

**Bylaws of the Environmental Caucus of the Democratic Party of Oregon  
(as revised April 25, 2020)**

**ARTICLE I. NAME**

The name of the organization is the Environmental Caucus of the Democratic Party of Oregon (“DPO”), which may be referred to as the DPO Environmental Caucus (“Caucus”).

**ARTICLE II. PURPOSE AND MISSION**

The purpose of the Caucus is to advance and promote pro-environment policies, and to recruit and support pro-environment candidates for elective office.

**ARTICLE III. QUALIFICATIONS FOR MEMBERSHIP**

**SECTION ONE.** Any Democrat registered to vote in the State of Oregon who submits a completed application for membership through the DPO website, or completes a written application submitted at any in-person Caucus meeting or event, and states that they subscribes to the purposes and mission of the Caucus as described in Article II, shall be a Member of the Caucus.

**SECTION TWO.** Natural persons who by reason of their age cannot yet register to vote, or if registered, cannot vote until their 18<sup>th</sup> birthday, who otherwise would be eligible to be Members, may be Youth Associate Members, with the responsibilities, rights, and privileges of Members.

**SECTION THREE.** Members and Youth Associate Members shall provide to the Caucus their name and birthdate, current email, telephone, and address contact information, as well as permission for the Caucus to contact them through any means in the conduct of its business. Youth Associate Members shall in addition provide permission of their legal guardian or parent to take part in the activities of the Caucus.

The Caucus shall not discriminate on the basis of race, color, religion, gender, ethnic or national origin, age, disability, veteran status, social or economic status, marital status, sexual orientation, gender identity, or any other factor unrelated to membership and the mission of the Caucus.

**ARTICLE IV. ANNUAL REPORT TO THE STATE CENTRAL COMMITTEE**

In the first quarter of every year, the Caucus shall present the State Central Committee (“SCC”) of the DPO with a report of its membership, attendance and activities for the preceding calendar year.

**ARTICLE V. ARTICLE XV OF THE DEMOCRATIC PARTY OF OREGON BYLAWS**

The Caucus will abide by Article XV (Special Caucuses) of the DPO Bylaws and any additional policies as established by the DPO.

**ARTICLE VI. THE EXECUTIVE COMMITTEE**

**SECTION ONE.** The Executive Committee shall be the administrative body of the Caucus and shall have the power and authority to do and perform all acts and functions that the Caucus itself might do or perform, which are consistent with these bylaws.

**SECTION TWO.** The Executive Committee shall be made up of the elected officers of the Caucus, the Delegate and Alternate Delegate to the SCC, and the Chairs of Caucus Standing Committees.

**SECTION THREE.** The Executive Committee shall select the Chair of each Standing Committee.

**SECTION FOUR.** A quorum for the Executive Committee is a majority of the Executive Committee members.

**ARTICLE VII. OFFICERS**

**SECTION ONE.** The officers of the Caucus shall be the Chair, Vice-Chair, Secretary, and Treasurer.

**SECTION TWO.** The term of office for the officers, shall be from their date of election or appointment, until the subsequent Reorganization Meeting of the Caucus. The maximum number of sequential terms a Member may serve as any particular officer or committee chair is three, including the first term to which they were elected or appointed. A Member may be re-nominated or re-appointed as a particular officer or committee chair after reaching term limit for that position, provided they have not served in that capacity for at least one term immediately prior to the current nomination or appointment.

**SECTION THREE.** All Members of the Caucus qualify for nomination and election to office in the Caucus. Names of proposed officers and SCC Delegate and Alternate Delegate will be placed in nomination from the floor during the Reorganization meeting. Candidates must be present at the Reorganization meeting, whether in-person or via electronic transmission, and by accepting nomination, indicate their willingness and ability to serve.

## **ARTICLE VIII. OFFICERS' DUTIES**

**SECTION ONE.** The Chair shall preside at all meetings of the Caucus and the Executive Committee, shall be responsible for preparing the agenda for meetings, shall represent the Caucus on the SCC Executive Committee, shall appoint ad hoc committees as necessary, and shall perform other duties that are pertinent to the office.

**SECTION TWO.** The Vice Chair shall assume the duties of the Chair during any absence, incapacity, or temporary disability of the Chair, present the annual report of the Caucus required by the SCC, and perform such duties as may be assigned by the Chair.

