



**2024 O'AHU COUNTY CONVENTION COMMITTEES:  
SELECTION PROCEDURES & MEETING RULES**  
Approved by the OCC on March 2, 2024

**1. Committee Selection Process.**

- 1.1. Selection and Appointment of Committee Co-Chairs to the Credentials, Rules, Platform, and Resolutions Committees: The O'ahu County Committee ( OCC ) Chairperson shall appoint the committee co-chairs of the Credentials, Rules, Platform, and Resolutions Committees from among delegates to the OCC Convention, with the concurrence of the OCC at its March 2024 meeting. For each committee, the OCC Chairperson shall designate one co-chair to serve as the presiding officer and the other to serve as the secretary or scribe.
- 1.2. The OCC Chairperson will appoint members to the convention committees from among delegates to the OCC Convention. Each committee shall not exceed 5% of the total eligible county convention delegates. Appointments to committees will be made not later than thirty (30) days prior to the convention. The OCC Chairperson shall also appoint a Zoom Administrator (non-member) to assist each committee.
- 1.3. Interested delegates shall file an application to be considered for appointment to the convention committees by the deadline established.
- 1.4. If at all possible, the voting members of the committee shall be evenly divided among the regions.
- 1.5. The OCC Chairperson may remove any delegate from a committee who is unable to attend the scheduled meetings of the committee or whose conduct in the committee meetings is dilatory or disruptive, or in disregard of the meeting rules and/or the Constitution or Bylaws of the Democratic Party of Hawai'i and the O'ahu County Committee.
- 1.6. A list of Convention Committee members shall be posted to the O'ahu County Democrats (OCD) website as they are appointed/confirmed.

## 2. Committee Meeting Rules

2.1. **Schedule for Committee Meetings:** Committee meetings shall take place no later than seven (7) days before the convention. Early committee meetings are encouraged.

### 2.2. Notification, Access and Sign in Protocols:

2.2.1. The designated presiding officer, one of the appointed committee Co-Chairs, of each Convention Committee shall notify committee members at least five (5) days in advance of the first committee meeting. If extended meetings are necessary to complete the work of the committee, such meetings will be at the call of the committee's presiding officer. Meeting notifications will include the date and time for the meeting and the zoom link.

2.2.2. Voting members will access the respective committee meetings via the OCC zoom account with a computer or other internet enabled device using the login link (URL) provided in the call of the meeting which will include the meeting ID and password. Except for the parliamentarian, access by non-voting attendees (guests) will be limited to sign in via the meeting's call in number.

2.2.3. Prior to the meeting at which a proposal is to be considered or other action by the committee, the meeting date, time and location will be posted to the OCD website. The notice shall also contain an invitation to contact the respective committee's presiding officer or their designee for copies of documents.

#### 2.2.4. Sign in Protocols.

2.2.4.1. Voting convention committee members must sign into the zoom meeting with their legal first and last names; phone numbers or fictional names are not permitted. Authorized voting committee members will rename themselves by including the initials "VM" in front of their name. Instructions for doing this will be provided by the committee's presiding officer or their designee. The presiding officer or committee secretary will check these designations against the official list of designated voting members that were appointed by the OCC Chairperson. Only those on this list will have the designation of VM which means "Voting Member". Voting committee members who call in will have their attendance (name) recorded by the scribe.

2.2.4.2. Guests will sign in via the meeting's call in number. Their attendance (name) will be recorded by the scribe.

2.2.4.3. All attendees are expected to sign into zoom at least 15 minutes prior to the scheduled committee start time, unless an earlier time is established by the committee's presiding officer. Attendees must test their webcam, speaker, and microphone functionality immediately after signing in.

2.2.4.4. Voting committee members are expected to open and maintain the "participants" window open throughout the meeting.

#### 2.2.5. Connectivity.

2.2.5.1. Each attendee is responsible for their own connection to the Internet and teleconference; 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.

2.2.5.2. All those participating by teleconference and are using cell phones will ensure they are in an area with strong signal and good reception. If a call is dropped, it shall be the responsibility of the member or members who are participating by ZOOM or other means to call back in.

2.2.5.3. All those participating by videoconference will ensure they have a strong internet connection. If the video goes out during the meeting but teleconference does not that will not constitute as a disruption and the meeting will continue.

2.2.5.4. Appointed members participating by teleconference or videoconference who leave the meeting prior to the end of the meeting must inform the presiding officer of their departure. A member who must leave may interrupt to inform the presiding officer, but may not interrupt any member who is speaking. As an alternative, the committee member may use the "chat" box to inform the presiding officer of their departure.

2.2.5.5. Interference and Noise. Attendees must mute their microphone when not speaking to avoid interference and unintended background noise. The presiding officer, after

one warning, may order the muting or disconnecting of any attendee causing undue interference. The Co-Chair's decision will be announced.

2.3. Quorum:

2.3.1. A quorum of the Rules, Resolutions and Platform Committees shall be a majority of the number of appointed committee members, i.e., one more than half of the number of appointed members. No voting may take place at a meeting without quorum.

2.3.2. When a quorum of the appointed committee members is established, the presiding officer or designee will announce the names of all members (voting committee members) and guests in attendance, both those attending by video or telephone.

