

# TEMPORARY AND PROPOSED PERMANENT RULES FOR THE 2016 MINNESOTA DFL STATE CONVENTION

Note: These Rules are subject to changes by the Rules Committee in preparing its report to the State Convention.

## I. Delegates and Delegations

1. CONVENTION COMPOSITION: The convention will be composed of the following delegates:

a. All delegates elected at organizing unit conventions (and alternates properly seated in place of absent delegates), who shall be entitled to vote on all convention matters.

b. State party officers (State Chair, Vice Chair, Outreach Officer, Secretary, Treasurer, Finance Chair, 16 Directors, and Minnesota's elected National Committee Members), the MYDFL President, and Congressional District Chairs and Vice Chairs incumbent at the time the congressional district convention was convened, all of whom shall be entitled to vote on all matters.

c. Distinguished Party Leader delegates, as defined in Article III, Section 19 of the DFL Constitution, who shall be entitled to vote on all matters.

d. State Standing Committee members of the Constitution, Bylaws, and Rules Committee; Platform, Issues, and Legislative Affairs Committee; and Outreach and Inclusion Committee, and members of the National Committee not elected by the state convention or the state central committee, shall be non-voting delegates unless elected as delegates pursuant to a., b., or c. above.

2. CREDENTIALS CHALLENGES: The state convention credentials committee will hear challenges and will then report its suggested resolution(s) of any challenge(s) at the time of any credentials report. Delegates and properly seated alternates on the temporary roll may vote on challenges. However, no challenged individual may vote on his/her own challenge.

3. DELEGATE, ALTERNATE AND VISITOR SEATING: Delegates and alternates seated as delegates will be seated by organizing units within Congressional Districts at designated locations. At-large delegates shall be seated at designated locations within their Congressional Districts. Distinguished Party Leader delegates shall be seated with the delegation for the organizing unit in which they reside, and shall vote with the state party officers at a table within the Congressional District in which they reside. In those organizing units having delegates in more than one Congressional District, delegates and alternates seated as delegates shall be seated in the Congressional District where the majority of the delegates reside. Alternates shall be seated in a specific area of the convention hall, and shall be in areas designated by Congressional Districts. All visitors shall be seated separately from delegates and alternates. Special floor passes shall be issued for an interpreter or personal care attendant for any delegate or upgraded alternate who submits a request to the credentials committee. Such persons may be located in close proximity to the delegate or alternate they are assisting, but shall play no independent role in campaigns or other convention business. Delegates and upgraded alternates with mobility impairments shall be allowed an additional 10 minutes to get onto the convention floor after it is frozen. Alternates with mobility impairments will have a specific dedicated spot on the convention floor.

4. DELEGATION CO-CHAIRS: At the organizing unit convention, each organizing unit delegation shall elect delegation co-chairs, not of the same gender, for purposes of alternate seating, roll call and ballot voting. Any delegate shall be eligible for election as a delegation co-chair. The names of the delegation co-chairs shall be reported promptly to the organizing unit convention secretary and the State DFL Office.

The convention chair shall instruct the convention as to the duties the delegation co-chairs will be expected to perform during the convention.

## 5. UPGRADING ALTERNATES:

a. Delegation co-chairs will upgrade alternates to assure maximum delegate strength. The co-chairs will be provided with a list of the delegates and alternates in their delegation, showing subcaucuses, if applicable, and alternate ranking.

b. Seating of alternates will be performed by the delegation co-chairs as follows:

1. In those organizing units in which delegates were elected by majority voting, alternates will be seated in the order in which they were ranked by their organizing unit convention. If the delegates were ranked by gender, upgrade the highest alternate with the same gender as the missing delegate.

2. In those organizing units in which delegates were elected by subcaucus, a delegate will be replaced by the highest-ranking alternate from the subcaucus, if available. If no alternate from the delegate's subcaucus is available, then the alternate will be chosen by lot from the top-ranking alternates from the subcaucuses of the same candidate preference, if available. Each subcaucus will be represented in the lot in proportion to its delegate allocation strength. If no alternates from a subcaucus of the same candidate preference are available, alternates will be drawn from the entire organizing unit by lot. If that subcaucus ranked by gender, upgrade the highest alternate with the same gender as the missing delegate.

