

25th Legislative District Democrats
By-Laws
Adopted July 2, 2009 and Amended February 13, 2012

I. Name.

The formal name of this organization is the “25th Legislative District Democrats,” The informal name is the “25th LDD.”

II. Authority.

The 25th LDD is a vehicle for its members to exercise their constitutional rights of association and free speech.

III. Purpose.

The purpose of the 25th LDD is to support the election of Democratic Candidates and to further the policies and principles of the Democratic Party.

IV. Members.

The 25th LDD shall have three sets of members:

- A. Each Democratic Precinct Committee Officer (PCO) elected or appointed within the 25th Legislative District of Washington shall be a member of the 25th LDD. PCOs shall be eligible to vote immediately upon taking office.
- B. Any person registered to vote within the 25th Legislative District of Washington may become a general member of the 25th LDD upon paying dues. General members shall be eligible to vote within the LDD thirty (30) days after joining the 25th LDD.
- C. Any other natural person may become an associate member of the 25th LDD

upon paying dues. Associate members of the 25th LDD shall not be eligible to vote within the LDD.

- D. For the purpose of determining any natural person’s eligibility to be a member, PCO, or officer within the 25th LDD during the interval between the adoption of new Legislative District Boundaries and the next reorganization of the 25th LDD, the phrase “within the 25th Legislative District of Washington” shall include both the area of the 25th LDD before redistricting and the area of the 25th LDD after redistricting.
- E. In any even-numbered year in which the Legislature does not provide for the election of PCOs, the Chair of the 25th LDD shall prepare and publish at the September meeting of the 25th LDD and on the 25th LDD’s web-site, a slate, precinct by precinct, of proposed PCOs for election by the general membership at the October meeting of the 25th LDD in that even-numbered year. Each proposed PCO must meet the eligibility requirements set forth by statute. If a natural person meets the applicable eligibility requirements and wishes to contest the election in the precinct in which the natural person resides, then the person shall notify the Chair no later than two weeks before the October meeting and the Chair shall add that person’s name to the slate to provide the general membership the opportunity to choose between or among the nominees.

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F. At any regular meeting of the 25th LDD, the Chair may nominate an eligible natural person to fill any vacant PCO position. Ratification of the nomination shall be an action item at the next regular meeting. If ratified by the general membership, the new PCO shall take office immediately.

G. Precinct Committee Officers' terms shall begin on December 1st and expire on November 30th in each even-numbered year. If neither the Legislature nor the 25th LDD provides for the election of new PCOs before December 1st in an even-numbered year, then the incumbent PCOs shall be deemed to have been re-elected.

V. Officers.

A. Eligibility and Method of Selection

Any PCO and any voting general member of the 25th LDD may serve as one of the officers of the 25th LDD, except that the Vice Chair may not be of the same sex as the Chair. Some officers shall be elected only by vote of the PCOs; others shall be elected by the general membership. The Chair shall appoint the Parliamentarian, Assistant Treasurer, Newsletter Editor, and Webster.

B. Officers Elected by the PCOs:

1. Legislative District Chair,
2. Legislative District Vice Chair
3. Two representatives to the Washington State Democratic Central Committee, and
4. Three representatives to the Pierce County Democratic Central Committee Executive Board, two (2) of whom shall be PCOs.

C. Officers Elected by the PCOs and General Members Together

1. Treasurer,
2. Secretary,
3. Membership Officer, and
4. Sergeant at Arms.

D. Officers Appointed by the Chair

1. Parliamentarian,
2. Assistant Treasurer,
3. Newsletter Editor, and
4. Webster.

E. Terms of Office

Unless removed for cause, resignation, moving out of the 25th Legislative District, or death, Officers shall serve from their election or appointment until the next Reorganization Meeting or until a successor, depending upon the office, has been elected or appointed.

F. Vacancies

If an officer resigns, dies, or is removed, or is no longer eligible for general membership, then the Chair at any monthly meeting, with prior notice on the agenda, may declare a vacancy. Following the affirmation of a vacancy, the Chair shall conduct a special election in the same manner as an election for that office at the organizational meeting.

