

# THE DEMOCRATIC PARTY OF OREGON

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## **ARTICLE I - NAME AND PURPOSE**

The name of this organization is the Democratic Party of Oregon (DPO). The purpose of the DPO is to:

- Elect Democratic candidates;
- Coordinate, encourage, and assist in organizing county Democratic parties;
- Adopt a Party Platform and work to ensure its enactment into law;
- Represent the DPO with the Democratic National Committee (DNC) and with Democrats in other states;
- Promote the interests of the Democratic Party in the State of Oregon consistent with the wide diversity of our state.

## **ARTICLE II - AUTHORITY**

The DPO is empowered by state law, (ORS 248.002 – 248.012), and the National Democratic Party Charter to manage its affairs and transact its business. The State Central Committee (SCC) is the governing body of the Party and it may delegate its authority.

## **ARTICLE III – PARTICIPATION**

The DPO ensures the widest and fairest representation of its members in its organization and activities. All rules will be adopted by procedures that ensure fair and open participation. Participation in the conduct of DPO business is encouraged regardless of race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation, economic status, disability, parenthood, or marital status. All SCC meetings are open to the public.

## **ARTICLE IV - SCC MEMBERSHIP**

### **Section 1 - Membership**

- A. Members - Members of the SCC include at least two delegates elected from each county and an additional delegate for each 15,000 registered Democrats or major fraction of 15,000 Democrats within the county on the date of the primary election as provided by law. Members also include DPO officers, chairs of the congressional district committees and a delegate from each special group caucus in compliance with Article XV of these bylaws.
- B. Alternates - When a delegate of a county central committee is unable to attend a meeting of the SCC, an alternate delegate, elected by the county central committee, may attend the meeting with full voting privileges.
- C. Temporary Replacement- When a county is unable to fill its delegation at any SCC meeting, a temporary replacement, at the meeting, of any Democrat who is registered within the county in which the vacancy occurs, is in order, if permitted by that county's bylaws and if that county has provided a copy of their bylaws to the credentials committee. Replacements shall be submitted to credentials per the county's bylaws
- D. Election of Members - County central committees will elect delegates and alternate delegates to the SCC at their organizational meetings. Vacancies may be filled by county central committee elections at subsequent meetings. County SCC delegate and alternate delegate positions shall be elected by a process that recognizes three gender categories: female, male and non-binary, and that assures that no gender category shall have greater representation than 50 percent or, in the case of an odd number, 50 percent plus one. Non-binary delegate positions shall reduce the male and female delegate positions as evenly as possible. Replacement preference for alternate delegates will utilize gender category first. County Central Committees are strongly encouraged to take into consideration racial, age, physical ability, sexual orientation, and gender identity diversity when electing members to the SCC.
- E. Certification - The Chair of each county central committee certifies the names and addresses of its delegates and alternates to the State Central Committee. Delegates are seated by the SCC if the electing county central committee has been established according to law and these Bylaws.
- F. Terms – SCC Delegate and alternate terms begin on the date they are elected by their county central committees.
- G. Associate Members - Democratic members of the Oregon Legislative Assembly, members of the SCC Executive Committee, alternates to the SCC, and members of SCC Standing Committees are Associate Members. Unless they are otherwise entitled to vote, they are not counted in a quorum for an SCC meeting, and are not eligible to vote on business brought before the SCC.

### **Section 2 – Duties**

The legislative power of the DPO is vested in the SCC, which:

- A. Elects the officers of the DPO;
- B. Fills vacancies in DPO offices;
- C. Fills vacancies created by the death or resignation of nominees to statewide elective office;
- D. Approves the budget of the SCC;

- E. Approves actions of the Executive Committee when required;
- F. Passes resolutions;
- G. Recommends, by a two-thirds majority of SCC delegates, alternates and associate members voting, a position on an upcoming initiative or referendum. Recommendations on an initiative or referendum may be made in either of the following ways:
  - 1. By mailing a ballot listing the recommendations of the Platform and Resolutions Committee on each ballot measure, or
  - 2. At a meeting duly called by the SCC;
- H. Together with the congressional district committees in which they live, elects members and alternates to the DPO standing committees, at meetings called by their congressional district committee chair.
- I. Recommends where and when to call the State Democratic Platform Convention;
- J. Act in place of the Platform Convention between platform conventions.
- K. Transacts other business consistent with law, the National Democratic Party Charter, and these Bylaws.

