

Bylaws of the 48th District Democrats

Adopted January 14, 2025

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Preamble

The 48th District Democrats serves as the official organization of the Democratic Party of the State of Washington for the 48th Legislative District. This organization is dedicated to electing candidates who support Democratic values, increasing citizen interest and participation in government at all levels, and encouraging Democrats to seek and serve in public office in local, state, and national governments.

The goal of this organization is to articulate the principles of the Democratic Party and to work to have these principles enacted as public policy by our elected and appointed governmental bodies.

We believe that the core values of our communities, state, nation, and world are strengthened when every member of humanity has a voice and is encouraged to contribute. We recognize and affirm a duty to encourage and promote that participation, and to challenge and dismantle institutional and structural violence. Equity, diversity, and voice are not merely aspirations; they require continuous action and commitment to promote healthy people, healthy communities, and the overall success of present and future generations.

Article 1 Organization

1.1 Name

The name of this organization shall be the 48th District Democrats (or, as abbreviated, LD48 Dems).

1.2 Mission

We strive to grow, develop, and influence the Democratic Party, particularly at the local level, and encourage maximum participation, equal representation, and equitable treatment for all.

Article 2 Policies

2.1 Controlling Authorities

This organization shall be subject to the following authorities:

- (a) United States Constitution and statutes;
- (b) Washington State Constitution;
- (c) United States Democratic Party bylaws;
- (d) Washington State Democratic Party bylaws;
- (e) Washington State statutes - specifically RCW 29A.80.

Should any provision of these bylaws be inconsistent with the aforementioned authorities, those authorities shall prevail, in order of precedence.

2.2 Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised (12th edition at the time of writing) shall govern this organization and its meetings in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any standing rules or special rules of order this organization may adopt.

2.3 Platform and Candidate Support

This organization shall support the platform of the Democratic Party and support those candidates for partisan or nonpartisan public office who, by their records and reputations, are in general agreement with that platform.

- (a) Candidates endorsed by this organization are expected to substantially support the current platform of the Washington State Democratic Party.
- (b) Endorsed Representatives and Senators are expected to caucus only with the Democratic Party for the purpose of legislative composition.
- (c) This organization will make its endorsement contingent upon these expectations.
- (d) Any financial support or other assistance shall be provided by this organization only to the campaigns of candidates who have been endorsed in accordance with Section 2.4 and any applicable rules.

2.4 Endorsements

A candidate or position on a ballot measure may be endorsed by 2/3 of members present and voting at a regular or special meeting of this organization.

- (a) A candidate or measure is eligible for endorsement only if at least one voting precinct in the 48th Legislative District is eligible to vote for said candidate or measure.
- (b) Only candidates that have been reviewed by the Endorsements committee, regardless of the committee's recommendation, are eligible for endorsement. Ballot measures do not require Endorsements committee review.
- (c) The Endorsements committee shall make a good-faith effort to communicate the bylaws, rules, expectations, and schedules for endorsement to all candidates. Candidates reviewed and recommended by the Endorsements committee will be presented to the general body at designated Endorsement meetings.

2.5 Official Communications

The Chair, Vice Chair, and Membership Coordinator shall moderate official communications to the organization's official mailing lists and online resources.

- (a) Messages distributed to official mailing lists shall be approved by any one of the above officers.
- (b) Any member may request the removal of a post to an official webpage and/or social media.
- (c) Such requests for removal shall require approval by two of the above officers, and if approved, shall be followed by a subsequent post explaining the reason for removal.
- (d) Each of the above actions must be discussed by these officers prior to approval.
- (e) Additional rules, policies and procedures for communication may be adopted by a vote of the Executive Board.

2.6 Transparency

This organization shall prioritize public discourse and inclusion of all members and shall conduct its business in a transparent open manner.

- (a) Meetings of this organization and its committees shall be open to observation by the general public.
- (b) Meetings of the Executive Board shall be open to all members of this organization, unless the Board enters executive session in accordance with Section 8.5 of these bylaws.

