

Marion County Democratic Central Committee Bylaws

As amended by the Central Committee

March 16, 2023

Article I. Name

The name of this organization is the Marion County Democratic Central Committee (MCDCC), hereinafter 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, and
- 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 comprised 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, disability, creed, national origins, ethnic identity, sexual orientation, gender identity, economic status, or marital status.

Section 1. Qualifications

- A. The membership of the Central Committee shall be comprised of Democratic PCPs residing in Marion County, whether elected at state primary elections or appointed by the Central Committee.
- B. A person seeking to be appointed as a PCP must attend at least one Central Committee meeting.

Section 2. Voting

- A. State law (ORS 248.035) requires that only elected PCPs may vote for officers of the Central Committee at the Organizational meeting.
- B. PCPs, both elected and appointed, may vote for delegates and alternates to the State Central Committee and the congressional district committee for each congressional district located in Marion County, filling officer vacancies outside of the Organizational meeting, and such other Central Committee matters as may arise.
- C. Persons who are not PCPs may not vote on matters before the Central Committee.
[rev. 03/16/23]

Section 3. Appointment of Precinct Committee Persons

At any meeting after the Organizational Meeting, the Central Committee may appoint, by majority vote, persons to fill vacant PCP positions. Prospective PCPs shall attend at least one meeting of the Central Committee and apply to the Membership committee. The prospective PCP shall stand for appointment at the next Central Committee meeting at which they are present. Selection and removal of appointed PCP's shall be in accordance with state law (ORS 248.026).

Article IV. Officers

Section 1. Roster

Officers of the Central Committee are Chair, 1st Vice-Chair, 2nd Vice-Chair, Secretary, and Treasurer. The Central Committee shall strive for gender equity in the selection of Chair and 1st Vice-Chair.

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 in accordance with state law (ORS 248.035 (1) (b)).

Section 3. Election

- A. Officers are elected at the bi-annual Organizational Meeting by a majority vote of elected PCPs attending.
- B. The voting method for Officers is by written ballot. The body of elected PCPs attending may suspend this rule by a two-thirds (2/3) vote at the Organizational Meeting.
- C. Officers are recruited by an ad hoc nominating committee appointed by the Membership Committee two months before the Organizational meeting. Nominations also may be made from the floor at the Organizational Meeting by an elected PCP and added to the ballot.
- D. Ballots for each office are prepared in writing by the nominating committee.
- E. 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 of the Central Committee

Officers are subject to removal for cause by a two-thirds (2/3) vote of the Central Committee at any Central Committee meeting. Written notice of the basis for the removal must be given to the officer at least 10 days before the meeting in which that officer will be considered for removal.

Section 6. Unintended 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 by the Executive Committee. When the vacancy is due to a removal vote per Section 5, 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 Central Committee officers shall within 7 days of the Organizational Meeting turn over all committee property, digital access and files, records, and funds to the newly elected officers. All property belongs to the office, not the office holder.

A. The Chair:

1. Presides at all meetings of the Central Committee and the Executive Committee.
2. Is responsible for all committee property, records, digital files and digital access, and funds of the Central Committee.
3. Represents the Marion County Central Committee as a member of the State Central Committee (SCC) and the congressional district committee for the congressional district in which the Chair resides.
4. Ensures that the succeeding Central Committee meets and is organized.
5. Appoints a convener for each standing committee at the Organizational Meeting. The Chair directs the convener to recruit committee members, organize the committee, and meet with the committee within 30 days of the Organizational 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 30 days of the Organizational Meeting. Should the second convener fail to convene the standing committee within 30 days, the Executive Committee shall appoint a convener who shall convene the standing committee within 15 days of the appointment.

[rev. 03/16/23]

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 Marion County Central Committee as a member of the State Central Committee and the congressional district committee for the congressional district in which the First Vice-Chair resides.

