**BYLAWS**

**KITSAP COUNTY DEMOCRATIC CENTRAL COMMITTEE**

**ARTICLE I. NAME**

This organization shall be known as the KITSAP COUNTY DEMOCRATIC CENTRAL COMMITTEE (KCDCC) and hereinafter referred to as the Central Committee.

**ARTICLE II. MISSION STATEMENT**

The Kitsap County Democratic Central Committee is inclusive and diverse and welcomes and encourages all citizens of Kitsap County who share Democratic values to become participants in the meetings and activities of the Kitsap County Democratic Party.

The mission of this organization shall be:

1. To maintain and promote the democratic form of government as set forth in the Constitution of the United States of America; encourage wide public participation in the political process; and elevate public policy discourse.
2. To contribute to the development and growth of the core values of the Democratic Party.
3. To promote the election of Democrats to public office.
4. To help ensure that government at all levels functions for the common good and that proposed governmental actions get full and meaningful public consideration.

e. To promote inclusiveness, diversity, and equity in the Democratic Party.

f. To promote the growth of the Democratic Party and advocate for the Party’s platform.

**ARTICLE III. MEMBERSHIP**

Section 1. STATE STATUTES. The Revised Code of Washington Chapter 29A.80 provides for the establishment of County Central Committee and the role and terms of Precinct Committee Officers. Copies of the current RCWs in this chapter will be included as an appendix to these Bylaws.

Section 2. PRECINCT COMMITTEE OFFICERS (PCOs). Precinct Committee Officers are elected every two (2) years at the state primary election held in even-numbered years. The Central Committee Chairperson has the final authority to appoint new PCOs and Precinct Leaders to precincts within Kitsap County without PCOs. The Chairperson will work with and encourage recommendations from the legislative district organizations with precincts within Kitsap County in filling vacant precinct positions. The Central Committee shall not have the authority to remove any Democratic PCO from office.

Section 3. MEMBERS OF THE CENTRAL COMMITTEE. All Precinct Committee Officers (PCOs), voting members of the Executive Board, and Democrats who pay dues to the Central Committee are voting members of the Central Committee with the following exceptions as per Washington State law:

a. Only elected PCOs may vote at the organizational meeting.

b. Only elected or appointed PCOs may vote to recommend appointments to fill vacancies for

public office and amend these bylaws in keeping with the State Party Charter. Precinct leaders as defined in Section 7 of this Article and non-resident PCOs may not vote to fill vacancies for public office.

Section 4. STATUS OF ELECTED OFFICIALS. All duly elected Democratic officials residing in Kitsap County, except those who are Precinct Committee Officers or dues-paying members of the Central Committee, shall be honorary, non-voting members of the Central Committee with floor privileges.

Section 5. PCO RESOURCES. Each new Precinct Committee Officer shall, within two months of the organizational meeting or appointment to office, be provided with the following tools:

1. Information detailing the duties of a Precinct Committee Officer.
2. A map of their precinct.
3. Training related to the office of Precinct Committee Officer
4. The URL to the following resources:
   * The Kitsap County Democratic Central Committee Bylaws.
   * The current Kitsap County Democratic Platform.
   * The current State Democratic Platform.

Section 6. PCO DUTIES. The duties of precinct committee officers shall be:

1. To inform themselves of the current basic issues and study the Democratic Platforms.
2. To canvass their precincts for the purpose of identifying Democratic voters, registering new voters, and raising funds.
3. Get out the Democratic vote.
4. To aid and support Democratic principles and candidates.
5. To recommend Democrats to serve as election observers.
6. To participate in training provided by the party.
7. To attend meetings of the Central Committee.

