

# **BYLAWS OF THE DEMOCRATIC PARTY OF JOSEPHINE COUNTY**

## **ARTICLE I Name and Purposes**

### **Section 1 – Name**

The name of this organization shall be Josephine County Democratic Party (the Party).

### **Section 2 – Membership**

All voters residing in Josephine County Oregon and legally registered as Democrats are members of this organization and of the Democratic Party of Oregon (DPO).

Josephine County Democratic Party shall maintain the widest and fairest representation of Party members in its organization and activities. All business shall be conducted so as to assure the fair and open participation of all interested Party members.

### **Section 3 - Purposes**

The purposes of Josephine County Democratic Party are to:

1. Organize Democrats within Josephine County to develop and maintain Party unity
2. Work to have the Local and Oregon State Party goals enacted into law,
3. Elect Democratic candidates to partisan and non-partisan positions as per endorsement procedures, and
4. Promote the positive exchange of ideas through education and debate.

## **ARTICLE II Central Committee**

### **Section 1 – Membership**

Membership of the Josephine County Democratic Central Committee (JCDCC) shall consist of all Officers, Democratic Precinct Committee Persons (PCPs) elected or appointed in Josephine County (ORS 248.031).

### **Section 2 – Powers and Structure**

The JCDCC is the highest Party authority in County matters and may adopt rules and resolutions for any matter of Party governance within the County when said changes are not in violation of State or Federal laws or State Democratic Party Bylaws (ORS 248.031).

#### **A. Powers**

The JCDCC shall have the power to:

1. Elect its officers (as defined within Article III, Section 1, #3)
2. Fill vacant PCP positions
3. Call for and receive reports from Standing and Special Committees
4. Act upon proposed resolutions as provided in these Bylaws
5. Establish rules and procedures for the organization and conduct of the County Democratic Platform Convention
6. Take such action as it deems appropriate to further the purposes and goals of the Democratic Party.

#### **B. Structure**

Josephine County Democratic Party conducts its affairs by majority vote of members present at its Central Committee meetings except as otherwise provided for in these bylaws. Action items, which are within the scope of action by the JCDCC, shall be acted on in accordance with parliamentary procedure.

### **C. Regular Meeting of the JCDCC**

The regular meetings of the JCDCC will be held monthly. All meetings shall generally be open to the public provided that only members of the JCDCC may vote.

When decisions affecting the internal workings of the Party are involved, the Chair may direct that any portion of any meeting be conducted in private or in Executive Session, with only designated members present.

Notice of all JCDCC meetings will be sent by mail or email no fewer than six (6) days before the meeting (ORS 248.012). In practice one notice containing the annual calendar shall be sent to all members of the JCDCC.

A quorum for JCDCC meetings shall consist of 10 of the JCDCC members

### **D. Organizational Meeting of the JCDCC**

The organizational meeting of the JCDCC shall be held at the December regular meeting (not earlier than 10 days or more than 50 days) following the general election. The purpose of this meeting is to elect the officers of the JCDCC and the delegates and alternates to the State Central Committee and the Congressional District organizations.

A quorum for the purpose of electing officers at the organizational meeting shall consist of one fourth (1/4) PCPs elected during the last May Primary election who are present at the meeting.

## **Section 3 – Rules of Order**

1. Except as provided herein meetings shall be conducted according to the most recent version of Robert's Rules of Order.
2. The Chair shall appoint a Parliamentarian to advise the Chair. A Parliamentarian who is also a member of the JCDCC may not be denied the right to vote.
3. All rules shall be adopted by procedures that assure fair and open participation of all members. Discrimination in the conduct of Party affairs on the basis of sex, age, race, religion, union affiliation, economic status, sexual orientation, or ethnic origin shall be prohibited.

## **Section 4 – Precinct Committee Persons (PCPs)**

### **A. Duties and Responsibilities**

Duties and responsibilities of PCPs shall include, but are not limited to, the following:

- Represent the Party at the Precinct level.
- Together with other PCPs rally support for the Party in his/her precinct.
- Elect officers of the JCDCC.
- Participate in the meetings of the JCDCC, Standing and Special Committees.
- Select delegates and alternates to Congressional District Committees and the State Central Committee.
- Promote the interests of the Party as identified in the County, State, and National Platforms.
- Work to elect Democratic Party nominees.

