

Second Congressional District Republican Party Convention Agenda April 22, 2023

[Nominating Committee for Congressional District 2 District Officer Candidates Meets at 9:00AM]

1. 9:00 AM REGISTRATION OPENS
2. 10:00 AM CONVENTION CALL TO ORDER
3. PLEDGE OF ALLEGIANCE
4. INVOCATION
5. PARLIAMENTARY PROCEDURES
 - a. Reading of the Convention Call
 - b. Election of Temporary Chair of the Convention
 - c. Election of Temporary Secretary of the Convention
 - d. Motion Authorizing the Temporary Chair to Appoint Convention Committees, Parliamentarian, Tellers, And Sergeant-At-Arms
 - e. Recognition of Convention Committees
 - f. Preliminary Credentials Committee Report
 - g. Adoption of Rules I, II, & III
 - h. Seating of Alternates
 - i. Adoption of the Balance of the Rules
 - j. Motion To Make the Temporary Organization Permanent
6. 11:00 AM: REGISTRATION CLOSES
7. FINAL CREDENTIALS COMMITTEE REPORT
8. CONSTITUTION COMMITTEE REPORT
9. RECOGNITION OF CD2 VOLUNTEERS
10. WEBSITE AND SOCIAL MEDIA REPORT
11. RATIFICATION OF BPOU STATE CENTRAL DELEGATES AND ALTERNATES
12. REPORT OF THE NOMINATING COMMITTEE AND ELECTION OF OFFICERS
13. OFFICER REPORTS
14. OTHER BUSINESS
15. ADJOURNMENT

* At her/his discretion, the Convention Chair may move agenda items around as needed for purposes of expediency. However, item 8 shall be the first item of business after the Final Credentials report.

** Qualified guest speakers may be recognized at the discretion of the Convention Chair throughout the convention as time allows.

Second Congressional District Republican Party Convention Rules April 22, 2023

I. Parliamentary Rules

The rules contained in the current edition of *Robert's Rules of Order Newly Revised*, shall govern the conduct of the business of this Convention when not in conflict with the laws of the State of Minnesota, the Constitution and By-Laws of the Minnesota Republican Party, the Constitution and Bylaws of the Second Congressional District Republican Party, or the Official Call and Rules adopted by this Convention.

II. Order of Business

- A. The order of business for this Convention will be as outlined in the official Agenda of the Convention, which is incorporated in these Rules, and subject to the discretion of the Chair.
- B. A motion to adjourn shall be debatable until all specific business stated in the agenda is complete.

III. Convention Roll and Quorum

- A. The permanent roll of the delegates entitled to speak and vote at this Convention shall consist of the duly elected delegates who are registered and such alternates as are registered and seated in accordance with these Rules as indicated in the most recent Credentials Committee report approved by the Convention.
- B. In the absence of any delegate to the Convention, an alternate shall be seated during the delegate's absence from the floor. The procedure for seating alternates or filling vacancies in this Convention shall be as follows:
 - 1. Vacancies shall be filled from the alternates present from the BPOU in which the vacancy exists as provided for by that BPOU's Constitution and/or By-Laws or by that BPOU's Convention.
 - 2. If the BPOU's Constitution and/or By-Laws or that BPOU's Convention are silent as to the seating of alternates, then seating shall be done by the BPOU's Chair(s) if seated. If no Chair is seated or if two Chairs fail to agree, then the vacancy shall be filled by a majority vote of that BPOU's delegation already seated.
- C. Seating of registered alternates shall be permissible at any time, if a delegate or seated alternate is absent, provided that upon return of the delegate, the delegate shall be immediately seated. However, after the start of any ballot, there shall be no change in seating until that ballot has been completed.
- D. A majority of the total number of delegates registered shall constitute a quorum for the purpose of convening the Convention.

- E. There shall be no cross-seating between BPOUs at this convention. That is, a delegate or alternate from one BPOU cannot be seated in another BPOU. The BPOU's Constitution and/or By-Laws shall govern cross seating within a BPOU.

NOTE: State Central Delegates and Alternates are elected by their BPOU conventions and ratified by acclamation at the CD2 convention. At State Central Meetings, delegates may cross-seat within CD2.

- F. Registration shall close at 11:00 AM (as stated in the call) or with the passage of the rules (whichever is later). Only registered delegates and seated alternates shall comprise the Convention Roll.
- G. Once a Delegate or a seated Alternate has registered for the convention he/she remains part of the voting strength of the convention even if he/she leaves the convention prior to the official adjournment.

