

MODEL RULES

2021 DFL VIRTUAL CONVENTIONS

GOVERNING AUTHORITY AND AGENDA

1. **Governing Authority.** Upon all matters not governed by the Official Call, the State DFL Party Constitution and Bylaws, the unit 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. **Agenda and Rules.** If adopted by a majority vote of the Central or Executive Committee prior to the convention, these proposed rules and the proposed agenda shall serve as the temporary rules and agenda. 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.

VIDEOCONFERENCE RULES

3. **Virtual Meeting Terms Defined.** Virtual meeting technology terms used in these rules are defined in Rule 32. The word, "platform," in these rules, does not refer to any physical, raised surface or structure nor to the DFL Ongoing Platform, the DFL Action Agenda, or any subsidiary documents.
4. **Selection of Platform.** The unit chair shall select the platform and electronic balloting technology(ies) which will be used for the convention. Such technology may not afford a delegate or upgraded alternate the ability to participate exactly as they could at an in-person convention. However, the platform must, at a minimum, enable all participants admitted to the meeting to hear proceedings, including by telephonic participation, or have proceedings accessibly interpreted for them as they occur. The platform must also allow participants to speak and be heard by other participants when they request recognition. The platform must be accessible to participants at no cost.
5. **Venue for Convention Business.** All official convention business shall be conducted in the virtual meeting room. No official business may be

conducted in any breakout rooms, except for upgrading of alternates and counting/verification of electronic ballots. However, the convention may, by a majority vote, authorize specific business to be conducted in a breakout room and reported back to the full convention.

6. **Designated Virtual Meeting Hosts.** If applicable to the platform, individual(s) with host privileges shall ensure that the unit chair, the convention chair(s), the chair(s) of the Credentials Committee and/or their designee(s), the sergeants-at-arms, and the technology assistants are assigned sufficient privileges to perform their duties.
 - a. **Technology Assistants.** Before pre-registration begins, the unit chair may select technology assistants to operate the virtual meeting room for the convention. Once elected, the convention chair(s) shall formally appoint the technology assistants selected by the unit chair as convention assistants. The convention chair(s) may appoint other technology assistants with the approval of the unit chair.
 - b. **Enforcement of Rules.** The convention chair(s) may use the platform's moderation tools (or authorize others to use them) to correct and prevent violations of these rules.
 - c. **Malfeasance.** The convention chair(s) shall be responsible for proper use of the platform during the meeting, including ensuring that no one uses their privileges to wrongfully deprive delegates or other participants of their rights in the convention. The convention chair(s) shall ensure that such malfeasance is remedied immediately and, if necessary, revoke or reassign host privileges.
7. **Access to the Virtual Meeting Room.** Links and other information used to access the virtual meeting should be shared only with registered delegates, registered alternates, designated convention officials and virtual meeting hosts, invited guest speakers, and candidates for party office. If access to the meeting is restricted, a mechanism for visitors to observe the convention business must be

provided. All participants shall be required to provide their full name and email address before entering the meeting. If possible, a waiting room shall be used, and the sergeants-at-arms shall admit all registered delegates, upgraded alternates, convention officials, invited guest speakers, and candidates for party office to the virtual meeting room. The sergeants-at-arms may use breakout rooms to speak with and ascertain the identities of users before or after admitting them to the meeting. At the discretion of the convention chair(s), non-upgraded alternates and other visitors may be admitted to the virtual meeting room to observe but may not participate in proceedings or receive any electronic ballots. Delegates and upgraded alternates admitted after the convention is called to order shall not be permitted to vote in any electronic ballots distributed prior to their admittance.

8. **Muting.** All participants' microphones must remain muted unless they are properly recognized by the convention chair. The hosts may mute participants' audio to eliminate sound that interferes with the meeting. The convention chair(s) and hosts may use muting to enforce time limits in debate and candidate speeches. The convention chair(s) may also order that all participants' audio be muted and that the ability to unmute be restricted to the hosts.
9. **Chat.** If a chat feature is available within the platform, the convention chair(s) shall determine whether messages may be sent to all participants, to individual participants, and/or the hosts, depending on the moderation capabilities of the platform.
 - a. **Appropriate Use.** Unless the convention chair(s) direct(s) otherwise, participants may send messages in chat to seek recognition from the chair, submit written motions, raise points of order, make requests for information or certain privileges, or seek assistance with virtual meeting technology. The convention chair(s) may use the general chat to send URL links to electronic ballots, written reports of committees and officers, written motions, DFL events or organizations, and other content for the good of the order. Participants may submit requests to share links to the chair(s) via a direct chat message, email, or other means stated by the chair(s). Links submitted by participants should

be related to announcements of interest to delegates.

