed in Article VII, Sec. 1 of these Bylaws, or to fill legislative vacancies or adopt or amend District Bylaws.
- Sec. 3) Proxies shall not be recognized in any voting on any 30th District Democrats business.
- Sec. 4) For the election of Officers, if no person receives a majority on the first ballot cast, the person receiving the least votes, and any other person who wishes to resign his or her nomination, shall be eliminated. On each succeeding ballot, the same rule shall apply until one person receives a majority of votes cast for that position.

## **Article VII: Officers**

- Sec. 1) Officers of The 30th District Democrats elected in accordance with Article VI, Sec. 2 shall be: Chair, 1st Vice-Chair, 2nd Vice-Chair, State Committeeman, State Committeewoman, KCDCC Executive Board Male and Female Representative and their corresponding alternates, Three (3) PCDCC Executive Board Representatives (at least one representative of each gender whenever possible), Endorsements Chair, Legislative Action Committee (LAC) Representative, LAC Alternate, and Young Democrats Representative(s). Both King and Pierce Counties must be represented among the offices of Chair, 1st Vice-Chair, and 2nd Vice-Chair.

- Sec. 2) Officers of The 30th District Democrats elected by all PCOs and General members shall be Treasurer and Secretary.
- Sec. 3) Only voting members of this organization shall be Elected Officers or made Executive Board members. No member shall hold more than one (1) Executive Board position except as presented herein. During the selection of any or all of the Executive Board positions, a member may only be elected or appointed to serve in one position. If no one is nominated and qualified to be elected or appointed for a specific Executive Board position, the election or appointment will bypass that position until all open positions have been presented to the body for selection. If, after all positions have been presented, there are unfilled Executive Board positions, the positions will be re-presented for a second round of voting or appointment whereby an Executive Board member may be selected to fill additional positions in an "Acting" capacity. All "Acting" Executive Board members will serve for a term of up to seventy (70) days upon which time a new election or appointment shall be held at the next appropriate meeting. Acting Executive Board members may continue to serve in the "Acting" capacity until such time as the position is filled for the remainder of the term. Any Executive Board position filled in an "Acting" capacity will be bypassed in the order of succession as set forth herein.
- Sec. 4) Elected Officers shall serve until the next biennial reorganization meeting occurring in odd-numbered years or until their successors are duly elected, unless removed from office.

## **Article VIII: Duties of Officers**

- Sec. 1) The Chair shall be the chief executive officer of the organization, shall preside over the meetings and represent The 30th District Democrats on the Executive Board of the County Democratic Central Committee for their county of residence and on the Organization of County and District Chairs at WSDCC meetings. The Chair shall appoint Committee Chairs, who are not otherwise elected, subject to approval by the Executive Board, a Sergeant-at-Arms, and a Parliamentarian as needed. The Chair shall be an ex-officio member of all committees of the organization. The Chair shall be the sole authorized spokesperson for The 30th District Democrats. No documentation (including all forms of social media) shall be published or provided outside of the organization without approval of the Chair or his or her designee. All requests for interviews representing the views of The 30th District Democrats will be referred to the Chair or his or her designee. The Chair shall appoint chairs for any ad-hoc committee. The Chair shall be the primary liaison for the following officers and chairpersons: Secretary, Treasurer, Endorsement Coordinator, Technology Chair, Fundraising Chair, Hospitality Chair, LAC Representatives, KCDCC and PCDDC Representatives, Washington State Committeeman and Committeewoman, and the Young Democrats Representative(s).
- Sec. 2) The First Vice-Chairs shall in the absence of the Chair, preside over meetings of the membership and of the Executive Board; in the absence of the Chair, represent the Chair at county and/or state meetings; and perform such duties as assigned by the chair. When the chair is absent, the order of succession is listed in Article VII, Section 1. The First Vice-Chair shall be the primary liaison for the following Chairpersons: Membership, Outreach, Precinct Committee Officer Coordinator, and Government Relations. In addition, the First Vice-Chair will act as a candidate liaison in coordination with Communication/ Technology

and Outreach Chairs by forwarding campaign activity information to the membership from endorsed candidates who reside in the 30th District.

