

Bylaws of the Martin Luther King County Democratic Central Committee

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Preamble

We, the Democrats of Martin Luther King County, Washington, are committed to the principles of the Democratic Party and the United States of America. We hereby adopt these Bylaws to make our county organization truly representative and open to everyone who supports these principles. We pledge to work together to support public officials, candidates, issues and policies that protect individuals' rights, civil liberties, our environment, and social and economic justice for all. We encourage participation by the citizens of King County in all levels of their government. We seek their support by providing information regarding the ideals, goals, and operations of the King County Democratic Party and its endorsed candidates and issues.

Article I: Name

The name of this organization shall be the **Martin Luther King County Democratic Central Committee ("KCDCC")**.

Article II: Purpose

The KCDCC is the county central committee for the Democratic Party in King County pursuant to the Charter and Bylaws of the Democratic National Committee, the Washington State Democratic Party, and the laws of the State of Washington. Its purposes include:

- Supporting the Legislative District Organizations of King County by building and providing shared party infrastructure, coordinating cross-district activities, providing leadership training, and sharing best practices;
- Electing Democratic candidates and judicial candidates to federal, state, and county offices, and encouraging public officials at these levels to act in accordance with the values of the Democratic Party as expressed in the National, State, and KCDCC party platforms;
- Ensuring that the KCDCC is free from harassment and bullying, and treats people fairly and equitably regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, ethnicity, age, origin, religion, economic status, marital status, parental status, or other marginalized identity;
- Sharing best practices for code of conduct procedures and standards with Legislative District Organizations and other groups within the Democratic Party as desired; and
- Performing the functions delegated by statute and the Washington State Democratic Party to county committees, including nominating candidates to fill vacancies in partisan county and legislative district positions and calling reorganization meetings of the Legislative District Organizations.

Article III: Membership

Section 3.1: Voting Members

Voting members of the KCDCC shall include all Democratic Precinct Committee Officers ("PCOs") who represent precincts within King County. As used in these Bylaws, the unqualified term "PCO" means:

- An Elected PCO, who was elected to that office pursuant to state law; or
- An Appointed PCO, who was appointed pursuant to state law and these Bylaws.

Section 3.2: Non-voting Members

A "non-voting member" shall have the right to attend KCDCC meetings, speak in debate, and make motions, but shall only have the right to vote if they are also a voting member. Non-voting members of the KCDCC shall include:

- Democratic public officeholders who represent residents of King County.
- Officers of the Democratic National Committee, the Washington State Democratic Party, the Congressional District Organizations, and the Legislative District Organizations who reside in King County.
- Officers of the KCDCC and the King County Young Democrats.

Section 3.3: Membership Dues

The KCDCC Executive Board may establish dues to be paid by the Legislative District Organizations. Such dues may be waived or reduced by the Executive Board or its designee. In accordance with the Charter of the Washington State Democratic Party, participation in the KCDCC or receipt of services provided by the KCDCC shall not be denied for failure to pay membership dues.

The KCDCC shall not impose membership dues on individuals or on the King County Young Democrats.

Article IV: Precinct Committee Officers ("PCOs")

Section 4.1: Eligibility

To become or continue as the PCO for a precinct, state law requires that the person be a member of the party and be registered to vote in the precinct. PCOs are elected through the primary election process in even-numbered years, and serve two-year terms starting on December 1 of even-numbered years.

Section 4.2: Filling Vacancies

For any King County precinct that does not have a PCO, the Legislative District Organization that includes the precinct may recommend an eligible person to fill the vacancy. The County Chair may approve or deny the recommended appointment when:

- The precinct in question is vacant at the time the recommendation is made.
- An application was submitted prior to a deadline set by the Legislative District Organization, which may be no greater than two weeks prior to a regular or special meeting of the Legislative District Organization.
- The application was approved by a majority vote of PCOs.

Within 30 days of receiving a PCO application recommended by the Legislative District Organization, the County Chair shall either sign and approve the application, which completes the PCO appointment process, or provide a written statement to the Legislative District Organization as to why the application is not approved.

The KCDCC Secretary shall maintain a list of all PCOs, which shall be posted on the KCDCC website.

Section 4.3: Precinct Coordinators

Any Legislative District Organization may appoint persons as Precinct Coordinators to perform the function of a PCO in a precinct they do not reside in, if that precinct has no PCO. These Precinct Coordinators may function under the bylaws of the Legislative District Organization only in the absence of a resident PCO and do not have legal standing under state law. Appointment of a qualified resident of the precinct as a PCO supersedes the Precinct Coordinator, who can be reassigned to another empty precinct.

Article V: Officers

Section 5.1: Elected Officers

The elected officers of the KCDCC shall be the County Chair, First Vice-Chair, Vice-Chair for Communications, Vice-Chair for Outreach, Vice-Chair for Fundraising, Treasurer, Secretary, and two State Committee Members.

The Executive Board shall designate at the first meeting of the term which of the Vice Chairs named above shall serve as second, third, and fourth vice chairs.

