

**BY-LAWS of CITIZEN ACTION FOR POLITICAL EDUCATION (CAPE)  
Proposed by CAPE Board (Updated 6/13/17)**

**ARTICLE I. NAME AND DEFINITION**

The name of this association is Citizen Action for Political Education (hereinafter referred to as CAPE). It is a voluntary, nonprofit, unincorporated association limited to members of the Service Employees International Union Local 503, Oregon Public Employee's Union (SEIU503, OPEU) (hereinafter referred to as The Union), their family members, and other persons or organizations seeking to promote the public welfare. CAPE is not affiliated with any political party.

**ARTICLE II. OBJECTIVES**

Through positive political action to:

- (a) promote the welfare of the members of The Union;
- (b) encourage participation in political activities for the purpose of furthering pro- worker policies, legislation, administration and finances for the advancement of a pro-worker agenda and the cause of good government for Oregon;
- (c) encourage participation in political activities to procure candidates and elect to office persons who are interested in the betterment of the working and retirement conditions of working people and advance the cause of good government for Oregon;
- (d) educate working people about the political process

**ARTICLE III. MEMBERSHIP**

**Section 1. Regular Members.** Regular members of CAPE are those active or retired members of The Union who contribute at least 2¢ per hour per month or \$50 per year to CAPE, including Oregon Political Action Committee (OPAC) contributors. Regular members shall have the right to run for delegate to the CAPE Council representing their CAPE Region. Regular members shall have the right to vote for delegates to the CAPE Council representing their CAPE Region. Regular members shall have the right to attend CAPE Committee meetings including the right to give testimony.

**Section 2. Community Members.** Any association, business, other organization or person not desiring or qualifying to be a regular member of CAPE wishing to support the objectives and goals of CAPE and The Union may become a community member of CAPE upon contributing financial support in the amount of \$5.00 or more per month. Community members do not have the right to participate in CAPE affairs.

**Section 3. Rejection of Membership Application.** The CAPE Council reserves the right to reject for just cause any person or organization for membership.

## ARTICLE IV. OFFICERS

Section 1. The officers of CAPE shall be the Chairperson, Secretary, and Treasurer elected by the delegates to the CAPE Council.

Section 2. The Chairperson shall preside over all meetings of the CAPE Council and the CAPE Executive Board.

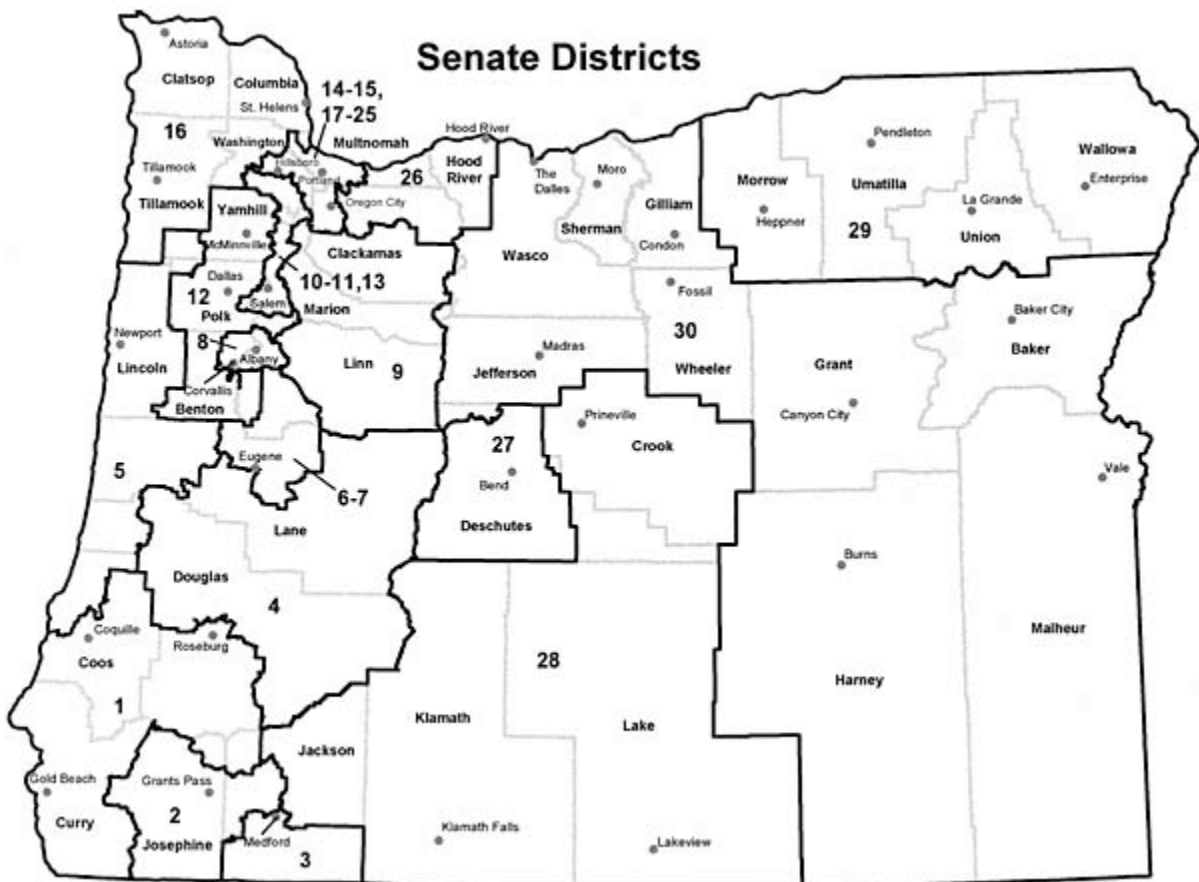
Section 3. The Secretary shall keep a record of all CAPE Council and CAPE Executive Board meetings and to provide such records at the request of the Chairperson.

