

8. **Upgrading of Alternates.** Alternates may be seated as delegates or “upgraded” once the convention establishes the permanent roll. The following rules govern upgrading and downgrading of alternates:
 - a. **Equal Division.** The upgrading of alternates must maintain equal division by gender identity for the delegation whenever possible. Equal division is achieved by upgrading alternates giving preference to the highest-ranked alternate with a gender identity that will achieve and/or maintain equal division (even if this means skipping a higher-ranked alternate).
 - b. **Alternates Elected at Large.** Alternates elected at large must be upgraded to delegate status according to their numerical ranking on the precinct report and according to equal division.
 - c. **Temporary Delegate Badges.** A temporary delegate badge should be issued to an alternate when the alternate is raised to delegate status. If the upgraded alternate is subsequently returned to alternate status, the alternate's delegate badge must be immediately surrendered.
 - d. **No Upgrading During Voting.** Alternates must not be upgraded while the floor is frozen or during any other voting process.
9. **Floor Access.** Non-upgraded alternates and visitors present must be seated separately from delegates and must not be allowed on the convention floor during the convention.
10. **Floor Passes—Campaigns.** No more than **[five]** floor passes may be issued by the Credentials Committee chair to each candidate for those positions that are on the agenda to be elected or endorsed at this convention. No more than **[two]** floor passes may be issued by the Credentials Committee chair to each candidate for positions that are not on the agenda to be elected or endorsed at this convention. Individuals with campaign floor passes must not be permitted on the floor when it is frozen.
11. **Floor Passes—Accommodations.** Special floor passes may be issued for an interpreter or other personal care assistant for any delegate or upgraded alternate who submits a request to the Credentials Committee. Such persons may be seated in close proximity to the delegate or alternate they are assisting, but they must not play any independent role in campaigns or convention business.

GENERAL CONVENTION RULES

12. **Adjournment.** The convention must not adjourn before completing the following business:
 - a. Elections of party unit officers specified in the SD40 Constitution,
 - b. Consideration of endorsements for state senate and state house,
 - c. Elections of State Convention delegates and alternates,
 - d. Elections of State Central Committee members and alternates.
13. **Convention Chairs.** The convention must elect one or more convention chairs, with equal division by gender identity, by **majority or plurality vote** as the convention determines. The convenor must open nominations and, if a delegate to the convention, may nominate any persons invited by unit leadership to serve as convention chairs. Further nominations may be made from the floor. Unless the convention

determines otherwise, it may elect up to two convention chairs.

14. **Convention Assistants.** The convention chairs must appoint at least one convention secretary and may appoint parliamentarians, timekeepers, tellers, sergeants-at-arms, and other assistants as they deem necessary to conduct convention business.
15. **Equal Division by Gender Identity.** Equal division by gender identity is achieved in elections and upgrading of alternates when the number of individuals elected or delegates seated of the male or female gender identity does not exceed the other by more than one. Individuals who do not identify as male or female are not counted as either male or female, and the remainder of the delegation must be equally divided by gender identity. An individual's gender identity is determined by gender-self-identification.
16. **Voting Methods.** Voting in contested elections and endorsements must be by written ballot. In the event of a tie vote in an election, there must be a run-off ballot including only the names of the tied candidates; if a tie still exists, it must be broken by lot. All other voting must be by voice vote or uncounted rising vote unless a written ballot vote is requested by the convention chair or by **one-third** of the delegates present. A delegate may call for a “division” while or immediately after the chair announces the result of a voice vote, in which case the chair must retake the vote by an uncounted visual estimate of raised delegate credentials. To order a counted division, a delegate must move for a counted division before or immediately after the chair announces the result of a voice vote or an uncounted division. A motion for a counted division must be seconded, is not debatable, and requires a majority vote by a voice vote or an uncounted division. The chair may also independently order a voice vote to be taken or retaken by an uncounted or counted division.
17. **Ballot Distribution.** On matters to be determined by written ballot, convention tellers must distribute any paper ballots to the chair of each precinct delegation. These ballots must be returned by the precinct delegation chair to the tellers. Ballots must be distributed only to delegates and upgraded alternates seated under the rules of this convention.
18. **Prayer Breaks.** The convention must recess for scheduled prayer breaks. No business nor any upgrading of alternates may be conducted during a prayer break.
19. **Smoking/Vaping.** Smoking, vaping, and use of intoxicants is prohibited on school property.
20. **Signs, Literature, Demonstrations, and Order in Convention Hall.** No person may place any banners or posters on the convention platform or in any way obstruct the view of the platform by delegates. All signs and other materials must comply with the rules of the convention facility, and with any additional rules and procedures established by the Rules or Arrangements Committee. Campaign literature must not be distributed in the convention hall during balloting. No moving demonstrations are permitted during balloting. No disruptive demonstrations are allowed in the galleries. Each delegation is responsible for collecting materials and garbage. Whistles, air horns, bull horns, and strobe lights or other similar devices are not allowed during the convention in the convention hall.