- Sec. 3) The 2nd Vice-Chair shall perform the duties of the Chair in the absence of the Chair and 1st Vice-Chair and perform such other duties as assigned by the Chair.
- Sec. 4) The Secretary shall keep minutes of general and executive board meetings, and all records of the organization except those assigned to other officers; prepare letters and resolutions and send them internally to the correct board members for execution; and shall certify the existence of a quorum at all General Membership, Executive Board, and Special Meetings. The Secretary shall record and publish the attendance of Chairs and Officers at the Executive Board and Special Meetings.
- Sec. 5) The Treasurer shall receive and disburse all funds of the organization, shall be responsible for budget development, make a financial report at each General Meeting and keep a record of all revenues and expenditures according to established accounting procedures. Treasurer will also make all appropriate reports to the Public Disclosure Commission. The 30th District shall maintain a bank account or accounts, and all checks drawn on such accounts must be signed by the Treasurer or Chair. The Treasurer shall be the Chair of the budget committee and will convene meetings of this committee as needed.
- Sec. 6) The WSDCC Committeeman and WSDCC Committeewoman shall represent The 30th District Democrats at the Washington State Central Committee meetings. They shall be responsible for presenting resolutions and representing endorsements from The 30th District Democrats to the State and for reporting activities, policies, and actions of the WSDCC to The 30th District Democrats. These representatives shall represent the interests of the 30th District Democrats in voice and vote at meetings and events of this organization and report back to the membership. If a Committee-person is unable to attend a WSDCC meeting, he or she, with prior notice to the Chair, if possible, shall designate a Proxy be issued for their vote.
- Sec. 7) The County Democratic Central Committee Executive Board representatives shall represent The 30th District Democrats at County Democratic Central Committee Executive Board meetings and events. They shall be responsible for presenting resolutions and representing endorsements from The 30th District Democrats to the KCDCC or PCDC and reporting activities, policies, and actions to The 30th District Democrats. These representatives shall represent the interests of the 30th District Democrats in voice and vote at meetings and events of this organization and report back to the membership. It shall be the responsibility of the representative to notify the Alternate if he/she cannot attend a meeting at least one business day in advance. If neither the delegate or the alternate can attend, a different alternate can be selected with prior notice to the Chair, if possible.
- Sec. 8) Legislative Action Committee (LAC) Representatives shall represent the interests of The 30th District Democrats in voice and vote at all LAC meetings and events. They shall be responsible for reporting actions of the LAC to The 30th District Democrats. It shall be the responsibility of the Representative to notify the Alternate if he/she cannot attend a meeting at least one business day in advance. If neither the Representative or the Alternate can attend, a different Alternate can be selected with prior notice to the Chair, if possible.
- Sec. 9) The membership of The 30th District Democrats may select one Young Democrats representative for each of the recognized Young Democrats organizations. The Young

Democrats Representative shall represent The 30th District at The Young Democrats meetings and events. The recognized Democrats Organizations are: Washington Young Democrats, King County Young Democrats and Pierce County Young Democrats. They shall be responsible for presenting resolutions and representing endorsements from The 30th District Democrats to these respective organizations and reporting activities, policies, and actions to The 30th District Democrats. These representatives shall represent the interests of The 30th District Democrats in voice and vote at meetings and events of the recognized organizations and report back to the membership.

- Sec. 10) It is the expectation of The 30th Legislative District Democrats when electing representatives that such representatives will, when acting in an official capacity at state and county meetings, faithfully represent and follow the official actions taken by The 30th District Democrats. A representative who is unable to represent a particular position of The 30th Legislative District Democrats in good conscience should permit an alternate or proxy who can and will do so to act in their place, provided such substitution is permitted under the rules of the body in question. A representative who is unable to allow an alternate or proxy to act in their place due to the body's rules should abstain from consideration of the matter before that body.

