

Rules for the March 26, 2022 21st Legislative District Caucus

- 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:

<<INSERT ZOOM JOIN INFORMATION>>

- 2) Voters at the Legislative District Caucus shall be any member of the Legislative District residing in the Legislative District who had a valid membership as of February 24th, 2022. Any individual residing in the Legislative District willing to publicly identify as a Democrat, including those who wish to run for delegate, are welcome to attend.
- 3) The Legislative District Chair or their backup, as specified in the Delegate Selection and Affirmative Action Plan, shall serve as the Chair of the Legislative District Caucus. The Caucus Chair shall appoint a temporary Secretary, Sergeant- at-Arms, Credentials Chair, Parliamentarian and Rules Chair.
- 4) 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.
- 5) The Chair of the Credentials Committee shall present the preliminary report of the Credentials Committee which shall include:
 - a) The total number of members who have been issued UVINs and are eligible to vote at this meeting
 - b) The number of challenged voting members.
 - i. For each challenged participant, the chair of the credentials committee shall present the documents and statements relating to the challenge.
 - ii. Prior to the start of the first vote, 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.
- 6) All voting members are considered "seated" upon completion of a ballot, and members may be seated during any ballot.
- 7) 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 sign-in form no later than Thursday, March 24th, 2022,

or may nominate themselves by using the “Raise hand” function in Zoom when the Chair calls for nominations.

- i. No second is required
 - ii. Each candidate shall have an amount of time designated by the chair for all candidates – between 30 to 90 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. In the event that a candidate that self-nominated ahead of the meeting is unable to attend, their personal statement, provided at the time of self-nomination, shall be read.
 - iii. Candidates will speak in the order as listed on the candidate filing list starting with those candidates that self-nominated ahead of the meeting.
- b) If there are not more candidates than delegate positions available, no vote is required and all candidates are assumed to be elected.
- 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 1, the candidates from the insufficient gender and a single ballot will be used to select the remainder of the delegates from the remaining candidates.
- d) Voting shall be by Google Form secured through a Unique Voting Identification Number, and a double-blind ballot and a ballot to be counted must have all positions filled with no duplications.
- 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. While the voting window is still open, any voting member may request to check whether their ballot is spoiled due to equal division problems, and submit another ballot. The Caucus Chair will announce the person that requests should be directed to.
 - v. Ballots will be emailed to all voting members at the commencement of the voting window, and provided in the Zoom Chat.
 - vi. The balloting window will remain open for no less than ten (10) minutes.
- e) A plurality is required to elect. After the votes are collected and 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.

- f) 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.
 - g) Once the delegates are selected, 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.
- 8) Following their election, each delegate and alternate shall be provided with registration materials for the State Convention.
- 9) The permanent 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, Parliamentarian and Rules Chair.
 - c) Preliminary credential report
 - d) Time of the adoption of rules and agenda
 - e) Preliminary registration forms for elected delegates and alternates.
- 10) The district Chair, or their designee, 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. Alternates shall be listed in the order in which they were elected.
- 11) At the discretion of the Chair, and in compliance with any local party organization rules, consideration of resolutions or platform may commence after the election.
- 12) Any motion that would result in postponing a vote on any issue to a time after the conclusion of the Caucus shall be out of order. A motion to postpone indefinitely (reject a motion before debate has commenced) is in order, subject to the requirements for the motion under Robert's Rules of Order.
- 13) A quorum shall consist of 10% of the number eligible to vote as shown on the credentials report, as most recently amended.
- 14) The Permanent Chair shall appoint a Tally Chair and a representative tally committee of non-candidates for delegates. All ballots shall be returned to the Legislative District Chair and shall be retained by the Chair until the State Convention has adjourned.
- 15) Any vote that restricts the individual rights of delegates to vote or directs the votes of delegates in any way is out of order. This includes any "unit rule" requiring all delegates to vote to support the majority opinion of the delegation.

16) Proxy voting shall not be allowed.

17) 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.

18) Robert's Rules of Order, Newly Revised 12th edition, shall prevail in other matters not specifically covered herein.