Section 4. The Treasurer shall keep a record of expenditures, and provide such records at the request of the Chairperson. The Treasurer may authorize expenditures after the approval of the CAPE Council or the CAPE Executive Board. The Treasurer may preside over a meeting of the CAPE Council or the CAPE Executive Board at the request of the Chairperson.

## ARTICLE V - GOVERNING STRUCTURE

Section 1. All CAPE members shall be grouped by their home address into the following Regions, formed using Oregon Senate boundaries as much as possible.

- (a) Coast Region - Oregon Senate districts 1, 5, 16
- (b) Portland Metro Region - Oregon Senate districts 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25
- (c) Salem Capitol Region - Oregon Senate districts 9, 10, 11, 12, 13
- (d) Corvallis-Eugene Willamette Valley Region – Oregon Senate districts 4, 6, 7, 8
- (d) Southern Region - Oregon Senate districts 2, 3, 28
- (f) Gorge/Eastern Region - Oregon Senate districts 26, 27, 29, 30



To the best extent possible, the identity of these Regions shall be maintained whenever legislative redistricting occurs.

Section 2. Regional Committees. Delegates to the CAPE Council shall be elected from each Oregon Senate district within a Region, one per district. Regions that share a Oregon Senate district with another Region shall have the elected delegate seated on the committee representing the region in which the member lives, resulting in 30 delegates. Each Region shall also elect three delegates at large, resulting in 18 delegates. The Retiree local shall elect 1 Retiree to serve as a delegate. All delegates to the CAPE Council elected within a Region shall comprise the Regional Committee. Each committee shall elect a chairperson who serves at the pleasure of the committee.

Section 3. CAPE Council. Members of all Regional Committees are delegates to the CAPE Council. Each Regional Committee shall be allowed two alternate delegates. The Council shall elect a chairperson, secretary, and treasurer from the delegates to serve as CAPE officers. Upon election of a chairperson, the delegate seat for the CAPE Regional Committee in which the chairperson served shall be filled by the filling of vacancy procedures prescribed herein. Upon election of a secretary, the delegate seat for the CAPE Regional Committee in which the secretary served shall be vacated and filled by the vacancy procedures prescribed herein. Upon election of a treasurer, the delegate seat for the CAPE Regional Committee in which the treasurer served shall be vacated and filled by the filling vacancy procedures prescribed herein.

Section 4. CAPE Executive Board. The CAPE Executive Board shall consist of the CAPE officers plus chairperson of each Regional Committee.

## ARTICLE VI - MEETINGS

Section 1. Regular meetings of the CAPE Council shall occur in concert with The Union's General Council meeting in regular session, immediately following the election of new delegates, and when called by the CAPE Executive Board in recognition of the filing deadline for candidates for the Oregon Legislature. Special meetings of the CAPE Council may be called by the CAPE Chairperson, or a majority of the CAPE Executive Board. A quorum shall be a majority of the delegates present so long as a majority of Regions are represented.

Section 2. Regular meetings of the CAPE Regional Committees shall occur every two months on a schedule not to conflict with CAPE Council meetings. Special meetings of the CAPE Regional Committees may be called by the committee's chairperson, a majority of the committee's members, or as prescribed herein. Regional Committee meetings in which recommendations to endorse candidates are made shall be called by the CAPE Executive Board to prevent staff assignment conflicts. A quorum shall be at least a majority of the Regional delegates.

Section 3. Special Meetings of the CAPE Executive Board and CAPE regional committees may be held by telephone conference subject to the following:

(a) The same rules that apply to quorums for conventional meetings of the CAPE Executive Board, CAPE regional committees, and other standing or special committees of CAPE shall apply to electronic meetings of those same bodies.

