

RULES SENATE DISTRICT 34 DFL CONVENTION

GOVERNING AUTHORITY AND AGENDA

1. Upon all matters not governed by the Official Call, the State DFL Party Constitution and Bylaws, the Senate District Constitution, and *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.
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. After the presentation of the preliminary Credentials Report and after all challenges have been resolved any delegates or alternates entitled to be seated 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, alternates and visitors during the registration process. Badges issued to each attendee shall indicate his/her status at the convention. 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. In any precinct that has not elected its authorized number of delegates, elected alternates from that precinct will be seated as delegates.
 - h. Unseated alternates and visitors shall be seated separately from delegates and shall not be allowed on the convention floor during the convention.

- i. 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 adjourn until all elections have been held for the following positions:
 - a. State Convention Delegates and Alternates. [Not applicable in odd-year conventions]
 - b. Party Officers and Directors.
 - c. State Central Committee Members and Alternates. [Not applicable in odd-year conventions]
 - d. Congressional district Pre-Convention Committee Members. [Not applicable in odd-year conventions]
8. 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, time-keepers, judges, clerks, tellers, sergeants-at-arms, parliamentarians, pages and other assistants as they deem necessary to conduct convention business.
9. For state delegate and alternate elections and for State Central Committee elections, and for Congressional District Pre-Convention Committee Members, there shall be an equal division by gender. Even numbered allocations shall be equally divided. Odd numbered allocations shall be as equally divided as possible. If both delegate and alternate allocations are odd numbered, the imbalance in delegate election must be reversed in favor of the opposite gender in the alternate election.
10. If elections take place by sub-caucus and the resulting delegation is not balanced by gender, an odd-numbered sub-caucus 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 state 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 sub-caucus. If balance by gender is still not achieved, the process will be repeated with another odd-numbered sub-caucus.
11. Candidates for elective positions listed in Rule 7 shall be nominated and seconded without speech, but each candidate may have one minute to use as he or she wishes.
12. 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 1/3 of the delegates present.
13. 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.
14. Smoking and use of intoxicants is prohibited on the convention floor. No smoking is allowed in the hallways adjacent to the convention hall. All persons shall comply with any additional rules established by the convention facility.
15. 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 Senate District 34 central committee (see item #34). Campaign literature may not be distributed in the convention hall after balloting has begun. 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.

16. Incumbent DFL office holders, declared DFL candidates for public office or their surrogate (there will only be ONE surrogate per candidate), and other party dignitaries may address the convention at the discretion of the Convention Chair. Such visitors will be requested to limit their remarks to no more than two minutes. Declared DFL candidates for public office and 1 (one) campaign staffer per candidate may be allowed on the convention floor, with a visitors badge issued by the Credentials Committee, during non-balloting and non-subcaucusing times. This will be strictly enforced by the Sergeant At Arms.

ELECTION OF PARTY OFFICERS

17. The Senate District Chair, Associate Chair (of the opposite gender from the Chair), Secretary, Treasurer, Deputy Treasurer and Affirmative Action Officer 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 voice vote, the election shall be by written ballot. If no candidate receives a majority after balloting, 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.
18. The convention will elect at least eleven Directors, with gender balance. The current Constitution of Senate District 34 DFL does not limit the number of Directors to be elected. Therefore, there is no competition for the positions. If the Constitution is amended to limit Directors and there is competition for the Director positions then the following procedures will apply. If delegates sufficient to elect one Director request proportional voting for Directors, the convention shall select by a majority vote the sub-caucus system permitted by the Official Call that will be used. The election of Directors shall be conducted according to the procedures specified in the Call. If the Walking Subcaucus system was selected, the time limits specified in Rule 24.d. shall apply. If proportional voting is not used Directors will be elected by majority vote of the convention.
19. The convention as a whole will elect State Central Committee Members and alternates whose number shall be determined by the state DFL in the Official Call. If a contest for members exists and more than two members are to be elected by the convention, the Chair will ask for a show of hands on proportional voting.
 - a. If delegates sufficient to elect one member request proportional voting, the convention will determine by majority vote the sub-caucus system permitted by the Official Call that will be used. The election of members and alternates shall be conducted according to the procedures specified in the Call for the system selected. If the Walking sub-caucus system was selected, the time limits specified in Rule 24.d. shall apply.
 - b. If proportional voting is not used, members and alternates shall be elected by majority vote of the convention. A record of the number of votes each alternate receives will be recorded for purposes of ranking alternates.
 - c. If proportional voting is used, alternates shall be ranked according to the size of each sub-caucus.
 - d. If proportional voting is not used for election of members, the above procedures will also be used to determine if proportional voting is to be used for the election of alternates.
20. The report of the nominations committee, if any, shall place in nomination the committee's recommendation for each position. Other nominations shall be made from the floor without speeches or seconds.
21. 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.

STATE SENATE DISTRICT ENDORSEMENT RULES

22. Endorsement of a candidate for State Senate requires a sixty percent affirmative vote of the Senate District Convention delegates,
- a. Candidates for endorsement will be nominated and seconded without speech.
 - b. Each candidate (and/or his/her representative(s)) shall be allowed no more than five minutes to address the convention.
 - c. The convention may adopt by majority vote rules and procedures for a question and answer period of the candidates prior to the first ballot.
 - d. Candidates receiving less than 10% 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 fourth ballot, the lowest remaining candidate will be dropped regardless of the percent. However, 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. If no candidate for endorsement has received sixty percent of the votes cast after seven ballots, a motion to have no endorsement will be in order at any time thereafter, and will pass with a majority vote. In that event, balloting shall terminate and the Senate District DFL will not endorse for that position prior to the primary election.

