Spokane County Democratic Central Committee
Bylaws and Policies & Procedures

PASSED – 1/15/2011
AMENDED – 5/14/2011
AMENDED – 12/8/2012
AMENDED – 05/19/2018
AMENDED – 11/07/2020
AMENDED - 12/21/2020
AMENDED - 08/27/2022

SCDCC BYLAWS

1 MISSION STATEMENT

2 Spokane County Democrats believe that government exists to achieve as a community, state, and nation what we cannot achieve as individuals; and to fight for equity for all.

ARTICLE I – NAME

3 The name of this organization shall be the SPOKANE COUNTY DEMOCRATIC CENTRAL COMMITTEE hereafter “SCDCC” or “Central Committee.”

ARTICLE II – PURPOSE AND AUTHORITY

4 SECTION 1: Purpose. The purpose of this organization is:

7 1.1. To serve as the administrative body of the Democratic Party for Washington State’s Spokane County;

9 1.2. To elect Democratic candidates and foster Democratic principles and legislation in line with the Washington State Democratic Platform; and

11 1.3. To embrace and respect all individuals equitably, regardless of race, national origin, religion, creed, gender, disabilities, age, familial status, economic status, sexual orientation or gender identity.

ARTICLE III – MEMBERSHIP

15 2.1. This organization shall operate under the National and Washington State Charters and Bylaws of the Democratic Party and the laws of the State of Washington.

17 2.2. This organization shall keep and maintain insurance indemnifying the Directors and Officers, and this organization against liability and casualty whenever financially feasible.
SECTION 3: Membership. MEMBERS: Any person residing in Spokane County who identifies as a Democrat.

3.1. General voting members shall include:

3.1.1. All elected and appointed Democratic Precinct Committee Officers (PCOs) who represent precincts within Spokane County in the State of Washington.

3.1.2. Elected officers of the SCDCC as defined in Article IV.1 Officers.

3.1.2.1. In the event that any member shall be an officer or hold any additional position within the SCDCC in which that position carries a vote, the member shall nevertheless have only one vote in all affairs of the SCDCC.

3.1.2.2. Notwithstanding section 3.1.3.1, the Chair may exercise a vote to break a tie in line with Robert’s Rules of Order.

3.1.3. All Members By Certification in good standing as described in Section 3.2

3.1.3.1. Membership by Certification

3.1.3.1.1. Any person who attends three (3) meetings within 12 consecutive months and who affirms their affiliation to the Democratic Party- shall be a member by Certification upon the attendance of their 3rd (third) meeting.

3.1.3.1.2. Voter registration is required for those who can register to vote. For those who cannot for reasons outside their control, i.e. DACA, pending citizenship, etc., voter registration not required.

3.1.3.1.3. Members by Certification shall be assigned a unique membership identification number

3.1.3.1.4. In cases where Membership by Certification is in question, PCOs, officers of the SCDCC, or democratic officers of Spokane County Legislative districts may bring concerns to the SCDCC Executive Board for review.

3.1.3.2. Max number of “Members by Certification” shall not exceed 50% of elected PCOs per legislative district.

3.1.4. Members by Certification shall hold their membership through the first meeting of the calendar year following the assumption of their membership.

3.1.4.1. Members by Certification who do not attend the first meeting in the year following the assumption of their membership shall be considered lapsed and shall only regain their membership via the method specified in 3.2.1

3.1.2.2. Notwithstanding section 3.1.2.1, the Chair may exercise a vote to break a tie in line with Robert’s Rules of Order.

3.2. Non-voting members shall include:
3.2.1. Any person declaring their status as a Democrat residing in Spokane County excluding qualifying members under article 3.1 above.

ARTICLE IV – OFFICERS

4.1. OFFICERS: Any person residing in Spokane County who is a Democrat and who will be registered to vote in the next general election may be nominated, elected or appointed as an officer.

4.1.1 The elected officers of the SCDCC shall be:

- Chair
- Vice Chair
- Second Vice Chair
- State Committee Member
- State Committee Member

4.1.2 The appointed officers of the SCDCC shall be:

- Secretary
- Treasurer
- Director of Operations
- Parliamentarian
- Sergeant-at-Arms
- Information Technology Officer (IT Officer)

4.1.3 These positions shall be appointed by the elected SCDCC officers Chair.

4.1.4. An effort will be made to have elected and appointed officers from two or more Legislative Districts.

4.2. TERM OF OFFICE: The four elected officers shall serve a two-year term and shall be selected by the elected PCOs at the reorganization meeting to take place following even-year elections. The appointed officers shall serve at the discretion of the Chair.

4.3. DUTIES:

4.3.1. THE CHAIR:

4.3.1.1. Responsibilities include but are not limited to:

4.3.1.1.1. Direct the affairs of the SCDCC;
4.3.1.1.2. Act as Spokesperson for the SCDCC;
4.3.1.1.3. Direct the organization in a manner consistent with the Executive Board strategic plan;
4.3.1.1.4. Budget, Finances, and Financial Compliance;
4.3.1.1.5. Insurance;
4.3.1.1.6. Certifications and Endorsements;
4.3.1.1.7. Conventions;
4.3.1.1.8. Quarterly Meetings; and
4.3.1.1.9. Coordination with Democratic Clubs in Spokane County.
4.3.1.1.10. Be an member ex-officio of all SCDCC Committees;
4.3.1.11. Report on official activities at each regular and Executive Board meeting;

4.3.1.12. Make all officers and committee Chair appointments in coordination with fellow elected SCDCC officers and Executive Board members;

4.3.1.13. Attend and participate in all appropriate State Democratic Party functions and meetings of which the State Party Central Committee deems the Chair to be a member.

