

1  
2 **THE DEMOCRATIC PARTY OF OREGON**

*Bylaws of*  
*As adopted, Dec. 2, 2006*  
*As amended, May 19, 2007*  
*As amended, Sept. 20, 2009*

3  
4  
5  
6  
7 **Index**

- 8 \* **ARTICLE I - NAME AND PURPOSE**  
9 \* **ARTICLE II - AUTHORITY**  
10 \* **ARTICLE III - PARTICIPATION**  
11 \* **ARTICLE IV - STATE CENTRAL COMMITTEE MEMBERSHIP**  
12 \* **ARTICLE V - STATE PARTY OFFICERS**  
13 \* **ARTICLE VI - STATE CENTRAL COMMITTEE MEETINGS**  
14 \* **ARTICLE VII - PLATFORM CONVENTIONS**  
15 \* **ARTICLE VIII - DEMOCRATIC NATIONAL COMMITTEE**  
16 \* **ARTICLE IX - CONGRESSIONAL DISTRICT COMMITTEES**  
17 \* **ARTICLE X - COUNTY CENTRAL COMMITTEES**  
18 \* **ARTICLE XI - VACANCIES IN PUBLIC OFFICE**  
19 \* **ARTICLE XII - EXECUTIVE COMMITTEE**  
20 \* **ARTICLE XIII - ADMINISTRATION COMMITTEE**  
21 \* **ARTICLE XIV - STANDING AND SPECIAL COMMITTEES**  
22 \* **ARTICLE XV - SPECIAL GROUP CAUCUSES**  
23 \* **ARTICLE XVI - RESOLUTIONS**  
24 \* **ARTICLE XVII - FINANCES**  
25 \* **ARTICLE XVIII - ELECTIONS FOR PUBLIC OFFICE**  
26 \* **ARTICLE XIX - STANDING RULES**  
27 \* **ARTICLE XX - NOTICE REQUIREMENTS**  
28 \* **ARTICLE XXI - BYLAW AMENDMENTS**  
29 \* **ARTICLE XXII - PARLIAMENTARY AUTHORITY**

30  
31 **ARTICLE I - NAME AND PURPOSE**

32 The name of this organization is the Democratic Party of Oregon (DPO). The purpose of  
33 the DPO is to:

- 34 \* Elect Democratic candidates;  
35 \* Coordinate, encourage, and assist in organizing county Democratic parties;  
36 \* Adopt a Party Platform and work to ensure its enactment into law;  
37 \* Represent the DPO with the Democratic National Committee (DNC) and with  
38 Democrats in other states;  
39 \* Promote the interests of the Democratic Party in the State of Oregon.

40  
41 **ARTICLE II - AUTHORITY**

42 The DPO is empowered by state law, (ORS 248.002 – 248.012), and the National  
43 Democratic Party Charter to manage its affairs and transact its business. The State Central  
44 Committee (SCC) is the governing body of the Party and it may delegate its authority.  
45

45 **ARTICLE III – PARTICIPATION**

46 The DPO ensures the widest and fairest representation of its members in its organization  
47 and activities. All rules will be adopted by procedures that assure fair and open participation.  
48 Participation in the conduct of DPO business is encouraged regardless of race, sex, age, color,  
49 creed, national origin, religion, ethnic identity, sexual orientation, economic status, disability,  
50 parenthood, or marital status. All SCC meetings are open to the public.

51  
52 **ARTICLE IV - SCC MEMBERSHIP**

53 **Section 1 - Membership**

54 A. Members - Members of the SCC include at least two delegates elected from each  
55 county and an additional delegate for each 15,000 registered Democrats or major fraction  
56 of 15,000 Democrats within the county on the date of the primary election as provided by  
57 law. Members also include DPO officers and chairs of the congressional district  
58 committees.

59 B. Alternates - When a delegate of a county central committee is unable to attend a  
60 meeting of the SCC, an alternate delegate, elected by the county central committee, may  
61 attend the meeting with full voting privileges.

62 C. Election of Members - County central committees will elect delegates and alternate  
63 delegates to the SCC at their organizational meetings. Vacancies may be filled by county  
64 central committee elections at subsequent meetings. The delegates, or in the case of an  
65 odd number, the delegates and first alternate, will consist of an equal number of men and  
66 women. Remaining alternates are elected in rank order of replacement preference with  
67 each successive two alternates consisting of one man and one woman.

68 D. Certification - The Chair of each county central committee certifies the names and  
69 addresses of its delegates and alternates to the State Central Committee. Delegates are  
70 seated by the SCC if the electing county central committee has been established  
71 according to law and these Bylaws.

72 E. Associate Members - Democratic members of the Oregon Legislative Assembly,  
73 members of the SCC Executive Committee and members of SCC Standing Committees  
74 are Associate Members. Unless they are otherwise entitled to vote, they are not counted  
75 in a quorum for a SCC meeting, and are not eligible to vote on business brought before  
76 the SCC.