## **B. Eligibility**

Qualifications, declaration of candidacy, and election of PCPs at the primary election shall follow ORS 248.015 and 248.017.

## **C. Tenure**

The tenure of an elected PCP is from the 24th day after the date of the primary election until the 24th day after the date of the next following primary election or upon their resignation or removal from office {ORS 248.015(6)}.

The tenure of an appointed PCP shall begin on the first meeting following certification by the County Clerk until the 24th day after the date of the next following primary election or upon their resignation or removal from office {ORS 248.026(2,3)}.

## **D. Termination of Tenure**

- A member of the JCDCC may resign by written notice to the Chair or to the Josephine County Clerk (ORS 248.024). The Chair shall promptly notify the Josephine County Clerk of the resignation.
- A PCP elected in a primary election may be recalled only by the voters in that precinct in accordance with ORS 248.029.
- A person appointed to fill a PCP vacancy may be removed by the JCDCC as provided by law {ORS 248.026(3)}.

## **E. Procedure When a PCP Moves**

1. Whenever a PCP moves his or her residence outside Josephine County that PCP shall be considered to have resigned as a PCP as of the date of the move.
2. When a PCP moves his or her residence within the county that PCP may be reassigned.

## **F. Vacancies**

PCP positions that remain vacant or become vacant following the May Primary election may be filled by the Central Committee {ORS 248.026(1)}.

1. The JCDCC may appoint any eligible registered Democrat who has attended a regular JCDCC meeting within the six months prior to appointment.
2. A candidate for a vacant PCP position shall provide name, address, and phone number to the JCDCC Chair.
3. The proposed appointment shall be voted on by the JCDCC and take effect when the County Clerk places the name of the person selected on the list of committee persons {ORS 248.026(2)}.
4. A PCP selected to fill a vacancy may not vote in the election of JCDCC officers at the organizational meeting but may vote to fill any vacancy in a Central Committee office after the organizational meeting {ORS 248.026(4)}.

**ARTICLE III**  
**Officers of the Central Committee**

**Section 1 – Titles**

The elected officers of the JCDCC shall be a Chair, Vice-Chair, Treasurer, and Secretary and Delegates.

**Section 2 - Eligibility**

Any citizen of Josephine County registered to vote as a Democrat for at least the preceding 180 days shall be eligible to hold any office of the JCDCC.

**Section 3 – Nomination and Election of Officers**

All voting will be by secret ballot or by acclamation if unopposed. The Election Committee will conduct balloting. **Only those PCPs elected in the immediately preceding primary election who are present are eligible to vote.**

**A. Time for election**

Officers shall be elected at the organizational meeting held at the regular December meeting in even numbered years as set forth in this section and in Article VI Section 3 except as provided by Section 6 (Recall) and Section 7 (Vacancies) of this Article.

**B. Notice**

Notice that officers will be elected at the organizational meeting shall be mailed or emailed by November 15<sup>th</sup> preceding the organizational meeting.

**C. Elections Committee**

The JCDCC Chair shall appoint a Chair to the Election Committee by the June Executive Committee meeting. The Executive Committee shall appoint another member during the June Executive Committee meeting. The JCDCC shall select the third member from the floor at the July regular meeting. No person who publicly supports or opposes a candidate may serve as Chair of the Elections Committee.

**D. Declaration of Candidacy and Balloting:**

1. Declaration of candidacy may be by written declaration to any member of the Elections Committee, or by statement or nomination from the floor at the organizational meeting.
2. Only those candidates who declare their candidacy at least 7 days before the organizational meeting shall have their names printed on the ballot distributed at the organizational meeting; the ballots shall provide space for write-ins.
3. If there are more than two candidates for an office, and no candidate receives a majority of the votes cast, there shall be successive votes until one candidate receives a majority.
4. If there are two candidates, and a tie vote, the tie shall be resolved by a method agreed upon by the tied candidates, or if they cannot agree, by a flip of a coin.

