

1           **OREGON DEMOCRATIC 4<sup>TH</sup> CONGRESSIONAL DISTRICT COMMITTEE**

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                  BY – LAWS

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                  Adopted November 18, 2018

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**ARTICLE I – Name and Purpose.**

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The name of this organization shall be the Oregon Democratic 4th Congressional District Committee.

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The purpose of the Oregon Democratic 4th Congressional District Committee shall be to support and elect Democrats; to promote the interest of the Fourth Congressional District and the Democratic Party of the State of Oregon.

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**ARTICLE II – Functions.**

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The functions of the Oregon Democratic 4th Congressional District Committee shall be

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A. To further the aims of the Democratic Party of Oregon

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B. To elect one at-large delegate to the DPO Executive Committee who is also a member of the State Central Committee

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C. To elect district representation on the DPO Standing Committees nominated and elected from the District shall be:

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1. Budget Committee: two delegates, one alternate

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2. Credentials Committee: two delegates, one alternate

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3. Platform and Resolutions Committee: Five delegates, two alternates

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4. Rules Committee: Three delegates, two alternates

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No person may serve on more than one committee except the DPO Executive Committee person.

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5. State Fair and Local Events Committee: Five delegates, two alternates

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State Central Committee delegates and alternates acting as delegates, living within the district may vote on delegates and alternates to state standing committees.

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D. To provide co-ordination within the District through training, information sharing and activities that help get Democrats elected.

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**ARTICLE III – Affirmative Action**

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The Oregon Democratic 4th Congressional District Committee shall ensure the widest and fairest representation of its members in its organization and activities.

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Discrimination in the conduct of Committee affairs on the basis of race, gender, age,

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color, creed, national origin, religion, ethnic identity, sexual orientation, economic status, disability, parenthood, or marital status, shall be prohibited. All rules shall be adopted by

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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.

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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**

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71 Oregon Democratic 4th Congressional District Committee female and non-female  
72 representing counties entirely, or partly within the 4<sup>th</sup> 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.

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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.

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83 **ARTICLE VI – Officers**

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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.

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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.

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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.

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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.

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

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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.
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- 149 **C. The Recording Secretary shall:**
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- 151 1. Prepare the minutes of all meetings of the Committee, the Executive  
152 Committee and the Oregon Democratic 4<sup>th</sup> 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.
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- 167 **D. The Corresponding Secretary shall:**
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- 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 4<sup>th</sup> 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**

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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.

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## 230 **ARTICLE VIII – Executive Committee**

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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.

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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.

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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.

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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.

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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.

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## 260 **ARTICLE IX – Standing Committees**

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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.

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

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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.

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## 281 **ARTICLE X – Finances**

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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.

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## 287 **ARTICLE XI – Absenteeism**

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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.

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## 294 **ARTICLE XII – Parliamentary Authority**

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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 4<sup>th</sup> Congressional District Committee By-laws and any  
300 special rules of order adopted by the Oregon Democratic 4<sup>th</sup> Congressional District  
301 Committee. The Chair shall appoint a parliamentarian. The Parliamentarian does not  
302 have to be a Committee Member.

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## 304 **ARTICLE XIII – Amendments**

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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.

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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 4<sup>th</sup> Congressional District Committee to adopt or reject any proposed changes.