

BYLAWS OF THE YAMHILL COUNTY DEMOCRATIC COMMITTEE

Adopted September 2006

Article I: Name

The name of this organization shall be the Yamhill County Democratic Central Committee. Hereafter referred to as the YCDCC.

Article II: Authority

The YCDCC shall have all powers consistent with law to manage the affairs and transact the business of the Democratic Party of Yamhill.

Article III: Affirmative Action

The YCDCC shall ensure the widest and fairest representation of its members in its organization and activities. All rules shall be adopted by procedures that assure the fair and open participation of all interested people. Discrimination in the conduct of Party affairs on the basis of race, sex, age, color creed, national origin, religion, ethnic identity, sexual orientation, economic status, disability, parenthood, or marital status shall be prohibited.

Article IV: Membership

Section A: Regular Membership

The regular membership of the YCDCC is comprised of the [Precinct Committeepersons](#) elected at the primary election or elected by the YCDCC, pursuant to Oregon law to fill vacancies in the positions of precinct persons.

Section B: Special Membership

[Officers](#) of the YCDCC and Democratic officeholders are automatically granted full participation and voting privileges in the meetings and proceedings of the YCDCC, even if said persons are not [Precinct Committee-persons](#). The term officer is defined in [Article VI](#) of the bylaws. The term Democratic officeholders is defined as persons registered as Democrats who are incumbents in or persons nominated at the preceding primary election for the offices of

- County Commissioner,
- County Treasurer,
- County Clerk,
- County Assessor,
- County Surveyor,
- State Representatives and
- State Senators

who represent parts of the county within their districts.

Article V: Precinct Committeepersons

Sections A: Powers and Duties

Precinct Committeepersons for each precinct collectively represent the Democratic Party to the voters of their precinct. They shall have all powers consistent with law and these bylaws to

manage Democratic affairs within their precincts. Other duties and responsibilities may be assigned them by majority vote of the YCDCC.

Section B: Term in Office

Precinct Committee persons shall serve a two-year term from the date of the YCDCC's reorganization meeting following the primary election or from the date of election to vacancies until the date of the next reorganization meeting, as prescribed by state law, unless recalled, disqualified or terminated by resignation before that date.

NOTE!

(Term of office actually run for two years from the date the Primary has been certified correct by the Yamhill County Clerk to the next certification or from the date of election to vacancies until the next certification of a Primary election according to law. Precinct Committee persons elected to fill vacancies must be entered on to the rolls of the Yamhill County Clerk before their term of office can officially begin.)

Section C: Vacancies

Vacancies shall be filled pursuant to law by majority vote and secret ballot of the YCDCC.

Section D: Recall

Gross negligence of duties or gross misconduct may be reasons for consideration of recall. Committeepersons elected by the YCDCC shall be recalled upon passage of the recall motion by majority vote of the YCDCC. Committeepersons elected by the county electorate shall be recalled upon passage of a recall motion by the majority of the YCDCC; passage of said vote shall cause the YCDCC Chairperson to appoint a Chairperson to a recall petition drive to take the matter to the precinct electorate.

Article VI: Officers

Section A: Roster

The officers of the YCDCC shall be

- a Chairperson,
- a Vice-Chairperson,
- a Secretary,
- a Treasurer,
- a Delegate-at-Large to the State Central Committee,
- Alternate Delegates representing the Chairperson; Vice-Chairperson and Delegate-at-Large to the State Central Committee; and
- three Delegates and one Alternate Delegate to the Congressional District Committee.

Section B: Eligibility

Any registered Democrat of Yamhill County shall be eligible to hold office in the YCDCC, consistent with the above requirements. NO person shall hold any two of the following offices:

- Chairperson,
- Vice-Chairperson,
- Delegate-at-Large or Alternate Delegate to the State Central Committee, and
- Congressional District Committeeperson.

Also, no person shall hold any two of the following offices:

- Chairperson,

- Vice-Chairperson,
- Secretary, and
- Treasurer.

Section C: Nomination and Election

The officers shall be elected at the biennial reorganization meeting by majority vote upon nominations received from the floor and by secret ballot when two or more persons are nominated for the same position.

Section D: Term in Office

The officers shall be elected for two years. At the yearly reorganization meeting following the first year in office, the officers will be reaffirmed for their second-year term or new officers will be elected to fill vacancies. New appoints will be made to committees or old appoints confirmed.