Section 5.2: Genders of Elected Officers

Section 5.2.1: County Chair and Vice-Chairs

The First Vice-Chair and at least one other Vice-Chair shall be a different gender than the County Chair.

Section 5.2.2: State Committee Members

The State Committee Members shall be of differing genders.

Section 5.2.3: Terms of Office

The KCDCC's elected officers shall serve until the next Reorganization Meeting or until their successors are elected.

Section 5.3: Filling Vacancies

Section 5.3.1: Vacancy in the Office of County Chair, First Vice-Chair, or State Committee Member

A vacancy in the office of County Chair, First Vice-Chair, or State Committee Member shall be filled by election at a PCO meeting, which shall be called within 30 days of the vacancy occurring. If a vacancy occurs after September 1 of an even-numbered year, the vacancy may be filled by election at a PCO meeting or at the next regular meeting of the Executive Board for which sufficient notice can be provided.

Section 5.3.2: Vacancy in Other Elected Office

A vacancy in any elected office other than County Chair, First Vice-Chair, or State Committee Member shall be filled by election at a PCO meeting or at the next regular meeting of the Executive Board for which sufficient notice can be provided.

Section 5.4: Duties of Officers

Section 5.4.1: General Duties

All officers of the KCDCC shall have the following general duties:

- Completing an annual plan and an end-of-year report for each year of their term of office, and completing an end-of-term transition plan and materials.
- Attending at least three-fourths of all KCDCC meetings and at least three Legislative District Organization or King County Young Democrats meetings per year and documented in their end-of-year report.

Section 5.4.2: Duties of the County Chair

- Calling, issuing the proposed agenda, and chairing all meetings of the KCDCC. If the County Chair is unable to attend or chair a KCDCC meeting for any reason, the inability shall be communicated as far in advance as practicable.
- Appointing PCOs pursuant to Section 4.2 of these Bylaws.
- Implementing the policies of the KCDCC, including the code of conduct.
- Calling and issuing the proposed agenda and rules for all Legislative District Organization reorganization meetings.
- Appointing a Parliamentarian, Sergeant-at-Arms, and other individuals as necessary for the efficient and fair conduct of meetings.
- If the KCDCC hires paid staff for a term of employment longer than 30 days, creating and chairing a Human Resources Committee consisting of at least five members.
- Serving as the KCDCC's sole authorized spokesperson. Documentation shall only be published or provided outside of the organization upon approval of the County Chair or their designee, or upon a majority vote of the Executive Board.
- Representing the KCDCC to the Organization of County and District Chairs.
- Ensuring that all financial and legal obligations of the KCDCC are duly planned for and met in a timely manner.
- Performing any other duties assigned by vote of the PCOs or the Executive Board.

Section 5.4.3: Duties of the First Vice-Chair

- Chairing the Code of Conduct Committee.
- Chairing the Legislative District Organization Support Committee, including creation of an annual plan and measures of success for the committee.
- Performing any other duties assigned by vote of the PCOs or the Executive Board.

Section 5.4.4: Duties of the Vice-Chair for Communications

- Chairing the Communications Committee, including creation of an annual plan and measures of success for the committee.
- Performing any other duties assigned by vote of the PCOs or the Executive Board.

Section 5.4.5: Duties of the Vice-Chair for Outreach

- Chairing the Outreach Committee, including creation of an annual plan and measures of success for the committee.
- Performing any other duties assigned by vote of the PCOs or the Executive Board.

Section 5.4.6: Duties of the Vice-Chair for Fundraising

- Chairing the Fundraising Committee, including creation of an annual plan and measures of success for committee.
- Performing any other duties assigned by vote of the PCOs or the Executive Board.

Section 5.4.7: Duties of the Secretary

- Preparing the minutes and maintaining attendance records for all meetings of the KCDCC, the Executive Board, officer meetings and county conventions. Drafts of minutes and attendance records will be made available to all KCDCC members no later than two weeks after the meeting in question.
- Maintaining all non-financial records of the KCDCC in a format designated by the Executive Board, including all standing rules and resolutions adopted by the KCDCC or the Executive Board.
- Serving as a member of the Party Infrastructure Committee.
- Performing any other duties assigned by vote of the PCOs or the Executive Board.

Section 5.4.8: Duties of the Treasurer

- Accurately preparing and timely filing all reports required by the Washington State Public Disclosure Commission or other legal authorities.
- Maintaining the financial records of the KCDCC, including a record of all assets and properties.
- Supervising the disbursement of funds in accordance with the KCDCC's budget.
- Providing, at each meeting of the KCDCC and the Executive Board, a written financial report showing the KCDCC's fundraising to date for the calendar year and KCDCC's expenditures to date relative to the budget.
- Serving as a member of the Budget and Finance Committee.
- Performing any other duties assigned by vote of the PCOs or the Executive Board.

