

47th DISTRICT DEMOCRATIC ORGANIZATION

GENERAL STANDING RULES FOR CALENDAR YEARS 2023-2024

Adopted March 1, 2023

I. STANDING RULES PREAMBLE

- A. Standing Rules are a supplemental collection of guidelines meant to support the day-to-day workings of this organization. They are intentionally subordinate to and more flexible than the By-laws and can be suspended by the membership.
- B. The name of this organization shall be the 47th Legislative District Democratic Organization herein referred to as “the 47th District”.
- C. The pronouns “they/their” will be understood to be singular or plural as appropriate and gender neutral.
- D. These Standing Rules are supplemental to 47th District By-laws and shall at no time supersede or null in any way those By-laws.
- E. In accordance with 47th District By-laws, Section IX Part D, the Standing Rules may be adopted at any time by a simple majority vote of the membership of the 47th District. The Standing Rules may be suspended at any time by a two-thirds vote of the membership.¹

II. CODE OF CONDUCT

- A. The members and officers of the 47th District are expected to conduct themselves in accordance with the values of the Democratic Party. Given that a great strength of the Democratic Party is its diversity in form and function, it is also expected that members and officers of the 47th District will strive to respect the inclusion and expression of diversity and to seek the best resolution to conflicts as they arise.
- B. A code of conduct in these Standing Rules is meant to establish a means to resolve a grievance of a member or members against another member or members while upholding the values of the Democratic Party.
- C. It is noted here that procedures given in these Standing Rules are not to be construed as having legal standing.
- D. Procedures for applying the Code of Conduct.
 - 1. Simple misconduct on the floor, which includes but is not limited to objectionable language, addressing members directly during session, or failing to adhere to the topic of discussion shall be immediately resolved via Robert’s Rules of Order.²

¹ Standing Rules may not be suspended if doing so curtails the parliamentary rights of a member, conflicts with the By-laws, or affects entities outside of the District. For more info see Robert’s Rules of Order Newly Revised, 12th Ed, 10:26(1).

² For context and procedure see Robert’s Rules of Order Newly Revised, 12th Ed, 61:6.

2. Complaints of a complex nature shall be resolved as follows.
- a) Complaints that require mandatory reporting under the laws of the state of Washington shall be reported to the appropriate entities as required by the laws of the state of Washington.
 - b) Submission of complaint in writing to the 47th District Chair, or to the 47th District First Vice Chair in the event that the complaint is against the 47th District Chair.
 - c) The member or members to whom the complaint is directed shall be notified of the complaint.
 - d) Should the member(s) refuse the complaint, the 47th District Chair, or First Vice-Chair in the event that the complaint is against the 47th District Chair, shall appoint an ad-hoc investigative committee to resolve the complaint. The committee shall consist of three members of the 47th District, having at least one officer and at least one person from the general membership. The committee may not include any member directly involved in or substantively affected by the complaint. The committee shall dissolve at the conclusion of the matter.
 - e) The results of the investigation and the substance of the complaint shall be held in confidence by the executive board and the investigative committee, unless such information is compelled for release to law enforcement. The membership shall be made aware of the complaint only to the extent that an action is taken that affects the membership.³
 - f) The investigative committee shall investigate the complaint as it sees fit and with diligence and deliver a written report with recommended action to the executive board within three weeks or by the next executive board session, whichever is greater. In the event the executive board is in summer break, a timely special session with quorum of the executive board shall be called. The executive board may be simple majority vote to grant additional time for the investigation.
 - g) The investigative committee can recommend that the complaint be dismissed, that the member(s) be issued a written reprimand, that the member(s) be removed from appointed and/or elected positions in accordance to the procedures given in the By-laws, that the member(s) is asked to recuse themselves from future 47th District meetings and events.
 - h) The executive board shall consider the report and recommendation submitted by the investigative committee and may accept the

³ For a more comprehensive discussion of privacy concerns see Robert's Rules of Order Newly Revised, 12th Ed, 63:2.

recommendation by a two-thirds vote. If the executive board vote falls short of a two-thirds vote then the complaint is automatically dismissed. If the complaint is against an executive board member, that member shall have neither voice nor vote and quorum shall be reduced by one.