Section 7. PRECINCT LEADERS. Precinct leaders are members who are appointed to fulfill the duties of the PCO but who do not reside in the precinct to which they were appointed. Precinct leaders have access to all PCO resources and hold all the rights and responsibilities of the Precinct Committee Officer with the following exceptions:

* 1. They may not vote on appointments to fill vacancies as set forth in Article XIII of these Bylaws and the Constitution of the State of Washington Article II, Section 15 or on matters clearly set forth in Washington State law that are restricted to PCOs.
  2. They may be replaced or re-assigned to another precinct by the County Chairperson if a PCO is appointed to the precinct.
  3. Any Precinct Leader who fails to attend two consecutive meetings of the Central Committee without being excused by the County Chairperson shall, at the discretion of the Executive Board, forfeit the office.

Section 8. PCO RESIGNATIONS. Any resignation shall be submitted in writing to the County Chairperson and approved by the Executive Board and shall become effective when approved.

**ARTICLE IV. OFFICERS**

Section 1. ELIGIBILITY. Any Democrat residing and registered to vote in Kitsap County shall be eligible to hold any Party office provided the Chairperson and Vice Chairperson identify as different genders. as required by law and state party rules.

Section 2. ELECTED OFFICERS. The elected officers of this organization, who shall be elected at each organizational meeting (Article V, Section 5), shall consist of the following:

a. Chairperson

b. Vice Chairperson

c. Treasurer

d. 2 State Committee Members who identify as different genders

Section 3. APPOINTED OFFICERS. Appointed officers shall consist of the following:

a. A Secretary shall be appointed by the Chairperson, and such Assistant Secretaries may be appointed by the Chairperson as necessary to conduct the business of the organization.

b. An Assistant Treasurer shall be appointed by the Chairperson as necessary to conduct the business of the organization.

c. A Sergeant-at-Arms may be appointed by the Chairperson to maintain discipline at meetings.

d. A Parliamentarian may be appointed by the Chairperson to advise on procedural issues and assist the Chairperson as requested.

Section 4. TERMS OF OFFICE. The officers of this organization shall serve terms of office as follows:

a. Elected officers shall serve two-year terms beginning immediately with the organizational meeting at which they are elected and ending at the following organizational meeting upon election of their successors, with the following exceptions:

1. An officer elected for whatever reason in the interim of organizational meetings shall serve until the following organizational meeting and the election of their successors;

2. Resignation; and

3. Removal from office by the membership.

b. Appointed officers shall serve terms concurrent with the Chairperson who appointed them

c. Appointed officers serve at the pleasure of the Chairperson and may be dismissed by the Chairperson.

Section 5. ELECTION OF OFFICERS. Election of officers shall be by one of the following methods:

a. Regular election of officers shall:

1. Occur at each biennial organizational meeting at which only Precinct Committee Officers elected in the even-year primary may vote.

2. Be conducted by ballot except when there is only one nominee for an office the

election may be by voice vote; and

3. Require a simple majority of Precinct Committee Officers present and voting for election.

b. Special election of officers shall be conducted in the same manner as regular elections except they shall occur at the next regular meeting of the organization following a vacancy in office provided that the members have received official notice at least five (5) days prior to the meeting.

Section 6. REMOVAL FROM OFFICE. Removal of an officer listed in Section 2 and 3 of this Article from office may be accomplished by the following methods:

a. Any officer may resign from office by submitting a written resignation, which shall become effective upon approval by the Executive Board.

b. Any officer shall be removed from office for failure to discharge the duties of the office to the satisfaction of the membership, provided:

1. The charges for removal are in writing and signed by at least five (5) elected PCOs.

2. The officer so charged and the membership received written notice of the charges at least five (5) days before the meeting at which the charges are to be addressed.