HOUSE DISTRICT ENDORSEMENT RULES

23. The Senate District Convention shall recess into two House District Conventions. The House District Conventions shall each elect one or more Chairs. The business of each House District Convention shall be the endorsement of a candidate for the State House of Representatives from that House District. The Senate District Convention shall reconvene upon completion of the House District Conventions.
24. Endorsement of a candidate for State House requires a sixty percent affirmative vote of the House District Convention,
- a. Candidates for endorsement will be nominated and seconded without speech.
 - b. Each candidate (and/or his/her representative(s)) shall be allowed no more than five minutes to address the convention.
 - c. The convention may adopt by majority vote rules and procedures for a question and answer period of the candidates prior to the first ballot.
 - d. Candidates receiving less than 10% 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 fourth ballot, the lowest remaining candidate will be dropped regardless of the percent. However, 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. If no candidate for endorsement has received sixty percent of the votes cast after seven ballots, a motion to have no endorsement will be in order at any time thereafter, and will pass with a majority vote. In that event, balloting shall terminate and the House District DFL will not endorse for that position prior to the primary election.

ELECTION OF STATE DELEGATES/ALTERNATES

25. Senate District 34 will elect delegates and alternates to the Third Congressional District and State Conventions in numbers set by the state DFL and the Third Congressional District in the Official Call. The procedures to be used in the election of delegates and alternates 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 State Convention delegate want proportional voting, it must be used. If proportional voting is not used, the convention will elect State 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 Congressional District and State Conventions. Even if no contest exists for alternate selection, the vote must be taken to determine this ranking (unless a sub-caucus adopts a different method for ranking its alternates). Any ties are broken by lot.
- d. If proportional voting is used, the convention will adopt by majority vote a sub-caucus system permitted by the 2014-2015 Official Call. The election will be conducted using the procedures specified in the Call for the system that was selected. If the Walking Sub-caucus system is used, delegates will have an initial period of 15 minutes after sub-caucus nominations are completed to move to the sub-caucus of their choice, and will have an additional period of 10 minutes after the preliminary count is announced by the Convention Chair to move among the sub-caucuses. If after the preliminary count, all sub-caucuses are viable, there shall be no additional movement and the process of electing delegates shall commence.

SPEECH AND DEBATE RULES

26. 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.
27. 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 between proponents and opponents of a measure to the extent possible. Debate will terminate when three speakers have been heard on each side.
28. 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 five minutes in total to present their positions, with the challenged delegation speaking last.
29. 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.
30. Any amendment to a motion or resolution which 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. No more than one amendment to any resolution will be accepted from one delegate. Amendments take a majority vote for adoption.

PLATFORM RESOLUTIONS

31. Senate District 34 shall forward to the State Platform Commission a number of resolutions determined by the State DFL. The resolutions to be forwarded by the Senate District must be selected from among those resolutions adopted by the precinct caucuses within Senate District 34. The resolutions forwarded to the State Platform Commission should address party positions on state and national issues. Resolutions that cover only local issues will not be forwarded to the State Platform Commission. All resolutions forwarded to the State Platform Commission must be submitted in the format prescribed by the State Platform Commission.
32. The procedure for selecting the resolutions to be forwarded to the State Platform Commission is as follows:
 - a. The County Unit/Senate District Chair shall appoint a Resolutions Committee consisting of the elected State Delegates and Alternates, State Central Committee Delegates and Alternates and Senate District Officers and State and Congressional District Officers residing within the Senate District. The Committee shall meet according to the Official Call to consider the resolutions forwarded by the Precinct Caucuses and determine which shall be forwarded to the State Platform Committee. The determination shall be weighted based on number of precincts that supported any resolution.

ELECTION OF CONGRESSIONAL DISTRICT PRE-CONVENTION COMMITTEE MEMBERS

33. When the convention reconvenes, each sub-caucus reports its delegates and ranked alternates to the convention secretary. The Senate District 34 Convention shall ratify the state delegates and alternates elected by the sub-caucuses.
34. The Senate District 34 convention shall elect the newly elected state delegates and alternates to each of the following Congressional District Pre-convention Committees: Credentials (4); Constitution & Rules (4), Nominations (4), and Arrangements (5). A plurality of those voting shall be sufficient to elect.

CAMPAIGN SIGN RESTRICTIONS

35. Campaign staff and volunteers will not be allowed into the convention site until 2 hours before the scheduled call to order and are allowed to put up outside signs no more than 2 hours prior to scheduled call to order on Convention Day. Each candidate is allowed a maximum of 30 signs within the convention site grounds, which includes any buildings. All signs must be 24” by 48” or smaller and may only be taped to glass, metal or masonry and not on painted surfaces or drywall (blue painters tape only.) There are no signs permitted on or behind the podium, except during a candidate's nomination or acceptance speech. All campaigns are responsible for collecting their own literature and signs after the convention. If a campaign posts more signs than allowed by the convention rules, the Rules Committee reserves the right to remove excess signs or signs larger than allowed.

NON-ELECTION-YEAR CONVENTIONS

36. The rules set forth in this document may be used for both election-year and non-election-year conventions. Rules that apply only to business conducted at election-year conventions need not be enforced by any convention officers during a non-election-year convention.