

MODEL RULES

2018 GREATER MN DFL SENATE DISTRICT CONVENTIONS

GOVERNING AUTHORITY AND AGENDA

1. Upon all matters not governed by the Official Call, the State DFL Party Constitution and Bylaws, the Senate District Constitution, and these Rules, *Robert's Rules of Order, newly revised* shall govern. Provisions of the Official Call shall take precedence over any other party rules at any level wherever a conflict exists.
2. A majority vote of the convention is required to adopt these rules and the agenda. Once adopted, these rules and the agenda shall govern unless suspended or modified by a two-thirds vote of the convention.
3. The quorum for conducting any business of the convention is a majority of the registered delegates (including upgraded alternates).

SEATING OF DELEGATES AND ALTERNATES

4. Registration of delegates and alternates to the convention shall continue until adjournment. Newly registered delegates and upgraded alternates may not enter while the floor is frozen.
5. Each precinct delegation shall elect one or more delegation chairs for purposes of alternate seating, roll calls and ballot voting. The Convention Chair shall instruct the convention as to the duties each delegation chair will be expected to perform during the convention. The name of each delegation chair shall be reported promptly to the Convention Secretary. Any delegate shall be eligible for election as delegation chair.
6. The seating of delegates and alternates shall be governed by the following:
 - a. All registered delegates (not alternates) on the temporary roll shall be seated.
 - b. The convention shall hear and resolve any challenges regarding delegate or alternate seating pursuant to the Official Call.
 - c. Any delegates or alternates entitled to be seated after all challenges have been resolved shall go to the registration table with their delegation chair so that proper seating can be arranged. As soon as practical after verification of a quorum, the registration staff shall function inside the convention hall so as to permit its members to maintain a consistent and accurate delegate count by precincts while participating as convention delegates.
 - d. Alternates elected at large shall be upgraded to delegate status according to their numerical ranking on the precinct report. Alternates elected through subcaucus voting systems will be upgraded to delegate status in the order reported within their subcaucus. If there are no alternates available from within a subcaucus, alternates will be raised from among the highest ranking alternates within the other subcaucuses by a lottery in which each

subcaucus will be represented in proportion to its delegate allocation strength.

- e. No more than **[5]** floor passes for each candidate for endorsement or party office shall be issued by the credentials committee chair to those positions that are on the agenda to elect at this convention.
- f. A temporary delegate badge shall be issued to an appropriate alternate when the alternate is raised to delegate status. There shall be no upgrading of alternates during any voting process. If the upgraded alternate is subsequently returned to alternate status, the alternate's delegate badge shall be immediately surrendered.
- g. Non-upgraded alternates and visitors shall be seated separately from delegates and shall not be allowed on the convention floor during the convention.
- h. Special floor passes shall be issued for an interpreter or other personal care assistant for any delegate or upgraded alternate who submits a request to the credentials committee. Such persons may be seated in close proximity to the delegate or alternate they are assisting, but shall play no role in the convention.

GENERAL CONVENTION RULES

7. The convention shall not adjourn until the following conditions have been met:
 - a. Elections for Party Officers as enumerated in the Constitution to be elected at this convention.
8. One or more Convention Chairs, with gender identity balance, shall be elected by a plurality vote of the convention.
9. The Convention Chairs shall appoint a convention secretary and may appoint parliamentarians, timekeepers, tellers, sergeants-at-arms, and other assistants as they deem necessary to conduct convention business.
10. Candidates for election to a party office shall be nominated by name only, but each candidate may have **[2]** minutes to use as they wish.
11. Contested elections and endorsements shall be done by written ballot. In the event of a tie vote in an election, there will be a run-off ballot including only the names of the tied candidates; if a tie still exists, it will be broken by lot. All other voting shall be by voice vote or division unless a written ballot vote is requested by the Convention Chair or by 1/3 of the delegates present.
12. Convention tellers shall distribute ballots to the chair of each precinct delegation on matters to be determined by written ballot. Ballots shall be distributed only to delegates and upgraded alternates seated under the rules of this convention. These ballots shall be returned by the precinct delegation chair to the tellers.

