

LD 48 Code of Conduct

Adopted April 9, 2025

To report a Code of Conduct issue, fill out the form linked [HERE](#).

To read the Code of Conduct Process Overview, see this [presentation](#).

Section One: adapted from LD 48 Bylaws Preamble

This organization is dedicated to Democratic values and we believe our communities, state, nation, and world are strengthened when every member of humanity has a voice and is encouraged to contribute.

Adherence to shared standards of conduct is necessary for effective advancement of Democratic goals. We foster our values by sustaining a culture of open-mindedness, truthfulness, compassion, and curiosity among our membership. It is essential we actively build an organization whose members interact in a manner that is honest, transparent, welcoming, and morally appropriate. Because our Legislative District actively seeks diversity of cultures, backgrounds, and life experiences, our Code of Conduct must be clear, specific, and presented to all members, in print and through discussion, regularly.

Section Two: Adapted from [WA State Dems Central Committee Code of Conduct](#)

All members of the LD 48 Democrats are expected to interact with other members and LD guests in a manner that is respectful and inclusive, regardless of individuals' choices or immutable characteristics including, but not limited to: age, disability, culture of origin, ethnicity, first language, level of experience, ability, socioeconomic status, nationality, immigration status, personal and/or physical appearance, race, religion or lack thereof, and/or sexual/gender identity and orientation.

This LD 48 Democrats Code of Conduct is applicable within all Legislative District spaces, including meeting rooms, online meetings, community events, committees and subcommittees, mail and email communication, official LD chat groups, and interactions with other individuals and Democratic Party organizations.

Section Three: Adapted from [WA State Dems Central Committee Code of Conduct](#)

LD 48 Democrats members should:

- Assume good intent on the part of others.
- Be kind, considerate, respectful and professional by treating all individuals with a sense of dignity, respect, and worth.
- Make a personal commitment to be nonjudgmental about cultural differences, living conditions and the lifestyles of others.
- Seek to resolve conflict through discussion directly with relevant individuals.
- Use membership access and authority within the LD organization consistent with recognized position and/or, if elected, only for the duration of that role.
- Use due diligence in the discharge of their duties.

- Respect and protect the reputation of Democrats in general and the LD in particular.
- Protect the assets of the LD that have been entrusted to them and surrender them when their term of office is ended.

LD 48 Members should not:

- Misuse membership access and/or authority within the LD organization consistent with recognized position and/or beyond the duration of that role.

Section Four: adapted from [LD 45 Code of Conduct/Ethics](#) and [WA State Dems](#)

Members of the LD 48 are responsible for advancing Democratic Party principles and maintaining a culture of respect, inclusion, and equity. Interactions among members should be honest, transparent, and civil at all times.

A member who violates these expectations within a local, county, state or federal gathering should be corrected by the chair, and continued action will result in engaging the Sgt. at Arms to mute them or remove them from the meeting, as outlined in Roberts Rules. (RONR (12th ed.) 47:40).

Code of Conduct Committee

The Code of Conduct committee shall review complaints and provide recommendations for remediation to the Executive Board. No retribution for complaints shall be allowed. The Code of Conduct Committee will be appointed by the Chair of the LD for the remainder of the biennium, consisting of critical members of the Executive Board and 2 or 3 non board members. Committee members shall recuse themselves if they are the complainants or the accused in the incident(s) to be investigated; the Chair of the LD may appoint replacements for recusals at their discretion.

Any member or guest may refer a complaint against a member to the Code of Conduct Committee, a standard form shall be available on the LD web site. The complainant need not be the alleged victim, but must have detailed knowledge of the incident(s). For violations against the organization itself, such as misappropriation or misrepresentation, any member or officer may file the initial complaint. The complaint must identify the portion of the code alleged to be violated in detail, the alleged victim and witnesses.

All complaints shall be timely and procedures will be kept confidential except as described later.

Procedures

The full Executive Board, excepting those who may be under investigation shall be notified of a complaint without names or details by the Code of Conduct Committee within 10 business days of receiving the full complaint.