- i) Should the executive board feel it necessary, it may notify the Sergeant-at-Arms in confidence that a member could be called as out-of-order by the 47th District Chair.
- j) The parties involved in the complaint shall be notified in writing of the recommendation of the investigative committee and the action of the executive board.
- k) The complaint and the materials collected during the investigation shall be archived in confidence by the executive board.

III. CAMPAIGN CONTRIBUTIONS

- A. The 47th District may maintain separate accounts for "exempt" and "non-exempt" contributions and expenditures, per Washington state statutes and Public Disclosure Commission (PDC) rules⁴.
 - 1. If established, the exempt account will receive member dues, low-cost fundraisers and any other contributions to the 47th District so designated. Contributions to the exempt account are not subject to limitations by law but can only be used for party-building and internal organization purposes and not in direct support of any candidate or campaign.
 - 2. If an exempt account is established, the non-exempt account will be the recipient of all contributions other than those specified above. Contributions to the non-exempt account are limited in amount by law but may be used for any legitimate 47th District purpose. Per PDC regulations, if the 47th District has only one bank account, it is non-exempt. Funds may be transferred from a non-exempt account to an exempt account, but not vice-versa.
 - a) All contributions are to be made from the non-exempt account.
 - b) A minimum balance of \$300 must be maintained in the non-exempt account at all times.
- B. Per the 47th District By-laws, only candidates and campaigns endorsed by the 47th District membership are eligible to receive contributions.
- C. A Campaign Contributions Committee⁵ shall be created, consisting of the 47th District Chair, the First Vice-Chair, the Second Vice-Chair, the Recording Secretary, and the Treasurer. The membership delegates to this committee the

⁴ Including but not limited to RCW 42.17A.405 & WAC 390-17-060.

⁵ See District By-laws for further details.

authority to identify and issue contributions to candidates and campaigns in the current election cycle.

1. The 47th District Chair shall be the chair of the committee.
2. Members of the committee may be removed by the executive board. Vacancies which may occur shall be filled by the executive board.
3. The committee shall meet at the discretion of the Chair. A quorum shall consist of the Chair plus two other members. Members of the committee may attend via telephone or videoconference.
4. A majority of those voting is required for approval of any contribution.
5. Meetings of the committee will be held in executive session⁶ and minutes will be recorded. Guests may be invited by the Chair, if there is no objection from any other committee member, however, only committee members shall be allowed during consideration of motions.
6. Minutes of the committee meetings shall consist of the date, time and location of the meeting, members in attendance, and the motions voted upon and decisions made.
7. The 47th District Chair will report the actions of the Campaign Contribution Committee to the membership at the next 47th District meeting.
8. The Campaign Contributions Committee shall be dissolved on General Election Day of the current cycle.

IV. TRAVEL POLICY

- A. To encourage equity in access to travel in pursuit of diversity in representation, the 47th District shall reimburse travel expenses in accordance to the guidelines of the travel policy.
- B. The 47th District will provide a \$80 per diem to 47th District Officers and Committee Chairs, and those elected and appointed for travel on behalf of the 47th District under the following conditions.
 1. The 47th District Officer or Committee Chair or 47th District member elected or appointed to travel is actively traveling to or attending a meeting, conference, or other sanctioned event on the qualifying dates as documented by receipts or photographic evidence.
 2. The request for per diem compensation must be made to the Treasurer within 20 days of completion of the meeting, conference, or other sanctioned event and authorized as eligible for per diem by the 47th District Chair or by majority vote of the executive board.

⁶ For a review of the expectation of confidentiality of an executive session see Robert's Rules of Order Newly Revised, 12th Ed, 9:26.

