

Standing Rules of the 46th District Democrats

Standing Rules of the 46th District Democrats of Washington

Last Revised April 15, 2025

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1. General Provisions

- 1.1. **Completeness.** All other standing rules adopted by the 46th District Democrats prior to adoption of these standing rules are hereby rescinded, making this a complete list of the standing rules currently in effect. Unless stated otherwise below, adoption of any further standing rules shall be made by amending or adding to these standing rules, except that the Endorsement Rules, Code of Conduct, and Rules for Conducting Electronic Meetings shall be maintained as separate documents.
- 1.2. **Publication.** These standing rules shall be made available to members and the public in the same manner as the bylaws.
- 1.3. **Scope.** Unless stated otherwise, these rules apply to any meeting of the 46th District Democrats, its Executive Board, and any 46th committees.
- 1.4. **Suspension.** Unless stated otherwise, any of these standing rules may be suspended by passing a motion to *Suspend the Rules*.
- 1.5. **Amendment.** Any amendments to these standing rules or to the 46th's bylaws that are proposed by the Bylaws and Rules Committee, Executive Board, or ten voting members must be included in the next notice for a

membership meeting. Alternatively, members may submit proposed bylaws or standing rules amendments to the Bylaws and Rules Committee for consideration. Such member proposals will be reviewed by the Committee and a recommendation made to the Executive Board within one month.

2. Rules for Debate

- 2.1. Limits on Debate.** Debate at meetings of the 46th District Democrats is limited to a maximum of two speakers in favor and two against, each of whom may speak for up to two minutes. The chair shall give the maker of a motion the option to be the first speaker in favor. The chair shall alternate between recognizing speakers in favor and speakers against, and may declare that the membership is ready to vote if there are no further speakers on either side (even if this results in an unequal number of speakers). Debate may be extended or further limited by passing a motion to *Limit or Extend Limits of Debate*.
- 2.2. Calling the Question.** A motion for the *Previous Question* (i.e., “calling the question” and taking a two-thirds vote on whether to end debate) is in order only if the above limits on debate have been suspended or extended.
- 2.3. Yielding the Floor.** Members of the organization may yield the floor to one another or a guest provided that the original speaker’s time limit is not exceeded. During endorsement meetings, the Endorsement Rules govern when non-members may speak.

3. Meetings

- 3.1. Regular Membership Meeting Schedule.** The 46th shall hold regular membership meetings at least every three months on a third Tuesday of the month. The Executive Board may change the date of a regular membership meeting provided that notice of the change is sent to the membership at least ten days before the rescheduled date.
- 3.2. Regular Executive Board Meeting Schedule.** The Executive Board shall hold regular meetings on the first Wednesday of every month. The Chair or the Executive Board may change the date of a regular Executive Board meeting provided that notice of the change is sent to Board members and published to the membership at least three days before the earlier of the original date or the rescheduled date. The Executive Board

may amend this standing rule to change the date of its regular meeting as needed.

- 3.3. Virtual and Hybrid Meetings.** Membership meetings of the 46th District Democrats shall be conducted virtually, with an in-person option provided if practical. The 46th shall use its best efforts to implement any virtual meetings with full regard for the need to maintain accessibility for all members, including those with disabilities and those who lack access to sophisticated technology tools. Similarly, the 46th shall use its best efforts to implement hybrid meetings or in-person options such that members who attend virtually and members who attend in person have equivalent abilities to participate, equivalent access to materials developed in advance of the meeting, and as equivalent as practical access to materials developed during the meeting.
- 3.4. Livestreaming and Recording.** The 46th may livestream all or part of its meetings, and may make these livestreams or recordings of them available to the membership and/or the public. Executive sessions may also be recorded for purposes of recordkeeping (e.g., as an aid to the Secretary in taking minutes). If taken, recordings of executive sessions will not be made available to the public, but will be made available to members upon request, subject to the rules regarding public disclosure of matters discussed in executive session.
- 3.5. Consent Agenda.** A consent agenda may be presented by the chair at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate or amendment. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the membership.
- 3.6. Consideration of New Business.** Items for consideration that were not listed in the call to meeting must be provided to the Chair in advance of a meeting for consideration during New Business. New business items may not include endorsements, amendments to bylaws, rules or budget, officer elections, or any other items that require notice.
- 3.7. Good of the Order.** The agenda of each meeting of the 46th shall include a section for Good of the Order, during which members may share engagement opportunities and external events, offer informal observations regarding the work of the organization, the public reputation of the 46th or its membership, or the like. Motions, including motions to suspend the rules, are out of order during this section. The meeting may adjourn before or during this section if it so chooses. Members are not limited to making positive observations, but must follow general rules of order, including the rules against mentioning other members by name or making personal

attacks. Good of the Order statements are limited to 2 minutes and may not include New Business.