3. No alternate will be upgraded during the time when any voting/balloting is taking place.

c. When a delegate who has been replaced by an alternate arrives or returns, or when an alternate arrives or returns and would otherwise be eligible to be seated, the lowest ranking seated alternate from that organizing unit or within the subcaucus (where that method has been used) will relinquish delegate status. When a delegate who has been replaced by lot arrives or returns, the alternate selected by that lot will relinquish delegate status. If ranked by gender, alternates shall be downgraded by gender.

## II. Quorum

6. QUORUM NUMBER: The quorum required to conduct convention business is the number of delegates sufficient to cast a majority of the total convention votes.

## III. Voting

7. VOTING PROCEDURE: Unless otherwise provided for in these rules, all voting shall be by voice vote or raising of hand division unless a written ballot vote is requested by the chair or by a 1/3 vote of the convention. All votes on contested endorsements and on contested elections shall be by written ballot. Fractional votes will be counted as such on all standing divisions and written ballots.

8. WRITTEN BALLOT VOTE: On written ballot votes, congressional district chairs, or their designee, will report to the teller's desk to be given ballots for the organizing units seated within the congressional district. Fractional vote ballots will be uniquely identified by the election judges prior to distribution. The delegation co-chairs will receive, distribute and collect ballots from the organizing unit delegation. A delegate will cast only one ballot. Each delegate must write the

candidate's name legibly on the ballot, and then sign their name on the back of the ballot. After collection, delegation co-chairs will tally the votes at the delegation table, openly and in the presence of observers, including abstentions and blank ballots, record the results on the ballot envelope, and immediately give the ballots to their congressional district chair or their designee secretary. If a vote challenge is issued, a teller will conduct a poll of the delegation. Any printed ballot must list the names of all nominees.

9. **VOTING ASSISTANCE:** Any delegate who cannot indicate their vote shall be provided assistance by a teller upon request to the delegation co-chairs.

#### **IV. Convention Officers**

10. **CONVENTION OFFICERS:** The convention will elect a convention chair and at least three co-chairs (with gender balance) who will preside at the designation of the chair. Candidates for convention chair and co-chairs will be nominated by the State Party Chair after consultations with the Nominations Committee. The chair will appoint a convention secretary, timekeepers, judges, clerks, tellers, sergeants-at-arms, parliamentarians, pages and other assistants the chair deems necessary to conduct convention business.

#### **V. Speech and Debate**

11. **RECOGNITION OF SPEAKERS:** No delegate may speak until recognized by the chair. Speakers will first state their name and organizing unit. No person may speak more than once on an item of business until all others who wish to do so have had an opportunity.

12. **TIME LIMITS:** Unless otherwise provided for in these rules, no delegate shall speak for more than two 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 three speakers have been heard on each side.

13. **CREDENTIALS CHALLENGES:** With respect to credentials challenges to delegations, following the presentation of the report of the credentials committee and prior to floor debate, speakers on behalf of both the challenged delegation and the challenging delegation shall each be allowed five minutes in total to present their positions, with the challenged delegation speaking last.

14. **MOTIONS TO TABLE, POSTPONE OR RECONSIDER:** 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 with the following exception; once a platform resolution is adopted or rejected, it cannot be reconsidered by the convention.

#### **VI. Committees - General Rules**

15. **PARTIAL REPORTS:** Any convention committee may make partial reports, at the discretion of the convention chair.

16. **MINORITY REPORTS:** Minority reports of a committee must be supported by at least two members. For all convention reports, a minority report which is germane to a report item will be considered at the same time as the committee position and will be voted on first. Other minority reports will be taken up at the end of the committee report. All minority reports will be presented from the podium by the author.

