

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)* - recruiting, training, and empowering First Legislative District PCOs and Precinct Coordinators to canvass and engage with voters throughout the First Legislative District. Committee membership is also open to volunteers.

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

48 within thirty days (30) of purchase.
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50 Section 8: The Standing Committees shall communicate and coordinate amongst each other
51 as necessary. If the divisions of responsibility and/or authority are unclear, the Chair or the
52 Executive Board will arbitrate.
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54 Section 9: The Standing Committees shall have regular meetings, held at least quarterly, that
55 the committee chairs shall publicize beforehand. The Standing Committees shall record their
56 proceedings in minutes.
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58 Section 10: The Chair or the Executive Board may create temporary ad hoc committees as
59 necessary in order to fill a void in the responsibility or authority of the Executive Board or
60 the Standing Committees, or in order to delegate certain tasks. The Chair or Executive Board
61 shall determine the composition and mandate of the ad hoc committees. Ad hoc committees
62 shall record their proceedings in meeting minutes. Ad hoc committees shall dissolve on
63 completion of their mandates, they shall immediately submit their records to the Secretary,
64 and they shall immediately give their physical assets to the Chair.
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66 **Article II: Treasury**

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68 Section 1: The Treasury shall be the recipient of all annual dues, donations, and fund-raising
69 profits.
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71 Section 2: The Treasurer shall complete the financial statements of the First District
72 Democrats and shall submit monthly summaries to the Membership.
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74 Section 3: A Finance Committee comprising the Chair, First Vice Chair, and Treasurer has
75 the authority to make emergency allocations of no more than \$500 from the First District
76 Democrats' Treasury when it is impossible to wait for the next meeting of the Executive
77 Board or Membership. The Chair shall immediately make notice of such allocations to the
78 Executive Board.
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80 Section 4: For the purposes of the First District Democrats, the fiscal year is the calendar
81 year.
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83 **Article III: Annual Dues**

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85 Section 1: All non-PCOs over the age of 18 must pay dues to become a member. Dues are
86 not required of anyone under the age of 18. The following types of memberships are
87 available:

- 88 \$30.00 individual
- 89 \$50.00 couple
- 90 \$20.00 student regardless of age
- 91 \$20.00 age 25 and under
- 92 \$20.00 age 75 and older

93 Any dues paid from December 1 of the preceding year through November 30 shall be
94 accounted as membership dues for the calendar year. Dues are not required of anyone under
95 the age of 18.

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

Section 3: The Executive Board by majority vote may choose to waive or reduce, or reject the dues of an individual who requests this. Example: Financial hardship . The Executive Board by majority vote may choose to reject the dues of an individual. Examples: membership in another political party, Code of Conduct violation.

Article IV: Procedures of Regular Meetings

Section 1: The Chair, or their replacement as per the Bylaws, shall preside over regular meetings.

Section 2: The Chair, or a person or committee that the Chair appoints for the purpose, must publicize the agenda for regular meetings at least one (1) week in advance. The Chair shall have overall responsibility for the content of the agenda.

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

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

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

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

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

Article V: Transition Procedures

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

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

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

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

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

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

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

158 Section 8: The Officers of the Organization shall submit reports of their activities
159 periodically to the Executive Board and Membership

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

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

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

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

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

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

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

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

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

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

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

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

These Standing Rules were approved as amended on 01/25/2023 at the General Meeting of the First District Democratic Organization.