

BYLAWS of THE FIRST CONGRESSIONAL DISTRICT DEMOCRATIC
COMMITTEE

As Amended 02/27/2010

ARTICLE I

NAME AND PURPOSE

- 1) The name of this organization shall be the FIRST CONGRESSIONAL DISTRICT DEMOCRATIC COMMITTEE, hereinafter referred to as This Committee.
- 2) The purpose of This Committee shall be to coordinate efforts of Democrats in the First Congressional District and to strengthen the Democratic Party with emphasis on the office of United States Representative for this District.
- 3) This Committee shall have all powers to manage its affairs and transact its business that are consistent with the laws of the United States, the Oregon Revised Statutes, the National Democratic Party Charter, the Bylaws of the Democratic Party of Oregon and these Bylaws, which derive their authority from the membership of This Committee.
- 4) This Committee shall be the appointing authority for a vacancy relating to the office of United States Representative for the First Congressional District.
- 5) In presidential election years and as directed by the State Central Committee, This Committee shall conduct a district convention between the times of the primary election and the Democratic National Convention for the purpose of selecting delegates to the national convention.

ARTICLE II

MEMBERSHIP

- 1) Membership: Membership of This Committee shall be comprised of at least two (2) delegates from each county in the Congressional District and one additional delegate for each 15,000 registered Democrats or major fraction thereof within the county and

the Congressional District; and its officers and all persons elected by it to be representatives on the standing committees of the State Central Committee and the State Executive Committee. This Committee shall prohibit discrimination on the basis of sex, race, age, religion, economic status or ethnic origin in the conduct of its business. No office holder of the First Congressional District will support any candidate for partisan elective office in the Democratic primary within the geographic territory of the First Congressional District where there is a contested race.

- 2) Alternates: When a delegate of a county central committee is unable to attend a meeting of This Committee, an alternate delegate, elected by the county central committee, may attend the meeting with full voting privileges. Voting by proxies will not be recognized.
- 3) Duties: The legislative power of This Committee is vested in its membership, its officers having only such authority as defined in these bylaws, as is common to the office and as this membership shall allow. This Committee shall:
 - a) Elect its officers.
 - b) Fill vacancies that occur in its offices and committees.
 - c) Approve actions of the Executive Board when required.
 - d) Pass substantive resolutions.
 - e) Transact other business not inconsistent with the laws of the United States, the Oregon Revised Statutes, the National Charter of the Democratic Party, the Bylaws of the Democratic Party of Oregon and these bylaws.
- 4) Resignations and Vacancies: A member may resign by submitting a letter of resignation to the District Chair. Members absent from three meetings in succession shall be reported to their home county central committees with the request that they be replaced by persons who have an interest in This Committee.

ARTICLE III

OFFICERS

- 1) Officers: Officers of This Committee shall be a Chair, Vice-chair (of opposite gender), a Secretary and a Treasurer.

- 2) Eligibility: Any person legally registered as a Democrat in the First Congressional District of Oregon shall be eligible to hold any office in This Committee.
- 3) Nomination and Election: In August of alternating years the Chair shall appoint a three-person nominating committee. In the absence or incapacity of the Chair, this responsibility shall become that of the Vice-chair. The nominating committee shall announce its slate of candidates at the reorganization meeting. The Temporary Chair (see 7.vii below) then shall announce that the meeting is open for nominations from the floor, except that a person known to be qualified may submit a letter to the Temporary Chair stating that the person will serve in the office if elected. Voting shall be by secret ballot at an open and public meeting. A simple majority vote (more than 50% of those voting) shall be required to elect.
- 4) Term of Office: Officers shall be elected for a term of two years or until their successors are elected and have qualified.
- 5) Resignations and Vacancies: Officers may resign their offices by submitting a letter of resignation to the Chair. Vacancies shall be filled at the next regular meeting of This Committee.
- 6) Recall:
 - a) An officer of This Committee can be recalled only for gross misconduct or neglect of duty. A petition signed by 12 or more members of This Committee, representing at least three counties, must specify the gross misconduct or the neglect of duty which is the grounds for the recall.
 - b) Petitioners shall be empowered to call a meeting of This Committee if the Chair or none of the officers will accept the petition and call a meeting.
 - c) A copy of the petition shall be included in the notice of the meeting, which shall be mailed at least 15 days prior to the meeting to each member of This Committee. The Secretary shall make available This Committee's membership list with postal addresses to allow the mailing of the meeting notices. The provisional agenda shall include their recall proposal and special election of a successor to the office as items of business.

d) A motion to grant the petition or to recall the officer shall be carried by majority vote, which shall be considered to be a majority of ALL members of This Committee.

