

## **BY-LAWS of CITIZEN ACTION FOR POLITICAL EDUCATION (CAPE)**

Approved 7/28/25

### **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 (SEIU 503, 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 to advance the cause of good government for Oregon; (d) educate working people about the political process; (e) work with fellow members, allies, and the public in a way that honors the SEIU 503 Code of Conduct and our specific Organizational Agreements, and that also honors confidentiality in the information we share amongst ourselves and the public as we operate our PAC - CAPE.

### **ARTICLE III. MEMBERSHIP**

**Section 1. Regular Members.** Regular members of CAPE are those active, semi-active, staff, or retired members of The Union who voluntarily contribute at least \$50 per year to CAPE. Regular members who are eligible to hold officer and Local Representative positions within the Union 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 but 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 using ranked-choice voting for any office with three or more candidates.

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 cause to be kept a record of expenditures, and shall provide such records at the request of the Chairperson. The Treasurer shall be provided such records by the Union upon the Treasurer's request. 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

(e) 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 district delegates. Each Region shall also elect three delegates at large, resulting in 18 at-large delegates. The Retiree sublocal shall determine the process for Retiree CAPE members to elect or appoint one Retiree CAPE member to serve as a delegate on behalf of the Retiree sublocal. Retirees are also eligible to run in their Senate district. 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 the 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 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 a majority of the Regional delegates.

Section 3. Special Meetings of the CAPE Executive Board and CAPE regional committees may be held by telephone or other electronic 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) 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 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 and will communicate with CAPE members on important topics and decisions around primary and general elections in Oregon.

#### 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 31st 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. The Elections Committee shall be responsible for oversight of the election, including reviewing and approving ballots prior to distribution, reviewing any candidate eligibility appeals, and any other task required of the Elections Committee.

#### 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. Each CAPE Regular Member may cast one vote for a candidate in each Oregon Senate district within the voter's CAPE region. Delegate positions for each Senate district shall be filled in order of plurality. The three highest vote-getters among all of the

Senate Districts in the region who did not win their district delegate election shall be elected to the three regional at-large delegate positions. Regional Committee alternate 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 Regional 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 1<sup>st</sup>. Nominations will be open by August 10th or the last business day before August 10th and closed September 10th or the last business day before September 10th. Candidate eligibility shall be established by July 31st or the last business day before July 31st. Candidate statements shall be published and submissions are due no later than September 15th 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

; any word processing format on e-mail; or any other electronic copy.

Section 3. All CAPE regular members must be sent timely notice of nominations for CAPE delegate. Nominations shall be made electronically. Self nominations shall be permitted. Deadlines for submission of nominations shall be included in the notice.

Section 4. Elections shall be by electronic ballot, but a member may choose to vote by paper ballot instead if requested by the nomination deadline. A CAPE member mailing and email will be sent prior to the ballots explaining the voting process and how voters may vote at Union offices, if they wish. Candidate statements are to be emailed or mailed, and ballots are to be emailed, to the last known address of each regular member by October 1st or the last business day before October 1st. The ballot email will include notice of how the candidate statements were sent. Ballots must be received by 5:00 p.m. on October 24<sup>th</sup> or the last business day before October 24<sup>th</sup>. Tallies and results shall be reported to the Elections Committee and CAPE Secretary. Tallies and results shall be announced and published by the last business day in October.

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 in question. The challenge shall be presented in writing to the CAPE Secretary, and must be signed by the challenger(s). Challenges may be electronically signed. The challenge shall be forwarded by the CAPE Secretary to the Elections Committee and to the Member Representation Committee of the Union. The Member Representation Committee will investigate the validity of the challenge. When considering the validity of the challenge, the Member Representation Committee, after determining the eligibility of the challenger and the timeliness of the challenge, shall first consider whether any alleged violation was likely to have affected the outcome of the challenged election. The Member Representation Committee may then determine whether the CAPE Bylaws and any rules adopted by the Elections Committee were followed. The burden of showing cause for setting aside the election is on the challenging parties. The findings of the Member Representation Committee shall be presented to the Union's Board of Directors. 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 position for the CAPE Council is filled by the chairperson selecting from the candidates for delegate in that region who are

not delegates or alternate delegates and received the highest number of votes in that group, subject to approval by the Regional Committee. Vacancies occurring with the three CAPE officers shall be filled by the CAPE Executive team - initiated by the CAPE Chairperson or Secretary or Treasurer as needed.

## 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 Treasurer shall provide records of the account(s) at the request of the Chairperson. The proceeds from the Union member monthly dues allocation 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's Bylaws and 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, or the Oregon State Council following a Board endorsement, 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. The Treasurer shall cause to be filed financial reports as required by the laws of the State of Oregon and the United States. Copies of all financial reports shall be provided to the 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.