

## **PROCEDURES FOR CODE OF CONDUCT VIOLATIONS**

### **I. Reporting Procedures**

**A.** All elected members of the CCDCC, Precinct Committee officers, and members of the Democratic Party of Cowlitz County are expected to abide by the Code of Conduct. If a violation of the Code of Conduct occurs, the violator may be subject to one or more of the penalties specified herein. If the behavior is criminal in nature, the injured party or witness should immediately report the incident to the appropriate law enforcement agency. The Executive Committee of the CCDCC may decline to review alleged violations if government agencies, courts, or local organizations are investigating the allegations.

**B.** When a member witnesses or experiences an offensive act, has a disagreement, or is offended by abusive language, members should first work together to solve the issue effectively and in a way that ensures everyone has a reasonable opportunity to be heard and understood.

**C.** If anyone has experienced or witnessed any violating behaviors and (if reasonable) have attempted to resolve the issue informally and failed to reach a solution, the person should report the details to an Executive Board Member as soon as reasonable after the incident, in person, by phone, or by email.

The report should include the date, time, and location of the incident(s); identify the portion of the Code alleged to be violated, names of all complainants, alleged violators, and witnesses involved; and any additional relevant details. The Executive Committee may waive the requirements of this subsection.

**D.** The Executive Board member receiving the report will notify the full E-board by email within 24 hours of the date of the report.

**E.** The President, or other Executive Board member if more appropriate, will call a meeting of the full Executive Board within 14 days of the date of the report. Any E-board member involved in the complaint must recuse herself/himself from any discussion, investigation, or evaluation of the complaint. The President, or other Executive Board member if more appropriate, will appoint neutral members of the CCDCC to convene at least five (5) persons as the Deliberative Body. At least three

(3) of the Deliberative Body may make an interim suspension of the alleged violator from official CCDCC duties until the resolution of the complaint.

**F.** Within three (3) days of that meeting, the President, or other Executive Board member if appropriate, will notify the Complainant and the alleged Violator that a complaint has been received. Within seven (7) days, the Complainant and alleged Violator will receive a copy of the report via U.S. mail or email, whichever is preferred. The President, or other Executive Board member if more appropriate, will call the complainant and the alleged violator to confirm receipt and provide an estimated timeline for resolution. If necessary, the alleged violator will also be informed at this time of an interim suspension as agreed upon in Section E above.

**G.** The Deliberative Body will meet to review and discuss the complainant report, interview parties and witnesses as appropriate, and determine the resolution by 67% majority vote within 28 days of the original report.

**H.** The President, or other Executive Board member if more appropriate, will contact all parties involved in the report by phone or in person to relay the determined resolution, within 24 hours of the vote. The decision will be followed up by a written resolution, either mailed or emailed, whichever is preferred.

## **II. Resolution of Complaint**

**A.** The Code of Conduct was not violated. No further action will be taken other than notification.

**B.** The Code of Conduct was violated. The President, or other Executive Board member if more appropriate, will review the Code of Conduct with the offending Member (and complainant at the complainant's option) and advise that repetition will lead to more serious disciplinary action.

**C.** The Code of Conduct was violated in a serious manner, or the offending member had previously been warned of violations of the Code of Conduct. The President, or other Executive Board member if more appropriate, will review the Code of Conduct with the offending member. The offending member will be suspended from attending further CCDCC meetings, activities, or events for a specified period of time six (6) months or less. If the offending member is serving on

any committees, the member may be removed from participating on that committee until the specified period of time is over.

**D.** The Code of Conduct was violated in a serious manner, the behavior is on-going, and previous discipline has proved ineffective; or the Deliberative Body determines that the violation is so egregious, it may recommend immediate suspension or expulsion. By a two-thirds vote and a ten-day notice of all CCDCC members, the member may be suspended for more than six (6) months or until the membership dues expire, whichever is longer.

**1.** If the offending member is a Precinct Committee Officer, the Executive Board may declare the individual disqualified or the PCO may submit his/her resignation. (RCW 29A.80.031)

**2.** If the offending member is an elected officer, CCDCC members shall be given ten (10) days notice of the vote to remove and the officer's name whose removal is sought. The CCDCC organization may remove any elected officer by a two-thirds (2/3) vote of the members eligible to vote for the office, present and voting. (See CCDCC By-laws, Article VI: Removal from Office.)

**E.** The Code of Conduct was violated in an egregious manner and the Executive Board recommends expulsion. By a two-thirds vote and a ten-day notice of all CCDCC members, the member may be expelled for a period of not less than one year and may be reinstated only through an application to the Executive Board. (See **F** below.) A second expulsion will automatically be for a period of five (5) calendar years.

**F.** To be reinstated after more than a six-month suspension or an expulsion, a member must submit a request for consideration through the Executive Board. Only one such appeal per 12 months period is allowed. A member who has been reinstated must be in good standing for two full years before becoming eligible to be on the Executive Board.

## **TIMELINE FOR PROCEDURES**

Day One - Report from victim received.

Day Two - E-Board receives report.

Day Fourteen - E-Board meeting to be held at least by this date. Any E-Board member knowledgeable or involved in the alleged violation of the Code of Conduct recuses himself/herself. Deliberative Body formed.

Day Seventeen - Notification to victim and alleged violator of the Code of Conduct that a report has been received. Resolution timeline is set. If applicable, the alleged violator is suspended for the interim timeframe while the investigation continues. A written or emailed copy of the victim's complaint is sent.

Day Twenty-four - The President, or another e-board member if more appropriate, confirms that the victim's complaint has been received.

Day Twenty-eight - By this day, the Deliberative Body had completed the investigation of the victim's complaint and determines resolution.

Day Twenty-nine - Victim and Alleged Violator receive phone call to relay the determination and resolution of the complaint.

Day Thirty - Written determination and resolution mailed or emailed to victim and alleged violator.

Day Thirty - Thirty-seven - President or another e-board member if more appropriate, meets with the violator to resolve the complaint, if the complaint is at the B or C level of the resolution.

If the resolution necessitates a two-thirds vote of the CCDCC membership and PCOs, a notification will be sent ten (10) days before the next CCDCC meeting. The vote will be held at the next CCDCC meeting to determine suspension, disqualification, or expulsion for one year or five years.