Article 3. Membership

3.1 Eligibility

- (a) Anyone at least 14 years of age and residing in the 48th LD who declares themselves to be a Democrat shall be eligible and encouraged to become a member of this organization.
- (b) Persons ineligible for membership only by reason of age may join as Associates of the organization.
- (c) Associates shall be welcome to participate in the meetings, events, and activities of the organization, but they shall have no voting rights and shall not be eligible for election as officers or committee chairs.

3.2 Membership Term

Term of membership shall begin at any of the following times, and ends November 30 of the next biennial election if a PCO, or at the next biennial election if an officer or standing committee chair, or upon removal vote of 2/3 of the membership present at a regular or special meeting:

- (a) Assumption of office as an Elected Precinct Committee Officer (PCO) on December 1st of a biennial election year.
- (b) Final approval as an appointed PCO by the KCDCC Chair.
- (c) Twenty (20) days following submission of a membership application or payment of dues.
- (d) For those individuals who were members at the end of the previous term, membership shall be renewed immediately upon attending either of the first two meetings of the new term.

3.3 Dues

Although not required to pay dues, all members shall be encouraged to donate annually to the organization.

3.4 Voting Rights

Each member shall be given a vote in all business of this organization, with exception of the following matters in which only Elected or Appointed PCOs shall be given a vote, pursuant to State Law (RCW 29A.80) and KCDCC Bylaws (Article IV):

- (a) Election or removal of this organization's Chair, Vice Chair, Representatives to the KCDCC, and Representatives to the WSDCC.
- (b) Filling legislative vacancies during a special appointment caucus.
- (c) Adoption and amendment of these bylaws.
- (d) Approval of applications for Appointed or Acting PCO.
- (e) Any other functions specifically delegated to PCOs by the State or County Democratic Party.

- (f) Proxy voting shall not be allowed in any business of this organization.

Article 4 Meetings

4.1 Regular Meetings

This organization shall meet once a month at a time and place chosen by the Executive Board.

- (a) Twice per calendar year, a regular meeting may take the form of a public event or holiday party.
- (b) If no regular meeting or replacement public event is called for a period of sixty (60) days, the KCDCC Chair may call a regular meeting.

4.2 Special Meetings

Additional meetings may be called by the Chair, or any of the following constituencies:

- (a) A majority of the Executive Board including the Chair, or 2/3 of the Executive Board otherwise.
- (b) A majority of this organization's members.
- (c) 20% of this organization's PCOs.

4.3 Emergency Executive Board Meetings

When faced with matters of extreme urgency which do not permit normal notification, the Chair may call an emergency meeting of the Executive Board. Two days' notice is required.

4.4 Non-Meeting Committee Decisions

Committees faced with time sensitive decisions such as time sensitive resolution approval may make up/down decisions using electronic means under the following conditions:

- (a) The decision is significant, time sensitive and must be made before the next regularly scheduled meeting.
- (b) The decision is a simple yes/no vote.
- (c) All committee members are notified and have an opportunity to vote.
- (d) The vote is recorded in some durable fashion, email or otherwise.
- (e) Vote passage is over 50% of the committee membership.

4.5 Meeting Call

Except for emergency board meeting calls for a meeting of this organization, its committees, or its Executive Board shall be sent to all members by the Chair at least seven (7) days in advance.

- (a) The meeting call shall announce the time, place, means of access, and the proposed agenda of the meeting.
- (b) The previous meeting's minutes shall be included in the meeting call.
- (c) All matters requiring special notice shall be included in the meeting call, including amendment of these bylaws, proposal or amendment of the budget, and the election or removal of officers or members.

4.6 Emergency Postponement

The Chair may postpone a regular or special meeting due to inclement weather or other emergency.

- (a) Within seven (7) days of a postponement, the Executive Board shall fix a new time and place for the meeting and notify all members thereof.
- (b) Regular or special meetings of this organization may not be canceled for any circumstance, only postponed.

4.7 Meeting Minutes

Minutes shall be recorded at all meetings of this organization, its Executive Board, and its committees.

