



**STANDING RULES OF THE
2021 O’AHU COUNTY DEMOCRATS eCONVENTION
TO BE HELD ON MAY 1, 2021**

Adopted by the O’ahu County Committee on March 6, 2021

The 2021 O’ahu County eConvention will be held on Saturday, May 1, 2021 and will be conducted online via Zoom. The Platform, Rules, and Resolutions Committee meetings will be held during the period of April 5-17 with specific dates, times, and URL information posted on the O’ahu County Democrats Website no later than February 5, 2021.

Rule 1. Registration Required.

All Delegates to the O’ahu County eConvention must register online on the O’ahu County Democrats Website or by mail to be sent to O’ahu County Committee, Democratic Party of Hawai’i, P.O. Box 1793, Honolulu, HI 96806-1793. Paper registration will be used as a last resort. Registration and payment deadlines are listed in the table below.

Rule 2. Delegate Eligibility.

- A. Delegates, as defined in Sections 12.4, 12.5 and 12.6 of the O’ahu County Bylaws, are eligible to be Delegates to the O’ahu County eConvention after payment of the registration fee according to the payment schedule.
- B. Should a Delegate not meet the requirements in 2A the Delegate will be given the opportunity to update their membership information or provide proof of voter registration for the delegate slot they hold prior to the close of eConvention registration on Wednesday, April 28, 2021.
- C. The names and representative constituencies of all eConvention delegates as described in Section 12.4 of the OCD Bylaws, shall be submitted to the Credentials Committee as soon as possible but no later than 4:30pm, April 26, 2021. No alternate delegates will be credentialed after this date.
- D. Payment schedule is as described in the table below.

Early Bird Rate	\$15.00	Prior to 4:30pm, Friday, April 2
Regular Rate	\$20.00	Prior to 4:30pm, Friday, April 16
Late Rate	\$40.00	Prior to 4:30pm, Wednesday, April 28. No registrations will be accepted after this date and time. <i>Paper Registration must be postmarked no later than April 24, 2021.</i>

Rule 3: Use of Zoom.

The County eConvention and all Pre-Convention Committee Meetings will be conducted via Zoom in accordance with applicable laws, governing documents, these Rules, and the current edition of *Robert’s Rules of Order Newly Revised (RONR)*, which shall control in that order of priority. All participants shall comply with these rules and procedures.

- A. Registered, credentialed Delegates shall access the meeting via web-conference with a computer or other internet enabled device with working audio and video capability. Delegates will be provided a

unique login link (URL) and password upon successful registration and payment of applicable eConvention fees. Each delegate's personal URL and password shall not be shared with other delegates. Joining the eConvention with a group on a single login is not permitted for zoom polling purposes.

B. Sign in Protocols.

1. Participants shall sign in with their legal first and last names, region and district (ie. Barack Obama 9-49); phone numbers or fictional names are not permitted. The Registration and Credentials Committee will verify the delegates information before processing them through the waiting room. Chair or their designee shall hold the right to rename participants on the eConvention floor.
2. Delegates may sign in up to one (1) hour prior to the start of the eConvention. All Delegates are expected to sign into the Zoom meeting portal at least ten (10) minutes prior to the Call to Order. Prior to the Call to Order, delegates must announce their appearance to the meeting host or organizer and test their webcam, speaker, and microphone functionality immediately after signing in.
3. Delegates are expected to open and maintain the "participants" window open throughout the meeting.

C. Except for the parliamentarian, access by non-voting attendees (guests, observers) at the eConvention will be limited to viewing the proceedings on a YouTube link posted on the O'ahu County Democrats Website.

D. Connectivity. Each attendee is responsible for their own connection to the Internet and eConvention; no action will be invalidated on the grounds that the loss of, or poor quality of, any attendee's individual connection prevented their participation in the meeting provided that at least a quorum of voting members was connected and any required voting threshold was achieved.

