

**DEMOCRATIC PARTY OF HAWAI‘I - 2018 CONVENTION COMMITTEE
SELECTION PROCEDURES & MEETING RULES**

From Article VI, Section 6 of the Bylaws of the Democratic Party of Hawai‘i:

6A. The Party Chairperson shall appoint all Convention Committee Chairpersons not less than one-hundred-twenty (120) days prior to the opening of the State Convention. The Party Chairperson shall appoint committee members to the Convention Committees not less than forty-five (45) days prior to the opening of the State Convention. If committee vacancies exist, additional members shall be appointed up to seven (7) days prior to the State Convention.

6B. The Party Chairperson shall assure that all Convention Committees shall include member from each County in proportion to the ratio of delegates allocated to each County to the total number of delegates to the Convention. The Party Chairperson, with the concurrence of the State Central Committee, shall establish a process to ensure that appointments to the Convention Committees shall be fair, and that such committees shall in so far as practicable reflect the varied constituencies and diverse views of the Convention delegates.

Committee Selection Process:

1. Rules, Platform and Resolutions committees shall be composed of 32 party members (including the committee chairs) who are delegates to the convention. The Party Chairperson will appoint to each of these committees at least one person from each of the recognized caucuses and from the Young Democrats; and no less than 5 members from each county. The Chairperson of each County Committee, Caucus and the Young Democrats or their single nominee shall have the first priority of appointment.
2. Credentials and Affirmative Action committees shall each be composed of no more than 12 party members who are delegates to the convention; each with at least one member from each county.
3. The Party 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, in disregard of the meeting rules and/or the Constitution or Bylaws of the Democratic Party of Hawai‘i.

Committee Meeting Rules

1. Members of the State Convention Committees and other interested delegates may participate in person or by teleconference, but not by proxy, in any official meeting of the Committee. Teleconference and/or videoconference participation requires prior arrangement with DPH Headquarters Staff.
2. A quorum of the Rules, Resolutions and Platform Committees shall be 12 appointed committee members. No voting may take place at a meeting without quorum.
3. When a quorum of the appointed committee members is established, the committee chair or designee will announce the names of all the members & guests in attendance, both those attending in-person and those by telephone.
4. In addition to appointed members of the committee, other interested delegates may attend the committee meetings in person or by teleconference.
5. Appointed members of the committees, may speak twice to each question for no more than three minutes per speech.
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 all spoken.
7. Only committee members appointed by the Party Chairperson as provided in the DPH Bylaws may vote in committee.
8. All persons attending by teleconference or videoconference shall convene at least 5 minutes in advance of the scheduled time set for the meeting to begin in order to call in to the teleconference.

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9. Committee Members and other interested delegates who participate by teleconference or videoconference shall state their names when they join the meeting.
10. Prior to the meeting at which a proposal is to be considered for adoption or other action by the committee, the proposal for consideration must be posted online in writing and made available for distribution in advance by post or email to all members of the Committee.
11. When seeking recognition to make a motion or participate in discussion, participants must address the presiding committee chair and state their names.
12. Committee members and other interested delegates attending in person, after recognition will approach the speaker's table/teleconference/videoconference 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.
13. Only one of the Convention Committee Chairs may preside at a time.
14. The committee chair who is presiding shall endeavor to alternate recognition of speakers between those in the room and those participating by teleconference or video conference in proportion to their representation at the meeting, and priority in debate shall be given to voting members of the committee.
15. 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 & voting.
16. If a call is dropped, it shall be the responsibility of the member or members who are participating by teleconference to call back in.
17. If the committee meeting offers videoconference and the video goes out during the meeting but teleconference does not that will not constitute as a disruption and the meeting will continue.
18. When any of the appointed members of the committee is participating by teleconference or videoconference, voting shall be by roll call (names & votes recorded in the minutes) if not by unanimous consent.
19. Participants shall minimize external distractions. 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.
20. Discourteous and insulting speech is a breach of order and may be cause for the loss of debate privileges, or removal from the meeting if the breach is repeated.
21. All those participating by teleconference, and are using cell phones, will ensure they are in an area with strong signal and good reception.
22. All those participating by videoconference will ensure they have a strong internet connection.
23. Appointed members participating by teleconference or videoconference 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, but may not interrupt any member who is speaking.
24. No audio or video recordings of the meetings shall be made, except by the committee chair or the chair's designated committee scribe.