17. **AMENDMENTS TO COMMITTEE REPORTS:** Amendments to committee reports must be seconded by 10% of the delegates, by signature or by show of hands. Amendments that change or add five or more words must be submitted in writing.

18. **ADOPTION OF AGENDA AND RULES:** A majority vote of the convention is required to adopt the agenda and rules as the permanent agenda and rules. Any amendment or a suspension of the permanent rules or the agenda after they have been adopted requires a two-thirds vote of the convention.

#### **VII. DFL Ongoing Platform and Action Agenda**

19. **ADOPTION OF PLATFORM:** A 60% affirmative vote is necessary to adopt any changes (amendments, additions, deletions or substitutions) to the DFL Ongoing Platform or any items for the Action Agenda. Up to 100 Action Agenda resolutions, ranked by percentage, receiving the necessary vote for inclusion shall be incorporated appropriately in the DFL Action Agenda. However, in the event of a tie for last place, the State Platform Committee may increase the number above 100.

20. **WRITTEN BALLOT PROCEDURE:** The rules for implementation of the written ballot are:

a. The Platform Committee report shall be distributed to delegates and alternates at or prior to registration. The ballots will be distributed to delegation co-chairs for distribution to delegates and seated alternates only at the time certain. The ballots must be turned in to the delegation co-chairs prior to recess Saturday.

b. Members of the Platform Committee shall be available at a location on or near the convention floor to answer questions about the balloting procedure or to clarify proposed resolutions from the start of the convention until balloting is closed.

c. All resolutions balloting shall be open; therefore, delegates shall sign their names legibly on their ballots.

d. Amendment and debate process: There shall be a special consideration period of up to one and one-half hours on the agenda. Requests for special consideration shall be submitted to the convention secretary prior to 12:45 p.m. on Saturday. On Saturday, if by a show of credentials it appears 15% of the delegates agree to special consideration, the item will be set aside for special consideration and will be placed at the end of the list of resolutions removed for special consideration. When an item is taken up for special consideration, any delegate may offer an amendment.

e. There will be no separate voting on the merits of items during the special consideration portion of the agenda. The time for voting on resolutions shall remain open until 5:00 p.m. on Saturday. All balloting will be on the written ballot, including voting on resolutions receiving special consideration, except deletion of items which may be by voice vote, after debate, if requested. There will be one-half hour, immediately following the special consideration period, set aside during the convention for voting on the written ballot during which no other business shall be conducted.

f. In calculating vote totals, abstentions shall be counted as part of the vote (in effect making them "no" votes). Vote totals shall be announced to the conventions.

g. The order of debate on resolutions during the special consideration period shall be as follows: first, all majority/minority reports; and second, all resolutions set aside for special consideration under paragraph d.

h. Petition resolutions, signed by 125 of the state delegates or alternates, and turned into the State Platform Committee by the Thursday before the state convention committee meetings, will be considered for inclusion in the state Convention Platform report and ballot. Petition resolutions, signed by 125 of the state delegates or alternates, and handed in to the convention secretary by the close of business of the convention, will be forwarded to the State Central Committee for consideration.

i. Only debatable resolutions can be amended. Amendments to

resolutions must be seconded by 15% of the delegates either by signature or by show of hands. (Amendments that change or add 5 or more words must be submitted in writing.) All resolutions that are debated require at least a 60% vote for adoption.

### **VIII. Election of Party Officers and Presidential Electors**

21. **SCREENING:** Candidates for Democratic National Committee (“DNC”) Members, State Director, or Presidential Elector must make application to the Nominations Committee and must make arrangements for a screening. No one may be nominated for or elected as a DNC Member, State Director, or Presidential Elector unless the candidate has applied to or screened before the Nominations Committee. A list of all who have screened or applied to be screened shall be available from the convention secretary. This list shall indicate by asterisk those nominated by the Nominations Committee. This rule does not apply when subcaucusing is used for election of Directors.

