

25th Legislative District Democrats By-Laws

Adopted July 2, 2009 and Amended February 13, 2012

~~Deletions~~ and **Insertions** are not promised to be perfectly marked.
{Curly braces enclose *comments*.}

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 draft first defines the classes of members and then in Section V provides each class’s voting rights. Much of this Section is a consequence of the County Auditors’ attempt to abolish the election of PCOs by Democrats and Republicans, respectively, in the Primary Election. If the Legislature ever revisits the issue, we have a back-up plan in place.}*

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.

1. **If a statute provides for the election of PCOs and Pierce County follows the statute, then the statutory process shall be the sole means to elect PCOs.**
{*Current law.*}

2. **In the absence of a statutory process or if Pierce County fails to follow a statutory process to elect PCOs, then the 25th LDD shall hold elections for PCOs.**

- a. In any even-numbered year in which either the Legislature does not provide for the election of PCOs **or in which Pierce County does not follow the statutory process for electing 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 **reside in the Precinct to be represented and be a registered voter as well as meet the any additional eligibility requirements set forth by statute, if any.**

- b. 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 **residing in that precinct** the opportunity to choose between or among the nominees.

- c. **Following the October meeting in the even-numbered year, the general members in each precinct shall vote by mail {opportunity here to think about more convenient caucus mechanisms} for their respective PCOs. If more than two candidates receive votes in a precinct, the candidate with the greatest number shall be elected even if by a plurality and not a majority. If two or more candidates tie for the highest vote totals, then the tie shall be broken by lot in a manner chosen and conducted by the Parliamentarian.**

- 3. At any regular meeting of the 25th LDD **after the Organizational Meeting**, 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.~~

- a. **If statute provides for the appointment of PCOs to fill vacancies, then the Chair shall forward the name of each ratified PCO-designate to appointing power specified in the relevant statute. {Current law gives the County Chair the power to fill vacancies.}**
- b. **In the absence of a statutory process to the contrary, the Chair shall immediately seat each ratified PCO nominee.**

- 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
- C. Any other natural person may become an associate member of the 25th LDD upon paying dues.
- 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. 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

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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. Voting Rights Within the 25th LDD.

- A. PCOs shall be eligible to vote immediately upon taking office.
- B. General members shall be eligible to vote thirty days after (a) joining the 25th LDD and (b) paying their dues and shall remain eligible to vote so long as they remain current in paying their dues.
- C. A former PCO or a general member no longer current in the payment of dues shall lose the right to vote in the 25th LDD but may regain full voting rights thirty days after becoming current in the payment of dues.
- D. Associate members of the 25th LDD shall not be eligible to vote within the LDD.

VI. Officers.

A. Eligibility and Method of Selection.

- 1. ~~As provided below, some~~ ~~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.
- 2. Any PCO and any ~~voting~~ general member of the 25th LDD may serve as one of the officers of the 25th LDD, except that

- a. The Vice Chair may not be of the same ~~sex~~ **gender** as the Chair,
- b. ~~The two members of the Washington Democratic Central Committee may not both be of the same gender, and~~
- c. ~~The three representatives to the Pierce County Democratic Central Committee Executive Board may not all be of the same gender.~~

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. **PCO Chair,**
- 4. Membership Officer, and
- 5. 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 **Except for removal** 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 **of their choice at their own expense**. 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.

1. **Nomination for an elective office requires both a second and acceptance of the nomination by the nominee.**
2. Voting for all officers, including filling vacancies, shall be in writing and each ballot must be signed by the eligible voter casting the ballot.
3. **If only one candidate has been nominated for an elective office, then a motion for the presiding officer or a specific PCO to cast and sign a ballot for the sole nominee shall be in order.**
4. In any election, if no nominee obtains a majority of those voting,

the nominee with the lowest vote total shall be dropped from the ballot and the eligible electors membership shall vote again.

I. Executive Board.

The ~~twelve~~ elected officers and the appointed officers provided in these By-Laws Parliamentarian and Assistant Treasurer constitute the 25th LDD Executive Board.

VII. 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 each PCO's voting address and by email as well if the PCO has provided the 25th LDD an email address.

B. Presiding Officer.

1. The Presiding Officer at the Organizational Meeting shall serve until the election of a Chair.
2. The Presiding Officer must be either an elected PCO or a general member eligible to vote at that meeting.
3. The previous Chair of the 25th LDD, if available, may either preside at the Organizational

Meeting or designate a PCO or general member to preside.

4. If the previous Chair is unavailable or declines to act, the same option to preside or designate a PCO or general member shall fall first to the previous Vice Chair and then to the previous elected officers in the order of priority specified below in the section addressing Rules of Procedure.

C. Elections by PCOs.

If a quorum of five PCOs is present at the Organizational Meeting, the PCOs in attendance 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.