3. The officer charged has the opportunity to address the membership.

4. Two-thirds of the members present and voting cast ballots in favor of removal.

**ARTICLE V. DUTIES OF OFFICERS AND APPOINTED POSITIONS**

Section 1. CHAIRPERSON. The Chairperson shall:

1. Serve as the chief administrative officer and official spokesperson of this organization.
2. Send notices and keep records of all meetings of the Central Committee, Executive Board, and Executive Committee.
3. Preside at all meetings of the Central Committee, Executive Board, and Executive Committee.
4. Appoint all standing and special committees and serve as ex-officio member thereof.
5. Appoint the Secretary, Assistant Secretary, Assistant Treasurer, Sergeant-at-Arms, and Parliamentarian, as necessary.
6. Appoint Precinct Committee Officers and Precinct Leaders to fill vacancies as provided herein.
7. Sign checks on the treasury when the Treasurer is not available.
8. Advise and assist Democratic candidates for national, state and county offices within Kitsap County.
9. Maintain a complete up-to-date mailing list of all elected and appointed precinct committee officers and appointed precinct leaders.
10. Utilize VoteBuilder, or similar subsequent software that might be adopted by the State Democratic Party, to maintain an up-to-date record of Democratic supporters.
11. Maintain electronic copies of the latest election laws for the officers.
12. Perform all other duties pertaining to the office of Chairperson.

Section 2. VICE CHAIRPERSON. The Vice Chairperson shall:

a. Perform the duties of the Chairperson in the absence or inability of that officer to act.

b. Assist the Chairperson when called upon.

c. Assume the office of Chairperson in case of a vacancy in the office of Chairperson until the vacancy is filled.

Section 3. SECRETARY. The Secretary shall:

1. Keep a roll of the Central Committee members and a copy of the formal reports of its officers and committees.
2. Keep minutes of the Executive Committee, Executive Board, and Central Committee meetings.

Section 4. TREASURER. The Treasurer shall:

a. Receive all monies of the Central Committee, issue receipts for monies received, and keep an accurate record of income and expenses as authorized by the approved budget. The Treasurer is the primary signatory on all checks. The Central Committee may authorize additional expenditures by majority vote. The Executive Board may re-allocate funds within the budget.

b. Make a complete financial report at any time upon the request of the Chairperson or the Executive Board.

c. Keep records and file all reports required for compliance with the Public Disclosure Commission (PDC).

d. Serve as chairperson of the budget committee which shall prepare a two-year budget for submission to the Central Committee for adoption in January of odd-numbered years. The books of the Treasurer shall be audited at least annually or more frequently as defined in KCDCC policy.

Section 5. STATE COMMITTEE MEMBERS. The State Committee MEMBERS shall:

a. Act as liaison officers between the State Democratic Party and the Kitsap County Democratic Central Committee.

b. Attend all meetings of the Washington State Democratic Central Committee and report on those proceedings to the Executive Board and the Central Committee.

c. At the discretion of the Executive board, forfeit their elected office for failure to attend two (2) consecutive meetings of the State Central Committee without being excused by the County Chairperson and giving their proxy to another County Central Committee member to represent Kitsap County.

Section 6. SERGEANT AT ARMS. The Sergeant-at-Arms shall perform the ordinary duties of the office as requested by the Chairperson.

Section 7. PARLIAMENTARIAN. Provide objective assistance on legislative and parliamentary procedure of the Central Committee and Executive Committee in accordance with Roberts Rules of Order (Most Recent Revision).

Section 8. ASSISTANT SECRETARY(IES). Assistant Secretary (ies), if any, shall perform their duties under the direction of the Chairperson.

Section 9. ASSISTANT TREASURER. Assistant Treasurer, if any, shall assist the Treasurer on budget development and reporting, when needed, and perform other functions under the direction of the Chairperson.

**ARTICLE VI. MEETINGS**

Section 1. ATTENDANCE. Meetings of the Central Committee are open to all Democrats.

Section 2. REGULAR MEETINGS. Regular meetings of this Central Committee shall be held at least six (6) times during each year. Written notices for all such meetings shall be sent electronically or by U. S. Mail to each member at least five (5) days in advance of each meeting. The notice must include directions for accessing the meetings virtually if that format will be used for the meeting.

Section 3. MEETING FORMATS. At the discretion of the Chairperson and the Executive Board, meetings may be held in person, virtually or a combination of both. In all cases, meetings must provide the opportunity for attendees to participate in debate, discussion, and votes.