Section 5.4.9: Duties of the State Committee Members

- Representing the KCDCC and acting as the KCDCC's liaison to the Washington State Democratic Central Committee (WSDCC).
- Before State Committee meetings, gathering input and guidance on significant upcoming State Party business from officers and members of the KCDCC.
- After State Committee meetings, providing summaries of the business conducted, the outcomes, and likely topics for the following meeting.
- Performing any other duties assigned by vote of the PCOs or the Executive Board.

Section 5.4.10: Delegation of Duties

Except as provided below, any elected officer may delegate any of their duties to another elected officer, paid staff member, KCDCC committee, or other member of the KCDCC. If a duty is delegated, responsibility for ensuring that the duty is performed remains with the elected officer.

The following duties cannot be delegated:

- The general duties listed in Section 5.4.1.
- The County Chair's statutory authority to appoint PCOs.
- Any duty that the PCOs or the Executive Board assigns to an officer and indicates cannot be delegated.

Section 5.5: Removal of Officers

Provided that notice is given, any KCDCC elected officer may be removed from office by:

- A majority vote of the Executive Board, upon recommendation of the Code of Conduct Committee that the officer be removed;
- A two-thirds vote of the Executive Board, upon receipt of a petition for removal signed by 50% of the members of the Executive Board; or
- A majority vote of the PCOs, upon receipt of a petition for removal signed by 100 PCOs.

A trial or other special proceeding is not required.

Article VI: PCO Meetings

Section 6.1: Reorganization Meeting

In any year in which PCO elections are held, the newly elected PCOs shall meet for the purpose of reorganizing the KCDCC. The reorganization meeting shall be held after the newly elected PCOs take office on December 1, but no later than the second Sunday of the following January. Rules for the reorganization meeting shall be adopted by the Executive Board of the retiring KCDCC.

Section 6.2: Other PCO Meetings

Other PCO meetings may be called by majority vote of the Executive Board or written petition of 20% of the PCOs.

Section 6.3: Notice of PCO Meetings

Written notice of any PCO meetings, including an agenda of the expected business to be transacted, shall be sent to the PCOs at least 14 days in advance. Written notice may be sent by email or other electronic means, but shall be sent via U.S. mail to any PCO who requests it or when electronic communication is refused or returned.

Section 6.4: Quorum at PCO Meetings

Quorum at PCO meetings shall be 10% of PCOs, and shall include at least:

- one PCO from 60% of the Legislative Districts; and
- half the number of PCOs who sign in.

Article VII: KCDCC Executive Board

Section 7.1: Purpose and Powers

The Executive Board is the administrative body for the KCDCC and shall act on behalf of the KCDCC. Except as specified otherwise by these bylaws or by majority vote of the PCOs, the Executive Board is authorized to exercise all powers and carry out all duties delegated to the KCDCC by state law and by the charters and bylaws of the National and State Democratic Parties.

Section 7.2: Membership

Section 7.2.1: Elected Officers of the KCDCC

The elected officers of the KCDCC, as listed in Section 5.1 of these Bylaws, shall be voting members and shall comprise the officers of the Executive Board.

Section 7.2.2: Legislative District Organizations

The District Chair of each Legislative District Organization having one or more precincts in King County shall be a voting member of the Executive Board.

Legislative District Organizations with more than 80% of their precincts within King County may elect two additional representatives of different genders to serve as voting members of the Executive Board. Legislative District Organizations with fewer than 80% of their precincts within King County may elect one additional representative to serve as a voting member of the Executive Board.

Section 7.2.3: King County Young Democrats

The Chair of the King County Young Democrats and two representatives elected by the King County Young Democrats shall be voting members of the Executive Board. The elected representatives shall be of different genders.

Section 7.2.4: DNC Members

Any Democratic National Committee representatives who reside in King County shall be voting members of the Executive Board.

Section 7.2.5: Ex Officio Members

The State Party Chair, and State Committee Members (other than the KCDCC's State Committee Members) who reside in King County shall be non-voting *ex officio* members of the Executive Board. By majority vote, the Executive Board may grant non-voting *ex officio* memberships to other officeholders or representatives of organizations.

Section 7.2.6: Alternates at Executive Board Meetings

If a District Chair or the King County Young Democrats Chair is absent from an Executive Board meeting, the following members of their organization shall be eligible to serve as an alternate, in order of succession:

- The Vice-Chair for King County, or, if such office does not exist, the (First) Vice-Chair;
- Any person elected or appointed to serve as a KCDCC Alternate; or
- Any State Committee Member who resides in King County.

If a KCDCC Representative is absent from an Executive Board meeting, the following members of their organization shall be eligible to serve as an alternate, in order of succession:

- Any person elected or appointed to serve as a KCDCC Alternate;
- The Vice-Chair for King County, or, if such office does not exist, the (First) Vice-Chair; or
- Any State Committee Member who resides in King County.

Any person in the orders of succession who is attending an Executive Board meeting but not serving as an alternate shall have the rights of a non-voting member.