13. Smoking and use of intoxicants is prohibited on the convention floor. No smoking is allowed in the hallways adjacent to the convention hall, or outside the main entry to the building.
14. No person may place any banners or posters on the convention platform or in any way obstruct the view of the platform by delegates. All signs and other materials must comply with the rules of the convention facility, and with any additional rules and procedures established by the **[rules]** committee. Campaign literature may not be distributed in the convention hall after balloting has begun. No moving demonstrations are permitted during balloting. There shall be no disruptive demonstrations in the galleries. Each delegation will be responsible for collecting materials and garbage. Whistles, air horns, bull horns, and strobe lights or other similar devices will not be allowed during the convention in the convention hall.
15. The nominations committee shall place in nomination the committee's recommendations. Other nominations shall be made from the floor without speeches or seconds.
16. The Convention Chair shall ensure that each election complies with the requirements regarding equal division by gender identity. (See the Equal Division section of the State DFL Rule Book.)

SPEECH AND DEBATE RULES

17. No delegate may speak until recognized by the Convention Chair. Speakers will first state their name and precinct. No person may speak more than once on an item of business until all others on that side who wish to do so have had an opportunity.
18. Unless otherwise provided for in these rules, no delegate shall speak for more than **[2]** minutes on any item. The chair will rotate speaking privileges among floor microphones and between proponents and opponents of a measure to the extent possible. Debate will terminate when **[3]** speakers have been heard on each side.
19. With respect to credentials challenges to delegations, prior to the floor debate, speakers on behalf of both the challenged delegation and the challenging delegation shall each be allowed **[5]** minutes in total to present their positions, with the challenged delegation speaking last.
20. A properly nominated candidate who is dropped under the drop rule, or who voluntarily withdraws, may address the convention, committee, or commission for up to one minute immediately after withdrawing, or before or immediately after the ballot result is announced.
21. Any motion to table shall be considered as though it were a motion to postpone indefinitely. A motion to postpone indefinitely does not preclude amendments to the main motion. The motions “to reconsider and enter on the

minutes” and “to object to consideration” are not in order. The motion to reconsider is in order and will require a two-thirds vote.

22. Any amendment to a motion or resolution which removes, changes, or adds **[5]** or more words must be submitted in writing to the Convention Chair before being considered. When the motion to amend is made, it must be seconded. Amendments take a majority vote for adoption.
23. Incumbent DFL office holders, declared DFL candidates, and other party dignitaries may address the convention at the discretion of the Convention Chair. Such visitors will limit their remarks to no more than **[2]** minutes.

WALKING SUBCAUCUS

24. If a Walking Subcaucus system is used, delegates will have an initial period of **[15]** minutes after subcaucus nominations are completed to move to the subcaucus of their choice. If all remaining subcaucuses are viable on the first count, then there shall be no second count. If any subcaucus is not viable on the first count, the Chair will announce an additional **[5]** minute period during which delegates can move among the remaining subcaucuses.
25. If elections take place by subcaucus and the resulting delegation is not balanced by gender identity, an odd-numbered subcaucus selected by lot from among those that elected more delegates of the over-represented gender will be instructed by the Convention Chair to replace a person it had elected with a person of a different gender identity. Any delegate reduced to alternate status will become the highest ranking alternate of that subcaucus. If balance by gender identity is still not achieved, the process will be repeated with another odd-numbered subcaucus.
26. The Convention Chair shall ensure that all Walking Subcaucuses are moving smoothly and assist those that are running behind.

QUESTION AND ANSWER

27. There will be a question and answer period after candidate presentations as follows:
 - a. The first question shall be “Will you suspend your campaign if someone other than you is endorsed by this convention? Yes or No answer only.”
 - b. All other questions must be submitted in writing before the completion of candidate presentations.
 - c. All questions must be:
 - i. Legible
 - ii. General in nature and addressed to all candidates
 - iii. Cover a single topic
 - iv. Not in the nature of a personal attack
 - v. Possible to answer within a **[1]** minute period.
 - d. The Convention Chair or the Convention Chair’s Designee shall screen all questions and eliminate any that are duplicate or not in compliance. The remaining questions shall be placed in a container and drawn by lot.

