

BAKER COUNTY DEMOCRATIC CENTRAL COMMITTEE

BYLAWS

ARTICLE I – NAME

1.1 The name of this organization shall be the Baker County Democratic Central Committee, hereafter referred to as “BCDCC”.

ARTICLE II – PURPOSE

2.1 The purpose of BCDCC shall be to further the aims of the Democratic Party, to work for the election of Democratic candidates, and to be a link between the citizens and the government for the betterment of the government and the people.

ARTICLE III – AUTHORITY

3.1 BCDCC has the power, consistent with the law and these bylaws, to manage the affairs and transact the business of BCDCC, including the authority to fill vacancies when they occur in the offices of Chairperson, Vice-Chairpersons, Secretary, Treasurer, Delegates to the State Central Committee and the Second Congressional District, and BCDCC Precinct committeepersons (PCPs).

ARTICLE IV – MEMBERSHIP

4.1 The members of BCDCC shall consist of the officers of this committee, the Precinct committeepersons (PCPs), and the elected and appointed Democratic officeholders of Baker County.

4.2 Precinct committeepersons shall be elected in the primary election in accordance with Oregon Law. In those precincts where a Precinct committeeperson or persons are not elected, or where vacancies may occur after a primary election, BCDCC may fill vacancies. Selection shall be by majority vote of the duly elected and selected Precinct committeepersons only, either at the initial organizational meeting or any regular meeting thereafter. BCDCC may fill a vacancy of a current precinct or a vacancy of an adjacent precinct, as allowed by current election laws. An elected Precinct committeeperson who represents a precinct that is subsequently combined, consolidated or abolished shall continue to be a member of BCDCC until the next regular election for precinct office.

4.3 A Precinct committeeperson may resign from the office of Precinct committeeperson by filing a written notice of resignation to the Chairperson or to BCDCC Executive Committee to be submitted to the Baker County Clerk for recording. Upon receipt of the notification of a resignation, the BCDCC may proceed to fill the vacant office of Precinct committeeperson, as provided in Section 4.2.

4.4 When a Precinct committee person ceases to be a resident of the precinct in which s/he resided when elected, or changes political party registration, or dies, BCDCC Chairperson shall notify the County Clerk of such fact. When BCDCC selects a person to fill a vacancy in the office of Precinct committeeperson, the Chairperson shall send a written notice of selection to the Baker County Clerk without delay.

4.5 Standards of conduct. Under a democratic system, a BCDCC Precinct committeeperson may privately support and vote for any candidate s/he chooses. Public behavior requires a

committeeperson to behave under a different standard. No democratic Precinct committeeperson shall publicly support any person or group opposed to a candidate endorsed by BCDCC. If a committeeperson does not adhere to proper standards of conduct, action may be taken under Article 8.

ARTICLE V – OFFICERS

5.1 The officers of BCDCC shall consist of a Chairperson or two Co-Chairpersons, 1 or more Vice Chairpersons, Secretary and Treasurer. 5.2 Eligibility: Any registered Democrat and legal resident of Baker County shall be eligible to hold office in BCDCC.

5.3 Nomination and Election: The officers shall be nominated from the floor and elected by majority vote biannually at the organizational meeting. Only elected Precinct committeepersons may vote for the officers of BCDCC at the organization meeting. Vacancies which occur between terms in the office of Chairperson, Vice-Chairpersons, Secretary, and Treasurer shall be filled at the next regular meeting of BCDCC. Whenever there are two or more nominees for a position, the method of voting shall be by ballot.

5.4 Term of Office: The officers shall be elected for terms of two years or to fill the remainder of an unexpired term.

5.5 Standards of conduct: BCDCC officers shall be held to the same standards of conduct as Precinct committeepersons. (Article 4.3)

5.6 Officers of BCDCC may, after submitting detailed documentation, be reimbursed for out-of-pocket travel expenses to approved State Central Committee meetings or trainings up to a limit of \$50.

5.7 Duties:

5.7.1 The Chairperson shall:

5.7.1.1 Call and preside at the organizational meeting, all regular meetings of BCDCC and Executive Committee meetings.

5.7.1.2 Conduct the business of regular meetings in accordance with the agenda .

5.7.1.3 Be the primary spokesperson for the party. The Chairperson may designate other spokespersons. However, all published content must be approved by the Executive Committee or referred to BCDCC for approval by majority vote.

