

23rd LD Rules for Virtual March 26, 2022 Legislative District Caucus

Note: *This caucus is held for the purpose of electing Delegates and Alternate Delegates to the Washington State Democratic Convention on June 25, 2022. These rules have been drafted in accordance with the 2022 Delegate Selection and Affirmative Action Plan (DSAAP).*

- 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:

<https://us06web.zoom.us/j/86292098232?pwd=K3Zydkc2T3dRSTFEOWp6ckNDOHd0dz09>

- 2) An **Attendee** at the 23rd Legislative District Caucus is any individual residing in the Legislative District willing to publicly identify as a Democrat and is over the age of 18.
- 3) **Voters** at the 23rd 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.
- 4) **Candidates** for delegate from the 23rd Legislative District may be any individual residing in the Legislative District willing to publicly identify as a Democrat, who is over the age of 18 and has self-nominated prior to the caucus or at the caucus.
- 5) The Legislative District Chair (Val Torrens) or the Chair's designee shall serve as the Chair of the Legislative District Caucus. The Chair shall appoint a temporary Secretary, Sergeant-at-Arms, Parliamentarian, Tally Chair and Credentials 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 and prior to the commencement of voting. These delegate numbers shall be provided by the Washington State Democratic Party, based on the Democratic vote share of the Legislative District in 2020.
- 7) Prior to commencement of voting, 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 (Issued to members prior to the caucus) and are eligible to vote at this meeting
 - b) The number of challenged voting members, if any.
 - i. For each challenged participant, the chair of the credentials committee 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.
- 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 sign-in form no later than Thursday, March 21st, 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 15 seconds, inclusive of any technical difficulties – to provide an introduction to the voting members in support of their candidacy. The candidate introduction should include the candidate’s gender identity as Male, Female or Non-Binary for the purpose of ballot placement. It is the responsibility of the delegate to have tested their audio/visual systems prior to the Caucus. Candidates that self-nominated ahead of the meeting will have the opportunity to provide an additional personal statement in their self-nomination form. This information will be distributed to all voting members prior to the beginning of the meeting. This opportunity will not be available to those who do not self-nominate ahead of the meeting.
 - iii. It is the responsibility of the delegate candidate to have tested their audio/visual systems prior to the Caucus.
 - iv. Candidates will speak the order as listed on the candidate filing list starting with those candidates that self-nominated ahead of the meeting.
 - b) If there are insufficient candidates to fill the 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 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 candidates shall be reflected on the ballot in one of three gender identification categories: Female, Male and Gender Non-Binary.
 - ii. The chair shall give clear notice to the participants that they must vote for the allotted number of candidates.
 - iii. 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.
 - iv. The chair will give the participants 20 minutes to complete their ballots, and ask voting participants to check their ballots before turning them in.
 - v. After submission a voting member, while the voting window is still open, may request from a Sargent at Arms to check whether their ballot is spoiled due to equal division problems, and submit another ballot.
 - vi. Ballots will be emailed to all voting members at the commencement of the voting window, and provided in the Zoom Chat.
 - vii. The balloting window will remain open for no less than 20 minutes.
 - e) 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.
 - 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 based on the votes received on the delegate ballot, 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) Delegates and Alternates together compose the 23rd LD Delegation and are expected to participate in all delegation meetings held prior to the Washington State Democratic Convention on June 25, 2022.
- 11) Following their election, each delegate and alternate shall be provided with registration materials for the State Convention.
- 12) 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, and Parliamentarian.
 - c) Preliminary credential report

- d) Time of the adoption of rules and agenda
 - e) Preliminary registration forms for elected delegates and alternates.
 - f) The report of the Tally Committee
- 13) 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.
- 14) Resolutions and platform changes are outside the scope of this caucus, and will not be considered. At the discretion of the Chair, and in compliance with any local party organization rules, consideration of resolutions or platform may commence without suspension of the rules.
- 15) The motion "to table" shall be out of order at all times.
- 16) A quorum shall consist of 10% of the number eligible to vote as shown on the credentials report, as most recently amended.
- 17) All ballots shall be returned to the Legislative District Chair and shall be retained by the Chair until the State Convention has adjourned.
- 18) The Unit Rule shall not be permitted at any time. (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.)
- 19) Proxy voting shall not be allowed.
- 20) 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.
- 21) Robert's Rules of Order, Newly Revised 12th edition, shall prevail in other matters not specifically covered herein.