

Proposed Agenda and Rules for

March 26, 2022 46th District Legislative District Caucus



Note: These rules have been drafted in accordance with the 2022 Delegate Selection and Affirmative Action Plan (DSAAP).

Although Legislative Districts may amend these rules to meet local caucus customs, **no Legislative District may amend these rules in a way that conflicts with the 2022 WSDCC DSAAP.**

These rules and the agenda will be voted upon as items of business at the Caucus on March 26th.

Proposed Caucus Agenda:

9:00 AM - Registration Opens

10:00 AM - Call to Order

- Land Acknowledgement
- Statement of Purpose of the Caucus
- Appointment of Credentials Chair, Secretary, Parliamentarian, Sergeant(s)-at-Arms, Zoom meeting Admin(s), and Tally Chair
- Adoption of Agenda
- Adoption of Rules
- Credentials Report
- Brief Explanation of the Election Process
- Candidate Speeches (45 seconds each)
- Election of Delegates and Alternates
- Adjourn

From time-to-time speakers may be added to fill gaps such as while the credentials report is prepared and/or additional candidates nominated from the floor are added to the ballot.

There will be a brief Special Meeting of the 46th District, with a PCO vote on a single item of business, the confirmation of the Article IX.B officers post re-organization. (The chair, vice chair, and KCDCC Representatives)

This meeting follows the caucus at *approximately* 12:00 Noon on March 26, 2022

Time of the special meeting is subject to the length of the caucus. The Zoom link is the same for both meetings.

Proposed 2022 46th Legislative District Caucus Rules:



- 1) The Legislative District Caucus shall be held on Saturday, March 26th 2022 commencing at 10:00 AM, on the Legislative Districts Zoom Platform, with the following access information, which can also be found on the district website calendar (46dems.org/calendar):

Register in advance for this meeting:
https://us02web.zoom.us/meeting/register/tZUqceChrZlqE9czUvwYsna6iGv1xFXyJ_VD
- 2) The sole piece of required business for the voters at the Legislative District Caucus shall be the election of delegates and alternates from the 46th Legislative District to the 2022 Washington State Democratic Convention.
- 3) Eligible voters are any member of the 46th Legislative District currently residing in the 46th Legislative District who had a valid membership of the 32nd, 36th, 43rd, or 46th LD Democratic Organizations as of February 24th, 2022, and whose residence is now physically in the 46th Legislative District as defined by the maps adopted by the legislature in February, 2022.
- 4) The requirements to run for delegate are:
 - a) The candidate has current residency within the boundaries of the 46th legislative district as defined by the maps adopted by the legislature in February, 2022.
 - b) The candidate is over the age of 16 on or before general election day, 2022 (November 8, 2022).
 - c) There is no US Citizenship requirement for participation.
- 5) The Legislative District Chair shall serve as the Chair of the Legislative District Caucus as prescribed by the 2022 Delegate Selection and Affirmative Action Plan (hereafter DSAAP). If the chair cannot serve on caucus day, the succession for chair of the Caucus is defined in the 2022 DSAAP. The Chair shall appoint a Secretary, Sergeant(s)- at-Arms, Credentials Chair, Parliamentarian and Tally Chair.
- 6) The Chair shall announce the allocation of State Convention delegates and alternates as well as the Affirmative Action goals assigned to the Legislative District, near the start of the general assembly. These delegate numbers shall be provided by the Washington State Democratic Party, based on the Democratic vote share of the Legislative District in 2020. For 2022, the 46th District is allocated 35 delegates and 18 alternates to be elected under the DSAAP.
- 7) The Credentials Chair shall present the credentials report, which shall include:
 - a) The total number of members in good standing who have been issued voting passcodes and are eligible to vote at this meeting, and the number of members who have checked in for voting on caucus day.
 - b) The number of challenged voting members.
 - i. For each challenged participant, the credentials chair shall present the documents and statements relating to the challenge.

- ii. After the time at which votes may be taken, one hour after commencement of the caucus, the body of the caucus shall vote to determine if the participant's eligibility will be sustained.
 - iii. If the challenged participant is sustained the participant will be seated.
 - iv. If the challenged participant is not sustained, the participant shall be removed from the voting assembly immediately.
 - v. A challenged participant and the participant raising the challenge may not vote on the question of the challenge.
- 8) All voting members are considered "seated" upon completion of a ballot, and members may be seated during any ballot. Once seated, a member's credentials may not be challenged.
- 9) State Convention delegates and alternates shall be elected using the following procedures:
 - a) Candidates for Delegate may either nominate themselves ahead of the beginning of the Caucus using the prior distributed candidate filing online form no later than Friday, March 25th, 2022, at 11:59pm, or may nominate themselves by using the "Raise hand" function in Zoom when the Chair calls for nominations.
 - i. No second is required.
 - ii. Candidates for Delegate who choose to nominate themselves at the last minute from the floor understand that by not pre-registering they will be appended at the end of the ballots, and they run the risk of a misspelled name on the ballot or other technical difficulties caused by haste. Early registration is highly encouraged to assure accurate ballots can be built.
 - iii. Each candidate shall have an amount of time designated by the rules for all candidates – 45 seconds, inclusive of any technical difficulties – to provide a speech to the voting members in support of their candidacy. It is the responsibility of the delegate to have tested their audio/visual systems prior to the Caucus.
 - iv. Candidates that self-nominated ahead of the meeting will have had an additional personal statement, provided at the time of self-nomination, distributed to all voting members via an online voters guide prior to the beginning of the meeting.
 - v. Candidates will speak in the order as listed on the candidate filing list starting with those candidates that self-nominated ahead of the meeting.
 - vi. Absolutely no Zoom backgrounds, T-shirts, or paraphernalia may be displayed which support any candidate for public office within the 46th Legislative District who have not been formally endorsed by the District. As of caucus day, no candidates have been endorsed.
 - b) If there are insufficient candidates to fill the delegate positions available, no vote is required and all candidates are elected by virtue of having filed.