22. **NOMINATIONS:** A report of the Nominations Committee shall place in nomination the committee’s recommendation. After the report, the chair shall call for further nominations from the floor by name only. After the candidates have been named, the chair shall determine by lot the order of candidate speeches. In contested elections, each nominee for Director or Presidential Elector shall be allowed up to 3 minutes time and each nominee for DNC Member shall be allowed up to 5 minutes, to be used as the nominee wishes. No time will be allotted to candidates declining nomination.

23. **FLOOR PASSES:** DNC Member, Director, or Presidential Elector candidates who are not delegates or seated alternates will be given a personal floor pass for the convention from the convening of the convention through the final ballot for their position.

24. **ELECTION OF DEMOCRATIC NATIONAL COMMITTEE MEMBERS:** DNC members shall be elected separately from other officers. DNC nominees will be listed on the ballot in columns by gender. A delegate may vote for a total of four nominees, no more than two of the same gender. A delegate must cast each vote for a different candidate, with the understanding that the delegate need not cast all four votes. Candidates of each gender receiving a majority of the votes will be declared elected. Balloting will continue until four DNC members are elected.

25. **ELECTION OF DIRECTORS:** Directors shall be elected separately from other officers. Proportional voting for directors shall be used if requested by 1/16th of the delegate vote.

a. **IF PROPORTIONAL VOTING IS NOT USED** in the election of directors, the following system will be used. State director nominees will be listed on the ballot in columns by gender. A delegate may vote for a total of 16 nominees, no more than 8 of the same gender. A delegate must cast each vote for a different candidate, with the understanding that the delegate need not cast all 16 votes. The tellers will rank candidates by the total number of votes received on one list without regard to gender. The top 16 candidates will be declared elected, provided that no more than 8 may be of the same gender and that no candidate may be elected with less than 1/3 of the total vote. If more than 8 of the same gender are in the top 16, than the candidate of that gender with the fewest number of votes will be set aside and the top 16 reevaluated. If there are still more than 8 of the same gender in the new list, this process will be repeated until there are no longer more than 8 of the same gender in the top 16. Balloting will continue until 16 directors are elected.

b. **IF PROPORTIONAL VOTING IS USED** in the election of Directors, the Walking Subcaucus system shall be used.

26. **PRESIDENTIAL ELECTORS:** Two Presidential Electors, not of the same gender, and two alternate Presidential Electors, not of the same gender, shall be elected by a majority vote of the convention.

27. **DROP OFF RULE:** Candidates for DNC Member or Presidential Elector receiving less than 5% of the vote 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 fifth ballot, the lowest remaining candidate will be dropped regardless of the percent. However, in no case will this drop rule be used to reduce the number of candidates remaining on the next ballot to less than twice the number of positions remaining to be filled.

### **X. Subcaucus Rules for Election of State Directors**

28. **NOMINATING A SUBCAUCUS:** Subcaucuses will be nominated from the floor by name only. A delegate may nominate only one subcaucus.

29. **TIME FOR EXPLAINING A SUBCAUCUS:** When nominations are finished, each nominator will be allowed one minute to explain the purpose of the subcaucus.

30. **DETERMINING SUBCAUCUS VIABILITY:** When speeches are finished, there will be a credentials report of delegates and seated alternates. The Convention Chair will announce the preliminary viability number. The Chair will then implement the Walking Subcaucus process described in the "Walking Subcaucus Procedures" section of the Call.

31. **WALKING SUBCAUCUS PROCEDURES:** After the chair assigns an area for each subcaucus to meet, delegates shall have 30 minutes to move to the subcaucus of their choice. Tellers count the number in each subcaucus and report the preliminary counts to the chair and each subcaucus chair. A subcaucus with fewer members than the number necessary to elect one director is informed that it is nonviable. (The necessary number is determined by dividing the total number of delegates present and eligible to vote in all subcaucuses by the total number of individuals to be elected.) Delegates shall then have an additional 30 minutes to move among the subcaucuses. Tellers then count the number of members in each subcaucus and report the final counts to the chair and each subcaucus chair. The chair then informs each subcaucus of the number of directors it is entitled to elect.

