

DEMOCRATIC PARTY OF HAWAI'I - O'AHU COUNTY DEMOCRATS
SPECIAL & STANDING RULES & PROCEDURES
(Adopted 10 January 2015)

Preamble: Article IV of the Constitution of the Democratic Party of Hawai'i establishes O'ahu County Democrats (OCD) as the County Organization of the Democratic Party of Hawai'i. Between County Conventions, the affairs of the O'ahu County Democrats are subject to the O'ahu County Committee (OCC).

According to Section 1 of the Bylaws of the O'ahu County Democrats, voting members of the O'ahu County Committee ("OCC") consist of an Executive Committee and the District Council Chairpersons.

1. All Democrats in good standing residing in the City and County of Honolulu are welcome to attend meetings of the O'ahu County Committee (OCC) and may at the Chair's discretion speak on questions being considered, except in executive session.
2. The Order of Business will be as follows:
 1. Roll Call
 2. Approval of Minutes of the previous meeting(s)
 3. County Chairperson's and Executive Committee's Report
 4. Treasurer's Report
 5. Action Items
 - Unfinished Business & General Orders
 - New Business
 6. Reports from the Regions, Districts & Deputy Chairs
 7. Discussion Forum
3. All reports, except for the County Chairperson's, must be in writing and submitted electronically (in Word or pdf) at least 96 hours in advance, or brought to the meeting with 52 copies for distribution.
4. Any policy motion or resolution, proposed for adoption by the OCC, must be submitted in writing so that the Chairperson receives it ten days prior to the meeting, and so that it will be made available in advance of the meeting to all members of the OCC.
5. A member wishing to make a motion or participate in discussion must first be recognized by the Chair, state his/her name and position, and address all remarks to the Chair.
6. Cell phones and other mobile devices, except for members attending by teleconference, must be turned off or set in such a way that they do not ring during the meeting.
7. Debate (discussion) is limited to 3 minutes per speech.
8. During debate, the chair shall endeavor to alternate recognition of speakers between those in the room and those participating by teleconference in proportion to their representation at the meeting.
9. All those in attendance must observe the standard rules of decorum from *Robert's Rules of Order Newly Revised*. Serious or repeated breaches of decorum and/or of these rules shall constitute cause for the offender to be ordered to leave the meeting.

10. Members of the O'ahu County Committee (OCC) are entitled to participate by teleconference in an official meeting of the OCC only when a communication technology is provided by which all persons participating in the meeting can speak to and hear each other at the same time.
11. Members who participate by teleconference shall convene at least 15 minutes in advance of the scheduled time set for the meeting to begin in order to call in to the teleconference and test the operation of the teleconferencing equipment.
12. If a call is dropped, it shall be the responsibility of the member or members who are participating by teleconference to call back in.
13. Members attending a meeting in person in which there are members participating by teleconference, after recognition by the Chair must approach the speaker's table/teleconference microphone and speak so that they may be heard clearly by members not attending in person, or - if this is not possible- the Chair or the secretary will repeat the remarks made by speakers who are attending in person into the speaker's microphone for the benefit of the remote participants.
14. In meetings at which the OCD Bylaws require a vote to be taken by ballot, no ballot votes may be cast by teleconference; however, OCC members attending by teleconference may otherwise participate in debate and discussion.
15. In meetings in which there are members participating by teleconference, voting, not otherwise required by the OCD Bylaws to be taken by ballot, shall be by roll call (names & votes recorded in the minutes) if not by unanimous consent.
16. Unless proxies are prohibited by the OCD Bylaws or the Bylaws require a vote be taken by ballot, OCC members participating by teleconference may arrange for a stand-by proxy to be used only in the event the teleconference connection is not functioning at the time of the vote.
17. Members shall mute their phones through the conference calling service only. If the service does not offer this capability, the members shall not mute their phones if their telephone system has on-hold music or messages.
18. Members participating by teleconference who use cell phones will ensure they are in an area with strong signal and good reception.
19. Members participating by teleconference who leave the meeting prior to the end of the meeting must inform the chair of their departure. A member who must leave may interrupt to inform the chair.
20. No audio or video recordings of the meetings shall be made, except by the secretary, without permission of a majority of the members present.
21. Standard rules of parliamentary procedure as provided in the official parliamentary authority and existing special rules shall apply in all other circumstances:
 - The chair shall determine whether a quorum continues to exist.
 - The maker of a motion shall have preference in recognition.
 - Minutes, sent in advance by post or e-mail to all members, will not be read at the meeting prior to approval.