



Charter and Bylaws of the Democratic Party of Washoe County

(As amended at the WDCC meeting on October 15, 2025)

Table of Contents

Article I. Name.....	2
Article II. Mission Statement.....	2
Article III. Purpose.....	2
Article IV. Members.....	2
Article V. WashoeDEMS Central Committee.....	3
Article VI. Executive Board.....	5
Article VII. Officer and At-Large Member Duties.....	10
Article VIII. Election of Executive Board Members.....	13
Article IX. WashoeDEMS County Convention.....	14
Article X. Affiliated Organizations.....	15
Article XI. General Provisions.....	16
Article XII. Amendments.....	16

Article I. Name

The name of this organization is the Democratic Party of Washoe County (hereafter as WashoeDEMS).

Article II. Mission Statement

The mission of the WashoeDEMS is to elect Democrats to local, state and national office.

Article III. Purpose

Section 1. The purposes of the organization are to:

- A. Recruit and support the highest quality Democratic candidates for public office.
- B. Build and maintain an effective grassroots party organization and grow the Party.
- C. Advance the principles and positions of the Democratic Party.
- D. Inform the community of local issues and Democratic candidates.
- E. Encourage and facilitate the participation of Democrats in WashoeDEMS' activities.

Article IV. Members

Section 1. All Democrats registered to vote in Washoe County are welcome to be members of the WashoeDEMS.

Section 2. Discrimination is prohibited in the conduct of WashoeDEMS affairs based on sex, race, age (except where federal law precludes participation), color, creed, national origin, religion, sexual orientation, gender identity or expression, ethnic identity, physical disability, mental health status, economic status or veteran status.

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Article V. WashoeDEMS Central Committee

Section 1. The WashoeDEMS Central Committee (hereafter “WDCC”) shall be the governing body of the WashoeDEMS.

Section 2. WDCC Membership:

- A. The WDCC members shall be elected by a majority of those delegates present during the WashoeDEMS County Convention.
- B. Members shall be elected to terms of two (2) years. They shall have an equal voice and vote.
- C. WDCC members must be Democrats residing in and registered to vote in Washoe County. WDCC members shall be elected according to the rules of the WDCC County Convention, but the number of the WDCC members shall not exceed 400.
- D. Members shall take office after the WashoeDEMS County Convention at which they were elected and serve until adjournment of the next succeeding Convention.
- E. WDCC member lists shall be open for public view..
- F. All members of the WDCC and its Executive Board shall work towards the goal of creating a WashoeDEMS that is representative of the diversity in Washoe County, including but not limited to sex, race, age (except where federal law precludes participation), color, creed, national origin, religion, sexual orientation, gender identity or expression, ethnic identity, physical disability, mental health status, economic status or veteran status.

Section 3. Vacancies in the WDCC:

- A. Voluntary vacancies may occur in the WDCC from resignation or non-attendance:
 - 1. Resignation shall become effective immediately upon written notice given to the Secretary of the WashoeDEMS.
 - 2. Any member who misses two (2) meetings in a calendar year of the WDCC shall be considered to have vacated his or her membership unless prior written notification is made to the Secretary of the WashoeDEMS.
- B. Removal for cause:
 - 1. Grounds for immediate removal:
 - a. Change in party affiliation.

- b. Change in the county of residence from Washoe County.
- 2. Grounds for removal by process:
 - a. Active support of opposition party candidates in a partisan election where a Democratic candidate is running.
 - b. Malfeasance.
- 3. Process for removal for cause:
 - a. A member may be terminated for cause as described in subsection 3.B.2 by a two-thirds (2/3) majority vote of the membership present at a regularly scheduled meeting of the WDCC. A written notice describing the potential removal and the grounds for removal shall be provided fifteen (15) days prior to all members, including the member whose removal is being sought.