4.3.1.2. Authority includes but is not limited to:

4.3.1.2.1. Presides at all meetings of the SCDCC and the Executive Board;

4.3.1.2.2. Chair;

4.3.1.2.3. Appoints qualified Democrats to all positions pursuant to section 4.3.1.2.3 above, who shall serve at the discretion of the Chair and may be removed at the discretion of the Chair with or without cause;

4.3.1.2.4. Appoints Precinct Committee Officers based on recommendations made by the applicable Legislative District Chairs;

4.3.1.2.5. Expends funds and enters into contracts and leases upon proper authorization by the Executive Board or SCDCC;

4.3.1.2.6. Provides for the call and proposed agenda for all meetings of the SCDCC and its Executive Board, and the Reorganization meeting;

4.3.1.2.7. The Chair may delegate duties as needed.

4.3.2. VICE CHAIR:

4.3.2.1. Responsibilities include but are not limited to:

4.3.2.1.1. Serve as member ex-officio of the Credentials and Balloting, Resolutions, Platform, Recognitions, Membership and Diversity, Education and Training, Grievances Committees and

4.3.2.1.2. Preside at all regular and Executive Board meetings in the absence of the Chair.

4.3.2.1.3. Perform such duties as may be assigned by the Chair.

4.3.2.2. The Vice Chair may delegate duties as needed.

4.3.3. SECOND VICE CHAIR

4.3.3.1. Responsibilities include but are not limited to:

4.3.3.1.1. Preside at all regular and Executive Board meetings in the absence of the Chair and Vice Chair.

4.3.3.1.2. Perform such duties as may be assigned by the Chair or Vice Chair.

4.3.4. DIRECTOR OF OPERATIONS:

4.3.4.1. Responsibilities include but are not limited to:

4.3.4.1.1. Day to day management of the SCDCC office, facilities, security, and operations.
4.3.4.2. Technology, data management and operations for the office;
4.3.4.3. Managing SCDCC calendar.
4.3.4.4. Coordination of official communications for the SCDCC via email or postal mail.

4.3.5. SECRETARY:
4.3.5.1. Responsibilities include but are not limited to:
4.3.5.1.1. Takes and disseminates minutes and records attendance of all Executive Board meetings;
4.3.5.1.2. Maintains, at the SCDCC office, archival documents, minutes, attendance records, official meeting documents, and digital files of the SCDCC; and
4.3.5.1.3. Performs other duties as specified by the Chair.

4.3.6. TREASURER:
4.3.6.1. Responsibilities include but are not limited to:
4.3.6.1.1. Prepares and distributes a written financial report at Executive Board and SCDCC meetings;
4.3.6.1.2. Serves as a member of the Budget Committee and the Financial Oversight Committee;
4.3.6.1.3. Participates in the annual review of financial records and provides all appropriate records for the Audit Committee;
4.3.6.1.4. Drafts a preliminary budget proposal;
4.3.6.1.5. Maintains and provides other financial information as required by Federal and State authorities or specified by the Chair; and
4.3.6.1.6. Disburses funds of the SCDCC, pursuant to the policies and procedures as established by the SCDCC or its Executive Board.

4.3.7. INFORMATION TECHNOLOGY OFFICER (IT OFFICER):
4.3.7.1. Responsibilities include but are not limited to:
4.3.7.1.1. Serve on the Communications Committee;
4.3.7.1.2. Maintain the SCDCC's technology infrastructure in coordination with SCDCC Director of Operations, including but not limited to; domain name registration and renewal, web hosting, SCDCC website, SCDCC officer email accounts;
4.3.7.1.3. Advise the SCDCC regarding Information Technology tools and solutions.

4.3.8. STATE COMMITTEE MEMBERS: are responsible for representing the SCDCC on the Washington State Democratic Central Committee (WSDCC).
4.3.8.1. Responsibilities include but are not limited to:
4.3.8.1.1. Facilitates communications between the SCDCC and the WSDCC;
4.3.8.1.2. Actively coordinates with Spokane County Legislative District State Committee Members;
4.3.8.1.3. Shall attend and participate in any appointed WSDCC committee(s);
4.3.8.1.4. Serves as a liaison to the 5th Congressional District;
4.3.8.1.5.
4.3.8.1.6. Reports on WSDCC activities to the Executive Board and the SCDCC;
4.3.8.1.7. Regularly attends Executive Board Meetings and quarterly PCO meetings as defined in Section IX of the SCDCC Policies and Procedures; and
4.3.8.1.8. Performs other tasks as delegated by the SCDCC, the Executive Board, or Chair.

4.3.9. Eligibility: Any person residing in Spokane County who is a Democrat and who will be of legal voting age by the next general election but is not required to be a registered voter in the event they cannot register to vote, may be elected or appointed to any SCDCC office in accordance with the following:

4.3.8.1 The Chair and the Vice-Chair must identify as different gender identities.;
4.3.8.2 The State Committee Members must identify as different gender identities;

4.4. VACANCIES:
4.4.1. If a vacancy occurs in the office of the Vice Chair, Second Vice Chair, or a State Committee Member, the Chair, with approval of the Executive Board, may appoint an acting officer to serve until the next regularly scheduled quarterly meeting.
4.4.2. If a vacancy occurs in the office of Chair, the Vice Chair shall temporarily assume the duties of Chair and call and hold a special meeting of the SCDCC to elect a permanent Chair.

4.5. FILLING OF VACANCIES:
4.5.1. In the event of a vacancy in the office of the Chair, a new Chair will be elected by the elected and appointed PCOs at a special meeting of the SCDCC called by the Vice Chair within thirty (30) days of the vacancy being announced. No proxies are allowed for this vote.
4.5.2. In the event of a vacancy in an elected office other than Chair, the position shall be filled by election at the next regularly scheduled meeting of the SCDCC.
4.5.3. In the event of a vacancy in an appointed office, the Chair shall make another appointment.

4.6. REMOVAL OF SCDCC OFFICERS:
4.6.1. Recall: Any officers elected by the SCDCC may be recalled for cause including, but not limited to, the following grounds:
4.6.1.1. Failure to perform duties as defined in Article IV;
4.6.1.2. Making public endorsements of candidates, initiatives or referendums in the SCDCC’s name without prior approval by the SCDCC membership or Executive Board;
4.6.1.3. Illegal use, misuse, loss or damage of SCDCC assets such as equipment, property, data or funds;
4.6.1.4. Failure to follow Public Disclosure Commission rules and regulations; and
4.6.1.5. Authorizing or expending funds or obligating SCDCC to debt without proper prior authorization by the SCDCC membership or
4.6.1.6. Violation of SCDCC or WSDCC Codes of Conduct as confirmed by the SCDCC Grievance Committee or authorized WSDCC appointed sub-committee.