SPEECH AND DEBATE RULES

21. **Recognition.** No delegate may speak until recognized by the convention chair. Speakers must first state their name and precinct and may state their pronouns. Speakers should always address the chair. No person may speak more than once on an item of business until all others on that side who wish to do so have had an opportunity, and no one may speak more than twice on any item.
22. **Speaking Limits—Debate.** Unless otherwise provided for in these rules, any delegate may speak for up to **[2] minutes** on any item. The chair should rotate speaking privileges among floor microphones and between proponents and opponents of a measure to the extent possible. Debate must terminate when **[3] speakers** have been heard on each side.
23. **Dropped or Withdrawn Candidates.** A properly nominated candidate who is dropped under the appropriate drop rule, or who voluntarily withdraws, may address the convention for up to **one minute** immediately after withdrawing, or before or immediately after the ballot result is announced.
24. **Motions to Table.** Any motion to table must be considered as though it were a motion to postpone indefinitely. A motion to postpone indefinitely does not preclude amendments to the main motion.
25. **Motions to Reconsider, Object to Consideration.** The motions “to reconsider and enter on the minutes” and “to object to consideration” are not in order. The motion to reconsider is in order only at times when it can be taken up and requires a **two-thirds vote**.
26. **Motions in Writing.** Any amendment to a motion which removes, changes, or adds **[5] or more words** must be submitted in writing to the convention chair or designee before being considered. Any amendment to a resolution, regardless of length, must be submitted in writing to the convention chair or designee by 11:00.
27. **Dignitary Speeches.** Incumbent DFL office holders, declared DFL candidates, and other party dignitaries may address the convention at the discretion of the convention chairs. Such visitors must limit their remarks to no more than **[2] minutes**. Visitors must not use these speeches to advocate for or against endorsement of any candidate seeking the endorsement at the convention.

WALKING SUBCAUCUS

28. **Time Limits for Walk Periods.** If a Walking Subcaucus system is used, delegates must have an initial period of **[10] minutes** after subcaucus nominations are completed to move to the subcaucus of their choice. If all remaining subcaucuses are viable on the first count, then no second count is needed. If any subcaucus is not viable on the first count, the convention chair must announce an additional **[5]-minute** period during which delegates can move among the remaining subcaucuses.
29. **Equal Division.** If elections for State Convention delegates and alternates or State Central Committee members and alternates take place by subcaucus and the resulting delegation is not equally divided by gender identity, an odd-numbered subcaucus selected by lot from among those that elected more delegates of the over-represented gender identity should be

instructed by the convention chairs to exchange one delegate of the over-represented gender identity for its highest ranking alternate of a different gender identity in the case of state delegates, and to replace a person it had elected with a person of a different gender identity in any other case. Any delegate reduced to alternate status automatically becomes the highest-ranking alternate of that subcaucus. If balance by gender identity is still not achieved, the process should be repeated with another odd-numbered subcaucus.