- (a) Minutes shall be sent to the Chair by the Secretary within seven (7) days of the meeting's conclusion.
- (b) Minutes shall record the date, time, attendees, and the results of any motions or other votes from the meeting.
- (c) Minutes shall be distributed to all members of this organization on demand.

4.8 Quorum

The following constituencies shall constitute a quorum at meetings of this organization:

- (a) 20% of PCOs for any action requiring PCO approval.
- (b) 10% of members for all other business of this organization.

4.9 Manner of Meetings

A meeting of this organization may occur in any venue, using any technical means (e.g., video or audio teleconferencing) or combination of means, such that all participants, regardless of ability, can as much as possible:

- (a) Follow the agenda and listen to the meeting contents as it happens,
- (b) Be identified, recognized and take parliamentary actions,
- (c) Have voting recognized in a way that is recordable and, if required for a given vote, auditable.

Article 5 Officers

5.1 Elected Officers

The eleven (11) elected officers of this Organization shall be:

- Chair
- Vice Chair
- Treasurer
- Deputy Treasurer
- Secretary
- Membership Coordinator
- Two (2) Representatives to the King County Democratic Central Committee (KCDCC)
- Two (2) Representatives to the Washington State Democratic Central Committee (WSDCC)
- Representative to King County Young Democrats

5.2 Election and Eligibility

The officers identified in Section 5.1 shall be elected in accordance with Article 8 of these bylaws.

- (a) Only non-suspended members of this organization are eligible to hold an elected officer position.
- (b) No individual shall hold more than one of the following offices simultaneously: Chair, Vice Chair, Treasurer, and Deputy Treasurer.
- (c) All officers shall be encouraged to serve as a PCO.

5.3 Chair

The Chair shall be the executive officer and primary spokesperson of this organization.

- (a) The Chair shall preside over all meetings of this organization and its Executive Board.
- (b) They shall set the agenda for each meeting and ensure timely publication of meeting calls.
- (c) They shall represent this organization at meetings of the KCDCC, and the WSDCC meeting of LD Chairs.
- (d) They shall serve as an ex-officio member of all committees.
- (e) They may appoint a Parliamentarian and Sergeant-At-Arms as necessary. If no Parliamentarian is appointed, the Rules Committee Chair is Parliamentarian by default.

5.4 Vice Chair

The Vice Chair shall assist the Chair in performing their duties.

- (a) They shall serve as presiding officer in the absence or incapacity of the Chair.
- (b) They shall represent this organization at the WSDCC meeting of LD Chairs in the absence of the Chair.
- (c) They shall represent this organization at meetings of the KCDCC in the absence of the Chair, or in the absence of one Representative and their same-gendered Alternate.
- (d) Except under control of the County or State party, they shall preside over any vote to remove the Chair.

5.5 Treasurer and Deputy Treasurer

The Treasurer shall be responsible for handling and safekeeping this organization's funds. The Deputy Treasurer shall assist the Treasurer in performing their duties. The Deputy Treasurer immediately becomes the Treasurer in the event of a vacancy.

- (a) They shall receive and disburse funds in accordance with Section 9.1 of these bylaws.
- (b) They shall report on all recent financial transactions at each executive board meeting of this organization.
- (c) They shall prepare an annual report on this organization's fiscal health.
- (d) They shall ensure proper adherence to Washington State's public disclosure laws.

5.6 Secretary

The Secretary shall be responsible for record keeping of meeting minutes.

- (a) They shall record minutes for all meetings of the general membership and the executive board.
- (b) They shall archive all minutes, resolutions, and legal documents recorded by this organization and its committees.
- (c) They shall work with the Chair to publish each meeting call, by ensuring the timely publication of minutes.

5.7 Membership Coordinator

The Membership Coordinator shall manage membership records and credentials.

- (a) They shall engage with and recruit individuals eligible to apply for membership.
- (b) They shall manage a membership database and actively maintain all mailing lists.
- (c) They shall be responsible for welcoming and credentialing attendees at all meetings.
- (d) They shall coordinate their efforts with the PCO Committee and the Chair.

