

**2018  
DISTRICT CONVENTION  
GUIDE**

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# 2018 District / State Convention Timeline

## April

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- April 13** Deadline for District Convention Committees to nominate people to their corresponding State Convention Committee (*IDP Constitution, Article V, Section 3.b*)  
**NOTE:** further nominations may be accepted at the District Convention
- April 18** Deadline for District Convention credentials challenge to be made (*IDP Constitution, Article X, Section 1*)
- April 21** Deadline to distribute District Convention booklets (*IDP Constitution, Article XII, Section 9*).
- Saturday 28** District Conventions

## May

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- May 5 (TENT.)** State Convention Committee meetings
- May 17** Deadline to submit Constitutional Amendments to IDP Chair (*IDP Constitution, Article XIV*)
- May 19 (TENT.)** State Convention Committee meetings
- May 22** Last day State Convention Committees can hold their initial meeting  
(*IDP Constitution, Article VI, Section 10*)

## June

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- June 2 (TENT.)** State Convention Committee meetings
- June 5** Primary Election
- June 6** Deadline for State Convention credential challenge to be made (*IDP Constitution, Article X, Section 1*)
- June 16** State Convention

# Convention Overview

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## What happens at a District Convention?

The IDP Constitution (Article V Section 3) spells this out nicely. It says that delegates at District Convention shall:

- Elect SCC Members
- Elect State Convention Committee Members and Alternates
- Elect District Affirmative Action Chair
- Transact such other party business that may come before them.

Each district will elect 8 SCC Members (4 male, 4 female). Each district is apportioned a certain number of State Convention Committee members to elect. Typically “other party business” includes Platform debate and adoption, speeches from candidates, election of a district Affirmative Action Chair, among others.

## **2018 State Convention Committee Apportionment**

District	# for Each Committee
1	13 members to each committee
2	13 members to each committee
3	14 members to each committee
4	10 members to each committee

## When and where is the District Convention

All 4 District Conventions will be held on April 28, 2018. Each District Rules Committee determines its own registration and start times. Preliminary information is:

### **CD 1 – [www.idp1st.org](http://www.idp1st.org)**

Kirkwood Community College – Linn County Regional Center  
1770 Boyson Rd, Hiawatha IA

### **CD 2 - <http://www.idp2nd.com/>**

Fairfield Convention Center  
200 N Main St, Fairfield, IA 52556

### **CD 3 - <http://www.idp3.org/>**

Nodaway Valley High School  
410 NW 2<sup>nd</sup> St, Greenfield IA 50849

### **CD 4 - <http://idp4.org/>**

Iowa Central Campus  
1 Triton Cir, Fort Dodge IA 50501

# Who's Who of the District Convention

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## CONVENTION OFFICERS

**Temporary Convention Chair** – (Nominated by Rules and Nominations Committee – Often in consultation with the District Chair)

The position of temporary Convention Chair opens the convention and presides over the convention until a permanent Chair is elected. The Temporary Chair should be aware of and comfortable with the particular tasks to be handled by the convention under his/her leadership.

**Permanent Convention Chair** – (Nominated by Rules and Nominations Committee, elected by convention delegation)

A lot of the success of any convention is dependent upon the ability of the Convention Chair. A good chair is fair, has a clear understanding of both the rules and the entire convention process and a basic understanding of parliamentary procedure. Quick thinking and a good sense of humor help everyone get through the day and end on a positive note. These considerations become increasingly important as the size of the convention increases. Co-Chairs are permissible, though only one officer may preside over the convention at a time.

**Vice-Chair of the Convention** – (Nominated by Rules and Nominations Committee, elected by convention delegation OR appointed by Chair)

A Vice-Chair presides when requested to do so by the Chair. It is important to have a Vice-Chair as qualified to lead the convention as the chair.

**Secretary** – (Nominated by the Rules and Nominations Committee, elected by the convention delegation)

The Secretary has the responsibility to make an accurate record of the decisions reached. It may be helpful to electronically record the proceedings. It is permissible to elect more than one to share the responsibility.

**Sergeants-At-Arms** - (Nominated by the Rules and Nominations Committee, elected by the convention delegation OR appointed by Chair)

A Sergeant-at-Arms may assist the Chair in maintaining order in the convention hall, especially in large conventions. One or more Sergeants-at-Arms nominated by the Rules/Nominations Committee.

All of the above-listed officers are nominated by the Rules and Nominations Committee prior to the convention, appointed by the Temporary Chair during the opening moments of the convention, and then elected by the convention delegation shortly after the Permanent Chair is elected.

**Parliamentarian** – (appointed by the Convention Chair)

The Parliamentarian serves as technical counsel to the Chair on parliamentary procedure. Normally the Chair appoints the Parliamentarian in order to assure they

have a good working relationship. This person should understand the rules and procedures of the convention as well as Robert's Rules of Order.

## COMMITTEES

While each convention committee has their own list of responsibilities and tasks, many of the tasks necessary to prepare for and execute the convention duties are shared between convention committees. It is helpful when the chairs of all the committees work together to develop plans that best serve the needs of the delegation. Examples would include rules of debate and the provision of microphones and the means of delegates to identify whether they are speaking for or against a motion. Another example would include the design of the ballots and the decision on the range of delegate numbers.

**Arrangements Committee** - This Committee has the responsibility of arranging appropriate facilities and equipment for the conducting of the District Convention (ensuring compliance with the ADA and Section 504 of the Rehabilitation Act), causing the Convention Booklet to be created and made available to Delegates, and responding to Requests for Accommodation.

**Credentials Committee** - The Credentials Committee is responsible for ensuring that delegates and alternates are eligible to participate, and for the seating of delegates and alternates. Members of this Committee staff the registration tables. They also report on any disputed delegate and/or alternate subject to a vote of the convention delegation, pursuant to Article X of the Iowa Democratic Party Constitution. The Credentials Committee also prepares materials and process for registration and provides each delegate with a "credential" which identifies the delegate to the Rules Committee as a person eligible to vote during the Convention.

**Rules and Nominations Committee** - The Rules and Nominations committee drafts such rules and regulations as are necessary to conduct the business of the convention. Members of this committee also oversee elections on voting. The design and numbering of the ballots is the responsibility of this committee.

