

2022 SENATE DISTRICT 51 DFL CONVENTION RULES

GOVERNING AUTHORITY AND AGENDA

1. **Subordination.** Upon all matters not governed by the Official Call, the State DFL Party Constitution and Bylaws, the Senate District 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.** 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. **Quorum.** 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.** Registration of delegates and alternates to the convention shall continue until adjournment. Newly registered delegates and upgraded alternates may not enter while the floor is frozen.
5. **Delegation Chairs.** Each precinct delegation shall elect one or more delegation chairs for purposes of alternate seating and ballot voting. The Convention Chairs 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 Secretary. Any delegate shall be eligible for election as delegation chair.
6. **Seating of Delegates.** All registered delegates (not alternates) on the temporary roll shall be seated.
7. **Credentials Challenges.** The convention shall hear and resolve any challenges regarding delegate or alternate seating pursuant to the Official Call. 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.

8. **Registration Inside Convention Hall.** As soon as practical after verification of a quorum, the credentials committee shall continue registration of delegates and upgrading of alternates from 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.
9. **Equal Division.** The delegation co-chair(s) shall maintain equal division for the delegation (and subcaucus) whenever possible. This is achieved by upgrading alternates giving preference to the highest-ranked alternate with a gender identity that will achieve and/or maintain equal division (even if this means skipping a higher-ranked alternate).
10. **Upgrading of Alternates.** The following rules shall govern upgrading and downgrading of alternates:
 - a. **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.
 - b. **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 by a lottery in which each subcaucus will be represented in proportion to its delegate allocation strength.
 - c. **Temporary Delegate Badges.** A temporary delegate badge shall be issued to an appropriate alternate when the alternate is raised to delegate status. If the upgraded alternate is subsequently returned to alternate

status, the alternate's delegate badge shall be immediately surrendered.

d. **No Upgrading During Voting.** There shall be no upgrading of alternates during any voting process.

11. **Floor Access.** Non-upgraded alternates and visitors shall be seated separately from delegates and shall not be allowed to participate in the business of the convention.

12. **Floor Passes—Campaigns.** No more than 5 floor passes shall be issued by the credentials committee chair to each candidate for those positions that are on the agenda to be elected or endorsed at this convention. Individuals with campaign floor passes shall not be permitted on the floor when it is frozen.

13. **Floor Passes—Accommodations.** 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

14. **Adjournment.** The convention shall not adjourn before completing the following business:

- a. Elections of party unit officers specified in the constitution
- b. Consideration of State Senate and State House endorsements
- c. Elections of State Convention delegates and alternates (Organizing Unit Conventions only)
- d. Elections of State Central Committee members and alternates (Organizing Unit Conventions only).

15. **Convention Chairs.** The convention shall elect one or more Convention Chairs, with equal division, by plurality vote or as the convention determines.

16. **Convention Assistants.** The Convention Chairs shall appoint a convention secretary and may appoint parliamentarians, timekeepers, tellers,

sergeants-at-arms, and other assistants as they deem necessary to conduct convention business.

17. **Equal Division by Gender Identity.** The Convention Chairs shall ensure that each election complies with the requirements regarding equal division located in the Equal Division section of the State DFL Rule Book (Addendum A of the Minnesota DFL Constitution and Bylaws). For State Convention delegate and alternate elections and for State Central Committee elections (Organizing Unit conventions only), there shall be an equal division by gender identity. 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 an underrepresented gender identity in the alternate election.

18. **Voting Methods.** Contested elections and endorsements shall be done by 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 shall be by voice vote or uncounted rising vote unless a written ballot vote is requested by the Convention Chair or by one-third of the delegates present.

19. **Ballot Distribution.** 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.

20. **Prayer Breaks.** The convention shall recess for scheduled prayer breaks. No business including the upgrading of alternates shall be conducted during a prayer break.

21. **Smoking/Vaping.** Smoking, vaping, and use of intoxicants is prohibited on the convention floor. No smoking or vaping is allowed in the hallways adjacent to the convention hall, or outside the main entry to the building.

22. **Covid-19 Protocols.** Masks shall be worn at all times in the building on the day of the convention unless eating, drinking, or speaking to the convention floor. Seating shall be spaced 6 feet apart, and attendees shall provide adequate distance when moving about the convention facilities. Attendees shall be up to date on their vaccinations.

23. **Signs, Literature, Demonstrations, and Order in Convention Hall.** 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 must be affixed with non-destructive masking tape, and no latex including balloons of any sort may be brought into convention facilities. Campaign literature may not be distributed in the convention hall during balloting. 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. Candidate campaigns may request a table outside the convention hall for a fee of \$25, and issue organizations may request a table for a fee of \$50. This fee shall be in the form of a nonrefundable donation to the Senate District 51 Democratic-Farmer-Labor Party.