30. **Convention Chairs’ Duties.** The convention chairs must ensure that all Walking Subcaucuses are moving smoothly and assist those that are running behind.

PARTY OFFICER ELECTIONS

31. **Party Officer Reports.** Incumbent party unit officers seeking reelection or seeking election to another party office at the convention must not give an officer report until after the election for that office has occurred. Officers not seeking election or re-election to a party office at the convention may give a report at the appropriate time on the agenda or at the discretion of the convention chair.
32. **Nominations and Speeches.** Each party office must be elected separately in the order listed on the agenda. The convention chair begins each election by opening nominations for that office. Nominations may be made from the floor by name only without speeches or seconds. After nominations for an office are closed, each candidate may have **[2] minutes** to use as they wish.
33. **Chair, Vice Chair, etc.** The unit chair, first vice chair (not of the same gender identity as the chair), second vice chair, outreach officer, secretary, treasurer, and communications officer are elected by a **majority vote**. Voting must be conducted by a separate ballot for each position. If none of the nominees for an office receive a **majority vote** on a ballot, the nominee with the fewest votes must be dropped on the next ballot, provided that at least **two** candidates remain on that ballot.
34. **Directors.** If delegates sufficient to elect one director demand to use proportional voting, the convention must use the Walking Subcaucus system described in the Official Call following the rules stated in the Walking Subcaucus section of these rules. If proportional voting is not used, the convention may elect directors by **plurality vote**. The convention chairs must ensure that the election of directors results in equal division by gender identity. A contest for directors exists when the number of nominees of the male or female gender identity exceeds the other by more than one, even when the total number of nominees does not exceed the number of positions to be elected. Vacancies must be maintained such that equal division is achieved as to those directors elected.
35. **State Central Committee.** The convention will elect **[8]** State Central Committee members. Up to one alternate may be elected for each member, including the unit chair and first vice chair. Alternates are ranked without regard to gender identity. If a contest for members exists, the convention chair should ask for a show of hands on whether to use proportional voting.
 - a. **Proportional Voting.** If delegates sufficient to elect one member demand to use proportional voting, the convention must use the Walking Subcaucus system

described in the Official Call following the rules stated in the Walking Subcaucus section of these rules.

- b. **Non-Proportional Voting.** If proportional voting is not used, the convention shall elect State Central Committee members by **plurality vote**.
- c. **Alternates.** State Central Committee alternates may be nominated and elected after State Central Committee members, repeating the above steps used to elect members. Alternates must be ranked by the convention or subcaucus (1st, 2nd, 3rd, etc.) for use in upgrading at meetings. Alternates are ranked without regard to gender identity.
- d. **Equal Division.** The convention chairs must ensure that the election of State Central Committee members and alternates results in equal division by gender identity with respect to the members elected, the alternates elected, and the entire delegation. A contest for State Central Committee members or alternates exists when the number of nominees of the male or female gender identity exceeds the other by more than one, even when the total number of nominees does not exceed the number of positions to be elected. Vacancies must be maintained such that equal division is achieved as to those members and alternates elected. If the difference between female- and male-identifying members is one, the imbalance in delegate election must be reversed in favor of the underrepresented gender identity in the election of alternates.

SENATE AND HOUSE DISTRICT ENDORSEMENT RULES

36. **Nominations.** Candidates for state senate and state house endorsement must be nominated by name only without speeches or seconds.
37. **Candidate Speeches.** After nominations have closed, each candidate may use up to **[10] minutes** to:
 - a. conduct demonstrations,
 - b. present pre-recorded material, if feasible using facility equipment,
 - c. have others speak on their behalf, and
 - d. address the convention.Each candidate may allocate their time as they choose. No others may speak for or against any candidate. The order of speaking must be determined by lot. When there is only one nominee for an endorsement, the candidate may reserve their speech until after the convention has voted on the endorsement.
38. **Question and Answer.** If there is more than one nominee, a question-and-answer session must take place after candidate speeches as follows:
 - a. **First Question.** The first question to candidates for endorsement must be “Will you suspend your campaign if someone other than you is endorsed by this convention? A ‘Yes’ or ‘No’ answer only.”
 - b. **Submission in Writing.** All other questions must be submitted in writing before the completion of candidate presentations.
 - c. **Criteria for Questions.** All questions must be:
 - i. legible,
 - ii. general in nature and addressed to all candidates,
 - iii. cover a single topic,
 - iv. not in the nature of a personal attack, and
 - v. possible to answer within a **[1]-minute** period.