Section 4. BIENNIAL ORGANIZATIONAL MEETINGS. The biennial organizational meeting shall be held in person after the state general election held in even-numbered years no earlier than December 1 or later than the second Saturday of the following January. Notice of such meeting shall be mailed to each PCO elected during the primary election preceding the state general election and at least seven (7) days prior to the date of the meeting.

Section 5. SPECIAL MEETINGS. Special meetings of the Central Committee may be called by the Chairperson, any five (5) members of the Executive Board, or any ten (10) members of the Central Committee provided:

a. The written call to meeting is sent in writing by U.S. Mail or electronically at least five (5) days before the meeting is to take place.

b. The call to the meeting states the reason for the special meeting.

Section 5. ABSENTEE AND PROXY BALLOTS. Absentee or proxy ballots are prohibited in all meetings of the Central Committee, Executive Board, and Executive Committee.

Section 6. MEETING QUORUM. Twenty-five (25) members of the Central Committee or 25 percent (25%) of all Precinct Committee Officers (PCOs) whichever is smaller shall constitute a quorum at any

regular or special meetings of the Central Committee.

**ARTICLE VII. COUNTY CONVENTIONS**

The County Convention shall be held and conducted in conformity with State and National Democratic Party rules.

**ARTICLE VIII. EXECUTIVE BOARD**

Section 1. ELIGIBILITY. Any Democrat residing and registered to vote in Kitsap County shall be eligible to be a member of the Executive Board. Eligibility for election shall not be limited to Precinct Committee Officers.

Section 2. MEMBERSHIP.

a. The elected Officers of the Central Committee (Chairperson, Vice Chairperson, Treasurer, State Committee Members).

b. Fifteen (15) members of the Executive Board shall be elected by ballot, majority vote, as follows: 1. Four (4) members from each of the three commissioner districts of Kitsap County shall be elected by the duly elected Precinct Committee Officers of each commissioner district at the organizational meeting.

2. One (1) additional member from each of the three commissioner districts shall be elected by the Central Committee at-large at the next meeting following the organizational meeting.

c. Ex-Officio Voting Members as listed in Section 3 below.

Section 3. EX-OFFICIO MEMBERSHIP. In addition, the following shall be ex-officio voting members of

the Executive Board:

1. The Secretary, Assistant Treasurer and Assistant Treasurer, if any, and immediate Past Chairperson of the Central Committee.
2. The President of the Kitsap County Democratic Women.
3. The Chair of the Diversity, Equity, and Inclusion Committee.
4. The LD State Committee persons residing in Kitsap County.
5. The highest-ranking elected officer of any Legislative District with precincts within Kitsap County who is also a resident of Kitsap County. For the purpose of this section ‘elected officer’ means the Chair, Vice Chair, Elected Secretary, Elected Treasurer.
6. The Chair of the Kitsap County Young Democrats.

Section 4. DUTIES OF THE BOARD. The Executive Board of the Kitsap County Democratic Central Committee shall:

a. Formulate policy for presentation to the Central Committee.

b. Provide direction to the Central Committee in its activities and functions.

c. Act as a liaison to other community organizations whose goals are compatible with those of the Central Committee.

d. Advise the Chairperson on the formation of such working committees and task forces as are necessary or desirable to conduct the business of the Central committee.

e. Advise and assist the officers of the Central Committee in their assigned duties.

f. Recommend to the Central Committee to endorse, not endorse, or approve candidates for public office.

g. Provide direct oversight of fiscal matters on behalf of the Central Committee and may:

1. Re-allocate funds within the budget.

2. Require an audit of the treasury at any time.

Section 5. OFFICERS. The Chairperson and the Secretary of the Central Committee shall serve as

Chairperson and Secretary respectively of the Executive Board.

Section 6. MEETINGS. The Executive Board shall meet at least eight (8) times a year and shall convene at the call of the Chairperson. Notice of meetings shall be sent to Board members as provided herein.

Section 7. QUORUM. Eleven (11) members of the Executive Board shall constitute a quorum for Executive Board meetings.