IV. Amendment or Suspension

After adoption of these Rules, they may be suspended or amended only by a vote of two-thirds (2/3) of the delegates and seated alternates voting.

V. Addressing the Convention

A. A delegate or seated alternate wishing to speak shall rise, address the Convention Chair, and when recognized, state his or her name and delegation and the purpose for which he or she rises.

B. The convention chair may, at any time after the election/appointment of convention officers, invite any office holder, candidate or distinguished guest to address the Convention for a period not to exceed five (5) minutes. A keynote speaker, if any, will be provided appropriate program time.

C. Each candidate, or their designee, for any contested Second Congressional District Party office shall be allowed five (5) minutes total speaking time, which includes nomination, seconding and candidate speeches.

D. Debate on any motion or subject shall be limited to one (1) minute by each Speaker. No person shall be allowed to speak a second time upon the same question until all others wishing to be recognized have been heard. No person shall be allowed to speak more than twice on the same subject.

E. At least two speakers on each side of a question shall be afforded the opportunity to speak on an issue before a motion for the previous question or motion to table shall be in order.

F. The Convention Chairs or their designees shall keep an accurate record of each speaker's time and must rigorously enforce these time limitations.

G. A motion to table shall require a two thirds vote of the delegates and seated alternates present and voting.

H. Officers of the Convention, CD 2 District officers or members of any Convention Committee may make motions and debate even if they are not delegates or seated alternates to the Convention.

VI. Voting

- A. The vote on all questions shall be by voice except as follows:
 - a. At the request of at least ten (10) delegates from at least two (2) different BPOUs, or at the discretion of the Chair, a rising vote shall be taken.
 - b. Voting for contested positions shall be by secret ballot.
 - B. Ballots cast by each delegation shall be collected by the BPOU chair or a person designated by the BPOU chair and turned over to the tellers. If the BPOU chair is not present, then the remaining delegates and seated alternates will elect a person to serve in that capacity.
 - C. The Chief Teller shall verify the number of ballots cast by a delegation and the Convention Chair shall announce any discrepancies. Once verified, all ballots shall be commingled prior to counting.
 - D. Each candidate in a contested election will be allowed one observer in the counting room. Observers must not participate nor interfere in the counting of ballots or any part of the balloting/teller process.
 - E. BPOU Chairs (or designee) shall ensure that each delegate and seated alternate in his or her delegation will cast only one vote and that unused ballots are returned unmarked.
 - F. The Chief Teller shall report back to the Convention Chair the total number of votes cast for each candidate, the number of spoiled ballots and the number of “no preference”, “Undecided”, “None” or equivalent. The Convention Chair shall announce the results to the Convention. The convention shall approve the report of the Chief Teller.
 - G. If there is a dispute as to the number of ballots cast by any delegation, the said delegation challenge must be made before the ballots from that delegation are commingled with those of other delegations. Upon such a challenge, the Convention officers selected by the Chief Teller shall count the ballots cast by said delegation.
 - H. Each delegate shall have one full vote. There shall be no voting by unit rule. *
- * Unit rule refers to the practice of a BPOU requiring all of its delegates to vote for the candidate favored by the majority.
- I. No delegate shall be required to vote for any candidate or number of candidates.
 - J. Tellers will count any ballot marked “No Preference,” “Undecided,” “None,” or equivalent in any vote totals. The ballots shall not count for any candidate. These ballots are “valid ballots cast”.
 - K. Tellers will report the blank, abstentions, unintelligible ballots, ballots marked only “→” or “X”, or ballots cast for an ineligible person or fictional character. These ballots are not “valid ballots cast”.

- L. Ballots will be destroyed after the close of the convention.