- b. **Prohibited Conduct.** All communications via chat are subject to the same rules of decorum as any spoken communications during the convention, including DFL rules governing appropriate conduct. Participants shall not send URL links to the general chat. Participants shall not copy or save contents of the chat, except for any links shared by the hosts. Participants shall not debate questions or issues before the convention within the chat. The convention chair(s) may order chat privileges to be temporarily or permanently restricted, according to the capabilities of the platform, to prevent violations of this rule.
10. **Recording.** The unit chair shall determine whether the convention shall be recorded. The recording of the convention, as well as retention and intended distribution of any recording, shall be communicated to the participants.
11. **Screen Sharing.** Only hosts or other individuals who the convention chair(s) designate shall be permitted to screen share.

CREDENTIALS

12. **Credentials Committee.** A Credentials Committee shall be responsible for preparing a temporary roll of all delegates and alternates eligible to participate in the convention, omitting any challenged delegations.
 - a. **Election of Co-Chairs.** The committee shall elect two co-chairs who shall be responsible for reporting to the convention on any credentials challenges and on the number of registered delegates and upgraded alternates present in the virtual meeting room. The co-chairs shall also provide the convention tellers with a list of registered delegates and upgraded alternates present in the virtual meeting room whenever a vote is conducted by electronic ballot.
 - b. **Hearing of Challenges.** The committee shall also receive, hear, and recommend an appropriate resolution for each challenge to delegate or alternate credentials.

- c. **Registration.** The committee shall also be responsible for administering the registration of delegates and alternates and shall maintain a list of all delegates and alternates registered to attend the convention.
- d. **Upgrading of Alternates.** The committee shall be responsible for upgrading of alternates, unless the unit chair has designated delegation chairs.
- e. **Sergeants-at-Arms.** The committee co-chairs and/or their designees shall also serve as convention sergeants-at-arms and be responsible for admitting properly credentialed users into the virtual meeting room. The names of all designated sergeants-at-arms shall be reported to the convention during the first credentials report and formally appointed to their roles by the convention chair(s).

13. Seating of Delegates and Upgrading of Alternates. All delegates, including non-voting delegates, and alternates must register to participate at the convention. Registered delegates and upgraded alternates shall be admitted to the virtual meeting room.

- a. **Alternates to Serve as Delegates.** The convention may, by a majority vote, choose to upgrade all registered alternates to serve as delegates for the remainder of the convention. Such a motion is in order as an amendment to the first Credentials Committee report after all reported credentials challenges are resolved.
- b. **Upgrading of Alternates.** Upgraded alternates shall have all the rights and privileges granted to delegates under these rules, unless the credentialing of a delegate or higher-ranking alternate causes them to be downgraded.
 - i. **Delegation Co-Chairs.** The unit chair may designate up to two delegates from each precinct to serve as delegation chair(s) for the purpose of upgrading alternates. Delegation chairs shall report all upgrades and downgrades of alternates to the co-chairs of the Credentials Committee.

- ii. **Equal Division.** To the extent possible, upgrading of alternates shall maintain equal division, meaning the difference between the number of delegates of the male and female gender identity shall not be greater than one, both within each precinct delegation and within each subcaucus. The highest-ranked alternate with a gender identity that will achieve and/or maintain equal division shall be upgraded, even if this means skipping a higher-ranked alternate.

- iii. **Alternates Elected by Subcaucus.** Alternates elected through subcaucus voting systems will be upgraded to delegate status in the order reported within their subcaucus and according to equal division. If there are no alternates available from within a subcaucus, alternates will be raised from among the highest-ranking alternates, who will achieve or maintain equal division, within the other subcaucuses in order of delegate allocation strength, with ties between equal subcaucuses being broken by lot.

- iv. **Alternates Elected at Large.** Alternates elected at large shall be upgraded to delegate status according to their numerical ranking on the precinct report and according to equal division.

- v. **Seating and Upgrading During the Convention.** Registration and upgrading shall continue until adjournment. Newly registered delegates and upgraded alternates shall not be admitted while balloting is occurring.

14. Resolution of Challenges. The convention shall hear and resolve any challenges regarding delegate or alternate seating pursuant to the Official Call. The co-chairs of the Credentials Committee shall report to the convention on the challenge, including the committee's recommended resolution to the challenge. Following the committee report, 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. The convention shall then proceed to debate

from the floor according to normal speaking limits before voting on the challenge.

