

46 procedures that assure the fair and open participation of all interested people. All
47 Committee meetings shall be open to the public.

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49 **ARTICLE IV – Central Committee**

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51 **Section 1: Membership:** The membership of this organization shall be the duly elected
52 delegates or elected alternates (in case the delegate is not available) of all the counties or
53 parts thereof within the Democratic Fourth Congressional District and existing officers
54 After that election is complete, the membership shall include the executive committee.
55 Officers are: Chair, Vice-Chair, Corresponding Secretary, Recording Secretary,
56 Treasurer, and-immediate past Chair unless he or she was recalled or resigns under duress
57 of recall.

58 **Section 2: Meetings:** Committee meetings shall be called by the Committee Chair no
59 less than three (3) times each calendar year, or upon the written initiative of thirty per
60 cent (30%) of voting members from at least three (3) or more counties within the Fourth
61 District.

62

63 Efforts shall be made that no two (2) consecutive Fourth Congressional District meetings
64 may be held in the same county. All meetings are to be preceded by a notice mailed and
65 postmarked at least ten (10) days prior to the date of the meeting. The notice shall
66 specify the time, place, and provisional agenda of the meeting.

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69 **ARTICLE V – Voting Eligibility and Quorum**

70

71 Oregon Democratic 4th Congressional District Committee female and non-female
72 representing counties entirely, or partly within the 4th Congressional District, or alternates
73 if the delegate is not present, who are present, shall be eligible to vote for the officers and
74 executive committee members at the biennial organizational meeting. Following the
75 election of officers and members of the executive committee, the members of the
76 executive committee shall have full voting privileges.

77

78 A quorum shall consist of at least 30% of the qualified voting members representing three
79 (3) or more counties, except if the business item is an amendment to the By-Laws. A
80 quorum for the purposes of amending the By-Laws shall consist of at least 50% of the
81 qualified voting members representing four (4) or more counties.

82

83 **ARTICLE VI – Officers**

84

85 **Section 1: Roster:** The officers of this committee shall be a Chair, Vice Chair,
86 Recording Secretary, Corresponding Secretary and Treasurer.

87 **Section 2: Eligibility:** Any legal resident of the Fourth Congressional District who is a
88 registered Democrat shall be eligible to hold the above offices, except that the Committee
89 Chair and Vice Chair shall consist of a female and non-female genders.

90 **Section 3: Nomination and Election:** The officers shall be nominated from the floor
91 and elected at the biennial organizational meeting of the Committee immediately

92 following the adoption of the By-Laws. Voting shall be by secret ballot with a majority
93 vote of the Committee at an open public meeting. Voting results shall be announced by
94 the Committee. Unopposed candidates may be elected by acclamation.

95 **Section 4. Term of office:** The officers shall be elected for a term of approximately two
96 (2) years, until their successors are elected.

97 **Section 5. Recall:** The procedure for recall shall be a petition specifying gross
98 misconduct or neglect of duty that is the basis of the recall and bearing the signatures of
99 at least five (5) committee members from three (3) different counties. The petitioners
100 shall be empowered to call a meeting of the Fourth District Democratic Congressional
101 Committee. Should a vacancy take place after a meeting has been called to consider the
102 recall of an officer, the vacancy shall be filled at the meeting, whether that officer resigns,
103 or is recalled. Voting shall be by secret ballot at an open public meeting, and a simple
104 majority shall be required to elect.

105 A copy of the petition shall be included in the notice of the meeting and provisional
106 agenda shall include the recall proposal and specific election of a successor to the office
107 as an item of business.

108
109 A motion to grant the petition of recall to the office shall be carried by a majority vote
110 provided the notice is mailed and postmarked at least fourteen (14) days prior to the date
111 of the meeting at which the vote is proposed to be taken.

112
113 If the notice of the recall proposal is not mailed to the voting members of Central
114 Committee at least ten (10) days prior to the date of the meeting at which the vote is
115 proposed to be taken, the proposal may not be considered.