E. Interference and Noise. Attendees shall mute their microphone when not speaking to avoid interference and unintended background noise. After one warning, the Chair may order the muting of a disruptive delegate. After two or more warnings, the Chair holds the right to dismiss a delegate causing undue interference. The Chair's decision will be announced to the body.

F. Decorum (Discussion, Debate, and Visual). Decorum is prescribed in RONR; personal attacks, vulgarity, or offensive language can result in loss of debate privileges. Likewise, it is a breach of decorum to use Zoom comment icons (e.g. thumbs up, thumbs down, hands clapping, check mark, x, etc.) in debate. Visual decorum will also be enforced; any vulgar or offensive image, video, or attire is prohibited. Such breaches of decorum shall be cause for muting or an immediate dismissal by the Chair from the meeting. The Chair's disconnection of an attendee will be announced and recorded in the minutes.

G. Use of Chat Box. The chat box is restricted to voting members and the parliamentarian. It may only be used to:

1. Present motions for consideration either prior to or upon recognition;
2. Provide a link to a document that the speaker cannot display on the screen;
3. Provide specific comments if requested by the Chair; or report technical difficulties of sufficient importance.

- H. Electronic Recording. No video-taping or other electronic recording is permitted during any of the proceedings (except by the host and/or secretary on Zoom) unless approved in advance.
- I. The Chair or their designee shall appoint a member(s) to act as “Host(s)” for the eConvention or pre-convention committee meetings for the purpose of scheduling, initiating, polling, and controlling the Zoom meeting functions as directed.

Rule 4. Convention Committees.

- A. Each Pre-Convention Committee shall convene at least once between April 5-17, 2021 via Zoom 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.
- B. Detailed information regarding the 2021 Pre-Convention Committees’ selection procedures and meeting rules can be found in: *Appendix A - DEMOCRATIC PARTY OF HAWAII (DPH)- 2021 O’AHU COUNTY CONVENTION, CONVENTION COMMITTEES: SELECTION PROCEDURES & MEETING RULES*

Rule 5. Submissions to, Platform, and Resolutions.

- A. The proposers of all platform planks, bylaw amendments, and resolutions shall submit proposals in a Microsoft Word compatible format (8.5" by 11"); using Arial 10 font, with one-inch margins on all sides. Each proposal shall be no longer than one page and submitted by e-mail to the appropriate committee. eConvention Committee emails are listed in the table below.
- B. Email Submissions should include the following information in its subject line: 2021 OCD eConvention “*TYPE OF DOCUMENT*,” where the words “*TYPE OF DOCUMENT*” should be replaced with one of the following words Resolution, Platform, or Rules. The body of the email should include the following information: type of document (Resolution, Platform Plank, or Bylaws Amendment), the title of the document, name of moving Delegate, and the software program (For example: Microsoft Word) used for submission. All submissions of proposed resolutions, platform planks, and rules amendments must be received before 4:30pm on April 2, 2021.

Platform	Platform@oahudemocrats.org
Resolutions	Resolutions@oahudemocrats.org
Rules (Bylaws)	Rules@oahudemocrats.org

- C. The Resolutions Committee will accept and consider resolutions that relate specifically and exclusively to O’ahu County issues and the work of the O’ahu County Committee and its committees. Resolutions, submitted in the prescribed format by the deadline, will be accepted and evaluated based on the following criteria, in priority order.

Resolutions:

1. Submitted by elected officials who are Democrats.
2. Aligned with the OCC’s five Legislative Priorities—affordable housing, public education, healthcare, climate change, and economic inequality.
3. Originating from a standing committee of the OCC.
4. Resolutions thanking a person or organization external to the OCC for supporting the work of the OCC.

5. From any O'ahu County Democrat provided that the resolution is specific to OCC issues and does not conflict with the platforms or resolutions of the Democratic Party of Hawaii or the Democratic National Committee.
- D. All submissions must be supported by another member as a second which must be verified by a separate email to the respective committee email within the submission deadline.
- E. Submissions not recommended by the designated convention committee must be included in their report but shall only be considered at convention after all the recommended proposals have been considered and only if a 2/3rds vote of the delegates approves consideration. The motion to consider a proposal not recommended by the designated committee shall be undebatable.
- F. No Floor submissions will be considered on the day of the eConvention except for Courtesy Resolutions, at the discretion of the Chair.