**E. Speeches by candidates:**

Speeches shall be limited to 5 minutes and monitored by the Election Committee.

**Section 4 – Term of Office**

The term of office shall begin upon January 1st following the election.

Officers elected at the organizational meeting shall serve for a term of two (2) years or until their successors have taken office.

Officers elected to fill vacancies shall serve out the unexpired term.

Retiring officers shall deliver all property of the JCDCC to their successor upon vacating office.

## **Section 5 – Authority and Duties of Officers**

### **A. The Chair shall**

1. Appoint a Parliamentarian.
2. With the advice and consent of the Executive Committee appoint all standing committee chairmen.
3. Notify members of JCDCC and Executive Committee meetings.
4. Preside at all meetings of the JCDCC and Executive Committee.
5. Provide a written agenda at all meetings.
6. Direct officers to report regularly to the JCDCC and Executive Committee.
7. Be the chief spokesman of the JCDCC.
8. Oversee external correspondence.
9. Be the Administrative Officer of the JCDCC.
10. Serve as an ex-officio member of all standing and special committees.
11. Notify the County Clerk of PCP appointments per ORS 248.026(2).
12. Not later than ten days following the Primary Election file with the County Clerk a copy of the notice of the organizational meeting of the JCDCC for each newly elected PCP {ORS 248.033(1)}.
13. Ensure that the second notice of the biennial organizational meeting of the JCDCC is mailed or emailed to newly elected PCPs by November 15th of even numbered years.
14. Serve as delegate to the State Central Committee.
15. Perform other duties as assigned by the Central or Executive Committee.

### **B. The Vice-Chair shall**

1. Assist the Chair as needed.
2. Assume the necessary duty of the Chair in the latter's absence or temporary incapacitation.
3. Serve as an ex-officio member to all committees.
4. Serve as delegate to the State Central Committee.
5. The Vice-Chair shall immediately assume the position of the Chair in the event of the Chair's death, lengthy incapacitation, or resignation until a new Chair is elected.
6. Perform other duties as may be assigned by the JCDCC or Executive Committee.

### **C. The Secretary shall**

1. Be the custodian of all JCDCC non-financial records and maintain those records at the JCDCC Office and available on the JCDCC designated "cloud" account.
2. Record and post on the JCDCC website all minutes of all JCDCC and Executive Committee meetings with written committee reports.
3. Post minutes on the JCDCC website within seven (7) days of the related meeting.
4. Maintain the official roster of PCPs.
5. Keep the official file of the Bylaws and Standing Rules as provided by the Rules Committee.
6. Be a member of the Membership Committee.

### **D. The Treasurer shall**

1. Be the custodian of all funds of the JCDCC.
2. Maintain financial records and furnish written monthly status reports of the treasury.

3. File the required Contributions and Expenditures Reports with the Secretary of State and County Clerk.
4. Present individual expenditures and receipts at Executive Committee meetings for approval as per Standing Rules.
5. Be a member of the Finance Committee.
6. The Treasurer's book shall be open to inspection on the written request via mail or email of any member of the Central Committee. The inspection shall occur no later than one week after the receipt of request.

#### **E. Delegates to the State Central Committee and Congressional District Committees**

The State Central Committee and Congressional District delegates and alternates will be selected according to the number of votes won. The Chair and Vice-Chair are automatic State Central Committee delegates per Article III, Section 5-A-14 and Section 5-B-4.

When the JCDCC is unable to fill its delegation at any SCC meeting, a temporary replacement at the meeting, of any Democrat who is registered within Josephine County, is in order. The replacement shall be submitted to the DPO Credentials Committee by the Chair or the Vice-Chair at that meeting. (Note: a copy of this bylaw also must be presented.)

Any elected delegate who has two (2) consecutive avoidable absences at State Central Committee or Congressional District Committees may be replaced by the JCDCC.

#### **Section 6 – Recall**

The JCDCC shall consider the recall of an elected officer if 25% of the PCPs petition for such a recall. All such actions shall be in a closed meeting.

