

WA 5th LD Democrats
2021 Reorganization – Proposed Meeting Rules

Because the in-person election of officers cannot be held due to a public emergency or natural disaster which makes the holding of an in-person election unlawful or impossible as determined by the WSDCC and the 5th District Democrats, the following rules shall govern all business to be conducted at the 5th District Democrats' bi-annual reorganization meeting in January 2021.

Section 1. Virtual Meeting Rules

The following rules will apply to enable an orderly virtual meeting that generally follows the procedures used in the organization's live meetings and is consistent with [Robert's Rules of Order](#).

1.1 Register in Advance: Participants must register in advance using the link provided via email and in the website calendar entry and Facebook event.

- **Note:** If members of the same household will be joining via the same connection but voting separately, they must register separately for the meeting, using a separate email address for each member who will be voting during the meeting.

1.2 Connect to Meeting

- Use the link or meeting ID provided via email to sign into the meeting. **Please join at least 15 minutes before the meeting is scheduled to come to order so we can address any technical issues before the meeting is called to order.**
- If at all possible, please connect via the Zoom app, ideally via the computer app which has the fullest feature set. The app will also allow you to use the Chat function. **Please download and install the Zoom app before joining the meeting.**
- If you are only able to dial in to the meeting (cannot use the app), you will still have an opportunity to participate, to object to motions for unanimous consent, and to vote during the meeting. **Note:** The following commands can be used to participate in the Zoom meeting via a phone:
 - *6 - Toggle mute/unmute
 - *9 - Raise hand

1.3 Sign In

- When joining the meeting through the Zoom app, please make sure that the name entered accurately reflect(s) the member(s) participating in the meeting.
- If you dial into the meeting from your phone, please call in at least 10 minutes prior to the meeting start time and declare your name. The meeting administrator will update your call-in information so that your name (not phone number) appears to those using the app.

1.4 Participating in the Meeting

- Participants should remain off video and muted throughout the proceedings unless unmuted and granted the floor by the chair or the chair's designee.
- To make a request or motion that does not require having the floor (i.e., where interrupting the speaker is permitted), type the action in the chat window, e.g., 'Point of Order,' 'Point of Information.' Moderators will monitor chat, and **a single moderator will be authorized to interrupt the speaker to raise an inquiry or motion.** The chair may invite the person to speak.
- When it is in order for a motion to be made from the floor, the chair (or chat moderator designated by the chair) will insert "Floor open" into the chat window. After that point the chair

will consider recognizing speakers for motions, but will disregard motions made prior to that point (except for motions that may interrupt as described in the previous bullet).

- To speak on the floor or to make a motion: type “hand – motion” **in the chat window** and **wait to be recognized by the chair**. Moderators will monitor chat to help the chair respond to motions.

Note: Do not use the ‘Raise Hand’ function in Zoom Chat because it does not allow us to track the order in which hands are raised. Instead, type ‘Hand’ in the chat window, followed by the type of motion or point being made (see examples below), and wait to be recognized by the chair.

- When the chair recognizes a motion, the chair will then request a second. To second a motion, type ‘Second’ in chat.

1.5 Additional Chat Etiquette

- Use the chat for official meeting business only.

Note: **Side commentary on the content of the meeting is not permitted in chat.**

Note: Posing questions or providing answers to questions is not permitted in chat except during a designated Q&A period.

Note: The chat will be exported and saved as part of the meeting record, including private chats with hosts and between members.

- For technical issues, type a message in chat that begins with the word ‘Tech’; e.g. ‘Tech. I can’t hear the speaker.’

Section 2. Temporary Meeting Chair

The meeting will be called to order by a Temporary Meeting Chair, who shall be either the KCDCC Chair or her designee. The Temporary Meeting Chair shall appoint a Temporary Secretary, Parliamentarian, Sergeant at Arms, and Tally Chair/Committee for the meeting. These officers shall serve until the incoming District Chair appoints permanent officers, or for the remainder of the meeting at the incoming District Chair’s discretion. The Temporary Meeting Chair shall serve until the election of the District Chair.

Section 3. Bylaw Amendments

During the reorganization meeting, the organization may adopt amendments to its bylaws and/or standing rules as provided for in the bylaws. Unless and until the organization amends its bylaws for the 2021-22 biennium, its existing bylaws are acknowledged as remaining in effect.

Section 4. Nominations & Speeches

4.1 Officer Nominations in Advance of the Meeting. Candidates for Statutory/Delegate Roles and Bylaw Roles, as described on the organization’s website (<https://5thdistrictdems.com/2021-reorganization-open-leadership-positions/>), must self-nominate before the reorganization meeting by submitting a statement of candidacy (not to exceed 200 words) to 2021reorg@5thdems.org by Dec. 30, 2020; for officer positions subject to a gender rule, the statement of candidacy shall state the gender of the candidate. Nominations for Statutory/Delegate Roles and Bylaw Roles will not be taken from the floor during the meeting.