Section 7.3: Executive Board Meetings

Section 7.3.1: Schedule for Executive Board Meetings

The Executive Board shall meet at least quarterly.

Section 7.3.2: Quorum at Executive Board Meetings

A quorum of the Executive Board shall be 40% of those eligible to vote. For purposes of determining a quorum, valid alternates shall be counted and unfilled vacancies shall not be counted.

Section 7.3.3: Notice of Executive Board Meetings

Written notice of any Executive Board meetings, including an agenda of the expected business to be transacted, shall be sent to the voting members at least ten days in advance. Written notice may be sent by email or other electronic means, but shall be sent via U.S. mail to any voting member who requests it or when electronic communication is refused or returned.

Article VIII: Committees

Section 8.1: General Provisions

Except as noted below, each committee shall be subject to the general provisions in this section.

Section 8.1.1: Appointment of Committee Chairs

The County Chair shall appoint the chair of each committee, and shall serve as an *ex officio* member. The term of appointment shall be from the time when the Chair notifies the Executive Board of the appointment to the next reorganization meeting. Names and contact information for all committee chairs shall be made available to all KCDCC members, and a list of members shall be made available for committees that conduct business by vote.

Section 8.1.2: Appointment of Committee Members

The bylaw, standing rule, or resolution that establishes a committee may indicate how members are appointed to the committee. If it does not, then KCDCC members may join the committee by volunteering to be on it.

Section 8.1.3: Removal of Committee Members

If appointed by the County Chair, committee members (including the committee chair) may be removed by either the County Chair or a majority vote of the Executive Board. Committee members appointed by other officers or organizations may be removed by the appointing officer

or organization, or by a two-thirds vote of the Executive Board. Other committee members may be removed by a majority vote of the Executive Board or the committee.

Section 8.1.4: Annual Plan with Measurable Goals

By no later than February 1 of each year, each committee shall report to the Executive Board an annual plan including a list of specific, measurable goals the committee intends to achieve in that calendar year. The Executive Board may approve this plan by majority vote, amend the plan and approve it, or refer the plan back to the committee for revision. The committee shall provide a written report of its progress toward achieving the goals in its annual plan at the end of the year.

Section 8.2: Code of Conduct Committee

Section 8.2.1: Purpose

The Code of Conduct Committee is the investigative and hearing body for alleged violations of the KCDCC's code of conduct, and is responsible for determining whether the code of conduct has been violated and recommending disciplinary action to the Executive Board. The Code of Conduct committee is further responsible for drafting a Code of Conduct and making recommendations to the Executive board regarding amendments to the Code of Conduct. The Executive Board is ultimately responsible for adopting and enforcing the code of conduct.

Section 8.2.2: Membership

The First Vice-Chair or their appointee shall chair the committee. The members of the committee shall be the 2nd, 3rd, and 4th Vice Chairs and four at-large members elected by the Executive Board. To the extent possible, the at-large members should have a professional background in human resources, conflict mediation, or have previously served as an ombudsperson for the KCDCC or another organization.

At-large members must be elected by the Executive Board. There must be one at-large member representing each of the following regions of King County: North King County, South King County, East King County, and Seattle. The boundaries of the regions shall be defined in the standing rules. "Representing" means that the at-large member primarily resides in that region of the county at the time of their election.

At-large members have voice and vote only on issues in front of the Code of Conduct Committee. If committee positions are vacant when a complaint is brought forward, the investigation shall still continue as outlined in the standing rules.

Section 8.2.3: Ombudsperson

The committee shall appoint an ombudsperson to advise and assist the membership as well as assisting the committee in performing its duties. When an ombudsperson is appointed, the appointment shall be subject to the approval of the Executive Board, and may be removed by majority vote of the Executive Board. If the position of ombudsperson is vacant when a complaint is brought forward, the investigation shall still continue as outlined in these bylaws and the standing rules.

Section 8.2.4: Code of Conduct

The committee shall, by no later than March 1 of each year, review the code of conduct and recommend any changes or updates to the Executive Board. If a code of conduct has not been adopted, the committee shall draft one by March 1 and recommend it to the Executive Board for adoption. The committee's recommendations shall not be binding, and this section shall not be interpreted to limit the ability of the Executive Board or the PCOs to adopt or amend the code of conduct.

Section 8.2.5: Complaints

Any member may report a possible code of conduct violation by submitting a written complaint to any member of the committee. The complaint shall identify the person who submitted it (which may be any witness to the purported violation), the accused individual, and any testimony, evidence, or other information that may assist the committee.

Section 8.2.6: Investigations

Within 14 days of receiving a written complaint, the committee shall commence investigation of the complaint and determine, for each accusation in the complaint, (a) whether the accusation is based on credible evidence, (b) whether it states facts that, if true, would represent a violation of the code of conduct; and (c) based on the investigation the committee believe it is more likely than not that the facts stated in the accusation are true. If a majority of those committee members present answer all of these questions in the affirmative, then the committee shall find that the accused individual shall be presumed to have violated the code of conduct with regard to that accusation. A quorum of five members is required to make this determination.