C. Process for filling vacancies in the WDCC:

- 1. When vacancies occur, information about opportunities to be nominated to the WDCC will be published in the WashoeDEMS Newsletter and on WashoeDEMS.org before each WDCC meeting.
- 2. Vacancies shall be filled during regularly scheduled quarterly business meetings of the WDCC by a majority vote of members present at the meeting. The term of members elected in this manner shall be until adjournment of the next WashoeDEMS County Convention.
- 3. Members elected at one meeting are not eligible to vote until the subsequent meeting after the Secretary has validated the new member's party affiliation and residency.

Section 4. Meetings:

- A. The WDCC shall have at least four (4) meetings every calendar year. The biennial WashoeDEMS County Convention shall be one of those meetings.
- B. The Chair or designee shall call the quarterly meetings and may call a special meeting of the WDCC.
- C. Written resolutions and memorials must be submitted to the WashoeDEMS Secretary by a WDCC member in good standing fifteen (15) days prior to the meeting at which they will be considered.

- D. A call for a WDCC meeting shall be communicated to all WDCC members at least ten (10) days in advance of the meeting. Such notification shall include:
1. A proposed agenda;
 2. Minutes of the previous meeting;
 3. Treasurer's report; and
 4. All written copies of all resolutions, memorials, amendments, and revisions to be considered.
- E. Meeting locations for the WDCC shall be located at a site designated by the Chair.
- F. All WDCC meetings will be hybrid and open to attendance both in person and electronically online.
- G. All members of the WDCC shall have an equal vote.
- H. The quorum for a meeting of the WDCC shall be 20% of the current membership of the WDCC.

Article VI. Executive Board

Section 1. The Executive Board shall consist of five (5) elected officers and two (2) elected At-Large voting members. The elected officers of the party shall be the Chair, the First Vice Chair, the Second Vice Chair, the Secretary, and the Treasurer. The elected At-Large members shall be Member At-Large, Department 1 and Member At-Large, Department 2. At-Large members of the Executive Board shall have an equal voice and vote as elected officers.

Section 2. All members of the Executive Board of the party shall be registered Democrats in Washoe County and current members of the WDCC.

Section 3. If elected Executive Board members are not current members of the WDCC, they shall be nominated for membership immediately following their election.

Section 4. The Executive Board members shall be elected to serve a term of two (2) years and are not subject to term limits.

Section 5. Duties of the Executive Board:

- A. Hire, as needed, an executive director and/or any other paid staff, contractors and vendors.

- B. Define and establish the duties of all paid staff.
- C. Maintain the fiscal health of the WashoeDEMS.
- D. Develop and implement biannual operating budget.
- E. Be active participants in Party fundraising.
- F. The Executive Board may adopt and disseminate additional written procedural rules consistent with the Charter and Bylaws for the conduct of meetings or the handling of special matters or relating to the operation of other Party organizations.
- G. Oversight of committees to ensure that they are active and functioning.

1. Standing Committees:

a. Fundraising & Events Committee:

- i. The Second Vice Chair of the WashoeDEMS shall chair the Fundraising & Events Committee.
- ii. The Fundraising & Events Committee shall propose methods of raising funds for the mission of the WashoeDEMS, and, with the approval of the Executive Board, coordinate and implement fundraising plans.

b. Rules and Bylaws Committee:

- i. The Rules and Bylaws Committee shall receive, consider, and make recommendations for adoption of all amendments to the Charter and Bylaws of the WashoeDEMS.
- ii. The Rules and Bylaws Committee shall conduct a study of the bylaws, rules and charter and make recommendations for amendment, extension, or other action after each WashoeDEMS County Convention.

c. Financial Review Committee:

- i. The Financial Review Committee shall be chaired by a past Executive Board member or an appropriate member of the WDCC.
- ii. The Financial Review Committee may solicit external professional services, such as conducting a professional audit, and shall conduct a financial review of the books and records at least once a year and always at the end of the Treasurer's term.

