

STANDING RULES OF THE 2019 CONVENTION
O'ahu County Democrats
Adopted by O'ahu County Committee on January 26, 2019

Rule 1. Registration Required.

All Delegates to the O'ahu County Convention must register at the Moanalua High School Cafeteria, 2825 Ala Ilima St, Honolulu, HI 96818, on Saturday, May 4, 2019, between 7:00 AM and 9:00 AM, at which time registration will close.

Rule 2. Delegate Eligibility.

- A. Members in good standing of the Democratic Party of Hawai'i and as defined in Sections 11.4, 11.5 and 11.6 of the O'ahu County Bylaws, are eligible to be Delegates to the O'ahu County Convention, after payment of a \$40.00 registration fee no later than Wednesday, May 1, 2019. After that the registration fee will be \$50.00.

Rule 3. Convention Committees.

- A. Each Convention Committee shall convene on Saturday, April 20, 2019 at 9:00 AM at Kalakaua Middle School Cafeteria, 821 Kalihi Street to consider submissions, to reformat, combine and/or revise submissions, and to adopt a committee report containing its recommendations that will be presented by the appointed chairperson or co- chairpersons of that committee.

Rule 4. Submissions to Affirmative Action, Platform, and Resolutions.

- A. The proposers of all platform provisions, affirmative action proposals, and resolutions shall submit an electronic Microsoft Word letter size formatted copy (8.5" by 11") using Arial or Helvetica, 11-point type font, with one-inch margins on all sides. Proposals shall be submitted by e-mail to convention@oahudemocrats.org. A confirmation receipt will be sent to persons submitting material also by e-mail.
- ~~B. USB drive submissions should be clearly labeled with the following information: type of document (e.g. Resolution, Platform, or Affirmative Action), the title of the document, your name, and the software program used. USB drives will not be returned and shall become the property of the O'ahu County Democrats. Deadline for USB Drive submissions, accompanied by Hard copies sent by postal mail to "O'ahu County Democrats, 2019 Convention", P.O. Box 1793, Honolulu, HI 96806-1793" and must be postmarked no later than April 18, 2019. Floor submissions on May 4 will not be considered except by a two-thirds vote of the Delegates and must be accompanied by an electronic copy on a USB drive with 300 hard copies for distribution.~~
- €B. Email Submissions should include the following information in its subject line: "2019 OCD Convention TYPE OF DOCUMENT," where the words "TYPE OF DOCUMENT" should be replaced with one of the following words Resolution, Platform, or Affirmative Action.

The body of the e-mail should include the following information: type of document (Resolution, Platform, or Affirmative Action), the title of the document, name of moving Delegate, and the software program used. E-mailed submissions of proposed resolutions and platform planks will only be accepted up to 4:30 P.M on April 18, 2019.

~~DC~~. Floor submissions on May 4 will not be considered except by a two- thirds vote of the Delegates and must be accompanied by an electronic copy on a USB drive with 300 hard copies for distribution.

Rule 5. Proposed Changes to the O’ahu County Bylaws shall:

- A. State the section and sub-section of the Bylaw proposed to be amended.
- B. State the Bylaw provision again with changes, additions or deletions set forth in Ramseyer format, i.e., bracket or strikethrough deletions and underline words to be added or inserted.
- C. State the rationale for the proposed change.
- D. If the proposal affects other sections of the Bylaws, identify those sections and state the appropriate changes. Proposed amendments to the Bylaws must be in ~~Times Roman 12~~ Arial or Helvetica 11-point type with one-inch margins on all sides on 8.5” by 11” white paper. In addition to a printed copy, a clean digital copy without markup or comment of the document must also be submitted. Digital copies should be saved as a Microsoft Word document or compatible format. Email only submissions and they should be submitted as discussed in **Rule 4**, above with Bylaws used as type of document.

Rule 6. Voting Cards.

Each registered Delegate entitled to vote will be issued a “voting card” which the Delegate shall raise when called upon by the chair to express the Delegate's vote. No one except the Delegate to whom the voting card is issued may use the card to vote. Each Delegate must return the voting card issued to him/her at the end of the convention or ~~in the event that~~ if the Delegate must leave before adjournment. A voting card left unattended or in the custody or use of anyone except the Delegate to whom it was issued will be confiscated by the Sergeant-at-Arms.

Rule 7. Floor Participation.

Participation in the deliberations on the convention floor shall be limited to Delegates presenting official Delegate voting cards issued at registration to that Delegate. A Delegate wishing to speak shall use the public-address system and is entitled to speak only when recognized by the presiding officer.

- A. When recognized by the chair, the Delegate must state his/her name and district clearly.
- B. Delegates must use the appropriate microphone. A Delegate recognized to answer a request for information, parliamentary inquiry or to make a point of order only may not

make any other motion, nor engage in debate, nor make any remarks for or against a motion being debated.

- C. All main motions and amendments made from the floor must be submitted to the presiding officer in writing and signed by the Delegate making the motion.
- D. Debate on each debatable motion shall be limited to two (2) minutes per speech, with a two-speech limit per Delegate on each debatable motion.