- d. **Screening of Questions.** The convention chair(s) or their designee must screen all questions and eliminate any that are duplicative or not in compliance. The remaining questions must be selected randomly.
 - e. **Asking Questions.** The convention chair must ask the candidates each question in turn, but must not read any preliminary remarks, statements, or explanations included with the question.
 - f. **Order of Response.** The order of response for the first question is the order of candidate speeches and must rotate for each subsequent question.
 - g. **Time Limit for Responses.** Each candidate may use up to **[1] minute** to answer each question.
 - h. **Time Limit for Session.** The question-and-answer session will last for up to **[10] minutes** per candidate nominated but for no longer than **[30] minutes** total. The session may end if all questions are asked but must be extended to allow all candidates to answer the final question.
39. **Vote Threshold.** Endorsement of a candidate for state senate or state house requires a **60 percent affirmative vote** of the convention. When there is only one nominee, the convention may vote by acclamation (voice vote) on the endorsement.
 40. **Drop Rule.** Candidates receiving less than **[10] percent** must be dropped after the first ballot. On subsequent ballots, the drop-off percentage must be raised by **[5] percent** each ballot. In addition, after the **[4th]** ballot, the lowest remaining candidate must be dropped regardless of vote share. However, in no case may this drop rule be used to reduce the number of candidates remaining on the next ballot to less than **two**.
 41. **No Endorsement.** If no candidate for endorsement has received **60 percent** of the votes cast after **[5] ballots**, a motion to have no endorsement is in order at any time thereafter and requires a **majority vote**. If the convention votes affirmatively to not endorse or adjourns after at least one ballot with no endorsement in a given race, the Central Committee is hereby instructed to not endorse in that race prior to the primary.
 42. **House District Conventions.** The senate district convention must recess into two house district conventions. All senate district convention delegates are delegates to their respective house district conventions. Unless a house convention determines otherwise, the senate district convention chair(s) may serve as convenor(s) of a house district convention. These rules govern each house district convention unless suspended or amended by a two-thirds vote. Each house district convention elects its own convention chair(s) and takes up the business of state house endorsement. It may conduct other business as authorized by the senate district convention. Each house district convention may recess in between ballots to permit the senate district convention to reconvene and proceed with other business on its agenda. Each house district convention must adjourn sine die upon completion of its business.

STATE CONVENTION DELEGATE ELECTIONS

43. **Delegate Election Procedures.** SD40 will elect [21] State Convention delegates and [21] alternates. The procedures to be used in the election of delegates and alternates to the congressional district and State Conventions are as follows:
- Acclamation.** If the convention chair determines that no more want to serve than there are delegate positions, the election will be by acclamation.
 - Proportional Voting.** If a contest exists, the convention chair should ask for a show of hands on whether to use proportional voting. If delegates sufficient to elect one State Convention delegate demand proportional voting, it must be used.
 - Walking Subcaucuses.** If proportional voting is used, the convention will use the Walking Subcaucus system described in the Official Call and will follow the rules of the Walking Subcaucus section of these rules. In addition, each subcaucus must indicate the gender identity of all delegates and alternates for the purpose of equal division within the unit's delegation.
 - Non-Proportional Voting.** If proportional voting is not used, the convention will elect State Convention delegates by **plurality vote**.
 - Alternates.** Alternates will be nominated and elected in a similar fashion to delegates. Alternates must be ranked by the convention or subcaucus (1st, 2nd, 3rd, etc.) for use in alternate upgrading at the congressional district and State Conventions. Alternates are ranked without regard to gender identity.
 - Equal Division.** The convention chairs must ensure that any contested election of State Convention delegates and alternates results in equal division by gender identity with respect to the delegates elected, the alternates elected, and the entire delegation. If the difference between female- and male-identifying members is one, the imbalance in delegate election must be reversed in favor of the underrepresented gender identity in the election of alternates. If equal division does not occur when electing State Convention delegates or alternates, the unit chair must submit with the convention reports a written statement indicating why equal division did not occur.

