

**BYLAWS OF THE KLAMATH COUNTY
DEMOCRATIC CENTRAL COMMITTEE**

1 Article I Name and Purpose

2 The name of this organization is the KLAMATH COUNTY DEMOCRATIC CENTRAL COMMITTEE
3 (KCDCC). Its purpose includes organizing and providing leadership for Democrats in the
4 county, helping to elect Democratic candidates for public offices at all levels of government, and
5 assisting other organizations in programs that strengthen the Democratic Party.

6 Article II Authority

7 The KCDCC is the highest authority in county-level Party matters, and is empowered by state
8 law, the Bylaws of the DEMOCRATIC PARTY OF OREGON (DPO), and the Charter of the
9 Democratic Party of the United States to manage its affairs and conduct its business.

10 Article III Participation

- 11 1. All KCDCC meetings are open to the public.
- 12 2. The KCDCC ensures the widest and fairest representation of Democrats in its
13 organization and activities. Participation in the conduct of KCDCC business is
14 encouraged. Discrimination based on sex, race, color, age, creed, religious beliefs, sexual
15 orientation, gender identity or expression, economic status, national origin or ancestry,
16 ethnic or cultural identity, disability, parenthood, or marital or domestic partnership status
17 is prohibited.
- 18 3. Rules are adopted by procedures that assure the fair and open participation of all
19 interested Democrats.

20 Article IV Central Committee

- 21 1. KCDCC membership consists of the Democratic PRECINCT COMMITTEE PERSONS (PCPs)
22 of Klamath County. All KCDCC elected officials, and members of all committees, are
23 also KCDCC members by virtue of their positions, equivalent to PCPs to the furthest
24 extent permitted by law and these Bylaws.
- 25 2. The KCDCC may vote on a case-by-case basis to further extend membership to any
26 registered Democrat in the county who was nominated for a public office at the preceding
27 primary election, or who holds a public office or higher Party office.
- 28 3. Any person wishing to be appointed as a PCP must apply at a regular KCDCC meeting.
29 That application may be considered at the next regular KCDCC meeting.

30 Article V Meetings and Voting

- 31 1. The KCDCC holds one regular meeting monthly. The Chair, the Executive Committee,
32 or at least six members by petition, may call special KCDCC meetings.

- 33 2. The Secretary shall announce any KCDCC meeting to the KCDCC membership at least
34 six days in advance via first-class mail, email, or telephone. Failure to give timely notice
35 of a meeting's time, date, place, and agenda invalidates the business of the meeting.
36 3. A quorum consists of six KCDCC members, including one officer.
37 4. Members must be present to vote. Proxies and absentee votes are prohibited.

38 **Article VI Officers**

- 39 1. The KCDCC officers are the Chair, the Vice Chair, the Secretary, and the Treasurer.
40 2. Any registered Democrat in the county may hold a KCDCC office. A person may only
41 hold one office at a time.
42 3. Officers serve a term of two years.
43 4. Officers have only the administrative duties prescribed by these Bylaws. Officers have
44 the procedural duties prescribed by these Bylaws, prescribed by the parliamentary
45 authority, customarily delegated to them, and assigned to them.
46 5. Notwithstanding Section 4 of this article, the KCDCC may adopt rules outlining how
47 duties will be delegated in the case that any office is vacant for an extended period.

48 **Article VII Duties of Officers**

- 49 1. The Chair is the CEO of the KCDCC and the chief spokesperson for the Democratic
50 Party in the county. He/she prepares the agenda for, and presides over, all KCDCC and
51 Executive Committee meetings. He/she appoints committees except any nominating
52 committee, and may appoint a parliamentarian and a legal counsel as needed. He/she is
53 *ex officio* a voting member of all committees except any nominating committee.
54 2. The Vice Chair assumes the duties of Chair in the Chair's absence or incapacity.
55 3. The Secretary is the KCDCC's record keeper and chief correspondent. He/she takes
56 minutes, and keeps current copies of the Bylaws, rules, and resolutions. He/she keeps a
57 current roster of KCDCC, standing and special committee, and caucus memberships.
58 4. The Treasurer is the KCDCC's financial manager. He/she maintains the books, pays bills,
59 makes deposits, and may manage a petty cash fund, as authorized by the Executive
60 Committee. The Treasurer also submits a monthly financial report at each KCDCC
61 meeting and files all legally required reports with the Oregon Secretary of State Elections
62 Division. He/she chairs the Finance Committee.

