



**OKANOGAN COUNTY
DEMOCRATS**
OKANOGANDEMOCRATS.ORG
LOCAL LEADERSHIP MATTERS

**Okanogan County Democratic Central Committee Bylaws
Adopted: 05 December 2020**

Appendices:

1 Okanogan County Democrats Partisan Candidate Questionnaire

2 Washington State Democratic Central Committee's Code of Conduct / Ethics

Mission Statement

The Okanogan County Democratic Party is an organization representing all citizens of Okanogan County who subscribe to the principles and the aims of the Democratic Parties of Washington State and the United States of America. We aim to build and maintain an effective grassroots party organization that can win local elections and maximize the Democratic vote in all elections.

**Article I
Name**

The name of this organization shall be the OKANOGAN COUNTY DEMOCRATIC CENTRAL COMMITTEE (hereinafter "OKCDCC" or "the Committee").

**Article II
Purpose and Authority**

A. **PURPOSE:** The purpose of this organization is:

1. To serve as the administrative body of the Democratic Party for Washington State's Okanogan County.
2. To elect Democratic candidates and foster Democratic principles and legislation in line with the Washington State Democratic Platform.
3. To embrace and respect all individuals equitably, regardless of race, national origin, religion, creed, gender, disabilities, age, familial status, economic status, sexual orientation or gender identity.

B. **AUTHORITY:** This organization shall:

1. Operate under the National and Washington State Charters and Bylaws of the Democratic Party and the laws of the State of Washington.
2. Keep and maintain insurance indemnifying the Directors and Officers, and this organization against liability and casualty **whenever financially feasible.**

Article III Objectives

- A. **OBJECTIVES:** The objectives of this organization shall be:
1. To actively foster and promote the principals of the Democratic Party.
 2. To actively seek out qualified candidates for elective offices to represent the residents in Okanogan County.
 3. To actively support the campaigns for candidates representing Okanogan County.
 4. To prioritize financial support for candidates of the Okanogan County.
 5. To gather and disseminate information concerning Democratic beliefs, values and goals.
 6. To provide accurate, factual information that will assist the public in becoming better informed about issues that most directly affect their life and standard of living.

Article IV Membership

- A. **General voting members shall include:**
1. All elected and appointed Democratic Precinct Committee Officers (PCOs) who represent precincts within Okanogan County in the State of Washington.
 2. Elected officers of the OKCDCC as defined in Article V.A.1 Officers.
 3. In the event that any member shall be an officer or hold any additional position within the OKCDCC in which that position carries a vote, the member shall nevertheless have only one vote in all affairs before the OKCDCC.
 4. Notwithstanding Article IV.A.3, the Chair may exercise a vote to break a tie in line with Robert's Rules of Order.
- B. **General membership shall include:**
1. Elected Democratic officials or their representatives.
 2. Elected officers of a Legislative District (LD) in Okanogan County who are not an elected or appointed Democratic PCO or an elected OKCDCC officer.
 3. Any person declaring their status as a Democrat residing in Okanogan County excluding qualifying members under article IV.A. above.

Article V Officers

- A. **Officers:** Any person residing in Okanogan County who is a Democrat and who will be registered to vote in the next general election may be nominated, elected or appointed as an officer.

