

**DEMOCRATIC-FARMER-LABOR PARTY OF MINNESOTA
ST. PAUL DEMOCRATIC-FARMER-LABOR PART**

2011 CITY CONVENTION RULES

Governing Authority and Agenda

1. Any individual rule to which there is an objection will be considered separately. The rest shall be considered jointly.
2. Upon all matters not governed by the Official Call, the State DFL Party Constitution and Bylaws, the St. Paul City Party's Constitution and Bylaws, and these Rules, Robert's Rules of Order—most recently revised shall govern. Provisions of the Official Call shall take precedence over any other party rules at any level wherever a conflict exists.
3. 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.
4. The quorum for conducting any business of the Convention is a majority of the registered delegates (including upgraded alternates)

Seating of Delegates and Alternates

5. Registration shall begin at 8:00 a.m. and shall remain open until adjournment of the Convention. The Convention shall convene at 9:00 am.
6. Each Ward 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 Chair. Any delegate shall be eligible for election as delegation chair.
7. 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 upgraded 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 practicable after verification of a quorum, the registration stall shall function inside the convention hall so as to permit its members to maintain a consistent and accurate delegate count by wards while participating as convention delegates.
 - d. Alternates elected at large shall be upgraded to delegate status according to their numerical ranking on the ward 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 within a subcaucus, alternates will be raised by lot from among the highest ranking alternates within the other subcaucuses. Each subcaucus will be represented in the lot system in proportion to its delegate allocation strength.

- e. The registration staff shall issue identification badges to delegates, alternates and visitors during the registration process. Badges issued to each group shall be of a different color.
 - 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 raised alternate is subsequently returned to alternate status, the alternate's delegate badge shall be immediately surrendered to the registration table.
 - g. Non-upgraded alternates and visitors shall be seated separately from delegates and shall not be allowed on the convention floor during the Convention.
8. Upon application to the Credentials Committee chair, each candidate for endorsement for school board shall be allotted four floor passes for the use of his or her representatives. The candidates' representatives using said floor passes must leave the convention floor at the time ballots are distributed. Floor passes issued for each race shall be returned to the Credentials Committee chair when the endorsement process for that race concludes. Each candidate for endorsement school board or city council who is not a delegate or seated alternate will be given a permanent, personal floor pass for the Convention

General Convention Rules

9. One or more Convention Chairs, with gender balance, if practicable, shall be elected by a plurality vote of the Convention. The Convention Chairs shall appoint a Convention Secretary, timekeepers, judges, clerks, tellers, sergeants-at-arms, parliamentarians, pages and other assistants as they deem necessary to conduct convention business.
10. All persons shall comply with rules established by the Convention venue. 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 City Central Committee.
11. No stickers will be allowed anywhere in the Convention venue.
12. Campaign signage will be prohibited in the registration area. Campaign literature may not be distributed in the Convention hall during balloting. 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.
13. If a contest exists, all elections shall be done by written ballot. In the event of a tie vote, 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 standing division unless a written ballot vote is requested by the Convention Chair or by one-third of the delegates present.
14. Convention tellers shall distribute ballots to the chair of each ward 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.
15. Smoking and use of intoxicants is prohibited in the convention facility. All persons shall comply with any additional rules established by the convention facility.

16. Incumbent DFL office holders, declared DFL candidates for public office seeking an endorsement at this Convention, and the chairs of the State, 4th Congressional District, and Saint Paul DFL (or their designees) may address the Convention at the discretion of the Convention Chair. Such visitors shall limit their remarks to not more than two minutes.
17. All voting shall be by delegates and upgraded alternates who are sitting in the location designation for their ward.
18. No ballot shall be distributed until at least five minutes after appropriate notice that delegates shall return to the floor has been given.
19. Unless otherwise provided in these rules, all voting shall be by voice vote or standing division unless a counted division or a written ballot vote is requested by the chair or by a one-third vote of Convention delegates. All votes on contested endorsements shall be by written ballot. No roll call votes shall be allowed.
20. On a counted division, each ward delegation chair will poll the delegation and deliver a signed tally sheet to the Convention Chair.
21. On a written ballot vote, each ward delegation chair will receive an envelope from the tellers containing sufficient ballots for each delegate and upgraded alternates as listed by the Credentials Committee. Each ward delegation chair shall distribute and collect ballots for their ward. A delegate will cast only one ballot, but each delegate may vote for as many candidates as there are persons to be elected or endorsed, voting for each candidate only once.
22. If no candidate for endorsement has received a sixty percent affirmative vote after three ballots, a motion to adjourn without endorsing will be in order at any time thereafter, and will pass with a majority vote. In that event, balloting shall terminate and no body of the DFL will endorse for that position prior to the primary election. There will no limit on the number of ballots cast for endorsement.
23. The phrase “sixty percent affirmative vote” means that to be endorsed, a candidate must receive sixty percent of the votes cast on that ballot excluding blank ballots and abstentions. Ballots marked “No endorsement” shall be counted for purposes of determining the sixty percent necessary for endorsement. Uncounted ballots shall include blank ballots, ballots marked as abstaining, ballots marked with the name of a dropped candidate or withdrawn candidate, and unintelligible or spoiled ballots. A spoiled ballot is defined as containing too many names in a multiple endorsement race. All ballots cast shall count toward a test of quorum.