63 **Article VIII Delegates and Alternates**

- 64 1. The KCDCC elects delegates and alternate delegates to the DPO STATE CENTRAL
65 COMMITTEE (SCC) and to the OREGON SECOND CONGRESSIONAL DISTRICT DEMOCRATIC
66 COMMITTEE (2ND CDDC).
67 2. Any registered Democrat in the county can be a delegate or alternate. A person may be
68 both a KCDCC officer and a delegate or alternate.
69 3. The Chair and Vice Chair are members of each delegation automatically, unless other
70 persons volunteer to be delegates or alternates.

- 71 4. Delegates and alternates serve a term of two years.
72 5. Alternates are elected in rank order.
73 6. The Chair certifies the names and addresses of delegates and alternates as required.
74 7. Delegations must be gender-balanced if so required by their respective committees.
75 8. Delegates attend meetings of their respective committees, report on discussions and
76 actions taken by those committees, and notify the Chair and their alternates when they are
77 unable to attend their respective committee's meetings.
78 9. Alternates take the place of their respective delegates in rank order.

79 **Article IX Executive Committee**

- 80 1. The Executive Committee consists of the KCDCC officers. The immediate past Chair
81 may also serve in an advisory capacity, and may not vote unless otherwise entitled to vote.
82 2. The Executive Committee acts for the KCDCC as necessary between KCDCC meetings.
83 Such actions are subject to approval or rejection by the KCDCC at the next meeting.
84 3. The KCDCC hereby authorizes the Executive Committee to exercise all powers, to the
85 extent permitted by ORS 248.045(2) and these Bylaws.
86 4. The Executive Committee holds one regular meeting monthly. The Chair, or at least two
87 Executive Committee members, may call special Executive Committee meetings.
88 5. A quorum consists of a majority of Executive Committee members.

89 **Article X Standing and Special Committees**

- 90 1. The following are the standing committees and their duties:
91 a. The Finance Committee coordinates fundraising and prepares an annual budget.
92 b. The Rules Committee reviews the Bylaws and rules from time to time, suggests
93 amendments as needed, and may review proposed amendments.
94 c. The Membership Committee helps to organize precincts, recruits PCPs, and
95 conducts voter registration drives.
96 d. The Communications Committee publicizes KCDCC actions and events,
97 interfaces with the press and public, and encourages and helps members write
98 letters to the editor and to public officials.
99 e. The Campaign Committee assists in the recruitment and the campaigns of
100 Democratic candidates for public office.
101 2. The Chair may form special committees as needed, except a nominating committee,
102 which must be formed by the KCDCC instead.
103 3. Any registered Democrat in the county may serve on a committee. A committee's chair
104 may appoint more members as needed.
105 4. The Chair is *ex officio* a voting member of all committees except any nominating
106 committee. The Treasurer is *ex officio* a voting member of the Finance Committee, and
107 may chair it.

108 **Article XI Caucuses**

- 109 1. Caucuses function like committees and are tasked with encouraging people of a similar
110 identity or interest to get active in the Democratic Party.
111 2. At least three registered Democrats with a similar identity or interest may form a caucus
112 and, by petition, request formal recognition from the KCDCC.

113 **Article XII Elections**

- 114 1. KCDCC officers, delegates, and alternates (collectively called “elected officials”) are
115 elected at the organizational meeting.
116 2. The KCDCC may adopt rules for the nomination and election process.
117 3. Voting for contested KCDCC elected positions shall be by secret ballot.
118 4. Only elected PCPs may vote for officers at the organizational meeting.

119 **Article XIII Resignation and Recall**

- 120 1. Any KCDCC elected official may resign by written notice to the Chair.
121 2. A delegate or alternate who is presumed resigned by their respective committee due to
122 too many absences may be replaced or re-elected by the KCDCC.
123 3. If a sitting officer is elected to fill a vacancy in another office, his/her previous office
124 shall be deemed vacant.
125 4. The KCDCC may recall any elected official for gross misconduct or neglect of duty by a
126 two-thirds vote at a regular KCDCC meeting. Recall is initiated by a petition specifying
127 such infractions and bearing the signatures of at least one quarter of KCDCC members.
128 The recall petition shall be sent to the KCDCC membership at least 14 days before the
129 recall vote. Only elected PCPs may vote on the recall of an officer.

