

## **DRAFT**

### **Leadership Development Committee Proposed Rules of the Executive Board 34<sup>th</sup> District Democratic Organization Draft Version 9 – 6 July 2008**

- 1. Rules Subject to By-Laws and State Law.** These Rules of the Executive Board of the 34<sup>th</sup> District Democratic Organization (“Rules”) are subject to the By-laws of the 34<sup>th</sup> District Democratic Organization (the “By-Laws”) as most recently amended. These Rules are also subject to: 1) the By-Laws of the King County Democratic Central Committee (KCDCC); 2) the By-Laws of the Washington State Democratic Central Committee (WSDCC); and 3) Washington state law. In the case of conflict or inconsistency, the Rules shall be superseded by the By-Laws, which shall be superseded by the By-Laws of the KCDCC, which shall be superseded by the By-Laws of the WSDCC, which in turn shall be superseded by Washington state law. The 34<sup>th</sup> District Democratic Organization is hereinafter referred to as “the Organization.”
- 2. Rules Adoption and Amendments.** Following preliminary approval by a majority vote of members of the Executive Board of the Organization (“the Executive Board”), these Rules shall be published in the newsletter and on the website for consideration and comment by the members of the Organization (“the Membership”). No earlier than thirty days after such publication, the Executive Board shall take a final vote on approval of these Rules, which shall only become effective upon ratification by a majority vote of the members of the Executive Board. As needed, the By-Laws and Rules Committee shall propose amendments to these Rules, which to become effective must be approved by a majority of the Executive Board following a thirty-day consideration and comment period by the Membership.
- 3. Standing Committees.** The Standing Committees of the Organization are created to ensure ongoing structure, continuity and growth of the Organization for the benefit of the Membership and the people of the 34<sup>th</sup> Legislative District. The Standing Committees are responsible for carrying out functions essential to a healthy and thriving Organization. The First and Second Vice-Chairs shall serve as chair of at least one of the Standing Committees. The Standing Committees of the Organization, and their purpose and functions are:

  - 3.1 The Finance Committee** assists the Treasurer in the preparation and implementation of the annual budget, audits the financial records of the Organization, and generally oversees the financial health of the Organization. The Treasurer shall be a member of the Finance Committee.
  - 3.2 The Membership Committee** recruits new members, retains existing members of the Organization, and manages member information and data. The Membership Committee shall serve as the credentialing body for regular and special meetings, and shall certify which members have voting rights at such meetings.
  - 3.3 The Recruitment Committee** shall recruit candidates for official positions in the Organization, and shall foster competitive officer elections by encouraging at least two individuals to run for each elected officer position. The Recruitment Committee shall disseminate information about the various officer and committee chair positions and report to Membership on the candidates willing to run for various offices at least one

## **DRAFT**

month before elections are held. Candidate nominations from the floor shall be taken during a Membership meeting and shall be given equal standing to candidates identified by the Recruitment Committee. The Chair of the Organization (Chair) may request the Recruitment Committee to make recommendations to the Chair for Standing Committee chair appointments.

- 3.4 **The Program Committee** shall seek speakers and propose topics for discussion at regular and special district meetings, shall solicit suggestions for speakers and topics from Membership, and shall make recommendations for the same for consideration by the Executive Board. No later than December 1<sup>st</sup> of each year, the Program Committee shall propose an annual schedule of key events of the Organization to the Executive Board for approval. The Program Committee may organize and hold at least one “Issues Forum” each calendar year that shall be open to the public.
- 3.5 **The Communications Committee** shall oversee the preparation of mailings and communications of the Organization. The committee shall provide direction to the Information Technology Manager in maintaining, modifying, and updating the website of the Organization. The Corresponding Secretary, Newsletter Editor and Information Technology Manager shall be members of the Communications Committee, any one of whom may, but shall not be required to, also serve as the Communications Committee Chair.
- 3.6 **The Fundraising Committee** plans and conducts fundraising for the Organization, and shall be responsible for conducting at least one major annual fundraising event, in addition to other fundraising events and activities at the discretion of the Fundraising Committee and the Executive Board. The Treasurer and the Chair of the Finance Committee shall be members of this committee, either of whom may, but shall not be required to, serve as the Fundraising Committee Chair.
- 3.7 **The Outreach Committee** plans and executes outreach events, voter registration drives, and other activities to increase the visibility of the Organization and raise political awareness within the various communities of the District.
- 3.8 **The PCO Committee** recruits, trains, organizes and assists Precinct Committee Officers in the discharge of their duties.
- 3.9 **The Young Democrats Committee** recruits Democrats under the age of 36 to join and participate in the Organization, organizes events for young Democrats, and supports the Membership, PCO, and Outreach committees’ efforts.
- 3.10 **The By-Laws & Rules Committee** prepares and recommends modifications of the by-laws and rules to the Executive Board and the Membership.
- 3.11 **The Legislative Action Committee** researches and informs the Membership and the people of the 34<sup>th</sup> Legislative District regarding proposed legislation placed before any legislative body having jurisdiction within the District.
- 3.12 **The Platform and Resolutions Committee** shall prepare a draft Platform no later than January 31<sup>st</sup> of each even-numbered year for consideration and ratification by the Membership at the Legislative District Caucus. The proposed Platform shall be published in the newsletter and posted on the website for at least 30 days prior to the members’ ratification vote. Approval of the Platform shall require a majority vote of the members present at any regular or special meeting of the Organization. The Chair of the Legislative Action Committee shall be a standing member of the Platform and Resolutions Committee.

## **DRAFT**

3.13 **The Caucus and Elections Committee** shall plan, organize and hold the Democratic presidential and state caucus proceedings in the District, and shall coordinate District caucus and election efforts with the KCDCC and WSDCC caucus planning and execution. The Caucus Committee shall consist of the Precinct Caucus Subcommittee and the Legislative District Caucus Subcommittee. The Chair shall appoint the Subcommittee Chairs.

3.14 **The Hospitality Committee** supports the social life of the organization by making meetings a welcoming place for all members, their families, and guests, including staffing a welcoming table and providing food and refreshments. The Hospitality Committee shall organize an annual Summer Picnic and annual Holiday Party for the Membership.

**4. Appointment of Standing Committee Chairs.** The procedure for appointment of Committee Chairs is specified in Section 6 of Article IV of the By-Laws.

**5. Special Officers.** The Special Officers of the Organization shall be appointed by the Chair and are as follows:

i. The Newsletter Editor – prepares the monthly newsletter for printing and publication on the website

ii. The Information Technology (IT) Manager – manages the technology needs of the Organization, including maintenance and timely updating of the website

iii. The Corresponding Secretary – is responsible for preparing written all written communications for Organization

iv. The Sergeant-at-Arms – assists the Chair with facilitating and keeping order at meetings and events of the Organization