An officer of the JCDCC may be recalled only as follows:

1. The action shall originate by petition signed by at least 25% of the JCDCC alleging incapacity, gross misconduct, or neglect of duty and describing with particularity the condition, acts, or failures to act the petitioners claim justify removal.
2. The petitioners shall be empowered to call a meeting of the JCDCC to act upon the petition.
3. Notice of the meeting shall be mailed or emailed at least fifteen (15) days before the meeting date and shall include copies of the petition and the agenda. The Chair shall make available the JCDCC membership list with postal and email addresses to allow this mailing to occur. Refusal by the Chair to provide said lists within 10 days of actual receipt of a recall petition shall be deemed to be neglect of duty under this Section, and shall be sufficient grounds for the Chair's recall by the JCDCC.
4. A motion to recall the officer shall be carried by a majority of the entire JCDCC membership.

Any office declared vacant by recall under this Section shall be filled by the JCDCC at the meeting in which the recall occurs, or at such later meeting as the JCDCC, by majority vote of those present and voting, shall decide.

#### **Section 7 – Vacancies**

If an officer has three (3) consecutive unexcused absences from any Executive and/or JCDCC meetings the Executive Committee may consider the office as abandoned and declare the office vacant.

An announcement of any office vacancy will be sent by mail or e-mail six (6) or more days before any regular meeting in which nominations and election will occur to fill the vacancy.

1. If the office of Chair becomes vacant, except by recall under Section 6 of this Article III, then the Vice-Chair shall become the acting Chair until the next regular meeting of the JCDCC. At that time the unexpired portion of the term shall be filled by a special election.
2. In the case of the incapacity of the Chair, the Executive Committee shall have the power to appoint the Vice-Chair as the temporary acting Chair for a period not to exceed 45 days, until the incapacity ends, or until the full JCDCC by majority vote at a Meeting for which the meeting announcement included notice of the alleged incapacity, determines the incapacity is permanent and declares the position vacant, whichever occurs first.
3. The Executive Committee may make temporary appointments to fill vacancies in any other offices, except for vacancies created by recall, pending election by the JCDCC at its next regular meeting, or at such later meeting as the JCDCC, at its next regular meeting, shall decide.

#### **ARTICLE IV** **Executive Committee**

1. The Executive Committee consists of the JCDCC officers, Delegates to the State Central Committee, 4<sup>th</sup> and 2<sup>nd</sup> Congressional Districts, the Office Manager (if any), and one Chair from each standing committee. The immediate past Chair of the JCDCC may also serve in an advisory capacity and may not vote unless otherwise entitled to vote.
2. The Executive Committee acts as the administrative unit of the JCDCC as necessary. Such actions are subject to approval or rejection by the JCDCC at monthly meetings.
3. The JCDCC hereby authorizes the Executive Committee to exercise all powers, to the extent permitted by ORS 248.045 (2) and these Bylaws.
4. The Executive Committee holds at least one regular monthly meeting except when the Committee votes to waive a meeting. The Chair, or at least two Executive Committee members, may call special Executive Committee meetings.

A quorum consists of a majority of Executive Committee members.

#### **ARTICLE V** **STANDING AND SPECIAL COMMITTEES**

1. The following are the standing committees and their duties:
  - a. **Finance Committee** reviews revenue, coordinates fundraising and prepares an annual budget subject to approval by the Central Committee. The Finance Committee shall work with the Treasurer and the Chair. The Treasurer may chair the Finance Committee.
  - b. **Rules Committee** reviews the Bylaws and Standing Rules yearly and as needed and suggests amendments and may review proposed amendments. Rules Committee prepares resolutions, and must review any proposed resolution. The Parliamentarian must be on and may chair the Rules Committee.
  - c. **Membership Committee** helps to organize precincts, recruits precinct committee persons, and conducts voter registration drives. Membership Committee maintains membership roster, supporter lists, and Votebuilder database. The Secretary must be on and may chair the Membership Committee.

d. **Communications Committee** publicizes JCDCC actions and events, interfaces with the press and public, and encourages and helps members write letters to the editor and to public officials. Maintain county website and social media outlets.

e. **Campaign Committee** assists in the recruitment and the campaigns of Democratic candidates for public office. Monitors and reviews proposed federal, state and local legislation and initiatives. Communicate the position of the JCDCC to lawmakers. Recommends procedures for endorsing candidates as provided in Article X. Also is responsible for reporting on issues of public policy and related legislation, proposing changes in public policy and legislation consistent with the Democratic Party of Oregon (DPO) Platform, reviewing and recommending endorsements of local ballot initiatives, and proposing endorsements of legislation and resolutions consistent with the Party Platform as provided in Article X.