5.8 County Committee Representatives

This organization shall elect two Representatives to the KCDCC. The Representatives shall be of different genders.

- (a) The Representatives shall attend and represent this organization at meetings of the KCDCC.
- (b) The Representatives via the Chair shall pass along County notifications of calls to KCDCC meetings to all members.
- (c) They shall provide regular reports from the KCDCC at meetings of this organization. at King County and LD board meetings.

5.9 State Committee Representatives

This organization shall elect two representatives to the WSDCC. The two representatives shall be of different genders.

- (a) The Representatives shall attend and represent this organization at meetings of the WSDCC.
- (b) The Representatives via the Chair shall pass along State notifications of calls to WSDCC General Meetings, Caucuses, as well as State Conventions to all members.
- (c) They shall provide regular reports from the WSDCC at meetings of this organization.

5.10 King County Young Democrats Representative

This organization shall elect one representative to the King County Young Democrats.

- (a) They shall attend and represent this organization at meetings of the King County Young Democrats.
- (b) The Representatives via the Chair shall pass along Young Democrats notifications of calls to King County Young Democrats meetings to all members.
- (c) They shall provide regular reports at meetings of this organization.

Article 6 Committees

6.1 Standing committees

The standing committees of this organization shall be Rules, PCO, Endorsements, and Diversity.

6.2 Committee Membership

Members of this organization may join a committee upon written intent provided to the committee's chair, or to the Chair of this organization.

- (d) Membership of the Rules and Endorsements committees must be approved by a majority vote of those present and voting at an Executive Board meeting.

- (e) Membership of the Diversity and PCO committees can be approved within those committees without a vote by the Executive Board.
- (f) Membership of ad hoc committees may require a vote by the membership or can be approved within that ad hoc committee, as determined by the Chair.
- (g) Membership to any committee may be revoked only by a 2/3 vote of the Executive Board.
- (h) Revocation of committee membership shall remain in effect until the next reorganization meeting.

6.3 Committee Officers

Each committee shall be led by a chair and a vice chair, who are members of the committee.

- (a) The chair of each committee shall preside over committee meetings, maintain a list of their committee's members, and report progress at meetings of this organization.
- (b) The vice chair of each committee shall assist their corresponding chair in performing their duties and serve in their absence or incapacity.
- (c) All standing committee chairs shall be elected in accordance with Article 8 of these bylaws.
- (d) Each committee shall elect its own vice chair.
- (e) Vice chairs do not have nor do they inherit Executive Board voting rights under any circumstances.
- (a) Whenever possible, the chair and vice chair of a committee shall be of different genders.

6.4 Committee Meetings

- (a) All committees shall meet on a regular basis in accordance with their duties.
- (b) Committees shall meet at the call of their chair, or upon request by a majority of their membership.
- (c) Committees shall record minutes for each meeting in accordance with Section 5.6 of these bylaws.
- (d) Should a committee fail to meet for two months, the Chair of this organization may call a meeting.
- (e) Each committee shall make reasonable accommodations to allow its members to participate in its meetings by electronic means (e.g., conference call) if necessary. The organization may adopt further rules governing electronic participation in committee meetings.

6.5 Endorsements Committee

This committee shall perform vetting of candidates and review ballot measures seeking endorsement.

- (a) It shall make recommendations on any candidate eligible for endorsement.
- (b) It shall coordinate with the KCDCC Endorsements Committee and provide delegates to its meetings.

6.6 Diversity Committee

This committee shall seek to ensure representation for people of all systemically excluded groups.

- (a) It shall perform voter outreach to the diverse communities in the district.
- (b) It shall seek to recruit new members of this organization from those communities.
- (c) It shall propose, to the general membership, policy discussions and resolutions relevant to its charter.

- (d) Committee members shall be encouraged to become Precinct Committee Officers as appropriate.

6.7. Rules Committee

This committee shall be responsible for developing and interpreting this organization's rules and Bylaws.