116
117 Notice of the recall proposal shall be mailed **Certified Mail with return receipt**
118 **requested** to the officer involved as soon as practicable after the receipt of a valid
119 petition. In any event, such notice shall be mailed and postmarked not less than twenty
120 (20) days prior to the meeting at which the recall vote is to be taken.

121
122 **Section 6. Vacancies:** Vacancies shall be advertised to the Committee and filled by vote
123 at the next official meeting.

124
125 **Section 7.**

126 **A. The Chair shall:**

- 127 1. Call and preside at all meetings of the Oregon Democratic 4th
128 Congressional District Committee.
- 129 2. Call and preside at all meetings of the Executive Committee
- 130 3. Prepare a provisional agenda for each meeting.
- 131 4. Appoint a parliamentarian and, if desired, legal counsel.
- 132 5. Appoint a maximum of two (2) additional members of each of the Oregon
133 Democratic 4th Congressional District Committee Standing Committees.
- 134 6. Appoint all special committees and appoint chairs of special committees
- 135 7. Perform such duties as shall be assigned by the State Central Committee,
136 State Executive Committee, State Chair, the Fourth District Congressional

137 Committee, its Executive Committee, as well as those duties customarily or
138 by statute delegated to the office of the Chair.

139 8. Conduct the biennial organizational meeting until a new chair is elected.
140 Should the current chair be running for re-election, the chair election shall
141 be conducted by the next officer in line who is not running for election as
142 chair.

143

144 **B. The Vice Chair shall:**

145 Perform the duties of the Chair in the latter's absence or in the event he/she is
146 unable to act, as determined by the Executive Committee, and perform such duties
147 as shall be assigned by the Chair.

148

149 **C. The Recording Secretary shall:**

150

151 1. Prepare the minutes of all meetings of the Committee, the Executive
152 Committee and the Oregon Democratic 4th Congressional Committee
153 Convention.

154 2. Keep the records and by-laws of the Committee.

155 3. Within 7-days of a meeting, submit the minutes to the Chair for review

156 4. Within 10-days of a meeting, submit the minutes to the Corresponding
157 Secretary to be distributed to the delegates, alternates, county chairs, standing
158 committee members and alternates and the state party.

159 5. Supply the adopted by-laws of the Congressional Committee to the state DPO
160 and notify them of any changes that are made

161 6. Take the minutes at the biennial organizational meeting and within 5-days
162 turn them over to the newly elected secretary.

163 7. Assist the Chair to prepare an order of business and a provisional agenda for
164 each meeting.

165 8. Perform other such duties as directed by the Committee and the Chair.

166

167 **D. The Corresponding Secretary shall:**

168

169 1. Maintain a list of all delegates, alternates, state party officials, county chairs
170 within the Congressional District, standing committee members and
171 alternates, and executive committee members with current address, e-mail and
172 phone information.

173 2. Keep the official membership roster, call the roll where it is required and
174 furnish members with credentials as needed.

175 3. Notify Fourth Congressional County Central Committees and/or
176 Chair/Secretary to add committee officers to their mailing list.

177 4. Notify the membership of each meeting by no fewer than two email
178 notifications – at least one of which is not less than twenty (20) days before
179 the date of the meeting. Members without an e-mail address will receive US
180 mail notices 20 days prior to the meeting. The notification shall be inclusive
181 of the list maintained of delegates, alternates, state party officials, county

- 182 chairs within the 4th Congressional District, standing committee members and
183 alternates and executive committee members.
- 184 5. Conduct the general correspondence of the Committee. Write general
185 correspondence which is not a function of other offices or sub-committees.
 - 186 6. Distribute the minutes of meetings to the membership that is inclusive of the
187 maintained list
 - 188 7. Notify the state party of all elected positions within the Congressional
189 Committee that have been filled with names, addresses, telephone numbers
190 and other relevant information that should be included to ensure that
191 notification of all meetings reaches the elected people.
 - 192 8. Perform such other duties as directed by the Committee