4.6.2. Procedure for Recall: Any elected SCDCC officer may be removed from office for cause upon a two-thirds (2/3) vote of the SCDCC, provided at least fifteen (15) days prior written notice of the meeting and the grounds for removal are given to the members and the officer whose removal is sought.

4.6.3. If the proposed recall relates to an officer who is elected by PCO vote only, then only elected and appointed PCOs may vote on the recall.

4.6.4. Appointed officers: Appointed officers may be removed from their positions by the Chair.

ARTICLE V – COMMITTEES

5.1. EXECUTIVE BOARD: The Executive Board serves as the Executive Board for the SCDCC with the authority to ensure SCDCC business is conducted in a timely manner.

5.1.1. Voting Members: All voting members must reside in Spokane County.

5.1.1.1. The elected officers of the SCDCC;

5.1.1.2. The Chair and Vice Chair and two elected representatives from the Third, Fourth, and Sixth Legislative Districts;

5.1.1.3. The Chair of the Seventh Legislative District, or the LD Chair’s designee;

5.1.1.4. The Chair of the Ninth Legislative District or the LD Chair’s designee;

5.1.1.5. Any Democratic National Committee (DNC) member and WSDCC Executive Board member residing in Spokane County;

5.1.1.6. The Chair of the Spokane County Young Democrats or the SCYD Chair’s designee.

5.1.1.7. Representative of the Union labor caucus. This position is recommended by the Spokane Regional Labor Council and appointed by the SCDCC Chair.

5.1.1.8. Three at-large members appointed by the Chair for purposes of supplementing diversity of the Executive Board to be confirmed and ratified by the voting members of the Executive Board.

5.2. STANDING COMMITTEES: Any member of the Democratic Party residing in Spokane County may be a member of any committee. The Chair of the committee will be selected and appointed by SCDCC elected officers. Members shall be selected by the Chair of the
committee with every effort made to include membership from every Legislative District. Legislative District Chairs may recommend members to the Committee.

5.2.1. Committee members may be removed following the SCDCC Policies and Procedures established by the committee;

5.2.2. The widest possible notice of available committee vacancies shall be given;

5.2.3. The SCDCC Chair shall be an ex-officio member of all committees. The following committees shall be considered to be permanent.

5.2.3.1. Diversity and Membership Committee: Responsible for soliciting and maintaining a growing membership representative of the community. Shall be specifically charged with ensuring the inclusion of diverse communities in all activities of the SCDCC.

5.2.3.2. Volunteer Committee: Responsible for soliciting, maintaining, and nurturing a growing volunteer base to assist in meeting the goals of the SCDCC. The Vice Chair, Director of Operations, Events Committee Chair shall be members ex-officio.

5.2.3.3. Education and Training Committee: Responsible for providing educational programs and materials and offering training necessary to enable members of the SCDCC to better fulfill their roles in the organization.

5.2.3.4. FINANCE COMMITTEE

5.2.4.4.1 Audit & Financial Oversight: Responsible for auditing the books and inventorying all assets of the SCDCC and submitting an annual report to the Executive Board. No member of the Executive Board may be a member of the Audit Committee.

5.2.4.4.2 Budget: Responsible for preparing and submitting to the Executive Board for approval an annual budget and a biennial budget projection, based on input from each Standing Committee’s two-year operation plan. The committee shall include but not be limited to the SCDCC Chair, SCDCC Vice Chair, SCDCC Director of Operations, the Chair of Events Committee, and SCDCC Treasurer.

5.2.4.4.3 Fundraising: Responsible for raising funds for the SCDCC. Membership shall include, but not be limited to, the Third, Fourth, and Sixth Legislative District Chairs, and the Chairs of the Seventh and Ninth Legislative Districts or their applicable designee(s).

5.2.4.5. Bylaws, Policies, and Procedures Committee: Responsible for reviewing, interpreting, and recommending for revision the Bylaws, Standing Rules, Policies and Procedures, Affirmative Action Plans, and other guidelines and rules of the SCDCC.

5.2.4.6. Resolutions Committee: Shall be responsible for drafting and/or reviewing proposed resolutions to the SCDCC and recommend their adoption or rejection; and propose rules and procedures to
5.2.4.7. Events Committee: Responsible for all SCDCC specific events and all community events in which the SCDCC participates including but not limited to; Thomas S. Foley Legacy Dinner, SCDCC Annual Salmon Feed, seasonal booth events and parades.

5.2.4.8. Communications Committee: Responsible for active participation in outreach and networking to organizations that share Democratic principles and, in collaboration with the Chair and consultation with the Executive Board, the curation of outgoing materials and information (e.g. website, brochures, email communications, newsletter, social media) and the platforms by which these are produced and disseminated.

5.2.4.9. Certifications and Endorsement Committee: Make recommendations for endorsement by the SCDCC of candidates running for office within or representing Spokane County in accordance with the SCDCC Policy on Certification and Endorsement; and Make recommendations for endorsement by the SCDCC of ballot issues affecting Spokane County in accordance with the SCDCC Policy on Certification and Endorsement.

5.2.4.10. Credentials and Balloting Committee: Responsible for the certification of Precinct Committee Officers, their Proxies and other members at meetings of the SCDCC and County Conventions; and shall be responsible for the proper preparation for balloting and the conduct of voting.

5.2.4.11. Grievance Committee: Responsible for reviewing the facts of any complaint or dispute submitted to the committee for investigation and reporting to the Executive Board following the SCDCC Grievance Policies and Procedures.

5.3. AD HOC COMMITTEES: Ad hoc Committees may be formed when a need arises and are considered temporary committees. Examples of temporary committees include but are not limited to: State Convention Committee; specific issue committees in support or opposition to an initiative.