**Platform Committee** - The District Platform Committee reviews platform documents from the county conventions and provides a Platform Committee Report for consideration by the convention delegation.

## OTHER POSITIONS

**District/State Convention Delegates** – The Delegates are those people who were elected at the County Convention to represent their county at the District and State Convention. They vote on all matters before the convention.

**District/State Convention Alternates** – Alternates were elected at the County Convention to represent their county at the District and State Convention if a Delegate is unable to attend. Alternates will be seated according to the Convention Rules.

## **ELECTED POSITIONS**

**State Central Committee Members** – Delegates will elect 4 men and 4 women to represent the District on the State Central Committee, the governing body of the Iowa Democratic Party.

**State Convention Committee Members** – Delegates will elect members to serve on the State Convention Committees that are responsible for planning and running the State Convention on June 16<sup>th</sup>.

# Arrangements Committee

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## PRIMARY DUTIES

- Arrange the physical space of the convention (i.e. design the layout and setup chairs, tables, etc)
- Arrange and oversee the setup of systems to be used at the convention (i.e. projectors, screens, PA system, etc)
- Respond to Requests for Accommodation
- Prepare a report for the Convention Booklet
- Publish and distribute the Convention Booklet

Per the IDP Constitution, Article XII, Section 9: *The Arrangements Committee shall publish a booklet containing the reports of the Arrangements, Rules and Nominations, Credentials, and Platform committees, and such other information as may be deemed necessary for the operation of the convention. The booklet may be distributed as a paper booklet or in electronic format no later than seven (7) days prior to the start of the convention.*

The Arrangements Committee has the option of publishing the booklet in **Electronic Format** under the following conditions:

- a. A separate paper credential document, which shall include an alternate designation form and instructions for obtaining a paper version of the booklet, must be mailed to each duly elected delegate to the convention. An example of an Alternate Designation Form is attached as Attachment A. This credential must be mailed no later than seven (7) days prior to the start of the convention. (However, it is recommended that you send it earlier, perhaps 14 days prior to the start of the convention.)
- b. The booklet will be published in a computing neutral format (e.g. PDF or rich text format) and be easily available for public download. The credential document will include instructions for downloading the booklet and a Request for Accommodation Form. A sample Request

for Accommodation Form is attached as Attachment B.

c. The electronic booklet **must not**, under any circumstances, include any credential or alternate designation documents. Be aware that possession of a convention booklet without the appropriate credential documents does not constitute evidence that the possessor has been elected as a delegate.

d. All Convention Committees publishing electronic booklets must provide paper copies to any delegate on request intended to be received no later than three (3) days prior to the start of the convention. Delegates who request a paper copy shall not be charged any additional fees for a printed booklet.

If the Arrangements Committee chooses to publish printed booklets only, the booklets must include the delegate's credential documents, alternate designation forms, and Request for Accommodation Form. It should be indicated in the Call how someone can obtain a large print book (see Accessibility Guide for Guidelines) or forms.

For its own report, the Arrangements Committee should include:

- Logistical details about the Convention (i.e. time, location, parking information, relevant lunch information, etc)
- Suggested Delegate fee and how to pay
- Request for Accommodation Form

See Appendices:

A: Sample Convention Call

B: Accessibility Guide Best Practices

C: Request for Accommodation Form

D: Response to Request for Accommodation Form

Relevant reading for Arrangements Committee:

- 2018 District Convention Rules for the respective convention
- IDP By-Laws, Article I, Section 2.B
- IDP Constitution, Article 5, Section 4.f
- IDP Constitution, Article XII, Section 8
- IDP Constitution, Article XII, Section 9

# Credentials Committee

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## PRIMARY DUTIES

- Prepare delegate packets
- Collect delegate fees – under the direction of the District Treasurer
- Check-in delegates and alternates
- Manage the seating of delegates and alternates, according to the Rules of the Convention
- Respond to Credentials Challenges
- Assist with gathering the list of names and information for of those people who get elected as Delegates/Alternates to the District/State Convention

The Credentials Committee shall prepare delegate materials containing, at a minimum, the delegate's name and/or identification number, and corresponding ballots.

The list of duly elected delegates and alternates will be provided by the District Chair.

Ballots should be designed by the Rules and Nominations Committee but must be identified with the name of the voting delegate or a delegate number assigned specifically to that delegate as defined by the Credentials Committee. Secret ballots and proxy voting are prohibited under the Constitution of the Iowa Democratic Party.

When the delegate arrives, the delegate's name should be checked on the Delegate List before receiving his or her Delegate materials.

A fee may be suggested for each attending delegate and alternate to cover convention costs. Fees should be collected at the same time that delegates and alternates receive their credentials. **Please remember, convention committees cannot mandate a delegate fee.**

# Platform Committee

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## PRIMARY DUTIES

- Compile and sort platforms that were passed at County Conventions
- Prepare a Platform Report

The Iowa Democratic Party Bylaws, Article I Section 1, limit the length of the platform to 500 words for the Statement of Principles and 3000 words for the Statement of Issues.

# Rules and Nominations Committee

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## PRIMARY DUTIES

- Nominate officers of the convention
- Write rules to govern the actions of the convention
- Design ballots
- Conduct elections and oversee vote tabulation

The Rules Committee should draft rules and regulations that are necessary to conduct the business of the convention. These include, but are not limited to:

- the adoption of the platform and ratification of resolutions,
- the nomination of Members and Alternates to the State Conventions Committees
- counting all ballots taken during the convention process,
- conducting all elections that take place, and,
- such other business as the convention may wish to consider.

## **The Purpose of the Rules**

### **Convention rules serve the following purposes:**

- Provide a way of making sure that only duly elected Delegates participate
- Provide for fair and able leadership
- Define the items of business to be conducted, and the best order to be followed when acting upon them.
- Provide practical procedures by which many citizens can have input into the making of decisions

- Protect the minorities from the insensitivity/indifference of the majority
- Protect the majority from the zeal and excesses of the minorities
- Facilitate election by proportional representation to higher levels of convention process
- Provide ways to deal with unusual and/or unanticipated situations

Rules Committees may find it helpful to refer to the call books of the previous two district conventions for guidance in preparing the rules.