- (a) It shall review and make recommendations on any amendment proposed to these bylaws.
- (b) It shall review and make editing recommendations on all resolutions submitted to this organization.
- (c) The submitting party will be invited to the meeting to assist.
- (d) It shall actively review all standing rules and propose changes as necessary.
- (e) It shall prepare new bylaws in advance of the next biennial reorganization meeting.
- (f) The Chair of the Rules Committee shall serve as Parliamentarian during all meetings of this organization, unless another has been appointed by the Chair.

6.8 PCO Committee

- (a) They shall engage with and recruit diverse community members to serve as PCOs.
- (b) They shall actively train new PCOs in their duties.
- (c) They shall prepare resources necessary for each PCO to perform their duties, such as VoteBuilder accounts.
- (d) They shall coordinate their efforts with the KCDCC PCO Recruitment committee.
- (e) They shall further coordinate their efforts with the Membership Coordinator.

Article 7 Executive Board

7.1. Membership

The following positions comprise the membership of the Executive Board and have voice in all board meetings:

- (a) Voting members (15): All elected officers enumerated in Section 5.1 and the chairs of all standing committees. Votes of the chairs of standing committees do not transfer to Vice Chairs of standing committees in the absence of the standing committee chair.
- (b) Advisory members: The chairs of ad hoc committees and vice chairs of committees.

7.2. Quorum

Quorum for Executive Board meetings shall be a simple majority (8) of voting members (15).

7.3. Executive Board Meetings

The Executive Board shall meet regularly at least 10 times a year to conduct its business.

- (a) The call and agenda for each regularly scheduled meeting shall be published no less than seven (7) days in advance.
- (b) Additional meetings may be called by the Chair (or the Vice Chair in the Chair's absence), or by a simple majority of the Executive Board. The call and agenda for an additional Executive Board meeting shall be published no less than 72 hours in advance.

- (c) Emergency meetings may be called by the Chair with an agenda and emergency justification sent with the meeting call.
- (d) The Executive Board shall make reasonable accommodation to allow its members to participate in its meetings by electronic means (e.g., conference call). The organization may adopt further rules governing electronic participation in Executive Board meetings.
- (e) The Executive Board shall record minutes for each meeting following Section 5.6 of these bylaws.

7.4. Executive Session

The Executive Board may enter executive session to discuss sensitive or urgent matters.

- (a) Entering and exiting executive session requires a majority vote of the Executive Board.
- (b) Executive session shall automatically terminate upon the adjournment of a meeting.
- (c) Meetings under executive session are open only to the membership of the Executive Board.
- (d) In such a session, the Executive Board shall make no motions and hold no binding votes.
- (e) No minutes shall be taken during an executive session, but the Executive Board shall record its decision to enter and exit executive session.

Article 8 Officer Elections and Removals

8.1. Elected Positions

All officers enumerated in Section 5.1 shall be elected following the procedures provided by this article.

8.2. Eligible Voters

All positions shall be elected by a majority of members present and voting at a regular or special meeting, with the exception of the Chair, Vice Chair, KCDCC Representatives, and WSDCC Representatives, who shall be elected by a majority of PCOs present and voting.

8.3. Nominating Procedure

Formal nominations for each position may be made from the floor prior to the election for that position.

- (a) An individual eligible to hold office may be nominated by any member of this organization.
- (b) Any member unable to attend an election meeting may self-nominate or announce their intent to accept a nomination, with a statement delivered to the Executive Board to be read at the meeting.
- (c) Each nomination may take no more than five (5) minutes, including prepared statements or speeches made in support of the nominee.
- (d) Any candidate nominated can be discussed with up to two (2) speakers for and against the candidate for a maximum of two (2) minutes each.
- (e) The candidate will have two (2) minutes to make a concluding statement after the discussion and before the vote.

8.4. Election Procedure

The election for each position shall be conducted immediately following the completion of nominations for that position and shall require a majority of votes cast unless uncontested.

- (a) Each uncontested candidate will be deemed elected without a vote.

- (b) In each vote that does not result in one nominee receiving a majority, the candidate with the least number of votes shall be eliminated, and another vote shall be held between the remaining candidates.
- (c) A runoff vote shall be held between tied candidates whenever two candidates receive 50% of the vote, or no candidate has received a majority and two have tied for the least number of votes.
- (d) Should a runoff result in another tie, the result shall be decided by drawing lots.

