



2023 COUNTY CONVENTION PLATFORM, RULES, RESOLUTIONS COMMITTEES:

HOW TO WRITE & SUBMIT AMENDMENTS TO THE PLATFORM AND RULES COMMITTEE.

HOW TO WRITE & SUBMIT RESOLUTIONS

Section 12.1.1 of the Bylaws of the O’ahu County Democrats provides that: The business and purposes of the County's Annual Convention in odd-numbered years shall be limited to and dedicated to the following work relating to O’ahu County: c. Consider and vote on resolutions that relate specifically and exclusively to O’ahu County issues and the work of O’ahu County Committee and its committee.

STEP 1:
Find and review the Oahu County Platform, Bylaws, and Resolutions on the Oahu County Democrats website: oahudemocrats.org

STEP 2:
Follow these submission format requirements and rules :

O’ahu County Convention Standing Rule 5:

- 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. Resolution proposals shall be no longer than one page. Each proposal submitted to the Platform Committee is limited to one platform plank. Each proposal shall be 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: 2023 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.
 1. Please see the "County Resolutions Template Sample 2023" below for a sample and instructions on writing new resolutions.
 2. For your convenience, use the "Convention Amendment Form" found at the end of this document to write and submit Platform, Rules, and Resolution amendments.

C. All submissions of proposed resolutions, platform planks, and rules amendments must be received before 4:30 pm on April 12, 2023. Email each submission to:

Platform	Oahuplatformcommittee@gmail.com
Resolutions	Oahuresolutionscommittee@gmail.com
Rules (Bylaws)	Oahurulescommittee@gmail.com

- 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 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.

Please see OCC Parliamentarian Dr. William Puette's video on how to write a resolution.
youtu.be/syF4YXZy2nY

COUNTY RESOLUTIONS TEMPLATE SAMPLE 2023

SAMPLE DPH O‘AHU COUNTY 2021 CONVENTION PROPOSED RESOLUTION:

Title: Urging The Honolulu City Council to increase zoning capacity ¹

Whereas, According to the state Department of Business, Economic Development and Tourism, the state of Hawai‘i needs about 50,000 more units by 2025, of which 17,000 units need to be housing for working class individuals; and

Whereas, Honolulu City and County has the most overcrowded population in the state and needs an increase of over 25 percent, or 90,000 units, to provide enough homes for the projected local population; now, therefore, be it

Resolved, That O‘ahu County Democrats of the Democratic Party of Hawai‘i urge the Honolulu City Council to increase the residential zoning capacity to a level that allows for a sufficient housing stock for the local population; and be it

Ordered, That copies of this resolution be transmitted to the Governor of the State of Hawai‘i, the Lt. Governor of the State of Hawai‘i, Hawai‘i State Legislators for the island of O‘ahu who are members of the Democratic Party, the Mayor of the City and County of Honolulu, and all members of the Honolulu City Council.⁴

Submitted by: ⁵

Maker: _____ Second: _____

Grammatically, a resolution is a single sentence with only one period at the end. The clauses should all be separate independent clauses ending in a semicolon and the connecting conjunction (“and”) or appropriate phrase (“be it”), separated from the following clause by a blank line.

A preamble, consisting of “Whereas” clauses, is non-binding and not necessary or required. When used, the preamble clauses should be factual in nature and avoid opinions or unsupported assertions. Only the “*Resolved*,” and “*Ordered*” clause(s) contain the binding and operative substance of the resolution.

Unless stated in the resolution itself, a resolution does not sunset. It is effective indefinitely until rescinded or amended.

¹ The Title briefly describes the intent of the resolution. Do not use all caps for the title or the words, *Whereas*, *Resolved*, or *Ordered*.

² Use the Hawaiian ‘*okina* and *kahakō* in Hawaiian words & names as appropriate (e.g. Hawai‘i, O‘ahu Kaua‘i). The ‘*okina* is not an apostrophe. It should resemble a miniature “6” in superscript. It can be made by the left single quotation mark.

³ The first words after the word “*Resolved*,” should be “That the O‘ahu County Democrats of the Democratic Party of Hawai‘i” - not “by the Oahu County Democratic Party ...” or ‘that some other entity’ not under the control of the convention take a action or a position.

⁴ Instead of “*Resolved*”, transmission directions to staff should use “*Ordered*”. Do not stipulate that the copies be “certified” and, in a non State Convention year, O‘ahu County Resolutions will not be referred to the future State Convention resolutions committee (see O‘ahu County Bylaws Sec 12.3).

⁵ Refer to the county bylaws and/or convention rules for submission requirements; otherwise, the maker and the second need to be county convention delegates.

Democratic Party of Hawai'i Parliamentary Advisory Relating to Convention Resolutions

As delegates prepare for the 2023 O'ahu County Convention, be advised that Section 12.1.1 of the Bylaws of the O'ahu County Democrats provides that: The business and purposes of the County's Annual Convention in odd-numbered years shall be limited to and dedicated to the following work relating to O'ahu County: c. Consider and vote on resolutions that relate specifically and exclusively to O'ahu County issues and the work of O'ahu County Committee and its committee

Article VIII, Section 7A of the Constitution of the Democratic Party of Hawai'i provides that:
The resolving clauses of resolutions, except for those clauses that refer to a specific date, event, or legislative session, once adopted by delegates at a convention of the Democratic Party of Hawai'i shall represent the official policies of the Party and shall remain in force and effect until rescinded or amended by the delegates at an annual or special convention.

Likewise, Section 13.3 of the Bylaws of the O'ahu County Democrats provides that:
Effective June 1, 2022, the resolutions adopted by delegates at conventions of the O'ahu County Democrats shall remain in force and effect until rescinded or amended by a two-thirds roll call vote of the full membership of the O'ahu County Committee or by a majority of votes cast by delegates at an annual or special convention, or until they come into conflict with the platform or resolutions of the Democratic Party of Hawai'i, or for a period not to exceed ten (10) years from the date of adoption.

A Resolution submitted that is substantially the same or in conflict with an OCD Resolution adopted in the past 10 years as posted online will be ruled out of order unless it is presented either as a resolution to amend a specific, previously adopted resolution or as a resolution to rescind a specific, previously adopted resolution.

Article VIII, Section 5 of the Constitution of the Democratic Party of Hawai'i further provides that the current edition of *Robert's Rules of Order Newly Revised* shall apply to all District Council meetings, County meetings and conventions and State Conventions, where not inconsistent with the Constitution of the Democratic Party of Hawai'i.

The current edition of *Robert's Rules of Order Newly Revised* (12th ed.) Provides:

1. "Motions to "reaffirm" a position previously taken by adopting a motion or resolution are not in order. Such a motion serves no useful purpose because the original motion is still in effect; also, possible attempts to amend a motion to reaffirm would come into conflict with the rules for the motion to *Amend Something Previously Adopted* (35); and if such a motion to reaffirm failed, it would create an ambiguous situation." (10:10)
2. "... motions are not in order if they conflict with one or more motions previously adopted at any time and still in force. Such conflicting motions, if adopted, are null and void unless adopted by the vote required to rescind or amend the motion previously adopted." (10:26(4), 39:5)

Reintroduction of a motion or resolution substantially the same as one previously adopted by the state or county conventions is either intended to "reaffirm" the previously adopted motion/resolution or is intended to amend it in some way. In either event, such a reintroduction is improper & will be ruled out of order for reasons explained above.

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