

D-R-A-F-T

DEMOCRATIC PARTY OF HAWAI'I - STATE CENTRAL COMMITTEE STANDING & SPECIAL RULES & PROCEDURES (adopted with revisions ____ July 2018)

1. Two-weeks prior to the meeting at which a policy motion or resolution is proposed for adoption by SCC, the maker(s) must submit the proposed motion or resolution in writing to the Chair for distribution no less than ten days in advance by post or email to all members of the SCC.
2. A Member of the State Central Committee (SCC) may participate by teleconference in an official meeting of the SCC.
3. 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.
4. If a call is dropped, it shall be the responsibility of the member or members who are participating by teleconference to call back in.
5. Members who participate by teleconference shall state their names when they join the meeting.
6. When a quorum is established, the chair or secretary will announce the names of all the members in attendance, both those attending in-person and those by telephone.
7. When seeking recognition to make a motion or participate in discussion, members must address and be recognized by the chair and state their names.
8. Members attending in person, after recognition will 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.
9. 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.
10. The Chair may limit the number of speakers on action items, provided there has been a balanced opportunity for those for and against a motion to speak, and shall be no less than six different SCC members wishing to speak to the motion under consideration. Nor shall the motion for the *Previous Question* be permitted until at least six different SCC members have spoken to the motion under consideration. (Deleting proposed rule #15)

11. Speeches are limited to three minutes.
12. Voting shall be by polling (counted) or roll call (names & votes recorded in the minutes) if not by general consent. Unless 10 SCC members (not including proxies) object, motions will be adopted by general consent.
13. 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, but may not interrupt any member who is speaking.
14. 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.
15. Members participating by teleconference may arrange for a stand-by proxy to be used only in the teleconference connection is not functioning at the time of the vote.
16. Members shall minimize external distractions.
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. No audio or video recordings of the meetings shall be made, except by the secretary, without permission of a majority of the members present.
20. The Standard Order of Business for SCC Meetings is revised so that all Unfinished & New Business Items under the caption of Action Items will be taken up before Reports of the County Committees and Caucuses.
21. Recommendations from the Executive Committee may be moved by the Party Chairperson.
22. Reports are limited to five minutes.
23. All the SCC meeting rules above which are applicable to teleconference shall likewise apply to videoconferences for those meetings in which the technology for video conferencing is made available.

24. Business requiring SCC action to confirm members or replacement members of the SCC shall be considered first under "III. Action Items."
25. Personal attacks, vulgarity, or offensive language will result in loss of debate privileges.
26. All speakers must observe the standard rules of decorum from the current edition of *Robert=s Rules of Order Newly Revised* and described below. Serious or repeated breaches of decorum or these rules shall constitute cause for the offending member to be ordered to leave the meeting by the Chair.
27. Pursuant to the authority vested in the SCC by Article V, Section 5 of the DPH Constitution, a member of the SCC who has accrued 3 absences from regular meeting of the SCC shall be removed from the SCC automatically.

Unfinished & new business requiring a vote, may only be considered under "III. Action Items"; no business requiring a vote will be considered during Reports.