4. Standing Committees

4.1. General Provisions.

- 4.1.1. Records.** All standing committees and any ad-hoc committees will maintain a record of attendees and decisions made at each committee meeting. Notice of upcoming committee meetings shall be posted to the district website. Unless specified otherwise, membership in all committees shall be open to all members.
- 4.1.2. Committee Votes.** Each committee may conduct votes via email unless a member responds requesting a live discussion.

4.2. Committees.

- 4.2.1. Bylaws and Rules.** The Bylaws and Rules Committee shall maintain and periodically review the district Bylaws and Standing Rules and may recommend proposed amendments as needed.
- 4.2.2. Code of Conduct.** The Code of Conduct Committee shall propose and maintain a code of conduct for the organization, as well as procedures for investigating and addressing code of conduct violations. The committee shall serve as the investigative and hearing body for alleged violations of the 46th's code of conduct, and is responsible for determining whether the code of conduct has been violated and recommending disciplinary action to the membership for approval. The Code of Conduct Committee shall be chaired by the 46th's Vice-Chair, and its other members shall be the Chair, the Secretary, the Treasurer, and three other members of the Executive Board (who shall be selected by the Executive Board). Additional members of the 46th may be nominated to the committee by the Executive Board and confirmed by the membership. New members will not participate in decisions about complaints already active at the time that they are nominated.
- 4.2.3. Cole Fund.** The Cole Fund Committee shall manage the funds bequeathed to the 46th by Raymond T. Cole, and shall evaluate and approve grant requests that are in accordance with Raymond T. Cole's values. The Cole Fund shall be managed separately from the 46th's general bank account and operating budget. The committee shall, in conjunction with the Bylaws and Rules Committee, propose criteria for evaluating and approving grant requests. Members of the Cole Fund Committee shall be nominated by the

Chair and approved by the membership. The Cole Fund Committee shall be comprised of a minimum of three voting members, as well as the Chair as an ex officio voting member and the Treasurer as an ex officio non-voting member. At least half of the voting committee members shall be members of the district who are not members of the Executive Board. Terms of committee members shall run for three years and may be staggered, and each individual shall serve no more than two consecutive terms.

- 4.2.4. Communications.** The Communications Committee shall manage the 46th's communications with the membership and the public, including communications via email, the website, social media, and sample ballot literature for elections.
- 4.2.5. Effective Meetings.** The Effective Meetings Committee shall ensure that the 46th's meetings run smoothly and efficiently. The committee shall coordinate with the chair and the Membership Committee to ensure efficient credentialing and tally, and may recommend adoption of standing rules or bylaws to improve meeting effectiveness in conjunction with the Bylaws and Rules Committee. The Effective Meetings Committee will be responsible for coordinating with the King County Democratic Party regarding the biennial reorganization meeting.
- 4.2.6. Elections.** The Elections Committee shall be a standing committee responsible for communicating with candidates regarding speaking and endorsement policies and process, as well as planning and execution of candidate forums.
- 4.2.7. Finance.** The Finance Committee shall propose an annual budget to the membership, and may recommend strategies to support the solid financial management of the organization.
- 4.2.8. Fundraising.** The Fundraising Committee shall determine annual fundraising requirements in conjunction with the Finance Committee, and shall develop and implement fundraising programs and strategies to ensure that the organization has sufficient funds.
- 4.2.9. Membership.** The Membership Committee shall develop and implement plans for recruiting and retaining members, and shall be responsible for maintaining a current membership roster for purposes of credentialing. The committee shall develop and implement plans to communicate and coordinate activities with neighborhood and community organizations that share the 46th's values and goals. The committee shall engage with communities that are historically underrepresented in party leadership and membership and identify opportunities to make the 46th more

welcoming and inclusive. The committee's duties shall include recommending actions to the Executive Board and/or the membership to reduce identified barriers to participation.

