

OAKLAND COUNTY DEMOCRATIC PARTY

Standing Rules Procedures

Standing Rules are adopted to implement provisions of the bylaws and to furnish guidelines for procedures for OCDP Officers and Executive Committee in the performance of their respective duties and activities.

Standing Rules may be:

1. Adopted by the Executive Committee members of OCDP by a majority vote of those present and voting.
2. Amended or rescinded by a two-thirds (2/3) vote without previous notice or by a majority vote after previous notice.
3. Suspended temporarily by a majority vote, provided the affirmative vote is not less than the negative of a two-thirds (2/3) vote.

RULE# 1

ENDORSEMENT AND SCREENING POLICY (adopted 6/9/20)

Endorsement Principles:

The OCDP will be guided by these principles when considering endorsements and endorsement requests:

1. We will only consider endorsements in races where Oakland County voters have the opportunity to vote for the candidates being considered.
2. We will not knowingly endorse a non-Democratic candidate for elected office at any level, and, where practical, we will attempt to identify candidates in non-partisan races that share our Democratic values.
3. We will work with our local clubs to lead or support their endorsement processes, and coordinate the discussion.
4. We will only endorse in a contested Democratic primary if there is a clear and high threshold of support among the Executive Committee for that endorsement (see par. 7 of Endorsement process). We will strongly consider endorsements in a contested Democratic primary if there is clear evidence of foul play.
5. We will consider endorsements of all proposals, millages, and other ballot initiatives consistent with our values as Democrats.

Endorsement Process:

1. The OCDP Chair will establish an Endorsement Screening Committee that consists of an odd number, no less than five members of the Oakland County Democratic Party. In the event the Committee decides to hold interviews for a given office, the Endorsement Screening Committee membership will be used for all candidates screened for a given office.

2. Candidates must request an endorsement from the OCDP in writing (letter or email) submitted to the Chair or the Chair's designee by the date designated by the Chair on the OCDP website.

3. All candidates who request endorsement will be sent a candidate endorsement questionnaire which they will be asked to fill out by the dates designated by the Chair on the OCDP website and on the questionnaire. Those who are requesting an endorsement for a proposal will be offered the opportunity to come before the OCDP Officers and Executive Committee with a presentation on why to support the proposal.

4. Interviews will only be held for candidates in contested races.

5. In races where we have only one Democratic candidate, we should review those candidate questionnaires, before recommending an endorsement.

6. If a candidate requests an endorsement from the OCDP for a local race (as specified in Types of Races Sec. 5), they will be referred to their local club area Chair.

7. All endorsements in contested races will require a recommendation to proceed from the Endorsement Screening Committee and a 2/3 vote of the Executive Committee to become official. Each contested race should be voted on individually and not in a block with other races. All endorsements in uncontested races will require a recommendation to proceed from the Endorsement Screening Committee and a simple majority vote from the Executive Committee to become official. Uncontested races can be recommended to be voted on as a block.

8. When candidates or proposals are endorsed, at the desire of the endorsed campaign, they shall be listed on the Website (OCDP.org), the OCDP App, in social media posts, and any slate pieces produced by the OCDP. They may work directly with party staff and utilize the party office at the discretion of the Chair for volunteer and campaign activities. They may also display their endorsement on any and all campaign promotions.

9. Upon adoption of this policy by a majority of the Executive Committee, it will remain in effect until a majority of the Executive Committee chooses to make changes.

Endorsement Process Conduct:

1. No OCDP Officer or Employee may use their title or position with the Oakland County Democratic Party for endorsement purposes unless the OCDP makes an endorsement per these guidelines.

2. Any Officer or Employee who uses their title in conjunction with an endorsement without approval may be subject to removal, discipline, or termination by the Executive Committee, if it is determined the endorsement with use of the title was done so with the approval of the person in question.

3. No member actively working for or with a campaign in a contested election may participate in the discussion of or recommendation of an endorsement for that campaign in any committee proceeding.

Types of Races: (all races we may be asked to consider within a 4-year cycle)

1. Partisan statewide or other multi-jurisdictional races where Democratic Candidate is decided in Special, Presidential, or August Primary

- a. President
- b. Governor
- c. U.S. Senate
- d. U.S. House
- e. State Senate
- f. State House
- g. County Executive
- h. County Prosecutor
- i. County Sheriff
- j. County Treasurer
- k. County Clerk
- l. County Water Resources Commissioner
- m. County Commission

2. Partisan statewide where Democratic Candidate is decided in Party Convention

- a. Attorney General
- b. Secretary of State
- c. State Board of Education
- d. U of M Board of Regents
- e. MSU Board of Trustees
- f. Wayne State Board of Governors

3. Non-Partisan Regional multi-jurisdictional or Countywide Races
 - a. Judicial Seats – Circuit, Probate, Appeals
 - b. OCC Board
 - c. Schoolcraft Board
 - d. Mott Community College Board
4. State, Regional, Countywide, or Local: Proposals and Millages
 - a. Every two years statewide proposals are placed on the ballot, this year for example we may vote on a Fetal Heartbeat Proposal or an Update the Elliot Larsen Act to protect LGBTQ+ Michiganders.
 - b. We often are asked to vote on regional millages such as RTA, DIA, Detroit Zoo, SMART, etc.
 - c. Many Municipalities and School Districts will push millage increases and renewals
5. Local Elections
 - a. Partisan Races include
 - i. Township Board Positions
 - ii. Township Park Board Positions
 - iii. Township Library Board Positions
 - b. Non-Partisan Races include
 - i. Mayor and City Council Elections
 - ii. Village Elections
 - iii. School Board Elections
 - iv. District Court Races