See Appendices:

E: Sample Order of Business

F: Sample Report of the Rules & Nominations Committee

**2018**

**CALL TO CONVENTION**

**CONGRESSIONAL DISTRICT 5  
DEMOCRATIC CONVENTION**

**SATURDAY, APRIL 28, 2018**

**Place: SMITHTON COMMUNITY CENTER  
123 MAIN ST.  
SMITHTON IA 12345**

8:00 AM TO 9:00 AM - DELEGATE AND ALTERNATE REGISTRATION

9:00 AM - CONVENTION CONVENES

10:00 AM - DEADLINE FOR ALTERNATE SEATING

**DELEGATE FEES:**

Delegate Fee: \$##.00 Retirees/Students \$##.00

ALTERNATE FEE: NONE for unseated Alternates wishing to attend

The delegate fee is not mandatory and the Iowa Democratic Party Constitution states: "No delegate's right to fully participate or vote in any convention shall be dependent on the payment of a delegate fee."

**2018 \_\_\_\_\_ DISTRICT DEMOCRATIC CONVENTION  
ALTERNATE DESIGNATION FORM**

Designated alternates must have this form completed and signed by the delegate they are to replace in order to receive their credentials at the 2018 \_\_ District democratic convention.

I \_\_\_\_\_,  
printed name

A DELEGATE FROM \_\_\_\_\_ COUNTY, IOWA

HEREBY AUTHORIZE \_\_\_\_\_

TO REPLACE ME AS A DELEGATE TO THE DISTRICT DEMOCRATIC PARTY CONVENTION:

- A. All Day
- B. Until \_\_\_\_ (time).
- C. From \_\_\_\_ (time) for the rest of the day of the covention.
- D. From \_\_\_\_ (time) until I come back at approximately \_\_\_\_ (time)

Delegate Signature: \_\_\_\_\_ Phone (\_\_\_\_)

Delegate Address:

\_\_\_\_\_  
CITY \_\_\_\_\_ ZIP \_\_\_\_\_

Alternate Signature: \_\_\_\_\_ Phone (\_\_\_\_)

Alternate Address:

\_\_\_\_\_  
CITY \_\_\_\_\_ ZIP \_\_\_\_\_

## Appendix C: Accessibility Guide Best Practices

### **Structural Accessibility Outdoors:**

Accessible parking should be clearly identified with proper signage and enforced.

- Ratio – 1 accessible space for every 25 spaces and 1 van space for every six accessible spaces.
  - If there are not enough spaces: cones or other markers can be used to create temporary accessible spaces.
- Should connect to the shortest possible accessible route to the accessible entrance.
- Access to the accessible entrance should include a curb cut.
- Creating a drop off/pick up zone outside of the most accessible entrance can assist those who need to be let off close to the door.

Location of accessible entrance should be clearly identified with proper signage.

- Accessible entrance should be able to be used independently.
- Are the doors compliant with the ADA?
  - If not then there should be an auto opener or doorman assigned to open and close doors for everyone.
- Service entrance should not be used as the accessible entrance unless there is no other option.
- A designated area for service animals to relieve themselves should be identified and participants using service animals should be made aware of the location.

### **Structural Accessibility Indoors:**

In the event that the meeting room has a platform or riser for presenters to stand on:

- Height of any stair rise to the platform should be considered (not to exceed 7  $\frac{3}{4}$ " ).
- If there is not a ramp, if any presenter needs to make their presentation from the floor, ALL presenters should make their presentation from the floor.

People who use mobility devices should have freedom of association and not be segregated to a specific section of the meeting room.

- Aisles and doorways should measure no less than 36"
- There should be 36" between rows of chairs to facilitate movement.
- Chairs may need to be moved at ends of some rows to facilitate wheelchairs and seated walkers (integrated seating).
- Tripods or other equipment used for videotaping should not impede accessibility or make a walkway narrower than 36".
- Extension Cords should be securely taped to the floor to avoid a fall hazard and allow a mobility device to pass over it safely.

There should be a mix of hard and soft surface chairs, with and without arms available to ensure that people can participate without pain or extreme discomfort.

If tables will be used ensure that there is an ADA compliant table surface at a level that someone in a wheelchair could be able to come up to it and pull the chair far enough under it and still have their arms on the surface of the table. Some wheelchairs, mainly electric, are too tall and the use of table risers may be necessary to ensure ADA compliance.

An accessible restroom should be present and properly identified.

If a water fountain is available for participants, it should be ADA compliant.

Dietary/Medication:

- Will there be a refrigerator available for people to bring their own food or medication?
  - If not, can people bring a cooler?
  - Will there be a designated area to keep the cooler?
- In either case it is important to communicate the option(s) available.

Quiet Room:

A room separate from the Convention/Meeting Rooms should be identified for use by Convention/Meeting attendees who experience sensory disabilities. This room should also meet ADA requirements.

### **Accessible Communication:**

When asking people to rise for such things as the Pledge of Allegiance the language should be “Stand if you can”, not “Stand” or simply announce “We are now going to say the Pledge of Allegiance”.

Will there be a PA System?

How many microphones with stands will be available?

When a person is called upon to speak, the best practice is to hand them a wireless microphone and not require them to stand or go to a microphone.

Will transcription/captioning be provided?

- If so, will attendees need a link?
- Will the transcriber be in person or off site?
- Will there be sufficient band width to accommodate the number of people who might be needing to log on to their devices?

- Is there a hard-wired internet connection (this is the best for any real-time transcription service (CART) in person or off site)?

Will you have ASL (American Sign Language) Interpreters?

- Where will they stand?
- It is a best practice to have the ASL Interpreter videotaped and their image either split screened with the person they are interpreting or on a separate screen.

Do you have a projection system which includes one or more screens so that all attendees can all see the screen display and/or CART/ASL Interpreter?

- Is a VGA to HDMI converter needed?
- Will there be extension cords? If so, they will need to be secured to the floor in a manner which allows a wheelchair, walker or a person using a cane to safely maneuver.

Are hearing loops available?