(b) The technology used for the electronic meetings shall allow the members full access to and full participation in all meeting transactions either continuously or intermittently throughout the specified time of the meeting.

(c) The affirmative vote of a majority of the quorum shall be the minimum vote requirement for the adoption of any motion. A majority of the votes cast, or a greater proportion as indicated by the adopted Parliamentary Authority, shall be necessary for the adoption of motions.

(d) Procedural rules related to the conduct of electronic meetings shall be established and promulgated by the CAPE Executive Board.

Section 4. Alternate delegates shall be expected to attend all regular meetings of the CAPE Council and the CAPE Regional Committee upon which they serve, and shall serve as a voting member only when replacing a delegate of the CAPE Council.

## ARTICLE VII - CAPE REGIONAL COMMITTEES

Section 1. Each CAPE Regional Committee shall establish and maintain a system of communications with the CAPE members in the Region. Each CAPE Regional Committee shall contribute to the CAPE Newsletter distributed by the CAPE Executive

Board.

Section 2. Each CAPE Regional Committee shall establish and maintain community alliances with a goal of creating a permanent progressive majority in the Region. Such alliances may involve coordinated participation in campaigning activities using volunteer time.

Section 3. Each CAPE Regional Committee shall interview and select Regional legislative candidates for endorsement and report their selection to the CAPE Council. Each CAPE Regional Committee may interview and select candidates for local offices to recommend to the CAPE Council for endorsement.

#### ARTICLE VIII - CAPE EXECUTIVE BOARD

Section 1. The CAPE Executive Board shall publish and distribute a semi-annual newsletter containing reports from each of the Regional Committees and other news to every member of CAPE. This does not preclude other mailings and informational literature that meets with CAPE Council approval.

Section 2. The CAPE Executive Board shall develop a budget for funding Regional Committee operations to be presented to the CAPE Council for approval. The CAPE Executive Board may approve enhanced funding for endorsed campaigns.

#### ARTICLE IX - CAPE COUNCIL

Section 1. The CAPE Council shall establish and publish as standing rules of order base funding for each kind of office, and procedures for enhanced funding. The CAPE Council shall approve and publish a budget.

Section 2. The CAPE Council shall review reports from the Regional Committees for endorsement of legislative candidates and recommendations of candidates for local office. The CAPE Council may veto a regional committee's recommendation for endorsement of a legislative candidate. The CAPE Council shall report candidate endorsements to the SEIU Local 503 Board of Directors.

Section 3. The CAPE Council shall consider resolutions proposing political activities to occur in the intervening time until the CAPE Council next meets. Such resolutions may be submitted by each Regional Committee, the CAPE Executive Board, the Board of Directors of the Union, or the General Council of the Union. The CAPE Council shall establish and publish as standing rules of order the timelines for such submissions.

Section 4. The CAPE Council shall plan and execute political conferences and other activities in accordance with the resolutions adopted by the CAPE Council.

#### ARTICLE X - COMMITTEES

Section 1. Standing committees of CAPE and standing committees of the CAPE Executive Board shall be authorized through an amendment to these Bylaws.

Section 2. Special Committees of the CAPE Council may be appointed and filled by the CAPE chair subject to the approval of the CAPE Council. Special Committees of the CAPE Executive Board may be appointed and filled by the CAPE chair subject to the approval of the CAPE Executive Board.

Section 3. Elections Committee. The Chairperson shall appoint members of a special election committee by July 31<sup>st</sup> of each odd numbered year, subject to the approval of the CAPE Executive Board. The committee shall elect its chair, and oversee the election of delegates to the CAPE Council as provided herein. No member of the committee may be a candidate for delegate.

## ARTICLE XI - ELECTIONS

Section 1. Each CAPE delegate is elected to a two-year term. Each CAPE candidate for delegate must declare their candidacy as a CAPE delegate representing members living within the Oregon Senate district in which they also live and/or as a candidate for delegate at large for the Region. Each CAPE Regular Member may cast one vote for a candidate living in their Oregon Senate district, and three votes for delegates at large for the Region. Delegate positions shall be filled in order of plurality. Regional Committee alternates delegates to the CAPE Council are selected by the chairperson of the newly elected committee from all the candidates for delegate who were not elected in that region, subject to committee approval.