77  
78 **Section 2 – Duties**

79 The legislative power of the DPO is vested in the SCC, which:

80 A. Elects the officers of the DPO;

81 B. Fills vacancies in DPO offices;

82 C. Fills vacancies created by the death or resignation of nominees to statewide elective  
83 office;

84 D. Approves the budget of the SCC;

85 E. Approves actions of the Executive Committee when required;

86 F. Passes resolutions;

87 G. Recommends, by a two-thirds majority of SCC delegates, alternates and associate  
88 members voting, a position on an upcoming initiative or referendum. Recommendations  
89 on an initiative or referendum may be made in either of the following ways:

- 90 1. By mailing a ballot listing the recommendations of the Platform and  
91 Resolutions Committee on each ballot measure, or  
92 2. At a meeting duly called by the SCC;  
93 H. Recommends where and when to call the State Democratic Platform Convention;  
94 I. Transacts other business consistent with law, the National Democratic Party Charter,  
95 and these Bylaws.

96  
97 **Section 3 - Resignation and Removal of Members**

98 A. A member of the SCC may resign by written notice to the Chair of the State Central  
99 Committee or the County Chair.

100 B. The SCC may, by a two-thirds vote, require a delegate's constituency to submit the  
101 delegate or alternate to a recall vote.

102 C. Delegates who have three consecutive absences from SCC meetings have effectively  
103 resigned, and may be replaced or re-appointed by their county central committee. The  
104 Credentials Committee notifies the electing body and the individual of the presumed  
105 resignation.

106 D. Any delegate or alternate to the SCC may be removed by the county which the  
107 delegate represents.

108  
109 **ARTICLE V - STATE PARTY OFFICERS**

110 **Section 1 - Officers**

111 The officers of the DPO are a Chair, a female Vice Chair, a male Vice Chair, a Secretary,  
112 a Treasurer, and the elected members of the DNC.

113  
114 **Section 2 - Eligibility**

115 Any legal resident of the State of Oregon who is a registered Democrat is eligible to  
116 become an officer in the DPO, except for someone who is a candidate for, or is an incumbent in,  
117 the office of United States Senator, United States Representative, or is in any position elected  
118 from the state at large.

119  
120 **Section 3 - Nomination and Election**

121 A. Elections for the Chair, Vice Chairs, and Secretary will be held immediately  
122 following the adoption of the Bylaws at the organizational meeting.

123 1. A majority of delegates voting are required to elect these officers. All ballots  
124 must be signed by the SCC member casting the ballot, in order to comply with  
125 DNC rules.

126 2. In order for their names to be printed on the ballots, candidates for Chair, Vice  
127 Chairs and Secretary must file a notice of candidacy on a form supplied by the  
128 DPO. That form must be filed with the DPO Executive Director not later than 5  
129 p.m., 25 days before the election.

130 3. The DPO will mail a list of all candidates who file by the deadline to members  
131 of the SCC 20 days before the organizational meeting.

132 4. Ballots, with the names of the filed candidates, will be provided at the  
133 organizational meeting. The ballot will allow for write-in candidates.

134 5. The Treasurer shall be nominated by the Chair and the Vice Chairs and elected  
135 by the Executive Committee. That election will occur at the first meeting of the  
136 Executive Committee following the organizational meeting.  
137

138 **Section 4 - Terms of Office**

139 The Chair, Vice Chairs, Secretary and Treasurer are elected for a term of two years, or  
140 until their successors are elected.  
141

142 **Section 5 - Recall**

143 The procedure for recalling any officer (other than Treasurer) is as follows:

144 A. The action is initiated by a petition specifying the gross misconduct or neglect of duty  
145 that is the basis of the recall and bears the signatures of 25 or more members, including at  
146 least three from each Congressional District;

147 B. As soon as practicable after DPO receives a valid petition, the petitioners must mail  
148 notice of the recall petition to the officer involved by Certified Mail, Return Receipt  
149 Requested.

150 C. The petitioners call a meeting of the SCC, and mail a notice of the meeting to the  
151 members of the SCC.

152 D. A copy of the petition must be included in the notice of the meeting and the  
153 provisional agenda. The petition must include the recall proposal and specific election of  
154 a successor to the office as items of business;

155 E. If the petitioners do not mail the notice of the recall petition at least 20 days before the  
156 date of the meeting at which the vote is scheduled to be taken, the recall petition may not  
157 be considered.

158 F. A motion to grant the petition or to recall the officer must be carried by a two-thirds  
159 majority.  
160

161 **Section 6 – Vacancies**

162 A. In case of the resignation or death of the State Chair, the Vice Chair appointed by the  
163 Executive Committee becomes the Acting State Chair until the next meeting of the SCC,  
164 at which time the unexpired portion of the term is filled by a special election.

165 B. The Executive Committee makes a temporary appointment to fill a vacancy in a Vice  
166 Chair or Secretary position from the time the vacancy occurs until the unexpired term is  
167 filled by a special election at the next SCC meeting. If an incumbent officer is elected  
168 State Chair, the vacancy in that officer's position is filled at the same election. A vacancy  
169 created by recall or resignation by someone whose recall has been petitioned, is filled at  
170 the meeting set for the recall, or at the next regular meeting, whichever occurs first.

171 C. Voting is at an open, public meeting, and a simple majority of those voting is required  
172 to elect a replacement. SCC members casting a ballot must sign it to comply with DNC  
173 rules.