- 4.2.10. PCO Recruitment and Development.** The PCO R&D Committee shall develop and implement a plan for recruitment, training and support of the District's PCOs, and for coordinating the efforts of PCOs and volunteers to support endorsed candidates and ballot measure positions. This may include the establishment and training of Area Coordinators, and working with the Communications Committee on the development and/or distribution of campaign literature for elections.
- 4.2.11. Policy Committee.** The Policy Committee shall be responsible for developing, and proposing for adoption by the membership, a platform representative of 46th District Democratic voters' values; reviewing resolutions; and informing or organizing members around policy actions in line with the platform and adopted resolutions. Where possible, the committee shall work in conjunction with and in support of community organizations and elected officials with similar goals.
- 4.2.12. Technology.** The Technology Committee shall be responsible for ensuring the smooth operation of all technology deployed at meetings, for the technical maintenance of our district website and secretary email tools, for assisting the membership and communications committees with technology needs to ensure a robust email, online and social media presence, and other technology responsibilities as assigned.

5. Raymond T. Cole Fund

5.1. Appointment of Cole Fund Committee Members.

The Chair shall post a process to the district website by which individuals who wish to serve on the committee can submit a written request to the District Chair. The Executive Board shall nominate proposed committee members and the Chair shall schedule consideration and voting by the district's members at a regular membership meeting. Vacancies on the Committee shall be filled through this process as soon as possible.

- 5.2. Grant Criteria.** The Cole Fund Committee shall review and approve grant proposals that ensure the integrity of Raymond T. Cole's bequest to the district. Project proposals that may be considered for funding must be:
- consistent with the vision and mission of the district;

- for purchases or activities that are not historically covered in the district's annual operating budget; and
 - for purchases or projects that build the district through increasing skills of leadership or members, enhancing the district's reputation, increasing members or volunteers, building partnerships or alliances, and/or supporting capital projects.
- 5.3. Grant Application and Review Process.** The Cole Fund Committee shall establish and conduct a grant application and review process that is transparent and accessible to all members, understandable, straightforward, and fair. Feedback on the process and potential improvements shall be solicited from applicants and district members after each grant application and review cycle.
- 5.4. Committee Operations and Information.** Operating policies of the Cole Committee shall be discussed and adopted by the committee no later than September 30, 2024, and reviewed at least every two years after adoption. Current information about the purpose of the Cole fund, committee membership, operating policies, and grant application and review process shall be maintained on the district's website and made available to the members in writing upon request.
- 5.5. Management of Funds and Financial Reporting.** The Cole Fund Committee is responsible for sound fiscal management of the Raymond T. Cole bequest, including maximizing the longevity of the usefulness of the fund to the district and ensuring fund investments are consistent with district values. The Treasurer shall include financial reporting on the status and purpose of the Cole Fund in their regular written financial reports provided at each Executive Board meeting and Membership Meeting. Funds shall not be disbursed until recommended by the Committee and approved by vote of the Membership.

6. Code of Conduct

6.1. Preamble.

The 46th District Democrats - referred to as the 46th - adopt this code of conduct to ensure that our organization is a safe, friendly, and welcoming environment for all of our participants. As a political party in a democratic society, our main goal is to enact the policies in our platform by winning elections. To achieve that goal we need strength in numbers, and for that we need to attract and retain as many volunteers as possible. Our code of conduct is at the heart of our efforts to do so.

We also expect that, as a political party, we will attract people with strong and differing opinions. We expect there to be friction and disagreements at times; when there is, we seek to resolve our differences constructively in a manner that advances our goals.

This code of conduct is intended to help our meetings and our work go more smoothly, to help all our participants - volunteers, members, and guests - feel respected and heard, to know that we are aiming at common ideals, even if we don't agree on specifics. The code encourages positive actions that help this goal and warns against negative actions that impede this goal. It includes formal methods for recourse if negative actions occur, while assuring that the recourse is fair.

6.2. Scope.

This code applies to the conduct of members of the 46th District Democrats—including elected and appointed officers, Executive Board members, committee chairs and members, and Precinct Committee Officers. This code also applies to the conduct of guests at meetings, committee meetings, and events of the 46th.

The code includes Community Agreements, which are encouragements and norms for respectful behavior among members. The code also defines unacceptable behaviors that violate the code, such as violations of personal safety or disruption of the function of the organization. Repeated violations of the Community Agreements are also a violation of the code. There is no “statute of limitations” in the code of conduct, and no deadline by which a potential code of conduct violation must be reported. However, we encourage members to report code of conduct issues promptly, and to report “old” issues only if investigating and addressing them is relevant to our current environment.