Within 15 business days of receiving the complaint, the Code of Conduct Committee shall decide if a full investigation is needed, inform the complainant and the Executive Board in executive session of what action, if any, is needed.

If proceeding, the complainant and alleged violator shall be notified with an outline of the next steps and reminded of the confidential nature of the proceedings.

The committee may make an interim suspension of an alleged violator for a period of 10 business days. The Executive Board may extend this period until the conclusion of the process.

Duties of the Executive board and Code of Conduct Committee

The committee shall consider the seriousness of the alleged violation, the details of the complaint, any response by the alleged perpetrator, any other factual statements and any witness statements.

The committee's goal is to prepare a recommendation to the Executive Board or the Membership, which evaluates the recommendation and takes action.

A complaint may be resolved or dismissed without further action at any of these steps.

The Code of Conduct Committee shall offer the alleged violator an opportunity to provide their version of events. The alleged violator may not interview or cross-examine witnesses at this time. This does not have to be in person, and may be in a written document.

Excluding extraordinary conditions the Code of Conduct committee shall complete their work within 60 days from the initial filing and deliver recommendations to the Executive Board or to the Membership.

If the complaint is dismissed the complainant shall be notified of the extent of the investigation and the reason it was dismissed.

All decisions by the Code of Conduct committee are final and may not be appealed.

Consequences

This code cannot anticipate all potential violations, or identify all appropriate consequences for each. The committee shall use discretion in recommending consequences. Warnings and reprimands are appropriate for smaller offences without serious harm. That recommendation for consequences shall go to the Executive Board or the Membership as appropriate for their decision on whether to carry out the recommendation by the Code of Conduct Committee.

Note: PCOs must continue to be allowed to vote for PCO only votes regardless of violation, per state law, although they may be excluded from all other business. In this case the only remedy is election, to find and support another candidate for the precinct seat.

Warning/Reprimand

The committee shall review with the violator, and in the presence of the complainant if the complainant desires, the conduct in question. The committee shall make clear that the conduct was inappropriate and advise that further such behavior will result in more serious action. They shall also obtain from the violator a plan to reform. The Executive Board or Membership as appropriate may also choose to adopt a resolution as part of the meeting minutes, describing the conduct and formally reprimanding the violator.

Suspension

The Board or Membership may, with an affirmative $\frac{2}{3}$ vote include in its resolution of Reprimand require suspension of membership privileges for a period of time, including the following:

1. revocation of voting and/or debate privileges,
2. exclusion from meetings and events held in person or virtual spaces,
3. immediate suspension from all activities of the 48th.
4. If suspension or expulsion is the determined consequence the Chair shall give notice to the membership within 72 hours from the decision.

Expulsion

By affirmative majority vote of the body with quorum a violator may be expelled.

Expulsion is permanent unless the individual is reinstated by a $\frac{2}{3}$ vote of the body.

Both the violator and complainant may, but are not required to address the body for no more than 5 minutes during debate on the motion to expel.

Confidentiality

1. These procedures shall remain confidential, if requested by the complainant, except for any required votes for sanction by the Board or Body which must occur in public session, with the exception of the required notice to the membership that a member has been suspended or expelled.
2. Confidentiality shall be waived in the case of mandatory reporting by law, a criminal investigation or court subpoena.
3. Expulsion recommendations to the body, with presentation of complaint and evidence shall be conducted during executive session without guests. The vote shall be by written or electronic ballot after conclusion of executive session with the votes tallied and recorded in the minutes.

In matters not expressly addressed in these Rules, Robert's Rules may be consulted for guidance.

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Resources

501 Commons

<https://www.501commons.org/resources/tools-and-best-practices>

American Library Association

<https://www.ala.org/tools/ethics#:~:text=We%20work%20to%20recognize%20and,allocation%20of%20resources%20and%20spaces>

National Council of Nonprofits

<https://www.councilofnonprofits.org/running-nonprofit/ethicsaccountability/codes-ethicsvalues-statements-nonprofits>

Stanford University- Seven Elements of Ethics

<https://uco.stanford.edu/seven-elements-ethics-and-compliance-excellence>

[Washington State Code of Conduct Creation and Procedures Training](#)