### **Communication to Attendees:**

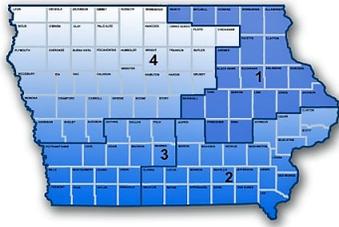
Determine how to provide information in a timely manner to Convention/Meeting Attendees about the location and services which will be provided without a need for requesting an accommodation. Many of the best practices outlined here will not cost money; it is a matter of planning the space differently and communicating. If an accommodation will need to be requested, giving attendees sufficient time to make a proper request (using the form attached in this Guide) and for planners to respond is essential.

It is critical to determine in advance what accommodations can be reasonably made and if there is a cost associated with providing such an accommodation and time constraints for ensuring vendor/provider availability, e.g. ASL Interpreter or CART.

Printed Materials: All printed materials should be no smaller than 12 point and sans serif (without hooks) type font such as Arial. It is a best practice to have at least 10 percent of materials available in large print which is 18-point sans serif font type. The booklet or any other material should never be enlarged by any type of copier, instead it should be prepared in 18-point font. The book or any other printed material should never be any larger than the regular book; it will have more pages.

Materials distributed/posted/linked electronically should include a version in Large Print.

Appendix D: Request for Accommodation Form for Convention



**REQUEST FOR ACCOMMODATION FORM**

Iowa Democrats strive to make all of our events and meetings accessible to all who wish to attend. Reasonable requests will be fulfilled as outlined in the Americans with Disabilities Act, as amended. To provide necessary accommodations please complete the form below and return it no later than \_\_\_\_\_.

If you require assistance to complete this REQUEST FOR ACCOMODATION FORM or if you prefer to make your request verbally, please contact \_\_\_\_\_ at \_\_\_\_\_.

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

County: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Requested Accommodation(s):

Check all that apply.

- CART – you will be given the link at time of registration
- ASL
- I will have a service animal
- I will need to use a refrigerator/freezer
- I will need to use a quiet room
- Large Print Program 18 point font
- Braille Program
- I have a power wheelchair
- I have a push wheelchair
- I need a high table to accommodate my wheelchair
- Preferential seating (please describe below)
- Dietary
- None
- Other: (please describe below)

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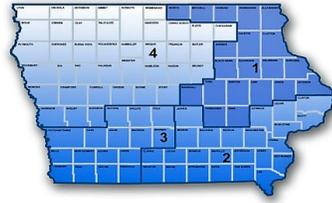
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Please email or mail the completed form to:

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Attachment E: Request for Accommodation Response Form



**RESPONSE TO  
REQUEST FOR ACCOMMODATION FORM**

Contact information:

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

County: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Your Request is approved for the following accommodations:

CART – You will be given the link at time of registration

ASL The Interpreter will be located \_\_\_\_\_

If preferential seating was also requested indicate where that is located \_\_\_\_\_

Since you indicated you will have a Service Animal, please see the attached information regarding the appropriate Service Animal Relief Area.

Refrigerator/freezer is located \_\_\_\_\_

The Quiet Room is located \_\_\_\_\_

Large Print Program 18 point font (LP packet to be given at time of registration)

Braille Program (Braille packet to be given at time of registration)

Power wheelchair charging locations are: \_\_\_\_\_

Seating locations \_\_\_\_\_

Push wheelchair seating locations \_\_\_\_\_

I need a high table to accommodate my wheelchair (indicate where the accessible table(s) are located.

Preferential seating is located \_\_\_\_\_

Dietary your food selection is \_\_\_\_\_

Other: (the following accommodations were also provided)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have any questions or concerns please contact \_\_\_\_\_.

## Appendix F: Sample Order of Business

### **Suggested Order of Business**

1. The Temporary Chair will convene the convention within fifteen minutes of the scheduled time
2. The Temporary Chair shall appoint temporary vice chair, temporary secretary, temporary sergeant-at-arms, and a temporary parliamentarian
3. The Temporary Chair shall ask for a motion on the temporary rules, which shall be the rules as set out in the report of the Rules and Nominations Committee
4. The Temporary Chair shall ask for a motion making the Delegates, as certified by the county chairs, the temporary Delegates to the district convention
5. The temporary report of the Credentials Committee and adoption of the temporary report of the Credentials Committee certifying a quorum shall be in order at any time
6. The Temporary Chair shall announce the chairs of all committees (Platform, Credentials, Rules and Nominations, and Arrangements)
7. The keynote address
8. Report of the chair of the district democratic central committee
9. Announcements and introductions
10. The Rules and Nominations Committee chair shall nominate its candidates for permanent chair of the convention and permanent vice chair of the convention. Nominations from the floor may be received. The convention will then proceed with the elections of permanent convention chair and permanent convention vice chair.
11. The Rules Chair shall make a motion making the temporary officers the permanent convention officers
12. The Chair of the Rules and Nominations Committee will present the Rules and Nominations Committee report and move the adoption of the report
13. The Chair of the Credentials Committee will present the final report of the Credentials Committee and move its adoption
14. The Chair of the Platform Committee will present the temporary report of the Platform Committee. (The temporary report of the Platform Committee is included in the Call to District Convention.) Debate associated with the Platform Report and balloting on the final platform may be taken up at several times during the Convention.
15. Report of the Youth Delegates
16. Nomination and Election of the district representatives to the state central committee
17. Nomination and Election of state convention committee members
18. Nomination and Election of district affirmative action chair
19. Ratification of the elections that have occurred at the district convention
20. The convention chair will inquire as to further business to come before the convention
21. Adjournment

Appendix G: Sample Report of the Rules & Nominations Committee

**Sample Report of the Rules and Nominations Committee**  
**RULES & NOMINATIONS COMMITTEE REPORT**  
**FOR THE**  
**2018 IOWA DEMOCRATIC PARTY**  
\_\_\_\_\_ **CONGRESSIONAL DISTRICT CONVENTION**

**Rules & Nominations Committee Members:**

The district convention shall be called to order at 9:00 a.m, on April 28, 2018. Registration for the district convention shall be from 8:00 a.m. to 9:00 a.m. Official and binding convention business shall begin, with a Credentials Committee report announcing a quorum as early as 9:00 a.m. Late arriving Delegate registration shall continue from 9:00 a.m. to 10:00 a.m., however, official and binding convention business shall not be delayed until the end of the late arriving Delegate registration period.