CONVENTION OFFICIALS

15. **Convention Chair(s) and Assistants.** The unit chair shall call the convention to order and serve as the temporary convention chair until permanent convention chair(s) are elected. One or more convention chair(s), with equal division, shall be elected by a plurality vote of the convention and shall preside until adjournment. The convention chair(s) shall appoint a convention secretary, sergeants-at-arms, tellers, and designated technology assistants. The chair(s) may also appoint parliamentarians, timekeepers, and other assistants as they deem necessary to conduct convention business. For the purposes of these rules the unqualified word “chair” means whoever is presiding over the convention.
16. **Tellers.** Convention tellers shall create and distribute electronic ballots to delegates and upgraded alternates. Once the convention chair(s) declares balloting closed, the tellers shall verify the results, ensuring that only those ballots cast by eligible delegates and upgraded alternates are counted, and report the verified results to the convention chair(s).

GENERAL CONVENTION RULES

17. **Quorum and Presence.** The quorum for conducting any business of the convention is a majority of the registered delegates (including upgraded alternates). Participants shall be considered present if they are admitted to and remain within the virtual meeting room, regardless of whether they are currently visible on camera.
18. **Equal Division.** The convention chair(s) shall ensure that each election complies with the requirements regarding equal division. (See the “Equal Division” section of the DFL Rule Book and the Official Call.)
19. **Requesting Recognition to Speak.** Delegates may seek recognition using a nonverbal indication, such as a hand-raising function if available, or via a chat or email message to the chair or a designated virtual

meeting host. If none of these are accessible, delegates may seek recognition verbally. The convention chair(s) may change the method for requesting recognition at any time in the convention and explain clearly how delegates may use it. At the opening of discussion on any question, the chair shall restate the method for delegates to seek recognition. If possible, delegates should state their purpose in seeking recognition when doing so, including whether they intend to speak for or against a motion. Speakers will first state their name and precinct and address their comments to the chair.

20. **Points of Order, Requests for Information, etc.** The chair must respond to any points of order, points of personal privilege, parliamentary inquiries, and requests for information a delegate submits verbally after being recognized. The chair shall provide the convention with at least one nonverbal means by which delegates can raise such points and requests.
21. **Motions in Writing.** Any motion or resolution of [10] or more words, as well as any amendment which removes, changes, or adds [5] or more words, must be submitted in writing to the convention chair(s) before being considered. Written motions may be submitted using the virtual meeting chat, email, or another means designated by the convention chair(s). If the platform allows, one of the convention officials shall use screen sharing to display the text of any written motions before they are considered for adoption.
22. **Motions to Reconsider.** A motion to reconsider is in order while no other business is pending and if the mover voted with the prevailing side. The motion to reconsider is debatable if it applies to a debatable motion, and it is adopted by a two-thirds vote.
23. **Debate Limits.** Unless otherwise provided for in these rules, no delegate shall speak for more than [2] minutes on any item. The chair should rotate speaking privileges between proponents and opponents of a measure to the extent possible. Debate will terminate when [3] speakers have been heard on each side. 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, and no one may speak more than twice on any item. Delegates present without a microphone or otherwise unable to transmit their voice in the virtual meeting room may submit their remarks in writing to be read by the chair or their designee, subject to the normal speaking limits.

24. **Voting Methods.** Contested elections and endorsements shall be done by electronic 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, including that typically conducted by voice vote or acclamation, shall be by uncounted division using an electronic poll. The convention chair(s) or one third of delegates may also order a counted vote by electronic ballot. Electronic ballots must display the text of the motion being voted on or contain the names of all candidates for the office being elected. For each uncounted vote conducted using an electronic poll, the chair shall call separately for delegates participating by phone to unmute and vote by voice. For each counted vote, a teller shall use a breakout room to record the votes of delegates participating by phone.

25. **Party Dignitary Speeches.** Incumbent DFL officeholders, declared DFL candidates, and other party dignitaries may address the convention at the discretion of the convention chair(s). Such visitors will limit their remarks to no more than [2] minutes.

26. **Adjournment.** The convention shall not adjourn until elections have been held for the unit chair, vice chair, outreach officer (if specified in the unit constitution), secretary, and treasurer.

PARTY OFFICER ELECTIONS

27. **Party Officers Elected.** 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.

28. **Nominations.** Candidates for election to a party office shall be nominated by name only, without speeches or seconds. The Nominations Committee

shall place the committee's recommendations into nomination. Other nominations shall be made from the floor.

29. **Candidate Speeches.** Each candidate for unit chair and vice chair (and/or their representative(s)) shall be allowed no more than [5] minutes to address the convention. Each candidate for other party offices (and/or their representative(s)) shall be allowed no more than [2] minutes to address the convention. No others may speak on behalf of or against the candidate.