Section E: Removal from Office

If a quorum of the YCDCC feels that an officer is not fulfilling his responsibilities, the YCDCC shall have the power to recall the officer or ask for resignation from the office by majority passage of such a motion.

Section F: Resignation of Officers

An Officer may resign by written notice to the Secretary of the Party. The Secretary shall immediately notify the Yamhill County Director of Elections, The Executive Committee, the Democratic Party of Oregon and the Congressional District Chairperson.

Section G: Vacancies

In the event of a vacancy in the Chairperson, the Vice-Chairperson shall become the acting Chairperson until the next YCDCC meeting, at which time any unexpired portion of the term shall be filled by a special election. Should an officer be elected to fill a vacancy in another office, the new vacancy will be filled at the same meeting. All vacancies shall be filled by majority vote upon nominations received from the floor and by secret ballot when two or more persons are nominated for the same position.

Section H: Duties

1. Chairperson. The Chairperson shall:
 - a. Preside at all meetings of the YCDCC;
 - b. Service as Chairperson of the Executive Committee;
 - c. Serve as an ex-officio, non-voting member of all subordinate committees;
 - d. Perform such duties as are customarily delegated to the office;
 - e. Attend State Central Committee meetings as a delegate;
 - f. Attend Congressional District Committee meetings whenever possible.
2. Vice-Chairperson. The Vice-Chairperson shall:
 - a. Perform the duties of the Chairperson in his absence or inability to act;
 - b. Service as a member of the committee on Platform and Resolutions;
 - c. Perform such duties as are customarily delegated to the office;
 - d. Attend State Central Committee meetings as a delegate.

3. Secretary. The Secretary shall:
 - a. Record the minutes of all YCDCC and Executive Committee Meetings;
 - b. File records of the YCDCC;
 - c. Service as a member of the Committee on [Rules and Organization](#).
 - d. Mail notices of YCDCC meetings so that they are received six days before the next meeting;
 - e. Perform courtesies and issue communications as directed by the YCDCC, including notice of resolutions passed, to the officials concerned.
4. Treasurer.: The Treasurer shall:
 - a. Collect, disburse, and safeguard funds and securities of the YCDCC in accordance with the standing rules and directives of the YCDCC.
 - b. Maintain adequate records pertaining to the finances of the YCDCC;
 - c. Give current financial reports at each meeting of the YCDCC and the Executive Committee;
 - d. Serve as a member of the Finance Committee;
 - e. Give financial reports required by law ([Oregon Secretary of State](#)).
5. Delegate-at-Large. A Delegate-at-Large to the State Central Committee shall be elected to attend meetings of the State Central Committee in addition to the Chairperson and the Vice-Chairperson or either of their Alternates.
6. Alternate Delegate. Alternate delegate(s) to the State Central Committee shall be elected to substitute for the Chairperson, Vice-Chairperson, or Delegate-at-Large respectively in their absence.
7. Congressional District Committeeperson. Congressional District Committeepersons shall:
 - a. Represent the YCDCC at District Congressional meetings.
 - b. Seek the opinion of the YCDCC prior to any selection of a candidate to replace the vacancy or necessity to do so.
8. Alternate Delegate to the Congressional District Committeepersons. An alternate delegate to the Congressional Committeepersons shall be elected to substitute for them at Congressional District meetings.

Article VII. Subordinate Committees

Section A: Executive Committee

1. Membership.

Voting members of the Executive Committee shall be the

 - YCDCC Chairperson,
 - Vice-Chairperson,
 - Secretary,
 - Treasurer,
 - Congressional Representatives,

- immediate past Chairperson,
- the Chairpersons of the following committees:
 - Platform and Resolutions,
 - Rules and Organization,
 - Political Action,
 - Finance, and
 - Publicity;
- the Latino Outreach Coordinator,
- the Women’s Caucus Coordinator,
- the Youth Coordinator, and
- the Outreach Coordinator.

A quorum will be two officers and two of the other members listed. All members of the YCDCC will be encouraged to attend Executive Committee meetings in order to give ideas and opinions.

2. Duties.

The Executive Committee shall prepare the agenda and plan other details of the YCDCC meetings. The Executive Committee may exercise the powers of the YCDCC only when action is required within a time limit that will not allow a meeting of the YCDCC, and then only if action is not inconsistent with law, these bylaws or the adopted annual budget. The Executive Committee oversees all activities of the YCDCC, including financial disbursement recommendations and acts as a coordinating body. The Executive Committee shall perform such additional duties as assigned by the YCDCC.