**SECTION THREE.** The Secretary shall maintain the membership and mailing lists, keep the minutes of all meetings of the Caucus, send out notices of all meetings, perform other duties that are pertinent to the office, and perform such duties as may be assigned by the Chair. The Secretary shall be the custodian of all documents associated with the office of Secretary of the Caucus. At the expiration of their term, the Secretary shall surrender to the Chair all records and property of the Caucus in their possession.

**SECTION FOUR.** The Treasurer shall be responsible for compliance with the regulations and financial requirements of the SCC. The Treasurer shall make a report of the income and expenses of the Caucus at each quarterly meeting of the Executive Committee, and make a financial statement to the Members at each meeting of the Caucus. The Treasurer shall be the custodian of the financial records of the Caucus. At the expiration of their term, the Treasurer shall surrender to the Chair all records and property of the Caucus in their possession.

**SECTION FIVE.** The SCC Delegate shall represent the Caucus at SCC Quarterly and Special Meetings, and vote on behalf of the Caucus at those meetings. On SCC matters that are specifically pertinent to the Caucus, including resolutions to be submitted to the SCC, the Members shall be polled either electronically or in-person, and the Delegate shall vote in accord with the majority of Members responding to the poll.

**SECTION SIX.** The Alternate SCC Delegate shall assume the duties and privileges of the SCC Delegate in their absence.

## **ARTICLE IX. RESIGNATIONS, REMOVALS, AND VACANCIES**

**SECTION ONE.** Resignation of the Chair shall be effective upon receipt of such resignation, in writing, to any member of the Executive Committee. Resignations of other members of the Executive Committee shall be effective upon receipt of such resignation, in writing, to the Chair.

**SECTION TWO.** A member of the Executive Committee may be removed for malfeasance or for conduct clearly contrary to the purposes or best interests of the Caucus, by two-thirds vote of the Members present at a Caucus meeting or responding to electronic polling. Grounds for removal may include absence from two or more consecutive meetings.

**SECTION THREE.** The Executive Committee shall fill by appointment any vacancies on the

Executive Committee, subject to approval by the Members.

**SECTION FOUR.** If neither the Delegate or Alternate Delegate are able to attend a particular SCC meeting, the Chair may designate and credential any Member of the Caucus as Second Alternate Delegate to stand in for the Delegate at a particular meeting,

## **ARTICLE X. CAUCUS STANDING COMMITTEES**

**SECTION ONE.** The Chair shall appoint the members of each Caucus Standing Committee. Meetings of a Caucus Standing Committee shall be called by the chair of that committee by giving notice of the time and place or electronic method of meeting to each member of the committee and to the Executive Committee. Caucus Standing Committees shall keep good records of their meetings and activities, and shall offer regular reports to the Executive Committee and the Members.

**SECTION TWO. Fundraising Committee.** The Fundraising Committee may raise funds to further the Purposes of the Caucus. The Treasurer shall be a member of and may chair the Fundraising Committee. The Fundraising Committee is empowered to solicit monetary and in-kind contributions and to sell items promoting the Caucus in compliance with the policy and bylaws of the DPO and applicable state and federal campaign financing laws and regulations.

**SECTION THREE. Membership Committee.** The Membership Committee shall recruit members, greet new members, and maintain the membership list in coordination with the Secretary. The Secretary and Vice Chair shall be members of and may chair the Membership Committee. The Chair of the Membership Committee shall assume the duties of the Secretary during any absence, incapacity, or temporary disability of the Secretary.

**SECTION FOUR. Oregon Green New Deal Committee.** The Oregon Green New Deal Committee shall concentrate on and address Oregon Green New Deal activities of the Caucus. The committee shall include two or more Youth Associate Members and Members who also belong to other DPO caucuses, including but not limited to Black Caucus, Native American Caucus, Labor Caucus, Disability Justice Caucus, Rural Caucus, Young Democrats of Oregon Caucus, and any other caucuses specifically recommended by the Executive Committee. Members of the Executive Committee may serve on the committee but may not serve as its chair.

**SECTION FIVE.** Duties and responsibilities of Caucus Standing Committees not defined in these bylaws shall be established by the Executive Committee.

## **ARTICLE XI. MEETINGS**

**SECTION ONE. PLACE.** Meetings may be conducted in-person at a gathering of natural persons, or electronically by telephone, video, email, or any other medium that allows notice to and participation by a majority of invitees.