5.7.1.4 Abide by the rights, powers and duties conferred upon the office by Oregon Revised Statutes (ORS) Chapter 248 and Democratic Party of Oregon bylaws.

5.7.1.5 Conduct all meetings by the Parliamentary Procedures of Robert's Rules of Order, except where otherwise specified by these bylaws.

5.7.1.6 Act as an ex-officio member of all standing or project committees.

5.7.1.7 Be an authorized signer on all bank accounts.

5.7.1.8 Be listed as a Correspondence Recipient designed to receive notices from the Secretary of State /Elections Division on form SEL223, filed by the BCDCC Treasurer.

5.7.1.9 Be a delegate to the State Central Committee (SCC).

5.7.1.10 Ensure that BCDCC obtains precinct listings from the County Clerk, notifies the Clerk of the dates of organizational meetings, and certifies the selection of Precinct committeepersons to the County Clerk.

5.7.1.11 Notify the Democratic Party of Oregon (DPO) of newly elected officers and Delegates.

5.7.1.12 Provide access to electronic information such as websites and voter files to the Secretary and other persons, as approved by the Executive Committee, and serve as a back up to the Secretary for maintenance of those sites and files.

5.7.1.13 Develop BCDCC agendas and meeting notifications in conjunction with the Executive Committee.

5.7.1.14 Provide training and materials for each incoming Precinct committeepersons, such as a precinct map, a list of voters in their precincts, and a copy of these bylaws. These duties may be assigned to a task force or other persons at the pleasure of the Chair.

5.7.2 The Vice-Chairpersons shall:

5.7.2.1 Act or perform the duties of the Chairperson In the absence of BCDCC Chairperson or in the event of the Chairperson's inability to do so.

5.7.2.2 Assist the Chairperson as required and, at the Chairperson's discretion, also serve in other capacities.

5.7.2.3 Be an authorized signer on all bank accounts.

5.7.2.4 Be an Alternate Delegate to the State Central Committee.

5.7.2.5 Serve as parliamentarian in BCDCC and Executive Committee meetings. This includes assuring compliance to these bylaws.

5.7.3 The Secretary shall:

5.7.3.1 Record minutes of the organizational and regular meetings of BCDCC and the Executive Committee, including a record of all motions made and approved.

5.7.3.2 File a copy of the regular meeting minutes as accepted, corrected, or amended in the Meeting Records Binder, which shall be available for reference at all regular meetings.

5.7.3.3 Provide a copy of the organization meeting and regular meeting minutes to the Chairperson within 7 days for distribution to BCDCC. Provide a copy of Executive Committee meeting minutes to Executive Committee members within 7 days, and, if requested, to BCDCC members.

5.7.3.4 Maintain a file of all BCDCC meeting minutes and Executive Committee meeting minutes. Minutes may be distributed electronically.

5.7.3.5 Maintain an up-to-date record of the membership, bylaws, and other BCDCC records as may be requested by the Chairperson.

5.7.3.6 Establish and maintain a list of the entire membership, including name, address, phone number, email address and office held.

5.7.3.7 If directed by the Chairperson, provide a written/email notice of regular BCDCC meetings to the membership not less than six days prior to the regular meeting, giving the date, time, place and any special actions to be taken, such as elections, amendments, and recalls.

5.7.3.8 Chairpersons of any standing or project committees which may be created shall, if requested, email meeting notification to standing or project committee members as well as to the BCDCC Chairperson, and provide the BCDCC Secretary with meeting minutes for the record upon request.

5.7.3.9 Upon completion of the term of office or upon resigning from the position, turn over all BCDCC records and property controlled to the new Secretary at the organizational meeting, or to the Chairperson on or before the date of resignation.

5.7.4 The Treasurer shall:

5.7.4.1 Be custodian of the funds of BCCDD and execute the Treasurer's duties in strict accordance with the latest version of the Campaign Finance Manual published by the Elections Division of the Secretary of State. These duties shall include maintaining a dedicated bank account in an Oregon financial institution for depositing contributions and making expenditures, signing all checks not signed by other individuals with signatory authority, filing and amending Statements of Organization on time, and filing accurate and timely contributions and expenditure transactions in ORESTAR not filed by an approved Alternate Transaction Filer unless meeting the requirements for and filing on time an annual Certificate of Limited Contributions and Expenditures. As stipulated in the section entitled "Retention of Records," retain two years detailed records, documentation, receipts, bank statements, and correspondence.