2.4. Convention Resolutions, Platform, and Rules Committees shall have the power to format, edit, combine resolutions of similar substance, and make substantive amendments that do not alter the intent of any amendments to the Platform and Rules, and resolving clauses of resolutions.

2.5. Participation in Meetings

2.5.1. Requesting the Floor. Voting members shall use the "raise hand" button in the participant's box to request recognition by the presiding officer to make a motion or speak in debate, and after being recognized by the presiding officer, will unmute their microphone, speak clearly, and state their name, delegate status, and District, for example, "John Doe, delegate, District 26." Any voting member who has technical difficulties requesting the floor shall use the chat box immediately with the prefix, "REQUEST THE FLOOR".

2.5.2. Motions. The presiding officer may require motions and amendments be submitted in writing using the chat box.

2.5.3. Participation in Discussions: A member wishing to make a motion or participate in discussions must first be recognized by the presiding officer, state their name and position, and address all remarks to the presiding officer.

2.5.4. Authors of proposals before a committee may speak first for the proposal when recognized by the presiding officer.

2.5.5. Appointed members of the committees may speak twice to each question for no more than three minutes per speech. The presiding officer may terminate debate on any proposal after three speakers in favor of the proposal and three speakers opposed to the proposal have discussed the proposal. This does not include the initial

remarks by the maker of the motion. All attendees must mute their microphone after speaking. The presiding officer or their designee, may mute the microphone if any attendee neglects to do so after speaking.

- 2.5.6. Delegates not appointed as members of the committees may speak once to each question for no more than three minutes per speech after committee members have had the opportunity to speak. After all committee members and delegates have had the opportunity to speak, any member of the O'ahu County Democrats who is not a convention delegate may speak once to each question for no more than three minutes per speech.
- 2.5.7. Priority in debate shall be given to voting members of the committee.
- 2.5.8. Since time for committee meetings may be limited, the committee may adopt further limitations on debate by 2/3 vote of the appointed committee members present and voting.
- 2.5.9. Decorum. Decorum is described in Robert's Rules of Order as well as in OCC Special and Standing Rules #24 and 25. 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 required; any vulgar or offensive image or video is prohibited. Such breaches of decorum shall be cause for muting or an immediate disconnection by the presiding officer from the meeting. The committees presiding officer's disconnection of an attendee will be announced and recorded in the minutes.
- 2.5.10. Use of Chat Box. The chat box is restricted to voting members and the parliamentarian. It may only be used to:
  - 2.5.10.1. Present motions for consideration either prior to or upon recognition;
  - 2.5.10.2. Make Nominations from the floor, when in order;
  - 2.5.10.3. Provide a link to a document that the speaker cannot display on the screen;
  - 2.5.10.4. Provide specific comments if requested by the presiding officer;
  - 2.5.10.5. Report technical difficulties of sufficient importance that they need immediate correction; or

2.5.10.6. Report departure from the meeting.

2.5.11 Cell phones and other mobile devices, except for members attending by teleconference, must be tuned off or silenced during the meeting.

2.5.12. No audio or video recordings of the meetings shall be made, except by the presiding officer or the chair's designated committee scribe.

2.6. Voting In Committee Meetings

2.6.1 Only registered convention delegates who are appointed to the committee shall vote on the issues before the committee. Other delegates may participate in the discussions, but shall not vote.

2.6.2. Voting in committee meetings will be conducted in zoom in the following manner and order at the discretion of the presiding officer:

2.6.2.1 The committee presiding officer will ask whether there are any objections to the motion. If there are not, the chair will rule on the adoption of the motion.

2.6.2.2. If there is an objection to the motion, the presiding officer will conduct a vote on the same question and will ask delegates to use the "yes/no" function in zoom, and any delegates that wish to abstain shall indicate as such by typing "abstain" in the chat box. For those delegates who are unable to vote by the "yes/no" function in zoom, the presiding officer will call for their verbal vote.

2.6.2.3.. Visual or voice confirmation of delegates is required when delegates cast a vote. Video on the delegate's device must be on for visual confirmation or delegate must identify their name and district for voice confirmation.

2.7. Committee Reports

2.7.1 The scribe of each committee will provide a copy of their report to the OCD webmaster no later than six days before the convention. Such report shall be published on the OCD website at least five (5) calendar days prior to the date of the Convention. There shall be no minority reports. As applicable, the reports will include the proposed changes to the OCD Platform, the OCD Bylaws, and the proposed resolutions.

2.7.2 Reports will consist of the following information: Name of Committee, date(s) met, time called to order and time adjourned, attendance list, and two parts: Part I will consist of all proposals

recommended for adoption by the committee; Part II will consist of all proposals that the committee does not recommend for adoption. Those proposals ruled out of order will not be included in the report.

2.8. Submission of Proposals for Amendment to the Platform, and Rules; and Resolutions: The submission of proposals shall be as specified in the Convention Standing Rules.

2.9. Parliamentary Authority. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the O'ahu County Convention Committees in all cases to which they are applicable and in which they are not inconsistent with the Constitution, Bylaws or special rules of order adopted by the Democratic Party of Hawai'i or the Bylaws and special rules of order, or the Standing Convention Rules adopted by the O'ahu County Committee or with the rules in this document.