**NOMINATIONS**

The following individuals have been nominated as officers of the convention:

Chair: _____	Co-Vice-Chair: _____
Time-Keeper: _____	Co-Vice-Chair: _____
Secretary: _____	Secretary: _____
Parliamentarian: _____	Sergeant-at-Arms: _____

**I. Rules Governing the Organizational Phase of the District Convention**

- A. The Convention shall be called to order no later than fifteen minutes after the time announced in the official call. If the Temporary Chair does not call the Convention to order within this time limit, any Delegate may call the Convention to order and the business shall begin.
- B. The rules of this Convention shall be Robert’s Rules of Order, Newly Revised, as modified by the Charter of the Democratic Party of the United States, the Constitution and By-laws of the Iowa Democratic Party, the Constitution and Statutes of the State of Iowa, and the rules adopted by this Convention.
- C. Only Delegates, Youth Delegates, convention officers, credentialed press, and other persons authorized by the Rules and Nominations Committee shall be allowed on the convention floor. Alternates are authorized to be seated in a separate Alternate area of the convention hall where they may observe and participate, though they are not eligible to vote.
- D. Seating of Delegates
  - 1. Registration shall be open for at least one hour and late arriving Delegate registration and Alternate seating shall be open for one additional hour immediately following.

2. If a Delegate is unable to attend all or part of the convention, the Delegate may select a duly elected Alternate by designating the name of the Alternate in writing to the Credentials Committee. A form shall be provided for this purpose.
3. Duly elected Delegates to the Convention shall have the first right to be seated at the beginning of the Convention. Alternates designated by a Delegate may also be seated starting at 8:00AM.
4. Beginning at 10:00 AM, for Delegates who have not arrived and who did not designate a duly elected Alternate, the Credentials Committee shall begin seating Alternates, according to the rules below.
  - a. For county delegations that were not elected by preference group, in the event that a delegate fails to name their own Alternate, the Credentials Committee shall seat an alternate selected from those elected by the counties according to the following priority:
    - i. The first arriving alternate from the same county.
    - ii. The first arriving alternate from a similar county taking size and relative rural/urban representation into consideration.
    - iii. The first arriving alternate from any county that did not elect by preference group.
  - b. For county delegations that were elected by preference group, in the event that a delegate fails to name their own Alternate, the Credentials Committee shall seat an alternate selected from those elected by the counties according to the following priority:
    - i. The first arriving alternate from the same preference group from the same county.
    - ii. The first arriving alternate from the same preference group from a similar county taking size and relative rural/urban representation into consideration.
    - iii. The first arriving alternate from the same preference group from any county.
    - iv. If there are no remaining alternates from a preference group and there remains vacant seats from that preference group, it shall be up to the identified representative of that preference group whether to accept an alternate from the pool of non-designated preference alternates
  - c. A Delegate who does not designate an Alternate in writing shall not have the right to unseat anyone seated by the Credentials Committee because of the Delegate's absence. If a duly elected Delegate has designated an Alternate, the Alternate shall serve only until the originally elected Delegate appears at the convention and asserts to the Credentials Committee Chair his/her right to be seated. At such time, the Alternate shall turn over his/her credentials and balloting materials to the duly elected Delegate. In the event of a dispute, the Credentials Committee shall determine to whom the seat belongs.
5. If the Credentials Committee cannot locate a designated Alternate after a good faith effort (three (3) calls to the Alternate seating area), the Credentials Committee shall select another Alternate.
6. A late-arriving Delegate may fill an open Delegate seat.
7. Seating of non-designated Alternates as Delegates may commence at 10:00 AM. Late arriving Delegates and Alternates arriving after 10:00AM shall present

themselves to the Credentials Committee who shall make a determination on a case-by-case basis on whether to seat them.

- A. With the exception of a Keynote Speaker, designated convention speakers shall be limited to five minutes speaking time. The Chair shall enforce time limits. If the chair fails to enforce this time limit, any Delegate may call on the chair to do so.
  
- B. Report of the Credentials Committee
  - 1. The report of the Credentials Committee certifying a quorum shall be adopted before consideration of other official business, including all elections.
  - 2. The Chair shall recognize the Chair of the Credentials Committee to present the committee report. The Chair of the committee may present committee amendments, may yield the floor to others, and may yield to the presentation and disposition of minority reports without losing the right to the floor.
  - 3. In the event of a challenge, the Credentials Committee shall include in its report the name of the Delegate or Alternate whom it believes is entitled to participate in the Convention. When a number of challenges are to be resolved by the Convention, the Credentials Committee shall report on each in alphabetical order by county in which the Delegate seat being challenged is located. Only a minority constituting 10% or more of the committee members may present to the Convention a minority report on any challenge.
  - 4. The Convention shall vote on each challenge of the Credentials Committee report. The report of the Credentials Committee must be approved by a majority vote of the Convention before a Delegate or Alternate being challenged may vote or participate in the Convention.
  - 5. After all challenges have been resolved, the Convention Chair shall ask for a vote on the adoption of the report of the Credentials Committee with any amendments previously adopted.
  - 6. In the event that the report of the Credentials Committee shall fail to pass, the Credentials Committee shall reconvene immediately to reconsider its report. A revised report shall be presented to the Convention as soon thereafter as possible.
  
- G. Election of the Permanent Convention Chair
  - 1. The Chair of the Rules and Nominations Committee shall be recognized to place in nomination a candidate for permanent Convention Chair.
  - 2. The Temporary Chair may receive any additional nominations from the floor.
  - 3. When there are no further nominations, or upon adoption of a motion to close nominations, the Temporary Chair, after giving any nominee the opportunity to decline nomination, shall conduct the election for the permanent convention Chair.
  - 4. The Permanent Chair shall then appoint such other officers as may be required to assist in the conduct of the business of the Convention. Such other officers may include Vice-Chair, Secretary, Parliamentarian, Timekeeper, and Sergeant-at-Arms (multiples as needed). The Chair should give due consideration to those nominated by the Rules and Nominations Committee who shall have considered qualifications, affirmative action and minority and geographical representation.

- H. Report of the Rules and Nominations Committee  
The Convention Chair shall recognize the Chair of the Rules and Nominations Committee to present the committee's report for the rules of the Convention.