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E. The Treasurer shall:

- 196 1. Give an annual financial report to the Executive Committee, the Central
197 Committee, and the DPO Administration Committee.
- 198 2. Perform other such duties as directed by the Committee and Chair, or as
199 customarily delegated to the office of the Treasurer.
- 200 3. Make requests to the DPO Administration Committee in a timely manner to
201 allow approval for access to funds.
- 202 4. The Treasurer shall collect the appropriate information and funds at the
203 conclusion of each physical fund raising activity and deliver it to the DPO
204 within 7 days of physical receipt.

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F. The Immediate Past Chair shall:

208 Act in an advisory capacity to the Committee with full voting rights.

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ARTICLE VII – Organizational Meeting

212

213 **Section 1: Timing and Purpose:** As provided by Oregon Revised Statutes, the
214 Committee shall meet at the call of the retiring Committee Chair by the end of the year of
215 a General Election. If the sitting District Chair fails to call the organization meeting by
216 the end of that year, the State Chair calls the meeting. The meeting, known as the biennial
217 organizational, shall be held not later than the first quarter of the year following the
218 General Election but prior to the State party reorganization. The purpose shall be the
219 organizing, adopting by-laws, electing officers, members of the executive committee, and
220 state standing committee members.

221 **Section 2: Notification:** No fewer than two email notifications shall be sent – at least one
222 of which is not less than twenty (20) days before the date of the meeting. The notice
223 shall specify the time, place and provisional agenda of the meeting, and a copy of the
224 current by-laws shall be included. “State Central Committee delegates and alternates shall
225 be notified in the same manner. The SCC delegates or alternates acting as delegate may
226 only vote on standing committee members and alternates. (Those officers shall lose

227 voting status as they are replaced unless they are a delegate or alternate with voting
228 rights). They may not vote on by-laws or officers.

229

230 **ARTICLE VIII – Executive Committee**

231

232 **Section 1: Purpose:** The primary purpose of the Executive Committee meeting shall be
233 to facilitate action taken by the Committee, to organize future Committee meetings and
234 agenda, and to conduct such business as may be necessary between Committee meetings.

235

236 **Section 2: Membership:** Members of the Executive Committee shall consist of the
237 elected officers; the delegate to the DPO Executive Committee; the Fourth Congressional
238 District Chair in office at the re-organization meeting; four delegates, gender balanced,
239 elected at the biennial organizational meeting; and the most recent past Fourth
240 Congressional Chair unless he or she was recalled or resigns under duress of recall. The
241 Chair may appoint one additional Executive Committee member from each county that
242 would otherwise be unrepresented on the Executive Committee.

243

244 Members of the Executive Committee who miss three consecutive combined meetings of
245 executive committee, central committee or the state executive committee meeting (if a
246 delegate), shall be considered resigned and will be replaced at the next general meeting.
247 A notice of the vacancy shall be included in the meeting notice.

248

249 **Section 3: Meetings:** Executive Committee meetings shall be held upon the call of the
250 Chair or Executive Committee, and shall be conducted at a time and place as determined
251 by the Chair or Executive Committee. An agenda with the notice of the meeting shall be
252 sent by email to all members of the Executive Committee.

253

254 The Executive Committee shall meet no less than three (3) times each calendar year. The
255 time and place of such meeting or the option for an electronic meeting will be available to
256 the Executive committee members requesting it at least ten (10) days prior to the meeting
257 or in the case of an emergency meeting, as soon as notice could be given to those
258 requesting it.

259

260 **ARTICLE IX – Standing Committees**

261

262 See Article II for a listing of the Standing Committees of both the State Central
263 Committee and the Oregon Democratic 4th Congressional District Committee.

264

265 Congressional Central Committee delegates to the State Standing Committee shall report
266 activities of the State Committees at the Congressional Committee meeting.

267

268 Duties of the Fourth District Standing Committees parallel the duties of the State
269 Standing Committees plus additional duties as the Executive Committee may direct. The
270 members and alternates of the district standing committees shall be persons elected or
271 appointed as members and alternates of the state standing committees representing the
272 Fourth Congressional District. The members of Special Committees may be designated

273 by the Congressional Committee or the Chair. In case a vacancy occurs, the alternate
274 moves up to committee person (if there is an alternate). Otherwise the Chair may appoint
275 a temporary replacement on a committee with a permanent member to be elected at the
276 next meeting of the Committee.

277 If a state Standing Committee Member misses two consecutive unexcused Committee
278 meetings, they will be replaced either with an alternate moving up or by election at the
279 next Committee meeting.

280

281 **ARTICLE X – Finances**

282

283 All funds of the committee shall be held in trust with the state party. Any funds raised
284 shall be forwarded to the state party. A process for accessing the funds shall be provided
285 by the state party.

286

287 **ARTICLE XI – Absenteeism**

288

289 Any member of the committee who has three (3) consecutive unexcused absences from
290 Committee meetings shall be considered as having resigned from the Committee. Notice
291 of vacancy will be sent to the respective County Central Committee, with a request for
292 replacement.

293

294 **ARTICLE XII – Parliamentary Authority**

295

296 The rules of procedure contained in Robert Rules of Order, newly revised, shall govern
297 Committee meetings in all cases in which they are applicable and in which they are
298 consistent with the Oregon Revised Statutes, and the By-Laws of the Democratic Party of
299 Oregon, the Oregon Democratic 4th Congressional District Committee By-laws and any
300 special rules of order adopted by the Oregon Democratic 4th Congressional District
301 Committee. The Chair shall appoint a parliamentarian. The Parliamentarian does not
302 have to be a Committee Member.

303

304 **ARTICLE XIII – Amendments**

305

306 These by-laws can only be amended when a quorum of over 50% of the delegates are
307 present with representation from at least four (4) counties. It takes a 2/3 vote of those
308 delegates present and voting to make changes.

309

310 Any proposed By-Laws change must be reviewed by the Rules Committee. The
311 Committee is responsible for reviewing the changes in a timely manner. The committee
312 may recommend approval, rejection or no recommendation. The committee may meet in
313 person or by telecommunication.

314 A copy of the proposed amendment, the Rules Committee recommendation, together
315 with the portions of the portions of the by-laws it would change, shall be sent by no fewer
316 than two email notifications – at least one of which is not less than twenty (20) days prior
317 to the next committee meeting.

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ARTICLE XIV – Resolutions and Endorsements

Any Committee person may submit a copy of a substantive resolution to the Chair. A copy of the resolution must be sent to the Committee persons no less than twenty (20) days prior to the meeting of the Congressional Committee in which action on the resolution will be considered.

The Congressional Committee may consider a resolution at its meeting if it is presented in writing and two-thirds of the Committee agrees to waive the 20-day notice requirement.

All resolutions need a 2/3 majority to be approved.

The Oregon Democratic 4th Congressional District Committee shall not make any endorsements of candidates or ballot measures.

ARTICLE XV – Distribution of the By-laws

The by-laws proposed for adoption shall be sent by email to each elected delegate and alternate to the Congressional Committee with the re-organization meeting notice. Copies of the proposed by-laws will be available at the reorganization meeting.

Within thirty (30)-days of adoption of the by-laws, they will be sent by email to the Democratic Party of Oregon, all members of the Congressional Committee and all members of Standing Committees.

ARTICLE XVI—By-Law Review

The by-laws must be reviewed by the Rules Committee prior to the biennial organizational meeting with adequate time for the outgoing Oregon Democratic 4th Congressional District Committee to adopt or reject any proposed changes.