Election of Party Officers

24. For each Party office, the Convention Chair shall call for nominations by name only. After the candidates have been nominated, the chair shall determine speaking order by lot. Each candidate for Party office will have one minute to address the Convention. Party Officers shall be elected by simple majority. If none of the nominees for an office receives a majority vote on a ballot, the nominee with the fewest votes will be dropped on the next ballot, provided that at least two candidates remain on that ballot.

Speech and Debate Rules

25. No delegate may speak until recognized by the Convention Chair. Speakers will first state their name and ward. 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.
26. Unless otherwise provided for in these rules, no delegate shall speak for more than one minute on any item. The Convention Chair will rotate speaking privileges among floor microphones and between proponents and opponents of a measure to the extent possible. Debate will terminate when three speakers have been heard on each side.
27. With respect to credentials challenges to delegations, prior to floor debate, speakers on behalf of both the challenged delegation and the challenging delegation shall each be allowed two minutes in total to present their positions, with the challenged delegation speaking last.
28. 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. Except as otherwise provided in these rules, a motion to reconsider is in order and will require a two-thirds vote.
29. Any amendment to a motion or resolution that removes, changes or adds five 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 by at least one other delegate. Amendments take a majority vote for adoption.

Endorsement Rules

30. General Endorsement Rules:
 - a. When more than one person will be elected to a public office that will be contested on the general-election ballot, the Convention may endorse as many persons as there will be positions for that office.
 - b. For each public office to be considered, the Convention Chair shall first call for nominations from the floor for endorsement. Nominations shall be by name only. After the candidates have been named, the chair shall determine an order for speaking time by lot.
 - c. No time shall be given to individuals who are not seeking DFL endorsement.

Endorsement Ballot for School Board

31. Each candidate nominated for endorsement for election to the Board of Education shall be allotted five minutes for a nominating speech, seconding speeches, floor demonstrations, and addressing the Convention.
32. Speaking order shall be determined by lot.
33. A twenty-minute question and answer period for School Board candidates will be held following the nominating period for School Board. All candidates seeking endorsement will be invited to

participate

34. Delegates and alternates are entitled to submit written and signed questions for candidates seeking endorsement. All questions must be submitted to the Convention Secretary prior to the question and answer period. Only one question per submission will be permitted. All questions must be general in nature and be addressed to all of the candidates. No preliminary remarks, statements, or explanations may be included and are cause for disqualifications of the questions. No question deemed to be in the nature of personal attacks on any or all candidates will be accepted. All questions should be possible to answer within a one-minute period.
35. Each candidate will have up to one minute to respond to each question. The order of response for the first question will be determined by lot and rotation will follow for subsequent questions. All candidates will have the opportunity to answer the last question asked even if the allotted time elapses prior to completion of the rotation. The first question all candidates will be asked will be: "In the event that you are not endorsed, will you run against the candidate(s) endorsed for the office you seek?"
36. **Drop Rule.** Candidates receiving less than a ten percent affirmative vote will be dropped after the first ballot. After each subsequent ballot, the drop-off percentage will be raised by five percent. In addition, after the fourth ballot, the candidate receiving the fewest votes will be dropped regardless of the percentage received. However, in no case will this drop rule be used to reduce the number of candidates for School Board remaining on the next ballot to fewer than four.

Sign Displays

37. Only Signs for candidates seeking DFL endorsement for School Board may be displayed at the Convention. Signs eligible for display are limited to those three feet by six feet or smaller. Campaigns for School Board and ballot measures are allowed to display fifteen signs inside and five signs outside the building.
38. Signs may not be taped or otherwise fixed to the outside of the building.
39. No campaign signs are allowed on the entry doors or windows.
40. All campaign signs inside will be fixed to the inside walls by blue painter's tape.

Resolutions

41. Upon registration, Delegates will receive a resolutions packet containing: a page of Instructions, an edited set of resolutions to be voted on in the form of a Resolutions Worksheet, and a Resolutions Bubble Ballot on which to cast their final votes.
42. To become part of the DFL City Platform, a resolution must achieve a 60 percent affirmative vote.
43. New resolutions will be considered by petition from the convention floor. Such resolutions must be submitted in writing to the Resolutions Committee, with the signatures of at least 30 delegates or upgraded alternates, and must not involve issues already covered in the printed Resolutions Worksheet. Petitions must be received at least five minutes prior to the second Resolutions Committee report in order to be considered. If a majority of the Resolutions Committee agrees that a petition has met the above criteria, the new resolution will be read to the entire Convention

and assigned a resolution number to be included in the subsequent considerations and balloting.

44. In lieu of debate, there shall be an open period of comment and advocacy at the discretion of the Convention Chair, not to exceed 20 minutes total. During which time, delegates are free to line up at a microphone prepared to comment for no more than 45 seconds. No delegate may speak twice until every other interested delegate has had the opportunity to speak once.
45. At the close of the period of comment and advocacy, delegates will be instructed to transfer their preferences from their Resolutions Worksheets to the column next to the corresponding resolution number on their Resolutions Bubble Ballots and to deposit only the ballots into the Ballot Boxes. Ballot Boxes will remain open until the Convention adjourns. Ballots will be tallied and the results made available on the St. Paul City DFL Party website