2. Committee members shall meet at the call of their Chair.

3. The Chair may form special committees as needed, except a nominating committee, which must be formed by the JCDCC. The Chair is ex officio a voting member of all committees except any nominating committee.

## **ARTICLE VI Prohibitions**

The following acts are prohibited:

1. Use of the name of this organization in connection with any office, group, meeting, or campaign without permission of JCDCC or the Executive Committee.
2. Use of this organization's name on property or permits without permission of JCDCC or the Executive Committee.
3. Personal information supplied to the JCDCC in the course of conducting the business of the JCDCC is private and may not be used for soliciting business, soliciting charitable contributions, proselytizing, or any other personal use.

## **ARTICLE VII Amendments**

These Bylaws shall be subject to amendment at any regular meeting of the JCDCC provided that:

1. The proposed amendment has been submitted to the Executive Committee for review.
2. A copy of the proposed amendment(s) together with the portion(s) of the Bylaws that would change and notice that adoption of the amendment(s) would be moved at the next meeting has been delivered by hand or sent by mail or email at least twenty (20) days before the meeting at which adoption of the amendments(s) would be moved.
3. A quorum as stated in Article II Section 2 is present.
4. Two-thirds (2/3) vote to adopt.

## **ARTICLE VIII**



## **Standing Rules**

Separate from the Bylaws will be a supplementary set of rules entitled “STANDING RULES”. Standing Rules shall be subject to change following a Motion, a Second, and an affirmative majority vote at any regular JCDCC meeting.

The Standing Rules shall be subordinate to these Bylaws.

### **ARTICLE IX Severance Clause**

If any portion of these Bylaws or the Standing Rules is found to be unlawful only that portion shall be null and void without effect upon the remaining portion.

### **ARTICLE X Party Endorsements**

#### **Section 1 - Principles of Endorsement**

1. The Endorsement of candidates in contested elections is an expression of confidence that a candidate is serious and will mount a viable campaign that adheres to the interests, ideals and principles of the Democratic Party of Josephine County.
2. To ensure the widest, fairest and most open participation of Democrats in public elections, the Central Committee may endorse any number of candidates in a non-partisan election under this article whom it deems representative of Democratic values and worthy of Party support.
3. The Central Committee shall endorse the Democratic candidates in a partisan election and for any statewide elected office.
4. Any candidate for a local nonpartisan office who have been registered as a Democrat in Josephine County for 180 days are eligible to be endorsed under this Article. Candidates for statewide nonpartisan offices who have been registered as a Democrat in Oregon are eligible to be endorsed under this Article.
5. The Central Committee also may support, oppose or decline to take a position on local ballot measures.

#### **Section 2 - Endorsement Procedures – Nonpartisan and Local Ballot Measure**

1. Only the Central Committee may endorse a candidate or take a position on a local ballot measure on behalf of the Democratic Party of Josephine County. A motion to endorse a candidate requires majority support of PCPs voting. A motion to support or oppose a local ballot measure also requires majority support of PCPs voting.
2. To be considered, a candidate first must request endorsement by notifying the Chair, who shall inform the Campaign Committee prior to any vote by the Central Committee on such request for endorsement. The Campaign Committee may comment to the Central Committee on a requested endorsement of a candidate prior to the time for voting. For local ballot measures, the Chair shall inform the Campaign Committee of any request for JCDCC support of or opposition to proposed measures. The Campaign Committee may comment to the Central Committee on such a request prior to the time for voting.
3. The Executive Committee shall resolve any dispute over compliance with these bylaws or the rules and procedures adopted in connection with these bylaws.

### **Section 3 - Time for Endorsements.**

The Central Committee may consider requests to endorse a candidate only after the time to be included on a ballot has commenced and a reasonable time has elapsed for candidates to organize their campaigns and seek endorsement by the party. Notice of proposed action on endorsements of candidates and measures shall be given to the Central Committee with the notice of meeting.

