

STANDING RULES OF THE 2012 CONVENTION

O'ahu County Democrats

Adopted by OCC March 3, 2012

1. Registration Required. All Delegates to the O'ahu County Convention must register at Aloha Stadium Hospitality Room on Saturday, May 5, 2012, between 7:00 AM and 9:00 AM, at which time registration will close.

2. Delegate Eligibility. The following persons who are members in good standing of the Democratic Party of Hawai'i are eligible to be Delegates to the O'ahu County Convention after payment of a \$25 registration fee if paid before May 5th, or \$30 if paid on May 5th.

a. Elected Federal, State and County officials, or officials who may have been appointed to fill a vacant position of an elected official, who currently serve in office and are not Precinct Presidents, Precinct Vice-Presidents, or Precinct District Councilpersons, shall have all the rights and privileges of a Delegate subject to the following requirements:

- i. Be a member of the Democratic Party in good standing; and
- ii. Have attained their present office in a partisan election as a Democrat or have been appointed to fill a vacant position of an elected official, or have attained their present office in a nonpartisan County election, provided they are Democratic Party members in good standing.

b. As provided in Section 13.5 of the Bylaws of the O'ahu County Democrats, "Former Democratic Governors, Lt. Governors, O'ahu Mayors, State Party Chairs, and O'ahu County Committee Chairs, and the current state party chair who are not precinct presidents, precinct vice presidents, or precinct district councilpersons, shall have all the rights and privileges of Delegates so long as they are members of the Democratic Party in good standing and residents of O'ahu."

c. Delegates selected in accordance with Section 13.3 of the Bylaws of the Oahu County Democrats as follows:

"A. Delegates shall be elected at the time of the Precinct Elections as prescribed by the Democratic Party of Hawai'i Constitution.

B. There shall be apportioned to each State House District in the County twenty-four (24) Delegates to the O'ahu County Convention.

C. The President, First Vice President, and District Council Person of each precinct shall be Delegates to the O'ahu County Convention.

D. If, after the election of Precinct Officers, Delegate positions remain of the twenty-four (24) allotted, elections shall be held at the same time to fill the remaining Delegate slots. If a district meets in more than one (1) location, the remaining Delegate slots shall be divided equally between the locations.

E. Each District shall make every effort to elect Delegates composed of equal numbers of men and women.

F. In addition to elected Delegates, the District Council Chairperson of each district and members of the Executive Committee of the O'ahu County Committee shall be Delegates to the O'ahu County Convention.

G. Other Precinct officers shall not be precluded from running as a Delegate."

3. Delegate Replacements. As provided in Section 13.3 of the Bylaws of the O'ahu County Democrats, Delegate replacement shall be made as follows:

"H. If, following the Precinct Elections, there remain vacant Delegate positions, the District Council shall be empowered to fill the remaining positions, provided that:

- i. Best attempts are made to ensure gender equity is maintained; and

- ii. Vacancy appointments shall be made by phone or email.

I. If an elected Delegate, Precinct President, Precinct First Vice-President, or Precinct District Councilperson cannot attend, they may appoint their own alternate provided that they notify the District Chairperson at least ten (10) days prior to the convening of the convention and;

- i. The appointed alternate resides in the district; and
- ii. A best effort is made to ensure the selected alternate is of the same gender as the elected Delegate; and
- iii. An alternate shall act for no more than one (1) Delegate at a time; and
- iv. If the elected Delegate does not appoint an alternate ten (10) days prior to the convening of the Convention, the District Chairperson shall be empowered to appoint the alternate, provided that a best effort is made to appoint an alternate of the same gender as the elected Delegate."

4. Convention Committees. Convention Committees shall consist of Committee Co-Chairpersons and members appointed by the Chair. The Convention Committees shall be the Credentials Committee, Logistics Committee, Platform Committee, Resolutions Committee, Rules Committee, Elections Committee, and Affirmative Action Committee. Each Convention Committee shall convene on April 21, 2012 at a location to be decided by the Executive Committee 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.

5. Submissions to Affirmative Action, Platform, and Resolutions.

- a. The proposers of all platform provisions, affirmative action proposals, and resolutions shall submit one copy printed in Arial, 10-point type, with one-inch margins on all sides on 8.5" by 11" white paper. Proposed resolutions shall be limited to one page. 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. Digital copies may be saved on a CD, a USB drive or e-mailed as an attachment to oahucounty@hawaiidemocrats.org. A confirmation receipt will be sent to persons submitting material via e-mail. Floppy disks will not be accepted.
- b. CD and 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. CD and USB drives will not be returned and shall become the property of the O'ahu County Democrats. Deadline for submissions is 4:30 P.M., April 19, 2012, at the Law offices of Gill, Zukeran, and Sgan (Ocean View Point Building 707 Richards Street, Suite 100 Honolulu, HI 96813-4693) or to the O'ahu County Committee via U.S. mail, O'ahu County Committee Democratic Party, P.O. Box 1793, Honolulu HI 96806-1793. Floor submissions on May 5th will not be considered except by a two-thirds vote of the Delegates and must be accompanied by an electronic copy on a CD or USB drive with 100 hard copies for distribution.
- c. E-mail submissions should include the following information in its subject line: "2012 OCC 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 resolutions will only be accepted up to 4:30 P.M., April 19, 2012. Floor submissions on May 5th will not be considered except by a two-thirds vote of the Delegates and must be accompanied by an electronic copy on a CD or USB drive with 100 hard copies for distribution.

6. Proposed Changes to the O'ahu County Bylaws and State Party Constitution shall:

- a. State the section and sub-section of the Bylaw or State Party Constitution provision proposed to be amended.
- b. State the present text.
- c. State the Bylaw or State Party Constitution 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.
- d. State the rationale for the proposed change.
- e. State whether a Bylaw change proposal affects organization of the O'ahu County Committee, the Executive Committee, Deputy Chairpersons, District Council Chairpersons, Candidacies, Term of Office, Vacancies, Meetings, Standing and Special Committees, Duties and Responsibilities, County Convention.
- f. If the proposal affects other sections of the Bylaws, identify those sections and state the appropriate changes.

Proposed amendments to the Bylaws or State Party Constitution must be in Times Roman 12-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. CD, USB and email submissions should be submitted as discussed in Para. 5. Above with Bylaws or State Constitution used as type of document.

7. Floor Participation. Participation in the deliberations on the convention floor shall be limited to Delegates wearing official Delegate badges. 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.

8. Separate Consideration of Resolutions, Bylaw and State Constitution 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 the specified resolution.
- b. Proposed Bylaw and State Constitution 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 a 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 the specified amendment.

9. 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 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.

10. Elections. In 2012, elections will be held for O'ahu County State Central Committee Representatives (one male, one female). The election shall be decided by a simple majority of votes cast. Election shall be by secret ballot unless there is only one nominee for a particular position in which case election shall be by voice vote. OCC members shall not hold 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. If no candidate receives a simple 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.

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

12. 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 Federal Government, State of Hawai'i, 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. Except for O'ahu County specific measures, adopted platform, affirmative action and resolution measures will be forwarded to the State Convention for approval.

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

14. Minutes. O'ahu County 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 OCD general membership meeting.

15. 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 of the Democratic Party of Hawai'i or the Bylaws of the O'ahu County Democrats. Any specific time(s) provided on the program agenda shall not constitute general or special order of the day.

16. 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.