VII. Nomination and Election of Officers for Congressional District 2

- A. The Convention shall elect all Party officers by secret ballot except if only one candidate for any office is nominated then the Convention may by a two-thirds vote choose to vote by acclamation.
- B. All at-large candidates for CD2 Party office or their representatives may appear before a meeting of the Nominating Committee, as specified in the Official Call, and which will meet for that purpose on the day of the Convention at 9:00 AM. The Nominations Committee will place ALL names of those who appeared before it in nomination, but may make a statement of qualifications.
- C. The order of nominating and candidate speeches for each office shall be determined by lot and candidate speeches will immediately follow his or her nominating and seconding speeches.
- D. The election of party officers shall be done separately in the following order: Chair, Deputy Chair, Treasurer, Secretary, and State Central Delegate-at-Large.
- E. No person shall be elected an officer unless he or she has received a majority of valid ballots cast on that ballot.
- F. When a candidate for State Central Delegate-at-Large achieves a majority and is elected, the runner-up, if any, is elected to be the State Central Alternate-at-Large, with no further balloting. Any ties for State Central Alternate-at-Large will be settled by a coin flip.
- G. If more than two (2) persons are nominated for any other office, then the balloting shall continue for the position(s) until the number of persons to be elected is elected by a majority of valid ballots cast. Beginning with the fourth (4th) and on each subsequent ballot, the candidate with the fewest votes shall be dropped, provided that until all positions have been filled by a majority of valid ballots cast, there shall remain at least two candidates on the ballot.
- H. A ballot will not be considered valid if it contains the same name more than once, if it contains more names than the number of positions to be filled, if it contains other than properly nominated candidates or if it is left blank.
- I. Sequence of Election Events for each office:
 - 1. Nomination Committee report lists all candidates (or their representative) who have notified the Nominations Committee that they want to run for an office. The report may include comments related to candidate qualifications.
 - 2. Convention votes to accept the report.
 - 3. Additional nominations may be made from the floor by a delegate or seated alternate.
 - 4. Convention closes nominations-
 - 5. Candidates and/or supporters address the convention for a total of 5 minutes.
 - 6. Tellers hand the Ballots to BPOU Chairs (or their designee). BPOU Chairs (or designee) are responsible for verifying the number of ballots received and returned to the Tellers.
 - 7. Tellers verify the number of ballots returned is correct.
 - 8. Tellers count the ballots.
 - 9. Chief Teller provides the results to the Convention Chair.

10. Convention Chair announces the results. The convention approves the Chief Tellers report. The Convention Chair informs the convention if another ballot is necessary. If necessary, the convention will immediately ballot again until there is a winner.

VIII. Miscellaneous

- A. Minority reports of a Convention Committee may be presented if there is concurrence by a number of members equal to $\frac{1}{4}$ or more of the allocated size of the Committee.
- B. The Convention Arrangements Committee shall specify permissible locations of all candidate signage. No Signs are allowed on the stage walls or stage (behind the speaker's back.)
- C. All sign sizes, locations, quantity and method of attachment must comply with the rules of the Convention host facility.
- D. All literature distributed at the Convention, other than official Convention documents, must have its source(s) prominently displayed.
- E. All non-compliant literature must be immediately removed. The Convention Chair determines compliance.
- F. Removal of literature following the convention, other than official Convention documents, is the responsibility of the source(s). All signs must be stricken within thirty (30) minutes of the close of the convention, and removed from the premises. The Executive committee may recover reasonable clean-up cost.

Robert's Rules Reminders:

- I. All debate, amendments, or procedural points must be germane to the business under consideration. Germane simply means that whatever is being said must be relevant. There should be a logical connection between all statements and/or actions, and what is going on and currently being considered.
- II. There is no such thing as a friendly amendment. Once a matter is before the group, it is the property of the Convention, and no one or two people, not even the maker and the seconder of the motion, may change it without going through the amendment process.
- III. Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- IV Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- V. A report or motion from a committee does not require a second.
- VI. Once a committee makes a report and motion, it belongs to the group not the committee. All matters on interpretation of rules or motions (once passed) are made by the Convention Chair and may be appealed to the Convention.
- VII. Everyone (Committee Chairs, Executive committee members, elected officials, the person submitting a resolution or motion, etc...) are treated the same as any other Convention members during the debate. They are governed by the same rules limiting both time and amount of debate.

VIII. How to End Debate

“Call for the Previous Question” — This will close debate on a pending question and require immediate vote by the group on whether to close debate. A two-thirds (2/3) vote is required.

Note: If there is no more debate, a call is not needed. This only slows things down by requiring a vote on the call before a vote on the question. If the chair sees no more debate, he may simply ask for a vote.

Common Terms

Point of Privilege: Pertains to noise, personal comfort, etc. - may interrupt only if necessary!

Parliamentary Inquiry: Inquire as to the correct motion - to accomplish a desired result, or raise a point of order.

Request (Point) of Information: Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question." The question is asked to the Chair.

Point of Order: Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made.