The code of conduct will apply at events sponsored by the 46th or in situations reflective of the organization, including:

- Meetings, forums, trainings, social gatherings and other events sponsored or presented by the 46th, whether in virtual space or in-person;
- Any situation in which someone is actively and intentionally representing the 46th, including meetings of other organizations, canvasses, or other interaction with the public; and
- Publications and social media managed by the 46th.

6.3. Encouraged Behaviors: Community Agreements.

Members of the 46th District Democrats adopt these agreements for respectful and constructive interactions as we work together to achieve our shared mission.

1. We treat each other with dignity and respect as fellow members of the 46th District Democrats.
2. We bear in mind that everyone serving in official roles, assisting with meetings and events, and others working to advance the 46th District Democrats' goals and platform are volunteers who deserve appreciation for their time and effort.
3. We strive to ensure representation of the communities and individuals most impacted by the decisions we are making.
4. We welcome new ideas and listen to understand diverse perspectives that are put forth in good faith, are constructive, and respect the dignity of all human beings.
5. We create and support a culture of learning and celebrate shared successes in our challenging long-term work.
6. We "Step Up and Step Back." We share our ideas and opinions at meetings, but also yield the floor to make space for others to share and create an environment in which everyone feels welcome to participate appropriately.
7. We are understanding of technical issues, home life, and other minor issues that may come up for other members during meetings. We are patient and supportive of accommodations for members who need assistance.
8. We recognize that, together, we share responsibility for keeping our meetings on time and other work on track. We avoid actions that unconstructively delay or disrupt business. We strive to take actions that honor everybody's time.
9. We respect our meeting rules on being recognized by the Chair before speaking to be fair to all members. We wait our turn to speak and only interject in respectful and appropriate ways, in accordance with the rules.
10. We speak in meetings to issues being discussed, not about other members or their motivations. In membership meetings, we direct our remarks to the Chair, as stated in Robert's Rules of Order.
11. We ask the Chair or designated volunteers when we don't know something, including our questions about what's allowed under the organization's rules and bylaws.

The Chair or leaders of a meeting will periodically remind members of these agreements and address deviations from these norms as they are observed. Members who observe violations of these agreements that are not addressed may make a point of order to request that the issue is addressed. Violators of meeting norms will be asked to correct their behavior and may be removed from a meeting for repeated violations.

6.4. Unacceptable Conduct.

The following shall be considered violation of the trust the 46th members have in each other and the organization.

Unacceptable interpersonal behavior, including:

- Harassment and abuse
- Threats
- Repeated discriminatory language
- Unwelcome sexual attention
- Disregard of personal space or making unwelcome physical contact
- Continuing unwelcomed behavior when asked to stop
- Violations of privacy
- Release of personal information (doxxing) or the threat of doing so, with the intention to intimidate

Behavior that is harmful to the 46th, including:

- Misrepresentation of organization policy
- Misrepresentation of organization practices and procedures
- Misrepresentation of one's role in the organization
- Misappropriation of organizational resources, including but not limited to data, funds, tangible assets
- Interference with votes or vote tallies for district business
- Continued disruption of meeting or other gatherings
- Continued violation of the Community Agreements

6.5. Accountability Procedures for Violations of the Code of Conduct

6.5.1. Code of Conduct Committee.

- a. The Code of Conduct committee exists to provide recommendations to the Executive Board and the membership regarding potential courses of action in response to complaints submitted under the 46th Code of Conduct.
- b. The composition of the Code of Conduct committee is defined in the committee section of the standing rules.
- c. Alleged violators, victims, and complainants may not serve on the Code of Conduct committee for this investigation. If a member of the established committee is involved in a complaint, they shall recuse themselves and be replaced by a temporary committee member elected by the Executive Board. Members of the executive board who are alleged violators, victims, or complainants shall recuse themselves from discussion and votes on this matter. If more than 75% of the Code of Conduct Committee must recuse themselves, then the complaint shall be referred to the King County Democrats for investigation and potential action.

6.5.2. Initiation of a Complaint.

- a. A complaint can be initiated by a member of, or a volunteer with, the 46th, or any member of the public who has had contact with a member or volunteer in that member's capacity as representing the organization. The person making the complaint need not be the alleged victim of a violation in order to initiate a complaint. For violations against the organization itself, such as misappropriation or misrepresentation, any member or officer may file the initial complaint on behalf of the 46th.
- b. A complaint must identify the portion of the Code alleged to be violated, describe the violation, and if known identify the alleged victim and any witnesses.
- c. A complaint should be submitted via email to the Chair and the members of the Code of Conduct committee, unless the complaint alleges a violation by a committee member or the Chair, in which case the alleged violator does not need to receive the complaint.
- d. All complaints and procedures will be kept confidential, except as described in part 6.5.6.