174 D. If the Executive Committee determines, by two-thirds vote, that the Chair is  
175 incapacitated, the Executive Committee will appoint one of the Vice Chairs to be Acting  
176 Chair, by majority vote, for successive 30-day periods, until either the incapacity ends or  
177 the SCC determines, by two thirds vote, that the incapacity is permanent and removes the  
178 Chair.  
179

180 **Section 7 - Duties**

- 181 A. The State Chair:  
182 1. Is the CEO and chief spokesperson for the DPO;  
183 2. Presides at all meetings of the SCC;  
184 3. Calls and chairs the meetings and conference calls of the Executive and  
185 Administration committees;  
186 4. Prepares an agenda for each meeting of the SCC, the Executive Committee, and  
187 the Administration Committee;  
188 5. Appoints the chair and vice chair of all committees, and upon vacancy, replaces  
189 them within 30 days;  
190 6. Appoints, if necessary, the legal counsel of the DPO and a parliamentarian;  
191 7. Performs those duties assigned by the SCC, the Executive Committee, or the  
192 Administration Committee, as well as those customarily delegated to the office of  
193 the Chair.
- 194 B. Vice Chairs: Assume the duties of Chair in the State Chair's absence, as determined  
195 in Section 6D. The Vice Chair also discharges the responsibilities that the SCC or its  
196 Executive Committee, or the Administration Committee assigns.
- 197 C. The Secretary:  
198 1. Takes and keeps the minutes of all meetings of the SCC, the Executive  
199 Committee and the Administration Committee;  
200 2. Keeps records of the SCC;  
201 3. Maintains and publishes a copy of the Bylaws and the standing rules;  
202 4. Maintains rosters of DPO committee and standing committee membership;  
203 5. Performs such other duties as the SCC and the Executive Committee direct.
- 204 D. The Treasurer:  
205 1. Is the custodian of all funds and securities of the DPO;  
206 2. Maintains adequate records of DPO finances of this organization and is  
207 responsible for the filing of all required federal and state reports;  
208 3. Is responsible for the financial affairs of the SCC;  
209 4. Prepares and submits reports within 30 days of the end of each fiscal year.  
210 5. Serves as a member of the standing committee on Budget;  
211 6. At least once each month, to the extent funds are available, pays all outstanding  
212 bills. For the purposes of these Bylaws, "outstanding bills" means the bills which  
213 have been incurred within the current budget.  
214 7. Performs other duties as assigned by the SCC or its Executive Committee  
215 directs, as well as those which are customarily delegates to the office of  
216 Treasurer.

## 217 **Section 8 - Presidential Electors**

218 The Chair and the Vice Chair, who is of opposite gender of the chair, serve as  
219 Presidential Electors in a Presidential Election year. If the Chair or Vice Chair is unable to serve,  
220 the remaining Vice Chair or Secretary, in that order, serve as a Presidential Elector.  
221

## 222 **ARTICLE VI - SCC MEETINGS**

223 **Section 1** – Number of meetings - At least one meeting of the SCC is held in each calendar  
224 quarter.  
225

226 **Section 2** - Organizational Meeting - The first meeting of a newly-elected SCC is known as the  
227 Organizational Meeting. It is called by the sitting State Chair and is held in the first quarter of  
228 the year following a general election to organize and to elect officers.  
229

230 **Section 3** - Call - Meetings are called by the State Chair, or in the Chair's absence or incapacity,  
231 by the one of the Vice Chairs, or in the absence or incapacity of both, by any other officer of the  
232 SCC.  
233

234 **Section 4** - Notice - Notice of all meetings is sent by first class mail to all members and  
235 alternates of the SCC at least 20 days before the meeting date. The notice specifies the time,  
236 place, address, and provisional agenda of the meeting.  
237

238 **Section 5** - Agenda - The Chair prepares a provisional agenda to be included in the meeting  
239 notice. The first order of business, following disposition of the minutes, is adoption of an agenda.  
240 After the agenda is adopted, any change in the number or order of matters to be considered  
241 requires suspension of the rules by a two-thirds vote.  
242

243 **Section 6** - Quorum – Forty Percent of the members or alternates serving as delegates, constitute  
244 a quorum, if each congressional district is represented. If the Chair determines that a quorum is  
245 no longer present, no further business may be conducted.  
246

247 **Section 7** - Voting - Only those members, or their alternates who are present, are eligible to vote,  
248 except as otherwise entitled under these Bylaws. Unless otherwise specified in these Bylaws,  
249 decisions are made by a majority of those present and voting.  
250

251 **Section 8** - Teleconference Meetings - Notwithstanding any other provision of this Article, an  
252 emergency meeting may be conducted by telephone or video conference, subject to the approval  
253 of the Administration Committee.  
254

## 255 **ARTICLE VII – PLATFORM CONVENTIONS**

256 **Section 1** - Convention Call - A State Democratic Platform Convention is held in each election  
257 year within forty-five days before or after the Primary Election. The purpose of the State  
258 Democratic Platform Convention is to adopt a platform for the DPO and to perform other  
259 functions assigned to it by the SCC or these Bylaws. The Executive Committee calls the  
260 Convention.