[rev. 03/16/23]

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.
3. Represents the Marion County Central Committee as a member of the

congressional district committee for the congressional district in which the Second Vice-Chair resides, provided that both the First Vice-Chair and the Second Vice-Chair do not reside in the same congressional district.
[rev. 03/16/23]

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 will be provided upon a member's request within 7 days.
2. Keeps an official copy of the Bylaws and Standing Rules, 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 candidates.
4. Files a copy of the Organizational Meeting notice with the Marion County Clerk at least seven days before the meeting and mails or provides an electronic copy to the Secretary of the State Central Committee.
5. Notifies the Marion County Clerk when a Precinct Committee Person ceases to be a resident of the precinct from which that Precinct Committee Person was elected or appointed, or dies, and when a Precinct Committee Person is appointed to fill a vacancy.
6. Sends a list of newly elected officers to the Marion County Clerk and the Secretary of the 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. Is responsible for all notices of Central Committee and Executive Committee meetings.

E. The Treasurer:

1. Keeps account of all funds received and spent by the Central Committee.
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 the Executive Committee and the Central Committee meeting.
4. Brings unbudgeted items from \$200 up to and including \$500 to the Executive Committee for approval. Unbudgeted items over \$500 must be approved by the Central Committee.
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 inspection at any time required by the Central Committee or the 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 Central Committee 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.

Article V. 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.

Section 6. Face-to-Face or Virtual Meetings

Any business meeting or special meeting, except the organizational meeting, of the Marion County Democrat Central Committee, its Executive Committee or its Standing Committees may be a face-to-face meeting, a virtual meeting or a combination.

[rev. 03/16/23]

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, chairs of each Congressional District delegation and the chairs of each Standing Committee. The immediate past Chair shall serve as an ex-officio member.

[rev. 03/16/23]

Section 2. Function of the Executive Committee

- A. Proposes agendas for all Central Committee meetings.
- B. 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.
- C. Implements the Bylaws and any other rules adopted by the Central Committee or by state law.

- D. Carries out specific actions authorized by the Central Committee.
 - E. Coordinates activities of the Standing Committees.
 - F. Arranges for an inspection of the Treasurer's books within sixty days following the Organizational meeting. An Inspection Committee shall be appointed by the Executive Committee and shall consist of three Central Committee members who are not current or outgoing 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 inspection shall be conducted as set forth above.
 - G. Acts upon matters requiring immediate attention between meetings of the Central Committee and reports these matters at the next Central Committee meeting.**H.**
 - H. Appoints an Office management subcommittee to recruit, train, and schedule office volunteers and deal with other matters relating to the operation of the office.
- [rev. 03/16/23]

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. Quorum

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

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.

Section 5. Hiring Authority

The Executive Committee has authority to employ and to release all paid personanel for positions approved by the Central Committee.

Article VII. Delegates and Alternates to the State Central Committee (SCC) and Congressional District Committees (CDs)

Section 1. Election of Delegates and Alternates to the SCC and CDs

- A. Delegates and Alternates to the SCC and CDs are elected by majority 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.
- B. 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.
- C. If a delegate resigns or is removed, the highest-ranked (first) Alternate shall replace

that delegate and the remaining Alternates shall move up in rank. The Central Committee shall fill the last Alternate position. The election to fill the last Alternate position shall be held at the next Central Committee meeting after the vacancy occurs.
[rev. 03/16/23]

Section 2. Duties of Delegates and Alternates to the SCC and CDs

- A. Delegates represent the Central Committee as voting members of the SCC and of the CDs.
- B. Delegates report to the Central Committee on matters of interest to the Central Committee and they bring Central Committee concerns to SCC and CDs committees.
- C. Delegates and Alternates to SCC and CDs committees shall elect a chair to represent them on the Executive Committee.
- D. If a delegate is unable to attend a meeting of the SCC or CDs, the chair of that delegation shall select the highest ranking Alternate present at the SCC or CDs meetings.

[rev. 03/16/23]

Article VIII. 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 Committee Person.
 - 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, Rules Committee and Neighborhood Leader Program 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. 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 email 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.
- [rev. 03/16/23]

G. Rules Committee:

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

H. Neighborhood Leader Program Committee

1. Recruit and train Neighborhood Leaders (NLs)
2. Oversee the organization and management of the Neighborhood Leader Program (NLP)
3. Support NLs in their task to encourage county Democrats to "Get Out the Vote" (GOTV) during primary, special, and general elections.

Article IX. 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 X. 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(s).