



**STANDING RULES OF THE 2024 O'AHU COUNTY DEMOCRATS CONVENTION
TO BE HELD ON APRIL 20, 2024**

Adopted by the O'ahu County Committee on March, 2, 2024

The 2024 O'ahu County eConvention will be held on Saturday, April 20, 2024 and will be conducted in person at the Moanalua High School Cafeteria and online via Zoom. The Platform, Rules, and Resolutions Committee meetings will be held during the period of March 25-April 7 with specific dates, times, and URL information posted on the O'ahu County Democrats website no later than March 3, 2024.

Rule 1. Registration Required.

All Delegates to the O'ahu County Hybrid Convention must register online on the O'ahu County Democrats website oahudemocrats.org 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, 2.5 and 12.6 of the O'ahu County Bylaws, are eligible to be Delegates to the O'ahu County Convention 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 Convention registration on Wednesday, April 17, 2024.
- C. The names and representative constituencies of all Convention 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 11:59 PM, April 15, 2024. No alternate delegates will be credentialed after this date.
- D. Payment schedule is as described in the table below.

Early Bird Rate	\$30.00	Prior to 11:59 PM, Friday, March 22
Regular Rate	\$40.00	Prior to 11:59 PM, Saturday, April 6
Late Rate	\$50.00	Prior to 11:59 PM, Wednesday, April 17 No registrations will be accepted after this date and time. <i>Paper Registration must be postmarked no later than April 13, 2024</i>

Rule 3: Use of Zoom.

The County Convention will be conducted in person at Moanalua High School Cafeteria and on Zoom. All voting for the convention will occur via Zoom polling. 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, in-person delegates will access the meeting via Zoom with a computer or other internet enabled device; in addition, online delegates will need working audio and video capability for credentialing. Delegates will be provided a unique login link (URL) and password upon successful registration and payment of applicable Convention fees. Each delegate's personal URL and password shall not be shared with other delegates. Joining the Convention with a group on a single login is not permitted for Zoom polling purposes.
- B. Sign In Protocols.
 - 1. Participants shall be credentialed via their Zoom registration and sign-in. They will 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.
 - 2. The Credentials Committee will verify the delegates' information before processing them through the waiting room. Hosts and co-hosts shall hold the right to rename participants on the Convention floor.
 - 3. Participants who attend in person will sign into Zoom for registration and voting purposes.
 - 4. Delegates may sign in up to one (1) hour prior to the start of the Convention. All Delegates are expected to sign into the Zoom meeting at least ten (10) minutes prior to the Call to Order. Prior to the Call to Order, online delegates must announce their appearance to the meeting host or organizer and test their webcam, speaker, and microphone functionality immediately after signing in.
 - 5. After delegates register and sign in, they are not required to keep their cameras open throughout the meeting.
- C. Except for the parliamentarian, access by non-voting attendees (guests, observers) at the Convention will be limited to viewing the proceedings on a YouTube link posted on the O'ahu County Democrats Website.
- D. Connectivity. Each online attendee is responsible for their own connection to the Internet and Convention. There will be hotspots and computers available for in-person participation, if necessary. 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. In person attendees shall mute their microphone on Zoom at all times. Online participants shall mute their microphones when not speaking to avoid interference and unintended background noise. Hosts or co-hosts may mute disruptive delegates.
- 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, whether the delegate is participating in person or online, will be announced and recorded in the minutes.
- G. Use of the Chat. The chat will be restricted, except for use by participants with hosts or co-hosts for messages regarding technical assistance or providing written language for motions.

- 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)” and/or “Co-Host(s)” for the Convention or pre-convention committee meetings for the purpose of scheduling, initiating, polling, and controlling the Zoom meeting functions as directed.

Rule 4. Convention Committees.