- 261 A. At least 90 days before to the Convention, each county receives notice of how many  
262 delegates and alternates it is entitled to elect.
- 263 B. Each county central committee elects delegates and alternates at least 30 days before  
264 the Convention and notifies DPO of the names and addresses of those elected as soon as  
265 practicable.
- 266 C. At least 20 days before the Convention, the DPO notifies, by mail, each delegate and  
267 alternate whose name and address are known to the DPO, of the time, place, fees, draft  
268 platform, proposed rules, and agenda for the convention.  
269  
270  
271

272 **Section 2 – Platform Convention Delegates and Alternates**

273 A. Each county chooses delegates to the State Democratic Platform Convention on the  
274 basis of one delegate for each 1,000 registered Democrats or major fraction of 1,000  
275 within the county. No county will have fewer than two delegates.

276 B. Each county may elect one-half as many alternates as it has delegates. If a county is  
277 entitled to an odd number of delegates, the number of alternates is rounded up.

278 C. All statewide Democratic office holders, all incumbent Democratic legislators, U.S.  
279 Representatives, U.S. Senators and all DPO officers, including DNC members, are  
280 automatic delegates. Automatic delegates do not count against any county's number of  
281 delegates.

282 D. Each county central committee may establish its own rules for selecting a delegation  
283 chair, filling vacancies in its delegation, seating its own alternates in lieu of delegates,  
284 and conducting caucuses at the Convention; except that no county may impose a binding  
285 unit rule on any vote cast by the members of any delegation.

286

287 **ARTICLE VIII - DEMOCRATIC NATIONAL COMMITTEE**

288 **Section 1** - The DPO Chair, and the Vice Chair who is of the opposite gender to the chair, shall  
289 serve as members of the DNC as provided in the charter of the Democratic Party of the United  
290 States.

291

292 **Section 2** – At its fourth-quarter meeting of the DPO in presidential election years, the SCC  
293 elects members of the DNC apportioned to the State of Oregon under the National Democratic  
294 Party Charter, for a four-year term, which begins as soon as the member is elected.

295

296 **Section 3** - Candidates for DNC member positions must file a notice of candidacy on a form  
297 supplied by the DPO. That form must be filed with the DPO Executive Director not later than 5  
298 p.m., 25 days before the election. The names of those candidates who have filed will be provided  
299 to the SCC in a notice mailed 20 days before the election, and their names will be included on a  
300 ballot provided at the SCC meeting. Write-in candidates are allowed.

301

302 **Section 4** - Members of the DNC may be recalled as described in Article V, Section 5.

303

304 **ARTICLE IX - CONGRESSIONAL DISTRICT COMMITTEES**

305 **Section 1** - Membership - Members of the Congressional District Committees include at least  
306 two delegates from each county within the Congressional District and one delegate for each  
307 15,000 Democrats or major fraction of 15,000 Democrats within the county and the  
308 Congressional District as of the primary election.

309

310 **Section 2** - Organizational Meeting - Each Congressional District Committee holds its  
311 organizational meeting not later than the first quarter of the year following a General Election.  
312 The sitting District Chair calls the organizational meeting by the end of the year of a General  
313 Election. If the sitting District Chair fails to call the organizational meeting by end of that year,  
314 the State Chair calls the meeting.

315

316

317

318 **Section 3 - Duties**

- 319 A. At its organizational meeting, each Congressional District Committee elects  
320 representatives to serve on the standing committees of the SCC, and adopts bylaws.  
321 B. The chairs of the Congressional District Committees serve as Presidential Electors  
322 during a Presidential Election year. If the District Chair is unable to serve, the district  
323 committee's Vice Chair, Secretary, or Treasurer, in that order, serve as a Presidential  
324 Elector.

325

326 **ARTICLE X - COUNTY CENTRAL COMMITTEES**

327 **Section 1** – Organization - Each county central committee must reorganize within 25 months of  
328 its previous organizational meeting, as required by state law. The sitting County Chair calls the  
329 meeting. If the sitting County Chair fails to call the organizational meeting within the time the  
330 county bylaws require, the State Chair calls the meeting.

331

332 **Section 2** – County central committees may combine with other county central committees to  
333 organize with the consent of each involved county central committee and the SCC. Counties  
334 deciding to combine may elect a single set of officers.

- 335 A. The combined counties will not lose representation in the SCC.  
336 B. Delegates and alternates may be elected from the combined counties, as long as a  
337 majority of the precinct committee people from each of the combined counties agrees.

338

339 **ARTICLE XI – VACANCIES IN PUBLIC OFFICE**

340 If a vacancy occurs in a public office held by a Democrat or for which a Democrat is  
341 nominated, where the DPO or any of its subdivisions is called on to select the person to fill the  
342 vacancy, the following procedure is used, unless otherwise provided by state law.

343

344 **Section 1 - Nominating Authority**

- 345 A. The nominating authority for statewide office, including United States Senator, is the  
346 SCC.  
347 B. The nominating authority for United States Representative is a committee consisting  
348 of all precinct committee people residing and representing precincts within the  
349 congressional district on the date the vacancy is created. The Congressional District  
350 Committee conducts the nominating meeting.  
351 C. The nominating authority for county offices is the county central committee.  
352 D. The nominating authority for the Oregon Senate or House of Representatives or for  
353 other offices not referred to above, consists of Democratic precinct committee persons  
354 from the district for which the nomination is being held, as under ORS 171.060. The  
355 chair of the Democratic county central committee for the county containing the greatest  
356 number of registered Democrats within the district acts as the chair of the committee.

