

# MODEL RULES

## 2018 DFL SENATE DISTRICT ORGANIZING UNIT 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
  - b. Elections for State Central Committee Delegates and Alternates
  - c. Elections for State Convention Delegates and Alternates.
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. For state delegate and alternate elections and for State Central Committee elections, there shall be an equal division by gender identity. Even numbered allocations shall be equally divided. Odd numbered allocations shall be as equally divided as possible. If both delegate and alternate allocations are odd numbered, the imbalance in delegate election must be reversed in favor of an underrepresented gender identity in the alternate election. (See the Equal Division section of the State DFL Rule Book.)
11. 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.

12. 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.
13. 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.
14. 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.
15. 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.
16. The nominations committee shall place in nomination the committee's recommendations. Other nominations shall be made from the floor without speeches or seconds.
17. The Convention Chair shall ensure that each election complies with the requirements regarding equal division by gender identity.

#### **SPEECH AND DEBATE RULES**

18. 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.
19. 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.
20. 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.

21. 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.
22. 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.
23. 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.
24. 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**

25. 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.
26. 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 identity will be instructed by the Convention Chair to exchange one delegate of the over-represented gender identity for its highest ranking alternate of a different gender identity in the case of state delegates, and to replace a person it had elected with a person of a different gender identity in any other case. 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.
27. The Convention Chair shall ensure that all Walking Subcaucuses are moving smoothly and assist those that are running behind.

#### **QUESTION AND ANSWER**

28. 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.
- 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 [4<sup>th</sup>] 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**

- 32. 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.
- 33. 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.”

#### **STATE CENTRAL COMMITTEE ELECTIONS**

- 34. State Central Committee members and alternates will be elected by the convention as a whole. The total delegation and any automatic members are specified in the 2018-2019 Official Call. If a contest for members exists and more than three members are to be elected by the convention, the Chair will ask for a show of hands on proportional voting.
  - a. If delegates sufficient to elect one member request proportional voting, the convention will use Walking Subcaucus system provided in the Official Call following the rules stated in the Walking Subcaucus section of these rules.
  - b. If proportional voting is not used, members and alternates shall be elected by majority vote of the convention. A record of the number of votes each alternate receives will be recorded for purposes of ranking alternates.
  - c. If proportional voting is used, alternates shall be ranked according to the size of each subcaucus.
  - d. If proportional voting is not used for election of members and more than two alternates are to be elected, the above procedures will be used to determine if proportional voting is to be used for the election of alternates.

#### **PARTY OFFICER ELECTIONS**

- 29. Unless the Constitution specifies that annual conventions will be held, 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.
- 30. 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**

- 31. 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.

- e. One alternate shall be elected for each delegate, including the Chair and Vice Chair. Alternates should be ranked by gender identity.

### STATE CONVENTION DELEGATE ELECTIONS

- 35. The number of state delegates and alternates to be elected by the convention is specified in the 2018-2019 Official Call. The procedures to be used in the election of delegates and alternates to the Congressional District and State Conventions are as follows:
  - a. If the Convention Chair determines that no more want to serve than there are delegate positions, the election shall be by acclamation.
  - b. If a contest exists, the Convention Chair shall ask for a show of hands on proportional voting. If delegates equal to the number represented by one State Convention delegate want proportional voting, it must be used.
  - c. If proportional voting is used, the convention will use the Walking Subcaucus system provided in the call and will follow the rules of the Walking Subcaucus section of these rules. In addition, each subcaucus must indicate the rank and gender identity of each delegate for the purpose of gender identity balancing the Unit's delegation.
  - d. If proportional voting is not used, the convention will elect State Convention delegates by plurality vote as the convention determines.
  - e. Alternates will be nominated and elected in a similar fashion. Alternates must be ranked by the convention (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc.) for use in alternate upgrading at the congressional district and state conventions. Alternates are ranked without regard to gender identity.
  - f. The number of votes each alternate receives will be recorded for use in alternate ranking at the Congressional District and State Conventions. Even if no contest exists for alternate seating, the vote must be taken to determine this ranking. Any ties are broken by lot.

### PLATFORM RESOLUTIONS

- 36. The Platform Resolutions Statement provided by the State DFL Office shall be read to the convention or other group selecting the resolutions to forward before consideration of platform resolutions begin.
- 37. The Organizing Unit can forward to the State Platform, Issues, and Legislative Affairs Committee a number of resolutions equal to twice the number of state delegates allocated to the Organizing Unit convention, or 20 resolutions, whichever is larger. The resolutions to be forwarded by the Organizing Unit must be selected from among those resolutions adopted by the precinct caucuses from precincts wholly or partially within the Organizing Unit. The resolutions forwarded to the State Platform, Issues, and Legislative Affairs Committee should address party positions on state and national issues. Resolutions that cover only local issues should not be forwarded to the State Platform, Issues, and Legislative Affairs Committee. All

resolutions forwarded to the State Platform, Issues, and Legislative Affairs Committee must be submitted in the format prescribed by the State Platform, Issues, and Legislative Affairs Committee, with only one resolution per form and only one subject per resolution. After the convention or meeting, the Organizing Unit Chair must send or deliver the resolutions selected to the State DFL Office so they are received no later than the date in the Official Call.

- 38. The procedure for selecting the resolutions to be forwarded to the State Platform, Issues, and Legislative Affairs Committee is as follows:

The convention will vote on each resolution presented for consideration. To remain in consideration, a resolution must receive at least a 60% affirmative vote of the convention. In calculating vote totals, abstentions shall be counted as part of the vote (in effect making them "no" votes). If more than the allowed number of resolutions receive the necessary 60% vote, the resolutions that received the highest percentage vote (with any ties for last place decided by lot) will be the resolutions forwarded to the State Platform, Issues, and Legislative Affairs Committee .

**MODEL AGENDA**  
**2018 DFL SENATE DISTRICT ORGANIZING UNIT CONVENTIONS**

- 1) Call to order by Unit 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) Ratification of Unit Central Committee members including Precinct Chairs and Vice Chairs.
- 13) Election of State Central Committee Members/Alternates.
- 14) Endorsement of State Senate candidate.
- 15) Separation into House District Conventions and endorsement of candidates for State House of Representatives.  
Then reconvene as Senate District Convention.
- 16) Adoption of Resolutions.
- 17) Election of State Convention Delegates and Alternates.
- 18) Election of Delegation Co-chairs.
- 19) Election of Congressional District Convention Committee members and alternates, if applicable.
- 20) Other Business.
- 21) Adjournment.

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