5.7.4.2 Issue checks only on authority of majority vote of the membership in attendance at any BCDCC meeting or upon Executive Committee approval for expenditures in the amount of \$100 or less, unless otherwise stipulated in the bylaws.

5.7.4.3 Submit a verbal and written financial report at each regular BCDCC meeting, submit a written copy of the financial report to the Secretary, and file a copy in the Meeting Records Binder, which shall be available for reference at all regular meetings. Give a verbal financial update at Executive Committee meetings as requested.

5.7.4.4 Have the checkbook available at regular meetings and Executive Committee meetings to reimburse members for approved personal expenditures on the condition that members have submitted detailed documentation by the time reimbursement checks are written.

5.7.4.5 Be an authorized signer on all BCDCC bank accounts. Checks made out to the Treasurer for personal expenditures shall be signed by a different authorized signer.

5.7.4.6 See that the financial records are organized and open to any member of BCDCC, if so requested by the Executive Committee.

5.7.4.7 Provide an additional report as requested on the completion of each authorized project, including the final summation of the profit or loss resulting from the project.

5.7.4.8 Participate with an appointed Budget/Finance Committee in developing an annual budget for BCDCC. Track income and expenditures monthly in a year-to-date format.

5.7.4.9 Have the books ready to audit at the end of the term of office or within 15 days after a request by the Executive Committee.

5.5.7.10 At the conclusion of the term of office or upon resignation, submit all BCDCC property and records to the new Treasurer at the organization meeting or to the Executive Committee on the date of resignation.

ARTICLE VI – STANDING COMMITTEES

6.1 BCDCC shall have the following Standing Committees:

6.1.1 Executive Committee

6.1.1.1 Shall consist of BCDCC Chair(s), Vice-Chair(s), Secretary and Treasurer.

6.1.1.2 Shall meet not less than ten days prior to the next regularly scheduled BCDCC meeting. A quorum shall consist of the members present at an Executive Committee meeting, as long as all Executive Committee members have been notified of the meeting in advance.

6.1.1.3 Shall refer votes that result in a tie to BCDCC membership for a vote.

6.1.1.4 Shall conduct all necessary business required between regular meetings of BCDCC, participate in planning BCDCC meetings, and coordinate the activities of project committees and task forces on behalf of BCDCC.

6.1.1.5 Shall be empowered to spend committee funds between regular BCDCC meetings as follows:

Single expenditures for budgeted items \$100 or less may be made with the approval of the Chair

Single expenditures for non-budgeted items \$100 or less may be made with the approval of the Executive Committee.

Single expenditures for budgeted items over \$100 may be made with the approval of the Executive Committee.

Single expenditures for non-budgeted items over \$100 are to be approved by the members at a monthly meeting.

6.1.1.6 Shall require that the outgoing Treasurer submit a written financial report to Chairperson prior to the election of a new Treasurer.

ARTICLE VII – DELEGATES

7.1 Delegates and Alternate Delegates shall be elected to serve on the State Central Committees (SCC) and the Second Congressional District (CD2). All Delegates shall be registered Democrats and residents of Baker County. Two Delegates and two Alternate Delegates shall be elected to the State Central Committee and two Delegates and two Alternate Delegates shall be elected to the Second Congressional District. Once a Delegate is elected, attendance at SCC meetings is required. When a Delegate is unable to attend, an Alternate Delegate may attend the meeting with full voting privileges. Three consecutive absences of a Delegate may result in removal and replacement of the Delegate by BCDCC. Delegates and Alternate Delegates may resign by submitting a letter of resignation to the BCDCC.

7.2 Delegates shall be elected by majority vote of BCDCC members at the organizational meeting for a term of two years. Vacancies shall be filled for the remainder of the term at the next regular meeting. BCDCC voting rules shall apply.

7.3 The BCDCC Chairperson shall fill a SCC Delegate position a BCDCC Vice-Chairperson shall fill an Alternate SCC Delegate position. Delegates and Alternates elected to the remainder of SCC and CD2 positions shall be elected in accordance with gender balancing rules as required by DPO bylaws.

7.4 National Delegate and other Delegate positions assigned to Baker County shall be selected at the time of assignment.

7.5 Delegate or Alternate Delegate posts that become vacant may be temporarily filled by the Chair, subject to confirmation by BCDCC at its next meeting. Should confirmation be denied, nominations shall be accepted from the floor and an election conducted.