Section 8. ATTENDANCE. The Secretary shall maintain a record of meeting attendance. Any

of the fifteen (15) elected members of the Executive Board who fails to attend two (2) consecutive

meetings of the Executive Board without being excused by the Chairperson shall forfeit their seat on the Executive Board.

Section 9. FILLING VACANCIES. A vacancy occurring in any of the elected positions on the Executive

Board shall be filled at the next regular meeting of the Central Committee in the same manner as specified by Article IX, Section 2 for initial election to the position vacated.

**ARTICLE IX. COMMITTEES**

Section 1. EXECUTIVE COMMITTEE. The elected officers shall constitute the Executive Committee. Those officers are the Chairperson, Vice Chairperson, Treasurer, and the two (2) State Committee Members. Minutes of Executive Committee meetings will be maintained by the highest-ranking officer present at the meeting. Three (3) members of the Executive Committee shall constitute a quorum for Executive Committee meetings.

Other than the duties herein previously named, the Executive Committee shall assume all duties of the

Executive Board between meetings of that body, except that the Executive Committee cannot modify any action taken by the Executive Board.

Section 2. STANDING COMMITTEES. The County Chairperson appoints the chairperson and members of each standing committee. The quorum required to conduct the business of the standing committee and other committees will be at least two (2) members or half (1/2) the committee membership, whichever is greater:

a. Budget Committee

b. Auditing Committee

c. County Convention Planning Committee

d. Diversity, Equity, and Inclusion Committee

Section 3. STATE PARTY MANDATED COMMITTEES. There shall be the following State Party mandated committees that will be active in even-number years when county and state conventions are held. The chairperson of each of these committees is elected by the Central Committee. Members of these committees are appointed by the County Chairperson:

a. County Convention Credentials Committee

b. County Convention Rules Committee

c. County Convention Platform Committee

The chairs of these committees will serve as the representative from the Central Committee to the corresponding state convention committee.

Section 4. OTHER COMMITTEES. There may be other committees such as, but not limited to, the following (The County Chairperson appoints the chairperson and members of each committee):

a. Issues and Legislative Committee

b. Publicity Committee

c. Candidate Recruitment and Training Committee

d. Fund Raising Committee (includes the dinner and auction committee)

e. Precinct Committee Officer Training and Organization Committee

f. Membership Committee

g. Bylaws Committee

h. Events Committee (May include picnic, fair, festivals, holiday parties, etc.)

i. Headquarters Committee

Section 5. MEMBERSHIP SELECTION. Unless otherwise noted standing and other committees shall have at least three (3) members, one from each of the three commissioner districts, provided someone from each is willing to serve. Committee members shall serve by appointment of the Chairperson.

Section 6. EXPENDITURES. No committee shall incur any expenditure involving the organization unless authorized (Article VI, Section 4).

Section 7. REPORTS. Chairpersons of all standing committees shall present plans of work to the Executive Board and make progress reports on their respective committee's work as requested by the Chairperson of the Central Committee.

Section 8. SUCCESSION. A retiring chairperson must relinquish to the new chairperson all books, records, and supplies immediately upon leaving that position.

**ARTICLE X. QUORUMS OF MEETINGS**

The following number of committee members will be present to constitute a quorum for business to be conducted by the respective committees:

1. Biennial Organization Meeting: The quorum for conducting business at the organizational meeting is twenty five percent (25%) of PCOs elected in the prior state-wide primary.
2. Central Committee: Twenty-five (25) members of the Central Committee or twenty-five percent (25%) of the PCOs, whichever is smaller, shall constitute a quorum for Central Committee meetings.
3. Executive Board: Eleven (11) members of the Executive Board shall constitute a quorum for Executive Board meetings.
4. Executive Committee: Three (3) members of the Executive Committee shall constitute a quorum for Executive Committee meetings.
5. Standing and other committees: Two (2) members or one-half (½) of the committee’s membership, whichever is greater, shall constitute a quorum for standing and other committees.

