

Josephine County Democratic Central Committee

Standing Rules

STANDING RULE 1 – JCDCC Monthly Meetings

A. Meeting agenda

Every attempt will be made for even months of the year (February, April, etc.) to be business meetings where Standing and Special Committees, and Caucuses can meet at length. Odd months (January, March, etc.) will be dedicated to a specific topic with a speaker. At these meetings, little if any business will be conducted.

B. Parliamentarian

If a Parliamentarian is not available, the JCDCC will encourage and facilitate training of a parliamentarian.

STANDING RULE 2 – Endorsement of Candidates

A. Timing of Endorsements

1. The first meeting which JCDCC endorsements will be granted will be held before the deadline for candidates to submit their statements to the Voters' Pamphlet. Endorsements may also be granted at regular Central Committee meetings after this deadline (with appropriate notice), but the intent is that the majority of endorsement votes will be held before the Voters' Pamphlet deadline.

Based on the timing of the filing deadline and the Voters' Pamphlet Deadline, the Executive Committee will have the flexibility to change the date of, amend the agenda of, or add an additional Central Committee meeting providing that required notice is given.

2. The date of the first endorsement meeting must be set at least 30 days in advance of the meeting.

C. Information about Candidates

1. Each candidate must submit to the JCDCC an application for endorsement, the format and time of which will be determined by the Campaign Committee and approved by the Executive Committee
2. Candidates are allowed to distribute informational literature to Precinct Committeepersons at the Central Committee meeting.
3. Each candidate requesting endorsement will be allotted a reasonable time to speak and answer questions before voting occurs, but not less than three minutes and not more than ten, depending upon the time available for other agenda items and the number of candidates requesting endorsement. The determination of the amount of time available for the candidate presentation portion of the meeting within these limits will be made by the Campaign Committee.

D. Discussion

After each candidate in a particular race has spoken and taken questions, the floor will be open for discussion by PCPs. PCPs may speak in favor of endorsing one candidate or multiple

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candidates, or in favor of no endorsement in the race. Remarks are limited to one minute per PCP.

E. Voting

1. If more than one Democratic candidate is seeking election to an office, a motion will be in order to “endorse all Democrats or make no endorsement.” The motion will be considered by voice vote with a simple majority of Precinct Committeepersons required to pass the motion.
2. If the outcome of the voice vote is not clear, or if a Central Committee member objects to the determination of outcome, then, subsequent voting will be done by secret ballot.
3. If the above motion fails, each candidate requesting endorsement in a race will be listed on a ballot, along with an option for “No Endorsement” (e.g., Candidate A, Candidate B, No Endorsement). Precinct Committeepersons may vote for one candidate, multiple candidates, or for the option of “No Endorsement” (e.g., may vote to endorse Candidate A only, to endorse Candidate B only, to endorse both candidates, or to endorse neither candidate). Any candidate meeting the simple majority threshold (as specified in the By-Laws) will be granted endorsement. Multiple endorsements in a single race are allowed. If no candidate receives a simple majority, no endorsement is granted in that race.
4. If the candidate seeking the JCDCC endorsement is the only Democrat in the race, voting will be held by voice vote unless a motion is made to hold voting by secret ballot, with a simple majority of Precinct Committeepersons required to pass the motion.

F. Terms of Endorsement

1. Candidates who receive the endorsement of the JCDCC will agree to non-binding mediation regarding issues of conflict in their races when requested to do so by the Chair and approved by the Executive Committee, subject to override by the Central Committee by majority vote at the next regularly scheduled meeting.
2. Candidates who receive the endorsement of the JCDCC acknowledge that the JCDCC may promote its endorsed candidates by name, photograph, and other identifying information in JCDCC campaign materials and/or during campaign events.

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STANDING RULE 3 – Endorsement of Ballot Measures

A. Role of Campaign Committee

1. The Campaign Committee shall receive requests for endorsement of or opposition to ballot measures and may vote to make a recommendation to the Central Committee either for or against the measure.
2. If the Campaign Committee recommends endorsement of or opposition to a ballot measure, the Committee may report such a motion for consideration by the Central Committee—otherwise, motions to support or oppose may be taken from the floor.

B. Information about Measures

Any representatives of a campaign for or against a ballot measure shall have a reasonable time to speak and answer questions before voting occurs, but not less than two minutes and not greater than 10, depending upon the time available for other agenda items and the number of measures up for endorsement. The determination of the amount of time available for the measure presentation portion of the meeting, within these limits, will be made by the Campaign Committee Chair.

