

PROVISIONAL AND PROPOSED PERMANENT RULES

2024 SENATE DISTRICT 46 CONVENTION

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. The 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 the floor while it is frozen.
5. **Delegation Chairs.** Each precinct delegation shall elect one or more delegation chairs for purposes of alternate seating, roll calls and ballot voting. The convention chair(s) 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.** All delegates and upgraded alternates shall be seated in precinct delegation. Alternates who have not been upgraded alternates will be seated separately. The seating of delegates and alternates shall be governed by the following:
 - a. All registered delegates (not alternates) on the temporary roll shall be seated.
 - b. The convention shall hear and resolve any challenges regarding delegate or alternate seating pursuant to the Official Call.
 - c. Any delegates or alternates entitled to be seated after all challenges have been resolved shall go to the registration table with their delegation chair so that proper seating can be arranged. As soon as practical 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 from within a subcaucus, alternates will be raised from among the highest-ranking alternates within the other subcaucuses by a lottery in which each subcaucus will be represented in proportion to its delegate allocation strength.

- e. No more than five [5] floor passes for each candidate for endorsement or party office shall be issued by the credentials committee chair.
- 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 upgraded alternate is subsequently returned to alternate status, the alternate's delegate badge shall be immediately surrendered.
- g. Non-upgraded alternates and visitors shall be seated separately from delegates and shall not be allowed on the convention floor during the convention.
- h. Special floor passes shall be issued for an interpreter or other personal care assistant for any delegate or upgraded alternate who submits a request to the credentials committee. Such persons may be seated in close proximity to the delegate or alternate they are assisting, but shall play no role in the convention.

GENERAL CONVENTION RULES

7. **Adjournment.** The convention shall not adjourn before completing the following business:
 - a. Election of (1) Outreach Officer
 - b. Elections of up to eleven [11] directors.
 - c. Elections of six [6] State Central Committee Delegates and eight [8] Alternates.
 - d. Consideration of State House Endorsements.
 - e. Elections of 24 State Convention delegates and alternates (9 from CD3 and 15 from CD5).
8. **Convention Chair(s).** The convention shall elect one or more convention chairs, with no more than one of any gender identity, by a plurality vote of the convention.
9. **Other Convention Officers.** The Convention Chair 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.
10. **Equal Division by Gender Identity.** Equal division by gender identity is achieved in elections and upgrading of alternates when the number of individuals elected or delegates seated of the male or female gender identity does not exceed the other by more than one. Individuals who do not identify as male or female shall not be counted as either male or female, and the remainder of the delegation shall be

equally divided by gender identity. An individual's gender identity is determined by gender-self-identification.

Acknowledgement of Understanding, without speeches or seconds.

11. **Voting Methods.** Voting in contested elections and endorsements shall be 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.
12. **Ballot Distribution.** On matters to be determined by written ballot, convention tellers shall distribute any paper ballots to the chair of each precinct delegation. These ballots shall be returned by the precinct delegation chair to the tellers. Tellers shall distribute any electronic ballots to delegates and upgraded alternates directly. Ballots shall be distributed only to delegates and upgraded alternates seated under the rules of this convention.
13. **Prayer Breaks.** No upgrading of alternates shall be conducted during a prayer break and no ballots for endorsement or elections shall begin or take place during a prayer break, provided, however, that all other business may continue.
14. **Smoking.** Smoking and use of intoxicants is prohibited on the convention floor. No smoking is allowed in the building or on the property.
15. **Signage, Materials, and Demonstrations.** Signage, materials and demonstrations will be limited as follows: 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. No signs may be placed except in accordance with the rules established by the Arrangements Committee and in accordance with facility requirements.
16. **Nominations.** All individuals seeking nomination must have executed or must execute, contemporaneously with their nomination, an Acknowledgement of Understanding. Nominations shall proceed as follows:
 - a. The nominations committee shall place in nomination the committee's recommendations for Outreach Officer, Directors and State Central Committee Members / Alternates.
 - b. Other nominations drawn from those who have previously appeared before the Nominations Committee or who have submitted a Statement of Candidacy shall be made from the floor, without speeches or seconds.
 - c. All other nominations made from the floor shall be accepted only after the nominee has submitted an

17. **Gender Equity in Elections.** The Convention Chair shall ensure that each election complies with the requirements regarding equal division by gender..

SPEECH AND DEBATE RULES

18. **Recognition.** 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.
19. **Speaking Limits—Debate.** Unless otherwise provided for in these rules, no delegate shall speak for more than one [1] minute on any item. The chair will rotate speaking privileges among floor microphones and between proponents and opponents of a measure to the extent possible. Debate will terminate when three [3] speakers have been heard on each side.
20. **Debate on Credentials Challenges.** With respect to credentials challenges to delegates, prior to the floor debate, speakers on behalf of both the challenged delegate and the challenging delegate shall each be allowed five [5] minutes in total to present their positions, with the challenged delegate speaking last.
21. **Speech on dropping or withdrawl.** A properly nominated candidate for endorsement who is dropped under the drop rule, or who voluntarily withdraws, may address the convention, committee, or commission for up to one minute immediately after withdrawing, or before or immediately after the ballot result is announced.
22. **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.
23. **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 chair before being considered.
24. **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] two minutes** except that incumbent SD 46 legislative office holders may address the convention for up to **[4] four minutes**.