3. The Treasurer shall disperse a check for authorized per diem no later than 10 days following an executive board meeting or authorization from the 47th District Chair, whichever is less.
 4. Upon notification of intent to travel the Treasurer shall immediately sequester funds to be held in trust for reimbursement of the authorized per diem upon return from travel. The per diem trust shall return to the general budget after 30 days of return from travel if reimbursement is not requested.
 5. The 47th District Chair is not eligible to receive per diem compensation unless prior authorization is granted by a majority vote of the executive board.
- C. The 47th District will reimburse 47th District Officers and Committee Chairs and those elected and appointed for certain travel expenses on behalf of the 47th District under the following conditions.
1. Travel expenses eligible for reimbursement are limited to economy/coach non-refundable tickets purchased for travel by air, rail, ferry, or bus and/or gas purchases for travel by personal vehicle.
 2. Upon notification of intent to travel the Treasurer shall immediately sequester funds to be held in trust for reimbursement of the authorized travel expenses upon return from travel. The traveler and the Treasurer shall make a good faith estimate of the cost of travel to be reimbursed. In the event of a dispute of any kind, the executive board may by two-thirds vote make a final determination on the dollar amount of travel expenses to be reimbursed.
 3. The Treasurer shall disperse a check for authorized travel no later than 10 days following an executive board meeting or authorization from the 47th District Chair, whichever is less. The travel expenses trust shall return to the general budget after 30 days of return from travel if reimbursement is not requested.
 4. Receipts or credit/debit card slips must be provided to the Treasurer within 20 days of completion of travel to be eligible for reimbursement.
 5. The travel on behalf of the 47th District must be authorized by a majority vote of the executive board or by approval of the 47th District Chair or be required to meet the duties of the 47th District Office as defined by the By-laws.
 6. The Chair is not eligible to receive compensation for travel unless prior authorization is granted by a majority vote of the executive board or the travel is explicitly defined as a requirement in the By-laws.

V. VIDEO ACCESS

- A. Video access is defined as real-time video and/or audio capture and transmission in part or in full on any platform of general membership and executive board

meetings of the 47th District. It shall also include any posting anywhere of captured video and/or audio at any later time. Live streaming does not include still photos or text posting to social media.

- B. It will be noted here that the minutes of general membership and executive board meetings are the official record of those meetings⁷.
- C. Video access shall be permitted at general meetings provided that the following conditions are met:
 - 1. The membership is alerted to the fact that video access is in effect at the beginning of the meeting.
 - 2. Video and/or audio is captured in such a way as to ensure the privacy of the membership not addressing the body.
- D. Video access will be limited to members of the 47th District during executive sessions or other meeting business (ex. Endorsements) where rules limit attendance.
- E. Registration will be required for video access.
- F. The membership may elect with a two-thirds vote at a membership meeting prior to the event to provide video access to caucuses and other special events. Care will be taken to reasonably ensure the privacy of members at any event where video access is available.

VI. EQUAL REPRESENTATION

- A. It is the policy of the 47th District Democrats to guarantee maximum participation, equal representation, equal treatment for all. To that end, certain adaptations to Robert's Rules may be appropriate.
 - 1. Some voices tend to be louder and carry better than other voices giving them disproportionate weight in voice votes. To ensure equal representation, the 47th District Democrats will avoid voice votes as part of parliamentary procedure. Other methods of voting, such as a show of hands, will be used.

VII. REVISIONS

- A. At the January meeting of every odd-numbered year, the incoming 47th District Chair shall appoint a committee that includes at least two Executive Board members to revise and update these standing rules for presentation to the membership.
- B. The committee shall submit the recommended standing rules at the regular February meeting of odd numbered years for adoption. If the new rules are not

⁷ For an explanation regarding the preference of minutes to audio or video recordings of a meeting as an official record see Robert's Rules of Order, 12th Ed, 48:1-8.

adopted, the existing rules will remain in effect until the new rules are revised and adopted.

- C. These standing rules may be amended at any 47th District meeting for which notice has been given as required in section V.A.1.b. A proposed amendment must be submitted in writing at the 47th District meeting prior to the one at which it is to be considered or included in the notice for the meeting at which it is to be considered. A proposed amendment to the standing rules is itself amendable during debate.