5.3.4. Ad hoc Committees shall be under the authority of the SCDCC Officers.

ARTICLE VI – MEETINGS

6.2. CENTRAL COMMITTEE: The official committee for conducting the business of the Spokane County Democrats.

6.2.4. Reorganization meeting: A Reorganization Meeting shall take place between the certification of the biennial election of Precinct Committee Officers and the second Saturday of the following January.

6.2.5. Regular Central Committee meetings: Regular meetings will be held a minimum of four times per year on a quarterly basis. The Reorganization
meeting is considered one of the regular Central Committee meetings.

6.2.5.5. A written Call for each meeting, which may be electronic or via paper mail, shall be sent to all members at least fifteen (15) days prior to the meeting.

6.2.5.6. Regular Central Committee meetings may be held electronically at the discretion of the Chair.

6.2.6. Special Central Committee meetings: Special meetings may be held at the discretion of the Chair, or upon written request of thirty (30) PCOs or five (5) voting members of the Executive Board.

6.2.6.5. Should the Chair fail to issue the call for a meeting as requested, then any five (5) Democratic Precinct Committee officers may issue the Call by mailing a written notice to all members at least fifteen (15) days prior to the meeting.

6.2.7. Quorum: Quorum consists of those voting members present for all regular and special SCDCC meetings.

6.2.7.5. Voting members present must remain over forty percent (40%) of those signed in and credentialed at the final credentials report to maintain a quorum. If quorum is lost, no more business may be conducted at that meeting, and another meeting must be called.

6.2.8. Proxy:

6.2.8.5. Any Precinct Committee Officer may authorize a proxy to vote on matters other than the election or recall of officers or the adoption or amendment of bylaws utilizing the official SCDCC Proxy form in person or electronically via the email address used to file as a candidate for PCO.

6.2.8.6. The designated proxy must be a resident of, and a registered voter in, the applicable precinct.

6.2.8.7. Any elected SCDCC officer may authorize a proxy utilizing the official SCDCC Proxy form in person or electronically via email to both their Legislative District Chair and SCDCC Chair.

6.2.8.8. The designated proxy for elected SCDCC officers must be a member of the SCDCC Executive Board.

6.2.9. MEETING FORMAT:

6.2.9.5. Meetings of the SCDCC may be held in person, virtually, or telephonically.

6.2.9.6. All meetings, regardless of format, shall be held in accordance with Article VI, Sections 6.1 and 6.2

6.3. EXECUTIVE BOARD:

6.3.4. Regular Executive Board meetings: Regular meetings will be held monthly.

6.3.5. Executive Board meetings may be held electronically at the discretion of the Chair.

6.3.6. Special Executive Board meetings: Special meetings may be called by the Chair or by written request of five (5) board members when needed with 48 hour notice.

6.3.7. Quorum: Fifty percent (50%) of the voting members of the Executive Board shall constitute a quorum. Electronic participation may be allowed under
discretion of the Chair.

6.3.8. Proxy: Any voting member may authorize, in writing, a proxy to another voting member of the Executive Board. A voting member may carry only one proxy.

ARTICLE VII – LEGISLATIVE DISTRICTS

7.2. Each Legislative District shall be organized according to: State law, the Charter and Bylaws of the Democratic Party of the State of Washington, and other provisions pursuant to the authority of the State Charter.

ARTICLE VIII – PRECINCT COMMITTEE OFFICERS

8.2. Precinct Committee Officers (PCOs): The basic unit of organization for the Democratic Party is the precinct. The responsible Party official at the precinct level is the PCO.

8.2.4. Elected PCOs: Voted into office during the primary election in even-numbered years to serve two-year terms.

8.2.4.5. Vacancies will be filled through appointments by the SCDCC Chair.

8.2.5. Appointed PCOs: If a person does not stand for election the application may be recommended by the applicable Legislative District Chair and appointed to the position by the Chair of the SCDCC anytime after the reorganization meeting of both the Legislative District and the SCDCC.

8.2.6. Precinct Coordinator: If there is no identified person willing to accept the duties of a PCO who lives in the precinct, a person not living in the precinct may be recommended by the Legislative District Chair and appointed to the position of Precinct Coordinator by the Chair of the SCDCC until a resident of the precinct can be found to serve as a PCO. This is a non-voting position.

8.3. Responsibilities: PCOs have the following basic responsibilities:

8.3.4. Canvass or telephone your precinct in coordination with election strategy at least once a year;

8.3.5. Coordinate with campaigns in educating voters and generating interest in the election on behalf of candidates and ballot measures;

8.3.6. Attend the Legislative District and County organization meetings;

8.3.7. Use the online voter file resource;

8.3.8. Deliver campaign materials to voters;

8.3.9. Ensure Democratic voters are registered;

8.3.10. Canvass the precinct to make sure Democratic voters have voted during an election;

8.3.11. Maintain, update and provide a copy of the registered voters in the precinct including contact information such as phone numbers, email addresses, and issues that are important to the voter;

8.3.12. Keep informed on current issues and candidates; and

8.3.13. Hold Precinct Caucuses.

ARTICLE IX – CAUCUSES AND CONVENTIONS

9.2. The time, place and manner of conducting Caucuses and Conventions shall comply with the rules and directives of the Washington State Democratic Party Central Committee (WSDCC).

ARTICLE X – OTHER DEMOCRATIC ORGANIZATIONS/GROUPS

10.2. Democratic Clubs, Groups and Organizations may apply to the Executive Board for recognition by the SCDCC.
10.2.4. Necessary documentation: Submit a current copy of
10.2.4.5. The bylaws;
10.2.4.6. A list of officers with contact information;
10.2.4.7. The signatures of at least five (5) members; and
10.2.4.8. A statement pledging support for the principles of the Democratic Party as stated in the Preamble to these Bylaws.

10.2.5. The application shall be reviewed for approval by the Executive Board.

10.3. Continuation of Recognition: To maintain recognition the organization will submit current bylaws and a list of current officers with contact information every year.