## **Article IX: Voting Members of the Executive Board**

- Sec. 1) The Executive Board shall consist of all elected officers of the organization and the Chairs from no more than seven (7) standing committees as indicated in Article XI. It shall also include any State or National Elected Democratic Officials, and the Democratic Legislative members of the District as ex officio members. At no time shall there be fewer elected officers than appointed chairs serving on the Executive Board.
- Sec. 2) The chair will recommend the chairs of the standing committees. The Executive Board will vote to confirm the chairs of standing committees by majority vote. The Executive Board may vote to remove committee chairs by majority vote.
- Sec. 3) The Executive Board may vote to remove committee chairs by majority vote.
- Sec. 4) The Executive Board may remove a member after three unexcused absences in one calendar year.
- Sec. 5) The Executive Board shall meet as needed and be subject to the call of the Chair or three (3) Elected Members. All meetings are subject to our Bylaws. Members are welcome to attend any Executive Board meeting; participation is subject to the Chair's rule.
- Sec. 6) A quorum of the Executive Board shall be a simple majority of the seated voting members. At no time shall any member have a weighted or multiple votes.

## **Article X: Removal of Officers**

At any regular meeting, by two-thirds vote of the members present, eligible to vote for the office, the organization may remove any elected officer who has failed to carry out the terms of his/her office. Such officer shall receive seven days written notice of intent of proposed removal. Notice of removal must be included in the notice of the meeting.

## **Article XI: Standing Committees**

- Sec. 1) The Chair shall appoint the chairs of seven (7) standing committees that consists of Communication/Technology, PCO, Membership, Fundraising, Hospitality, Outreach, and Government Relations.
- Sec. 2) Communications/Technology Chair shall create a committee that may include a Newsletter Editor, Webmaster, Social Media, and Technology support to recommend technologies useful to The 30th District Democrats' communication operations. No documentation (including all forms of social media) shall be published or provided outside of the organization without approval of the Chair or his or her designee. All requests for interviews representing views of The 30th District Democrats will be referred to the Chair or his or her designee.
- Sec. 3) PCO Chair shall create a committee of PCOs that will manage the recruitment and training of all PCOs.
- Sec. 4) Membership Chair shall create a committee that will manage The 30th District Democrats' membership list and will be responsible for credentialing and vote tallying at all meetings.
- Sec. 5) Fundraising Chair shall create a committee that will be responsible for planning and executing all fundraising efforts for the 30th Legislative District.
- Sec. 6) Hospitality Chair shall create a committee that will be responsible for hospitality and social activities of the 30th Legislative District.
- Sec. 7) Outreach Chair shall create a committee that will plan and execute outreach events and voter registration drives, and shall participate in community events and meetings.
- Sec. 8) Government Relations Chair shall create a committee to provide the general membership with information and possible citizen action pertaining to all areas of government, including but not limited to cities, counties, utility districts, school districts, and the state and federal government.

## **Article XII: Terms of Office, Vacancies**

- Sec. 1) All officers shall serve until their successors are elected at the District reorganization.
- Sec. 2) In the event of a vacancy in any office cited in Article VII, with at least seven (7) days advance notice, an election shall be held at a regular membership meeting.

## **Article XIII: Resolutions**

- Sec. 1) Resolutions for consideration at any regular meeting must be presented to the membership at least seven days prior to the meeting and included in the meeting notice. All resolutions shall be submitted in writing and signed by the sponsor. Last minute resolutions may be considered pending three-fourths approval of eligible members present and voting to allow consideration. Failure to accomplish the three-fourths margin, the resolution will be included in the meeting notice and be considered at the following meeting. Resolutions brought forward at the reorganization meeting can be brought forward after re-adoption of the bylaws.



- Sec. 2) The Executive Board may research and 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 XIV: Endorsements**

- Sec. 1) A Vote to endorse shall require a sixty percent (60%) approval of eligible members present and voting.
- Sec. 2) Any endorsement can be revoked by sixty percent vote. Any revocation must include notice to involved parties and subject to all terms for endorsement.
- Sec. 3) It shall not be permitted to endorse any candidate who is known to be a member of any other political party; this shall include known members of the Republican, Libertarian, Reform, American Taxpayer, and any other party recognized with party status by the Secretary of State's office.
- Sec. 4) Only incumbent candidates filing for re-election and previously endorsed by The 30th District Democrats qualify for early endorsement (prior to the close of filing) by the general membership.