WALKING SUBCAUCUS

25. **Designating Subcaucuses.** The Convention Chair opens nominations for subcaucuses. Each subcaucus name must begin with the name of a presidential candidate or "Uncommitted" and may include issues.

26. **Time Limits for Walk Periods.** If a Walking Subcaucus system is used, delegates will have an initial period of **[10] 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 convention chair will announce an additional **[5]-minute** period during which delegates can move among the remaining subcaucuses.
27. **Equal Division.** If elections 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 chair 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.
28. **Convention Chair's Duties.** The Convention Chair shall clearly explain the procedure of the Walking Subcaucus in advance to the Convention Delegates and ensure that all Walking Subcaucuses are moving smoothly and assist those that are running behind.

QUESTION AND ANSWER

29. **Contested Endorsement.** In the case of a contested endorsement, there will be a question and answer period after candidate presentations as follows:
- The first question shall be "Will you suspend your campaign if someone other than you is endorsed by the convention? Yes or No answer only."
 - All other questions must be submitted in writing before the completion of candidate presentations.
 - All questions must be:
 - Legible
 - General in nature and addressed to all candidates
 - Cover a single topic
 - Not in the nature of a personal attack.
 - Possible to answer within a minute
 - The Convention Chair or the Convention Chair's Designee shall screen all questions and eliminate any that are duplicate or not in compliance. The remaining questions shall be placed in a container and drawn by lot.
 - The Convention Chair shall ask the candidates each question in turn, but shall not read any preliminary

remarks, statements or explanations included with the question.

- The order of response for the first question will be established by lot and will rotate for each subsequent question.
- Each candidate shall be allowed one [1] minute to answer each question.
- The question and answer period will last for [30] minutes or shorter if all questions are asked but shall be extended to allow all candidates to answer the final question.

ELECTION OF OFFICERS & DIRECTORS

30. **Outreach Officer.** The convention shall elect up to one Outreach Officer by **plurality vote**. The outreach officer shall be nominated without a speech, except in the case of a contested election each candidate shall have one [1] minute to use as they wish.
31. **Directors.** The convention shall elect up to eleven [11] Directors with gender balance. 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, Directors will be elected by plurality vote of the convention.

ELECTION OF CENTRAL COMMITTEE

32. **State Central Committee.** The convention shall elect State Central Committee members and alternates. The total delegation and any automatic members are specified in the 2024-2025 Official Call. One alternate shall be elected for each member, including the unit chair and vice chair. Alternates are ranked according to gender identity.
33. **Proportional Voting.** If delegates sufficient to elect one member request to use proportional voting, the convention will use the Walking Subcaucus system described in the Official Call following the rules stated in the Walking Subcaucus section of these rules.
- Plurality Voting.** If proportional voting is not used, the convention will elect State Central Committee members by **plurality vote**.
 - Alternates.** State Central Committee alternates will be nominated and elected after State Central Committee members, repeating the above steps used to elect members. Alternates must be ranked by the convention or subcaucus (1st, 2nd, 3rd, etc.) for use in upgrading at meetings. Alternates are ranked without regard to gender identity.
 - Equal Division.** The convention chair shall ensure that the election of State Central Committee members and alternates results in equal division by gender identity with respect to the members elected, the alternates elected, and the entire delegation. A contest for State Central Committee members or alternates exists when the number of nominees of the male or female gender identity

exceeds the other by more than one, even when the total number of nominees does not exceed the number of positions to be elected. Vacancies must be maintained such that equal division is achieved as to those members and alternates elected. If the difference between female- and male-identifying members is one, the imbalance in delegate election must be reversed in favor of the underrepresented gender identity in the election of alternates.

HOUSE DISTRICT ENDORSEMENT

34. **House District Conventions.** The convention shall recess into two house district conventions. Each house district convention elects its own convention chair and takes up the business of state house endorsement, then shall adjourn upon completion of its business.
35. **Endorsing.** Endorsement of a candidate for State House requires a sixty percent of the votes cast on this ballot, excluding blanks, abstentions, or spoiled ballots.
- Each candidate (and/or their representative(s)) shall be allowed no more than five (5) minutes to address the convention.
 - No others may speak on behalf of or against the candidate.
 - If the endorsement is contested, a question and answer period will follow the rules in the question and answer section of these rules.
 - 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.
 - If no candidate for endorsement has received sixty percent of the votes cast after five ballots, a motion to have no endorsement will be in order at any time thereafter, and will pass with a majority vote.

