



Standing Rules of the 30th District Democrats

Article I: General and Special Membership Meetings

- Sec. 1) Only candidates seeking our endorsement and who are not known to be members of another political party shall be heard at Candidate Presentations.
- Sec. 2) Once an endorsement has been made for an elected office, candidate presentations are limited to those of the endorsed candidate(s), his or her their surrogate, and candidates meeting the conditions of Section 1 who have not yet addressed the body.
- Sec. 3) Credentialing will take place before all General and Special Membership meetings. Credentialing will end 15 minutes after the published start time of the meeting. Those members who were not credentialed will have voice in the meeting but no vote.

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
Associate	\$10	(non-voting)
Student (13+)	\$10	(non-voting)
Living Lightly	\$10	1
Basic	\$25	1
Family	\$35	2
Governor's Club	\$50	2
Senator's Club	\$100	2
President's Club	\$250	2

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) 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. If there are contested seats, members on the endorsement committee must have heard (in person or recorded) all candidates' interviews in that race in order to vote.
- Sec. 4) 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. 5) 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. 6) The 30th District Democrats' general membership will be given notice via the monthly communication 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. 7) 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. 8) 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. At that time a summary of the committee's decision will be given on a candidate.
- Sec. 9) Endorsement Committee members will be respectful of the candidates they are interviewing.
- Sec. 10) 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. 11) The endorsement committee may propose additional policies and procedures for the endorsement process which must be approved by the executive board prior to the commencement of candidate interviews.

Article IV: Committee Roles and Responsibilities

All chairpersons are encouraged to work with volunteers in their respective committee to carry-out their duties.

Sec. 1) Technology Committee

- a) Prepare mailer of endorsed candidates to be sent out prior to the general election.
- b) 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.
- c) Support and troubleshoot any issues with website, social media accounts, group email technology, and member database.
- d) Coordinate transfer of appropriate information between outgoing officers/chairs and incoming officers/chairs.
- e) Manage digital archive.
- f) Maintain and share with the Executive board all appropriate information.

Sec. 2) PCO Coordinating Committee (Article XI, Sec. 3)

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

Sec. 3) Membership Committee

- a) Keep a database of members by precinct.
- b) Credential all attendees at general or special membership meetings.
- c) Keep a list of member attendance at monthly meetings and transmit to the secretary to certify quorum.
- d) Welcome new members and send them a 30th Legislative District welcome letter which includes information on Bylaws and Standing Rules; joining our Facebook page; and detailing committee work and how to volunteer.
- e) As requested, provide generic 30th Legislative District business cards for members.
- f) Introduce new members at the general membership meeting.
- g) Provide a membership card as dues are paid.

Sec. 4) Fundraising and Events Chairperson

- a) Contact other legislative districts to learn about possible fundraising activities.
- b) Prepare monthly list of engagement events such as Action events, Campaign events, and Community events in coordination with the Outreach Committee.
- c) Plan and recruit volunteers for fundraising events.
- d) Ensure all fundraising activities meet state regulations and guidelines.

Sec. 5) Outreach Committee

- 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.
- c) Collaborate with parallel progressive organizations.
- d) Plan and host 30th LD summer events in coordination with Fundraising and Events Committee.
- e) Collect information on progressive-friendly businesses and organizations for collaboration opportunities.
- f) Coordinate pickup/drop-off of materials for outreach events. Coordinate setup/teardown of booths at outreach activities.
- g) Provide an information brochure for prospective new members and voters in the 30th District.
- h) Collaborate with Fundraising and Events Committee to hold voter registration events.

Sec. 6) Government Relations Committee

- 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.
- d) Inform membership of citizen action and lobbying efforts across all areas of government.

Sec. 7) Communications Committee

- a) Manage all social media accounts as designated by the chair.
- b) Prepare and disseminate monthly newsletter and endorsed candidate information. Announce and remind membership of special events, volunteer opportunities, and any other information as requested by the 30th Chair.
- c) Develop and Implement Strategies to promote the 30th Legislative District on social media platforms.
- d) Maintain consistency of message, values, and branding of the 30th District.
- e) No information will be sent on behalf of the 30th District Democrats without the expressed consent of the Chair or their designee.

Sec. 8) Diversity, Equity, and Inclusion Committee

- a) Develop and implement strategies to encourage diverse membership and volunteers in the 30th Legislative District
- b) Review policies, procedures, and activities to ensure a supportive welcoming and inclusive environment.
- c) Provide an annual training for the membership to support continued growth/learning in the areas of diversity, equity, and inclusion.

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 precinct coordinator in a vacant precinct. PCOs are responsible for electing the party officers, as well as the adoption or amendment of by-laws. 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 and precinct coordinator are:

- Canvas, phone, or other outreach to your Precinct in coordination with the election (contact lists with phone numbers provided to you by your district organization).
- Chair your precinct caucus during the presidential election year.

Amended at the March 3, 2021 general membership meeting.