C. Discussion

After speeches and questions for both sides of a measure are heard, an equal number of PCP's may speak for and against said measure by forming two lines on opposite sides of the room. Each PCP will have one minute to speak.

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STANDING RULE 4 – FINANCE

A. BUDGET:

1. The fiscal years shall be January 1 – December 31.
2. An annual budget shall be drafted by the Treasurer in conjunction with the Finance Committee based upon previous year's performance against budget and from estimates of ongoing Central Committee activities. The draft will be reviewed by the Executive Committee who may make recommendations prior to its adoption. Online copies of the proposed budget shall be made available to all PCPs at least 7 days prior to the proposed date of adoption.
3. A semi-annual financial review of the accounts shall be conducted by the Executive Committee at its January and July meetings. The Central Committee Chair shall announce the review results to the Central Committee at the February and August meetings.

B. INCOMING FUNDS:

1. Deposits shall not be made other than by the Treasurer's direction

C. TURNOVER OF TREASURER POSITION

1. The Chair will convene a meeting of the out-going Treasurer and the in-coming Treasurer to perform a review of the accounts whenever a Treasurer leaves the position.
2. Oregon laws and administrative rules must be followed regarding the reporting of the name, personal contact, and occupational information of the incoming Treasurer and the Chair in a timely manner. Currently, form SEL 221 must be filed within 10 days of any change in the information on file with the Secretary of State Elections Division.

D. EXPENDITURE OF FUNDS

1. Budgeted Funds
 - a) Requests under \$250 can be approved by the Treasurer
 - b) Requests of \$250 or more must be approved by the Executive Committee
 - c) Requests of \$500 or more must be approved by the Central Committee
2. Non-Budgeted Funds
 - a) Requests under \$50 can be approved by the Treasurer
 - b) Requests \$50 or more must be reviewed and analyzed regarding its impact to the Budget by the Treasurer. Treasurer will provide analysis and recommendation to the Executive Committee (\$50 to \$499) and/or the Central Committee (\$500 or more)
3. Reimbursements (Personal Expenditures)
 - a) All Reimbursement need to follow rules for Budgeted and Non-budgeted Function (D-1 and D-2 above)
 - b) Request for reimbursement must be submitted to the Treasurer. Form is available in office and attached.

E. PETTY CASH ACCOUNTS: OFFICE AND COMMITTEES

1. There is a limit on the amount of available cash: \$100. Monies above \$100 must go to the Treasurer for deposit into the JCDCC bank account
2. Monthly Email reports must be provided to the Treasurer by the 4th Saturday of each month from the Office Manager and Committee Chairs:
 - a) Cash contributions: date collected, venue, contributor name, preferably also address and employer



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- b) Cash expenditures: date, recipient, purpose. Scan and email receipts for Cash Expenditures to Treasurer(treasurer@josephinedemocrats.org), or mail to JCDCC PO Box
 - c) Total remaining cash available
- F. IN KIND CONTRIBUTIONS
- 1. Examples include purchasing food and refreshments for a JCDCC functions, donating furniture or office equipment, paying direct for advertising whether print or electronic, providing items for an JCDCC auction. These are purchased/donated with no intention of reimbursement.
 - 2. Must be reported to the Treasurer within 5 days of contribution with the date donated, contributor name, with address and employer, description of contribution, and value. The short timeline is required due to Secretary of State reporting requirements.
- G. Travel Reimbursements
- 1. Travel Reimbursements are available to defray the cost of traveling to State Central Committee and Congressional District meetings for delegates to those meetings.
 - 2. Reimbursements will pay the IRS sanctioned mileage rate for “charitable miles”.
 - 3. Application for the Reimbursement are made by written (hard copy or email) request to the Treasurer and Chair within 30 days of the attended meeting. Number of miles is determined via Google or similar maps from the delegate’s home to the conference site.
- H. Candidate Training Funds
- 1. A partial stipend for Democrats training to be a candidate in a local and state election can be provided.
 - 2. Application for the stipend are made by written (hard copy or email) request to the Treasurer and Chair prior to the training.
 - 3. Trainer must be approved by the Executive Committee.
- I. Bank Account Signers and Contracts
- 1. The four elected officers (Chair, Vice Chair, Secretary, Treasurer) should be signers on the bank account, including having a debit card.
 - 2. Only the four elected officers can sign contracts for services. Examples include Boatnik, County Fair, City or County Parks, event venues.