The accused shall have the opportunity to submit a written defense to the committee prior to the vote to determine whether they have violated of the code of conduct. This submission shall be made in accordance with the procedures laid out in the KCDCC's standing rules for code of conduct investigations.

The committee may, by a two-thirds vote of members present (a quorum of five members is required), place an officer under interim suspension within 72 hours of a complaint being submitted. Such suspension shall last until the conclusion of the investigation. If the First Vice Chair is under interim suspension, then the second Vice Chair shall assume the duties of chair and so on through the, third, and fourth vice chairs. If all of the Vice Chairs are under suspension or vacation, then the ombudsperson shall chair the committee.

Section 8.2.7: Standard of Review for Investigations

The committee shall use a "more likely than not" standard when determining the outcome of its investigations. That is, the committee shall determine, based on the testimony and evidence that the committee gathers, whether it is more likely than not that the accusation is true and the code of conduct has been violated.

Section 8.2.8: Confidentiality of Investigations

The committee shall keep its investigations, its deliberations, the identities of the accused, the accusing party, and the alleged victim confidential to the extent it does not interfere with gathering testimony or evidence.

If the committee finds that the code of conduct has been violated, then the details of the investigation, including the identity of the accused, are not considered confidential once the committee concludes its investigation. The identity of accuser or the alleged victim shall remain confidential after an investigation concludes unless they consent to the committee releasing their identity or unless prohibited by RCW.

Section 8.2.9: Recusals from Investigations

An individual member of the committee shall automatically be recused from any investigation in which the accused or accuser is:

- The individual member of the committee; or
- The officer who appointed them to the committee.

Members of the committee may also recuse themselves for any other reason, and may recuse themselves without stating their reason.

If the First Vice-Chair or their appointee is recused from an investigation, then the second vice chair or their appointee shall chair the committee with regard to that investigation only. The order of succession shall proceed to the third vice chair, fourth vice chair, and finally the ombudsperson if necessary.

If recusals or vacancies leave the committee unable to attain quorum, the committee shall report to the Executive Board that it received a complaint but was unable to investigate. Upon receiving such a report, the Executive Board may, at its discretion, appoint an *ad hoc* committee to perform the duties of the committee with regard to the complaint in question.

Section 8.2.10: Outcomes of Investigations

If the committee determines that an accusation is not credible, or that the code of conduct has not been violated, the committee shall close its investigation. The committee shall maintain an

archive of closed investigations for at least three years. The names of the accusing party and the alleged victim shall be redacted from the archived report. Archived reports will be made available to KCDCC members upon request. If an archived report is requested, a reasonable attempt shall be made to notify the alleged victim, accusing party, and the accused prior to release.

If the committee determines that an individual has violated the code of conduct, the committee may, through a majority vote of members present, recommend one or more disciplinary actions to the Executive Board. The disciplinary actions that the committee may recommend shall be limited to the following:

- Removing the individual from elected or appointed office of the KCDCC.
- Disqualifying the individual from being elected or appointed to any office that is subject to election, appointment, or nomination by the KCDCC or the Executive Board. The disqualification may be temporary, permanent, or tied to the individual performing an action to remedy the violation. If the individual is currently an officer and is disqualified but not removed, the individual may serve the remainder of their term, but may not be re-elected or re-appointed.
- Suspending the individual from performing a duty or duties. The suspension may be temporary, permanent, or tied to the individual performing an action to remedy the violation. Duties that may be suspended include:
 - Any officer duty that can be delegated under Article V of these Bylaws;
 - The duty of representing an organization at KCDCC meetings;
 - The duty of chairing or serving on a KCDCC committee; or
 - Any other duty assigned by the County Chair, the PCOs, the Executive Board, or a KCDCC committee.
- Banning the individual from physically attending or virtually participating in KCDCC meetings, events, forums, office spaces, message boards, or other places or activities.
- Requiring the individual to perform an action or actions to remedy the violation.
- Disqualifying the individual from receiving the KCDCC's endorsement.
- Censuring the individual.

If the committee determines that the code of conduct was violated but does not recommend disciplinary action, the committee shall report its reasons for that decision in writing to the Executive Board.

Regardless of the outcome of an investigation, the committee may also recommend non-disciplinary actions to the Executive Board or the PCOs, such as amending the Code of Conduct or the Bylaws to address an issue or improve the workings of the committee.

Section 8.2.11: Adoption of Recommendations

The Executive Board may adopt any or all of the committee's recommended disciplinary actions by majority vote. If the code of conduct has been violated but the Executive Board disagrees with the committee's recommendations for disciplinary action (or lack thereof), then the Executive Board may, by two-thirds vote, impose disciplinary actions from the list above that the committee did not recommend.