1. Elected officers shall be the: Chair, First Vice-Chair; State Committee Member 1; and State Committee Member 2.
 2. The First Vice-Chair shall be of the opposite gender than the Chair.
 3. The appointed officers shall be the: Secretary; Treasurer; Vice-Chair Communication and Technology; Vice-Chair Young Democrats; and representatives for Okanogan County Commissioner districts 1, 2 and 3. These positions shall be appointed by the Chair.
- B. **Term of Office:** The four elected officers shall serve a two-year term and shall be selected by the **elected PCOs** at the reorganization meeting to take place following even-year elections. The appointed officers shall serve at the discretion of the Chair.
- C. **Duties:**
1. **The Chair:** The Chair is the head of the OKCDCC and as such shall be the official spokesperson for the Democratic Party in Okanogan County and shall perform all duties imposed by Washington State law.
 - a. **Responsibilities include but are not limited to:**
 - 1) Candidate Recruitment and Development
 - 2) Communications (internal/external) and Marketing
 - 3) Fundraising
 - 4) Budget, Finances, and Financial Compliance
 - 5) Certifications and Endorsements
 - 6) Caucus Process
 - 7) Conventions
 - 8) Monthly and/or Quarterly Meetings
 - 9) Coordination with regional Democratic organizations
 - 10) Insurance when applicable
 - b. **Authority includes but is not limited to:**
 - 1) Presides at all meetings of the OKCDCC and the Executive Board;
 - 2) Appoints all appointed positions within the organization, including a Secretary, Treasurer, and chairs of Standing Committees and ad hoc Committees pursuant to these rules and other rules and laws applicable to the OKCDCC;
 - 3) Appoints qualified Democrats to all positions pursuant to section V.C.1.b.(2) above, whom shall serve at the discretion of the chair and may be removed at the discretion of the chair with or without cause;
 - 4) Appoints PCOs based on recommendations made by the applicable LD Chairs;
 - 5) Expends funds and enters into contracts and leases upon proper authorization by the Executive Board or the OKCDCC;
 - 6) Provides for the call and proposed agenda for all meetings of the OKCDCC and its Executive Board, and the Reorganization meeting;
 - 7) Develops OKCDCC financial resources;
 - 8) Such other duties as may be necessary for the efficient running of the OKCDCC;
 - 9) Maintains Liability and Casualty insurance **when financially feasible**.
 - c. **The Chair may delegate duties as needed.**
 2. **First Vice-Chair:**
 - a. **Responsibilities include but are not limited to:**
 - 1) Credentials and Balloting;
 - 2) Resolutions;
 - 3) Platform;

- 4) Recognitions;
- 5) Membership and Diversity;
- 6) Education and Training;
- 7) Grievances;
- 8) Assisting the Chair in the performance of their duties and functioning as Chair in his/her absence until the Chair can resume duty or until replaced by special election if the vacancy is permanent.

b. The First Vice-Chair may delegate duties as needed.

3. Representatives for County Commissioner Districts 1, 2 and 3

- a. Responsibilities include but are not limited to:
 - 1) Recruiting, training and organizing PCOs;
 - 2) Coordinate campaign activities with candidates in their respective Legislative District and Commissioner District;
 - 3) Organize OKCDCC events in their Commissioner Districts;
 - 4) **These representatives may delegate duties as needed.**

4. Secretary: The Secretary is responsible for taking minutes of all OKCDCC meetings and maintaining other records as specified by the Chair.

a. Responsibilities include but are not limited to:

- 1) Takes and disseminates minutes and records attendance of all OKCDCC Executive Board meetings;
- 2) Maintains archival documents, minutes, attendance records, official meeting documents, and digital files of the OKCDCC; and
- 3) Performs other duties as specified by the Chair.

5. Treasurer: The Treasurer is responsible for maintaining financial records and the accurate and timely filing of reports required by public disclosure or taxing authorities.

a. Responsibilities include but are not limited to:

- 1) Prepares and distributes a written financial report at Executive Board and OKCDCC meetings;
- 2) Serves as a member of the Budget Committee and the Financial Oversight Committee;
- 3) Participates in the annual review of financial records and provides all appropriate records for the Audit Committee;
- 4) Maintains and provides other financial information as required by Federal and State authorities or specified by the Chair;
- 5) Disburses funds of the OKCDCC, pursuant to the policies and procedures as Established by the OKCDCC or its Executive Board.

6. State Committee Member 1 and State Committee Member 2: Pursuant to RCW 29A.80.020, the State Committee Member 1 and State Committee Member 2 are responsible for representing the OKCDCC to the Washington State Democratic Central Committee (WSDCC) and reporting to the OKCDCC on WSDCC topics.

a. Responsibilities include but are not limited to:

- 1) Facilitates communications between the OKCDCC and the WSDCC;
- 2) Actively coordinates with State Committeepersons in the OKCDCC Legislative Districts;
- 3) Shall attend and participate in any appointed WSDCC committee(s);
- 4) Serves as a liaison to the 4th Congressional District (CD);

- 5) Researches issues that affect OKCDCC;
- 6) Reports to the Executive Board and the OKCDCC; and
- 7) Performs other tasks as delegated by the OKCDCC, the Executive Board, or Chair.

7. Vacancies:

- a. If a vacancy occurs in the office of the First Vice Chair or a State Committeeperson, the Chair, with approval of the Executive Board, may appoint an acting officer to serve until the next regularly scheduled meeting.
- b. If a vacancy occurs in the office of Chair, the First Vice-Chair shall temporarily assume the duties of Chair and call and hold a special meeting of the OKCDCC to elect a permanent Chair.

8. Filling of Vacancies:

- a. In the event of a vacancy in the office of the Chair, a new Chair will be elected by the elected and appointed PCOs at a special meeting of the OKCDCC called by the First Vice-Chair within thirty (30) days of the vacancy being announced. No proxies are allowed for this vote.
- b. In the event of a vacancy in an elected office other than Chair, the position shall be filled by election at the next regularly scheduled meeting of the OKCDCC.
- c. In the event of a vacancy in an appointed office, the Chair shall make another appointment.

9. Removal of OKCDCC Officers: Elected and appointed officers may be removed from their positions.

- a. **Recall:** Any officers elected by the OKCDCC may be recalled for cause including, but not limited to, the following grounds:

- 1) Failure to perform duties as defined in Article V;
- 2) Making public endorsements of candidates, initiatives or referendums in the OKCDCC's name without prior approval by the OKCDCC membership or Executive Board;
- 3) Illegal use, misuse, loss or damage of OKCDCC assets such as equipment, property, data, or funds;
- 4) Failure to follow Public Disclosure Commission rules and regulations; and
- 5) Authorizing or expending funds or obligating OKCDCC to debt without proper prior authorization by the OKCDCC membership or Executive Board.

- b. **Procedure for Recall:** Any elected OKCDCC officer may be removed from office for cause by a two-thirds (2/3) vote of the OKCDCC provided at least fifteen (15) days prior written notice of the meeting and the grounds for removal are given to the members and the officer whose removal is sought.

- c. **Appointed officers:** Appointed officers may be removed from their positions by the Chair.

Article VI Committees

Preamble: It is the belief of the OKCDCC that committees are essential for an active participatory membership and to complete the work of the Party.

Authority: Committees shall have the authority to establish rules and procedures for efficient

operation and accomplishment of committee business.

A. **EXECUTIVE BOARD:** The Executive Board serves as the executive committee for the OKCDCC with the authority to ensure OKCDCC business is conducted in a timely manner.

1. **Voting Members:** All voting members must reside in Okanogan County.

- a. The four (4) elected officers of the OKCDCC and the treasurer and secretary;
- b. The eight (8) elected officers from the Seventh (7th) and Twelfth (12th) Legislative Districts;
- c. Any Democratic National Committee (DNC) member and OKCDCC and WSDCC Executive Board member residing in/or visiting Okanogan County;
- d. The Chair of the Okanogan County Young Democrats;
- e. Ad Hoc chairs appointed by the Chair.

2. **Standing Committees:** Any member of the Democratic Party residing in Okanogan County may be a member of any committee. The chair of the committee will be appointed by the OKCDCC Chair. Members shall be selected by the chair of the committee with approval of the OKCDCC Chair.

- a. An effort shall be made to select members from multiple Legislative Districts;
- b. Committee members may be removed following the policies and procedures established by the committee;
- c. The widest possible notice of available committee vacancies shall be given;
- d. The OKCDCC Chair shall be an ex-officio member of all committees. The following positions are considered permanent.

1) **Ad hoc Committees:** *Ad hoc* Committees may be formed when a need arises and are considered temporary committees. Examples of temporary committees include, but are not limited to: State Convention Committee; specific issue committees in support or opposition to an initiative.

2) **Audit Committee:** Responsible for auditing the books and inventorying all assets of the OKCDCC and submitting an annual report to the Executive Board. No member of the Executive Board may be a member of the Audit Committee.

3) **Certifications and Endorsement Committee:** Responsible for reviewing and making recommendations on candidate or issue requests for certification and endorsement following established policies and procedures.

4) **Communications and Technology Committee:** Responsible for active participation in outreach and networking to organizations that share Democratic principles and, in collaboration with the Chair and consultation with the Executive Board, the curation of outgoing materials and information (e.g. website, brochures, email communications, newsletter, social media) and the platforms by which these are produced and disseminated.

5) **Credentials and Balloting Committee:** Responsible for the certification of Precinct Committee Officers, their Proxies and other members at meetings of the OKCDCC and County Conventions; and shall be responsible for the proper preparation for balloting and the conduct of voting.

6) **Diversity and Membership Committee:** Responsible for soliciting and Maintaining a growing membership representative of the community. Shall be specifically charged with ensuring the inclusion of diverse communities in all activities of the OKCDCC.

7) **Education and Training Committee:** Responsible for providing educational

programs and materials, and offering training necessary to enable members of the OKCDCC to better fulfill their roles in the organization.

- 8) **Events Committee:** Responsible for all OKCDCC specific events and all community events in which the OKCDCC participates.
- 9) **Financial Oversight Committee:** Responsible for developing and employing policies and procedures to ensure accurate financial and Public Disclosure Commission (PDC) reporting.
- 10) **Fundraising Committee:** Responsible for raising funds for the OKCDCC. Membership shall include, the Seventh and Twelfth Legislative District Chairs, or their applicable designee(s).
- 11) **Grievance Committee:** Responsible for reviewing the facts of any complaint or dispute submitted to it for investigation and reporting to the Executive Board following established rules and procedures.
- 12) **Local Focus Committee:** Responsible for the coordination of information regarding local issues and boards and disseminating said information as needed.
- 13) **Platform Committee:** Responsible for developing a platform based on recommendation received following State approved processes.
- 14) **Recognition Committee:** Responsible for awarding recognition to qualified individuals as established by the OKCDCC.
- 15) **Resolutions Committee:** Responsible for reviewing all resolutions and reporting on them to the OKCDCC and to the WSDCC.
- 16) **Volunteer Committee:** Responsible for soliciting, maintaining, and nurturing a growing volunteer base to assist in meeting the goals of the OKCDCC. This committee shall include the First Vice Chair, Events Committee Chair, and the person(s) who coordinate(s) booth volunteers.

Article VII Meetings

- A. **Central Committee:** The official committee for conducting the business of the Okanogan County Democrats.
 1. **Reorganization meeting:** A Reorganization Meeting shall take place between the certification of the biennial election of Precinct Committee Officers and the second Saturday of the following January.
 2. **Regular Central Committee meetings:** Regular meetings will be held a minimum of four times per year on a quarterly basis. The Reorganization meeting is considered one of the regular Central Committee meetings.
 - a. A written Call, by email, letter, or electronic posting for each meeting shall be sent to all members at least fifteen (15) days prior to the meeting.
 3. **Special Central Committee meetings:** Special meetings may be held at the discretion of the Chair or upon written request of one fourth (1/4) of elected PCOs or five (5) voting members of the OKCDCC Executive Board.
 - a. Should the Chair fail to issue the call for a meeting as requested, then any five (5) Democratic Precinct Committee officers may issue the Call by mailing a written notice to all members at least fifteen (15) days prior to the meeting.
 4. **Quorum:** Quorum consists of those voting members present for all regular and special

OKCDCC meetings, and shall number at least five (5).

- a. Remote electronic and satellite location participation may be allowed under discretion of the Chair.
- b. Voting members present at all locations must remain over forty percent (40%) of those signed in and credentialed at the final credentials report to maintain quorum. If quorum is lost, no more business may be conducted at that meeting, and another meeting must be called.

5. Proxy:

- a. Any Precinct Committee Officer may authorize, in writing, a proxy.
 - 1) The designated proxy must be a resident of, and a registered voter in, the applicable precinct.
- b. Any elected OKCDCC officer may authorize, in writing, a proxy.
 - 1) The designated proxy must be a resident of, and registered voter in Okanogan County.
- c. A person may carry only one proxy.

B. Executive Board:

1. **Regular Executive Board Meeting:** Regular meeting will be held monthly, to include approving or disapproving expenditures in excess of \$100.
2. **Special Executive Board Meeting:** Special meetings may be called by the Chair or by written request of five (5) board members when needed with 48-hour notice.
3. **Quorum:** Five (5) voting members of the Executive Board shall constitute a quorum. Electronic participation may be allowed under discretion of the Chair.
4. **Proxy:** Any voting member may authorize, in writing, a proxy to another voting member of the Executive Board. A voting member may carry only one proxy.

Article VIII Legislative Districts

- A. Each Legislative District (LD) shall be organized according to:** State law, the Charter and Bylaws of the Democratic Party of the State of Washington, and other provisions pursuant to the authority of the State Charter.

Article IX Precinct Committee Officers

- A. Precinct Committee Officers (PCOs):** The basic unit of organization for the Democratic Party is the precinct. The responsible Party official at the precinct level is the PCO.
1. **Elected PCOs:** Voted into office during the primary election in even-numbered years to serve two-year terms.
 - a. Vacancies will be filled through appointment by the OKCDCC Chair.
 2. **Appointed PCOs:** If a person does not stand for election the application may be recommended by the applicable Legislative District Chair and appointed to the position by the Chair of the OKCDCC any time after the reorganization meeting of both the Legislative District and the OKCDCC.
 3. **Precinct Coordinator:** If there is no identified person willing to accept the duties of a PCO

who lives in the precinct, a person not living in the precinct may be recommended by the Legislative District Chair and appointed to the position of Precinct Coordinator by the Chair of the OKCDCC until a resident of the precinct can be found to serve as a PCO. This is a nonvoting position.

B. Responsibilities: PCOs have the following basic responsibilities:

1. Canvass or telephone your precinct in coordination with election strategy at least once a year;
2. Coordinate with campaigns in educating voters and generating interest in the election on behalf of candidates and ballot measures;
3. Attend the Legislative District and County organization meetings;
4. Use the online voter file resource;
5. Deliver campaign materials to voters;
6. Ensure Democratic voters are registered;
7. Canvass the precinct to make sure Democratic voters have voted during an election;
8. Maintain, update and provide a copy of the registered voters in the precinct including contact information such as phone numbers, email addresses, and issues that are important to the voter.
9. Keep informed on current issues and candidates; and
10. Hold Precinct Caucuses.

Article X Caucuses and Conventions

A. The time, place, and manner of conducting Caucuses and Conventions shall comply with the rules and directives of the Washington State Democratic Party Central Committee (WSDCC).

Article XI Other Democratic Organizations/Groups

- A. Democratic Clubs, Groups, and Organizations may apply to the Executive Board for recognition by the OKCDCC.
1. **Necessary documentation:** Submit a current copy of
 - a. The bylaws;
 - b. A list of officers with contact information;
 - c. The signatures of at least five (5) members; and
 2. The application shall be reviewed for approval by the Executive Board.
- B. **Continuation of Recognition:** To maintain recognition, the organization will submit current bylaws and a list of current officers with contact information every year.
- C. **Cancellation of Recognition:** Recognition may be canceled by the Executive Board following the established rules.
- D. **Appeal:** Decisions of the Executive Board may be appealed to the OKCDCC.

Article XII Resolutions

A. Resolutions:

1. Resolutions shall be provided in writing, and whenever possible digitally, to the Chair at least ten (10) days prior to the Call for a general meeting. The Call shall include the title and language of the resolution to be considered.
2. Resolutions that have not been submitted as outlined above may still be considered by the body if the following conditions are met:
 - a. A quorum is present;
 - b. The resolution is in writing and includes ten (10) signatures of PCOs in attendance;
 - c. PCO signatures must be from more than one (1) Legislative District; and
 - d. A two-thirds (2/3) affirmative vote of those present and voting, confirm taking action.

**Article XIII
Vacancies in Partisan Elective Offices**

- A. Vacancies in partisan elective offices; Vacancies in partisan elected office shall be filled in accordance with the RCW and under direction from the WSDCC.

**Article XIV
Parliamentary Authority**

- A. The Policies and Procedures of the OKCDCC provide additional direction. The Executive Board shall enact policies and procedures and other rules for efficient operation of the organization.
- B. The Rules contained in the latest edition of *Robert's Rules of Order, Newly Revised*, shall govern this organization in all cases in which they are applicable and are not in conflict with these Bylaws, the OKCDCC Policies and Procedures, and/or the Charter and Bylaws of the Washington State Democratic Central Committee.

**Article XV
Candidate Endorsement**

- A. Candidate endorsement is the action of publicly declaring the OKCDCC's support of a candidate for elected office.
- B. The Committee, and affiliates, are prohibited from endorsing a Democratic candidate who has Democratic opposition during a primary or Democratic opposition during a special election.
- C. No Committee member shall use his or her office to endorse (1) any Democratic candidate in a contested Democratic primary election or (2) any candidate who has Democratic opposition in a special election.
- D. No Committee member shall publicly endorse another candidate other than a Democratic nominee in a General Election.
- E. Any contributions by the Committee to a candidate for public office shall be accompanied by a cover letter which shall state in substance, "This contribution is made on the express

condition that after election, you remain a member of the Democratic Party. Your acceptance and/or use of this contribution is your personal acknowledgement and contract that should you win election yet at any time prior to the end of your term change parties or leave the Democratic Party, you will repay these amounts and any costs, including attorney's fees, associated with seeking such repayment.”

- F. Candidates seeking endorsement from the Committee are expected to submit a completed questionnaire (see Appendix 1) and to answer questions from the Committee at a public meeting.
- G. Endorsements shall be by simple majority vote of the membership in attendance at a general meeting.

Article XVI Amendments

- A. Proposed amendments to these Bylaws shall be submitted to the Document Review Committee.
 - 1. After review by the committee, proposed recommended amendments shall be submitted in writing to the Chair in time to be included in the Call for consideration at an OKCDCC meeting.
 - 2. Adoption of any amendment requires two-thirds (2/3) affirmative vote of members in attendance.

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Appendix 1

Candidates asking for endorsement by the Okanogan County Democrats are expected to submit this completed questionnaire and answer questions from the membership at a public meeting.

NOTE: Endorsements issued prior to filing week in May are eligible for inclusion into the Voters Pamphlet by the Candidate.

Okanogan County Democrats Partisan Candidate Questionnaire

Date: _____

Name: _____ Position Sought: _____

Campaign Address: _____ Campaign Manager: _____

Campaign Phone: _____

Candidate Phone: _____ Cell: _____ Fax: _____

E-Mail: _____ Web Page: _____

Personal Facebook Page:

Campaign Facebook Page:

Please answer the following questions. **Please reply with a yes, no, or short explanation.** You may edit this document to include your responses or attach them on a separate paper. The completed questionnaire can be emailed to: okdemocrats.sec@gmail.com or mailed to:

**CAMPAIGN EVENTS COORDINATOR CHAIR,
Okanogan County Democratic Central Committee,
PO Box 1
Omak, WA 98841-0001**

Appendix 1

1. Are you known publicly as a Democrat? If so, how? If not, explain.

2. How long have you been registered to vote? Have you voted in all elections in the past three years?
3. Do you support the Okanogan County Democratic Platform? Why or why not?
<https://okanogandemocrats.org>
4. Which ratings or endorsements have you received to date?
5. Do you support the right of workers to bargain collectively and to strike?
6. Do you support affirmative action for women and minorities?
7. What type of healthcare system do you favor **and why**?
 - a) Private insurance
 - b) Obamacare-style public/private insurance
 - c) Medicare-for-all government insurance
 - d) Single-payer
8. Do you support a woman's right to choose?
9. What is the main message of your campaign?
10. What are the three most pressing issues facing your jurisdiction?
11. Describe the contributions you have made to Eastern, Central, and North Central Washington of which you are most proud.
12. Regardless of the election outcome, will you remain involved in your local Democratic Party?
13. If you are a candidate in a contested primary race, and you fail to win the primary, will you support your Democratic opponent in the General Election?
14. Is there anything in your past that, if uncovered by the media or an opposing party, would prove particularly embarrassing to you or the Democratic Party?
15. Have you ever been convicted of a crime? If so please explain.
16. What else would you like us to know about you?
17. Attach a current resume.

Appendix 1

In the interests of strengthening the Democratic Party and the ability of the Party to support me or any other candidate, I pledge to uphold high ethical standards. I understand that this questionnaire may be amended from time to time. I also agree to submit additional information should it be requested, and that any endorsement may be withdrawn when new information warrants.

I verify that the attached statement is true and correct.

Signature:

Date:

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Appendix 2

Washington State Democratic Central Committee Code of Conduct / Ethics

These Code of Conduct / Ethics Guidelines (Guidelines) may be revised from time to time at the discretion of the Washington State Democratic Central Committee (WSDCC) with the assistance of the Affirmative Action Committee and Rules Committee.

The WSDCC consists of a diversity of professionals and volunteers (Community Members) from all over Washington State to work together to promote a truly representative Democratic Party open to all who support its principles. The WSDCC pledges to make every effort to encourage maximum participation in the political process. Community Members fulfill many roles, including mentoring, teaching and connecting with other members of the community. Diversity is one of our biggest strengths, but it can also bring increased communication challenges at times.

The WSDCC convenes in many physical and virtual spaces. These Guidelines may be used in any physical or virtual location where members of the WSDCC have gathered and/or are collaborating when conducting the WSDCC business. However, events that take place in public spaces, such as conferences and meetup groups, will generally have their own code of conduct and/or similar community Guidelines. As such, the Guidelines for a specific event should also be followed.

Guidelines

The guidelines below apply to all members of the Washington State Democratic Party. In the interest of fostering an open and welcoming environment, all members are expected to make participation in Democratic organizations a harassment-free experience for everyone, regardless of age, disability, ethnicity, gender identity and expression, level of experience, ability, socioeconomic status, nationality, personal and/or physical appearance, race, religion or lack thereof, or sexual identity and orientation.

The Washington State Democratic Party is committed to these guidelines and when appropriate its state and local bodies will exercise their inherent rights as deliberative assemblies to punish members for serious or repeated violation of these guidelines. **A member who violates these principles at a state or local Party event and/or meeting may be asked to leave the event. A member who continues to violate these principles or whose violation is especially severe in nature may be asked to leave the organization.**

WSDCC Code of Conduct / Ethics
Fourth Edition 9/6/2017
Appendix 2

The following list is not exhaustive, but it is intended to help all of us communicate well and avoid unnecessary friction so that the WSDCC community can collaborate better together. Specifically,

Members should keep in mind that:

- Their work will be used by other people, and they in turn, will depend on the work of others.
- Decisions they make will often affect others in the community.
- Disagreements happen, but should not be an excuse for poor behavior and bad manners. When disagreements do happen, work together to solve them effectively and in a way that ensures that everyone has a reasonable opportunity to be heard and understood.
- People may not understand jokes, sarcasm and oblique references in the same way that you do. If you think your conversation is making another community member uncomfortable, try to make amends and move forward.

Members should promote a culture of respect, inclusion and equity by:

- Always remembering to use welcoming and inclusive language and be welcoming, inclusive, friendly and patient.
- Assuming good intent on the part of other speakers and participants.
- Being kind, considerate, respectful and professional by treating all individuals with a sense of dignity, respect and worth.
- Making a personal commitment to be nonjudgmental about cultural differences, living conditions and the lifestyles of people with whom I interact.
- Avoiding profane, racist, other prejudicial, exclusionary, abusive or sexualized language.
- Avoiding disruptive behavior.
- Do not publish Photos, videos, and audio of others if they object or ask to be excluded. Steps should be taken to accommodate live streaming by announcing to members that live streaming will begin or take place

WSDCC Code of Conduct / Ethics

Fourth Edition 9/6/2017

Appendix 2

(The previous list applies to all forms of communication, including committee meetings, whether in person, by telephone or any other forum; and other communication media, such as Facebook, Slack, mailing lists, and issue trackers that are used by the WSDCC.)

Members should ensure their own safety and promote a safe environment for others by:

- Respecting others' personal space and making physical contact with others only after receiving their consent.
- Recognizing that a person under the influence cannot provide reasonable consent.
- Understanding that physical contact (sexual or otherwise) is not appropriate without clearly articulated consent. Consent can be instantly revoked and prior consent, intoxicated comments and/or actions are not consent.
- Respecting others' property, and property of the organization to which the Member belongs
- Immediately ceasing any behavior that is reasonably perceived as harassing, abusive or violent, and respecting others' feelings for what behavior qualifies as such.
- As political leaders in their communities, members are expected to make themselves aware of and reasonably anticipate the sensitivities of others.
- Administrators and contributors to online spaces, such as webpages and Facebook groups, should respect the reasonably assumed communal nature of such spaces.
- Consuming alcohol responsibly at WSDCC or any other Democratic Party events, and only at events where alcohol consumption is appropriate. This includes, but is not limited to not providing alcohol to any person underage and/or consuming alcohol while underage.

Finally, if any member experiences or witnesses' behaviors that violate these principles, they are asked to take appropriate and fair corrective action.

WSDCC Code of Conduct / Ethics
Fourth Edition 9/6/2017

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