

# **DPH STANDING RULES FOR 2018 CONVENTION**

As adopted by the SCC on January 17, 2018

## **RULE 1. RELATING TO DEFINITIONS**

- 1.1. "Delegate(s) to the State Convention" are all delegates who comprise the State Convention as enumerated under Article VI, Section 2 of the Constitution and precinct elected delegates and alternates who are seated by the Credentials Committee under Rule 3.
- 1.2. "Constitution" means the Constitution of the Democratic Party of Hawai'i, May 2016.
- 1.3. "Bylaws" mean the Bylaws of the Democratic Party of Hawai'i, May 2016.
- 1.3. "Party Member" means a registered member of the Democratic Party of Hawai'i as defined under Article I of the Constitution and Article I of the Bylaws.
- 1.4. "Party" means the Democratic Party of Hawai'i.
- 1.5. "State Convention" means the State Convention of the Democratic Party of Hawai'i.

## **RULE 2. RELATING TO STATE CONVENTION COMMITTEES**

- 2.1. 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 Convention Committees. Teleconference participation requires prior arrangement with DPH Headquarters Staff.
- 2.2. At the call of the appointed Committee Co-Chairs, the respective Convention Committee may meet on additional dates in advance of the May 12, 2018 meeting.
- 2.3. All meetings of the State Convention Committees shall be conducted in accordance with "Convention Committee Meeting Rules" approved by the SCC.

## **RULE 3. RELATING TO CREDENTIALS**

- 3.1. The Credentials Committee of the State Convention, directly after the opening ceremonies of the first business session of the State Convention, shall report the number of Delegates to the State Convention and elected precinct alternates present with the proper credentials, and shall make a supplementary report after the opening ceremonies as required.
- 3.2. Delegates to the State Convention must register with the Credentials Committee at the designated location between 7:00 a.m. to 2:00 p.m. on Saturday, May 26, 2018. After that time, unfilled seats will be deemed vacant. Written notice provided to the Credentials Committee from an appointed Delegate wishing to relinquish their Delegate slot will be accepted prior to the 2:00

p.m., Saturday, May 26, 2018 deadline and their seat will be deemed immediately eligible to be filled by elected precinct alternates.

Elected precinct alternates to the State Convention may register with the Credentials Committee to fill seats deemed vacant during the hours of registration listed in Rule 3.3, Elected precinct alternates allowed to fill a vacant seat may then become Delegates to the State Convention.

3.3. Hours of registration shall be as follows: Friday, May 25, 2018: 4:00 p.m. to 8:00 p.m.; Saturday, May 26, 2018: 7:00 a.m. to 5:30 p.m.; and Sunday, May 27, 2018: 7:00 a.m. to 10:30 a.m.

#### RULE 4. RELATING TO WEARING OF BADGES

For admission to the assembly hall and to facilitate identification and seating, Delegates to the State Convention shall wear a badge issued by the Credentials Committee of the State Convention upon registration.

#### RULE 5. RELATING TO SUBMISSION OF PROPOSALS AND AMENDMENTS

5.1. All amendments to the Constitution, Bylaws, platform provisions and affirmative action proposals that were approved at the 2018 County Conventions shall be deemed submitted to the appropriate State Convention Committee and shall be transmitted by each county committee to the appropriate State Convention Committee as required under this section.

5.2. Resolutions adopted at the 2018 County Conventions expressing an action or position of statewide implication and/or that provide for their transmission to the State Convention Resolutions Committee shall be accepted once re-formatted and transmitted by the respective County's Secretary to the Convention Resolutions Committee.

5.3. All other documents to be submitted to a State Convention Committee must be submitted by two Delegates to the State Convention (hereinafter, "Proposers") supported by the signatures of ten (10) Party Members, which may include other Delegates to the State Convention (hereinafter, "Supporters").

5.4. The Proposers' signatures must be on the face of the document. The Supporters' signatures must be on a separate accompanying sheet. Documents must be accompanied by the approved and completed submittal form and contain the signatures and addresses of the Supporters. The list of Supporters shall not be considered part of the document and will not be printed.

5.5. The Proposers of all platform provisions, resolutions, and affirmative action proposals shall submit one copy printed in Arial, 10 point type, with one-inch margins on all sides on 8.5" by 11" white paper. Proposed resolutions shall be limited to one page. Proposed amendments to the Constitution and or Bylaws must be in Times New Roman, 12-point type with one-inch margins on all sides on 8.5" by 11" white paper.