Rule 6. Proposed Changes to the O'ahu County Bylaws shall:

- A. State the section and subsection 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., strikethrough deletions and underline words to be added or inserted. EXAMPLE: ~~This section is being stricken.~~ This section is being inserted. This section is not being changed.
- 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.
- E. The proposers of all bylaw amendments shall submit proposals in a Microsoft Word compatible format (8.5" by 11"); using Arial 10 font, with one-inch margins on all sides. Each proposal shall be no longer than one page and submitted by e-mail to the Convention Rules Committee. The Rules committee email is listed in the table above. Submissions will only be accepted by email and should be submitted as described in Rule 5.B, above with "Bylaws" used as, "TYPE OF DOCUMENT".
- F. All submissions must be supported by another member as a second which must be verified by a separate email to the respective committee email within the submission deadline.
- G. Submissions not recommended by the designated convention committee must be included in their report but shall only be considered at convention after all the recommended proposals have been considered and only if a 2/3rds vote of the delegates approves consideration. The motion to consider a proposal not recommended by the designated committee shall be undebatable.
- H. No Floor submissions will be considered on the day of the eConvention.

Rule 7. Floor Participation.

- A. For purposes of the eConvention, the online platform is considered the eConvention floor. Participation in the deliberations on the eConvention floor shall be limited to registered and credentialed Delegates. See Rule 3 for Zoom protocol for the eConvention.
- B. When recognized by the Chair, the Delegate must state the delegate's first and last name and district clearly.
- C. A delegate shall communicate through the chat feature, as applicable, "Point of Information" or "Parliamentary Inquiry". The chat will be monitored throughout the eConvention by the Chair and their designee. Delegates recognized for a *Point of Information* or a *Parliamentary Inquiry* must

immediately state their question upon recognition. A Delegate recognized to express a *Point of Information* or a *Parliamentary Inquiry* may not make any other motion, nor engage in debate, nor make any remarks for or against a motion being debated.

- D. A delegate shall communicate through the chat feature to raise a *Point of Order* when a delegate notices a breach of order or rules. The chat will be monitored throughout the eConvention by the Chair and their designee. When recognized by the Chair, the delegate must then immediately address the Chair and state their *Point of Order*. A delegate recognized to express a *Point of Order* may not make any other motion, nor engage in debate, nor make any remarks for or against a motion being debated.
- G. Requesting the Floor. Voting members must “raise their hand” to request recognition by the Chair to make a motion or speak in debate, and after being recognized by the Chair, will unmute their microphone, speak clearly, and state their name and district. Any voting member who has technical difficulties requesting the floor shall use the chat feature immediately with the prefix “REQUEST THE FLOOR”.
- H. All main motions and amendments made from the floor must be submitted to the Chair in writing in the Chat feature by the Delegate making the motion.
- I. Pressing and holding the space bar is a quick way to unmute for the purpose of seconding a motion.
- J. 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. The speaker’s time remaining will be displayed in a separate window. Alternatively, the remaining time may be provided in the chat box with the prefix “TIME REMAINING”. All attendees must mute their microphone after speaking. The Chair or their designee may mute the microphone if any attendee neglects to do so after speaking.
- K. The Chair may close debate after three delegates have spoken in favor and three delegates have spoken in opposition to the pending motion.