10.4. Cancellation of Recognition: Recognition may be canceled by the Executive Board following the established rules.

10.5. Appeal: Decisions of the Executive Board may be appealed to the SCDCC.

ARTICLE XI – RESOLUTIONS

11. Resolutions:
11.2.4. Resolutions shall be provided via email or as a non-editable shared electronic document, to the Resolutions Committee for review at least 14 days prior to the next regularly scheduled Executive Board Meeting. The Resolutions Committee shall present their recommendations to the Executive Board for review. The SCDCC Chair shall include the title and language of the resolution and SCDCC recommendations to the body in the next regularly scheduled SCDCC quarterly meeting’s Call to Meeting.

11.2.5. Resolutions that have not been submitted as outlined above may still be considered by the body if the following conditions are met:
11.2.5.5. A quorum is present;
11.2.5.6. The resolution is in writing and includes ten (10) signatures of voting members in attendance; and
11.2.5.7. Signatures must be from more than one (1) Legislative District; and
11.2.5.8. A two-thirds (2/3) affirmative vote of those present and voting confirm taking action.

ARTICLE XII – VACANCIES IN PARTISAN ELECTIVE OFFICES

12. Vacancies in partisan elective offices: Vacancies in partisan elected office shall be filled in accordance with the RCW and under direction from the WSDCC.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

13.2. Parliamentary authority shall be governed by the rules contained in the Robert’s Rules of Order Newly Revised, 12th edition shall govern the SCDCC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special or standing rules of order the SCDCC may adopt.

ARTICLE XIV – AMENDMENTS

14.2. Proposed amendments to these Bylaws shall be submitted to the Bylaws, Policies, and Procedures Committee.
14.2.4. After review by the committee, proposed recommended amendments shall be submitted in writing to the Chair in time to be included in the Call for consideration at a SCDCC meeting.
14.2.5. Adoption of any amendment requires a two-thirds (2/3) affirmative vote of members in attendance as defined in 3.1.1..
Spokane County Democratic Central Committee Policies and Procedures

PASSED November 19, 2012
AMENDED: April 18, 2018

I. PURPOSE AND AUTHORITY

PURPOSE:
The purpose of the Spokane County Democratic Central Committee Policies and Procedures is to provide additional direction to the SCDCC including participants, members, officers, committees and affiliated groups by establishing rules and processes for governance and operations.

AUTHORITY:
The authority for the Policies and Procedures is established by the Bylaws of the Spokane County Democratic Central Committee.

II. POLICY ON MEETINGS OF THE CENTRAL COMMITTEE AND EXECUTIVE BOARD

1. All Central Committee and Executive Board meetings shall be open to the public. Non Members may be granted the courtesy of speaking at the discretion of the chair. However, voting on issues raised shall be restricted to voting members of each body as defined in the Bylaws. (See Bylaws Article III Membership, 3.1 and 3.2, Article V Committees, 5.1.1 and 5.1.2)

2. The unit rule shall not be permitted at any meeting. A “unit rule” is any rule or practice whereby all members are required to cast their vote in accordance with the will of the majority.

3. Recording of proceedings will be allowed unless overturned by a 2/3 vote of members in attendance.

4. The Central Committee and Executive Board may go into executive session following Robert's Rules of Order,

5. Newly Revised.

III. PROCEDURES AT MEETINGS OF THE CENTRAL COMMITTEE AND THE EXECUTIVE BOARD

Procedures for meetings of the Central Committee and SDCC Executive Board shall be in accordance with the Robert's Rules of Order Newly Revised, 12th edition as per Article XIII of the SCDCC Bylaws.
III. POLICY ON ELECTION OF OFFICERS

(See: Bylaws, Article IV Officers 4.1; Bylaws Article IV Officers, 4.2 Term of Office; Bylaws Article III Membership 3.1 General Voting Members)

The officers of the Central Committee are elected by majority vote at the Reorganization Meeting in December or January following the General Election in even numbered years. Self-nominations shall be in order.

Procedure on Election of Officers

1. Each candidate will be allowed up to three (3) minutes to speak following the close of nominations. A majority is required to elect.
2. If no person has a majority, the candidate receiving the least votes is dropped and balloting shall be repeated.
3. These procedures shall continue until a candidate receives a majority.

IV. POLICY ON EXECUTIVE BOARD

(See: Bylaws, Article V Committees, 5.1)

The Executive Board serves as the Executive Board for the SCDCC and is responsible for:
- Maintaining continuous effective operations;
- Acting in a timely manner to support operational effectiveness;
- Reporting actions taken to the SCDCC at the next regularly scheduled meeting.
- The Chair of the SCDCC is the presiding officer and has the authority and responsibility for directing and ensuring operational effectiveness.
- SCDCC elected officers may be removed as defined in the Bylaws and Policy and Procedures. (See: Bylaws Article IV Officers, 4.6 Removal of SCDCC Officers. See Also: Policy and Procedures – Policy on Removal and Discipline of Officers).
- An officer who serves on the Executive Board due to their elected position in a Legislative District may be removed from their position on the Executive Board. (See also: Policy and Procedures – Policy on Decorum; Policy on Absenteeism). Such removal does not affect their elected position in their Legislative District unless independent action is taken by the District.
- A member of the Executive Board who serves as a designee in place of an elected officer, or serves as a representative of an interest group may be removed from their position on the Executive Board. See also: Policy and Procedures – Policy on Decorum; Policy on Absenteeism).

V. POLICY ON REMOVAL AND DISCIPLINE OF OFFICERS

(See: Bylaws Article IV, 4.6 Removal of SCDCC Officers; See Also: Policies and Procedures – Policy on Absenteeism; Policy on Decorum)

Elected and appointed officers can be removed from their positions as defined in the Bylaws. Additional situations include but are not limited to action that may reflect negatively on the
organization or hampers the work of the organization and chronic substance abuse affecting the ability to serve.

VII. PROCEDURES ON REMOVAL AND DISCIPLINE OF AN ELECTED SCDCC OFFICER

7.1 Any charges brought against the officer will be forwarded to the Grievance Committee for review following that Committee’s policies and procedures which are consistent with the SCDCC Bylaws and Policies and Procedures, and guided by Roberts Rules of Order, Newly Revised on Disciplinary Procedures as necessary.