The Executive Board may not impose a disciplinary action for violating the code of conduct if the committee's determination was that the code of conduct has not been violated. However, nothing in this section shall be interpreted as preventing the Executive Board or the PCOs from invoking other rules, including other sections of these bylaws, to remove an officer, remove a committee chair or committee member, or discipline members for reasons other than code of conduct violations.

Section 8.2.12: Role of Executive Board in Investigations

The Executive Board shall rely on the Code of Conduct Committee to investigate and report whether the code of conduct has been violated, and shall not conduct its own trials or investigations with regard to this question. The Executive Board may, by two-thirds vote, direct the committee to reopen an investigation to consider additional information that has come to light since the committee made its report to the Executive Board. However, the committee may consider whether the additional information was deliberately withheld for purposes of delaying the investigation, and if so may treat that act as a separate violation of the code of conduct.

Section 8.2.13: Performance of Remedial Actions

If the Executive Board requires an individual to perform an action in response to a code of conduct violation, the committee shall meet after a reasonable time (or, if the Executive Board sets a deadline, after the deadline) to assess whether the action has been performed. If the action has not been performed, or was performed in a manner that did not remedy the code of conduct violation, the committee shall report that issue to the Executive Board and may recommend further disciplinary action.

Section 8.2.14: Effect on Eligibility to Hold Office

No person shall be elected, appointed, or nominated to any office by the KCDCC or the Executive Board who was removed or permanently disqualified from office for violating the KCDCC's code of conduct or another Democratic local party organization's code of conduct. But the Executive Board may, by a two-thirds vote, remove such disability.

Section 8.3: Endorsements Committee

Section 8.3.1: Purpose

The Endorsements Committee shall make recommendations to the Executive Board regarding proposed endorsements of candidates and campaigns, and shall lead the KCDCC's efforts to support endorsed candidates and campaigns.

Section 8.3.2: Membership

The County Chair, the First Vice-Chair, the District Chairs, and the King County Young Democrats Chair shall each appoint one member of the committee. The member appointed by the County Chair shall chair the committee.

Section 8.3.3: Duties

A candidate or measure is eligible for endorsement if the jurisdiction of their election intersects with King County and at least two LDs.

As described below, the committee shall defer to the Legislative District Organizations with regard to recommended endorsements of other candidates and campaigns.

Section 8.3.4: Questionnaire

The committee shall, by no later than March 1 of each year, propose to the Executive Board one or more questionnaires for vetting potential candidates and ballot measures. The Executive Board may approve the questionnaires by majority vote, and may amend the questionnaires or refer them back to the committee. To the extent possible, the committee shall work with the Legislative District Organizations and the King County Young Democrats to minimize the number of questionnaires that candidates must complete.

To be eligible for endorsement, a candidate or campaign must return the questionnaire to the committee chair at least seven days prior to the committee meeting at which endorsements are to be recommended, or by the Monday following the end of the candidate filing period, whichever is later. Completed questionnaires must also be made available to PCOs at least seven days prior to the meeting at which endorsements are to be made.

Section 8.3.5: Slate of Recommended Endorsements

The committee may propose some or all of its recommended endorsements to the Executive Board as a slate. If the committee proposes a slate, any voting member of the Executive Board may call for division to remove a recommendation from the slate. The removed recommendation(s) shall then be voted on individually.

Section 8.3.6: Endorsements

The Executive Board shall meet to consider the committee's recommendations for endorsements prior to the primary election each year and again prior to the general election each year. The Executive Board may, by majority vote, endorse any candidate or position that is recommended by the committee. By two-thirds vote, the Executive Board may endorse a candidate or position that was considered but not recommended by the committee.

The KCDCC shall defer to the Legislative District Organizations with regard to endorsements of other candidates and measures. Other candidates and measures shall be eligible to receive the KCDCC's endorsement only if they receive the endorsements of Legislative District Organizations representing a majority of King County voters eligible to vote for that candidate or measure. Candidates and measures that appear on ballots in a single legislative district shall be eligible to receive the KCDCC's endorsement only if they are endorsed by the Legislative District Organization for that legislative district. If the Legislative District Organization endorses multiple candidates in a particular race, then the KCDCC shall endorse either all of these candidates or no candidate. The Executive Board may, by majority vote, endorse any such candidates or measures.

Section 8.4: Communications Committee

Section 8.4.1: Purpose

The Communications Committee shall be responsible for regular communications about KCDCC functions and opportunities for engagement with the stakeholders of the KCDCC, including the KCDCC Executive Board, the PCOs, Legislative District and KCYD Executive Boards, Elected Officials, and financial supporters.

Section 8.4.2: Duties

The committee's primary focus shall be to provide timely and valuable information about the work of the party to its stakeholders. This shall be accomplished by:

- Building and maintaining the infrastructure to communicate across multiple channels as appropriate for the information and audience, including websites, email, social media, physical mail, phone banks, and text banks.
- Ensuring all stakeholders have access to the information needed to participate fully in the organization and furthering its mission.
- Developing and updating a Communications Guidelines document to support broader volunteer engagement in creating messaging and communications.
- Building a diverse and engaged Communications Committee.
- Creating an annual plan and measures of success to accomplish the above.