#### **Article XV: Expenditures**

- Sec. 1) No money shall be paid from the funds of The 30th District Democrats except by check signed by the Treasurer or the Chair (in the absence of the Treasurer). All expenditures shall be in the furtherance of activities duly authorized by the Executive Board or the membership.
- Sec. 2) Expenditures in the course of regular budgeted operations of business may be authorized by the Executive Board.
- Sec. 3) Non-Budgeted expenditures of Three hundred dollars or less may be authorized by Three Members (the Chair, Treasurer, and one other member of the Executive Board). Non-budgeted items in excess of three hundred dollars must be approved by the membership.
- Sec. 4) Last minute Candidate Contributions may be authorized inside of one month from election by the Executive Board.

#### **Article XVI: Miscellaneous Provisions**

- Sec. 1) These Bylaws, subject to approval by the WSDCC, shall become effective upon adoption by a majority of those members present and voting at any regular membership meeting.
- Sec. 2) These Bylaws may be amended at any meeting of The 30th District Democrats so long as notice of any revisions is included in the meeting notification. A two-thirds vote of eligible members present and voting is required.
- Sec. 3) This organization shall operate under the laws of the State of Washington, under the National and State Charters of the Democratic Party, and under the Bylaws of the WSDCC. Should any conflicts arise, WSDCC shall take precedence over this document. If any part of this document is ruled invalid it shall not affect other parts.



- Sec. 4) Upon approval of the bylaws, a copy of them with any attached pages for amendments shall be signed by the chair and dated. This Official Copy, with a copy of each current amendment attached, shall be present at all official meetings. A copy of the Bylaws and all current amendments shall be made available to any member upon request.
- Sec. 5) In any situation not expressly covered by these bylaws, Roberts Rules of Order, revised, most recent edition shall govern.

**Amended at the November 1, 2017 general membership meeting.**

**The Above Bylaws are true and correct as adopted by The 30th District Democrats.**

**In Witness Whereof, I subscribe my name this 4th day of January 2017.**

**David J. Musick**

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**Chairperson — The 30th District Democrats**

# Standing Rules of The 30th District Democrats

## Article I: General Membership Meetings

- Sec. 1) All delegate and committee reports shall be submitted in writing for publication. Only notices requiring action by the body will be announced at the meeting.
- Sec. 2) Only candidates seeking our endorsement and are not known to be members of another political party shall be heard at Candidate Presentations.
- Sec. 3) If an endorsement has been made for an elected office, only the endorsed candidate or his or her official surrogate may be heard in regard to that race, unless a candidate meeting the conditions of Section 2 has not yet addressed the organization.

## Article II: Membership Dues

- Sec. 1) Dues for The 30th District Democrats shall be due and payable after the February membership meeting of each year and shall be based on a calendar year (February to February).
- Sec. 2) Dues may be paid in advance for the next full year as early as October of the current year.
- Sec. 3) Annual Dues Schedule:

Membership Level	Dues	Max Voting Members
<b>Associate</b>	\$10	(non-voting)
<b>Student (13+)</b>	\$10	(non-voting)
<b>Living Lightly</b>	\$10	1
<b>Basic</b>	\$25	1
<b>Family</b>	\$35	2
<b>Governor's Club</b>	\$50	2
<b>Senator's Club</b>	\$100	2
<b>President's Club</b>	\$250	2

- Sec. 4) Dues paid on or after the month of July will be discounted:
  - Associate/Student /Living Lightly - \$5
  - Basic - \$15
  - Family - \$20

## Article III: Endorsement Procedures

- Sec. 1) Candidates and ballot measures will not receive support from The 30th District Democrats unless they have received an endorsement by the general membership.
- Sec. 2) A candidate seeking partisan office must file as a Democrat to be eligible for endorsement. A candidate seeking a nonpartisan legislative or executive office must declare themselves

to be a Democrat. The Endorsements Committee shall not make any attempt to ascertain the political affiliation of judicial candidates.