7.2 A meeting to review the charges will be held within 30 days.

7.3 Findings of the Committee must be reported to the Executive Board. The Executive Board takes no action.

7.4 A recommendation for recall from the Grievance Committee will be submitted to the Central Committee for action.

7.5 The SCDCC Chair may act to suspend the authority of any officer prior to review by the Grievance Committee if the urgency of the circumstances warrants that action.

7.6 The Executive Board may act to suspend the authority of the SCDCC Chair in accordance with SCDCC Grievance Policies and Procedures.

7.7 The Vice Chair with one SCDCC State Committee person and one Legislative District Chair shall agree to bring this action to a special Executive Board meeting.

7.8 A 60% approval vote is required for action to be taken on the suspension.

7.9 No proxies will be accepted.

7.10 A recommendation for recall, will be submitted to the Central Committee for action.

VII. POLICY ON DECORUM

7.1 The SCDCC recognizes that every person has the right to be treated with respect at all Spokane County Democrats’ functions, including the time before and after official events.

7.2 This includes but is not limited to: Central Committee and Executive Board meetings; formal and informal committee meetings; events sponsored by the Spokane County Democratic Party; and informal social events to which members of the Party are invited due to their role in the Party.

7.3 Events are defined as all county Democratic events, sanctioned or unsanctioned. These include but are not limited to: parades, booths, election events, fundraisers, dinners, or wherever Spokane County Democrats meet.

7.4 Failure to abide by the rules on Decorum will result in disciplinary action up to and including removal from position. (See: Bylaws Article IV. 4.6 Removal of SCDCC Officers)

7.5 Expectations of behavior at meetings and events include attendees acting in a courteous manner.

7.6 Each attendee shall cooperate with the presiding officer in preserving order and decorum.

7.7 Examples of violation of expectations regarding decorum include, but are not limited to:
    • Making offensive, insulting, threatening, insolent, slanderous or obscene
• Engaging in disruptive private conversations during meetings or programs;
• Making threats against any person or against public order and security.

VIII DECORUM ENFORCEMENT PROCEDURE

8.1 If at a SCDCC function, the person in charge shall have the authority to remove a person violating Party decorum.
8.2 Repeated instances of violating order and decorum shall be referred to the Grievance Committee for resolution and following established procedures, may result in permanent barring from functions sponsored by the Spokane County Democrats.
8.3 If at a meeting, the chair may initiate action or any member may petition the chair to take action, during the session for actions regarding decorum occurring in the session.
8.4 All other member petitioned actions must be presented to the chair in advance for consideration at an executive session.
8.5 The chair’s decision may be overridden by two-thirds vote of the voting members present. No proxies are allowed.
8.6 Committee members may request information from the chair about actions taken for removal during the session for actions regarding decorum occurring in the session.

IX. POLICY ON ABSENTEEISM

9.1 Elected and appointed SCDCC officers and members of committees are expected to meet all the responsibilities of their position including attendance at Central Committee and Executive Board meetings. Failure to meet the requirements of the position may result in removal from the position. (See: Bylaws, Article IV. Officers 4.6 Removal of SCDCC Officers; Article V. Committees 5.1 Executive Board, 5.2 Standing Committees, 5.3 Ad Hoc Committees)
9.2 An absence is defined as an absence caused by personal illness; a family member’s illness or death; temporary absence from the county on the date of the meeting. In addition, a person engaged as a candidate or with an official position in a campaign may be granted an absence upon the discretion of the Committee.

X. ABSENTEEISM ENFORCEMENT PROCEDURE

10.1 A request for an absence must be submitted to the chair prior to the meeting with minimum 48-hours notice, including the reason for the absence barring emergency.
10.2 Members of the Executive Board absent from the meeting shall be identified at the beginning of the meeting.
10.3 If at a meeting the chair may initiate action, or any member may petition the chair to take action during the session for actions regarding chronic absence occurring in the session. All other member petitioned actions must be presented to the chair in advance.
XI. POLICY ON STANDING COMMITTEES

(See: Bylaws Article V Committees, 5.2 Standing Committees)

11.1 Additional Standing Committees may be created upon recommendation by the SCDCC Bylaws, Policies, and Procedures Committee and with approval by the Executive Board and SCDCC Central Committee following the procedures for amending the Bylaws. (See: Bylaws Article XIV Amendments)

11.2 Standing Committees may also be dissolved in the same manner.

XII. Policy on Members of Standing Committees

(See: Bylaws Article V Committees, 5.2 Standing Committees)

12.1 Procedures

12.1.1 Chairs of Standing Committees shall be appointed as per Section 5.2 of the SCDCC Bylaws.

12.1.2 The chair(s) appointed to each Standing Committee are responsible for selecting members for the Committee as per SCDCC Bylaws Section 5.2.

12.1.3 Factors to consider when forming committee membership include legislative district representation and retaining at least 25% of the membership at the beginning of a two year term to provide continuity.

12.1.4 The chair and members of the Committee are responsible for adopting policies and procedures as appropriate and which are consistent with the SCDCC Bylaws and Policies and Procedures.

12.1.5 Committee members may be removed from their position. (See Also: Policies and Procedures – Policy on Absenteeism; Policy on Decorum)

12.1.6 Committee Chairs serve at the pleasure of the Executive Board and may be replaced at any time.

12.1.7 Committee members serve at the pleasure of the Committee Chair and may be removed by the Committee Chair after consultation with the Executive Board.

12.1.8 In cases of personal disputes between Standing Committee members that are detrimental to the work of the committee, the Committee Chair shall attempt to mediate and resolve the dispute. Where the Committee Chair is unable to successfully resolve, the dispute shall be referred to the Grievance Committee for review.
XIII. Policy on Term of Standing Committees

Members of Standing Committees will normally serve two year terms coinciding with the reorganization meetings of the SCDCC. (See: Bylaws Article V Committees, 5.2 Standing Committees)

13.1 Procedures:

13.1.1 Committees that need to continue actively meeting to successfully fulfill their purpose shall petition the Executive Board for permission to serve past the two year reorganization cycle.