D. 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.
2. The first item of business in the general meeting shall be the appointment by the Chair of the 25th LDD Parliamentarian.
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 VI.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.

vote. {The statute that provides this role for central committees presumes central committees contain only PCOs. }

4. Five PCOs will constitute a quorum.

VIII. 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 a **partisan** elective office,
 - b. When five or more PCOs move to remove an officer of the 25th LDD, or
 - c. Otherwise upon the written request of five precinct committee officers.
 - d. **When nominating candidates to fill a vacancy in a partisan, elective office, only elected and appointed PCOs may**

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 **via either THE FOCUS or by posting on the 25th LDD's website.**

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. **Process PCO nominations as provided above. 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

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- organizations for which the District Chairperson is required.
6. **Prepare and present a two year budget as specified below.** ~~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.
 8. **The Chair shall have neither the power to sign checks for the 25th LDD nor otherwise unilaterally to expend its funds or to transfer its assets without prior authorization by either the Executive Board acting within its authority or by the general membership.**
{Consistent with recent action by the membership.}
 9. **The Chair shall (a) receive and review bank statements for the 25th LDD and (b) forward them after review to the Treasurer. If Chair's review raises a question and the Chair is not satisfied with the Treasurer's answer, if any, then the Chair shall bring the question to the attention of the full Executive Board.** {Receiving the bank statement directly gives the Chair direct access to a record of the recent transactions.}
- 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 **for publication in the Focus, the 25th LDD's newsletter,** 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 **at meetings,**
 2. Keep the minutes of actions by recording the mover, seconder, text, ~~and~~ time of each motion before the membership, **and passage or failure of each motion,**
 3. Receive all communications and when required promptly answer same
 4. Transmit recommendations or

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- 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 organization's **Executive Board acting within its authority or by order of the general membership** pay all its obligations.
 2. Report the expenditures and financial standing to the **Executive Board** 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.
- 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.~~
 5. **Conceive, recommend, coordinate, and implement outreach efforts to recruit Democrats for membership in the 25th LDD.**
- H. **The PCO Chair shall: {New Office.}**
1. **Continually monitor the Precincts within the 25th Legislative District to identify precincts with and without PCOs.**
 2. **Keep the Chair and the Executive Board Informed of the ongoing census of PCOs.**
 3. **Coordinate efforts to recruit strong, active Democrats for appointment as PCOs.**
 4. **Survey seated PCOs for their needs including but not limited to training and technical assistance**

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- and to the fullest extent possible obtain and coordinate the provision of each PCO's needs.
5. Identify precincts within the 25th Legislative District for which seated PCOs intend to run for re-election and precincts within the 25th Legislative District in which no candidates are expected to file for election.
 6. Coordinate efforts to recruit strong, active Democrats to run for PCO in precincts within the 25th Legislative District in which no candidates are otherwise expected to file for election.
- I. 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.
- J. 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 others upon request so that both the LDD's meetings and the meetings of its committees shall be fair and efficient.
- K. 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.
- L. 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.
- M. The Executive Board may:
1. Comment on the Chair's proposed budget and recommend same to the general members.
 2. Authorize expenditures within the adopted budget.
 3. To the extent funds are available, authorize unbudgeted expenditures of less no more 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. Budget {New,}

A. Two Year Budget Cycle.

1. No later than three weeks before the March meeting of the membership in each odd-numbered year, the Chair shall present a written, draft budget to the Executive Board for the two year cycle beginning on May 1 of that odd-numbered year and ending April 30 of the next odd-numbered year. The budget shall have two parts.
 - a. The operational budget shall rely primarily, even exclusively, upon anticipated dues revenue to fund meetings, delegate selection processes, outreach, and other internal efforts.
 - b. The elections budget may rely upon dues as well after organizational needs have been met but should rely primarily upon contributions and other resources to support candidates.
2. At the February meeting *{typically one week before the March meeting of the membership}* of the Executive Board, the members of the Executive Board and the Chair shall discuss the budget and its components until they reach agreement or impasse. If they have reached agreement, the

Executive Board shall move and pass a motion to recommend adoption of the budget to the general membership. If the Chair and the Executive Board reach an impasse on the budget, the Chair shall present the Chair's preferred budget to the general membership and the Executive Board may recommend rejection of the Chair's budget or make no recommendation.

3. At the general membership meeting in March of each odd-numbered year, the Chair shall move and then explain the Chair's budget as the first order of business following adoption of the consent agenda, if any.
 - a. Following the Chair's presentation of the Chair's budget, members of the Executive Board shall have an opportunity but not an obligation to share the Executive Board's position and their own views.
 - b. Following these presentations, the general membership shall have an opportunity to ask questions of the Chair and the members of the Executive Board.
 - c. Following the close of the question period *{new concept}*, members may speak to the Chair's motion to adopt the Budget. Motions to amend the Chair's Budget shall not be in order unless made by the Chair.

- d. After discussion has been closed, the membership shall vote on the Chair's motion including amendments, if any, both proposed by the Chair and approved by the membership.

B. Dues.

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

- C. Evergreen (includes Senior, outside district, etc.) \$10.00,
- D. Rainier \$25.00,
- E. Chair's Voice \$50.00,
- F. Senator's Club \$100.00 (can be paid in installments), and
- G. 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 calendar year no later than at the August regular monthly meeting.