7) Duties of Officers:

a) The Chair shall:

- i) Lead This Committee, giving it direction and inspiring the membership to enthusiastically advance the principles and interests of the Democratic Party of Oregon and the National Democratic Party.
- ii) Preside at all meetings of This Committee and vote only in case of a tie.
- iii) Call and chair meetings of the Executive Board.
- iv) Be responsible for an agenda for each meeting of This Committee.
- v) With the consent of the Executive Board, appoint the Chair of This Committee's delegation to a standing state committee if the delegation fails to elect its own chair.
- vi) Perform duties as shall be assigned by This Committee, or its Executive Board.
- vii) Appoint a nominating committee with the approval of the Executive Board to select a slate of candidates to be presented to the reorganization meeting; to call the reorganization meeting and act as temporary Chair until a permanent Chair is elected.
- viii) Serve as a member of the State Executive Committee.

b) The Vice-chair shall:

- i) Perform the duties of the Chair if the Chair is absent or unable to function.
- ii) Perform such other duties as This Committee or its Executive Board may assign.
- iii) Serve as a member of the State Executive Committee.
- iv) Serve as Program Chair.

c) The Secretary shall:

- i) Prepare minutes of all meetings of This Committee and of its executive board, keeping them as records.

- ii) Keep other records of This Committee and its Executive Board with which the Secretary is concerned.
- iii) Perform the duties of the corresponding Secretary and such other duties as This Committee or its Executive Board may direct.
- d) The Treasurer shall:
 - i) Be custodian of all funds and securities of This Committee and any funds entrusted for transfer to the Treasurers of the State or National Democratic Committees or the Treasurer of the First Congressional District Democratic Candidate for U.S. Representative.
 - ii) Maintain adequate records of finances of This Committee and report their status at each meeting of This Committee in writing.
 - iii) File all required legal reports.
 - iv) Be responsible for collecting all funds during fund-raising functions. The Treasurer shall write all the checks for reimbursement and expenses that are directed by the Executive Board. All checks shall be cosigned by the Chair.
 - v) Prepare and submit an annual report for each calendar year so that it may be disseminated to This Committee at its first meeting in the succeeding calendar year.
 - vi) Perform such duties as shall be assigned by This Committee or its Executive Board and those duties customarily delegated to the office of Treasurer.

ARTICLE IV

REPRESENTATIVES ON THE STATE CENTRAL COMMITTEES

- 1) Executive Committee: The Chair and Vice Chair shall serve on the Executive Committee of the State Central Committee.
- 2) State Standing Committees: Three representatives of This Committee shall be elected to each standing committee of the State Central Committee. No person shall be a member of more than one standing committee.
- 3) Duties: Standing committee members shall:

- a) Faithfully attend meetings of the state committees to which they have been elected and serve to bring credit upon the Democratic Party in this congressional district
- b) Promptly report to This Committee and its Executive Board any information or actions in their state committees that affect the Party in this Congressional District, as well as information on how other Congressional District Committees function and any other information worthy of report.
- c) Be removed from office automatically and without a vote upon reports of the Chair or the Secretary that the member has three consecutive unexcused absences from a meeting of a state standing committee or from meetings of This Committee.

ARTICLE V MEETINGS

- 1) Reorganization Meeting:
 - a) The reorganization meeting of This Committee shall be held not earlier than fifty-five (55) days and not later than seventy-five (75) days following the general election. The Reorganization meeting shall be called by the Chair of the State Central Committee if the Chair of This Committee fails to do so within 60 days following the general election. Those present shall constitute a quorum. Only elected delegates or their alternates may vote at this meeting.
 - b) The order of business for the reorganization meeting shall be:
 - i) Adoption of the agenda.
 - ii) Election of officers.
 - iii) Transfer of funds, records and all property of This Committee to the newly elected officers.
 - iv) Election of three representatives to each standing committee of the State Central Committee. These persons shall constitute corresponding standing committees in This Committee.
 - v) Election by the standing committees of their respective Chairs.

vi) Election of two alternates of opposite gender to serve on the Executive Committee of the State Central Committee.

vii) Other Business.

2) Regular Meetings:

- a) Regular meetings will be held at least once in each quarter at a time and place determined by This Committee or by the Chair if the Committee fails to do so.
- b) This Committee may by a simple majority vote appoint the time, date and place of its meetings; likewise, it may permit nonmembers to participate in discussions, but never in a vote. Ten members representing at least three counties in the First Congressional District shall constitute a quorum for regular and special meetings.
- c) Notice of meetings: The Secretary shall mail or e-mail notice of a meeting at least ten days before the meeting.

ARTICLE VI

EXECUTIVE BOARD

1) Authority: There shall be an Executive Board of the First Congressional District Democratic Committee which shall:

- a) Act for This Committee when time does not permit the proper calling of the meeting of This Committee, provided that the actions are submitted to This Committee for endorsement or rejection at its next meeting.
- b) Carry forward the programs of the National and State Democratic Parties and of This Committee.
- c) Make recommendations to This Committee on financial and other matters.
- d) Approve all appointments made by the Chair of This Committee.