32. **GENDER EQUALITY IN STATE DIRECTOR SUBCAUCUSES (if used):** Each subcaucus will elect their allocation in accordance with the following rules for gender division:

a. Single director subcaucuses will elect two nominees, not of the same gender, for their position and report these names in order of preference to the chair.

b. Multiple director subcaucuses with an even number to elect will elect not more than half of the same gender.

c. Multiple director subcaucuses with an odd number to elect will elect all but one in accordance with b. above. The subcaucus will then nominate two, not of the same gender, for the final position, indicating their first preference.

d. When all subcaucuses have reported their elections, the chair will see if the constitutional gender ratio has been achieved by the following order: Record the election of even-numbered director subcaucuses, record the preference of odd-numbered director subcaucuses, and assign director status to the remaining subcaucus nominees to assure equal division. In the final assignment, subcaucus order of nominee preference should be given priority if possible. All determinations in the final assignment shall be determined by lot, if any determination needs to be made. If this procedure does not result in being properly divided, the chair will report the matter to the subcaucuses and request that new names be submitted to the chair until it does.

### **XI. National Convention Delegates and Alternates**

33. **FLOOR PASSES:** Presidential candidates who address the convention will be allotted 16 floor passes while they are present.

## **XII. Miscellaneous Rules**

### **34. EQUAL DIVISION/AFFIRMATIVE ACTION:**

a. The state convention's National Delegate election shall be used to meet a delegate gender balance of 8 or 9 females and 8 or 9 males and an alternate gender balance of 3 females and 3 males. Delegates and alternates are to be considered separate groups for this purpose.

b. In the election of the at-large delegation, priority of consideration shall be given to African Americans, Hispanics, Native Americans, Asian/Pacific Americans and women. In order to continue the DFL Party's ongoing efforts to include groups historically underrepresented in the DFL Party's affairs, priority of consideration shall also be given to other groups by virtue of race/ethnicity, age, sexual orientation or disability. The election of at-large delegates shall be used, if necessary, to achieve the equal division of positions between men and women, and may be used to achieve the representation goals established in the Affirmative Action section of the National Delegate Selection Plan. Delegates and alternates are to be considered separate groups for this purpose.

**35. METHOD AND ORDER OF ELECTION OF DELEGATES:** All delegate candidates must be identified as to presidential preference or uncommitted status at the state convention. Election of delegates will take place within subcaucuses based on the results of the ballot taken at the precinct meetings. A single subcaucus will be used for the election of 10 pledged party and elected official delegates and 17 at-large delegates. Within each subcaucus, pledged party and elected official delegates shall be elected prior to at-large delegates. Each presidential preference subcaucus will determine by majority vote its own procedures for electing National Convention delegates and alternates. The group may vote to use a system of proportional representation described in the Subcaucus Procedures section of this Call, but is not required to do so. The gender imbalance in the unpledged delegation shall be corrected in the election of pledged party and elected official delegates. The election of at-large delegates will balance the state delegation as a whole with regard to gender.

**36. METHOD AND ORDER OF ELECTION OF ALTERNATES:** Alternates shall be elected in the same manner as delegates; with the following exception: If a given presidential preference or uncommitted status is entitled to one or more delegate positions but would not otherwise be entitled to an alternate position, that preference shall be allotted an at-large alternate position. This exception shall be implemented by the following rule:

State delegates and upgraded alternates who caucused in a viable subcaucus at congressional district conventions with a presidential preference that was not awarded an alternate position for that preference at congressional district conventions shall caucus prior to the state convention delegate election for the purpose of electing an alternate for that presidential preference. Participation eligibility shall be substantiated by the congressional district subcaucus sign-in sheets.