357

358 **Section 2 - Membership and Votes**

- 359 A. The State Chair ascertains the total number of registered Democrats in each county, or  
360 part of the county relating to the office, and certifies the numbers to the nominating  
361 authority.  
362 B. For statewide and congressional vacancies and state legislative vacancies in districts  
363 which represent more than one county, each member (or delegate) of the nominating

364 authority has a whole number of votes equal to the total number of registered Democrats  
365 from that member's county or relevant portion, divided by the number of members of the  
366 nominating authority attending from that county. A fraction resulting from the division is  
367 disregarded.

368 C. For a vacancy in a county office, state legislative office in a district entirely within one  
369 county, and other offices not mentioned above, each Democratic precinct committee  
370 person representing a precinct within the district on the date that the vacancy occurred,  
371 has one vote.

372

373 **Section 3 - Voting Procedure**

374 A. Only members of the nominating authority are eligible to vote.

375 B. Voting combines a secret ballot with a public roll call of the members of the  
376 nominating authority.

377 C. For statewide and congressional vacancies and state legislative vacancies in districts  
378 that include more than one county, each member may divide his or her votes among  
379 several candidates. The selection of each nominee is by a majority of the total votes  
380 authorized in Section 2B. In other cases, the selection is by a majority of those members  
381 present and voting.

382

383 **Section 4 - Meeting Notice -** The Chair of the nominating authority calls a special meeting of the  
384 appointing authority to fill the vacancy within the period provided by law, and gives notice in  
385 writing in at least six days, or in case of an emergency, gives notice by telephone within three  
386 days.

387

388

**ARTICLE XII - EXECUTIVE COMMITTEE**

389 **Section 1 - Authority –** The Executive Committee has the authority to:

390 A. Act for the SCC when time does not permit properly calling a meeting of the SCC; all  
391 such actions should be reported to the SCC at its next meeting;

392 B. Elect the Treasurer, who serves at the pleasure of the Executive Committee;

393 C. Approve paid personnel appointed by the Chair and the Administration Committee;

394 D. Determine whether the Chair is paid a salary. The Chair may not participate in or be  
395 present at a deliberation concerning the Chair's compensation.

396 E. Approve the expenditures authorized in the current budget, and authorize deviations  
397 from the budget not to exceed 5 percent on any budget line item, but may authorize a  
398 deviation or any expenditure of revenue not anticipated in the current budget;

399 F. Propose a budget based on the recommendation of the Budget and Finance Committee  
400 to the SCC;

401 G. Approve proposed budget amendments and deviations not covered by Section E of  
402 this Article, subject to approval of the SCC;

403 H. Oversee the establishment and maintenance of special group caucuses.

404 I. Carry forward the policies and programs of the DPO and the DNC.

405

406 **Section 2 - Membership -** The members of the Executive Committee are:

407 A. The officers of the SCC;

408 B. The Chair, or Vice Chair acting as the Chair's alternate, of each standing committee;

- 409 C. Six at-large members elected by SCC delegates from three regional caucuses: one  
410 from Region One, two from Region Two, and three from Region Three;  
411 1. Region One comprises Baker, Crook, Deschutes, Gilliam, Grant, Harney, Hood  
412 River, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla, Union,  
413 Wallowa, Wasco and Wheeler counties.  
414 2. Region Two comprises Benton, Clatsop, Columbia, Coos, Curry, Douglas,  
415 Jackson, Josephine, Lane, Lincoln, Linn, Marion, Polk, Tillamook and Yamhill  
416 counties.  
417 3. Region Three comprises Clackamas, Multnomah and Washington counties.  
418 4. At-large members are nominated from the floor at a meeting of their regional  
419 caucus not later than the first meeting of the SCC following the organizational  
420 meeting. These members are elected by majority vote. The regional caucuses may  
421 fill vacancies at any meeting of the SCC, or caucus meeting duly called for that  
422 purpose. The State Chair shall appoint facilitators to preside over the regional  
423 caucus meetings.  
424 D. The chair or the chair's designee of each DPO-recognized Special Group Caucus that  
425 complies with the criteria for meetings, membership, and activities as stated in Article  
426 XV;  
427 E. One SCC delegate elected by each congressional district committee;  
428 F. Each Democratic member of Congress, each Democratic statewide elected office  
429 holder, and each Democratic member of the Oregon House and Senate.  
430

431 **Section 3 - Meetings and Telephone Conferences**

- 432 A. The Executive Committee meets at least once every quarter to transact DPO business  
433 within its jurisdiction but may meet more frequently at the call of the Chair or a majority  
434 of its members.  
435 B. Notice of Executive Committee meetings must be mailed at least 20 days before the  
436 meeting, except for emergency meetings that may be held on shorter notice. Emergency  
437 meetings may be telephone conference calls or video-conference meetings. A reasonable  
438 effort to contact all members must be made and at least two-thirds of the members  
439 contacted. Approval must be obtained from two thirds of those contacted.  
440 C. Twelve members of the Executive Committee constitute a quorum.  
441