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

- A. Proposed Resolutions recommended in the Resolutions Committee Report shall be considered for adoption *in gross*. If a Delegate desires to amend any resolution or speak against the resolution submitted in the Resolutions Committee Report, the delegate shall submit the appropriate separation and/or amendment forms to the Parliamentarian twenty-four (24) hours prior to the eConvention Call to Order. 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 Democrats Platform recommended by the Pre-Convention Platform Committee shall be considered for adoption *in gross*. If a Delegate desires to amend any Platform Plank or speak against the Platform Plank submitted in the Platform Committee Report, the delegate shall submit the appropriate separation and/or amendment forms to the Parliamentarian twenty-four (24) hours prior to the eConvention Call to Order. The Delegate who calls for such separate consideration of a Platform Plank shall be recognized first to speak against and/or offer an amendment to the specified Platform Plank.
- C. Proposed changes to the O’ahu County Democrats Bylaws recommended by the Pre-Convention Rules Committee shall be considered for adoption *in gross*. If a Delegate desires to amend any Bylaw Amendment or speak against the Amendment submitted in the Rules Committee Report, the delegate shall submit the appropriate separation and/or amendment forms to the Parliamentarian twenty-four (24) hours prior to the eConvention Call to Order. 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 proposal.

Rule 9. Voting.

- A. Voting during all business meetings of the eConvention will be conducted via Zoom. The Chair or their designee shall direct the voting procedures which may include, but are not limited to general consent, a polling method, or roll call. **Voice votes shall not be used to vote on any question.**
- B. Unless ten (10) eConvention delegates object, motions will be adopted by general consent.

Rule 10. Nominations.

- A. Candidates, and the candidate slates for the combined offices of County Chairperson and Vice-Chairperson per Section 5.1 of the Bylaws, must have filed nomination papers with a personal profile and picture to the County Secretary by 4:30 pm, April 21, 2021, ten (10) days before the eConvention of the O'ahu County Democrats.
- B. Nominations shall not be accepted from the floor.

Rule 11. Elections.

- A. At the 2021 eConvention, elections will be held for the County Chairperson, County Vice Chairperson, County Secretary, County Assistant Secretary, County Treasurer, County Assistant Treasurer, and Nine (9) Regional Chairpersons.
- B. Election shall be by a zoom poll unless there is only one (1) nominee for a position or slate in the case of the combined positions of County Chairperson and Vice-Chairperson, in which case election shall be by acclamation. OCC members shall not hold more than one (1) nor be a candidate for more than one (1) office on the Executive Committee.
- C. In contested races, candidates may speak for two (2) minutes each. Delegates shall elect candidates for contested positions using a single, first zoom poll provided, however, delegates from each region shall have separate zoom polls to elect Regional Chairs where more than one (1) candidate is running for the same position.
- D. The election shall be decided by a majority of votes cast. If no candidate or nominated slate in the case of the combined positions of County Chairperson and Vice-Chairperson, receives a majority on the first zoom poll, then a second zoom poll between the top two (2) vote getters shall be conducted. Ties on the second zoom poll shall be decided by the flip of a coin.

Rule 12. Observers.

Observers may observe the eConvention via a YouTube link posted on the O'ahu County Democrats Website.

Rule 13. Minutes.

The Chair shall appoint an eConvention secretary to prepare the minutes of the O'ahu County Democrats 2021 eConvention 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 eConvention 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, the Bylaws of the O'ahu County Democrats, or these Standing Rules.

Appendix A

**DEMOCRATIC PARTY OF HAWAII (DPH)- 2021 O'AHU COUNTY CONVENTION
CONVENTION COMMITTEES: SELECTION PROCEDURES & MEETING RULES**

Appendix B

2021 O'AHU COUNTY CONVENTION: REGISTRATION LINK AND FORM

LINK: <https://forms.gle/cAvoXAvAwBXVLhaz9>

Appendix C

2021 O'AHU COUNTY CONVENTION: NOMINATION LINK AND FORM

LINK: <https://forms.gle/C9GSFvdA2b2VtNKS9>

Appendix D

2021 O'AHU COUNTY CONVENTION: SEPARATION AND AMENDMENT LINK AND FORMS

LINK: <https://forms.gle/U7vmmbpm9GnHo2xR7>

ANY PAPER SUBMISSIONS SHOULD BE USED AS A LAST RESORT.