4.2 Standing Committee Chair Nominations in Advance of the Meeting or from the Floor.

Candidates for Standing Committee Chair roles may self-nominate before the reorganization

meeting by submitting a statement of candidacy (not to exceed 200 words) to 2021reorg@5thdems.org by Dec. 30, 2020. Nominations for candidates for Standing Committee Chair roles may also be made from the floor during the meeting, in accordance with the meeting procedures in Section 1.

4.3 Same Candidate Nominated for Multiple Positions. A candidate may be nominated for more than one office, but may only be elected to one Statutory/Delegate or Bylaw Role. However, Vice Chairs and Officers other than the Chair may also be appointed and approved for one or more Standing Committee Chair roles (as permitted in the organization's bylaws).

4.4 Availability of Candidate Statements. Statements of candidacy received by Dec. 30, 2020 will be made available to PCOs in advance of the meeting through the organization's website.

4.5 Candidate Speeches. Each candidate in a contested race may address the meeting for up to two (2) minutes to campaign for the position being sought. (At the meeting chair's discretion and technology permitting, candidate speeches for the next election may begin while votes are being collected and/or tallied for the current election.) Speeches will be in the order in which the candidates were nominated. Candidates may yield all or part of their time to other speakers, including virtual guests. A speech that is solely against the election of another candidate is out of order.

Section 5. Elections

5.1 Eligible Electors.

- Democrat Precinct Committee Officers who were elected in August 2020, including those elected by virtue of being the only candidate to file in their precinct ("Elected PCOs"), are eligible to vote at the reorganization meeting for all positions up for election.
- Members of the organization who are not Elected PCOs are not eligible to vote for Statutory/Delegate Roles, as described on the organization's website (<https://5thdistrictdems.com/2021-reorganization-open-leadership-positions/>). However, members are eligible to vote for Bylaw Roles and Standing Committee Chair positions.

5.2 Pre-registration. Each eligible voter who registers for the reorganization meeting by Jan. 2, 2021 will receive an email, sent to the email provided during registration, from tech@5thdems.org (check Junk/Spam folder), containing unique voting links to be used for voting during the meeting.

5.3 Voting. Voting in uncontested races, or on questions other than elections (e.g. to approve the agenda), may be by unanimous consent or via chat voting. Voting in contested races shall be via website voting as described below.

- For voting via chat, type only a single word (aye, nay, or abstain) as your vote. If more than one member is participating in the meeting through a single Zoom connection, those members should enter one vote in chat for each member using the Zoom connection, prefacing each vote with the name of the member making that vote.
- For voting via our website, eligible voters will vote using the unique voting links sent by email from tech@5thdems.org. Each vote will go "live" only upon the conclusion of all speeches for the relevant position. The chair or the chair's designee will indicate the applicable voting link to use, and eligible voters will access the website using the appropriate link and submit their vote during the specified time period. The chair will specify the time for voting, and will call 2-minute and 1-minute warnings before closing website voting.
- The vote administrator will extract and tabulate the votes. The Tally Committee will review the votes and report them to the chair or the chair's designee for announcement to the meeting.

5.4 Simple Majority Required. A candidate must receive a simple majority to win an election. If no candidate receives a simple majority and no candidate voluntarily withdraws, then subsequent round(s) of voting shall be held until a candidate receives a simple majority of the votes.

5.5 Gender Rules. Elections will be ordered and organized to ensure that roles with gender requirements are elected in accordance with the gender rules that apply. If multiple positions are included in the same vote and voters are instructed to vote for any two candidates having different gender self-identification, any vote for two candidates having the same gender self-identification will be treated as spoiled.

[Remainder of page intentionally left blank]

Robert's Rules – Commonly-Used Motions/Actions

Type of Action	Interrupt Speaker?	Second Needed?	Debatable?	Amendable?	Vote Needed
Adjourn "I move to adjourn"	No	Yes	No	No	Majority
Recess "I move to recess until..."	No	Yes	No	Yes	Majority
"Point of Privilege" (complain about noise, etc.)	Yes	No	No	No	Chair Decides
Temporarily suspend further consideration (until later in meeting) "I move that we table it [state reason]"	No	Yes	No	No	Majority
End debate "I move the previous question"	No	Yes	No	No	2/3
Postpone consideration "I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion "I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (primary motion) "I move that..."	No	Yes	Yes	Yes	Majority
<i>Motions/points above are listed in order of precedence. When any of the items listed above is pending, another that is listed below it may not be introduced, but any that is listed above it may be introduced.</i>					
"Point of Order" (object to procedure or personal affront)	Yes	No	No	No	Chair decides
"Point of information" (request information)	Yes	No	No	No	None
Object to considering something improper "I object to consideration of this question"	Yes	No	No	No	2/3
Take up tabled matter "I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something "I move we reconsider our action relative to..."	Yes	Yes	If original motion was debatable	No	Majority
Vote on a ruling by the chair "I appeal the chair's decision"	Yes	Yes	Yes	No	Majority
<i>The motions, points, proposals listed in the bottom section of the chart have no established order of precedence.</i>					