442 **Section 4 - Procedure - Subject to these Bylaws, the Executive Committee may establish its own**  
443 **rules procedure.**  
444

445 **Section 5 - Resignation and Removal of Members - A member of the Executive Committee, who**  
446 **actively and openly supports a non-Democratic candidate for partisan elective office, when a**  
447 **Democrat is running for the same office, is subject to removal by a two-thirds vote of the SCC.**  
448

449 **ARTICLE XIII - ADMINISTRATION COMMITTEE**

450 **Section 1 – Authority**

451 The Administration Committee:

- 452 A. Serves as the personnel committee for the DPO, and, under the guidance of the Chair,  
453 supervises the Executive Director.

- 454 B. Upon the recommendation of the Chair, and with the approval of the Executive  
455 Committee, employs and releases all paid personnel, provided that no person may be  
456 hired for any position which has not been approved by the Executive Committee, and for  
457 which funds have not been budgeted as required by these Bylaws.  
458 C. When revenues available for campaign purposes exceed those in the budget, may  
459 allocate those funds.  
460 D. Notwithstanding the provisions of 1B, when unanticipated and unbudgeted revenue is  
461 received, may, upon a finding of an immediate need by the Executive Committee,  
462 allocate those funds for personnel.  
463 E. Develops and implements policies relating to the role of officers, staff and committees  
464 in executing the work of the DPO.  
465 F. Approve all major fundraising programs.  
466 G. Performs such the other duties as the Executive Committee or SCC may from time to  
467 time direct, subject to these Bylaws.

468 **Section 2 - Membership** — The membership of the Administration Committee is the elected  
469 officers of the DPO.  
470

#### 471 **ARTICLE XIV – STANDING AND SPECIAL COMMITTEES**

472 **Section 1 - Standing Committees -** Each Congressional District Committee elects committee  
473 delegates and alternates to the standing committees in the following numbers:

- 474 \* Budget Committee: Two delegates, one alternate  
475 \* Campaign Committee: Five delegates, two alternates  
476 \* Credentials Committee: Two delegates, one alternate  
477 \* Finance Committee: Two delegates, one alternate  
478 \* Platform and Resolutions Committee: Five delegates, two alternates  
479 \* Rules Committee: Three delegates, two alternates

480 A. The chairs of the campaign committees of the Oregon House and Senate caucuses are  
481 members of the Campaign Committee.

482 B. The Chair of the SCC appoints the chair, vice chair and one voting member of each  
483 standing committee. The chair of the standing committee may appoint one voting  
484 member of the standing committee, with approval of the Administration Committee.

485 C. In the case of the Finance Committee, the State Chair appoints five members, in  
486 addition to the chair and vice chair of the committee. The committee chair appoints  
487 another five members, subject to the approval of the Administration Committee.

488 D. A committee member who has two consecutive unexcused absences is removed, and  
489 the vacancy filled by the appointing authority. No person may serve on more than one  
490 standing committee.  
491

492 **Section 2 – Standing Committee vacancies**

493 If a Congressional District Committee has not filled a standing committee position to which it is  
494 entitled within two calendar months after the chair of a standing committee has given notice of a  
495 vacancy, the State Chair may fill the vacancy with a person from that congressional district.  
496

497 **Section 3 - Proxy Voting -** No vote may be cast by proxy in any committee of the DPO.  
498

499 **Section 4** - Telephone Conference Meetings - Standing committees may meet by telephone or  
500 videoconference, with the approval of the DPO Chair.

501  
502 **Section 5** - Duties of Standing Committees

503 A. The Budget Committee:

- 504 1. Prepares an annual budget for the Democratic Party of Oregon for submission  
505 to the Executive Committee by November 1, and for the subsequent submission to  
506 the State Central Committee at its 4th quarter meeting;
- 507 2. Makes all necessary reports to the State Central Committee.

508 B. The Campaign Committee:

- 509 1. Assists with candidate recruitment at all levels;
- 510 2. Assists county central committees to support their candidates in local and state  
511 races;
- 512 3. Assists candidates and county central committees with training in essential  
513 areas such as financial reporting and using the voter file;
- 514 4. With the assistance of staff, operates the State Fair booth, and assists county  
515 central committees with operating booths at their county fairs;
- 516 5. Coordinates an annual inventory of all Democrats who hold partisan or non-  
517 partisan offices and who are candidates for office;
- 518 6. Performs the other functions that may be assigned by the SCC.

519 C. The Credentials Committee:

- 520 1. Signs up members of the SCC and Executive Committee, designating delegates  
521 and alternates.
- 522 2. Conducts elections for party officers with the assistance of DPO staff;
- 523 3. Assists with members' registration for special events, and other duties as  
524 assigned.

525 D. The Finance Committee:

526 Proposes and coordinates methods of fundraising and with the approval of the  
527 Executive Committee, implements them.