X. Rules of Procedure.

- A. The 25th LDD shall operate under the simple rules of order laid out here and below.
 1. Procedures for the 25th LDD assume that it is desirable to have facts and often to ask questions before moving actions.

2. Similarly, it is not desirable to argue positions before an action has been moved and seconded.
3. External authorities such as "Robert's Rules" do not apply to 25th LDD.
4. 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.
5. The 25th LDD will not recognize proxies.
6. No motion to suspend the rules shall be in order.

B. Quorum.

A quorum for a regular monthly meeting requires at least two officers, five PCOs, and five general members.

C. Periods for Questions.

1. During a period for questions either (a) following the Chair's motion to adopt a budget, (b) during a presentation in contemplation of a resolution, or (c) in similar circumstances intended to provide information, statements of positions—whether express or cloaked—shall be out of order until a motion has been moved and seconded which may not occur until after the close of the period for questions.
2. With the unanimous consent of

the members in attendance and whether or not suggested by a member, the Chair may close the period for questions.

3. If there is an objection to closing questions, the Chair may either extend the period for questions or submit the attempted closure to a vote.
 - a. If there have been at least five questions, then a majority of those voting on the motion to close shall suffice to close questions.
 - b. If there have been fewer than five questions, then closure shall require two-thirds of those voting on the motion to close.

D. Motions.

1. Actions require motions. Motions require seconds. Unless specifically provided otherwise, actions on motions are by a plurality of those voting **on the motion**.
2. Secondary motions to amend primary motions may be in order and require a second, but motions to amend secondary motions are never in order.
3. Until a member seconds a motion, discussion of the motion is not in order.
4. As required by law, some votes must be signed and in writing.

E. 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 **of those voting on the motion** may close discussion on either
 - (1) an amendment after three minutes of discussion of the amendment or
 - (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.

F. Reconsideration.

1. 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 **at least** 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.
2. A motion to reconsider a previously rejected action shall be in order if on the agenda and otherwise in compliance with these rules and law.
- G. If an issue of procedure arises that these rules do not anticipate, the Chair shall consult with the Parliamentarian before making a ruling. There shall be no appeal from the Chair's ruling.
- H. Notice and Agenda.**
1. The Chair shall post ~~copies of~~ notices and an agenda on the 25th LDD's web site no later the ~~10:00 am~~ **noon** on the day before each regular monthly meeting.
 2. ~~The notice for a meeting shall include the agenda. The agenda shall~~ **include:** contain
 - a. Approval of the items on **The Consent Agenda, if any, including adoption of the Chair's proposed agenda, previously unapproved minutes, and other routine matters. Consent Agenda items shall be posted on the 25th LDD's website as hyperlinks from the posted agenda.**
 - b. **Reports.**
 - c. **Items on the Action Agenda. Written materials relevant to action items, including**
- proposed motions, shall be included as hyperlinks to the relevant items on the agenda posted on the 25th LDD's website.**
- d. **The Program, if any.**
 - e. **The Good of the Order—announcements or other comments that do not suggest an action by the 25th LDD.**
 - f. **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, **if any, including adoption of the Chair's proposed agenda, previously unapproved minutes and other routine matters.**
 - d. Reports from Elected Officials, **Officers, and Committees.**
 - 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.

The Chair may adjust the regular order at any given meeting to respond to circumstances particular to that meeting.

I. Parliamentarian Pro Tem.

If the Parliamentarian is absent, the Chair shall appoint a Parliamentarian Pro Tem to serve for that meeting.

J. Presiding Officer in the Absence of the Chair and Vice Chair.

1. 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.
2. If both the Chair and the Vice-Chair are absent from a meeting **without the Chair having designated an Acting Chair**, then the officer highest on the lists in Sections **VI.B., VI.C. and VI.D. V.A., V.B. and V.C. who is present at the meeting** shall preside.
 - a. **Between** For the State Committee Members, **the member with the greater length of continuous service at the State Central Committee shall have the higher rank. If they have equal lengths of service, then the “State Committeeman” shall have the higher rank in odd-numbered years and the “State Committeewoman” shall have the higher rank in even**

numbered years. the Member of the same sex as the Chair shall be deemed to be listed higher.

- b. **Among** For the Pierce County Democratic Central Committee Executive Board Members, **the Member in Position One shall have the highest rank, and the Member in Position Three shall have the lowest rank. 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.**

K. 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. Chair’s Options.

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.

{General point: We shouldn't have any rules we are not prepared to use or have used.}

September 11, 2017 (2:45pm)

XI. Adoption of Amendments and Policies.

- A. **A motion to amend** ~~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 **on the motion**, and
 - 3. Consent from two-thirds of the general members present and **voting on the motion**.

- B. **A motion to adopt or to amend** ~~Adoption of Procedures~~ **such as but not limited to the Endorsement Procedure but excluding the Rules of Procedure contained in these By-Laws or Policies** for the 25th LDD requires:
 - 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 **on the motion**, and
 - 3. A majority of the general members present and voting **on the motion**.

As amended February 13, 2012.