SPEECH AND DEBATE RULES

24. **Recognition.** No delegate may speak until recognized by the Convention Chair. Speakers will first state their name and precinct, and may state their pronouns. Speakers should always address the chair. 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.

25. **Speaking Limits—Debate.** Unless otherwise provided for in these rules, no delegate shall speak for more than 2 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 3 speakers have been heard on each side.

26. **Speaking Limits—Credentials Challenges.** With respect to credentials challenges, prior to the floor debate, 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.

27. **Dropped or Withdrawn Candidates.** A properly nominated candidate who is dropped under the appropriate drop rule, or who voluntarily withdraws, may address the convention, committee, or commission for up to 1 minute immediately after withdrawing, or before or immediately after the ballot result is announced.

28. **Motions to Table.** 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.

29. **Motions to Reconsider, Object to Consideration.** 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. **Motions in Writing.** Any amendment to a motion or resolution which removes, changes, or adds 5 or more words must be submitted in writing to the Convention Chairs before being considered.

31. **Dignitary Speeches.** Incumbent DFL office holders, declared DFL candidates, and other party dignitaries may address the convention at the discretion of the Convention Chairs. Such visitors will limit their remarks to no more than 2 minutes.

WALKING SUBCAUCUS

32. **Time Limits for Walk Periods.** If a 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. If all remaining subcaucuses are viable on the first count, then there shall be no second count. If any subcaucus

is not viable on the first count, the Chair will announce an additional 5 minute period during which delegates can move among the remaining subcaucuses.

33. **Equal Division.** If elections for State Convention delegates and alternates or State Central Committee members and alternates take place by subcaucus and the resulting delegation is not equally divided by gender identity, an odd-numbered subcaucus selected by lot from among those that elected more delegates of the over-represented gender identity will be instructed by the Convention Chairs to exchange one delegate of the over-represented gender identity for its highest ranking alternate of a different gender identity in the case of state delegates, and to replace a person it had elected with a person of a different gender identity in any other case. Any delegate reduced to alternate status will become the highest ranking alternate of that subcaucus. If balance by gender identity is still not achieved, the process will be repeated with another odd-numbered subcaucus.

34. **Convention Chairs' Duties.** The Convention Chairs shall ensure that all Walking Subcaucuses are moving smoothly and assist those that are running behind.

QUESTION AND ANSWER

35. **Order of Business.** There will be a question-and-answer period after candidate presentations as follows:

36. **First Question (Endorsements Only).** The first question to candidates for endorsement shall be "Will you suspend your campaign if someone other than you is endorsed by this convention? Yes or No answer only."

37. **Submission in Writing.** All other questions must be submitted in writing before the completion of candidate presentations.

38. **Criteria for Questions.** All questions must be:

- Legible
- General in nature and addressed to all candidates
- Cover a single topic

d. Not in the nature of a personal attack
e. Possible to answer within a 1 minute period.

39. **Screening of Questions.** The Convention Chairs or their designee shall screen all questions and eliminate any that are duplicative or not in compliance. The remaining questions shall be placed in a container and drawn by lot.

40. **Asking Questions.** Convention Chair shall ask the candidates each question in turn, but shall not read any preliminary remarks, statements or explanations included with the question.

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

42. **Time Limit for Responses.** Each candidate shall be allowed 1 minute to answer each question.

43. **Time Limit for Question Period.** The Question period will last for 30 minutes or until all questions are asked but shall be extended to allow all candidates to answer the final question.

PARTY OFFICER ELECTIONS

44. **Nominations and Speeches.** The nominations committee shall place in nomination the committee's recommendations. Other nominations shall be made from the floor without speeches or seconds. Candidates for election to a party unit office shall be nominated by name only, but each candidate may have 2 minutes to use as they wish.

45. **Chair, Vice Chair, etc.** 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. Voting will be conducted by separate ballot for each position. If none of the nominees for an office receive 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.

46. **Directors.** The convention shall elect Directors as specified in the unit constitution, with equal division. If delegates sufficient to elect one

Director request proportional voting for Directors, the convention will use the Walking Subcaucus system provided in the Official Call following the rules stated in the Walking Subcaucus section of these rules. If proportional voting is not used, the convention will elect Directors by plurality vote or as the convention determines.

47. **State Central Committee.** An Organizing Unit convention shall, as a whole, elect State Central Committee members and alternates. The total delegation and any automatic members are specified in the 2022-2023 Official Call. One alternate shall be elected for each member, including any automatic members. Alternates are ranked without regard to gender identity. If a contest for members exists and more than three members are to be elected by the convention, the Chair will ask for a show of hands on proportional voting.

a. **Proportional Voting.** If delegates sufficient to elect one member request proportional voting, the convention will use the Walking Subcaucus system provided in the Official Call following the rules stated in the Walking Subcaucus section of these rules. Alternates shall be ranked according to the size of each subcaucus.

b. **Non-Proportional Voting.** If proportional voting is not used, the convention will elect State Central Committee members and alternates by plurality vote or as the convention determines. A record of the number of votes each alternate receives will be recorded for purposes of ranking alternates.