Section 8.5: Outreach Committee

Section 8.5.1: Purpose

The Outreach Committee shall engage with communities who are underrepresented in party membership and leadership and identify opportunities to make party membership more welcoming and inclusive.

Section 8.5.2: Duties

The committee's primary focus shall be to identify and implement opportunities to welcome and include members from communities who are underrepresented. Outreach activities shall include:

- Determining communities that are underrepresented in party membership via available demographic data and surveys of communities.
- Identifying community organizations already serving communities determined to be underrepresented and building relationships with those organizations.
- Convening underrepresented members to discuss and document barriers to participation and membership.
- Recommending actions to the Executive Board to reduce identified barriers.
- Actively recruiting underrepresented members to party leadership roles.
- Building a diverse and engaged Outreach Committee.
- Creating an annual plan and measures of success to accomplish the above.

Section 8.6: Fundraising Committee

Section 8.6.1: Purpose

The Fundraising Committee shall support the County Chair in ensuring that the organization has sufficient funds to operate and support its mission.

Section 8.6.2: Duties

The committee's primary focus shall be communications, direct donor outreach, and fundraising events. Fundraising activities shall include:

- Creating and maintaining a donor database with sufficient details to support fundraising efforts.
- Determining annual budget and fundraising requirements in conjunction with the Budget and Finance Committee.
- Developing content for the Communications Committee to inform donors of how fundraising is going and what their funds are accomplishing.
- Scheduling and staffing call time with the County Chair and the KCDCC Vice Chairs for donor outreach.
- Planning and executing annual fundraising events.
- Creating an annual plan and measures of success to accomplish the above.

Section 8.7: Legislative District Organization Support Committee

Section 8.7.1: Purpose

The Legislative District Organization Support Committee shall lead the KCDCC's efforts to ensure that the Legislative District Organizations and other Party organizations have the tools and training they need to be effective, inclusive, and welcoming. The committee shall work within the KCDCC, the Legislative District Organizations, and the King County Young Democrats to develop leaders and community organizers, to help develop PCOs and grassroots volunteer leaders, and to ensure that our Party's leadership reflects the diversity of its membership.

Section 8.7.2: Duties

The committee's primary focus shall be to develop training programs for Legislative District Organization officers and KYD officers. Training programs shall include:

- Training District Chairs and other officers in essential leadership skills, including how to run meetings, how to inspire and motivate volunteers, and how to make the organizations they lead inclusive and welcoming.
- Training Treasurers in essential fiscal skills, including how to comply with public disclosure laws, how to develop and implement budgets, and how to manage expenditures.
- Training all current and future Party leaders grassroots PCOs in essential party-building skills, including recruiting skills, outreach skills, communication skills, and how to lead and work within diverse groups.
- Training-the-trainer programs that empower the Legislative District Organizations to provide training to their PCOs and members.

The committee shall develop training programs and materials for delivery in both online and offline formats.

Section 8.8: Budget and Finance Committee

Section 8.8.1: Purpose

The Budget and Finance Committee shall assist the Treasurer in securing the fiscal health of the KCDCC and ensuring its compliance with all relevant public disclosure laws and statutes.

Section 8.8.2: Duties

The committee shall propose a budget as described in Article IX below, and shall determine annual fundraising requirements in conjunction with the Fundraising Committee. The committee shall provide a report at every regular meeting of the Executive Board on KCDCC's fundraising and expenditures, including per-line-item expenditures and receipts to date, and shall identify opportunities to improve the KCDCC's fiscal health. By majority vote of the Executive Board, a full financial review can be initiated at any time.

Section 8.9: Other Standing Committees

The Executive Board may establish other standing committees on a permanent or ad-hoc basis as needed.

Article IX: Budget and Expenditures

Section 9.1: Fiscal Year

The KCDCC's fiscal year shall run from April 1 to March 30.

Section 9.2: Budget Proposal

By no later than March 1 of each calendar year, the Budget and Finance Committee shall propose a budget for the fiscal year. The budget shall itemize spending, and shall indicate for each line item the officer, committee, or program to which funds are budgeted. By no later than February 1, all committee chairs will submit budget requests to the Treasurer.

Section 9.3: Adoption and Amendment of Budget

The budget must be adopted, and may be amended, by a majority vote of the Executive Board, provided notice is given in the meeting notice for a vote on a budget or amendments, and a copy of the proposal is provided with the notice.

Section 9.4: Budgeted Expenditures

When adopted, the budget authorizes the County Chair to make expenditures on behalf of the KCDCC for the specified line items and amounts, and as approved by the Treasurer as being within budget and in compliance with regulatory requirements, except that expenditure of any amount budgeted for campaign contributions requires approval of the Executive Board. No money shall be paid from the funds of the KCDCC except by bank transaction through the Treasurer or the County Chair. No member other than the Treasurer or County Chair may incur a debt or otherwise obligate the KCDCC for the future payment of funds.

