

Standing Rules of the First District Democrats

Article I: Official Committees

Section 1: The Standing Committees of the First District Democrats, and their purviews, shall be:

- A. *Communications & Technology* — management of the website, publications and mail/e-mail preparation and posting.
- B. *Diversity, Equity & Inclusion* – advocacy, outreach, education and engagement with historically marginalized groups, disenfranchised communities, and labor coalitions and the First District Democrats.
- C. *Elections* — voter registration, election preparation, candidate and volunteer recruitment, campaign coordination, research, and endorsements.
- D. *Issues* — local, state, and federal bill tracking, ballot measures, legislation research, news updates, educational and outreach efforts, speaker/presentation facilitation, and resolution review.
- E. *Membership* — attendance tracking, membership recruitment and training, collection of dues, and credentials verification.
- F. *Precinct Committee Officer (PCO)* - recruit, train, and empower First Legislative District PCOs.

Section 2: The Standing Committees shall perform their mandated functions and any other assignments given to them by the Executive Board. The Standing Committees shall refrain from making decisions that could affect the overall policies and external relations of the First District Democrats without first consulting the Chair or Executive Board.

Section 3: The Standing Committees shall have open membership for First District Democrats members. The committee chair or designated member shall maintain a roster of attending members

Section 4: A Standing Committee must have a minimum of 3 members present to conduct business.

Section 5: The Standing Committees shall create and implement rules of procedure for the purposes of committee organization and direction, as they deem necessary. They shall elect their own Chairs. The Standing Committee Chairs shall have a vote in meetings of the Executive Board. The Chair or the Executive Board may appoint a temporary Chair if the position is vacant, to be voted on or replaced at the next regular meeting of that Standing Committee. The Standing Committees may not elect the Chair of the First District Democrats to chair any of the Standing Committees.

Section 6: The Standing Committees must submit budget proposals to the Executive Board. The Executive Committee and Membership shall approve the budget proposals in accordance with the Bylaws.

Section 7: The Standing Committees work with the Treasurer on financial matters. The Standing Committees shall submit copies of all receipts for Standing Committee purchases within thirty days (30) of purchase.

48 Section 8: The Standing Committees shall communicate and coordinate amongst each other
49 as necessary. If the divisions of responsibility and/or authority are unclear, the Chair or the
50 Executive Board will arbitrate.
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52 Section 9: The Standing Committees shall have regular meetings, held at least quarterly, that
53 the committee chairs shall publicize beforehand. The Standing Committees shall record their
54 proceedings in minutes.
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56 Section 10: The Chair or the Executive Board may create temporary ad hoc committees as
57 necessary in order to fill a void in the responsibility or authority of the Executive Board or
58 the Standing Committees, or in order to delegate certain tasks. The Chair or Executive Board
59 shall determine the composition and mandate of the ad hoc committees. Ad hoc committees
60 shall record their proceedings in meeting minutes. Ad hoc committees shall dissolve on
61 completion of their mandates, they shall immediately submit their records to the Secretary,
62 and they shall immediately give their physical assets to the Chair.
63

64 **Article II: Treasury**

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66 Section 1: The Treasury shall be the recipient of all annual dues, donations, and fund-raising
67 profits.
68

69 Section 2: The Treasurer shall complete the financial statements of the First District
70 Democrats and shall submit monthly summaries to the Membership.
71

72 Section 3: A Finance Committee comprising the Chair, First Vice Chair, and Treasurer has
73 the authority to make emergency allocations of no more than \$250 from the First District
74 Democrats' Treasury when it is impossible to wait for the next meeting of the Executive
75 Board or Membership. The Chair shall immediately make notice of such allocations to the
76 Executive Board.
77

78 Section 4: For the purposes of the First District Democrats, the fiscal year is the calendar
79 year.
80

81 **Article III: Annual Dues**

82
83 Section 1: All non-PCOs must pay dues to become a member. The following types of
84 memberships are available:

- 85 \$30.00 single person
- 86 \$50.00 couple
- 87 \$20.00 student regardless of age
- 88 \$20.00 age 25 and under
- 89 \$20.00 age 75 and older

90 Any dues paid from December 1 of the preceding year through November 30 shall be valid
91 for the membership year.
92

93 Section 2: The First District Democrats strongly encourages, but does not require, elected
94 and appointed PCOs to pay dues as well.
95

96 Section 3: The Executive Board by majority vote may choose to waive, reduce, or reject the
97 dues of an individual or a family. Examples: Financial hardship, membership in another
98 political party
99

100 **Article IV: Procedures of Regular Meetings**

101 Section 1: The Chair, or their replacement as per the Bylaws, shall preside over regular
102 meetings.
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104 Section 2: The Chair, or a person or committee that the Chair appoints for the purpose, must
105 publicize the agenda for regular meetings at least one (1) week in advance. The Chair shall
106 have overall responsibility for the content of the agenda.
107

108 Section 3: Nobody may address the Membership while a regular meeting is in session
109 without recognition by the presiding officer.
110