8.5 Term of Office

Term of office shall begin at the time of election and continue until the start of the next biennial reorganization meeting, barring suspension, resignation, or removal.

8.6 Removal from Office

An officer or committee chair may only be removed at a regular meeting of this organization.

- (a) Such individual shall be given seven (7) days' written notice of the intent to consider their removal.
- (b) Such notice shall be provided by the member intending to bring the matter to the floor.
- (c) Notice of the proposed removal shall also be provided in the meeting call.
- (d) Pursuant to State Law (RCW 29A.80.61), removal of the Chair requires a majority vote by all PCOs, regardless of the number present and voting.
- (e) Other removals shall require a 2/3 vote of members eligible to elect the office who are present and voting.

8.7 Vacancies

- (a) The Chair and Treasurer shall be succeeded for each position in case of a vacancy by the Vice Chair and Deputy Treasurer respectively.
- (b) If either the Chair or Treasurer is removed by vote in a regular meeting, an immediate election to fill the Vice Chair or Deputy Treasurer vacancy will be held at the same meeting.
- (c) Otherwise, the election to fill those vacancies shall be held at the next regular meeting provided that the notice of the election is published in the meeting call.
- (d) For all other officer vacancies, the Chair may either appoint an officer or leave the office vacant if the reorganization election is less than six (6) months away.
- (e) If an office other than the Chair or Treasurer is vacant, with seven (7) or more months until the next biennial reorganization, the vacancy will be filled by an election at the next regular meeting provided that the notice of the election is published in the meeting call.

Article 9. Financial Procedures

9.1. Signatories

No money shall be paid from the funds of this organization except by bank or credit union account transaction through the Treasurer or the Chair.

- (a) The Treasurer, the Chair, and one other officer approved by the Executive Board shall be authorized to register with the bank to sign checks.

- (b) No member other than the Treasurer or Chair may incur a debt or otherwise obligate this organization for the future payment of funds without approval of the Treasurer, the Chair, or the Executive Board.

9.2. Annual Budget

- (a) An annual budget shall be adopted by a majority of members present and voting at a regular meeting.
- (b) Such a budget shall be proposed no later than the second regular meeting of each calendar year.
- (c) The budget may be amended by a majority of members present and voting at any regular meeting.
- (d) Notice of a proposed budget or amendment to the budget shall be published in the meeting call.
- (e) Adoption of the budget shall constitute authorization of payment for expenses provided for therein.
- (f) Prior to the adoption of a budget, the Executive Board may authorize reasonable expenditures as necessary to maintain the district organization.

9.3. Non-Budgeted Expenditures

The Executive Board may authorize non-budgeted expenditures, if granted permission by a majority vote of the membership.

- (a) Such contributions may only be made to a candidate, ballot coalition, or political committee.
- (b) A motion authorizing such contributions shall include the recipients (and a formula for distribution, if multiple recipients are designated), monetary limits, and a specific period of time to which it applies.
- (c) Candidates designated as the receipt of such contributions must be endorsed by this organization.

9.4. Financial Review

This organization's books shall undergo financial review at least once per year.

- (a) Each review shall include this organization's monthly PDC C-4 forms.
- (b) The membership or the Executive Board may request further Financial Review at any time.
- (c) No individual who served as Treasurer, Deputy Treasurer, or Chair within the current or immediately preceding term may serve on any committee created to conduct a Financial Review of this organization.

Article 10 Status of Bylaws

10.1 Adoption

These bylaws shall take effect immediately upon adoption, and shall function until the next biennial reorganization meeting, at which time new bylaws shall be adopted by a majority of Elected PCOs present and voting.

10.2 Amendment

These bylaws may be amended by a 2/3 vote of this organization's PCOs at a regular or special meeting of this organization, provided the proposed text of each amendment has been published in the meeting call.

10.3 Suspension

These bylaws may not be suspended for any purpose, nor may any provision in these bylaws enable such suspension.