

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. 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 and alternates during the registration process. Badges issued to each group shall be of a different color. Each campaign from a contested district 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. City Convention Delegates and Alternates.
 - b. Ward Party Officers

c. 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. If elections take place by subcaucus and the resulting delegation is not balanced by gender, 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 exchange one delegate of the over-represented gender for its highest ranking alternate of the opposite gender in the case of City delegates, and to replace a person it had elected with a person of the opposite gender in any other case. Any delegate reduced to alternate status will become the highest-ranking alternate of that subcaucus. If balance by gender is still not achieved, the process will be repeated with another odd-numbered subcaucus.

9. Candidates for contested elective positions listed in Rule 7 shall be nominated by name only, but each candidate may have two minutes to use as he or she wishes,

10. 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.

11. 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.

12. 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.

13. 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 Ward central committee.

14. 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 two minutes.

ELECTION OF PARTY OFFICERS

15. 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.

16. The report of the nominations committee shall place in nomination the committee's recommendation. Other nominations shall be made from the floor without speeches or seconds.

17. The Convention Chair shall insure that each election complies with the requirements regarding equal division by gender. When the convention reconvenes following any election conducted using proportional representation, the persons elected (with their ranking, where applicable) shall be reported to the Convention Chair.

CITY COUNCIL ENDORSEMENT RULES

18. 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 five minutes to address the convention.

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

c. There will be up to a thirty-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 Candidate Information committee 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. 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 seven ballots, there will be no endorsement.

ELECTION OF CITY DELEGATES/ALTERNATES

19. Ward 3 is eligible to elect 103 delegates and 103 alternates to the City Convention. The procedures to be used in the election of delegates and alternates to the City Convention are as follows:

a. The Convention Chair shall determine if a contest exists by a show of hands. If no more want to serve than there are delegate positions, no contest exists and a formal election will not be held.

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 City Convention delegate want proportional voting, it must be used. If proportional voting is not used, the convention will elect City Convention delegates by majority vote. Alternates will be nominated and elected in a similar fashion.

c. The number of votes each alternate receives will be recorded for use in alternate ranking at the City Convention. Even if no contest exists for alternate selection, the vote must be taken to determine this ranking. Any ties are broken by lot.

d. If proportional voting is used, the convention will adopt by majority vote a subcaucus system permitted by the Official Call. The election will be conducted using the procedures specified in the Call for the system that was selected. If the 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, and will have an additional period of 15 minutes after the preliminary count is announced by the Convention Chair to move among the subcaucuses.

SPEECH AND DEBATE RULES

20. 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.

21. 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.

22. 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.

23. 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.

PLATFORM RESOLUTIONS

24. The procedure for selecting the resolutions to be forwarded to the City Platform Commission is as follows:

The convention will vote on each resolution presented for consideration by written ballot. Those resolutions approved by more than 50% of the vote will be delivered to the City DFL Platform Commission.

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. Resolution of any credentials challenges.
6. Election of Convention Chair(s).
7. Adoption of Rules and Agenda.
8. Election of City Convention Delegates and Alternates.
9. Consideration of Resolutions.
10. Selection of Participants in Convention Committees (City Convention – Committees and numbers TBA and reconvened Ward 3 Convention – Rules, Credentials, Candidate Information, and Arrangements – One member and one alternate per precinct).
11. Recess Pending Adoption of Ward Boundary by Saint Paul Charter Commission.
12. Resumption of Ward 3 Convention (date/time/location TBA)
13. Re-adoption of Rules and Agenda.
14. Endorsement of City Councilmember candidate.
15. Nomination Committee Report / Election of Ward Party Officers (may be conducted during vote counting without suspension of the rules) :
 - a. Two Co-chairs (must be gender balanced).
 - b. Secretary/Treasurer.
 - c. Affirmative Action Officer.
16. Officer reports, if any.
17. Other Business.
18. Adjournment.