STATE CENTRAL COMMITTEE ELECTIONS

36. **Available positions.** Six[6] State Central Committee members and eight [8] alternates will be elected by the convention as a whole. The total delegation and any automatic members are specified in the 2024-2025 Official Call. If a contest for members exists, the Chair will ask for a show of hands on 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.
 - If proportional voting is not used, members and alternates shall be elected by plurality vote of the convention. A

record of the number of votes each alternate receives will be recorded for purposes of ranking alternates.

- If proportional voting is used, alternates shall be ranked according to the size of each subcaucus.
 - If proportional voting is not used for election of members, the above procedures will be used to determine if proportional voting is to be used for the election of alternates.
 - One alternate shall be elected for each delegate, including the Chair and Vice Chair. State Central Committee delegates and alternates shall be elected and ranked by gender.
- ### STATE CONVENTION DELEGATE ELECTIONS
37. **Delegate Election Procedures.** The Senate District Convention shall recess for the purpose of separately electing nine [9] 3rd Congressional District (CD3) state delegates and alternates and fifteen [15] 5th Congressional District (CD5) state delegates and alternates, as specified in the 2024-2025 Official Call. The Congressional District Conventions shall each elect one or more Chairs. The Senate District Convention shall reconvene upon completion of the Congressional District Conventions. The procedures to be used in the election of delegates and alternates to the Congressional District and State Conventions are as follows:

- If the Convention Chair determines that no more wish to serve than there are delegate positions, the election shall be by acclamation.
- If a contest exists for delegates or alternates, 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 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 rank and gender of each delegate for the purpose of gender balancing the Unit's delegation.
- If proportional voting is not used, the convention will elect State Convention delegates by plurality vote as the convention determines.
- Alternates will be nominated and elected in a similar fashion. Alternates must be ranked by the convention (1s, 2nd, 3rd, etc.) for use in alternate upgrading at the congressional district and state conventions. Alternates are ranked without regard to gender.
- 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

38. **Reading of Platform Statement.** The Platform Statement in the Official Call shall be read to the convention by the Convention Chair before consideration of resolutions begins.
39. **Resolutions.** Senate District 46 can forward to the State Platform and Issues Committee 48 resolutions (twice the number of state delegates elected). The resolutions to be forwarded must be selected from among those resolutions adopted by the precinct caucuses. The resolutions forwarded should address party positions on state and national issues. Resolutions that cover only local issues should not be forwarded to the State Platform and Issues Committee.
40. **Comment and Advocacy.** There shall be a period of comment and advocacy on resolutions, for up to thirty **[30] minutes** total, during which time any delegate may speak, for one time and one time only, for a total of **forty-five [45] seconds**, for or against any resolution they choose. No amendments to any resolution will be in order.
41. **Voting on Resolutions.** All resolutions shall be voted upon by means of a written ballot or electronically or machine tabulated. All ballots must be signed legibly and submitted prior to the convention adjournment. A resolution must receive at least a 60% affirmative vote of all ballots cast. In calculating vote totals, abstentions shall be counted as part of the vote (in effect making them "no" votes). Spoiled ballots shall not be included in the total vote count. 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 and Issues Committee.

PROPOSED AGENDA

2024 SENATE DISTRICT 46 DFL CONVENTION

**Eisenhower Community Center
1001 MN State Hwy 7
Hopkins, MN 55305**

11:00am - registration/Noon - call to order

- 1) Call to order by Senate District 46 Chair.
- 2) Pledge of Allegiance.
- 3) Welcome(s).
- 4) Reading of Affirmative Action, Outreach, and Inclusion Statement.
- 5) Credentials Report #1 and resolution of credential challenges.
- 6) Election of convention chair(s).
- 7) Appointment of convention secretary and other officials.
- 8) Adoption of Agenda and Rules.
- 9) Ratification of Precinct Chairs.
- 10) Consideration of amendments to SD46 Constitution and bylaws.
- 11) Resolution Committee Report #1.
- 12) Comment and Advisory session on Resolutions (up to 30 minutes)
- 13) Prayer Time: 1:15pm (see below)
- 14) Nominations Report.
- 15) Election of Outreach officer
- 16) Election of up to 11 Directors.
- 17) Election of 6 State Central Committee Members and 8 Alternates.
- 18) Credentials Report #2.
- 19) Separation into House District Conventions and endorsement of candidates for State House of Representatives. Then reconvene as the Senate District Convention.
- 20) Final resolutions committee report - complete any written balloting submissions by 3:00PM
- 21) Other Business.
- 22) Separation into 3rd & 5th District Conventions
 - a) Election of State Convention Delegates and Alternates
 - i) 9 each from CD3
 - ii) 15 each from CD5
 - b) Election of Congressional District Delegation Co-chairs and pre-convention committee members
- 23) Reconvene as Senate District Convention to adjourn.
 - Speakers may address the body throughout at the chair's discretion.
 - The Convention Chair shall acknowledge 15-minute breaks at scheduled times throughout the convention for those whose faith requires them to pray at those times. No ballots for endorsement or elections shall begin or take place during a break, all other business may continue. If a break coincides with a ballot or election the chair shall declare a 15-minute recess at the scheduled time.