6.5.3. Initial Procedures.

- a. The full Executive Board shall be notified by written notice of the existence of a complaint without names or details within ten (10) business days of submission of the complaint. If the alleged violator is a member of the Executive Board, the violator does not need to be notified of the complaint.
- b. The committee shall within fifteen (15) business days of receiving the complaint decide whether a full investigation is warranted, inform the complainant, and inform the Executive Board in executive session of what further action, if any, will be taken.
- c.
 - 1) If the committee will investigate and recommend action, the complainant and the alleged violator shall be notified, provided with an outline of the next procedural steps, and reminded about the confidential nature of the proceedings.
 - 2) The committee may make an interim suspension of an alleged violator for a period of up to ten (10) business days from all 46th activities and appointments, with the exception of business meetings of the 46th at which the alleged violator has a right to vote. By a two-thirds vote, the Executive Board may extend the interim suspension until the conclusion of the Code of Conduct process. Nothing in this provision limits the inherent authority of the 46th to further govern the participation of one of its members during a meeting.

6.5.4. Duties of the Executive board and Code of Conduct Committee

- a. Neither the 46th nor the Executive Board nor the Code of Conduct committee are expected to have the resources, skill, and/or time to conduct their own independent investigation. The committee's task is to assess the complaint to the extent reasonable.
 - (1) The committee shall consider the seriousness of the violation alleged; the specificity of the complaint; any response by the alleged perpetrator of a violation; any other factual statements; and any statements by witnesses.
 - (2) The committee's goal is to prepare a recommendation to the Executive Board, which evaluates the recommendation and may take action.
 - (3) In cases where the Membership must act on a recommendation, the Executive Board prepares a recommendation to the membership.
- b. A complaint may be resolved or dismissed, without further action, in committee, at the Executive Board, or at a Membership meeting.
- c. The Executive Board shall offer the alleged violator an opportunity to provide their version of events. The alleged violator is not entitled to interview or cross-examine witnesses at this time. This opportunity does not have to be in person and can take the form of a written document.
- d. Unless there are extraordinary circumstances, the Code of Conduct committee and the Executive Board shall conclude their work in response to a complaint within sixty (60) days from the initial filing of the complaint.
- e. In the event a complaint is dismissed by the committee or the Executive Board, the complainant shall be notified of the extent of investigation undertaken and the reason the complaint was summarily dismissed.
- f. If a member of the 46th is suspended, the Chair shall give notice to the membership within 72 hours of the action taken.
- g. All decisions by the Board and the Code of Conduct committee are final and may not be appealed.

6.5.5. Consequences of Violation. This section describes consequences of violations of the Code of Conduct. This code cannot anticipate all potential violations and identify specific consequences for each. The Code of Conduct Committee shall use its discretion in recommending the appropriate consequence. Warnings and reprimands will generally be used first, but may not

be in incidents involving serious harm. A majority vote of the 46th membership is required for more serious consequences.

- a. **Warning/Reprimand.** The committee shall review with the violator (in the presence of the complainant at the complainant's option) the violator's conduct, clearly indicate to the violator that the conduct was inappropriate, and advise that repetition will lead to further and more serious disciplinary action, and obtain from the violator a plan to reform the inappropriate conduct. The Executive Board of the 46th may also choose to adopt a resolution by simple majority, which shall be made part of the minutes of the Executive Board meeting, describing the conduct determined to be violative of the code and formally reprimanding the violator.
- b. **Suspension.** Following a reprimand, by affirmative two-thirds vote the Executive Board may include in its resolution of Reprimand, or in connection with any recommendations of expulsion by the 46th, the following actions:
 - (1) revocation of voting and/or debate privileges;
 - (2) exclusion from meetings and events held in person, and/or exclusion from virtual spaces; or
 - (3) immediate suspension from all activities of the 46th.These actions may be adopted for a duration of up to one year by a majority of the 46th membership. The Executive Board and/or the membership by subsequent resolution may determine that the suspension should end sooner.
- c. **Expulsion.** By affirmative majority vote of the 46th membership at a meeting with a quorum of membership after special notice of at least 14 days, a violator may be expelled from the body. Expulsion is permanent unless the individual is reinstated by a majority vote of the membership. Both the violator and the complainant shall be entitled but not required to address the 46th for a period of no more than five minutes during debate on the motion to expel. The Chair, Vice-Chair, and State Committee members may be removed from office, suspended, and/or expelled only by a vote of the elected and appointed PCOs, as those PCOs are the only members entitled under statute and bylaws to elect those officers.