7.6 Standards of Conduct: Delegates and Alternate Delegates shall be held to the same standards of conduct as Precinct committeepersons. (Article 4.3)

7.7 As amended would read: Delegates to SCC and CD2 meetings shall report on the meeting at the next regular BCDCC meeting, and shall, after submitting a request and documentation of expenditures, be reimbursed for out of pocket travel expenses up to a limit of \$200, contingent on the availability of funds.

ARTICLE VIII – RECALL

8.1 Officers of BCDCC may be recalled by a simple majority vote at any meeting of BCDCC with at least six days prior notice of the meeting. Standard BCDCC quorum, voting and meeting notice rules apply.

8.2 BCDCC may recall Baker County elected Precinct committeepersons according to the procedures outlined in current Oregon election laws.

8.3 Precinct committeepersons elected by BCDCC membership (as opposed to being elected by a vote of the general electorate) shall serve at the pleasure of BCDCC and may be removed by majority vote of BCDCC. Standard BCDCC quorum, voting and meeting notice rules apply.

ARTICLE IX – VOTING

9.1 BCDCC members in attendance at regular meetings shall be permitted to vote on all motions and elections. In elections with two or more nominees for office, voting shall be by ballot. Only newly elected PCPs may vote in an organizational meeting.

9.2 The members of the Executive Committee shall each have one vote in matters being handled by the Executive Committee.

9.3 Voting by proxy shall not be allowed.

9.4 Electronic voting shall not be allowed.

9.5 A quorum shall consist of the members present.

ARTICLE X – ORGANIZATIONAL MEETING

10.0 BCDCC shall hold organizational meetings biannually as prescribed by law for the election of officers and delegates. BCDCC shall reorganize within 25 months of its previous organizational meeting. The sitting BCDCC Chairperson shall call the meeting. If the Chairperson fails to do so within the time stipulated in the bylaws, the State Chairperson shall call the meeting. Only a newly elected Precinct committeeperson may vote in an organizational meeting.

10.1 Notification of the meeting: The sitting BCDCC Chairperson shall mail or email the County Clerk a notification as to the date, time, and place of the organizational meeting not less than the 40th day before the date of the meeting and shall send a copy of the notice to the State Central Committee.

10.2 Notification of Precinct committeepersons: The sitting BCDCC Chairperson shall mail or email a notice to all elected PCPs, from a list which shall be provided to the committee by the County Clerk upon request, designating the date, time, and place of the organizational meeting not less than the 10th day before the meeting.

10.3 Notification after the meeting: The newly elected Chairperson shall within 48 hours send a list of the newly elected officers and delegates to the DPO and to the County Clerk.

10.4 The retiring BCDCC officers shall make available to the newly elected BCDCC officers without delay, all property, records and funds owned or controlled by the retiring BCDCC officers.

10.5 If the BCDCC fails to reorganize as provided by election laws, the Chairperson of the retiring BCDCC shall appoint a temporary Chairperson of BCDCC. The temporary Chairperson shall call an Organizational Meeting and organize BCDCC, as provided in Oregon election laws.

ARTICLE XI – REGULAR AND OTHER MEETINGS

11.1 BCDCC shall hold a regular meeting each calendar month, unless canceled by majority vote. Standard quorum, voting, and meeting notification rules shall apply.

11.2 All members of BCDCC, whose names have been certified and whose correct addresses are on file with the BCDCC, shall be notified by email or mail at least six days prior to any regular meeting. Email will be the primary means of written communication, with postal mail only for those without email or for those who elect the postal mail option. It is incumbent upon BCDCC members to notify the BCDCC of their preference of the postal mail option and to provide the Secretary with any changes of address. Except for the notice of an organizational meeting, failure to give timely notice of a regular meeting shall, under Oregon state law, invalidate the business of the meeting.

11.3 Other meetings may be called at any time by BCDCC Chairperson or, in his/her absence, a Vice Chairperson, as long as such meeting notice is in keeping with meeting notification rules as noted in these bylaws. The person or persons calling BCDCC meetings shall designate the date, time and place, as well as the purpose of the meeting, and shall notify the membership of such meetings as required in these bylaws.

11.4 A quorum shall consist of the members present.

11.5 Regular meetings of BCDCC shall be open to the public.

ARTICLE XII – AMENDMENTS

12.1 These bylaws may be amended at any meeting that meets meeting notification rules by a majority vote of BCDCC members present. Proposed amendments must be submitted in writing to BCDCC members at least six days before the meeting at which they are to be voted on.

These bylaws were approved on June 15, 2017.