DELEGATION CHAIR AND CONGRESSIONAL DISTRICT COMMITTEE ELECTIONS

44. **State Convention Delegation Meeting.** Delegates and alternates to the State Convention must meet immediately after the adjournment of the convention. Unless the convention determines otherwise, the convention chairs may serve as convenors of the delegation meeting. The delegation must elect its own meeting chairs and take up the business of electing the congressional district pre-convention committee members and the election of delegation co-chairs.
45. **Congressional District Pre-convention Committee Elections.** The State Convention delegation must elect congressional district pre-convention committee members and alternates (if any). Committee members and alternates must be delegates to that convention (including non-voting delegates but excluding Distinguished Party Leader delegates). The meeting chairs must ensure that any contested election of pre-convention committee members results in equal division by gender identity with respect to the members,

alternates (if any), and the entire delegation elected to each committee. If equal division does not occur when electing pre-convention committee members and alternates, the unit chair must submit with the convention reports a written statement indicating why equal division did not occur.

46. **State Convention Delegation Co-Chairs.** The delegation must elect delegation co-chairs, not of the same gender identity, for purposes of alternate seating, roll call, and ballot voting at the state and congressional district conventions. Any State Convention delegate (not alternates) is eligible for election as a delegation co-chair. The names of the delegation co-chairs must be reported promptly to the organizing unit secretary and the State DFL Office.

PLATFORM AND RESOLUTIONS

47. **Reading of Platform Statement.** The Platform Statement in the Official Call must be read before consideration of resolutions begins.
48. **Resolutions.** SD40 can forward up to 42 resolutions to the State DFL Platform and Issues Committee based on DFL rules. The resolutions to be forwarded by the organizing unit must be selected from among those resolutions adopted by the precinct caucuses from precincts wholly or partially within the organizing unit. The resolutions forwarded to the State DFL Platform and Issues Committee should address party positions on state and national issues. Resolutions that cover only local issues should not be forwarded to the State DFL Platform and Issues Committee. All resolutions forwarded to the State DFL Platform and Issues Committee must be submitted in the format prescribed by the State DFL Platform and Issues Committee, with only one resolution per form and only one subject per resolution. After the convention or meeting, the organizing unit chair must send or deliver the resolutions selected to the State DFL Office, so they are received no later than the date in the Official Call.
49. **Resolution Comment and Advocacy.** There must be a period of comment and advocacy on resolutions, for up to [30] minutes total, during which time any delegate may speak, for one time and one time only, for a total of [60] seconds, for or against any resolution they choose. No amendments may be considered during comment and advocacy. The convention chair may entertain these speeches as scheduled on the agenda and during convention delays.
50. **Resolution Amendments in Writing.** Any amendment to a resolution, regardless of length, must be submitted in writing to the convention chair or designee by 11:00.
51. **Procedure for Selection.** The convention must vote by written ballot on each resolution presented for consideration. A resolution must receive at least a **60 percent affirmative vote** of the convention to be forwarded to the State DFL Platform and Issues Committee for possible consideration by the State Convention. In calculating vote totals, abstentions must be counted as part of the vote (in effect making them "no" votes). If more than the allowed number of resolutions receive the necessary **60 percent vote**, the resolutions that received the highest percentage vote (with any ties for last place decided by lot) will be the resolutions forwarded to the State DFL Platform and Issues Committee.