**37. SUBCAUCUS PARTICIPATION:** Participants in the subcaucus will sign a registration sheet which will indicate the presidential preference or uncommitted status of the subcaucus. Each subcaucus is physically separated from the other subcaucuses and this registration will serve as a statement of support of the presidential candidate so named in the subcaucus title or uncommitted status by the participants in each subcaucus. Each subcaucus shall elect a subcaucus chair, who shall be recorded on the registration sheet and be responsible for reporting the subcaucus election results to the convention chair.

**38. RATIFICATION:** Subcaucus election results shall be considered ratified by the convention when the subcaucus chair reports the delegate election results, as verified by the convention tellers, to the convention chair; and the convention chair has verified that such elections were held in accordance with these Rules, the 2016 Call and the National Delegate Selection Plan. At the time of ratification, the convention chair shall ensure the implementation of gender equality for both delegate and alternate elections.

**39. ACCESSIBILITY:** There will be at least four fixed microphones on the convention floor. The sergeants-at-arms and other officers shall make all efforts to ensure the full accessibility of the process, including access to microphones during debate, to those delegates and alternates who have disabilities. Personal care attendants will be allowed to accompany delegates and upgraded alternates, including during votes, in accordance with Rule 3 and Rule 9. Arrangements for signers shall be made prior to the convention.

**40. CONVENTION DELAYS:** Any convention delay may be used for committee reports, party officer reports, or greetings of elected officials at the discretion of the convention chair. Party dignitaries may be given the privilege of speaking briefly to the convention at the discretion of the convention chair.

**41. LITERATURE, DISPLAYS AND DEMONSTRATIONS:** No person may place any banners or posters on the convention platform or in any way obstruct the view of the platform by delegates. No sign, banner or other display is allowed on the convention floor or anywhere else in the convention hall unless either (1) the display is in an area designated by the State Party, in which case each candidate for endorsement will be given substantially equal space in the designated area; or (2) the display is a handheld sign, which must be carried by an attendee or delegate or may be laid on or under the table next to the delegate's seat when the delegate is not holding the sign. All signs, stickers and other materials must comply with the rules of the Convention Center and DFL Party. A copy of those rules can be obtained from the State Chair. Banners and posters may be hung at the direction of the State Party. No new campaign literature may be distributed in the convention hall between the distribution of a ballot and the collection of that ballot. 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, thunder sticks, and strobe lights or other similar devices will not be allowed during the convention, inside the convention hall.

**42. SMOKING AND USE OF INTOXICANTS:** No smoking or use of intoxicants is permitted on the convention floor. No smoking is allowed in the hallways adjacent to the convention hall, or outside the main entrance into the building.

**43. RETENTION OF BALLOTS:** Any written endorsement ballot shall be retained for 30 days following adjournment of the convention. Any challenged ballot, if challenged prior to adjournment of the convention, shall be retained for 30 days thereafter. All other ballots, including Platform ballots, used for convention business shall be destroyed at the end of the convention.

**44. FREEZE ACCESS TO FLOOR:** Before conducting any vote, the chair has the discretion to instruct the sergeants-at-arms to freeze access to the area where the delegates are seated on the convention floor. At least 5 minutes advance warning must be given to the delegates. A 10-minute warning must be given to any committee in session prior to any endorsement ballot. The Credentials Committee shall be permitted to close the Credentials table five minutes before the floor is frozen. Delegates and upgraded alternates with mobility impairments shall be allowed an additional 10 minutes to get onto the convention floor after it is frozen. The floor shall be unfrozen once the chair has determined that voting is completed. After the chair has announced that the floor is unfrozen, the sergeants-at-arms shall announce outside in the halls that the floor is now unfrozen.

**45. TELLER OBSERVERS:** Each candidate shall be allowed three teller observers in the tellers' room while their race is being counted. Candidates shall inform the convention secretary in advance who their observers will be. The observers shall not be involved in ballot counting.

**46 ROBERT'S RULES:** All matters not governed by the DFL Constitution and Bylaws, the 2016-2017 DFL Call or these rules shall be governed by Robert's Rules of Order, Newly Revised.