Section 9.5: Unbudgeted Expenditures

At the discretion of the County Chair, unbudgeted expenditures may be made for any items other than campaign contributions provided that the Treasurer agrees that the money is available, and that the expense does not violate regulate regulatory requirements. Unbudgeted expenditures must be ratified by amending the budget at the next subsequent Executive Board meeting and will be reimbursed only if they are ratified.

Section 9.6: Interim Budget

If the Executive Board does not approve a budget by April 1, the Budget and Finance Committee may adopt an interim budget that is limited to only those expenditures necessary to maintain the organization. The interim budget shall be replaced by adoption of a final budget, and any funds expended under the interim budget shall be counted against line items in the final budget.

Section 9.7: Budget and Spending Caps

Section 9.7.1: Total Budget Cap

As part of the budget proposal and when making financial reports, the Treasurer shall determine the KCDCC's fundraising total for the calendar year to date and for each of the past four calendar years, as reported to the Washington State Public Disclosure Commission. The total amount budgeted may not exceed the highest of these five totals.

Section 9.7.2: Unbudgeted Expenditures Cap

The total amount of unbudgeted expenditures shall not exceed \$200 at any time.

Section 9.7.3: Campaign Contributions Cap

Campaign contributions may only be made only from a line item in the budget that is set aside exclusively for that purpose. If the budget includes a line item for campaign contributions, the line item may not exceed 30% of the total budget. The line item does not need to be earmarked for specific campaigns, and the maximum amount that may be contributed to any individual campaign may be up to the total amount in the line item.

Section 9.8: Campaign Contributions

The Executive Board may, by majority vote, contribute funds that are budgeted for that purpose to endorsed candidates and ballot measure campaigns, provided the following conditions are met:

- The Budget and Finance Committee confirms in writing that making the proposed contribution will not prevent the KCDCC from meeting its other financial obligations.
- Notice must be given in the meeting notice of proposed contributions to be voted on.
- If the proposed contribution is to an endorsed candidate, the Endorsements Committee shall report whether the endorsed candidate (a) is viable, and (b) has at least one viable opponent. A candidate shall be considered viable when there is a reasonable possibility, based on polling, past elections, or other objective measures, that the candidate may win the election.
- If the KCDCC endorses more than one candidate for an office, any contributions must be evenly distributed among the endorsed candidates for the office.

Candidate contributions approved by the Executive Board will be disbursed by the Treasurer or County Chair no later than five business days following the vote.

Article X: Legislative District Organizations

Section 10.1: Relationship to the KCDCC

Legislative District Organizations are chartered by the State Party to lead and coordinate all Democratic Party activities in their respective legislative districts. The relationship between the KCDCC and the Legislative District Organizations should be understood as a relationship between peers, with the KCDCC providing support and assistance to the Legislative District Organizations as needed.

When used without further qualification in these bylaws, the term "Legislative District Organizations" refers to organizations in legislative districts that have at least one precinct in King County.

Section 10.2: Reorganization Meetings

Following the KCDCC reorganization meeting, or within 60 days of the creation of a new legislative district, the County Chair shall call a meeting of all elected PCOs in each legislative district for the purpose of reorganizing the Legislative District Organization.

Article XI: Miscellaneous Provisions

Section 11.1: Bylaws are Continuous

These Bylaws shall be continuous and shall remain in effect, subject to any amendments, until a subsequent adoption of bylaws at or after a KCDCC reorganization meeting.

Section 11.2: Bylaw Amendments

Section 11.2.1: By the PCOs

These Bylaws may be amended by a majority vote of PCOs at a PCO meeting, provided that previous notice of the proposed amendment is given in writing.

Section 11.2.2: By the Executive Board

These Bylaws may be amended at an Executive Board meeting by a 2/3 vote of Legislative District and King County Young Democrats representatives, chairs, and seated alternates, present and voting, provided that previous notice of the proposed amendment is given in writing 30 days in advance, and provided that, upon a successful vote, the PCOs shall be notified, the amendment shall not take effect until 30 days after notification, and shall not take effect at all if petitions to nullify the vote have been received within 30 days and been signed by at least 7.5% of all PCOs in King County, including PCOs from at least 4 legislative districts.

Section 11.3: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the KCDCC in all matters to which they are applicable and not covered by these Bylaws and any special rules of order the KCDCC may adopt.

Section 11.4: Electronic Participation in Meetings

The Executive Board may authorize electronic participation and voting in meetings of the KCDCC, its Executive Board, or its Committees provided that the Executive Board is assured that such electronic participation will be conducted through electronic communications,

videoconferencing, teleconferencing or other available technology which allows the members to communicate simultaneously or substantially concurrently and allows all members participating in the meeting, whether in person or by electronic means, to have equal opportunity to speak and hear others speak to the same extent as they would at an in-person only meeting. The Executive Board shall develop and adopt standards for such participation that may be used to evaluate proposed technologies.