Section 2. Election of delegates to the CAPE Council shall take place in odd-numbered years. Elections shall be completed by last business day in October. Nominations shall be publicized by August 1st or the last business day before August 1st, nominations will be open by August 10th or the last business day before August 10th and closed September 10<sup>th</sup> or the last business day before September 10th. Candidate eligibility shall be established by July 31<sup>st</sup> or the last business day before July 31st. Candidate statements shall be published and are due no later than September 15<sup>th</sup> or the last business day before September 15th. This statement shall be, limited to one (1) uniformly formatted statement of two hundred and fifty (250) words or less, "Uniformly formatted" includes hard copy typed or handwritten, any word processing format on disk, e-mail, faxes and any other electronic copy.

Section 3. All CAPE regular members must be sent timely notice of nominations for CAPE delegate. Nominations shall be made to the Elections Committee, self nominations shall be permitted. Deadlines for submission of nominations shall be included in the notice.

Section 4. Elections shall be by mail ballot with a blank secrecy envelope and a return envelope that must be signed. Ballots are to be mailed to the last known address of each regular member by October 1<sup>st</sup> or the last business day before October 1st. Ballots shall be returned by October 24<sup>th</sup>. Ballots shall be tallied by the Elections Committee by last business day in October, and reported to the CAPE Secretary.

Section 5. In the event of a tie, the tie shall be broken either by mutual agreement or by lot.

Section 6. A challenge of an election must be filed within fifteen (15) days after the election results have been published. Challenges may be filed only by persons eligible to vote in the election. The challenge shall be presented in writing to the CAPE Secretary, and must be signed by the challenger(s). The challenge shall be forwarded by the CAPE Secretary to the Member Representation Committee of the Union, which will in turn investigate the validity of the challenge. The findings of the Member Representation Committee shall be presented to the Union's Board of Directors.

The burden of showing cause for setting aside the election is on the challenging parties. The Union's Board of Directors shall issue a written statement of their findings and certify the election results or order a new election. The Board shall render their decision no later than fifteen (15) days following the completion of the Member Representation Committee's investigation. Challenged elections shall be considered valid until declared otherwise by the Union's Board of Directors.

Section 7. Vacancies in CAPE delegate seats shall be filled by the CAPE Regional Committee Chairperson, subject to approval of the committee. Candidates in the last election of delegates shall be considered first, if an alternate delegate for the CAPE Council does not fill the vacancy. Representation of Oregon Senate districts will be maintained. If an alternate delegate for the CAPE Council is selected to fill the vacancy, then that alternate delegate for the CAPE Council position is filled by the chairperson selecting from the candidates for delegate who were not elected in that region, subject to approval by the committee.

## ARTICLE XII - FINANCES

Section 1. Bank Account. The Treasurer shall cause to be established a checking account or accounts into which CAPE funds for the administration of CAPE's member education and action program shall be deposited. The proceeds from the \$.75 per member per month contribution shall be deposited to the CAPE member education and action program account.

Section 2. Expenditures. The Treasurer has the authority to authorize spending from CAPE upon the direction of motions passed by the CAPE Council or at the direction of the CAPE Executive Board. The CAPE Council or CAPE Executive Board shall have the specific power of expending CAPE funds in such manner as, at its discretion, will aid in the accomplishment of the objectives of CAPE.

Section 3. Reimbursable Expenses. All reimbursable expenses incurred by the members of CAPE while on official business, shall be reimbursed at the rates, as outlined in the Union Constitution, Bylaws and the Administrative Policies and Procedures. Only those items reimbursable under the rules of the Union shall be deemed reimbursable.

Section 4. Contributions to Candidates. No contribution shall be made to a candidate or the principal campaign committee of a candidate and no independent expenditure on behalf of a candidate shall be made by the CAPE Council unless the endorsement of said candidate has been made by the Union's Board of Directors and unless authorized by a vote of the majority of the members of the CAPE Council or the CAPE Executive Board.

Section 5. Other Contributions. No other contribution shall be made for political policy positions unless authorized by a vote of a majority of the members of the CAPE Council or the CAPE Executive Board.

Section 6. Bonds and Audits. The CAPE Council shall direct such bonds and audits as may appear necessary to protect the funds.

Section 7. Political Certification. The Chairperson of the CAPE Council shall direct the Secretary to certify the name of the political treasurer and committee directors with the State of Oregon and the Federal Government as required by law.

Section 8. Financial Reports. Financial reports shall be filed by the CAPE Treasurer as required by the laws of the State of Oregon and the United States. Copies of all financial reports shall be provided to the Secretary-Treasurer of the Union and shall become part of the records of the Union .

#### ARTICLE XIII - DISSOLUTION OF CAPE

Dissolution shall be by a two-thirds vote of the CAPE Council, ratified by a majority vote of CAPE regular members.

#### ARTICLE XIV - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern CAPE in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order CAPE may adopt.

#### ARTICLE XV - AMENDMENT OF BYLAWS

These Bylaws may be amended by a two-thirds vote of the CAPE Council meeting in regular session.