**Section 3 - Resignation and Removal of Members**

- A. A member of the SCC may resign by written notice to the Chair of the State Central Committee or the County Chair.
- B. The SCC may, by a two-thirds vote, require a delegate's constituency to submit the delegate or alternate to a recall vote.
- C. Delegates who have three consecutive absences from SCC meetings without advance notice to the County Chair or State Central Committee delegation Chair have effectively resigned, and may be replaced or re-appointed by their county central committee. The Credentials Committee notifies the electing body and the individual of the presumed resignation.
- D. Any delegate or alternate to the SCC may be removed by the county which the delegate represents.

**ARTICLE V - STATE PARTY OFFICERS**

**Section 1 - Officers**

The officers of the DPO are a Chair, two Vice Chairs, a Secretary, a Treasurer, and the elected members of the DNC. No more than two of the three officers elected as Chair and Vice Chair shall be of the same gender category.

**Section 2 - Eligibility**

Any legal resident of the State of Oregon who is a registered Democrat is eligible to become an officer in the DPO, except for someone who is a candidate for, or is an incumbent in, the office of United States Senator, United States Representative, or is in any position elected from the state at large.

**Section 3 - Nomination and Election**

- A. Elections for the Chair, Vice Chairs, and Secretary will be held immediately following the adoption of the Bylaws at the organizational meeting.
  - 1. A majority of delegates voting are required to elect these officers. All ballots must be signed by the SCC member casting the ballot, in order to comply with DNC rules.

2. In order for their names to be printed on the ballots, candidates for Chair, Vice Chairs and Secretary must file a notice of candidacy on a form supplied by the DPO. That form must be filed with the DPO Executive Director not later than 5 p.m., 25 days before the election.
3. The DPO will mail a list of all candidates who file by the deadline to members of the SCC 20 days before the organizational meeting.
4. Ballots, with the names of the filed candidates, will be provided at the organizational meeting. The ballot will allow for write-in candidates.
5. The Treasurer shall be nominated by the Chair and the Vice Chairs and elected by the Executive Committee. That election will occur at the first meeting of the Executive Committee following the organizational meeting.

#### **Section 4 - Terms of Office**

The Chair, Vice Chairs, Secretary and Treasurer are elected for a term of two years, or until their successors are elected.

#### **Section 5 - Recall**

The procedure for recalling any officer (other than Treasurer) is as follows:

- A. The action is initiated by a petition specifying the gross misconduct or neglect of duty that is the basis of the recall and bears the signatures of 25 or more members, including at least three from each Congressional District;
- B. As soon as practicable after DPO receives a valid petition; the petitioners must mail notice of the recall petition to the officer involved by Certified Mail, Return Receipt Requested.
- C. The petitioners call a meeting of the SCC, and mail a notice of the meeting to the members of the SCC.
- D. A copy of the petition must be included in the notice of the meeting and the provisional agenda. The petition must include the recall proposal and specific election of a successor to the office as items of business;
- E. If the petitioners do not mail the notice of the recall petition at least 20 days before the date of the meeting at which the vote is scheduled to be taken, the recall petition may not be considered.
- F. A motion to grant the petition or to recall the officer must be carried by a two-thirds majority.

#### **Section 6 – Vacancies**

- A. In case of the resignation or death of the State Chair, the Vice Chair appointed by the Executive Committee becomes the Acting State Chair until the next meeting of the SCC, at which time the unexpired portion of the term is filled by a special election.
- B. The Executive Committee makes a temporary appointment to fill a vacancy in a Vice Chair, Secretary, or DNC member position from the time the vacancy occurs until the unexpired term is filled by a special election at the next SCC meeting. If an incumbent officer is elected State Chair, the vacancy in that officer's position is filled at the same election. A vacancy created by recall or resignation by someone whose recall has been petitioned, is filled at the meeting set for the recall, or at the next regular meeting, whichever occurs first.

- C. Voting is at an open, public meeting, and a simple majority of those voting is required to elect a replacement. SCC members casting a ballot must sign it to comply with DNC rules.
- D. If the Executive Committee determines, by two-thirds vote, that the Chair is incapacitated, the Executive Committee will appoint one of the Vice Chairs to be Acting Chair, by majority vote, for successive 30-day periods, until either the incapacity ends or the SCC determines, by two thirds vote, that the incapacity is permanent and removes the Chair.

## Section 7 - Duties

### A. The State Chair:

1. Is the CEO and chief spokesperson for the DPO;
2. Presides at all meetings of the SCC;
3. Calls and chairs the meetings and conference calls of the Executive and Administration committees;
4. Prepares an agenda for each meeting of the SCC, the Executive Committee, and the Administration Committee;
5. Appoints the chair and vice chair of all committees, and upon vacancy, replaces them within 30 days;
6. Appoints, if necessary, the legal counsel of the DPO and a parliamentarian;
7. Performs those duties assigned by the SCC, the Executive Committee, or the Administration Committee, as well as those customarily delegated to the office of the Chair.

### B. Vice Chairs:

Assume the duties of Chair in the State Chair's absence, as determined in Section 6D. The Vice Chair also discharges the responsibilities that the SCC or its Executive Committee, or the Administration Committee assigns.

### C. The Secretary:

1. Takes and keeps the minutes of all meetings of the SCC, the Executive Committee and the Administration Committee;
2. Keeps records of the SCC;
3. Maintains and publishes a copy of the Bylaws and the standing rules;
4. Maintains rosters of DPO committee and standing committee membership;
5. Performs such other duties as the SCC and the Executive Committee direct.

### D. The Treasurer:

1. Is the custodian of all funds and securities of the DPO;
2. Maintains adequate records of DPO finances of this organization and is responsible for the filing of all required federal and state reports;
3. Is responsible for the financial affairs of the SCC;
4. Prepares and submits reports within 30 days of the end of each fiscal year.
5. Serves as a member of the standing committee on Budget;
6. At least once each month, to the extent funds are available, pays all outstanding bills. For the purposes of these Bylaws, "outstanding bills" means the bills which have been incurred within the current budget.

7. Performs other duties as assigned by the SCC or its Executive Committee directs, as well as those which are customarily delegated to the office of Treasurer.

### **Section 8 - Presidential Electors**

The Chair and a Vice Chair who is of a different gender category than the Chair serve as Presidential electors in a Presidential election year. If there are two Vice Chairs of a different gender category than the Chair, determination will be made by lot. At least one of these two Presidential Electors will be female. If the Chair or Vice Chair is unable to serve, the remaining Vice Chair or Secretary, in that order, serve as Presidential Elector.

## **ARTICLE VI - SCC MEETINGS**

**Section 1** – Number of meetings - At least one meeting of the SCC is held in each calendar quarter.

**Section 2** - Organizational Meeting - The first meeting of a newly-elected SCC is known as the Organizational Meeting. It is called by the sitting State Chair and is held in the first quarter of the year following a general election to organize and to elect officers.

**Section 3** - Call - Meetings are called by the State Chair, or in the Chair's absence or incapacity, by the one of the Vice Chairs, or in the absence or incapacity of both, by any other officer of the SCC.

**Section 4** - Notice - Notice of all meetings is sent by first class mail to all members and alternates of the SCC at least 20 days before the meeting date. The notice specifies the time, place, address, and provisional agenda of the meeting.

**Section 5** - Agenda - The Chair prepares a provisional agenda to be included in the meeting notice. The first order of business, following disposition of the minutes, is adoption of an agenda. After the agenda is adopted, any change in the number or order of matters to be considered requires suspension of the rules by a two-thirds vote.

**Section 6** - Quorum – Forty Percent of the members or alternates serving as delegates, constitute a quorum, if each congressional district is represented. If the Chair determines that a quorum is no longer present, no further business may be conducted.

**Section 7** - Voting - Only those members, or their alternates who are present, are eligible to vote, except as otherwise entitled under these Bylaws. Unless otherwise specified in these Bylaws, decisions are made by a majority of those present and voting.

**Section 8** - Electronic Meetings - Notwithstanding any other provision of this Article, an emergency meeting may be conducted by telephone or video conference, subject to the call of the Chair or a majority approval of the Administration Committee.

## **ARTICLE VII – PLATFORM CONVENTIONS**

**Section 1 - Convention Call** - A State Democratic Platform Convention is held biennially in the odd-numbered year. The purpose of the State Democratic Platform Convention is to adopt a platform for the DPO and to perform other functions assigned to it by the SCC or these Bylaws. The Executive Committee calls the Convention.

- A. At least 90 days before the Convention, each county receives notice of how many delegates and alternates it is entitled to elect.
- B. Each county central committee elects delegates and alternates at least 30 days before the Convention and notifies DPO of the names and addresses of those elected as soon as practicable. Counties are strongly encouraged to send a delegation reflective of the wide diversity of their counties.

- C. At least 20 days before the Convention, the DPO notifies, by mail, each delegate and alternate whose name and address are known to the DPO, of the time, place, fees, draft platform, proposed rules, and agenda for the convention.

## **Section 2 – Platform Convention Delegates and Alternates**

- A. Each county chooses delegates to the State Democratic Platform Convention on the basis of one delegate for each 1,000 registered Democrats or major fraction of 1,000 within the county. No county will have fewer than two delegates.
- B. Each county may elect one-half as many alternates as it has delegates. If a county is entitled to an odd number of delegates, the number of alternates is rounded up.
- C. All statewide Democratic office holders, all incumbent Democratic legislators, U.S. Representatives, U.S. Senators and all DPO officers, including DNC members, are automatic delegates. Automatic delegates do not count against any county's number of delegates.
- D. Each county central committee may establish its own rules for selecting a delegation chair, filling vacancies in its delegation, seating its own alternates in lieu of delegates, and conducting caucuses at the Convention; except that no county may impose a binding unit rule on any vote cast by the members of any delegation.

**Section 3 – SCC to act as interim Platform Convention –** Once the Platform Convention has adjourned, the SCC may make additions to the Democratic Party of Oregon Platform. Amendments must be submitted to the Platform and Resolutions Committee, which will consider them using the same process it uses for resolutions.

## **ARTICLE VIII - DEMOCRATIC NATIONAL COMMITTEE**

**Section 1 -** The DPO Chair, and the highest ranking officer of a different gender category to the chair, shall serve as members of the DNC as provided in the charter of the Democratic Party of the United States. One of these two representatives to the DNC will be a female.

**Section 2 –** At its fourth-quarter meeting of the DPO in presidential election years, the SCC elects members of the DNC apportioned to the State of Oregon under the National Democratic Party Charter, for a four-year term, which begins as soon as the member is elected.

**Section 3 -** Candidates for DNC member positions must file a notice of candidacy on a form supplied by the DPO. That form must be filed with the DPO Executive Director not later than 5 p.m., 25 days before the election. The names of those candidates who have filed will be provided to the SCC in a notice mailed 20 days before the election, and their names will be included on a ballot provided at the SCC meeting. Write-in candidates are allowed.

**Section 4 -** Members of the DNC may be recalled as described in Article V, Section 5, and may be replaced on a temporary basis as described in Article V, Section 6.

## **ARTICLE IX - CONGRESSIONAL DISTRICT COMMITTEES**

**Section 1 - Membership -** Members of the Congressional District Committees include at least two delegates from each county within the Congressional District and one delegate for each 15,000 Democrats or major fraction of 15,000 Democrats within the county and the Congressional District as of the primary election. County Congressional District delegate and alternate delegate positions shall be elected by a process that recognizes three gender categories: female, male and non-binary, and that assures that no gender category shall have greater representation than 50 percent or, in the case of an odd number, 50 percent plus one. Non-binary delegate positions shall reduce the male and

female delegate positions as evenly as possible. Replacement preference for alternate delegates will utilize gender category first. Counties are strongly encouraged to consider the wide diversity of their counties when selecting delegates.

**Section 2 - Organizational Meeting** - Each Congressional District Committee holds its organizational meeting not later than the first quarter of the year following a General Election. The sitting District Chair calls the organizational meeting by the end of the year of a General Election. If the sitting District Chair fails to call the organizational meeting by the end of that year, the State Chair calls the meeting. Districts are strongly encouraged to consider the wide diversity of their District when selecting officers.

**Section 3 - Duties**

- A. At its organizational meeting or in its next official meeting, each Congressional District Committee and the SCC delegates and alternates acting as delegates living in that district, elects representatives to serve on the standing committees of the SCC. Gender, race, age, physical ability, sexual orientation and gender identity shall be given strong consideration in the election process.
- B. The chairs of the Congressional District Committees serve as Presidential Electors during a Presidential Election year. If the District Chair is unable to serve, the district committee's Vice Chair, Secretary, or Treasurer, in that order, serve as a Presidential Elector.

**ARTICLE X - COUNTY CENTRAL COMMITTEES**

**Section 1 – Organization** - Each county central committee must reorganize within 25 months of its previous organizational meeting, as required by state law. The sitting County Chair calls the meeting. If the sitting County Chair fails to call the organizational meeting within the time the county bylaws require, the State Chair calls the meeting. County central committees are strongly encouraged to take the wide diversity of their counties into consideration when organizing.

**Section 2 – County central committees** may combine with other county central committees to organize with the consent of each involved county central committee and the SCC. Counties deciding to combine may elect a single set of officers.

- A. The combined counties will not lose representation in the SCC.
- B. Delegates and alternates may be elected from the combined counties, as long as a majority of the precinct committee people from each of the combined counties agrees.

**ARTICLE XI – VACANCIES IN PUBLIC OFFICE**

If a vacancy occurs in a public office held by a Democrat or for which a Democrat is nominated, where the DPO or any of its subdivisions is called on to select the person to fill the vacancy, the following procedure is used, unless otherwise provided by state law.

**Section 1 - Nominating Authority**

- A. The nominating authority for statewide office, including United States Senator, is the SCC.
- B. The nominating authority for United States Representative is a committee consisting of all precinct committee people residing and representing precincts within the congressional district. The Congressional District Committee conducts the nominating meeting.
- C. The nominating authority for county offices is the county central committee.
- D. The nominating authority for the Oregon Senate or House of Representatives or for other offices not referred to above, consists of Democratic precinct committee



persons from the district for which the nomination is being held, as under ORS 171.060.

The chair of the DPO and the chair(s) of the county party or parties within the district, shall determine who will chair the convention. If a decision cannot be reached, the appropriate congressional district committee chair will be consulted.

## **Section 2 - Membership and Votes**

- A. The State Chair ascertains the total number of registered Democrats in each county, or part of the county relating to the office, and certifies the numbers to the nominating authority.
- B. For statewide and congressional vacancies and state legislative vacancies in districts which represent more than one county, each member (or delegate) of the nominating authority has a whole number of votes equal to the total number of registered Democrats from that member's county or relevant portion, divided by the number of members of the nominating authority attending from that county. A fraction resulting from the division is disregarded.
- C. For a vacancy in a state legislative office in a district entirely within one county, each Democratic precinct committee person representing a precinct within the district has one vote.

## **Section 3 - Voting Procedure**

- A. Only members of the nominating authority are eligible to vote.
- B. Voting is by secret ballot.
- C. For statewide and congressional vacancies and state legislative vacancies in districts that include more than one county, each member may divide his or her votes among several candidates. The selection of each nominee is by a majority of the total votes authorized in Section 2B. In other cases, the selection is by a majority of those members present and voting.

**Section 4 - Meeting Notice** - The Chair of the DPO, in consultation with all of the chairs of county parties affected, calls a special meeting of the appointing authority to fill the vacancy within the period provided by law, and gives notice in writing in at least six days, or in case of an emergency, gives notice by telephone within three days.

**Section 5 – Official Communication** – The DPO will be the official contact for communications with elections officials.

## **ARTICLE XII - EXECUTIVE COMMITTEE**

**Section 1 - Authority** – The Executive Committee has the authority to:

- A. Act for the SCC when time does not permit properly calling a meeting of the SCC; all such actions should be reported to the SCC at its next meeting;
- B. Elect the Treasurer, who serves at the pleasure of the Executive Committee;
- C. Approve paid personnel appointed by the Chair and the Administration Committee;
- D. Determine whether the Chair is paid a salary. The Chair may not participate in or be present at a deliberation concerning the Chair's compensation.
- E. Approve the expenditures authorized in the current budget, and authorize deviations from the budget not to exceed 5 percent on any budget line item, but may authorize a deviation or any expenditure of revenue not anticipated in the current budget;

- F. Propose a budget based on the recommendation of the Budget Committee to the SCC;
- G. Approve proposed budget amendments and deviations not covered by Section E of this Article, subject to approval of the SCC;
- H. Oversee the establishment and maintenance of special group caucuses.
- I. Carry forward the policies and programs of the DPO and the DNC.

**Section 2 - Membership - The members of the Executive Committee are:**

- A. The officers of the SCC;
- B. The Chair, or Vice Chair acting as the Chair's alternate, of each standing committee;
- C. Six at large members, who live in the region they are running in, and who are elected by SCC delegates from three regional Caucuses: one from Region One, two from Region Two, and three from Region Three;
  - 1. Region One comprises Baker, Crook, Deschutes, Gilliam, Grant, Harney, Hood River, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco and Wheeler counties.
  - 2. Region Two comprises Benton, Clatsop, Columbia, Coos, Curry, Douglas, Jackson, Josephine, Lane, Lincoln, Linn, Marion, Polk, Tillamook and Yamhill counties.
  - 3. Region Three comprises Clackamas, Multnomah and Washington counties.
  - 4. At-large members are nominated from the floor at a meeting of their regional caucus not later than the first meeting of the SCC following the organizational meeting. These members are elected by a majority vote. The regional caucuses may fill vacancies at any meeting of the SCC, or caucus meeting duly called for that purpose. The State Chair shall appoint facilitators to preside over the regional caucus meetings.
- D. The chair or the chair's designee of each DPO-recognized Special Group Caucus that complies with the criteria for meetings, membership, and activities as stated in Article XV;
- E. One SCC delegate elected by each congressional district committee;
- F. Each Democratic member of Congress, each Democratic statewide elected office holder, and each Democratic member of the Oregon House and Senate.