- e. Convention Chair shall ask the candidates each question in turn, but shall not read any preliminary remarks, statements or explanations included with the question.
- f. The order of response for the first question will be established by lot and will rotate for each subsequent question.
- g. Each candidate shall be allowed **[1]** minute to answer each question.
- h. The Question period will last for **[30]** minutes or until all questions are asked but shall be extended to allow all candidates to answer the final question.

PARTY OFFICER ELECTIONS

- 28. The Unit Chair, Vice Chair (not of the same gender identity as the Chair), Outreach Officer (if specified in the Unit Constitution), Secretary, and, Treasurer shall be elected by a majority vote. Voting will be conducted by separate ballot for each position. If none of the nominees for an office receives a majority vote on a ballot, the nominee with the least number of votes will be dropped on the next ballot, provided that at least two candidates remain on that ballot.
- 29. The convention shall elect Directors as specified in the unit constitution, with gender identity balance. If delegates sufficient to elect one Director request proportional voting for Directors, the convention will use the Walking Subcaucus system provided in the Official Call following the rules stated in the Walking Subcaucus section of these rules. If proportional voting is not used, Directors will be elected by majority vote of the convention.

SENATE DISTRICT ENDORSEMENT RULES

- 30. Endorsement of a candidate for State Senate requires a sixty percent affirmative vote of the Senate District Convention.
 - a. Each candidate (and/or their representative(s)) shall be allowed no more than **[10]** minutes to address the convention.
 - b. No others may speak on behalf of or against the candidate.
 - c. A question and answer period will follow the rules in the question and answer section of these rules.
 - d. Candidates receiving less than **[10%]** will be dropped after the first ballot. On subsequent ballots, the drop off percent will be raised by **[5%]** each ballot. In addition, after the **[4th]** ballot, the lowest remaining candidate will be dropped regardless of the percent. However, in no case will this drop off rule be used to reduce the number of candidates remaining on the next ballot to less than two.
 - e. If no candidate for endorsement has received sixty percent of the votes cast after **[5]** ballots, a motion to have no endorsement will be in order at any time thereafter, and will pass with a majority vote.
 - f. Candidates for Senate District endorsement shall be nominated by name only.

HOUSE DISTRICT ENDORSEMENT RULES

- 31. The Senate District Convention shall recess into two House District Conventions. The House District Conventions shall each elect one or more Chairs. The business of each House District Convention shall be the endorsement of a candidate for the State House of Representatives from that House District, and any other business authorized by the Senate District constitution. The Senate District Convention shall reconvene upon completion of the House District Conventions.
- 32. Endorsement of a candidate for State House of Representatives by each House District Convention shall be done using the procedures in the State Senate Endorsement Rules section of these rules, substituting “House” for “Senate.”

MODEL AGENDA
2018 DFL SENATE DISTRICT CONVENTIONS

- 1) Call to order by District Chair.
- 2) Flag ceremony.
- 3) Welcome(s).
- 4) Reading of Affirmative Action, Outreach, and Inclusion Statement.
- 5) Resolution of any credentials challenges.
- 6) Election of Convention Chair(s).
- 7) Appointment of Secretary and other Convention Officials
- 8) Adoption of Agenda and Rules
- 9) Officer reports, if any.
- 10) Consideration of Constitutional and Bylaws Amendments
- 11) Election of Party Officers:
 - i) Chair.
 - ii) Vice Chair (not of the same gender identity as the Chair).
 - iii) Outreach Officer (if specified in the Unit Constitution).
 - iv) Secretary.
 - v) Treasurer.
 - vi) Any other officers specified in the unit constitution.
- 12) Endorsement of State Senate candidate.
- 13) Separation into House District Conventions and endorsement of candidates for State House of Representatives.
Then reconvene as Senate District Convention.
- 14) Adoption of Resolutions
- 15) Other Business.
- 16) Adjournment.

* Speakers may address the body throughout at the Chair's discretion