13.1.2 To request the extension, a specific reason must be given as well as a date for the committee to be reconstituted.

13.1.3 The petition must be approved prior to the reorganization meeting and if approved will also need to be approved by the new Executive Board as well.

13.1.4 If permission is granted by the authorized Executive Board, a record of the reason for the request and the date for reconstitution shall be recorded both with the committee and the Executive Board.

XIV Policy on Certification and Endorsement

14.1 The SCDCC has as one of its main purposes the election of Democratic candidates. (See: Bylaws Article II Purpose and Authority 2.1.2 Purpose) The Certification and Endorsement Committee reviews, screens, and recommends action on candidates and ballot issues which request recognition and support from the SCDCC.

14.2 Recommendations may also be made by the Executive Board. All recommendations are submitted to the Central Committee for official action. Requests may also originate from the floor at a SCDCC quarterly meeting. A simple majority vote is required.

14.3 A candidate can be certified and/or endorsed by the SCDCC even if another candidate for the same position has been certified and/or endorsed by the SCDCC.

14.4 The Chair of the Committee is appointed as per Section 5.2 of the SCDCC Bylaws after the reorganization meeting.

14.5 Procedures on Certification and Endorsement of Candidates

14.5.1 Candidates requesting recognition and support from the SCDCC are required to complete the appropriate questionnaire.

14.5.2 The Committee will have available electronic questionnaires for partisan and nonpartisan positions.

14.5.3 These questionnaires will be reviewed annually by the Endorsement Committee to ensure they are providing the necessary information for a judicious decision to be made.

14.5.4 The Endorsement Committee shall make every effort to contact Democratic candidates who have filed for office and urge them to complete the questionnaire in a timely manner so that action by the SCDCC can be taken at the appropriate quarterly meeting.

14.5.5 The Chair of the Committee will determine the method of reviewing and recommending action on the candidate’s request.

14.5.6 Meetings of the Committee will take place at the beginning of the two-year term of office so that review of Policy and Procedure processes are clear and mutually understood by the membership of the Committee.
14.5.7
14.5.8 A two thirds (2/3) affirmative vote by the members of the Committee is required for a recommendation to certify or endorse.
14.5.9 Two or more members of the Committee may request an meeting of the Committee.

Certification and/or Endorsement:
Certification is granted to a candidate who requests recognition by the SCDCC; completes and returns the appropriate questionnaire; the recommendation of the review body is to certify the candidate as a Democrat; and the vote of the SCDCC approves the recommendation to certify. Certification does not mean the candidate has been endorsed by the SCDCC. More than one candidate for an office may be certified. Certification may take place prior to the Primary Election.

Endorsement is granted to a candidate who requests recognition by the SCDCC; completes and returns the appropriate questionnaire; the candidate is considered to be a strong Democrat with a proven record demonstrating Democratic principles and values and is a viable candidate for the position; the recommendation of the review body is to formally endorse the candidate; and the vote of the SCDCC approves the recommendation to endorse. More than one candidate for an office may be endorsed. Endorsement may take place prior to the Primary Election.

A candidate may request reconsideration of a request for certification or endorsement after supplying additional germane information and following the review process.

Procedures on Certification and Endorsement of Ballot Issues
Spokespersons for Ballot Issues may formally request recognition and support from the SCDCC in writing (electronic requests fulfill this requirement).

The request shall include the official title of the ballot issue; a brief description of the reasons that the SCDCC should support or oppose the issue; and contact information for the campaign requesting the action.

The Chair of the Committee will determine the method of reviewing and recommending action on the request, keeping the procedures as consistent as reasonable to the process for candidates.

Final action on the recommendation will be taken by the SCDCC

XII. Policy on Ad Hoc Committee
(See: Bylaws Article V Committees, 5.3 Ad Hoc Committees)
Ad Hoc Committees require the SCDCC Chair to specify the purpose of the Committee and a specific term of existence. The Committee may not expand the definition or purpose under which it was established.
The committee will follow all other rules and procedures that govern Standing Committees. (See Also: Policy and Procedures, VIII. Policy on Standing Committees;
Procedures:

If the purpose of the committee continues at the time of reorganization, the Chair of the Committee and the SCDCC Chair or Vice Chair responsible for the committee will determine the conditions necessary to allow the committee to continue under the same membership and purpose for no more than one year after the reorganization.

After the reorganization the Chair of the Committee will work with the new SCDCC Chair or Vice Chair to determine the specific term of the committee and the membership of the committee. If there is a change in membership, no more than 40% of the members are to be replaced to allow for continuity of purpose.

XIII. Policy on Cancellation of Recognition of Other Democratic Organizations/Groups
(See: Bylaws, Article X Other Democratic Organizations/Groups)

If a recognized Democratic Organization, Group, or Club does not follow the rules for recognition, their recognition may be canceled.

Procedures:
The Vice Chair will define the criteria for loss of recognition and will establish additional procedures for reestablishment of recognition as appropriate.

XIV. Policy on Organizational Authority of Committees

All committees shall develop policies and procedures consistent with the SCDCC Bylaws and Policies and Procedures.

Procedures:
The policies and procedures of committees shall be submitted to the Document Review Committee for review to assure consistency with SCDCC documents.

Upon satisfying the standards for consistency with SCDCC documents, the committee's policies and procedures will be forwarded to the Chair or Vice Chair responsible for the committee for approval and acceptance.

Upon acceptance, the Committee Chair or Vice Chair shall notify the Executive Board of the additions or revisions to the committee policies and procedures.

Document Review Policies

1. Policies and Procedures must be submitted in written form, preferably digitally, no less than ten (10) days prior to the following Executive Board meeting to be considered.

2. The Document Review Committee shall have a quorum of no less than four (4) members, from no less than two (2) legislative districts, all of whom reside in Spokane County.

XVI. Policy on Resolutions

Sufficient copies of the resolution shall be made available to the PCOs at the beginning of the meeting by the SCDCC.