- c) If there are more than enough candidates to fill all positions but insufficient males or females to comply with the requirement to balance within one delegate of the male and female gender categories, the candidates from the insufficient gender and all individuals identifying as gender non-binary are assumed to be elected, and a single ballot will be used to select the remainder of the delegates from the candidates who identify as the other gender.
- d) Voting shall be by Google Form secured through a Unique Voting Identification Number, and a double-blind ballot (meaning those tabulating the votes shall not have access to which unique voting code is associated with which voting member) and a ballot to be counted must have all positions filled with no duplications. This prevents attendees from skewing the vote by only voting for one candidate and leaving the other positions blank.
 - i. The chair shall give clear notice to the participants that they must vote for the allotted number of candidates.
 - ii. The chair shall also indicate that voters can also choose any number of non-binary candidates, but the number of male and female candidates a voter chooses cannot differ by more than one.
 - iii. The chair will give the participants adequate time to complete their ballots, and ask voting participants to check their ballots before turning them in.
 - iv. Ballots will be emailed to all voting members who are checked in to the meeting and in the Zoom room at the commencement of the voting window, and provided in the Zoom Chat.
 - v. The balloting window will remain open for no less than thirty (30) minutes.
- e) Voters must be present in the Zoom room to cast a ballot.
- f) A plurality is required to elect. After the votes are collected, the male, female, and non-binary candidates with the most votes will be elected, consistent with the requirement that the number of male and female delegates shall differ by no more than one.
- g) If there are insufficient male or female candidates to make the required division differ by no more than one, the remaining candidates with the highest vote totals shall complete the delegation.
- h) Once the delegates are selected from the rank ordered list generated by the results, State Convention alternates will be selected such that the number of male and female individuals for all elected positions differ by no more than one.
 - i. Alternates will be rank ordered by votes received. In case of a tie vote, the rank order will be determined by lot.
 - ii. If there are insufficient male or female candidates to make the required division, the remaining candidates with the highest vote totals shall complete the delegation.

- 10) Within five days of their election, each delegate and alternate shall be provided with registration materials for the State Convention.
- 11) The secretary shall provide the chair with minutes including the following information:
 - a) Actual time the meeting was called to order.
 - b) The names of the Chair, Secretary, Sergeant-at-Arms, Credentials Chair, Tally Chair, and Parliamentarian.
 - c) Credentials report.
 - d) Time of the adoption of rules and agenda.
 - e) Results of the delegate and alternate election.
 - f) Preliminary registration forms for elected delegates and alternates.
- 12) The District Chair, or their designee(s), shall transmit the Affirmative Action Report, and the names, demographic profiles germane to the delegate selection and affirmative action plan, mailing addresses, telephone numbers, email addresses, and whether delegates and alternates intend to attend the Convention Virtually or In-Person within five (5) days of their election, per the requirements of the 2022 DSAAP. Alternates shall be listed in the order in which they were elected.
- 13) At the discretion of the Chair, guest speakers in the form of elected officials and other party leadership may be acknowledged to address the body without suspension of the rules.
- 14) The motion “to table” shall be out of order at all times.
- 15) A quorum shall consist of 10% of the number of voters who checked in and are eligible to vote as shown on the credentials report, as most recently amended.
- 16) The caucus chair shall appoint a Tally Chair and a representative tally committee of non-candidates for delegates or alternates. All ballots shall be returned to the Legislative District Chair and shall be retained by the Chair until the State Convention has adjourned. An electronic report may substitute for paper ballots in a virtual environment.
- 17) The Unit Rule* shall not be permitted at any time.
- 18) Proxy voting shall not be allowed.
- 19) All possible efforts shall be made to ensure maximum participation of persons of color, all ethnicities, women, youth, persons over 65 years of age, LGBTQ+, Labor, veterans, persons with a high school education or less, people living with disabilities, and persons of economic disadvantage.
- 20) Robert’s Rules of Order, Newly Revised 12th edition, shall prevail in other matters not specifically covered herein.

** The Unit Rule is a rule of procedure at a political convention or caucus under which a delegation's entire vote must be cast for the candidate preferred by a majority of the delegates. This would be in conflict with the current system which allows for proportional representation, as well as conflict with the WSDCC and DNC governing documents.*