### **Section 4 - Standing Rules for Conduct of Endorsement**

1. The Campaign Committee shall recommend to the Central Committee adoption of rules of order necessary to a fair endorsement process for candidates or measures under this Article, including but not limited to balloting, speaking, and questioning.
2. The Central Committee shall consider adoption or amendment of rules not less than 45 days prior to the filing deadline for candidates for non-partisan office.
3. Once adopted, rules for endorsement shall stand until repealed or amended by the Central Committee.
4. Candidates for nonpartisan offices who have been endorsed by the Central Committee may provide copies of their campaign literature for distribution through the Central Committee office.

## **ARTICLE XI CAUCUSES**

### **Section 1 – Caucus Charter**

Caucuses may be chartered by a PCP submitting a proposed a mission statement to the Rules Committee Chair and the JCDCC Chair. If the mission statement is validated by the Rules Committee Chair and JCDCC Chair, the PCP proposing the caucus must then gather the names and signatures of at least three registered Democrats on a petition displaying the proposed mission statement of the caucus. Once this process is completed, the caucus must be approved by a simple majority vote of all PCPs present at the next regularly scheduled Central Committee meeting.

### **Section 2 - Caucus Purpose**

Caucuses are meant to encourage people with similar interests to be active in supporting the Democratic Party and to inform the Democratic Party of current issues affecting the community. The purpose of granting official recognition is to enable the caucus to participate in the policy decisions and the outreach programs of the JCDCC. Caucuses may also be asked by the JCDCC Chair to pursue certain goals or issues within the scope of their caucus. Caucuses may also represent the JCDCC at events within the scope of their caucus if granted approval by the JCDCC Executive Committee. Caucuses must coordinate events, such as Boatnik, County Fair, and any fundraising activities, with the JCDCC Executive Committee and, during elections, with the DPO CD2/CD4 Committees if requested by the DPO CD2.CD4 Committees and permitted by the JCDCC Chair.

### **Section 3 – Officers and Members**

The chief petitioner for the formation of the caucus will serve as acting chair of the caucus. Within sixty days of caucus approval, the caucus must meet to elect officers. All caucuses must at minimum have officer

positions of chair and secretary and at least one additional member. If a caucus is without a chair or secretary acting as a chair for more than ninety days, the caucus falls dormant. A caucus may become active again once a PCP, or person over the age of 18 with a declared interest of becoming a PCP, informs the JCDCC Chair of their desire to be the caucus chair.

Caucus chairs shall regularly update the JCDCC Secretary with a list of their members.

#### **Section 4 – Caucuses of the JCDCC**

The current caucuses of the JCDCC are:

**A. Environment** – The Environment Caucus supports and promotes local, statewide, and national groups, campaigns, and activities that increase environmental quality and sustainable energy.

**B. Health Care** – The Health Care Caucus helps our community members become familiar with local health issues and increase access to care.

**C. Affordable Housing** – The Affordable House Caucus advocates for the homeless and lower income community members to have housing that is affordable and safe.

**D. Stonewall** – The Stonewall Caucus advocates for and promotes community awareness of LGBTQ inclusive policies, recruits and supports LGBTQ-identified candidates for elective office and participates in the policy decisions and the outreach programs of the JCDCC to maximize support of the Democratic Party and its endorsed candidates.

**E. Youth** – The Youth Caucus is dedicated to expanding the involvement and citizenship of students through knowledge of current events and volunteer opportunities. The Caucus shall also oversee the formation and implementation of Democratic clubs at schools in Josephine County. The Caucus encourages greater political awareness at RCC while providing a means for like-minded college students to get involved in Democratic politics on the local level as well encourage interest in state and national politics.

*AMENDED AND APPROVED ON November 12, 2019 AT THE REGULAR MONTHLY  
CENTRAL COMMITTEE MEETING*

REFERENCE CITED: Oregon Election Laws 2011-2012 Constitutional and Statutory Provisions. Oregon Revised Statutes (ORS) Chapter 248, 2017 Edition.