30. **Question-and-Answer Period.** In contested elections for party officers, there will be a question-and-answer period after candidate speeches.

a. **Submission of Questions.** All questions must be submitted to the convention chair(s) in the same manner as written motions (See Rule 21. Motions in Writing). The convention chair(s) shall ensure that all questions are general in nature and addressed to all candidates, cover a single topic, are not in the nature of a personal attack, and are possible to answer within the allotted time.

b. **Selection of Questions.** The convention chair(s) shall select questions at random, to the greatest extent practicable, but shall not read any preliminary remarks, statements, or explanations included with the question.

c. **Order of Response.** The order of response for the first question will be established by lot and will rotate for each subsequent question.

d. **Time Limits.** Each candidate shall be allowed [1] minute to answer each question. The question-and-answer period will last up to [20] minutes for chair and vice chair candidates and up to [10] minutes for candidates for all other offices. Time shall be extended to allow all candidates to answer the final question.

31. **Voting in Elections.** When an election for party office is uncontested, the convention shall elect by acclamation using an electronic poll. Voting in contested elections will be conducted by a separate electronic ballot for each office.

- a. **Drop Rule.** If ranked choice voting is not used, the nominee with the least number of votes will be dropped after each ballot where no nominee receives a majority vote, provided that at least two candidates remain on that ballot. A properly nominated candidate who is dropped under the drop rule, or who voluntarily withdraws, may address the convention for up to one [1] minute immediately after withdrawing, or before or immediately after the ballot result is announced.
- b. **Ranked-Choice Voting.** If more than three candidates are nominated for a single office, the convention may adopt a motion to elect by ranked choice by a majority vote anytime before ballots are distributed. Delegates may rank up to [3] candidates in order of preference. (See “Ranked Choice Voting Procedures” section of Official Call).

VIRTUAL MEETING TERMS DEFINED

32. Virtual Meeting Technology Glossary of Terms.

The following terms are defined for their use in the Model Rules for 2021 DFL Virtual Conventions:

- a. “Platform” means the tele/audio/video-conference service, software, application, etc. used as the venue for the convention.
- b. “Virtual meeting room” means the tele/audio/videoconference session in which individual users are able to speak and be heard by other users and where convention business is conducted.
- c. “Breakout room” means a tele/audio/video-conference session in which individual users are able to speak and be heard by other users, separate from the virtual meeting room.
- d. “Waiting room” means a feature within a platform that requires a host to manually admit each participant before they are allowed to enter the virtual meeting room.
- e. “Participant” means a user admitted to the virtual meeting room.
- f. “Host” means participant who is assigned privileges that enable the use of the platform’s

moderation tools, such as such as muting and unmuting of other users’ audio and/or video, granting or restriction of privileges assigned to specific or general users, admittance to and removal from the meeting, and other similar capabilities of the platform.

- g. “Chat” means a feature within the platform that enables participants to communicate with other users via typed text messages.
- h. “Mute” means to prevent a participant’s audio from being heard by other participants in the same virtual meeting room; “Unmute” means to enable a participant’s audio to be heard by other participants in the same virtual meeting room.
- i. “Electronic poll” means a feature or application, within or external to the platform, that enables all participants/users to indicate whether they favor a proposal in a way that allows other participants or, at a minimum, the hosts to see all participants’ indications simultaneously or see an instantaneous count thereof, and typically appears as “Yes”/“No” voting buttons.
- j. “Electronic ballot” means a feature or application, within or external to the platform, that enables credentialed participants/users to cast a vote that is counted, recorded, and verifiable and that identifies which user cast each vote.
- k. “Screen sharing” means a function that enables one’s display to be viewed by all other participants in the virtual meeting room.

**MODEL NOTICE AND AGENDA
2021 DFL VIRTUAL CONVENTIONS**

NOTICE

[Month] [DD], [YYYY] at [Time]

Online Only - [Platform]

Virtual Meeting link: [Link]

Call-in phone number: [Phone number]

Text to request recognition: [Phone number]

Email to send written motions: [Email address]

Call for technical assistance: [Phone number]

AGENDA

- 1) Call to order by unit chair.
- 2) Flag ceremony.
- 3) Welcome(s).
- 4) Reading of Affirmative Action, Outreach, and Inclusion Statement.
- 5) First Credentials Committee report and resolution of any credentials challenges.
- 6) Election of convention chair(s).
- 7) Adoption of Agenda and Rules.
- 8) Appointment of secretary and other convention officials.
- 9) Officer reports, if any.
- 10) Consideration of Constitutional and Bylaws Amendments.
- 11) Second Credentials Committee report.
- 12) Election of party officers:
 - a) Chair.
 - b) Vice chair (not of the same gender identity as the chair).
 - c) Outreach officer (if specified in the unit Constitution)
 - d) Secretary.
 - e) Treasurer.
- 13) Other elections for party office.
- 14) Other Business.
- 15) Announcements
- 16) Adjournment.

* Speakers may address the body throughout at the discretion of the convention chair(s)