II. **Special Rules**

A. Special Orders of Business

It shall be in order at any time for the Rules and Nominations Committee to report to the Convention a resolution providing a special order of business for debate of a resolution, motion, committee report, minority report, or amendment to a committee's report; or the consideration of any matter for which provision is not made under these rules.

B. Powers and Duties of the Convention Chair

The chair is authorized to:

1. Appoint any Delegate temporarily to perform the duties of the chair during the absence of the Permanent Chair or Vice-Chair.
2. Take such lawful action as may be appropriate and necessary to preserve order throughout the convention hall.

C. Report of the Platform Committee

The consideration of the Platform Committee's report shall be taken up at the discretion of the Chair at appropriate times after certification of a quorum. Additional Rules governing the adoption of the platform are found in Article III.

D. Voting

1. Except as otherwise required, voting shall be by voice vote and, in case of doubt, by division. A written or electronic non-secret ballot may be ordered only after division is attempted, upon a motion that is seconded and supported by a vote of at least one-third of the authorized Delegates present, unless otherwise noted in these rules. It is the responsibility of each county chair or their designee to assist any Delegate who cannot comply with the physical requirements of this rule. A Delegate who cannot comply should notify their county chair or designee who will obtain assistance from a member of the Rules and Nominations Committee. Special "assistant" credentials may be provided to allow a helper to stand in the Delegates place as requested by the Delegate.
2. All questions, except as otherwise specified in these rules, shall be determined by a majority vote of the authorized Delegates present and voting.
3. When a question has been put to the vote, the vote thereon may not be interrupted for any purpose other than to move for a ballot vote, or to direct a point of order to the conduct of the vote. The Chair shall interpret a motion for a roll call vote as a motion for a ballot vote.

4. During the counting of the votes on any issue, the Chair may place a new main motion on the floor and return to the previous motion after the counting is completed.
5. No proxy or absentee voting is permitted.
6. Those people leaving the Convention permanently, and not designating an alternate, must **turn in** all credentials and ballots to a member of the Rules and Nominations Committee.
7. Ballots shall be collected and counted under the authority of the Rules and Nominations Committee. When those elected have been determined, their names shall be read. Balloting shall continue until all positions have been filled. The Rules and Nominations Committee chair shall take possession of all ballots. Ballots shall be preserved for one year.

#### E. Appeals

1. An appeal shall not be in order from decisions on recognition, or from decisions on dilatoriness of motions, or during a ballot vote, or on a question on which an appeal has just been decided, or when, in the opinion of the chair, such an appeal is clearly dilatory.
2. Before the question is put on any appeal, the person making the appeal shall be entitled to two minutes to express his/her reasons for the appeal.
3. The Chair shall be allowed two minutes for an explanation of the ruling. Without further debate, the chair shall then put the appeal to a vote. A simple majority vote of the Delegates present and voting is required to overrule the chair.

#### F. Motion to Suspend the Rules

1. The Chair may entertain a motion to Suspend the Rules only for a stated purpose. If seconded, the person making the motion to Suspend the Rules shall be allowed two minutes to explain the need to suspend.
2. The Chair shall immediately recognize the Chair of the Rules and Nominations Committee or his/her designee whose remarks shall be limited to two minutes. The motion shall then be decided without further debate. A vote of two-thirds (2/3) of the Delegates present and voting is required to pass the motion to suspend.
3. No motion to Suspend the Rules or Reconsideration of a previous vote shall be in order if the effect of the motion is to deny a minority rights to which they are entitled under the rules of the convention or to reverse the will of the majority previously stated.

#### G. Minority Reports

1. Minority reports of committees shall only be considered by the Convention when adopted by at least 10 percent (10%) of all the members of the convention committee.
2. A minority report must have been considered at a committee meeting.
3. The minority shall provide the committee chair as well as the chair of the convention with a legibly written copy of the minority report before it is introduced. Members of the minority shall sign the minority report.

H. Debate. Except as elsewhere provided, debate shall be governed by:

1. All Delegates, once recognized, shall state their name and county. Delegates must use the microphones provided. The method for the Chair to be able to identify speakers For and Against a motion or resolution shall be by use of Green (Paddles, Flags, or Lights) FOR/PRO, Red (Paddles, Flags, or Lights) AGAINST/CON, and Yellow (Paddles, Flags, or Lights) INQUIRIES/ETC. Initial debate on any question shall be limited to twelve (12) minutes and shall be divided equally between alternating proponents and opponents in speeches that do not exceed one minute each.
2. No speaker may yield the floor to another speaker, and no Delegate shall be allowed to speak a second time until all Delegates who wish to speak have done so.
3. At the end of the initial debate time, the Convention, by a simple majority vote, may extend the debate for a specified period of time not to exceed twelve (12) minutes, subject in all other respects to rule 2 above.
4. Debate may be closed sooner by at least two-thirds (2/3) vote in support of closing debate. A motion for the previous question shall not be in order from a speaker during the course of his/her debate.
5. A motion to move the previous question shall be made from a microphone.
6. Debate may be extended beyond the initial extension only by a two-thirds vote in support of extension for a specified additional amount of time, subject in all other respects to rule 2 above.

I. Quorum

1. Forty (40) percent of the accredited Delegates shall constitute a quorum.
2. No motion questioning a quorum shall be in order after the Credentials Committee report has been accepted.

J. Youth Delegates

1. Beginning with the 1988 precinct caucuses, the Iowa Democratic Party implemented a Youth Delegate program. This program permits young people to

observe the Iowa Democratic Party caucus/convention process. Be sure to plan special seating for these

2. Youth Delegates will be permitted to caucus separately and encouraged to participate in many of the organizational aspects of the District Convention. Youth Delegates may not vote on regular convention matters and are not to be assessed Delegate fees.

K. Other Motions

1. A motion to recess for a specified time and purpose shall be in order at any time except when the question has been put or a vote is in progress; the motion shall be decided without debate. The chair shall not entertain a motion to recess if, in the opinion of the chair, such motion is dilatory.
2. A motion to adjourn shall not be in order until all statutory and constitutional duties have been completed.