6.5.6. Confidentiality

- a. All parts of these procedures shall remain confidential, if so requested by the complainant, except for any required votes for any sanction by the 46th Executive Board or membership, which shall occur in a public session. By requesting confidentiality, a party agrees to cooperate with the 46th in maintaining confidentiality and

will, if requested, participate in meetings of the 46th only by proxy during an investigation or interim suspension.

- b. Confidentiality will be waived in the case of mandatory reporting by law, a criminal investigation, or court subpoena.
- c. In the event of an Expulsion recommendation to the membership, the presentation of the complaint and evidence shall be conducted during an executive session of the body, without the presence of guests. The vote by written ballot shall occur after conclusion of the executive session and shall be recorded in the minutes.

6.5.7. Robert's Rules. In matters not expressly addressed in these Rules, Robert's Rules may be consulted for guidance but need not be followed if, in the opinion of the Executive Board, following the course of action called for in Robert's Rules would be too onerous and it would be more appropriate in the specific circumstances to follow an alternative course. A written rationale for this decision shall be provided to the membership. All decisions by the committee, the Executive Board and the Chair, or acting Chair, are final.

7. Finance Standing Rules

7.1. Security of 46th District Democrats Funds.

All organization funds shall be kept in the 46th's financial institution accounts unless an exception is approved by the Executive Board, with notification provided to the membership by the Treasurer at the next district meeting. The Chair, the Vice Chair, Treasurer, and Deputy Treasurer must all have access to the financial institution accounts at all times.

7.2. Finance reports.

The Treasurer shall provide at each Membership meeting and Executive Board meeting a written financial report showing the bank balances, annual fundraising and expenditures to date relative to the approved budget, and most recent PDC filing dates.

7.3. Deputy Treasurers.

The Chair or the Treasurer shall appoint a Deputy Treasurer with approval by the Executive Board. The Deputy Treasurer shall assist the Treasurer with their responsibilities and act as Treasurer when the Treasurer is unavailable.

7.4. Finance Committee.

The Finance Committee shall consist of the Treasurer, Deputy Treasurer, and at least one additional member. Any member may request to be added to the Finance Committee, subject to review and approval by the Executive Board or Membership.

7.5. Compliance Professional.

The 46th District Democrats shall budget for and maintain an active contract with a professional compliance expert to complete all Public Disclosure Commission, IRS and other governmental requirements, as well as to write all district checks.

7.6. Historical Records.

Seven years of the 46th's financial records, including all items referenced in section 6 of WAC 390-6-043 as well as annual budgets, must be stored digitally in an account owned by the 46th District Democrats.

7.7. Budget.

The Finance Committee shall issue its proposed budget by March 1 of each calendar year, and the budget shall be for a fiscal year running from April 1 to March 30. If the membership does not adopt a budget by April 1, the Finance Committee may adopt an interim budget that is limited to only those expenditures necessary to maintain the organization. The interim budget shall be replaced by adoption of a final budget, and any funds expended under the interim budget shall be counted against the final budget.

The budget may be amended by a vote of the membership, provided notice of a proposed amendment is sent to the membership at least ten days before the meeting at which it shall be considered.

7.8. Intentional Spending.

Any expenditure over \$250 shall be made at minority or women owned businesses and/or union shops unless there is a compelling reason why they cannot be, which will be provided in writing with the expenditure request / documentation.

7.9. Large Expenditures.

For expenditures in excess of \$1,000, three competitive options shall be presented along with the rationale for the recommended option, to the Finance Committee for review and approval, followed by submission to the Chair for approval.

7.9.1. This rule applies to individual expenses, and to recurring expenses that will total more than \$1,000 in a fiscal year.

7.9.2. Multiple options are not necessary when purchasing from an Approved Vendor List previously proposed and approved by the Finance Committee. All expenditures over \$1,000 are still subject to review and approval of the Finance Committee.

7.9.3. The Approved Vendor List shall be maintained by the Finance Committee Chair.

7.10. Reimbursements.

Reimbursement for expenses to the Chair, Vice Chair, or Treasurer require detailed documentation of the purpose and expenditure being reimbursed (receipt, transaction record, etc.). Checks to senior officers may be written only by the compliance professional.