528 E. The Platform and Resolutions Committee:

- 529 1. Recommends resolutions to the SCC;
- 530 2. Submits a draft platform to the DPO's platform convention;
- 531 3. Assures that proposed resolutions and platforms are submitted in accordance  
532 with the Bylaws and rules of the DPO.
- 533 4. Recommends ballot measures to the SCC.

534 F. The Rules Committee:

- 535 1. Reviews the Bylaws regularly and recommends amendments;
- 536 2. Proposes the rules and procedures for state conventions. Those rules and  
537 procedures are to be approved by the delegates of those conventions.
- 538 3. Reviews the bylaws of prospective special group caucuses to ensure those  
539 bylaws meet the goals and Bylaws of the DPO. The committee may recommend  
540 approval of the caucus to the SCC.

541  
542 **Section 6** - Special Committees - The State Chair or the SCC may establish special committees.

543 The State Chair appoints chairs, vice chairs and other members of the special committees, with at  
544 least one member from each Congressional District. Special committees are responsible to the  
545 Chair.

546  
547  
548  
549  
550  
551  
552  
553  
554  
555  
556  
557  
558  
559  
560  
561  
562  
563  
564  
565  
566  
567  
568  
569  
570  
571  
572  
573  
574  
575  
576  
577  
578  
579  
580  
581  
582  
583  
584  
585  
586  
587  
588  
589  
590  
591

## ARTICLE XV – SPECIAL GROUP CAUCUSES

The SCC may grant official recognition to a statewide caucus of Democrats sharing demographic or similar identity. Caucuses are meant to encourage people with similar interests to be active in supporting the Democratic Party. The purpose of granting official recognition is to enable the caucus to participate in the policy decisions and the outreach programs of the DPO. Recognition is subject to the following provisions:

- A. A suggested caucus must present a proposal and a draft mission statement for approval by the Executive Committee;
- B. Caucus by-laws must be submitted for approval to the SCC through the Rules Committee;
- C. After approval by the Executive Committee, the proposed Caucus must obtain the signatures of at least 20 percent of the membership of the SCC from at least three congressional districts. The signatures must be submitted to the Rules Committee along with the proposed bylaws of the caucus.
- D. The Rules Committee reviews the bylaws of prospective special group caucuses to ensure those bylaws meet the goals and Bylaws of the DPO. The committee may recommend approval of the caucus to the SCC;
- E. To achieve official recognition, the Caucus must be approved by the SCC;
- F. Each caucus is responsible for complying with the regulations and financial requirements of the SCC;
- G. Official recognition of a Caucus extends until the SCC votes to remove recognition;
- H. A caucus will be entitled to a seat on the executive committee when it is first approved and thereafter so long as it annually meets the following standards:
  - 1. The caucus shows it has at least 30 active members.
  - 2. The caucus meets at least semi-annually, after giving the DPO advance notice of those meetings.
  - 3. The caucus makes a report showing substantial activity in addition to the semiannual meetings.
- I. Membership and full voting rights in an officially recognized caucus is open to all registered Democrats who meet the membership requirements.
- J. Caucus bylaws must include a statement declaring that the caucus will support only Democratic elected officials and Democratic nominees in partisan races.
- K. Failure to comply may result in a vote by the SCC to remove recognition of the caucus. If recognition is removed, the caucus may reapply for recognition, through the Executive Committee.
- L. In the first quarter of every year, each caucus must present the DPO with a report of its membership, attendance and activities for the preceding calendar year.

## ARTICLE XVI - RESOLUTIONS

**Section 1** – Submission of resolutions - Any member of the SCC may submit a resolution to the State Chair for consideration at the first meeting of the SCC to take place more than 25 days after the submission. All resolutions must be submitted using the process as outlined in the DPO’s Standing Rule No. 6.

- A. These resolutions will be included in the notice of the next meeting and the Chair will submit them to the appropriate committee.

- 592 B. The committee receiving the resolution may recommend adoption, rejection, or offer a  
593 substitute, or make no recommendation.
- 594 C. If the committee to which the Chair submitted a timely filed resolution fails to bring  
595 the resolution to the floor at the next SCC meeting, then the SCC may ask the committee  
596 to report, after which the SCC may vote, by a two-thirds majority, to bring the resolution  
597 to the floor.
- 598 D. Resolutions, unless otherwise specified in these Bylaws, require a majority vote.  
599

600 **Section 2** – Types of resolutions - A substantive resolution is one that requires the DPO to take  
601 action, as opposed to a resolution that expresses a point of view.

602 A. A resolution is initiated by a member of the SCC, submitting it to the Chair.

603 B. A substantive resolution requires a two-thirds majority for passage.  
604

605 **Section 3** – Resolutions submitted after the deadline - Any resolution that has not been submitted  
606 to the Chair at least 25 days before a meeting of the SCC requires a two-thirds majority vote for  
607 passage.  
608

609 **Section 4** -- Resolutions to be considered on an emergency basis

610 A. If a resolution concerns a subject that may be moot by the time of the next SCC  
611 meeting, the Chair may designate it an emergency resolution, and submit it to the  
612 Administration Committee for confirmation of that designation.

613 1. If the Administration Committee agrees with the designation, it may, by a  
614 simple majority vote, submit it to the SCC for consideration.