O’ahu County Democrats Bylaws Section 12.1.2:

The business and purposes of the County’s Annual Convention in even- numbered years shall be limited to and dedicated to the following work relating to the State Party, but County work as listed in 12.1.1 b & c may also be considered as time permits:

- a. Elect the County Representatives to the SCC;
- b. Consider and vote on proposals for the State Biennial Convention to amend the DPH Constitution, Bylaws, and Platform; and
- c. Consider and vote on resolutions addressing State- wide, National, or International policies that can be proposed to the delegates of the DPH Biennial Convention on behalf of O’ahu County Democrats.

- A. Each Pre-Convention Committee shall convene at least once between March 25-April 7, 2024 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 2024 Pre-Convention Committees’ s election procedures and meeting rules can be found in: *Appendix A - DEMOCRATIC PARTY OF HAWAII (DPH)- 2024 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. 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. Convention Committee emails are listed in the table below.
- B. Email Submissions should include the following information in its subject line: 2024 OCD Convention “*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 4:30 pm on March 22, 2024.

Platform	platform@oahudemocrats.org
Resolutions	resolutions@oahudemocrats.org
Rules (Bylaws)	rules@oahudemocrats.org

- C. The Resolutions Committee will accept and consider resolutions that relate to State-wide, National, or International policies that can be proposed to the delegates of the DPH Biennial Convention on behalf of O’ahu County Democrats. 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 Convention except for Courtesy Resolutions, at the discretion of the Chair.

Rule 6. Proposed Changes to the Democratic Party of Hawai'i Constitution and Bylaws and if time permits, the O'ahu County Bylaws shall:

- A. State the section and subsection of the Constitution or Bylaw proposed to be amended.
- B. State the Constitution or 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.
- A. State the rationale for the proposed change.
- B. If the proposal affects other sections of the Constitution and Bylaws, identify those sections and state the appropriate changes.
- C. 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".
- 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 Convention.

Rule 7. Floor Participation.

- A. For purposes of the Convention, the hybrid platform is considered the Convention floor. Participation in the deliberations on the Convention floor shall be limited to registered and credentialed Delegates. See Rule 3 for Zoom protocol for the Convention.
- 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 to the hosts and/or co-hosts, as applicable, “Point of Information” or “Parliamentary Inquiry”. The chat will be monitored throughout the Convention 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 who is attending in person shall stand in line at the floor mic and the online delegate shall use the Zoom raise hand feature to raise a *Point of Order* when a delegate notices a breach of order or rules. The Sgt.-at-Arms will monitor the order of pro and con speakers for each topic. 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 who attend in person must stand in line at the floor mic and online delegates 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 speak clearly, and state their name and district.
- H. All main motions and amendments made from the floor must be in writing or written in the Chat by the Delegate making the motion and will be read by the Chair.
- I. Pressing and holding the space bar is a quick way to unmute for the purpose of seconding a motion. Delegates on the floor may stand at the floor mic and state: “I Second”.
- 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 will be given a thirty (30) second warning and will be warned when the two (2) minutes are over. All attendees must mute their microphone after speaking or stand by the floor mic. The host or co-host may mute the microphone if any online 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 Convention 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 Democratic Party of Hawai`i 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 Convention 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 Democratic Party of Hawai`i Constitution 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 i 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 Convention 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 Convention 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) Convention delegates object, motions will be adopted by general consent.

Rule 10. Nominations.

- Candidates for the Representatives from O'ahu Democrats to the SCC must have filed nomination papers with a personal profile and picture to the County Secretary by 4 :30 p m, April 10, 2024, ten (10) days before the Convention of the O'ahu County Democrats
- A. Nominations shall not be accepted from the floor.

Rule 11. Elections.

- A. At the 2024 Convention, elections will be held for the Representatives from Oahu Democrats to the Democratic Party of Hawai'i State Central Committee.
- B. Election shall be by a zoom poll unless there is only one (1) nominee for a position in which case election shall be by acclamation.
- 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
- D. The election shall be decided by a majority of votes cast. If no candidate 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 Convention via a YouTube link posted on the O'ahu County Democrats Website.

Rule 13. Minutes.

The Chair shall appoint an Convention secretary to prepare the minutes of the O'ahu County Democrats 2024 Convention 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, the Bylaws of the O'ahu County Democrats, or these Standing Rules.