- iii. The Financial Review Committee shall report to the Executive Board and to the WDCC membership.
- d. Diversity, Equity, Inclusion and Access Committee:
 - i. The purpose of the Diversity, Equity, Inclusion and Access (DEIA) Committee is to ensure that the WashoeDEMS is an organization that overlaps and intersects social identities to uproot systems of oppression, domination, and discrimination in its everyday activities.
 - ii. The DEIA Committee shall strive to achieve diversity of the WashoeDEMS volunteer base and the WDCC.
 - iii. The DEIA Committee is tasked with the following:
 - a. Provide recommendations to the Rules and Bylaws committee on how to make or amend the Rules and Bylaws to promote a more diverse, equitable, inclusive and accessible WashoeDEMS.
 - b. Create and hold workshops on diversity, equity, inclusion, access, and implicit bias for WashoeDEMS.
 - c. Prepare an annual report describing activities to increase diversity, equity and inclusion of the WashoeDEMS to be presented to the WDCC.
 - iv. Member-At-Large Department 2 shall chair the Diversity, Equity, Inclusion and Access Committee and shall appoint committee members.
- e. Precinct Organizing Committee:
 - i. The Precinct Organizing Committee is charged with establishing and conducting comprehensive recruitment, training, and support activities as necessary to develop and maintain grassroots community-based neighborhood teams at the precinct level that are committed to long-term engagement and activism.
 - ii. The Committee shall be chaired by an individual with leadership experience in precinct organizing.

- iii. The Committee shall support increasing the diversity, equity, inclusion, and access within the Party membership, organization of precincts, and recruitment and training of precinct leaders through outreach by continuously supporting the aims of a more diverse and inclusive WashoeDEMS.

2. Ad Hoc Committees:

- a. The Chair, with the approval of the Executive Board, may appoint Ad Hoc committees.
- b. The Executive Board shall define the purposes of these committees and establish the duration of the committee tenure.

Section 5. Meetings:

- A. The Executive Board may meet in executive session to discuss the following sensitive issues: personnel matters; matters involving actual or potential litigation; and matters recommended by legal counsel. While Nevada's "open meeting" law does not apply to this organization, the Executive Board shall adhere as closely as possible to the spirit of the law.
- B. Fifty-one percent (51%) of the Executive Board must be present to constitute a quorum.
- C. When making a decision which will have a large financial or organizational impact on the WashoeDEMS as defined by the Democratic Party of Washoe County Financial Policy and Procedure Manual, a two-thirds (2/3) vote of the Executive Board is required. Should a two-thirds (2/3) vote not be met, the decision will be voted on by the WDCC and may be approved by a majority vote.
- D. Except as provided in subsection 5.C above, a majority of Executive Board members present must approve action items on its agenda.

Section 6. Special votes may be taken in the period between meetings, provided that:

- A. Each member of the Executive Board has been presented with the same written motion.
- B. Votes are taken either in person, in writing, by phone or via electronic mail.
- C. The Secretary shall report final action from special votes taken in the period between meetings at the next Executive Board meeting.

Section 7. If a vacancy occurs among the members of the Executive Board, the vacancy must be filled by a vote of the majority of WDCC members present at a regular or special meeting of the WDCC:

- A. The vote shall be governed by the rules stated in Article VIII, subsection 4.
- B. The election shall be held at the next WDCC regular or special meeting after the office becomes vacant.

Section 8. Removal of a Member of the Executive Board:

A. Grounds for immediate removal:

- 1. Change in party affiliation.
- 2. Non-attendance or non-excused absence from three (3) consecutive Executive Board meetings in a calendar year. Requests for an excused absence must be made and approved or rejected by the Executive Board.

B. Grounds for removal by process:

- 1. Gross negligence or malfeasance.
- 2. Failure to carry out the duties of the office.
- 3. Active support and/or public endorsement of opposition party candidates in a partisan election where a Democrat is a candidate.

C. Process for removal:

- 1. A WDCC meeting shall be called for the specific purpose of determining whether to remove an Executive Board member.
- 2. A written fifteen (15) day notice of the WDCC meeting and the grounds for removal shall be sent to WDCC members and the Executive Board member whose removal is sought.
- 3. A two-thirds (2/3) vote of the WDCC present and voting at the WDCC meeting is necessary for immediate removal of an Executive Board member.
- 4. The disciplinary procedures outlined in the most recent edition of *Robert's Rules of Order* must be followed.