7.11. Cash Withdrawals.

Cash withdrawals from the organization's financial accounts are not permitted except as provided solely in this section.

7.11.1. Withdrawals in cash may be made only to have small bills available for change at an event that includes small purchases.

7.11.2. At such an event, there must be a written record of the starting cash; total cash at the end of the event must be counted by at least two people; and a written record of cash collected signed by those two individuals and given to the Treasurer and to the Chair. All cash receipts, including the starting amount, must be deposited to the bank within three business days after the event.

7.12. Independent Review of Financials.

Pursuant to the Bylaws, the 46th District Democrats shall conduct a full financial review beginning each February, to be reported on monthly at the membership meeting until the review is completed. This review shall take no more than three months unless extended by a vote of the membership.

7.12.1. The Executive Board shall recommend and the membership shall confirm an initial Financial Review Committee of at least three people. Per the Bylaws, any member may serve as an additional member on the Financial Review Committee with approval of the Executive Board or membership.

7.12.2. The committee shall review the 46th's financial records for the previous year and present a report to the membership at the next meeting.

7.12.3. The review will cover the period since the previous review or the past seven years, whichever is shorter, and present a report to the membership within 90 days of their confirmation. The membership may extend this deadline by majority vote.

7.12.4. The Treasurer(s) for the period covered shall provide full financial records, including PDC reports, bank statements, check records, cash accounting, financial transaction reports from accounting software, receipts, tax filings, and any other materials needed for the review, as well as provide timely answers to any reasonable requests made of them by the committee.

- 7.12.5.** The date and members of the last review shall be recorded in these standing rules to ensure continuity. The most recent review was completed on September 17, 2024 and the members were Lisa Rivera (Vice Chair), Tara Gallagher, Rob Jenks, Norma Miller, Kathy Sakahara, Anne Udalo, Tom Wingard-Phillips, and Javier Valdez (advisory). The review committee was supported by: Hunter Brown (Chair), Melissa Taylor (Treasurer), and Jason Bennett (compliance professional).
- 7.13. Records Transfer During Officer Transitions.**
Upon election of a new Treasurer, the outgoing Treasurer, along with the Deputy Treasurer (outgoing and incoming, if applicable) and Chair and Vice Chair (outgoing and incoming, if applicable) shall formally transfer the accounts and financial records of the 46th District Democrats. This shall include transfer of control and access to all accounts used by the 46th (such as bank, merchant services, and other financial, as well as reporting databases), and include all documents related to the 46th's finances. All shall sign a transfer document attesting to completeness of the records.

8. Voting Methods and Practices

8.1. Zoom Reactions.

Votes from virtual participants in meetings shall be taken via countable Zoom reaction buttons except as stated otherwise below.

8.2. Balloted Votes.

Balloted votes will be used for endorsements, officer elections with multiple candidates, and state legislative appointment recommendations. Google Forms or equivalent technology shall be used to collect ballots from virtual participants in meetings. Any voting codes or physical ballots required for voting shall be issued before the start of the meeting where practicable.

Voting codes require a unique email address for each member for verification of the ballot.

8.3. Roll Call Votes.

Roll call votes will only be used if the above methods cannot be used (e.g., due to technical issues) or if the results of a balloted vote are inconclusive.

8.4. Asynchronous Voting.

Asynchronous voting procedures may be used following proposal to and approval by the Bylaws and Rules Committee.

8.5. Proxy Voting.

Proxy voting is not permitted at any time.

9. Membership Dues

9.1. Effective Date.

Annual membership dues shall be solicited from all members. For individuals who were members in the preceding calendar year, membership applies from one day after dues are received (or from when the Chair approves a dues waiver) until the next January 31, except that dues received after November 1 apply from one day after they are received until the January 31 after next. Dues or dues waivers for new members apply from 21 days after they are received/approved until the January 31 specified above.

9.2. Dues Levels.

Reduced dues and additional dues levels may be offered. The Executive Board shall have the authority to establish other dues.

9.3. Participation.

The 46th shall provide alternatives to payment of membership dues, such as serving as an Acting Precinct Captain or volunteering at events, to ensure that District membership or participation is not limited in any way by ability to pay membership dues. Applications for dues waivers may be submitted to the Chair for approval.

9.4. Annual Review.

Dues levels shall be reviewed on an annual basis by the Executive Board. Any change in membership dues, and the effective date of such dues, shall be voted on by the membership.

