

STANDING RULES OF THE 2018 CONVENTION
O'ahu County Democrats

Adopted by O'ahu County Committee on February 24, 2018

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 5, 2018, between 7:00 AM and 9:00 AM, at which time registration will close.

Rule 2. Delegate Eligibility.

- A. Persons eligible as provided in the Bylaws (*see attached provisions*) 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 \$30 registration fee no later than Wednesday, April 25, 2018. Late registration fee of \$35 will be accepted from Thursday, April 26 through May 4. The registration fee on the day of the convention before 9:00 AM, Saturday, May 5th will be \$40.00.

Rule 3. Convention Committees.

Each Convention Committee shall convene on Saturday, April 21, 2018 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 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 USB drive or e-mailed as an attachment to convention@oahudemocrats.org. A confirmation receipt will be sent to persons submitting material via 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, 2018 Convention", P.O. Box 1793, Honolulu, HI 96806-1793" and must be postmarked no later than April 18, 2018. Floor submissions on May 5 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.

- C. E-mail submissions should include the following information in its subject line: "2018 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 resolutions will only be accepted up to 4:30 P.M on April 18, 2018. Floor submissions on May 5 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- 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. USB and email submissions should be submitted as discussed in Rule 5, 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 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 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 the specified resolution.
- B. 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 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.

Rule 9. Elections.

In 2018, elections will be held for O'ahu County State Central Committee (SCC) Representatives (one male and one female). Election of each SCC Representative shall be decided by a majority of votes cast. Election shall be by signed ballot unless there is only one nominee for a particular position in which case that nominee shall be declared elected by acclamation. OCC members shall not hold more than 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, Bylaws 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.

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 or these standing rules .

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.

From Section 11 of the Bylaws of the O'ahu County Democrats of the Democratic Party of Hawai'i (April 22, 2017):

(11.4) The delegate body of the Convention shall be comprised as follows.

- A. Each District shall have twenty four (24) delegates.
 1. The President, First Vice President, and District Council Person of each precinct shall be delegates to the O'ahu County Convention.
 2. Delegates shall be elected at the time of the Precinct Elections as prescribed by the Constitution and Bylaws of the Democratic Party of Hawai'i.
 3. If fewer than twenty-four delegates are elected because the State House District has fewer than eight (8) precincts, a number of At Large delegates to the O'ahu County Convention shall be allotted equal to the number of precincts in the district, multiplied by three (3), and then subtracted from twenty four (24).
 4. Elections of At Large delegates shall be held at the same time, and At Large delegates shall be elected by all district members present. If a district meets in more than one (1) location, At Large delegates for the district shall be allocated to each location at a percentage equal to the percentage of district precincts at each location.
- B. Each District shall make every effort to elect delegates composed of equal numbers of men and women.
- C. In addition to elected delegates, the District 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.
- D. Other Precinct officers shall not be precluded from running as a delegate.
- E. If, following the Precinct Elections, there remain vacant At Large delegate positions, the District Council shall be empowered to fill the remaining positions, up until ten (10) days prior to the convention, after that the District Chairperson shall be empowered, provided that;
 - i. Best attempts are made to ensure gender equity is maintained; and
 - ii. District Council meetings to fill vacancies shall be conducted by phone or email;
 - iii. Appointments shall be in writing.
- F. If an elected delegate cannot attend, they may appoint their own alternate provided that they notify the District Chairperson in writing at least ten (10) days prior to the convening of the convention and;
 - i. The appointed alternate reside 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.
- G. Each delegate to the O'ahu County Convention is entitled to one (1) vote.
- H. No official delegate shall be prevented from fully participating in the County Convention due to an inability to pay part or all of the established registration fee.

From Section 11 of the Bylaws of the O'ahu County Democrats of the Democratic Party of Hawai'i (April 22, 2017):

(11.5) 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 first vice presidents, or precinct district councilpersons, shall have all the rights and privileges of a delegate subject to the following requirements:

1. Be a member of the Democratic Party in good standing; and
2. 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 non-partisan State or County election, provided they are Democratic Party members in good standing and residents of O'ahu.

(11.6) 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 first 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 of Hawai'i in good standing, residents of O'ahu and ran for their elected office as a member of the Democratic Party of Hawai'i.

(11.7) The Co-Chairs and members of the Convention Committees of Rules, Affirmative Action, Platform, Credentials and Resolutions shall be appointed by the County Chairperson, in keeping with the Party's commitment to gender equity, from among the Convention delegates with the concurrence of the O'ahu County Committee.

(11.8) Voting members of the Convention Committees of Rules, Affirmative Action, Platform, Credentials and Resolution shall be delegates to the O'ahu County Convention. If at all possible the voting members shall be evenly divided between the regions. The members shall be appointed by the County Chairperson according to a process approved by the O'ahu County Committee. Each committee shall not exceed 5% of the total eligible county convention delegates.

(11.9) All members of the O'ahu County Democrats are invited to attend and voice their opinions in the Convention Committee meetings that take place prior to the annual County Convention.