5.6. In addition to a printed copy, a clean digital copy without markup or comment of the document must also be submitted. Digital copies must be submitted in a Microsoft Word

document (\*.doc, \*.docx, \*.rtf) and as a PDF. Digital copies may be submitted by email as attachments to:

For Rules submissions – [Rules2018@hawaiidemocrats.org](mailto:Rules2018@hawaiidemocrats.org)

For Platform submissions – [Platform2018@hawaiidemocrats.org](mailto:Platform2018@hawaiidemocrats.org)

For Resolution submissions – [Resos2018@hawaiidemocrats.org](mailto:Resos2018@hawaiidemocrats.org)

For all other State Convention submission – [Convention18@hawaiidemocrats.org](mailto:Convention18@hawaiidemocrats.org)

A confirmation receipt will be sent to persons submitting material via e-mail. Floppy disks, USB drives, and CD-ROM drive submissions will not be accepted.

#### 5.7. Electronic Submissions:

1. E-mail submissions must include the following information in its subject line: “2018 DPH State Convention TYPE OF DOCUMENT,” where the words “TYPE OF DOCUMENT” should be replaced with one of the following words Resolution, Rule, Platform or Affirmative Action. The body of the email should include the following information: type of document (e.g. Resolution, Rule, Platform or Affirmative Action), the title of the document, name of proposer, and the version of Microsoft Word used. Except for non-policy, courtesy or memorial resolutions, Submissions shall not be accepted after 5:00 p.m. Tuesday, May 8, 2018. Late submissions must comply with Rule 5.9 and shall be subject to Rule 5.10.

5.8. All documents to be considered by the State Convention committees, including any from the County Conventions, must be received at the Democratic Party of Hawai‘i Headquarters, 627 South Street Suite 105, Honolulu, HI 96813 by Tuesday, May 8, 2018 or postmarked by Monday, May 7, 2018. Hard copies and submittal forms with the accompanying digital version as provided above (Rules 5.5 and 5.6). Except for non-policy, courtesy or memorial resolutions, any document submitted after 5:00 p.m. Tuesday, May 8, 2018 is late and must comply with Rule 5.9,

5.9. Responsible Convention Committees may accept late documents at the convention committee meetings to be held on May 12, 2018. Late submissions shall be accepted for consideration if approved by a 2/3 vote of the responsible convention committee members present.

5.10. The committee to which a document is referred shall, by majority vote of the committee members present, have the right to reject any document not complying with Rule 5 requirements.

### RULE 6. RELATING TO PROPOSED AMENDMENTS TO CONSTITUTION AND/OR BYLAWS

6.1. In addition to requirements under Rule 5 governing the preparation of documents, documents proposing amendments to the Constitution and/or Bylaws shall:

1. State the article, section, subsection, and page number and line numbers of the Constitution and/or Bylaw(s) proposed to be amended.
2. State the present text of the Constitution and/or Bylaw(s).

3. State the Constitution and or Bylaw(s) again with changes, additions or deletions presented in Ramseyer format, i.e., bracket or strikethrough deletions and underline words to be added or inserted.
4. State the rationale for the proposed change to the Constitution and/or Bylaws.
5. State whether the proposal affects precinct clubs, district councils, county committees, state central committee, caucuses, a specific party office, or elected officials.
6. If the proposal affects other sections of the Constitution and/or Bylaws, identify those sections and state the appropriate changes.

6.2. Documents proposing amendments to the Constitution and/or Bylaws shall be referred to and considered by the State Convention Rules Committee. The State Convention Rules Committee shall have the power to revise and amend the proposed amendment(s) and shall prepare a report with recommendations to either approve or deny each proposal to the State Convention.

#### RULE 7. RELATING TO PLATFORM PROPOSALS

Documents proposing platform changes shall be referred to and considered by the by the State Convention Platform Committee. The State Convention Platform Committee shall have the power to revise and amend the proposed provision(s) and shall prepare a report with recommendations to either approve or deny each proposal to the State Convention.

#### RULE 8. RELATING TO RESOLUTION PROPOSALS

Documents proposing resolutions for consideration by the State Convention shall be referred to the State Convention Resolutions Committee and may be assigned to appropriate State Convention Sub-Committees. The State Convention Resolutions Committee shall have the power to edit, combine resolutions of similar substance, and make non-substantive amendments that do not alter the intent of the resolving clauses. The State Convention Resolutions Committee shall prepare a report to the State Convention listing the resolutions that the committee recommends adopting and a list of resolutions that the committee does not recommend adopting.

#### RULE 9. RELATING TO AFFIRMATIVE ACTION PROPOSALS

Documents proposing affirmative action by the Democratic Party of Hawai‘i shall be referred to and considered by the State Convention Affirmative Action Committee, The State Convention Affirmative Action Committee shall have the power to revise and amend the proposed document and shall prepare a report with recommendations on each proposal to the State Convention.

#### RULE 10. RELATING TO DEBATE AND FLOOR RECOGNITION

Only Delegates to the State Convention may speak on the floor of the State Convention. A Delegate wanting to speak must wait at one of the floor microphones to be recognized and indicate whether he/she will speak for, against or to amend the pending motion.