10. Resolutions

10.1. Submission of Proposed Resolutions.

Any proposed resolution must be submitted in writing to the District Chair, Secretary, and Policy Chair. All resolutions submitted at least 17 days in advance of a membership meeting with at least five voting members as co-sponsors shall be sent with the next meeting notice as a possible topic of consideration. Resolutions submitted after this date or with fewer than five co-sponsors may be withheld by the District Chair until the next meeting with a written explanation to the submitter regarding the reason.

10.2. Publication of Proposed Resolutions.

Any proposed resolution shall be made available for review by the membership prior to the regular membership meeting at which it could be considered.

10.3. Policy Committee Review.

The Policy Committee shall review proposed resolutions for formatting, clarity, fact-checking, and feasibility of proposed actions. The committee may return resolutions to the submitter for revision.

10.4. Time-Critical Resolutions.

With at least 10 voting members as co-sponsors and upon a ruling by the District Chair that a proposed resolution needs immediate consideration, a resolution may be considered by the membership without prior review by the Policy Committee provided a two-thirds majority vote to allow consideration of the resolution. The resolution shall then require a two-thirds majority to adopt.

10.5. Endorsement Resolutions.

Resolutions to support candidates are out of order. Any resolution that explicitly declares support for a position on a ballot measure, regardless of whether the measure has qualified to be placed on the ballot, shall be considered a motion to endorse the same, and shall be subject to the provisions governing endorsements, including the threshold for passing. This rule may not be suspended.

11. Platform

The 46th District Democrats will adopt a platform expressing in general terms the shared policy values of the membership of the 46th District Democrats.

Every two years, the platform will be revised by a temporary platform committee formed by the Policy Committee. The Policy committee will announce the formation of the committee, with membership open to any 46th Democrats member.

After drafting an updated platform, the committee will send a copy of the proposed new platform to members at least thirty days before the meeting where the platform will be voted on, along with information on the meeting date and time.

The final platform requires a 60% vote of members present.

12. Signing Letters

In the instance of an organization asking the 46th to sign on to a letter regarding a policy change, if the policy is compatible with the platform and/or resolutions passed by the 46th, the Executive Board may by a 2/3 vote approve signing on. This signing shall be reported to the membership.

13. Caucuses.

Members of the 46th District Democrats may propose a resolution to form a Constituency Caucus that focuses on an area of shared concern. The caucus shall identify a Caucus Chair, as a point of contact, who is a member of the 46th District Democrats. The Chair shall encourage any caucus participants who are not 46th District Democrats members to join.

A Constituency Caucus may as a body submit resolutions to the 46th District Democrats.

Caucuses may take public actions, organize events, or publicly promote positions as a caucus of the 46th District Democrats only if those actions are endorsed or approved by the E-Board or the membership of the 46th District Democrats. In any public communication, a Constituency Caucus of the 46th District Democrats must take pains to fully identify the caucus and minimize the possibility that the communication would be construed as from the 46th District Democrats. If a Caucus adopts a logo, it must differ substantially from current and past logos of the 46th District Democrats.

A Constituency Caucus may use the 46th District Democrats' Zoom account, and the 46th District Democrats executive board may grant a Caucus access to other 46th Democrats resources, except for membership contact information.

Caucuses should send a representative to every Executive Board and Membership meeting, or provide a written update to the Chair, to report on the activities of the Caucus.

14. Endorsements.

14.1. Endorsements Rules.

Endorsements will be made pursuant to Article 12 of the Bylaws and the most recent Endorsement Rules adopted by the membership.

14.2. Non-partisan eligibility.

The 46th District Democrats strongly encourage candidates for nonpartisan office to identify as Democrats in their candidate questionnaire. Other than judicial candidates, endorsed candidates who do not identify as Democrats in the questionnaire may be excluded from campaign literature provided to PCOs by the 46th.

15. Nomination and Election of Officers.

Candidates for 46th officer roles must nominate themselves ahead of the meeting at which an election will be held, and the names of nominated candidates must be timely made available to the membership. The Chair shall publish the method of nomination with the call to meeting.

16. Privacy of Information.

Contact information for members of the 46th District Democrats shall not be made available except as required by law or as approved by the membership upon recommendation of the Executive Board. The Code of Conduct shall address misuse of member contact information. The Executive Board shall also develop policies to facilitate allowing an individual member to opt out of the 46th sharing their contact information.