- Sec. 3) The Endorsements Committee will make no recommendations for early endorsements.
- Sec. 4) Interviews for endorsement will be arranged after the election filing date.
- Sec. 5) A candidate must complete and submit the most recent candidate questionnaire adopted by the Endorsements Committee and subsequently be interviewed by the Endorsements Committee before any vote is taken on the Committee's recommendation for endorsement.
- Sec. 6) A candidate or ballot measure must receive a two-thirds vote of the Endorsements Committee members present and voting to be recommended for endorsement to the general membership of The 30th District Democrats.
- Sec. 7) Endorsements made before the end of any filing period, whether the regular filing week in May or a special filing period, shall be considered early endorsements unless the endorsement is for a Democratic Party nomination or an appointment, and not an elected office.
- Sec. 8) The 30th District Democrats' general membership will be given one month notice via the monthly newsletter of a vote on endorsement in a particular position. The Endorsements Committee shall not make known its recommendation on a particular candidate prior to the general membership meeting in which that recommendation is to be considered.
- Sec. 9) No candidate, paid or volunteer staff, or family member of a candidate shall be eligible to serve on the Endorsements Committee or observe its post-interview deliberations. In addition, the previously specified individuals shall not be present at opposing candidate or ballot measure interviews.
- Sec. 10) These rules shall not preclude a motion for endorsement from the floor of a general membership meeting of The 30th District Democrats. Such a motion will be held over until the next meeting for a vote.
- Sec. 11) Endorsement Committee members will not share interview question or answers with anyone outside of the committee until brought to a vote of the general membership of The 30th District Democrats.
- Sec. 12) Endorsement Committee members will be respectful of the candidates they are interviewing.
- Sec. 13) Any Endorsement Committee members who have a conflict of interest with the interviewee will recuse themselves from the interview and may return after post-interview deliberations and voting have concluded.
- Sec. 14) All 30th District endorsed candidates in a contested race who reside in the 30th District and request a donation, will be given a donation of \$100 for a primary race and \$250 for a general election race contingent upon funds. This does not preclude a larger donation to a candidate if approved by the board and voted on by the general membership at a regularly scheduled meeting.
- Sec. 15) Any process sanctioned by the Washington State Democratic Party for nominating candidates supersedes if in conflict with these rules.

## **Article IV: Chairperson Roles and Responsibilities**

All chairpersons are encouraged to work with volunteers in their respective committee to carry-out their duties. All chairpersons are encouraged to prepare an annual budget for review and approval by the board at the February session.

### **Sec. 1) Communications/Technology Chairperson**

- a) Prepare mailer of endorsed candidates to be sent out prior to the general election.
- b) Update all communications and photography in a timely manner.
- c) Prepare monthly newsletter and send to the membership. Send out emails reminding members of special events.
- d) Coordinate photography at 30th Legislative District events and activities
- e) Manage digital storage of key documents, contracts, passwords and other information needed for operations. Coordinate transfer of appropriate information between outgoing officers/chairs and incoming officers/chairs.
- f) Manage digital archive.
- g) Maintain and share with Chair and Vice-Chairs all appropriate information.
- h) Share digital outreach materials with membership.

### **Sec. 2) PCO Coordinator (Article XI, Sec. 3)**

- a) Manage and keep up-to-date PCO database.
- b) Recruit PCO's for precincts without a PCO.
- c) Hold quarterly PCO training sessions.
- d) Create a list of ways PCO's can help the organization.
- e) Email PCO's to remind them of upcoming elections and encourage PCO's to communicate with their precinct with literature provided by the PCO committee.