111 Section 4: The Chair or the Executive Board must approve distribution of any literature at
112 regular meetings.
113

114 Section 5: Only members of the First District Democrats may initiate a motion. A member
115 may make a motion to suspend the parliamentary rules in order to expedite the business of
116 the meeting. The suspension will only last for the duration of the meeting. A motion cannot
117 suspend any rule covered by the Bylaws.
118

119 Section 6: The First District Democrats shall hold regular meetings on a monthly basis. The
120 Chair or their designee shall publish and maintain a calendar of meeting dates, times, and
121 locations.
122

123 Section 7: In the event of an emergency change of location, date, or time, notice must be
124 given at least 24 hours in advance or otherwise directed in person.
125

126 **Article V: Transition Procedures**

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128 Section 1: The Executive Board and the Standing Committees shall prepare budgets as
129 necessary to carry over into the year following a reorganization meeting in order to provide
130 continuity and fiscal transparency. The Membership must adopt new budgets, per the Bylaws
131 and Article I, Section 5 of these Standing Rules, following the reorganization meeting.
132

133 Section 2: The Chair or Executive Board shall appoint an Audit Committee no later than
134 January 31 to review the financial status of the organization.
135

136 Section 3: The Executive Board, the Standing Committees, and the ad hoc committees shall
137 submit their records to the Secretary for archival no later than December 15 of each year.
138

139 Section 4: The Executive Board shall convene within forty-five (45) days of the
140 reorganization meeting.
141

142 Section 5: The Standing Committees shall submit budget proposals to the Executive Board
143 within thirty (30) days of the first Executive Board meeting.

144
145 Section 6: The Executive Board must submit an annual budget proposal for the First District
146 Democrats at the regular meeting held in March of each year. It will take a majority vote of
147 the Membership to adopt a budget proposal.
148

149 Section 7: Standing Committees and ad hoc committees shall create and maintain, in addition
150 to meeting minutes, an annual report of their activities and recommendations for future
151 planning.
152

153 Section 8: The Officers of the Organization shall submit reports of their activities
154 periodically to the Executive Board and Membership
155

156 Section 9: The Executive Board shall undertake measures that it deems necessary to facilitate
157 training of Officers, Standing Committee Chairs, and other important functionaries.
158

159 Section 10: When an officer resigns or is not reelected to his/her position, the Executive
160 Board shall arrange as necessary for the return of District property, including records.
161

162 **Article V: Rules for Electronic Meetings**

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164 Section 1: The presiding officer shall send Log-In details for a digital meeting at least 48
165 hours before each meeting. These log-in details shall include the time of meeting, the URL or
166 Meeting Room code for access, and all necessary instructions for connecting to the Internet
167 Meeting Service.
168

169 Section 2: All digital meetings shall schedule availability for the service to being at least 15
170 minutes before the start of each meeting to ensure membership has enough time to log in and
171 troubleshoot any access issues or concerns.
172

173 Section 3: Members shall identify themselves by their name and membership status upon
174 sign-in and shall maintain internet and audio access throughout the meeting whenever
175 present but shall sign out upon any departure that occurs before adjournment.
176

177 Section 4: The presence of Quorum shall be established by initial report of the Membership
178 Committee for general meetings and committee chair for executive and committee meetings
179 at the start of the meeting. Continued presence of a quorum shall be determined by an online
180 list of participating members unless any member determines a quorum count by audible roll
181 call vote and such a demand may be made following any vote for which the announced total
182 add to less than quorum.
183

184 Section 5: Each member is responsible for their own audio and internet connection. No
185 action shall be invalidated on the grounds that the loss of, or poor quality, of a member's
186 individual connection prevented participation in a meeting.
187

188 Section 6: The chair may cause, or direct, the disconnection or muting of a member's
189 connection if said member is causing undue interference, provided said interfering member
190 has been warned both in written and verbal format. The chair's decision to do so, which is
191 subject to an undebatable appeal that can be made by any member, shall be announced

192 during the meeting and recorded in the minutes.
193

194 Section 7: Members wishing to be recognized must gain the attention of the chair by a “raise
195 of hand” function provided through the Internet Meeting provider. Visible waving or hand
196 motions at the camera will be considered secondary to all properly recognized motions to be
197 recognized.
198

199 Section 8: A member who wishes to make an interrupting or privileged motion may do so by
200 directly messaging the chair through the Internet Meeting provider, unless another outlet is
201 established at the beginning of the meeting for immediate contact.
202

203 Section 9: Voting shall be taken by the voting feature of the internet meeting service unless a
204 different method is ordered by the body or required by the rules. When required, other
205 permissible methods of voting are by electronic roll call, or by audible roll call, but all voting
206 totals must be available for audit. The chair’s announcement of all voting results shall
207 include the number of members voting on each side of the question, the number of any who
208 explicitly respond to acknowledge their presence without casting a vote (a vote of
209 abstention). Business may also be conducted by unanimous consent.
210

211
212 These Operating Rules were reviewed by the by-laws Ad-Hoc Committee, on 12/21/20, with members Hillary
213 Moralez, Ken Lapp, Linda Tosti-Lane, Jenne Alderks, and Amanda Olson in attendance.

214 These Operating Rules were approved as amended on 02/15/2021 at the General Meeting of the First District
215 Democratic Organization.