Section B: Standing Committee Functions:

There shall be five standing committees: Platform and Resolutions, Rules and Organizations (membership), Political Action, Finance, and Publicity.

1. Membership.

The Chairperson shall appoint heads of committees, who will then recommend committee members to be appointed by the Chairperson, subject to approval by the YCDCC.

2. Standing Committee Functions:

- a. Platform and Resolution. The *Platform and Resolutions Committee* shall: (1) receive policy resolutions from the YCDCC and other citizens; (2) initiate policy resolutions on issues, deliberate on the resolutions, and recommend positions to the YCDCC; and (3) ensure that adequate records are maintained to facilitate the compilation of policy resolutions approved by the YCDCC or publication in news media and as the YCDCC platform, prior to the state platform convention.
- b. Rules and Organization. The *Rules and Organization Committee* shall: (1) regularly review these bylaws and recommend amendments; (2) review amendments to these bylaws proposed by YCDCC members and recommend position to the YCDCC; (3) develop and recommend to the YCDCC a long-range program for recruiting and maintaining active membership in the YCDCC; (4) execute and oversee membership programs approved by the YCDCC.

- c. Political Action. The *Political Action Committee* shall: (1) inform the YCDCC of vacancies for elective and appointive positions; (2) identify and encourage worthy Democrats to seek elective and appointive positions; (3) take steps to ensure the election or appointment of these persons; (4) make the Finance Committee aware of the financial of these candidates; (5) recommend the disbursement of available funds to candidates after the primary election unless the candidate is unopposed; (6) support and defend Democratic officeholders in the carrying out of their duties, through positive publicity and other means.
- d. Finance. The *Finance Committee* shall: (1) develop and present to the YCDCC a yearly budget; (2) develop and recommend to the YCDCC fund-raising programs and projects; (3) execute and oversee the financial projects as approved by the YCDCC.
- e. Publicity. The *Publicity Committee* shall: (1) inform the members of significant matters through a newsletter several times a year; (2) publicize future meetings, and (3) report to the media significant actions of past meetings, especially resolutions passed.

Section C. Caucus

There shall be three standing caucuses: Women's; Latino, and Youth.

1. Latino Outreach Caucus. The *Latino Outreach Caucus*, lead by the Latino Outreach Coordinator shall represent the Latino population within Yamhill County. This caucus shall: (1) organize Latino voters within the county and (2) serve as a liaison between the Latino Community and the YCDCC.
2. Youth Caucus. The *Youth Caucus*, lead by the Youth Coordinator shall represent the Youth including but not limited to college and Democrats with Yamhill County. This caucus shall: (1) organize young voters with the county and (2) serve as a liaison between the young Democrats and the YCDCC.
3. Women's Caucus. The *Women's Caucus*, lead by the Women's Caucus Coordinator shall represent the women Democrats within Yamhill County. This caucus shall: (1) organize women voters within the county and (2) serve as a liaison between the women Democrats and the YCDCC.

Section D. Special Committees

The YCDCC may create special committees by majority vote.

Section E. Outreach Coordinator

This position has responsibility for monitoring, guiding, and coordinating the activities of the Women's Caucus, the Latino Outreach Caucus, the Youth Caucus and volunteers.

Article VIII: [None]

Article IX: Procedures for Meetings

Section A: Reorganization Meetings

The initial meeting of a newly elected YCDCC shall be known as the reorganization meeting. During said meeting business shall be conducted according to prescribed law and these bylaws.

Section B: Number of Meetings

1. YCDCC: These shall be a minimum of one YCDCC meetings per month except for July or August.
2. Subordinate Committees: All other committees shall meet as business requires.

Section C: Call

1. YCDCC: The date of each regular YCDCC meeting shall be established by the YCDCC. The Executive Committee will determine all other details. In the event of severe weather or other emergency conditions, the Chairperson may cancel a scheduled meeting and the Executive Committee shall determine an alternative date.
2. Subordinate Committees: The date, time and place of regular meetings of subordinate committees may be determined by the respective Chairperson or by vote of the Executive Committee.
3. Special Meetings: Special meetings of the YCDCC may be called by a majority vote of the Executive Committee or by petition by two-thirds of the voting members.