III. **Rules Governing Adoption of The Platform**

- A. The Statement of Principles shall be voted on as a whole and the Statement of Issues shall be voted on by subcommittee section unless twenty (20) Delegates sign a petition to reserve a paragraph of the Statement of Principles or subcommittee section of the Statement of Issues for separate debate and vote. Petitions for separate debate and vote shall be submitted to the Secretary of the Convention by 10:00 a.m. the day of the convention.
- B. Amendments to either the Statement of Principles or Statement of Issues must be in writing, legible and accompanied by a petition in support thereof, signed by twenty (20) of the seated Delegates to the convention, and submitted to the Secretary of the Convention by 10:00 a.m. the day of the convention. All submitted amendments will be posted in the designated area of the convention hall by 11:30 a.m.
- C. Except for grammatical errors, no amendments submitted to the convention for consideration shall be considered in order unless submitted in writing to the Secretary of the Convention by 10:00 a.m. on the day of the Convention.
- D. Debate on the platform shall be conducted in the following order:
  1. The Chair of the Convention shall recognize the Co-Chairs of the Platform Committee to move adoption of the platform.
  - 2, A Co-Chair of the Platform Committee or his or her designee shall present The Statement of Principles or a subcommittee section of the platform and move its adoption.
  2. The Statement of Principles and subcommittee sections shall be debated and voted on as a whole except for paragraphs affected by a, b, or c (below). Paragraphs affected by a, b, or c shall be considered in the order that they appear in the convention book, and according to the following precedence:

- a. Minority reports from the Platform Committee. Minority reports are automatically debatable.
  - b. Amendments submitted as in B and C (above). Amendments are automatically debatable.
  - c. Paragraphs that have been reserved for separate debate and vote, as in point A (above).
- 3. The convention shall vote on adoption of the Statement of Principles and each subcommittee section as a whole **as amended**.
  - 4. Each remaining subcommittee section of the platform shall be considered in the order presented according to the procedure in a) through c) (above).
  - 5. Debate on the Platform shall be conducted under the rules outlined in Article II, H.
  - 6. The Convention will vote on adoption of the platform as a whole, as amended under the rules above.
- L. The first proponent on the debate of each platform plank shall be a Platform Committee Co-Chair or their designee. The first proponent on debate of a minority report or written amendment to the platform or a motion to strike shall be a member of the minority or an author of the amendment or maker of the motion. The first opponent on debate of a minority report or written amendment or a motion to strike shall be a designee of the Co-Chairs of the Platform Committee.

#### **IV. Rules Governing Elections (Using Preferential Block Voting)**

Preferential Block Voting is also known as Instant Runoff Voting (IRV). It is a method that may use computers to COUNT the vote, but the method of voting uses a paper ballot. The following rules would be appropriate for Districts wanting to use this method. (Another set of suggested rules are included in this Guide for Districts wanting to stick with the repeated ballots method of voting.)

- A. Each seated Delegate shall receive, along with credentials, an official, uniquely numbered ballot set.
- B. The Rules and Nominations Committee or their designees shall collect and count all ballots.
- C. The Chair of Rules and Nominations Committee or their designee shall explain the method of voting prior to any Delegate casting a ballot. For each round of balloting, the ballot number to be used and the number of positions to be filled on that ballot shall be announced.
- D. Each nominee will be allowed to decline.
- E. No proxy or absentee voting is allowed.

- F. Each candidate or his/her designee will be allowed up to two (2) minutes to address the Convention.
- G. No more than a simple majority of the positions to be filled may be elected on the first round of balloting, unless the number of persons nominated is equal to or less than the number of positions to be filled.
- H. The candidates for each ballot shall be listed alphabetically by last name and numbered. This list shall be clearly displayed. Once the candidates have been assigned numbers, each candidate's number shall remain the same until all seats are filled in that category even as others are elected and removed from the list. Example: Abby Road is running for one of four positions as cheerleader. Abby Road is given number 10 once the candidates are listed alphabetically. Even though three other candidates are elected on the first round of balloting, Abby Road's number stays number 10 until all four seats are filled. If Abby Road runs in another category of elections, perhaps for a committee position, her number would change according to the alphabetical list of all the candidates running for that committee.
- I. Each Delegate shall fill out their ballot, listing in order of the preference of the delegate, every candidate or the number of candidates directed by the Chair of the Rules and Nominations Committee.
- J. A ballot shall be considered spoiled and not counted if:
  - 1. One or more candidates is/are listed more than once per ballot.
  - 2. Less than the total number candidates are ranked than there are seats to be filled per ballot.
  - 3. The wrong ballot number is used. (Accepting the wrong ballot makes it difficult to confirm election results and can confuse the matter when voting by candidate number rather than name.)
- K. Votes shall be counted by the Preferential Block Voting Method.
- L. To be elected, a candidate must garner the votes of at least a simple majority of the Delegates present and voting.
- M. While ballots are being counted, the delegates may proceed with other convention business.
- N. Affirmative Action Guidelines for All Elections at the District Convention:  
Excerpt from the Constitution of the Iowa Democratic Party:  
All caucuses, conventions, committees and Democratic Party officials shall take such practical steps as may be within their legitimate power to assure that all caucuses, conventions and committees shall include: men, women, various age groups, racial minority groups, economic groups, and representatives of identifiable geographically defined populations – all in reasonable relationship to the

proportions in which the groups are found in the populations of the respective constituencies. In the spirit of the above, all caucuses, conventions, and committees will also endeavor to include citizens of all national origins, ethnic identities, religions, sexual orientations, gender identities, and disabilities.