**SECTION TWO. NOTICE.** Notice of in-person Member meetings shall be 20 days before such meeting, and such notice shall provide the date, time, and locale of the meeting. Notice of electronically conducted meetings shall be 10 days before such meetings, or if such meeting is a continuation of a meeting, may be made directly to the members present at that meeting, and shall contain information on the electronic medium, the date and time of the noticed meeting. Notice of an emergency meeting shall be made 5 days before such meeting and shall additionally include the single agenda item to be addressed. Except for emergency meetings, no notice is required to contain an agenda. Notices of meetings shall be via email, except that announcement of any Caucus meeting by the DPO on its website shall constitute proper notice for that meeting, no matter the date of such announcement. Notice of any committee meeting shall include notice to the Executive Committee.

**SECTION THREE. FREQUENCY.** The Executive Committee shall meet no less than four (4) times a year. Members shall meet no less than twice a year. Committees shall meet as often as is necessary to conduct their assigned duties.

**SECTION FOUR. ATTENDANCE AND VOTING.** Participation shall constitute presence at any

meeting. Voting in any meeting is limited to Members of the convened meeting, including the chair of that meeting. Participants in any meeting may waive the notice requirement for that meeting. All natural persons are welcome to attend Member meetings. Committee meetings are limited to Members of the Caucus, and may further be limited to members of the convening committee. The Executive Committee shall formulate criteria for confirming current voting eligibility and collecting and validating votes. Votes by email may be time-delimited to responses received within 72 hours of the email requesting the vote. Results of voting may be reported by email or at an in-person meeting.

## **ARTICLE XII. ENDORSEMENTS**

**SECTION ONE.** The Caucus will support only Democratic elected officials, Democratic nominees, and Democratic candidates.

**SECTION TWO.** In a Democratic primary where no incumbent is running, and in nonpartisan elections, the Caucus may endorse one or more candidates.

**SECTION THREE.** The procedure for endorsement shall be contained in Standing Rules of the Caucus.

## **ARTICLE XIV. PARLIAMENTARY AUTHORITY**

The most recent edition of Robert's Rules of Order shall govern in-person meetings and electronic Member meetings, except that methods may be formulated specifically for electronic meetings so maximum orderly conduct and participation in meetings may proceed. Committee meetings may be conducted according to the wishes of the committee, may be less formal, and may include voting by consensus. All meetings shall keep records of the meeting, including notice, attendance, and voting results.

Respectfully submitted for review of the DPO, on April 27, 2020  
Calla Felicity, Chair, DPO Environmental Caucus

## **STANDING RULES OF THE ENVIRONMENTAL CAUCUS**

**RULE ONE. ENDORSEMENT PROCEDURE** (as adopted by the Caucus on April 25, 2020)

SECTION ONE. A candidate for a partisan or nonpartisan office who has been registered in Oregon as a Democrat for no less than 180 days and who will be listed on the ballot in the coming election shall be eligible for endorsement by the Environmental Caucus Endorsement Committee with notification to Caucus Members.

SECTION TWO. An ad hoc Endorsement Committee shall be comprised of a minimum of three Caucus Members appointed in the usual manner. The Endorsement Committee shall make recommendations to the Caucus Members regarding endorsement of specific candidates or nominees, at any Member meeting or via email poll. Following discussion, Members may vote to endorse or not to endorse, any particular candidate. Endorsements approved by a simple majority of Members present at a meeting, or of polled members responding within 72 hours of the poll, will be recorded by the Secretary for dissemination according to the DPO and SCC rules, if any, that govern such endorsements.

SECTION THREE. Endorsed Candidates are limited to utilizing the name of the caucus only, written as "Environmental Caucus of the Democratic Party of Oregon" for Website/Candidate Statements; for Voter Pamphlet statements provided that the endorsed candidate supply their County/State Voter Pamphlet Endorsement Form, if applicable to the Caucus Chair or Caucus Secretary to complete. The Caucus may not provide written testimonies/endorsements with respect and recognition of the State Central Committee Members and Chair of the Democratic Party of Oregon.

SECTION FOUR. The Executive Committee shall formulate questions to be asked of each candidate for a position who seeks endorsement by the Caucus, based on the immediate and long-term goals and strategies of the Caucus. Each candidate seeking endorsement must answer the same questions and will not be considered for endorsement until they have submitted written responses to the chair of the Caucus Endorsement Committee.

Endorsement Questions are: [timely questions to be prepared by the Committee for each election date]

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Calla Felicity, Chair, DPO Environmental Caucus