G. Removal for Cause

A majority of the elected PCOs in the 25th LDD may remove the Chair or any other Officer for cause.

1. At least five elected PCOs must give the Chair, Vice Chair, and Secretary written notice of their desire to hold a Central

Committee Meeting to remove a specific officer.

2. The Chair—or Vice Chair if the PCOs propose to remove the Chair—shall give the full Central Committee notice of a special meeting. The meeting must be set for a date no less than fifteen days and no more than thirty days after receipt of the written request. The notice must be sent no more than five days after receipt of the request.
3. At the meeting of the Central Committee both the PCOs proposing to remove the officer and the officer shall have opportunities to present evidence, to be heard, and to examine witnesses and evidence. Both may be represented by Counsel. The Chair—or the Vice Chair if the Chair has been challenged—shall designate the presiding officer for the meeting. The presiding officer need not be a PCO. The meeting may otherwise be closed. Only elected PCOs may vote on the merits of the motion to remove the officer and removal shall require a majority of the elected PCOs whether or not all such elected PCOs are in attendance.

H. Process for Elections.

Voting for all officers, including filling vacancies, shall be in writing and each ballot must be signed by the eligible voter casting the ballot. In any election, if no nominee obtains a majority of those voting, the nominee with the lowest vote shall be dropped from the ballot and the membership

shall vote again.

I. Executive Board.

The twelve elected officers and the appointed Parliamentarian and Assistant Treasurer constitute the 25th LDD Executive Board.

VI. Organizational Meeting.

A. Call.

No later than the third Monday in November in each even-numbered year, the Chair of the 25th LDD—with the concurrence of the County Chair if available—shall call a meeting of the Precinct Committee Officers of the 25th LDD to be held within the 25th LDD during the first week of December in the same even-numbered year. The call shall be in writing, announce the time, place, and purpose of the meeting, and shall be transmitted by first class mail to the PCO's voting address and by email as well if the PCO has provided the 25th LDD an email address.

B. Elections by PCOs.

If a quorum of five PCOs is present, the PCOs shall elect the Legislative District Chair, the Legislative District Vice Chair, the two legislative district representatives to the Washington State Democratic Central Committee, and the three representatives to the Pierce County Democratic Central Committee.

C. Selection of Other Officers.

1. Following the election of the specified officers by the PCOs, the newly-elected Chair of the 25th LDD shall convene a general meeting of the 25th LDD.

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2. The first item of business shall be the appointment by the Chair of the LDD Parliamentarian.
 - c. Otherwise upon the written request of five precinct committee officers.
 3. Following the appointment of the LDD's Parliamentarian, if a quorum of five PCOs and five general members is present, then the Chair shall open nominations and hold elections in turn for each of the other officers in the order listed above in Part V.C.
 4. No later than the next meeting of the 25th LDD, the Chair, after consultation with the Treasurer, shall appoint the Assistant Treasurer, Newsletter Editor, and Webster.
- move to remove an officer of the 25th LDD, or
4. Five PCOs will constitute a quorum.

B. Other Committees

The LDD Chair may appoint any other committees to assist in the work of the 25th LDD. Recommendations from a committee for action must reach the Chair no later than the day of the Executive Board Meeting. Dissenting committee members may file minority reports with the Secretary for transmittal to the members.

VII. Committees.

- A. 25th Legislative District Central Committee.
 1. The elected and appointed Precinct Committee Officers and Officers of the 25th LDD constitute the 25th Legislative District Central Committee.
 2. The 25th LDD's Chair, Vice-Chair, and Secretary shall serve as the corresponding officers of the Central Committee, but officers that are not PCOs shall not have a vote on matters before the Central Committee.
 3. The Chair shall call meetings of the Central Committee
 - a. When required by law to fill a vacancy in elective office,
 - b. When five or more PCOs

VIII. Duties of Officers.

- A. The District Chair shall:
 1. Chair all meetings of the LDD.
 2. Report on the status of district political activity to the membership.
 3. Recruit and submit to the Pierce County Democratic Central Committee nominations and applications for precinct committee officers.
 4. Submit names and lists of election board workers to the county election authority.
 5. Represent the 25th Legislative District to all county and state organizations for which the District Chairperson is required.

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6. With the assistance of the Treasurer, prepare a budget for each calendar year. After giving the Executive Board at least ten days to comment, the Chair shall present the budget to the General Membership for adoption no later than at the regular meeting in February.
 7. Appoint Committees and Committee Chairs and specify the work of such committees.
- B. The District Vice Chair shall:
1. Serve as Chair in the absence of the elected Chair,
 2. At the request of the Chair, arrange programs and publicity for the 25th LDD.
- C. The LDD's representatives to the Washington State and Pierce County Central Committees shall:
1. Attend scheduled state or county meetings,
 2. Represent the 25th LDD's interests at such meetings,
 3. Report to the 25th LDD in writing concerning such meetings and
 4. Attend 25th LDD Executive Board meetings to be briefed on 25th LDD interests and to answer follow up inquiries about state or county meetings.
- D. The Secretary shall:
1. Call the roll of officers
 2. Keep the minutes of actions by recording the mover, seconder, text, and time of each motion before the membership,
 3. Receive all communications and when required promptly answer same
 4. Transmit recommendations or resolutions as required by the 25th LDD.
 5. The Secretary has no duty to provide a transcript or summary of the discussion during a membership meeting.
- E. The Treasurer shall:
1. Receive all funds of the 25th LDD, be responsible for the same, and by order of the organizations pay all obligations.
 2. Report the expenditures and financial standing to the organization in writing each month.
 3. Make all necessary Public Disclosure Commission (PDC) filings.
- F. Assistant Treasurer.
- In the absence of the Treasurer, and upon notice either by the Chair or the Treasurer, the Assistant Treasurer shall assume the duties of the Treasurer until the Treasurer notifies the Assistant Treasurer of their his or her return.

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- G. The Membership Chair shall:
1. Record dues, as reported by the Treasurer
 2. Maintain membership rosters by dues status.
 3. Make such records available to the officers only and release to others by approval of the 25th LDD's Executive Board.
 4. Following the primary in even-numbered years,
 - a. Identify the precincts within the 25th that failed to elect a Democratic Precinct Committee Officer,
 - b. Report same to the Executive Board and the General Membership, and
 - c. Coordinate efforts to recruit candidate-PCOs to recommend to the Chair.
- H. The Sergeant at Arms shall:
1. Maintain order before, during, and after meetings and
 2. Perform other tasks incidental to effective meetings as directed by the Chair.
- I. The Parliamentarian shall:
1. Understand these Bylaws, the Policies and Procedures of the LDD, and general principles of fairness in the conduct of meetings and
 2. Advise the Chair during meetings and other upon request so that the LDD's meetings and the meetings of its committees shall be fair and efficient.
- J. Each month, the Newsletter Editor shall:
1. Receive, select, and edit stories and notices that support the mission of the 25th LDD,
 2. Receive reports and notices from other officers,
 3. Arrange each month's material in a useful, attractive, and interesting format, and
 4. Publish the resulting work via email and the 25th LDD's website and for those that pay the postal supplement by first class mail.
- K. The Webster shall maintain the 25th LDD's web site including:
1. Posting Agendas, Reports, and other LDD Notices and Archives and
 2. Links to other sites likely to be of interest and use to the membership of the 25th LDD.
- L. The Executive Board may:
1. Comment on the Chair's proposed budget.
 2. Authorize expenditures within the adopted budget.
 3. To the extent funds are available,

authorize unbudgeted expenditures of less than five hundred dollars.

4. Take any other action that is consistent with the By-Laws and adopted policies of the 25th LDD and neither forbidden by law nor reserved to the General Membership.

IX. Dues.

Upon adoption of these By-Laws, the 25th LDD shall charge annual dues in the following amounts for the indicated membership groups:

- A. Evergreen (includes Senior, outside district, etc.) \$10.00,
- B. Rainier \$25.00,
- C. Chair's Voice \$50.00,
- D. Senator's Club \$100.00 (can be paid in installments), and
- E. Postal Supplement for Members that prefer to receive the newsletter by first class mail.

The specific amounts for annual dues shall be reviewed and adjusted each subsequent year no later than at the August regular monthly meeting.

X. Rules of Procedure.

- A. The 25th LDD shall operate under simple rules of order.
- B. A quorum for a regular monthly meeting requires at least two officers, five PCOs, and five general members.

- C. The 25th LDD may take no action—including but not limited to the adoption of resolutions, policies, or positions—that has not appeared on the published agenda for the meeting.
- D. Actions require motions. Motions require seconds. Unless specifically provided otherwise, actions on motions are by a plurality of those voting.
- E. Secondary motions to amend primary motions may be in order and require a second, but motions to amend secondary motions are never in order. Until a member seconds a motion, discussion of the motion is not in order.
- F. Limitations of the Length of Debate:
 1. With the unanimous consent of the members in attendance and whether or not suggested by a member, the Chair may close the discussion on any secondary or primary motion under consideration.
 2. If a member's objection to closure demonstrates the absence of unanimous consent, then
 - a. If at least one member has spoken on each side of a question, then a simple majority may close discussion on either
 - (1) an amendment after three minutes of discussion of the amendment or

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- (2) a main motion after five minutes of discussion of the motion and any amendments.
 - b. Otherwise a motion to close discussion requires a two-thirds majority of those voting on the motion to close.
- G. A motion to reconsider a previously adopted action must (a) be written (b) include specific reasons for reconsideration (c) be signed by at least five members including two PCOs and (d) be delivered both physically and by email to the Chair with a copy to the Secretary at least a week before a meeting.
- H. The LDD will not recognize proxies. As required by law, some votes must be signed and in writing.
- I. Notice and Agenda.
 - 1. The Chair shall post copies of notices on the 25th LDD's web site no later the 10:00 am on the day before each regular monthly meeting.
 - 2. The notice for a meeting shall include the agenda. The agenda shall contain the regular reports, as-yet unapproved minutes, and other items which the Chair believes necessary.
 - 3. The regular order of business shall be:
 - a. Call to Order.
 - b. Roll call of the Officers.
 - c. Approval of the items on Consent Agenda including adoption of the Chair's proposed agenda, previously unapproved minutes, and other routine matters.
 - d. Reports from Elected Officials.
 - e. Items on the Action Agenda.
 - f. Program.
 - g. Good of the Order—announcements or other comments that do not suggest an action by the 25th LDD.
 - h. Adjournment.
- J. If the Parliamentarian is absent, the Chair shall appoint a Parliamentarian Pro Tem to serve for that meeting.
- K. If both the Chair and the Vice-Chair expect to be absent, the Chair may designate an Acting Chair to preside at a specific meeting. If both the Chair and the Vice-Chair are absent from a meeting, then the officer highest on the lists in Sections V.A., V.B. and V.C. shall preside. For the State Committee Members, the Member of the same sex as the Chair shall be deemed to be listed higher. For the County Committee Members, the Members of the same sex as the Chair shall be deemed to be listed higher and among Committee Members of the same sex, the member with the earlier birthday in the year shall be deemed to be listed higher.

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L. Any member may submit new business to the Chair by email.

1. Deadlines.

a. If the item of new business is in a .pdf file, then the deadline for submission of new business is noon one week before a regular monthly meeting.

b. If the item of new business is not in a .pdf file, then the deadline for submission of new business is noon two weeks before a regular monthly meeting.

2. The Chair may either (a) add the item to the agenda or (b) refer the matter to a relevant committee with a date stated for a report and recommendation.

1. The text of the proposed Procedure or Policy shall have appeared on the agenda for two prior meetings,

2. A majority of the PCOs present and voting, and

3. A majority of the general members present and voting.

As amended February 13, 2012.

XI. Adoption of Amendments and Policies.

A. Amendment of these Bylaws requires:

1. The text of the proposed amendment to have appeared on the agenda for two prior regular meetings,

2. Consent from two-thirds of the PCOs present and voting, and

3. Consent from two-thirds of the general members present and voting.

B. Adoption of Procedures or Policies for the 25th LDD requires: