

Standing Rules for the Executive Board

As adopted by the Executive Board on 27 April 2023.

Article I: Order of Precedence

These Standing Rules for the Executive Board ("Rules") are subject to the bylaws of the 34th District Democrats ("Organization"), the bylaws of the King County Democratic Central Committee (KCDCC), and the bylaws of the Washington State Democratic Central Committee (WSDCC). These Rules are also subject to the laws of jurisdictions which include any part of the 34th Legislative District.

Article II: Composition of the Board

Pursuant to Article VI Section 1 of the Organization's bylaws, the Executive Board ("Board") shall include all Officers, Standing Committee Chairs, and the Parliamentarian.

Article III: Standing Committees

Section 1: The Organization's Standing Committees are created to ensure the continuity and growth of the Organization, for the benefit of the membership and the residents of the 34th Legislative District, by performing functions considered essential to the Organization's purpose -- a commitment to increasing political participation, civic engagement, educating voters, advancing Democratic values, and electing Democratic candidates and passing Democratic laws to support and reinforce those values.

Section 2: The Chair Shall be an ex-officio member of all Standing Committees, as well as Ad Hoc Committees organized according to Article V Section 5 of the Organization's bylaws.

Section 3: The First and Second Vice-Chairs shall be appointed and serve as chair for at least one Standing Committee.

Section 4: The Treasurer shall serve as a member, and may serve as chair, of the Fundraising and Events Committee.

Section 5: The Secretary shall serve as a member, and may serve as chair, of the Communications Committee.

Section 6: Chairs of Standing Committees are responsible for:

1. Developing and drafting the committee's goals;
2. Presenting the committee's goals, accomplishments, and obstacles to the Chair and membership at regular intervals as determined by the Chair;
3. Coordinating and executing their committee's central functions;
4. Attending meetings of the membership and Executive Board; and
5. Any other duties as requested by the Chair.

Section 7: The Standing Committees and their functions shall be:

1. Bylaws and Rules Committee
 - a. Review the governing documents during the first quarter of odd-numbered years as well as whenever otherwise deemed necessary or appropriate.
 - b. Prepare and recommend amendments to the governing documents of the organization to the Board and the membership according to the amendment processes laid out in the Bylaws.
2. Caucus and Elections Committee
 - a. Plan, organize, and execute the Legislative District Caucus.
 - b. Coordinate the organization of members around public elections.
 - c. Planning, promoting, and executing candidate events.
3. Coalitions, Equity, & Social Justice Committee
 - a. Forge and nurture strong, positive relationships within the community.
 - b. Work to develop working relationships with elected Democrats, unions, community-based organizations, and other Democratic organizations.
 - c. Ensure the organization is a welcome, empowering place for members of the BIPOC and LGBTQIA+ communities.
 - d. Outreach to, recruit, and engage folks from marginalized communities.
4. Communications and Technology Committee
 - a. Provide oversight for all Organization communications, including; preparation of promotional materials and mailers, social media accounts, and publishing promotional emails and notices to the membership.
 - b. Manage the Organization's website.
 - c. Manage and support usage of all organizational and communications technology necessary for the functioning of the organization.
 - d. Manage online platforms for remote participation and virtual meetings.
5. Fundraising and Events Committee
 - a. Plan and conduct fundraising efforts for the organization.
 - b. Design and execute a strategy to achieve fundraising goals for the organization.
 - c. Coordinate and execute at least one fundraiser annually.
6. Membership and Hospitality Committee