SENATE DISTRICT ENDORSEMENT RULES

48. **Nominations.** Candidates for State Senate endorsement shall be nominated by name only.

49. **Speeches.** Each candidate and/or their representatives shall be allowed no more than 10 minutes to address the convention. No others may speak on behalf of or against the candidate.

50. **Question and Answer.** A question-and-answer period will follow the rules in the Question and Answer section of these rules.

51. **Vote Threshold.** Endorsement of a candidate for State Senate requires a 60 percent affirmative vote of the Senate District Convention.

52. **Drop Rule.** 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 4th 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.

53. **No Endorsement.** If no candidate for endorsement has received sixty percent of the votes cast after 5 ballots, a motion to have no endorsement will be in order at any time thereafter, and will pass with a majority vote.

HOUSE DISTRICT ENDORSEMENT RULES

54. **House District Conventions.** 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, and any other business authorized by the Senate District constitution. Each House District Convention may recess in between ballots to permit the Senate District Convention to reconvene and proceed with other business on its agenda. Each House District Convention shall adjourn upon completion of its business.

55. **State House Endorsements.** Endorsement of a candidate for State House of Representatives by each House District Convention shall be done using the procedures in the rule titled "State Senate Endorsements", substituting "House" for "Senate."

STATE CONVENTION DELEGATE ELECTIONS

56. **Delegate Election Procedures.** The number of state delegates and alternates to be elected by the convention is specified in the 2022-2023 Official Call. The procedures to be used in the election of delegates and alternates to the

Congressional District and State Conventions are as follows:

- a. **Acclamation.** If the Convention Chair determines that no more want to serve than there are delegate positions, the election shall be by acclamation.
- b. **Proportional Voting.** 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.
- c. **Walking Subcaucuses.** If proportional voting is used, the convention will use the Walking Subcaucus system provided in the call and will follow the rules of the Walking Subcaucus section of these rules. In addition, each subcaucus must indicate the gender identity of all delegates and alternates for the purpose of equal division within the unit's delegation.
- d. **Non-Proportional Voting.** If proportional voting is not used, the convention will elect State Convention delegates by plurality vote or as the convention determines.
- e. **Ranking of Alternates.** Alternates will be nominated and elected in a similar fashion to delegates. Alternates must be ranked by the convention or subcaucus (1st, 2nd, 3rd, etc.) for use in alternate upgrading at the Congressional District and State Conventions. Alternates are ranked without regard to gender identity.
- f. **Record of Votes.** 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 seating, the vote must be taken to determine this ranking. Any ties are broken by lot.

PLATFORM AND RESOLUTIONS

57. **Reading of Platform Statement.** The Platform Statement in the Official Call shall be read to the convention or other group selecting the resolutions to forward before consideration of resolutions begin.

58. **Resolutions.** The Organizing Unit can forward to the State Platform, Issues, and Legislative Affairs Committee a number of resolutions equal to twice the number of State Convention delegates allocated to the Organizing Unit convention, or 20 resolutions, whichever is larger. The resolutions to be forwarded by the Organizing Unit must be selected from among those resolutions adopted by the precinct caucuses from precincts wholly or partially within the Organizing Unit. The resolutions forwarded to the State Platform, Issues, and Legislative Affairs Committee should address party positions on state and national issues. Resolutions that cover only local issues should not be forwarded to the State Platform, Issues, and Legislative Affairs Committee. All resolutions forwarded to the State Platform, Issues, and Legislative Affairs Committee must be submitted in the format prescribed by the State Platform, Issues, and Legislative Affairs Committee, with only one resolution per form and only one subject per resolution. After the convention or meeting, the Organizing Unit Chair must send or deliver the resolutions selected to the State DFL Office so they are received no later than the date in the Official Call.

59. **Procedure for Selection.** The procedure for selecting the resolutions to be forwarded to the State Platform, Issues, and Legislative Affairs Committee is as follows:

The convention will vote on each resolution presented for consideration. To remain in consideration, a resolution must receive at least a 60% affirmative vote of the convention. In calculating vote totals, abstentions shall be counted as part of the vote (in effect making them "no" votes). If more than the allowed number of resolutions receive the necessary 60% vote, the resolutions that received the highest percentage vote (with any ties for last place decided by lot) will be the resolutions forwarded to the State Platform, Issues, and Legislative Affairs Committee.