

**DEMOCRATIC PARTY OF HAWAII (DPH)– 2020 CONVENTION COMMITTEE  
SELECTION PROCEDURES & MEETING RULES**

**Governing Rules:** DPH Bylaws, as amended May 27, 2018, Article VI, Section 6, pertinent extracts:

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 members 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 various constituencies and diverse views of the Convention delegates. Each recognized Caucus and the Young Democrats may have a member on the Rules, Platform and Resolutions committees and each of these committees shall have a minimum of 41 members. In a presidential year, efforts shall be made to appoint committees whose membership reflects the proportion of votes cast for the presidential candidates.

6C. The Chairperson of each Convention Committee shall notify committee members at least five (5) days in advance of any committee meetings.

- (1) Only registered Convention delegates shall actively participate and vote on the issues before the committee.
- (2) Authors of proposals before a committee may speak for the proposal in accord with committee procedures.
- (3) Convention Resolutions Committee(s) shall have the power to format, edit, combine resolutions of similar substance, and make substantive amendments. (Article VI, Section 6A(3) also states that the Resolutions Committee shall have the power to format, edit, combine resolutions of similar substance, and make substantive amendments that do not alter the intent of the resolving clauses. )

Other applicable provisions of the DPH bylaws:

DPH bylaws, Article VI, Section 6A that give committees the power to format, edit, combine and make substantive amendments that do not alter the intent of the proposed rule addition or change or the intent of the resolution.

DPH bylaws, Article VI, Section 9, Convention Reports to the Delegates. The Secretary of the State Central Committee shall publish on the website of the Democratic Party of Hawaii the following documents at least five (5) days prior to the date of the Convention: the proposed changes to the Party Platform, the Constitution and/or Bylaws of the Democratic Party of Hawaii, and the Affirmative Action Plan proposed resolutions; a list of all candidates and the positions they seek to be elected to at the State Convention, and the list of all proposed permanent

Convention Committee members. Permanent Convention Committee members shall be posted to the website as they are appointed/confirmed. The above information shall be made available to all delegates via the website of the Democratic Party of Hawaii.

**Committee Selection Process:**

1. Rules, Platform and Resolutions committees shall be composed of 41 party members (including the committee chairs) who are delegates to the convention. Interested delegates shall file an application to be considered for appointment to the convention committees by the deadline established. From the applications submitted, the Party Chairperson will appoint 41 delegates to each of these committees, including 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. The Party Chairperson shall also make effort to appoint committees whose membership reflects the proportion of votes cast for the presidential candidates. Presidential candidates or their representatives will be given the opportunity to review the committee lists before the appointments are announced.

2. Additionally, the Party Chairperson will make appointments to the Credentials and Affirmative Action Committees. The 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 Hawaii.

**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. Meeting locations must allow for teleconference and/or videoconference participation. For meetings held at the DPH headquarters, committee chairs shall make prior arrangement with the Convention Committee Co-Chairs for use of the DPH and its teleconference and/or video conference facilities.

2. A quorum of the Rules, Resolutions and Platform Committees shall be 21 appointed committee members. A quorum of the Credentials and Affirmative Action Committee shall be five (5) 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 (or circulate) the names of all members and guests in attendance both those attending in-person and those by telephone.

4. In addition to the 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. The Committee Co-Chair may terminate debate on any proposal after three speakers in favor of the proposal and three speakers opposed to the proposal have discussed the proposal.
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~~] had the opportunity to speak.
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 five (5) minutes in advance of the scheduled time set for the meeting to begin in order to call in to the teleconference.
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 or other action by the committee, the proposal for consideration must be posted online on the DPH website\_in writing and made available for distribution in advance by post or email to all members of the respective Committee at least 24 hours prior to the start of the meeting.
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 and 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 five or more committee members object to 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.
25. There shall be no live streaming of the committee meetings.

**Committee Reports:**

1. The reports of all committees shall be posted to the DPH website no later than five days prior to the start of the convention. There shall be no minority reports.
2. Reports will consist of the following information: Name of Committee, Date Met, Time called to order and time adjourned, Attendance List, and two Parts: Part I will consist of all proposals recommended for adoption by the committee; Part II will consist of all proposals that the committee does not recommend for adoption. Those proposals ruled out of order will not be included in the report.

**Submission of Proposals for Amendment to the Affirmative Action, Platform, and Rules; and Resolutions:** The submission of proposals shall be as specified in the Convention Standing Rules.

Date adopted by the State Central Committee: November 9, 2019