- a. Recruit new members, increase the diversity of membership, foster retention, and manage member information and data.
 - b. Verify member credentials for the purposes of voting during meetings. Support the social life of the organization during hybrid and in-person meetings by providing refreshments, welcoming attendees, creating and distributing name tags, and planning an annual holiday party in December.
 - c. Assist with the voting process during remote and hybrid meetings; be ready to serve on any tally committees for voting.
7. Outreach and Visibility Committee
- a. Plan and execute community outreach events, voter registration drives, meetings with unions, and Democratic organizations.
 - b. Coordinate efforts with the Coalitions, Equity, & Social Justice Committee Chair
 - c. Coordinate activities that increase the visibility and diversity of the Organization, raise political awareness, and forge and nurture strong relationships with residents of the 34th Legislative District.
8. Platform and Legislative Action Committee
- a. Research and present summaries of proposed legislation considered in legislative bodies with jurisdictions overlapping with the 34th Legislative District.
 - b. In coordination with the Resolutions and Endorsements Committee Chair, draft educational materials for members to consider prior to endorsement votes on policy measures.
 - c. Serve on the KCDCC Legislative Action Committee and report updates to the membership.
 - d. Prepare and draft a platform for consideration and ratification by the membership in odd-numbered years, and draft and propose amendments as needed.
 - e. Organize and manage the Membership Policy Caucuses described in these Rules.
9. Precinct Leadership Committee
- a. Manage the recruitment, appointments, training, organization, and assistance of Precinct Committee Officers and Precinct Coordinators.
 - b. Ensure all paperwork and processes are completed to appoint new PCOs.
 - c. Work with the Coordinated Campaign on voter turnout efforts.
10. Programs and Community Partnerships Committee
- a. Coordinate monthly pre-meeting programming that is community-based, relevant to the members, and supports outreach to community organizations.
 - b. Work in coordination with the Coalitions, Equity, & Social Justice Committee to forge and foster beneficial relationships with local community-based organizations.
 - c. Coordinate the participation of guest speakers and facilitate discussion during the Organization's meetings
 - d. Serve as the main point-of-contact for speakers and presenters, working to acquire and organize presentation materials and aides prior to meetings.
11. Resolutions and Endorsements Committee
- a. Receive and oversee the review of proposed resolutions and endorsement questionnaires.
 - b. Shepherd the process for approval votes on resolutions and endorsement votes on candidates and policy measures, including candidate questionnaires.
 - c. Submit review reports to the Board and, with Board approval, to the membership prior to consideration.
 - d. In coordination with the Platform and Legislative Action Committee Chair, draft educational materials for members to consider prior to endorsement votes on policy measures.
 - e. Coordinate candidate visits, including candidate-specific events.
 - f. Support coordination of candidate forums and endorsement processes and meetings.
12. Young Democrats Committee
- a. Recruit Democrats under the age of 36 to join and participate in the Organization.
 - b. Attend meetings of the King County Young Democrats and report back to the Board.

Article IV: Membership Policy Caucuses

Section 1: The Membership Policy Caucuses (MPCs) shall be organized by the Platform and Legislative Action Committee with the purpose of using the values identified in the most current version of the Organization's adopted platform to guide the promotion of progress in the areas with which those values are concerned. The responsibilities of the MPCs are:

- 1. To research proposed legislation within their purview and report the progress of such legislation through their respective legislative bodies;
- 2. To commit to having a depth and breadth of knowledge on current law and policy and the Democratic ideas aimed toward transforming them; and
- 3. To put their underlying knowledge of both policy and process to work with the goal of proactively promoting the values of the organization through the development of, and participation in, advocacy networks.

Section 2: The MPCs shall be reorganized as deemed necessary by the chair of the Platform and Legislative Action Committee according to the pillars of the most current version of the Organization's adopted platform.

Section 3: No member or leader of an MPC shall have a vote on Executive Board business unless they are simultaneously serving as an Officer or Standing Committee chair.

Article V: Resolutions

The Board shall consider resolutions at the next Board meeting after a report is published to the Board by the Resolutions and Endorsements Committee as outlined in the Bylaws (Article III Section 6(12)). Consideration of resolutions shall follow the procedure outlined in the Bylaws (Article X Section 1).

Article VI: Recommendation of Endorsement

The Board shall consider the recommendation of endorsements after a report is published to the Board by the Resolutions and Endorsements Committee as outlined in the Bylaws (Article III Section 6(12)). A candidate is only eligible for recommendation if they meet the qualifications of endorsement enumerated in the Bylaws (Article IX Section 2). The Board may recommend the endorsement of any policy measure, individual candidate, or set of candidates ("block"). Endorsement procedures are detailed in the Bylaws (Article IX).

Article VII: Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall govern this organization, except where otherwise provided.