2) Membership: Members of the Executive Board shall be:

- a) This Committee's Chair, who shall chair meetings of the Executive Board.
- b) This Committee's a Vice Chair, who shall chair meetings of the Executive Board in the absence or incapacity of the Chair.
- c) This Committee's Secretary, who shall perform secretarial duties for the Executive Board.

- d) This Committee's Treasurer, who shall perform all financial duties for the Executive Board.
 - e) The two alternates to the Executive Committee of the State Central Committee.
 - f) Chairs of the standing committees of This Committee.
 - g) Immediate past Chair of This Committee.
 - h) Young Democrat Coordinator.
- 3) Three members of the Executive Board shall constitute a quorum.
 - 4) All members of This Committee may attend and participate in any meeting of the Executive Board but may not vote.

ARTICLE VII

OTHER COMMITTEES

- 1) Standing Committees:
 - a) The standing committees of This Committee shall correspond to the standing committees of the State Central Committee. Our elected representatives to the State Central Committee shall fill the corresponding positions to each committee and no person shall be a member of more than one standing committee. Each standing committee shall elect its chair at the conclusion of the reorganization meeting. If it fails to do so by the next regular meeting, the Chair of This Committee shall appoint that standing committee's chair with the approval of the Executive Board. The standing committees shall be: Rules, Platform and Resolutions, Organization, Finance, Campaign, Publicity, Budget and Young Democrats.
- 2) Duties of standing committees:
 - a) The Rules Committee shall:
 - i) Review the bylaws regularly and recommend amendments as needed.
 - ii) Provide for approval by each convention the procedure under which any Congressional District Convention shall operate.
 - b) The Platform and Resolutions Committees shall :
 - i) Submit proposed resolutions to This Committee.

- c) The Organization Committee shall:
 - i) Assist in developing and strengthening the party organization at all levels.
 - ii) Provide coordination between This Committee and the State Central Committee and the county central committees of this Congressional District.
 - iii) Serve as the Credentials Committee for meetings of This Committee and for meetings of the State Central Committee held in the First Congressional District. The State Central Committee Organization Chair may serve with the Organization Committee in these roles.
- d) The Finance Committee shall propose and coordinate methods of fund raising and, with the approval of This Committee, implement them.
- e) The Campaign Committee shall:
 - i) Assist in candidate recruitment at all levels.
 - ii) Make suggestions for overall campaign strategy.
 - iii) Recommend allocation of campaign resources, after consulting with candidates and county organizations.
 - iv) Provide campaign services and coordination.
- f) The Publicity Committee shall publicize functions of This Committee and promote the general welfare of This Committee and the Democratic Party.
- g) The Budget Committee shall:
 - i) Prepare an annual budget for This Committee for submission to the Executive Board by November 1 and for subsequent submission to the meeting of This Committee that follows.
 - ii) Secure an annual audit of financial records.
 - iii) Make all necessary reports to This Committee.
- h) The Young Democrats shall:
 - i) Encourage and promote the establishment of Young Democrats organizations.
 - ii) Recruit the participation and encourage the involvement of Young Democrats in the First District.
 - iii) Represent the First District Young Democrats organizations at all the county levels in the First District, and coordinate with the State Central Committee Young Democrat Coordinator.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

- 1) The rules of procedure contained in Robert's Rules of Order (Newly Revised) shall govern This Committee in all cases in which the rules apply and in which they are consistent with the National Charter of the Democratic Party, the Oregon Revised Statutes, the Bylaws of the Democratic Party of Oregon, these bylaws and any special rules of order.

ARTICLE IX

BALLOT MEASURES AND RESOLUTIONS

- 1) Ballot measures. The First Congressional District Committee may take a position on a state or local ballot measure provided that:
 - a) The Platform Committee or five members at large have requested in writing to This Committee's Chair that the position be taken.
 - b) Notice has been published along with the meeting notice prior to the meeting that a position on that ballot measure shall be considered.
- 2) Resolutions. This Committee may pass a substantive resolution on any subject provided that one of the following procedures is followed:
 - a) Resolutions originating in one of the standing committees shall:
 - i) Be submitted to This Committee's chair in writing.
 - ii) Be published along with the meeting notice prior to consideration by This Committee.
 - b) Resolutions submitted by an individual member shall be:
 - i) Submitted in writing to This Committee's Chair.
 - ii) Assigned by This Committee's chair to one of the standing committees.
 - iii) Reported back with a recommendation by the committee in writing to This Committee's Chair within 30 days.

- iv) Published along with the meeting notice and the committee's recommendation prior to consideration by This Committee.
- v) Considered notwithstanding subsection b.iii above if the standing committee fails to act.

ARTICLE X
AMENDMENTS

- 1) These bylaws shall be subject to amendment at any meeting of This Committee provided that:
 - a) The proposed amendment has been reviewed and given a recommendation for its disposition by the Rules Committee;
 - b) A copy of the proposed amendment, together with the portion of the bylaws it would change, has been mailed to each member and alternate not less than ten days prior to that meeting; and
 - c) The proposed amendment shall be favored by a majority vote.

Adopted 2/27/2010