615 2. If the maker of the resolution asks for it to be considered on an emergency  
616 basis, and the Chair determines that no emergency exists, the Chair shall  
617 report the decision to the Administration Committee. The Administration  
618 Committee may, with a majority vote of the entire committee, overturn the  
619 Chair's decision, and submit the resolution to the SCC on an emergency  
620 basis.

621 B. The resolution will be sent to SCC members electronically, with a deadline for a  
622 response set by the Chair. The resolution will need a two-thirds majority of those  
623 voting to be approved, as long as a quorum (as defined in Article VI, Section 6) has  
624 voted by the deadline set by the Chair.

625 C. If the committee does not support the emergency designation, the Chair will send  
626 the resolution to the appropriate standing committee for consideration.  
627

628

629

## ARTICLE XVII - FINANCES

630 **Section 1** - Fiscal Year - The fiscal year of the DPO is the calendar year, and the annual budget  
631 must be approved by the SCC at a meeting during the fourth quarter of the preceding year.

632 Adoption of the budget may not be amended without the recommendation of the Executive  
633 Committee and the approval of the SCC, or by suspension of the rules, and a two-thirds majority  
634 vote, of the SCC.  
635

636 **Section 2** - Deposits - All DPO funds must be deposited to its credit in such the banks or other  
637 depositories as the Administration Committee designates.  
638

639 **Section 3** - Treasurer's Bond - The Treasurer must be bonded at all times in an amount fixed by  
640 the Administration Committee.

641

642 **ARTICLE XVIII - ELECTIONS FOR PUBLIC OFFICE**

643 **Section 1** - Unless the SCC votes otherwise, only registered Democrats may vote in the  
644 Democratic primary.

645 A. A vote to open the Democratic Primary to non-affiliated voters must occur at a State  
646 Central Committee meeting held before the statutory deadline.

647 B. Approval requires a two-thirds majority vote of the SCC and will govern only that  
648 primary.

649 C. Unless the DNC rules otherwise, nothing in this section allows the opening of a  
650 primary ballot that includes the office of President of the United States.

651

652 **Section 2** - Only registered Democrats may receive the Democratic Party's nomination for  
653 partisan public office.

654

655 **ARTICLE XIX - STANDING RULES**

656 The SCC may adopt, revise, or cancel rules relating to procedural matters at any time, by  
657 majority vote, as long as such rules do not conflict with or negate the provisions of these Bylaws.

658 A. Standing Rules may be considered only on recommendation of the Rules Committee.

659 B. Such rules remain in effect until canceled by:

660 1. A deadline named in the rules;

661 2. By majority vote of the SCC;

662 3. Until re-approved, along with these Bylaws, at the next organizational meeting  
663 of the DPO.

664

665 **ARTICLE XX – NOTICE REQUIREMENTS**

666 “Notice” under these Bylaws, unless provided otherwise, may be made in any of the  
667 following ways:

668 A. Oral notice, in person or by telephone is effective immediately.

669 B. Written notice, which is effective in three days, means:

670 1. First-class mail, postage paid;

671 2. By faxing to a number provided by the person authorized to receive the notice;  
672 or,

673 3. E-mail to the last known e-mail address of the person authorized to receive the  
674 notice.

675 C. SCC members are responsible for notifying the DPO of changes in their contact  
676 information.

677

678 **ARTICLE XXI – BYLAW AMENDMENTS**

679 **Section 1** - These Bylaws may be amended by a two-thirds vote at a SCC meeting.

680

681 **Section 2** - Proposed bylaw amendments may be brought before the SCC only in the following  
682 ways:

683 A. Upon recommendation of the Rules Committee; or,

684 B. By request of 20 members of the SCC, including at least one member from each  
685 congressional district.

686  
687 **Section 3** - Any request submitted under Section 2B shall be referred to the Rules Committee.

688 A. The Rules Committee may recommend disposition.

689 B. If by the next SCC meeting the Rules Committee has taken no action, it will be  
690 deemed to have recommended that the amendment be tabled until the next meeting of the  
691 SCC. That recommendation may be debated.

692 C. If the Rules Committee recommends a modification of the original amendment, the  
693 modification is voted on, and if adopted as modified, shall take effect. If the modification  
694 is disapproved, a vote is taken on the original proposed amendment without further  
695 debate.

696  
697 **Section 4** - No bylaw amendment may be brought to the floor unless notice has been given by  
698 the Rules Committee or by its proponents under Section 2B, either at a previous SCC meeting, or  
699 by at least 45 days written notice to SCC members.

700  
701 **Section 5** – Proposed bylaw amendments may not be amended from the floor, other than by  
702 unanimous consent.

703  
704 **Section 6** - Notwithstanding these Bylaws, the Rules Committee may propose a bylaw  
705 amendment without notice to the SCC, as long as there is unanimous consent of both the Rules  
706 Committee and the SCC to bring it to the floor.

707  
708 **ARTICLE XXII - PARLIAMENTARY AUTHORITY**

709 Except as otherwise provided in these Bylaws or by Oregon state law, the rules of  
710 procedure contained in Robert's Rules of Order, Newly Revised shall govern the DPO in all  
711 cases in which they are applicable.