**Section 3 - Meetings**

- A. The Executive Committee meets at least once every quarter to transact DPO business within its jurisdiction but may meet more frequently at the call of the Chair or a majority of its members.
- B. Notice of Executive Committee meetings must be provided at least 20 days before the meeting, except for emergency meetings that may be held on shorter notice. A reasonable effort to contact all members must be made and at least two-thirds of the members contacted. Meetings may be held by telephone or video conference.
- C. Twelve members of the Executive Committee constitute a quorum.

**Section 4 - Procedure - Subject to these Bylaws, the Executive Committee may establish its own rules procedure.**

**Section 5 - Resignation and Removal of Members - A member of the Executive Committee, who actively and openly supports a non-Democratic candidate for partisan elective office, when a Democrat is running for the same office, is subject to removal by a two-thirds vote of the SCC.**

## **ARTICLE XIII - ADMINISTRATION COMMITTEE**

### **Section 1 – Authority**

The Administration Committee:

- A. Serves as the personnel committee for the DPO, and, under the guidance of the Chair, supervises the Executive Director.
- B. Upon the recommendation of the Chair, and with the approval of the Executive Committee, employs and releases all paid personnel, provided that no person may be hired for any position which has not been approved by the Executive Committee, and for which funds have not been budgeted as required by these Bylaws.
- C. When revenues available for campaign purposes exceed those in the budget, may allocate those funds.
- D. Notwithstanding the provisions of 1B, when unanticipated and unbudgeted revenue is received, may, upon a finding of an immediate need by the Executive Committee, allocate those funds for personnel.
- E. Develops and implements policies relating to the role of officers, staff, committees, and caucuses in executing the work of the DPO.
- F. Approve all major fundraising programs.
- G. Performs such other duties as the Executive Committee or SCC may from time to time direct, subject to these Bylaws.

**Section 2 - Membership** — The membership of the Administration Committee is the elected officers of the DPO.

## **ARTICLE XIV – STANDING AND SPECIAL COMMITTEES**

**Section 1 - Standing Committees** - Each Congressional District Committee, along with the SCC delegates and alternates acting as delegates living in that district, elects committee delegates and alternates to the standing committees in the following numbers:

- Budget Committee: Two delegates, one alternate
  - Credentials Committee: Two delegates, one alternate
  - Platform and Resolutions Committee: Five delegates, two alternates
  - Rules Committee: Three delegates, two alternates
  - Local Events and State Fair Committee: Five delegates, two alternates
- A. The Chair of the SCC appoints the chair, vice chair and one voting member of each standing committee. The chair of the standing committee may appoint one voting member of the standing committee, with the approval of the Administration Committee.
  - B. A committee member who has two consecutive unexcused absences is removed, and the vacancy filled by the appointing authority, using the same process described elsewhere in these Bylaws. No person may serve on more than one standing committee.

### **Section 2 – Standing Committee vacancies**

If a Congressional District Committee has not filled a standing committee position to which it is entitled within two calendar months after the chair of a standing committee has given notice of a vacancy, the State Chair may fill the vacancy with a person from that congressional district.

**Section 3 - Proxy Voting** - No vote may be cast by proxy in any committee of the DPO.

**Section 4 - Electronic Meetings -** Standing committees may meet by telephone or videoconference.

**Section 5 - Duties of Standing Committees**

A. The Budget Committee:

1. Prepares a two-year budget for the Democratic Party of Oregon for submission to the Executive Committee by the end of November of each odd-numbered year, and for the subsequent submission to the State Central Committee at its 4th quarter meeting;
2. Makes all necessary reports to the State Central Committee.

B. The Credentials Committee:

1. Signs up members of the SCC and Executive Committee, designating delegates and alternates.
2. Conducts elections for party officers with the assistance of DPO staff;
3. Assists with members' registration for special events, and other duties as assigned.

C. The Platform and Resolutions Committee:

1. Recommends resolutions to the SCC;
2. Submits a draft platform to the DPO's platform convention;
3. Assures that proposed resolutions and platforms are submitted in accordance with the Bylaws and rules of the DPO.
4. Recommends ballot measures to the SCC.

D. The Rules Committee:

1. Reviews the Bylaws regularly and recommends amendments;
2. Proposes the rules and procedures for state conventions. Those rules and procedures are to be approved by the delegates of those conventions.
3. Reviews the bylaws of prospective special group caucuses to ensure those bylaws meet the goals and Bylaws of the DPO. The committee may recommend approval of the caucus to the SCC.

E. The Local Events and State Fair Committee

1. With the assistance of staff, operates the State Fair booth, and assists county central committees with operating booths at their county fairs;
2. Assists county parties, congressional district parties, and caucuses at local events when asked.
3. Performs the other functions that may be assigned by the SCC.

**Section 6 - Special Committees -** The State Chair or the SCC may establish special committees. The State Chair appoints chairs, vice chairs and other members of the special committees, with at least one member from each Congressional District. Special committees are responsible to the Chair.

**ARTICLE XV – SPECIAL GROUP CAUCUSES**

The SCC may grant official recognition to a statewide caucus of Democrats sharing demographic or similar identity. Caucuses are meant to promote diversity and encourage people with similar interests to be active in supporting the Democratic Party. The purpose of granting official recognition is to enable the caucus to participate in the policy decisions and the outreach programs of the DPO. Recognition is subject to the following provisions:

- A. A suggested caucus must present a proposal and a draft mission statement for approval by the Executive Committee;
- B. Caucus by-laws must be submitted for approval to the SCC through the Rules Committee;
- C. After approval by the Executive Committee, the proposed Caucus must obtain the signatures of at least 20 percent of the membership of the SCC from at least three congressional districts. The signatures must be submitted to the Rules Committee along with the proposed bylaws of the caucus.
- D. The Rules Committee reviews the bylaws of prospective special group caucuses to ensure those bylaws meet the goals and Bylaws of the DPO. The committee may recommend approval of the caucus to the SCC;
- E. To achieve official recognition, the Caucus must be approved by the SCC;
- F. Each caucus is responsible for complying with the regulations and financial requirements of the SCC;
- G. Official recognition of a Caucus extends until the SCC votes to remove recognition;
- H. A caucus will be entitled to a seat on the executive committee when it is first approved and thereafter so long as it annually meets the following standards:
  - 1. The caucus shows it has at least 30 active members
  - 2. The caucus meets at least semi-annually, after giving the DPO advance notice of those meetings.
  - 3. The caucus makes a report showing substantial activity in addition to the semiannual meetings.
- I. A caucus meeting the requirements in Paragraph H will elect one delegate and one alternate to the State Central Committee.
- J. Membership and full voting rights in an officially recognized caucus is open to all registered Democrats who meet the membership requirements.
- K. Caucus bylaws must include a statement declaring that the caucus will support only Democratic elected officials and Democratic nominees in partisan races.
- L. Failure to comply may result in a vote by the SCC to remove recognition of the caucus. If recognition is removed, the caucus may reapply for recognition, through the Executive Committee.
- M. In the first quarter of every year, each caucus must present the DPO with a report of its membership, attendance and activities for the preceding calendar year.

## **ARTICLE XVI - RESOLUTIONS**

**Section 1** – Submission of resolutions - Any member of the SCC may submit a resolution to the State Chair for consideration at the first meeting of the SCC to take place more than 25 days after the submission. All resolutions must be submitted using the process as outlined in the DPO's Standing Rules.

- A. These resolutions will be included in the notice of the next meeting and the Chair will submit them to the appropriate committee.
- B. The committee receiving the resolution may recommend adoption, rejection, or offer a substitute, or make no recommendation.
- C. Within 7 days of receipt, the Chair shall forward the proposed resolution to all Caucus Leaders. Caucus Leaders will then have 7 days to provide feedback to the appropriate Committee Chair.

D. If the committee to which the Chair submitted a timely filed resolution fails to bring the resolution to the floor at the next SCC meeting, then the SCC may ask the committee to report, after which the SCC may vote, by a two-thirds majority, to bring the resolution to the floor.

E. Resolutions, unless otherwise specified in these Bylaws, require a majority vote.

**Section 2 – Types of resolutions -** A substantive resolution is one that requires the DPO to take action, as opposed to a resolution that expresses a point of view.

A. A resolution is initiated by a member of the SCC, submitting it to the Chair.

B. A substantive resolution requires a two-thirds majority for passage.

**Section 3 – Resolutions submitted after the deadline -** Any resolution that has not been submitted to the Chair at least 25 days before a meeting of the SCC requires a two-thirds majority vote for passage.

**Section 4 - Resolutions to be considered on an emergency basis**

A. If a resolution concerns a subject that may be moot by the time of the next SCC meeting, the Chair may designate it an emergency resolution, and submit it to the Administration Committee for confirmation of that designation.

1. If the Administration Committee agrees with the designation, it may, by a simple majority vote, submit it to the SCC for consideration.

2. If the maker of the resolution asks for it to be considered on an emergency basis, and the Chair determines that no emergency exists, the Chair shall report the decision to the Administration Committee. The Administration Committee may, with a majority vote of the entire committee, overturn the Chair's decision, and submit the resolution to the SCC on an emergency basis.

B. The resolution will be sent to SCC members electronically, with a deadline for a response set by the Chair. The resolution will need a two-thirds majority of those voting to be approved, as long as a quorum (as defined in Article VI, Section 6) has voted by the deadline set by the Chair.

C. If the committee does not support the emergency designation, the Chair will send the resolution to the appropriate committee for consideration.

## **ARTICLE XVII - FINANCES**

**Section 1 - Fiscal Year -** The fiscal year of the DPO is the calendar year, and the biennial budget must be approved by the SCC at a meeting during the fourth quarter of the preceding year. Adoption of the budget may not be amended without the recommendation of the Executive Committee and the approval of the SCC, or by suspension of the rules, and a two-thirds majority vote, of the SCC.

**Section 2 - Deposits -** All DPO funds must be deposited to its credit in such banks or other depositories as the Administration Committee designates.

**Section 3 - Treasurer's Bond -** The Treasurer must be bonded at all times in an amount fixed by the Administration Committee.

## **ARTICLE XVIII - ELECTIONS FOR PUBLIC OFFICE**

**Section 1 -** Unless the SCC votes otherwise, only registered Democrats may vote in the Democratic primary.

A. A vote to open the Democratic Primary to non-affiliated voters must occur at a State Central Committee meeting held before the statutory deadline.

B. Approval requires a two-thirds majority vote of the SCC and will govern only that primary.

- C. Unless the DNC rules otherwise, nothing in this section allows the opening of a primary ballot that includes the office of President of the United States.

**Section 2** - Only registered Democrats may receive the Democratic Party's nomination for partisan public office.

### **ARTICLE XIX - STANDING RULES**

The SCC may adopt, revise, or cancel rules relating to procedural matters at any time, by majority vote, as long as such rules do not conflict with or negate the provisions of these Bylaws.

- A. Standing Rules may be considered only on recommendation of the Rules Committee.
- B. Such rules remain in effect until canceled by:
  - 1. A deadline named in the rules;
  - 2. By majority vote of the SCC;

### **ARTICLE XX – NOTICE REQUIREMENTS**

“Notice” under these Bylaws, unless provided otherwise, may be made in any of the following ways:

- A. Oral notice, in person or by telephone is effective immediately.
- B. Written notice, which is effective in three days, means:
  - 1. First-class mail, postage paid;
  - 2. By faxing to a number provided by the person authorized to receive the notice; or,
  - 3. E-mail to the last known email address of the person authorized to receive the notice.
- C. SCC members are responsible for notifying the DPO of changes in their contact information.

### **ARTICLE XXI – BYLAW AMENDMENTS**

**Section 1** - These Bylaws may be amended by a two-thirds vote at an SCC meeting.

**Section 2** - Proposed bylaw amendments may be brought before the SCC only in the following ways:

- A. Upon recommendation of the Rules Committee; or,
- B. By request of 20 members of the SCC, including at least one member from each congressional district.

**Section 3** - Any request submitted under Section 2B shall be referred to the Rules Committee.

- A. The Rules Committee may recommend disposition.
- B. If by the next SCC meeting the Rules Committee has taken no action, it will be deemed to have recommended that the amendment be tabled until the next meeting of the SCC. That recommendation may be debated.
- C. If the Rules Committee recommends a modification of the original amendment, the modification is voted on, and if adopted as modified, shall take effect. If the modification is disapproved, a vote is taken on the original proposed amendment without further debate.

**Section 4** - No bylaw amendment may be brought to the floor unless notice has been given by the Rules Committee or by its proponents under Section 2B, either at a previous SCC meeting, or by at least 45 days written notice to SCC members.

**Section 5** – Proposed bylaw amendments may not be amended from the floor, other than by unanimous consent.

**Section 6** - Notwithstanding these Bylaws, the Rules Committee may propose a bylaw amendment without notice to the SCC, as long as there is unanimous consent of both the Rules Committee and the SCC to bring it to the floor.

**ARTICLE XXII - PARLIAMENTARY AUTHORITY**

Except as otherwise provided in these Bylaws or by Oregon state law, the rules of procedure contained in Robert's Rules of Order, Newly Revised shall govern the DPO in all cases in which they are applicable.