**V. Rules Governing Elections (Not Using Preferential Block Voting)**

- A. The Chair of Rules and Nominations Committee or their designee shall explain the method of voting prior to any Delegate casting a ballot. For each round of balloting, the ballot number to be used and the number of positions to be filled on that ballot shall be announced.
- B. Each seated Delegate shall receive, along with credentials, an official, uniquely numbered ballot set.
- C. The Rules and Nominations Committee or their designees shall collect and count all ballots.
- D. Once the nominations have been completed, the Rules and Nominations Committee shall cause the candidates to be listed in alphabetical order and numbered. The list of candidates so ordered shall be displayed clearly for the entire delegation to see. Once the candidates have been assigned numbers, each candidate's number shall remain the same until all seats are filled in that category even as others are elected or removed from the list. Example: Abby Road is running for one of four positions as cheerleader. Abby Road is given number 10 once the candidates are listed alphabetically. Even though three other candidates are elected on the first round of balloting, Abby Road's number stays number 10 until all four seats are filled. If Abby Road runs in another category of elections, perhaps for a committee position, her number would change according to the alphabetical list of all the candidates running for that committee.
- E. Each nominee will be allowed to decline.
- F. No proxy or absentee voting is allowed.
- G. Each candidate or his/her designee will be allowed up to two (2) minutes to address the Convention.
- H. No more than a simple majority of the available positions may be filled on the first ballot. If the number of positions to be filled is five (5) or less each Delegate may vote for the number of candidates equal to the number of positions to be filled as directed at the time of voting.
- I. A ballot will be considered spoiled and not counted if a Delegate votes for fewer candidates than positions to be filled on any given round of balloting.

- J. In the event that no candidate is elected by a majority vote on a given ballot then, in each election, candidate(s) receiving fewer votes than other candidates shall be eliminated from further balloting under the following provisions:
- at least one candidate shall be eliminated,
  - candidates receiving less than 15% of the total votes shall be eliminated, unless doing so would eliminate 50% or more of the candidates, in which case just less than 50% shall be eliminated,
  - in the event of a boundary tie, those candidates at the boundary shall be retained in the next balloting round
- K. While ballots are being counted, the Delegates may proceed with other convention business.
- L. Affirmative Action Guidelines for All Elections at the District Convention:  
All caucuses, conventions, committees and Democratic Party officials shall take such practical steps as may be within their legitimate power to assure that all caucuses, conventions and committees shall include: men, women, various age groups, racial minority groups, economic groups, and representatives of identifiable geographically defined populations – all in reasonable relationship to the proportions in which the groups are found in the populations of the respective constituencies. In the spirit of the above, all caucuses, conventions, and committees will also endeavor to include citizens of all national origins, ethnic identities, religions, sexual orientations, gender identities, and disabilities.

## **VI. Election of District State Central Committee Members**

- A. Delegates will elect four (4) women and four (4) men to represent the Congressional District on the State Central Committee. Balloting shall be separate by gender. Any qualified candidate may be nominated and may run on the ballot to elect the gender they most closely identify with.  
(N.B.: Some districts have discussed adding further language of: *If a qualified candidate does not identify with either the male or female gender, that candidate may be nominated and may run on both ballots*)
- B. Nominations, **but not nominating speeches**, will be accepted by the Convention Chair from the floor. Nominators must provide the Secretary of the Rules Committee legibly written contact information for the person they are nominating at the time of nomination or preferably before. The Rules and Nominations Committee shall provide forms for this purpose. Each nominee shall be given an opportunity to decline.

C. Elections shall proceed as outlined in Article IV of these Rules.

## **VII Election of District Affirmative Action Chair**

A. Delegates shall elect one (1) Affirmative Action Chair.

B. Nominations, **but not nominating speeches**, will be accepted by the Convention Chair from the floor. Nominators must provide the Secretary of the Rules Committee legibly written contact information for the person they are nominating at the time of nomination or preferably before. The Rules and Nominations Committee shall provide forms for this purpose. Each nominee will be given an opportunity to decline.

C. Elections shall proceed as outlined in Article IV of these Rules.

## **X. Election of State Convention Committee Members**

A. Preferably at the first meeting of each of the District Convention Committees but no later than ten (10) days prior to the District Convention, each of the convention committees shall nominate individuals to serve on the corresponding committee at the State Convention. The Chair of the Rules and Nominations committee will announce these nominations to the District Convention.

B. The number of members on the state convention committees has been determined by the State Central Committee. The number to be elected at each district convention has been allocated according to a system of proportional representation based on the results of the two most recent general elections.

C. The number of state convention committee members to be elected shall be announced.

D. Any Delegate may move to close nominations and cast a unanimous ballot for those nominated by the respective committees.

E. Additional nominations may be taken from the floor.

F. Convention Committee Members may be elected by preference group only if at least 15% of the convention delegates vote to do so based on a single category of preference.

1. A motion to divide into preference group is only in order after the Credentials Report has been adopted.
2. A motion to divide into preference must contain a single category of preference.
3. Multiple separate motions, each with their own single category of preference, are allowed.
4. If more than one motion to divide by a single category of preference achieves 15% support, the convention shall vote on which category the convention will divide into. The category with the greatest number of votes will prevail.

5. A preference group must have at least 15% support of convention delegates in order to be allocated any Committee spots.
  - a. The Credentials Committee will report the number of seated Delegates immediately before the first alignment occurs. This report will determine the viability threshold, which shall be 15% of that number.
  - b. No new Delegate may be seated during the period of time following that Credentials Report until the election of Committee Members by preference group is complete.
6. Delegates will initially align with a preference group by casting a ballot. This initial alignment will determine viability.
7. Following initial alignment and the announcement of the viability status of any preference group, delegates will be afforded time and a space within the convention area to realign.
8. At the end of the realignment phase, Committee Member slots will be allocated to viable preference groups based on their relative strength within the convention.
  - a. To determine allocation, the number of members in a viable preference group will be multiplied by the number of committee persons the convention is electing. That product will be divided by the number of delegates who were reported according to Rule F.a.

G. When there are no further nominations or upon a successful motion to cease nominations, the chair shall, after giving any nominee the opportunity to decline nomination, conduct a vote.

H. A majority vote of the Delegates present and voting shall be required to elect state convention committee members. Voting will continue until all positions have been filled.

## **XI. Ratification of Elections**

The entire convention shall ratify the elections conducted at the district convention. The standard policies concerning challenges and minority reports shall apply. Challenges and minority reports shall be filed with the Credentials Committee of the convention.

## Attachment H: Robert's Rules of Order Summary

Robert's Rules of Order Motions Chart Based on <i>Robert's Rules of Order Newly Revised (10th Edition)</i>							
Part 1, Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion. § indicates the section from Robert's Rules.							
§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be	No	Yes	Yes	No	Majority

		postponed indefinitely					
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	Yes	No	No	No	None

**Part 2, Motions That Bring a Question Again Before the Assembly.**  
No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice