

Procedures for the Nomination of Candidates to Fill Vacancies in the ____ Legislative District

Pursuant to the bylaws of the Washington State Democrats, the following are the procedures to be followed for caucuses called to fill any interim vacancy in the Legislature or other partisan elective office in _____ County:

1. The Chair of the _____ County Democratic Central Committee shall call a special caucus of the ____ Legislative District precinct committee officers (PCOs), for the purpose of filling the apparent vacancy/ies. The County Chair, or the Chair's designee, shall preside over the caucus.
2. Notice of the caucus shall be sent fourteen days in advance, and shall include the purpose of the caucus, the vacancy to be filled, the time, place, and date of the meeting, and a copy of these procedures. Said notice shall be e-mailed to all of the District's elected and appointed PCOs pursuant to the County Central Committee's bylaws.
3. Any person seeking appointment to fill the vacancy must be a Democrat, a registered voter in the ____ Legislative District, and otherwise qualified for the office.
4. Only duly elected and appointed PCOs (not including acting PCOs) within the district will be eligible to vote. No proxies or absentee ballots will be allowed. To be eligible to vote, appointed PCOs must have had their appointments approved by the County Chair at least four weeks prior to the caucus.
5. The County Chair (or his/her designee) will convene a ____ Legislative District sub-caucus of eligible voting PCOs and appoint a sub-caucus Chair, Secretary, Sergeant at Arms, Credentials Committee Chair, Tally Committee Chair, Timekeeper and Parliamentarian.
6. Elections will be held to select three possible appointees for each vacant or imminently vacant position. Nominations for any given position shall be taken from the floor; individuals may nominate themselves.
7. Each person nominated must establish, to the satisfaction of the sub-caucus Chair, whether s/he has executed the "Voluntary Declaration" comprising the Appendix to these Rules. The names of those who have done so, and of those who have not, shall be announced to caucus participants before commencement of any voting.
8. Following all nominations, the caucus shall recess for a candidate forum, at the conclusion of which the caucus will be re-convened and each nominated candidate will have up to two minutes total speaking time, including speakers on his/her behalf. Following speakers, the vote shall be taken.
9. Voting procedure to determine the first-, second-, and third-ranked nominees:
 - a. Each PCO shall cast one vote on the ballot provided. Voting shall be by signed ballot. Ballots not signed, or having more than one vote cast, will not be counted.
 - b. Nominees for the first-, second-, and third-ranked positions shall be selected in a single round of voting. When those votes have been tabulated, the ranking of the candidates by vote totals shall be announced.
 - c. If there were more than three candidates, the top three vote-getters shall be retained for further balloting and all others stricken.
 - d. On the next round of balloting, each voter shall cast one vote for one of the remaining three candidates. Those votes shall be tabulated, the totals announced, and a ranking established by the number of votes each candidate received.

- e. If no candidate received a majority of the votes cast, there shall be a recorded vote between the candidates ranked first and second. The candidate receiving the majority of votes cast in this balloting shall be ranked first.
- 10. The names of the nominees selected thereby, and their respective vote totals, shall be promptly forwarded in rank order to the County Chair (or his/her designee) for presentation to the County Central Committee.
- 11. For each vacancy, the County Chair (or designee) shall present the three possible appointees' names and their vote totals to the County Central Committee for ratification. Upon such ratification, the names will be forwarded in rank order to the chair of the County legislative authority.
- 12. The County Chair shall retain custody of the ballots for three months.
- 13. In all matters not specifically covered herein, Robert's Rules of Order, Newly Revised, shall prevail.

APPENDIX: "Voluntary Declaration"

I am aware that, in the event of a vacancy in the office of _____, State law grants to the Precinct Committee Officers (PCOs) in my Legislative District the authority to choose three candidates to fill that vacancy, and that from those three the selection of who will actually fill the vacancy is to be made by the _____ County legislative body.

Because I recognize that the PCOs in my Legislative District are the persons who best understand the wishes of the electorate in that District and are most closely and thoroughly familiar with the attributes of potential candidates to fill the pending vacancy, I hereby assure and pledge to the District's PCOs and my other would-be constituents that, if I am not those PCOs' first choice to fill that vacancy (as determined by the number of qualified votes recorded among candidates at a duly called meeting or caucus), I will:

- (a) promptly ask the County legislative body in writing to select, by name, the person who did receive the most votes to fill that vacancy, and*
- (b) refrain from communicating with any member or staff of the County legislative authority in any manner inconsistent with the above.*

Signed _____

Date _____