

2011 SAINT PAUL DFL WARD 3 CONVENTION RULES

GOVERNING AUTHORITY AND AGENDA

1. Upon all matters not governed by the Official Call, the City DFL Party Constitution and Bylaws, the Ward Constitution, 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,
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. The rules remain in effect only until the Ward Convention is recessed. Upon reconvening, the rules and agenda must be adopted by majority vote, and modified or suspended 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.
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 Chair. 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 practicable 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.
 - e. The registration staff shall issue identification badges to delegates and alternates during the registration process. Badges issued to each group shall be of a different color. Each campaign from a contested ward race shall receive no more than 7 floor passes. At such time as the campaign's candidate is no longer a viable contender for the DFL endorsement, the passes are void and should be returned to the credentials table.
 - 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. Unseated 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 finally adjourn until all elections have been held for the following positions:
 - a. Ward Party Officers
 - b. One or more Convention Chairs, with gender balance, if applicable, shall be elected by a plurality vote of the convention. The Convention Chairs may appoint a convention secretary, timekeepers, judges, clerks, tellers, sergeants-at-arms, parliamentarians, pages and other assistants, as they deem necessary to conduct convention business.
8. Candidates for contested elective positions listed in Rule 7 shall be nominated by name only, but each may have two minutes to use as he or she wishes,

9. If a contest exists, all elections shall be done by written ballot if requested. 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 1/3 of the delegates present.

10. 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.

11. Smoking and use of intoxicants is prohibited on the convention floor. No smoking is allowed in the hallways adjacent to the convention hall, or within 20 feet of the main entry to the building. All persons shall comply with any additional rules established by the convention facility.

12. 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. These include:

a. Campaign literature may not be distributed in the Convention hall during balloting.

b. Each delegation will be responsible for collecting materials and garbage.

c. Whistles, air horns, bull horns, and strobe lights or other similar devices will not be allowed during the Convention in the Convention hall.

d. Only signs for DFL endorsed and candidates seeking DFL endorsement for Ward 3 City Council and ballot measures may be displayed at the Convention.

e. Signs eligible for display are limited to those three feet by six feet or smaller.

f. Campaigns for Ward 3 City Council and ballot measures are allowed to display 15 signs inside and 5 outside the building. Endorsed DFL candidates shall be allowed 5 signs inside and 5 outside the building.

g. Signs may not be taped or otherwise fixed to the outside on the building.

h. No campaign signs are allowed on the entry doors or windows.

i. All campaign signs inside will be fixed to the inside walls by blue painter's tape.

13. Incumbent DFL office holders, declared DFL candidates for public office, 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 one minute.

ELECTION OF PARTY OFFICERS

14. The Ward Chair, Associate Chair, Secretary and Affirmative Action Director 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.

15. 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.

CITY COUNCIL ENDORSEMENT RULES

17. Endorsement of a candidate for City Council requires a sixty percent affirmative vote of the Ward Convention.

a. Each candidate (and/or his/her representative(s)) shall be allowed no more than seven minutes to address the convention.

b. No others may speak on behalf of or against the candidate.

c. There will be up to a twenty minute question-and-answer period following the nominating speeches for a contested office. All candidates seeking endorsement will be invited to participate. Delegates and alternates are entitled to submit written, signed questions. All questions must be submitted to the Convention Chair prior to the question-and-answer period. All questions must be submitted in writing and only one question per submission is permitted. All questions must 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. The Convention Chair will select questions randomly. All questions should be possible to answer within a one-minute period. Candidates will have no more than a minute to answer each question.

d. Candidates receiving less than 10% of the vote will be dropped after the first ballot. On subsequent ballots, the drop off percent will be raised by 10% each ballot. In addition, after the second ballot, the

lowest remaining candidate will be dropped regardless of the percentage vote received. 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. The only ballots counted will be those marked for a nominated candidate or for "No Endorsement."

f. If no candidate receives sixty percent of the votes cast after three ballots, there will be no endorsement.

g. The Chair will notify the Convention five minutes before the floor is frozen.

h. Ballots shall be counted and reported by precinct.

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 one minute 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 three speakers have been heard on each side.

20. With respect to credentials challenges, prior to floor debate, speakers for and against the challenged delegate(s) shall each be allowed two minutes in total to present their positions, with the challenged side speaking last.

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.

2011 SAINT PAUL DFL WARD 3 CONVENTION - AGENDA

1. Call to order by Ward Chair.
2. Flag ceremony.
3. Welcome(s).
4. Reading of Affirmative Action Statement.
5. First Credentials Report.
6. Election of Convention Chair(s).
7. Rules Committee Report, Adoption of Rules and Agenda.
8. Nominations of Ward 3 City Council Candidates.
9. Ward 3 City Council Question and Answer Period.
10. Second Credentials Report. Resolution of any credentials challenges.
11. Endorsement of Ward 3 City Council.
12. Election of Ward Party Officers (may be conducted during Ward 3 vote counting without suspension of the rules):
 - a. Two Co-chairs (must be gender balanced).
 - b. Secretary/Treasurer.
 - c. Affirmative Action Officer.
13. Officer reports, if any.
14. Other Business.
15. Adjournment.