Article VII. Officer and At-Large Member Duties

Section 1. Chair:

- A. Be the chief executive officer of the WashoeDEMS and preside at all meetings of the WDCC and its Executive Board
- B. Be charged with the responsibility for implementing all policies of the WDCC.
- C. Make the call for the WDCC County Convention and meetings of the WDCC and its Executive Board pursuant to the Charter and Bylaws.
- D. Except as otherwise provided in these Bylaws, appoint the chairs of standing and ad hoc committees of the WDCC with the approval of the Executive Board.
- E. Seek legal advice for the WDCC and, except as otherwise provided in these Bylaws, appoint such other professionals and consultants as may be required to act for the WashoeDEMS. Such appointments must be confirmed by a majority vote of the Executive Board.
- F. Appoint a parliamentarian, pages, tellers, sergeants-at-arms, and any other individuals as may be necessary for the efficient and fair administration of WDCC meetings with the approval of the Executive Board.
- G. Be the authorized spokesperson for the WashoeDEMS.
- H. Be an ex-officio voting member of all committees of the WDCC, except the Rules and Bylaws Committee and the Financial Review Committee.
- I. Make regular written reports to the Executive Board on the state of the WashoeDEMS.
- J. Perform such other duties as the WDCC or its Executive Board shall delegate to the Chair.

Section 2. First Vice Chair:

- A. Develop and maintain personnel policies and committee chair job descriptions.
- B. Perform such additional duties as the Chair, the WDCC, or its Executive Board shall delegate to the First Vice Chair.
- C. Maintain current records of all affiliate group bylaws.
- D. Organize and lead the annual Joint Meeting with the Executive Board and the chair or designee of each affiliate organization.

- E. Assume the duties of the Chair in the Chair's absence or if the position becomes vacant.
- F. Consult with affiliate organizations on all constituency representation for Washoe County events.
- G. Be the primary liaison between the Executive Board and affiliate organizations, including coordinating joint activities and efforts, communication between affiliate organizations and the Executive Board, and assuring that affiliate organizations adhere to the policies and Charter, Bylaws and Rules of the WDCC.

Section 3. Second Vice Chair:

- A. Assume leadership of Party fundraising efforts by chairing the Fundraising & Events Committee.
- B. Perform such additional duties as the Chair, the WDCC, or its Executive Board shall delegate to the Second Vice Chair.
- C. Perform the duties of the Chair if the position of the Chair and First Vice Chair are vacant.
- D. Advise affiliate organizations on fundraising activities.

Section 4. Secretary:

- A. Record and prepare the agenda and minutes of all WDCC meetings, its Executive Board and the WashoeDEMS County Convention and make them available at the WashoeDEMS office.
- B. Keep a record of all WashoeDEMS regular meetings.
- C. Ensure the official roster of members of the WDCC is maintained. The official roster shall be available at every WDCC meeting.
- D. Be the custodian of all non-financial records and minutes of the WashoeDEMS.
- E. Perform such additional duties as the Chair, the WDCC, or its Executive Board shall delegate.
- F. Notify the chair or designee of each affiliate organization of all WashoeDEMS Executive Board meetings so that the chair or designee of the affiliate organization may attend.

Section 5. Treasurer:

- A. Maintain the financial records of the WashoeDEMS and be responsible for the accurate and timely filing of all reports required by public disclosure or regulatory authorities, including current affiliate group Contributions and Expense Reports.
- B. Be the custodian of all funds and securities of the WashoeDEMS.
- C. Implement processes that ensure the deposit and disbursement of the funds of the WashoeDEMS pursuant to the current budget and policies and procedures adopted by the WashoeDEMS and its Executive Board.
- D. Prepare and distribute a written financial report to the Executive Board prior to each meeting of the WDCC.
- E. May appoint an assistant treasurer with the approval of the Executive Board.
- F. Perform such other duties as the Chair, the WDCC, or its Executive Board may delegate.
- G. Advise affiliate organizations on fundraising reporting activities.