Rule 8. Separate Consideration of Resolutions, Platform Planks and Bylaw Amendments.

- A. Proposed Resolutions recommended shall be considered for adoption in gross in the form in which the Resolutions Committee has submitted them. A Delegate who opposes or desires to amend any resolution as recommended and submitted by the Resolutions Committee shall give notice to the parliamentarian to consider separately that resolution prior to the presentation of the report of the Resolutions Committee and prior to the vote taken for adoption in gross of the remaining resolutions. The Delegate who calls for such separate consideration of a resolution shall be recognized first to speak against and/or offer an amendment to the specified resolution.

B. Proposed Changes to the O’ahu County Platform recommended by the Convention Platform Committee shall be considered for adoption in gross in the form in which they were recommended for adoption by the Convention Platform Committee unless a Delegate who opposes adoption of a particular platform plank as recommended moves to consider separately that platform plank prior to the vote taken for adoption in gross of the remaining platform. The Delegate who calls for such separate consideration of a recommended platform plank shall be recognized first to speak against the proposed change and/o offer an amendment to the proposed change using the attached Convention Separation Form.

- C. Proposed Bylaw amendments recommended by the Convention Rules Committee shall be considered for adoption in gross in the form in which they were recommended for adoption by the Convention Rules Committee unless a Delegate who opposes adoption of an ~~particular~~ amendment as recommended moves to consider separately that amendment prior to the vote taken for adoption in gross of the remaining amendments. The Delegate who calls for such separate consideration of a recommended Bylaw amendment shall be recognized first to speak against and/or offer an amendment to the specified amendment.

Rule 9. Elections.

In 2019 elections will be held for County Chairperson, County Vice Chairperson, County Secretary, County Assistant Secretary, County Treasurer, County Assistant Treasurer, and Nine

(9) Regional Chairpersons. The election shall be decided by a majority of votes cast. Election shall be by ballot unless there is only one nominee for a particular position in which case election shall be by acclamation. OCC members shall not hold more than one nor be a candidate for more than one office on the Executive Committee. In contested races, candidates may speak for two minutes each. Delegates shall elect candidates for contested positions using a single, first ballot; provided, however, delegates from each region shall have separate ballots to elect Regional Chairs where more than one candidate is running for the same position. If no candidate receives a majority on the first ballot, then a second ballot between the top two vote getters shall be conducted. Ties shall be decided by the flip of a coin.

Rule 10. Nominations.

Pursuant to the Bylaws of the O’ahu County Democrats and the Constitution and Bylaws of the Democratic Party of Hawai’i, candidates must have filed nomination papers ten (10) days before Convention of the O’ahu County Democrats. Nominations shall not be accepted from the floor.

Rule 11. Agenda.

The County Convention shall act on recommended credentials and rules of the Convention, and platform revisions, affirmative action proposals, and resolutions relating to the activities and functions of the City and County of Honolulu, Democratic Party of Hawai’i, and O’ahu County Democrats prepared by the County Convention Committees or accepted from the floor. Resolutions will be considered in the time available. {[Where the delegation has failed to act on any resolution prior to the scheduled adjournment of the convention, that (those) resolutions will be deferred for action by the OCC at its first quarterly meeting.] or [Where the delegation has failed to act on any resolution prior to the scheduled adjournment of the convention, that (those) resolutions will be deferred indefinitely.]}

Rule 12. Observers.

Observers may sit with their precincts, but the Convention Chair may ask observers to move to designated areas when votes are taken.

Rule 13. Minutes.

Convention minutes shall be taken by the Secretary of the O’ahu County Democrats, or such other person as designated by the Chair and shall be approved at a subsequent OCC meeting.

Rule 14. Parliamentary Procedures.

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Convention in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of the Democratic Party of Hawai’i or the Bylaws of the O’ahu County Democrats.

Rule 15. Other Procedures.

Pagers and cellular phones shall be off, silent, or on vibrate mode and cellular phones or other communication devices shall not be used in the assembly hall. Video cameras or any other electronic recording equipment shall not be permitted in the meeting hall, unless first disclosed to and approved by the Chair.

CONVENTION SEPARATION FORM

I move that proposed

- Bylaws Amendment Number* _____
- Platform Plank Amendment Number* _____
- Resolution Number & Title:* _____

be considered separately so that I may speak against it and/or move the attached amendment.

Requestor: (Print Name) _____ District: _____

Sign: _____

INSTRUCTIONS:

Use one form for each rule, plank, or resolution you are requesting to consider separately.

If you expect to move an amendment to the above named rule, plank, or resolution, complete and attach a "Convention Amendment Form."

Turn this form (and attachment if applicable) to the Parliamentarian before going to a microphone to speak..

If more than one delegate requests separation, the first delegate to turn this completed form in to the Parliamentarian will be considered the Requestor.

The requestor will be recognized first by the Chair and expected to speak against the above named proposal or resolution and/or to move an amendment to the above named rule, plank, or resolution.

Do not use this form unless you are requesting to speak against and/or amend the rule, plank, or resolution named above.