No Delegate to the State Convention shall speak in debate more than twice on the same question (debatable motion) on the same day or longer than two minutes.

#### RULE 11. RELATING TO LIMITING DEBATE

11.1A Delegate seeking to request information or make a point of order may be given preference for recognition, but may not debate when recognized for such purpose.

11.2 Notwithstanding Rule 11, the State Convention Chair may terminate debate on any motion after three speakers in favor of the motion and three speakers opposed to the motion have discussed the motion. This rule may be suspended by a majority vote of the State Convention without debate.

#### RULE 12. RELATING TO WORD-SMITHING AND FLOOR AMENDMENTS

Motions to amend a pending document from the floor must be submitted in writing before the maker of the motion to amend seeks floor recognition. Only the submitted amendment may be considered; no word-smithing at the microphone will be permitted. Motions to amend must clearly indicate what words are being proposed for striking out and/or what words are being proposed for addition or insertion.

#### RULE 13. RELATING TO RECORD OF PROCEEDINGS

All reports and other material for the permanent record or printed proceedings shall be typed and immediately sent to the State Convention Secretary on presentation.

#### RULE 14. RELATING TO MINORITY REPORTS

In accordance with the Constitution & Bylaws, Delegates to the State Convention who are members of the acting State Convention committee may file minority reports of any State Convention committee's action. Minority reports shall require at least ten percent (10%) of the total committee's membership. Minority reports shall be filed with the State Convention Chair or State Convention Secretary no more than 60 minutes after the filing of the majority report for the committee. Minority reports shall be a part of the permanent record of the State Convention. Properly filed Minority reports may be brought to the floor upon the request of any Delegate to the State Convention who has signed the minority report, whereupon the decision to take up that minority report shall be put to a State Convention vote; A majority vote without debate shall be required in order to present a minority report to the State Convention for discussion or action.

#### RULE 15. RELATING TO PROPOSED RESOLUTIONS AND PROPOSED CONSTITUTION AND/OR BYLAW CHANGES

A Delegate to the State Convention may request that proposed resolutions and changes to the Constitution and/or Bylaws requiring discussion be separated out from State Convention

committee reports for discussion; all other resolutions and Constitution/Bylaws changes will be approved in gross (i.e. with one vote).

#### RULE 16. RELATING TO NOMINATION PROCESS

16.1. In all cases for which a nominating petition is required, no one may properly sign more than one nominating petition per nominee for that office.

16.2. Nominations for State Party Chairperson shall be limited to one nomination speech of three minutes and one seconding speech of one minute for each nominee. In contested races, candidates for State Party Chairperson may speak for four minutes each.

16.3. Nomination speeches for National Committeeman and National Committeewoman shall not exceed two minutes, and seconds shall not exceed one minute. In contested races, candidates may speak for three minutes each.

16.4. Nominations and seconds for Youth representatives and certified caucus representatives, one (1) male and one (1) female, nominations and seconds speech shall not exceed one minute. In contested races, candidates for Youth representatives and certified caucus representative, one (1) male and one (1) female, may speak for one minute each.

16.5. The Convention Elections Officer will announce nominations for other positions. Nominees for contested State Central Committee seats will address delegates from their district in caucus prior to voting.

#### RULE 17. RELATING TO ANNOUNCEMENTS

Requests for announcements shall be submitted to the desk of the State Convention Secretary or the desk of the Floor Manager.

#### RULE 18. RELATING TO STATE CONVENTION GOVERNANCE

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the State Convention in all cases to which they are applicable, to the extent that it is not inconsistent with the Constitution & Bylaws of the Democratic Party of Hawai'i or these standing rules.

#### RULE 19. RELATING TO APPROVAL OF CONVENTION MINUTES

The State Central Committee is authorized to approve the minutes of the 2018 State Convention.

#### RULE 20. RELATING TO ELECTRONIC DEVICES

All cellular phones, pagers, and other electronic devices shall be turned off or set to silent mode.

## RULE 21. VOTING CARDS

21.1. Each Delegate to the State Convention will be issued at registration a “voting card”, which the delegate must sign as instructed at registration and maintain custody of throughout convention.

21.2. The Delegate shall raise the voting card when called upon by the State Convention Chair to express the Delegate's vote. The delegate may also be required to present the voting card issued to the Delegate to receive a ballot during ballot voting.

21.3. No one except the Delegate to whom the voting card is issued may use the card to vote. In the event that the delegate must leave before final adjournment on Sunday, the Delegate must surrender the voting card & other credentials to the Credentials Committee.

21.4. A voting card left unattended or in the custody or use of anyone except the Delegate to whom it was issued will be confiscated by the Sergeant-at-Arms.