Section D: Notice

1. Central Committee: The Secretary shall mail notice to all active members so that it is received by at least six days prior to the date of the meeting. The notice shall specify, at a minimum, the date, time, place, and agenda of the meeting. One of the Petitioners shall give notice for all meetings called by petition.
2. Subordinate Committee: Notice of a committee meeting shall be given by an officer or other person calling the meeting, in a manner agreed upon in the committee. Upon request, any YCDCC member shall be placed on the notification roster, regardless whether he is a member of the committee.

Section E: Agenda

The Executive Committee shall prepare the agenda for the YCDCC meetings. An unusual item of business may be placed on the agenda by petition signed by 25% of the total number of voting members of the YCDCC. The item(s) of business will appear on the first agenda prepared after the Chairperson receives the petition. Meetings called by petition of 25% of the YCDCC membership shall be prepared by the petitioner, who will give notice of the meeting. It shall require a two-thirds vote to authorize any change in the content, number, or order of matters to be considered at a meeting once the agenda is prepared. Items of business required by these bylaws which arise after the agenda has been prepared (like resignation of an officer) shall be added to the agenda at the beginning of the meeting.

Section F: Quorum

A quorum shall be 25% of the Regular Membership of the YCDCC; a quorum for all subordinate committees shall be 25% of all voting members of each committee provided, however, that following two consecutive meetings of the committee which lack a quorum, the next regular meeting shall not require a quorum for conducting regular business.

Section G: Meeting Participants

All meeting of all committees of this YCDCC shall be open to attendance by all members of the YCDCC. YCDCC meetings shall be open to attendance by the public unless by majority vote on

a privileged motion. Then the public is barred or removed. Public attendance and participation at subordinate committee meetings shall be at the discretion of the committee.

Section H: Discretionary Powers

Subordinate committees may appoint officers, establish sub-committees, and determine other internal policies consistent with these bylaws. Such rules must be in writing, with one copy filed with the YCDCC Secretary.

Section I: Minority Reports

A minority report to any committee report may be made to the YCDCC if signed by 25% of the members of the parent committee.

Section J: Parliamentary Authority

The parliamentary authority of this body shall be [Robert's Rules of Order](#), the most recently revised copy.

Article X: Miscellaneous

Section A: Policy Resolutions

All substantive policy resolutions proposed for adoption by the YCDCC shall be referred, in writing, to the Chairperson of the Platform and Resolutions Committee for review, deliberation, and recommendation by the committee to the YCDCC at the first meeting of the YCDCC following the referral. Should the committee fail to report at the next YCDCC meeting, a majority vote shall be adequate to discharge the committee from further study and to bring the business before the YCDCC for consideration. It shall require the suspension of the rules by a two-thirds vote for the YCDCC to consider any such resolution prior to its submission to the Platform and Resolutions Committee and submission of copies of the proposed resolution to all YCDCC members not less than six days prior to the YCDCC meeting. Policy resolutions may only be voted on by those present.

Section B: Ballot Recommendations

The YCDCC may make ballot recommendations and endorse candidates upon a two-thirds majority vote.

Article XI: Standing Rules and Bylaws

Section A: Standing Rules.

Standing Rules are policy decisions made implicitly or explicitly, by the YCDCC over a certain period.)

1. Purpose: Standing rules shall further clarify and implement these bylaws and prescribe other policies not in conflict with these bylaws.
2. Adoption and Amendments: Standing rules may be adopted or amended at any YCDCC meeting by majority vote.

Section B: Bylaws

1. Purpose: These bylaws shall function as basic document prescribing organization, responsibilities, and procedures of the YCDCC. These bylaws supplement the election laws of the State of Oregon and any conflict shall be resolved in favor of Oregon Law.

2. Amendments: Proposed amendments to these bylaws shall be made in according to the same procedures prescribed for policy resolutions ([Section X-A](#), above), except that the proposed amendments shall be referred to the [Rules and Organization](#) Committee. It shall require the suspension of the rules by a two-thirds vote for the YCDCC to consider and proposed amendments(s) prior to its submission to the [Rules and Organization](#) Committee and submission of copies of the proposed amendment(s) to all YCDCC members not less than six days prior to the YCDCC meeting. A two-thirds vote is required to amend these bylaws.