**ARTICLE XI. CANDIDATE ENDORSEMENTS AND APPROVALS**

Section 1. ENDORSEMENTS AND APPROVALS. The KCDCC may act with respect to endorsement and/or approval of candidates seeking elected office in compliance with the adopted KCDCC policy.:

a. Endorsement and full support of the body. Endorsements require a 75% majority of those present and voting.

b. Approval. Approvals require a majority of those present and voting.

c. Non-endorsement with no official support from the KCDCC.

d. No action.

Section 2. VOTING REQUIREMENTS: Only Democrats who were members of the KCDCC at least twenty-eight (28) calendar days prior to the Central Committee meeting where the voting will take place, are eligible to vote on candidate endorsements/approvals and positions on non-candidate ballot measures.

**ARTICLE XII APPOINTMENTS TO PUBLIC OFFICE**.

When a vacancy occurs in a public office and it is the responsibility of the Kitsap County Democratic Central Committee to present recommendations for appointment as provided by law, the following procedure shall apply:

a. Only duly elected and appointed Precinct Committee Officers may participate and vote in the appointment process in accordance with the Washington State Constitution Article 2, Section 15.

b. All candidates shall present to the Chairperson of the Central Committee an application on a form provided by the Chairperson.

c. The Chairperson shall make the candidates' applications available to the entire Executive Board, who shall serve as a Screening Committee and shall rule on each candidate's eligibility.

d. Eligibility shall be based on:

1. Good citizenship

2. Qualifications for the position involved

3. Past and present political affiliation

e. The Executive Board shall develop policy criteria and methods to determine the above eligibility.

f. From the list of eligible candidates, the Executive Board shall then recommend for final consideration of the Precinct Committee Officers no less than three candidates.

g. From the list of candidates provided by the Executive Board, the Precinct Committee Officers will meet and interview candidates and select and put into ranked order three (3) candidates to be submitted to the appointing body. The appointing body is not bound by any ranking of candidates employed by the PCOs in their selection process.

h. Precinct Committee Officers must have been appointed prior to the date of the notice of vacancy of the position to vote to fill the vacancy.

**ARTICLE XII. PARLIAMENTARY AUTHORITY, STANDING RULES**, **AND POLICIES**

Section 1. PARLIAMENTARY AUTHORITY. The most recent version of Robert’s Rules of Order, Revised, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with:

a. State law as set forth in the Revised Code of Washington.

b. State and National Democratic Party Rules.

c. These bylaws.

Section 2. STANDING RULES. Standing Rules may be adopted by a two-thirds (2/3) affirmative vote of those PCOs present and voting at each organizational meeting and may be amended at any regular meeting by a two-thirds (2/3) vote of members present and voting.

Section 3. KCDCC POLICIES. Any policies of the Central Committee shall be developed by the Chairperson or designee, recommended to the Executive Board, and approved at a Central Committee meeting by a majority vote of the members present and voting.

Section 4. USE OF PARTY NAME AND AUTHORITY. The name of this organization or the names/titles of its officers in their official capacities shall be used only:

1. In support of the principles and policies contained in adopted county, state and national Democratic Party platforms.
2. In support of candidates endorsed or approved by the Central Committee.
3. In support of policies and positions duly approved by the Central committee.

**ARTICLE XIV. AMENDMENT**

Section 1. In compliance with the Charter of the Washington State Democratic Party these Bylaws may be amended at any regular meeting of the Central Committee by a two-thirds (2/3) vote of the elected and appointed Precinct Committee Officers present and voting PROVIDED written notice of such proposed action was presented at the previous regular meeting.

HISTORY OF AMENDMENTS TO THESE KCDCC BYLAWS AMENDED MAJOR REVISION July 20, 1981 November 20, 1995 February 21, 1983 March 21, 1983 April 18, 1983 April 15, 1985 April 20, 1998 June 15, 1998 February 16, 1999 June 21, 1999 May 15, 2000 May 19, 2003 September 15, 2003 February 22, 2005 February 27, 2020 (RCW Corrections), PROPOSED DECEMBER 2022.