Section 6. Member-At-Large, Dept. 1:

- A. Serve on the Executive Board as a general membership representative.
- B. Encourage the grassroots involvement of members in the organization and business of the WashoeDEMS, including the organizing of precincts and the recruiting and training of precinct leaders through the Precinct Organizing Committee.
- C. Support increasing the diversity, equity, inclusion, and access within the party membership, organization of precincts, and recruitment and training of precinct leaders through outreach by continuously supporting the aims of a more diverse and inclusive WashoeDEMS.
- D. Perform such other duties that the Chair, the WDCC, or its Executive Board shall delegate.

Section 7. Member-At-Large, Dept. 2:

- A. Serve on the Executive Board as a general membership representative.
- B. Be responsive to the members' political needs and interests, including the recruitment, organization and retention of volunteers who are the lifeblood of the WashoeDEMS.

- C. Work with all other members of the Executive Board, WashoeDEMS committees, and WashoeDEMS affiliate groups to encourage diversity, equity, inclusion, and access within the WashoeDEMS volunteer base.
- D. Chair the Diversity, Equity, Inclusion and Access Committee tasked with implementing policies to make a more diverse and inclusive Washoe DEMS.
- E. Perform such other duties that the Chair, the WDCC, or its Executive Board shall delegate.

Article VIII. Election of Executive Board Members

Section 1. Commissioner of Elections:

- A. The Chair shall appoint a Commissioner of Elections with approval of the Executive Board.
- B. The Commissioner of Elections shall chair the Elections Committee.
- C. No candidate for election shall serve as a Commissioner of Elections.

Section 2. Elections Committee

- A. The Elections Committee shall consist of three members appointed by the Executive Board.
- B. The purpose of the committee is to accept and verify applications for Executive Board positions.
- C. The Elections Committee shall resolve all disputes concerning voter eligibility.
- D. The Elections Committee shall facilitate the election process and assist the Commissioner of Elections as needed.
- E. No candidate for election shall serve on the Elections Committee.

Section 3. The Executive Board members shall be elected at a meeting of the WDCC in the second quarter meeting of every odd-numbered year and shall take office immediately following the election. The elections shall be held according to Article VIII, subsection 4 of these Bylaws.

Section 4. Election of Executive Board members shall be governed by the following rules and others the WDCC may deem necessary to conduct fair elections.

- A. All WDCC members shall be eligible to vote:
 - a. Votes of WDCC members attending in person shall be taken by non-secret ballot.
 - b. Votes of WDCC members attending online shall be taken by poll which shall be electronically recorded..
- B. Names of all voters shall be recorded:
 - a. WDCC members voting in person shall sign a registry.
 - b. WDCC members voting online shall be electronically recorded..
- C. Nomination speeches for candidates shall be given equal time.
- D. Any WDCC member may call for a recount and shall advise the Commissioner of Elections immediately following the ballot count.
- E. Any WDCC member may contest the election and shall do so in writing to the Commissioner of Elections after vote totals are announced and before adjournment of the meeting.
- F. For any office where there is a single candidate, a voice vote may be taken.

Section 5. The nomination of candidates for leadership positions in the WashoeDEMS shall be based on merit and ability, without regard to gender, race, national origin, sexual orientation, gender identity or expression, disability, or any other prohibited basis of discrimination as detailed in the state or national party charter or bylaws.

Article IX. WashoeDEMS County Convention

Section 1. The WashoeDEMS County Convention is the highest authority of the WashoeDEMS, subject to the provisions of this Charter and Bylaws. Delegates to the WashoeDEMS County Convention shall be allocated based on rules established by the Nevada State Democratic Party (hereafter NSDP).

Section 2. The purpose of the WashoeDEMS County Convention shall be to adopt a

WashoeDEMS party platform, to elect delegates to the state convention in the manner and number prescribed, if any, by the NDSP; to elect members of the WDCC and to perform such functions as are inherent to such an organization.