### **Sec. 3) Membership Chairperson**

- a) Keep a database of members by precinct.
- b) Create a means to communicate with members reminding them of meetings and elections.
- c) Keep a list of member attendance at monthly meetings and transmit to the secretary to certify quorum.
- d) Greet new members and provide them with a 30th Legislative District welcome packet and introduce them to other members, officers, and chairs.
- e) As requested, provide generic 30th Legislative District business cards for members.
- f) Prepare a handout for recruitment of new members.
- g) Prepare a handout for new members detailing committee work and how to volunteer.
- h) Provide a membership card as dues are paid.

### **Sec. 4) Fundraising Chairperson**

- a) Advertise and hold raffle at monthly meetings.

- b) Contact other legislative districts to learn about possible fundraising activities.
- c) Seek / Plan fundraising activities.
- d) Recruit volunteers for the annual South County Democrats Fundraiser.
- e) Ensure all fundraising activities meet state regulations and guidelines.

Sec. 5) Hospitality Chairperson

- a) Provide meeting refreshments.
- b) Plan holiday party.
- c) Assist with the coordination of the annual 30th District Democrats' summer picnic.
- d) Coordinate the storage of all physical items at the storage unit.
- e) Supervise setup and teardown at meetings.
- f) Coordinate all food and refreshments at key events hosted by the 30th District Democrats.

Sec. 6) Outreach Chairperson

- a) Recruit new members to the 30th LD and volunteers for 30th Legislative District events
- b) Prepare monthly list of engagement events such as Action events, Campaign events, and Community events, etc.
- c) Collaborate with parallel progressive organizations.
- d) Plan and host 30th LD summer picnic in coordination with hospitality chairperson.
- e) Collect and manage information of progressive-friendly businesses and organizations for collaboration opportunities.
- f) Where possible, track 30th LD engagement at outreach events.
- g) Coordinate pickup/drop-off of materials for outreach events. Coordinate setup/teardown of booths at outreach.

Sec. 7) Government Relations Chairperson

- a) Keep members informed of local, county and state board and commission openings.
- b) Recruit members who are knowledgeable of various governmental agencies to report on areas of interest either briefly at a meeting or writing a newsletter article.
- c) In coordination with the Chair, invite speakers from governmental entities affecting the 30th District to speak at a general membership meeting.

## **Article V: PCO Basic Responsibilities**

The basic unit of organization for the Democratic Party is the precinct. The responsible party at the Precinct level is the Precinct Committee Officer (PCO). Elected PCOs are voted into office during the primary election in even-numbered election years to serve a two-year term. If no PCO is elected in a particular precinct, then a Democrat who lives in that precinct can be appointed as the PCO. If you live in a precinct that already has an elected or appointed PCO, then you can be appointed to serve as an "Acting PCO" in a neighboring vacant precinct. PCOs are responsible for electing the party officers, as well as the adoption or amendment of by-laws. Elected PCOs are also the party officials

who vote to fill a vacancy if an elected official within their jurisdiction vacates a currently held position. Basic Responsibilities of a PCO are:

- Canvas or telephone your Precinct in coordination with the election (walking lists with phone numbers will be provided to you by your district organization).
- Chair your precinct caucus during the presidential election year.

**Amended at the November 1, 2017 general membership meeting.**

# Code of Conduct of The 30th District Democrats

## Article I: Social Media Policy

- Sec. 1) Members, officers and PCOs, if identifying themselves by title in a communication of any form, including online and social media, may only use the title of an official position, elected or appointed, within the organization, and such title may only be used in line with the duties of that position. No other communication may use a title referencing our organization.
- Sec. 2) If a member, officer or PCO chooses to use an official title in a communication of any form, including online and social media, the message may not state a position or opinion on any matter unless such position or opinion is:
- a) an official position of the organization as voted on by the membership, or
  - b) a position specified in the party platform or a resolution passed by the membership, or
  - c) approved by the Chair, his/her designee or the Communications committee, or
  - d) accompanied by an appropriate disclaimer indicating it is the opinion of the writer and not of the organization
- Sec. 3) Under no circumstances may a member, officer or PCO engage in personal attacks or uncivil language against any individual or group.

**Amended at the May 3, 2017 general membership meeting.**