130 **Article XIV Vacancy**

- 131 1. When a vacancy occurs in an elected position, the Chair may make a temporary
132 appointment. When a vacancy in the office of Chair occurs, the Vice Chair assumes the
133 office of Chair unless he/she declines, in which case the office of Chair remains vacant.
134 2. An election to fill a vacancy is held at the next KCDCC meeting. If the vacancy resulted
135 from a sitting officer being elected to fill a previous vacancy in another office, or if it
136 resulted from a recall, the vacancy may be filled immediately.
137 3. Persons elected to fill a vacancy serve the remainder of the unexpired term.
138 4. Only PCPs, elected or appointed, may vote to fill a vacancy in an office. Immediately
139 before a meeting where such an election might be held, the Chair shall obtain a list of
140 PCPs from the county clerk. The list determines who may vote to fill a vacancy.

141 **Article XV Organizational Meetings**

- 142 1. The first KCDCC meeting that is held at least a week after a general election is also the
143 organizational meeting, unless otherwise ordered by the KCDCC. In any case,
144 organizational meetings shall be held no less frequently than every 25 months.

- 145 2. At least 40 days before the organizational meeting, a written notice of the time, date, and
146 place is filed with the county clerk. Upon such filing, a free-of-charge list of elected
147 Democratic PCPs shall be requested. The list determines who may vote for officers.
148 3. At least 10 days before the organizational meeting, the Chair announces the meeting via
149 first-class mail or email.
150 4. A quorum consists of the KCDCC members in attendance.
151 5. At the organizational meeting, the retiring officers make available to the new KCDCC the
152 property, records, and funds owned or controlled by the retiring KCDCC. Then officers,
153 delegates, and alternates are elected. Only newly elected PCPs may vote for officers.
154 6. Within 48 hours of his/her election, the newly elected Chair sends a list of the newly
155 elected officers to the county clerk and the SCC.

156 **Article XVI State Platform Convention**

- 157 1. In a year that the DPO holds its platform convention, the KCDCC shall elect its delegates
158 at least 30 days before the convention and certify to the DPO their names and addresses.
159 Such delegates do not count as “elected officials.”
160 2. The KCDCC may adopt rules for selecting a delegation chair, filling vacancies in its
161 delegation, seating its own alternates, reimbursing delegates and alternates for their
162 convention-related expenses, and conducting caucuses at the convention.
163 3. The KCDCC may not impose a binding unit rule on any vote cast by its delegation.

164 **Article XVII Resolutions**

- 165 1. Any registered Democrat in the county may submit a resolution. Notice shall be given in
166 the announcement of the meeting at which it is to be considered.
167 2. A resolution that might be moot by the time it can otherwise be considered may be
168 considered sooner. In such a case, it requires a two-thirds vote to be adopted.

169 **Article XVIII Finances**

- 170 1. The fiscal year is the calendar year, starting January 1 and ending December 31. The
171 annual budget must be approved by the KCDCC at a meeting during the first quarter of
172 the fiscal year.
173 2. All funds are deposited to the KCDCC’s credit in such banks and depositories as the
174 Executive Committee designates.
175 3. The Treasurer and another Executive Committee member, or a designated alternate, co-
176 sign all checks, as authorized.
177 4. The Executive Committee has the authority to approve off-budget expenditures.

178 **Article XIX Amendments**

- 179 1. Any KCDCC member may propose an amendment to these Bylaws. Notice shall be
180 given in the announcement of the meeting at which it is to be considered.
181 2. A two-thirds vote is required to adopt a proposed amendment.

182 3. A newly adopted amendment goes into effect at the end of the meeting, unless otherwise
183 provided in the motion to adopt.

184 **Article XX Procedure**

- 185 1. The KCDCC may adopt, revise, or cancel rules at any regular KCDCC meeting. Such
186 rules must not conflict with these Bylaws.
187 2. The rules of procedure in *Robert's Rules of Order* shall govern wherever applicable and
188 to the extent consistent with these Bylaws and the KCDCC's rules.

ADOPTED: February 1, 2011