- A. Should the number of persons indicating an interest in serving on the WDCC exceed the number of authorized positions on the WDCC, priority will be given to those who indicate interest first in time upon signing in at the Convention. Alternates to the WDCC shall fill vacancies according to the same priority rules.

Section 3. The WashoeDEMS County Convention shall be called by the Chair and approved by the Executive Board once every two (2) years in even numbered years.

Section 4. The WashoeDEMS County Convention shall adopt its own permanent rules as a separate document.

Section 5. The parliamentarian for the WashoeDEMS County Convention shall be appointed by the Chair with approval of the Executive Board and must be a registered Democrat.

Article X. Affiliated Organizations

Section 1. Democratic organizations in Washoe County seeking official affiliation with the WashoeDEMS shall follow the process stated in the Affiliated Organization Policy Guide of the DPWC.

Section 2. The charter of each affiliated organization shall be reviewed every two (2) years by the WashoeDEMS Executive Board as stated in the Affiliated Organization Policy Guide of the DPWC.

Section 3. The WashoeDEMS may recognize organizations chartered by the Democratic National Committee or the NDSP provided that their goals and purposes align with those of WashoeDEMS.

Section 4. Officially affiliated organizations are responsible for following the WashoeDEMS Affiliated Organization Policy Guide.

Section 5. The chair or designee of each affiliate organization will attend an annual meeting with the WashoeDEMS Executive Board.

Section 6. Bylaws of affiliate organizations must comply with WashoeDEMS Charter and Bylaws.

Section 7. Affiliate organizations will provide regular, current information about their activities, membership plans, and financial condition to the WDCC and its Executive Board.

Section 8. Officers of affiliate organizations must be registered Democrats.

Section 9. Affiliate organizations are encouraged to publicize their upcoming events through the WashoeDEMS and, where practical, the community of Washoe County.

Article XI. General Provisions

Section 1. This Charter and Bylaws is intended to conform to the Charter, Bylaws and Rules of the Democratic Party of the United States and the NSDP. If parts of this charter are found to be in conflict with those charters and bylaws or other provisions pursuant to the authority of those charters, the applicable national provision shall govern.

Section 2. Except where explicitly provided in this Charter and Bylaws, all meetings of the WDCC shall be open to any registered Democrat in Washoe County. The WDCC shall keep a record of its proceedings and make that record available upon request.

Section 3. The WashoeDEMS shall provide elected representation to the NSDP Executive Committee and the Central Committee per guidelines of the NSDP.

Section 4. The WDCC shall publish and maintain current copies of this Charter and Bylaws and make them available on request.

Section 5. In the absence of other provisions, the most recently revised version of *Robert's Rules of Order* shall govern the conduct of all WashoeDEMS meetings.

Article XII. Amendments

Section 1. Process for amending the Charter and Bylaws of the Democratic Party of Washoe County:

- A. This Charter and Bylaws may be amended by affirmative vote of a majority of the membership present and voting at a meeting of the WDCC.
- B. An amendment must be proposed in writing to the Executive Board by a member of the WDCC at least forty-five (45) days prior to a scheduled WDCC meeting.

- C. The proposed amendment must be published in full on the WashoeDEMS website and be available for review at the WashoeDEMS office at least two (2) weeks prior to the scheduled WDCC meeting.
- D. Amending a proposed amendment to the Charter and Bylaws at a WDCC meeting shall require no notice and may be accomplished by a majority vote of those present and voting.
- E. Newly adopted or amended provisions of this Charter and Bylaws shall take effect immediately after the meeting where they are adopted.
- F. Upon amendment, the Charter and Bylaws shall be posted on WashoeDEMS.org and emailed to member so the WDCC.

Section 2. The amendment process does not apply to minor adjustments to the WashoeDEMS Charter and Bylaws. The Rules and Bylaws Committee, under the direction of the Executive Board, may make minor adjustments to correct errors, such as grammar, punctuation, and nomenclature, as appropriate. These adjustments shall be published on WashoeDEMS.org immediately.

Section 3. The WashoeDEMS shall maintain copies of the current Charter and Bylaws of the Democratic Party of Washoe County and shall make them available upon request.