XVII. Policy on Amendments to SCDCC Policies and Procedures Document

The Policies and Procedures document may be amended by the Executive Board. The vote required to amend shall be quorum plus two. Requests for amendment are to be submitted to the SCDCC Chair two weeks prior to the meeting and shall be included in the agenda.

Spokane County Democrats
Grievance Policies and Procedures

PASSED 09/21/2019
I POLICY

1.1 It shall be the policy of the Spokane County Democratic Central Committee (SCDCC) that Elected Officers, Precinct Committee Officers, and all persons appointed to the various positions as defined by the SCDCC By Laws must comply with the Washington State Democratic Central Committee (WSDCC) Code of Conduct and the SCDCC Bylaws and Policies & Procedures.

II Committee

2.1 The Grievance Committee (Committee) is specified in the SCDCC bylaws, Article V. Sec. 5.2.4.6. The Committee Chair (Committee Chair) shall be appointed by the SCDCC Chair (County Chair) (SCDCC bylaws 4.3.1.2.3) The Committee shall be comprised of two members of differing gender identities from each of the 3rd, 4th, and 6th Legislative districts, one member of the 7th and 9th legislative districts. Every effort shall be made to include representation from each legislative district. Legislative District Chairs may suggest members to the Committee. Two at-large members of SCDCC of different gender identities shall be selected by the SCDCC Chair. Members of the Committee shall be limited to persons identified in Article III Membership of the SCDCC Bylaws.

III INITIATING A GRIEVANCE

3.1 A person(s) identified in 3.1.1 & 2 and 3.2.1 & 2 of the SCDCC bylaws who is an aggrieved party (Grievant), shall have standing to initiate a grievance against a person or persons identified in 3.1.1 & 2 and 3.2.1 & 2 of the SCDCC bylaws respondent.

3.2 Grievances must be in writing and include the name, address, phone number and e-mail address of the Grievant, the name of the respondent, a concise statement including date or dates, location or locations, and witnesses including phone numbers and/or other contact information. The grievance must include which provision or provisions of the WSDCC Code of Conduct, SCDCC Policy, or Procedure that was violated. The statement must include a statement by the Grievant regarding how the alleged violation or violations caused actual harm or damages to the Grievant. A copy of the grievance should be submitted to the County Chair. A grievance must be signed by the Grievant.

3.3 The grievance shall be submitted to the Committee Chair personally, by first class mail, or by pdf attachment to an email. A grievance may also be submitted to the County Chair or any member of the Committee. It shall be the Grievant’s responsibility to ensure that the grievance was actually received by the Committee Chair.

IV INITIAL PROCEDURE

4.1 The Committee Chair in consultation with one at least one additional member of the Committee, shall review the submission within five (5) business days of receiving the grievance and shall make a recommendation to the full Committee whether there should be an investigation to consider and determine whether to accept or reject the grievance.
4.2 If on initial review, the Committee concludes that the grievance does not state a Code violation or lacks adequate evidentiary support, the complainant shall be notified of the dismissal of the grievance and the reasons thereof. The dismissal of a grievance for lack of evidentiary support shall not bar the submission of a subsequent grievance supported by evidence.

4.3 If the Committee Chair recommends that the Committee should conduct an investigation, the grievant, the respondent, and the County Chair shall be notified and provided with an outline of the next procedural steps which reminds these parties about the confidential nature of the proceedings.

4.4 If the Committee decides to investigate a grievance, then the Committee Chair shall submit a report to the SCDCC Chair prior to the initiation of an investigation.

4.5 The Committee Chair may, with agreement of at least one additional member of the Committee, pending an investigation, recommend that the County Chair make an interim suspension of a respondent from all County Party activities and appointments, with the exception of business meetings of the SCDCC at which the respondent has a right to vote and where no proxy may be accepted pursuant to Article VII of the SCDCC Policies and Procedures. The Committee may recommend to the County Chair by two-thirds (2/3) vote to extend the interim suspension until the conclusion of the investigation. Nothing in this provision limits the inherent authority of the County Chair to further govern the participation of one of its members. If the SCDCC Chair is the subject of the grievance, see Section V of the SCDCC Policy and Procedures Policy on Removal and Discipline of Officers, paragraph F.

4.6 Action by the Committee may be suspended during any criminal investigation.

V. DUTIES OF THE Committee

5.1 The Committee shall investigate or cause to be investigated all properly submitted grievances to the extent reasonable considering the seriousness of the violation alleged and the specificity of the factual statement. Investigations should be concluded and a written report submitted to the County Chair within thirty (30) days of receipt of the grievance. This time period may be extended for good cause.

5.2 The Committee shall offer the respondent an opportunity to provide their version of events and defend against the allegation(s).

5.3 The Committee may retain or utilize professional resources with the approval of the County Chair or refer the matter to an appropriate agency if deemed necessary.

5.4 Nothing in these policies or procedures shall limit the Committee Chair from delegating investigatory duties to other committee members.

VI PENALTIES

6.1 If the recommendation of the Committee is not to dismiss the grievance, the Committee may, but is not required to, recommend disciplinary actions to the County Chair; progressive discipline may be used. The County Chair shall take action as provided for in the SCDCC bylaws and the SCDCC Policies and Procedures.

6.2 The respondent, within 14 days, may ask the Committee to reconsider its decision in order to submit additional evidence not presented prior to submitting the final report.
VII CONFIDENTIALITY

7.1 All parts of these procedures shall remain confidential except for any required votes for any sanction by the Executive Board or Central Committee.

7.2 Violation of the confidentiality of these procedures shall be a violation of these policies and procedures and may give rise to grievances under the SCDCC Policies and Procedures and the SCDCC Bylaws; provided, however, that by requesting confidentiality a party agrees to cooperate with the Committee, the County Chair, and the SCDCC Central Committee.

7.3 Confidentiality will be waived in the case of a criminal investigation or court subpoena.

VIII Robert’s Rules

8.1 In matters not expressly addressed in these Policies and Procedures, Robert’s Rules may be consulted for guidance but need not be followed if, in the opinion of the Committee, it would be more appropriate in the specific circumstances to follow an alternative course.