RULE #2 (adopted 7/12/22)

RULES FOR ELECTRONIC MEETINGS: Full Featured Internet, or Combination Internet/Telephone, Meeting Services That Integrate Audio (and Optional Video), Text and Voting Capabilities.¹

1. **Login information.** The Director of Operations shall send by e-mail to every member, at least seven days before each meeting, the time of the meeting, the URL and codes necessary to connect to the Internet meeting service, and, as an alternative

¹ Adapted from Robert's Rules of Order (RONR, 12th ed, pp. 639-641) Sample Rules for Electronic Meetings, Scenario A.

and backup to the audio connection included within the Internet service, the phone number and access code(s) the member needs to participate aurally by telephone. The Director of Operations shall also include a copy of, or a link to, these rules.

2. **Login time.** The Director of Operations shall schedule Internet meeting service availability to begin at least 15 minutes before the start of each meeting.

3. **Signing in and out.** Members shall identify themselves as required to sign in to the Internet meeting service, and shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.

4. **Quorum calls.** The presence of a quorum shall be established by registration of members with the Director of Operations at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.

5. **Technical requirements and malfunctions.** Each member is responsible for his or her audio and Internet connections. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

6. **Forced disconnections.** Participants will mute their microphone when not speaking. With the Zoom app (computer or electronic device), use the mute function in the meeting controls. With the telephone, press star 6 (*6) on the telephone keypad or use the telephone mute button. The Chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The Chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.

7. **Assignment of the floor.** To seek recognition by the Chair,

(a) To speak in debate or to make a motion: With the Zoom app, a member shall click raise hand; and wait for the chair's recognition. With a telephone key pad press star 9 (*9). Wait for the Chair's recognition.

(b) To move an interrupting motion (e.g., Point of Order, Parliamentary Inquiry, Appeal, Division, Call for Orders of the Day, Request for Information, Call a Member to Order, *et al*): With the Zoom app, a member shall click raise hand; type the motion into the Chat function; and wait for the Chair's recognition a reasonable time before attempting to interrupt the speaker by voice. With a telephone key pad press star 9 (*9) to raise hand, unmute star 6 (*6), and state the motion (e.g., Point of Order).

Upon assigning the floor to a member, the Chair shall clear the online queue of members who had been seeking recognition. To claim preference in recognition,

another member who had been seeking recognition may promptly seek recognition again, and the Chair shall recognize the member for the limited purpose of determining whether that member is entitled to preference in recognition.

8. Motions submitted in writing. A member intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall, before or after being recognized, post the motion in writing to the online area designated for this purpose, preceded by the member's name and a number corresponding to how many written motions the member has so far posted during the meeting (e.g., "SMITH 3:"; "FRANCES JONES 2:"). Use of the online area designated for this purpose shall be restricted to posting the text of intended motions.

9. Display of motions. The Director of Operations shall designate an online area exclusively for the display of the immediately pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending); and, to the extent feasible, the Director of Operations, or any assistants appointed by him or her for this purpose, shall cause such questions, or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.

10. Voting. Votes shall be taken by the voting feature of the Internet meeting service (e.g., Zoom poll function), unless a different method is ordered by the Chair or required by the rules. When required or ordered, other permissible methods of voting are by electronic roll call, audible roll call, or Google poll. The Chair's announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.

11. Video display. When using video, and where the number of participants is too large for all to be displayed simultaneously: The Chair, the Director of Operations, or their assistants shall cause a video of the Chair to be displayed throughout the meeting, and shall also cause display of the video of the member currently recognized to speak or report.

12. Chat. The use of Chat will be restricted during the meeting to purposes authorized by these rules, the Chair, or the Executive Committee. The purpose of the Chat function is to request technical assistance and post information with the permission of the Chair. It is not for the members to engage in debate or rebuttal, to discuss the pending motion among themselves, or to greet or exchange pleasantries or arguments with others. To do so distracts from the speaker who has been recognized by the Chair and has the floor. If a member wants to discuss a motion, they must seek and obtain recognition from the Chair according to these rules and the OCDP Bylaws.

RULE #3 (adopted 7/12/22)

RULES FOR ELECTRONIC MEETINGS: In-Person Meeting with Some Members Participating by Telephone/Speakerphone.²

1. **Login information.** The Director of Operations shall send by e-mail to every member, at least seven days before each meeting, the date, time and location of the meeting and the phone number and any access code needed to connect to the telephone conference call. The Director of Operations shall also include a copy of, or a link to, these rules.
2. **Call-in time.** The Director of Operations shall schedule a telephone conference call, using equipment provided by the OCDP or a free service, to begin 15 minutes before the start of each meeting.
3. **Meeting-room equipment.** The OCDP shall provide a speakerphone at each meeting, which the Director of Operations shall connect to the telephone conference call at least 5 minutes before the start of the meeting.
4. **Location of Chair.** The Chair of the meeting must be present in the meeting room.
5. **Arrival announcements.** Members who participate in the meeting by phone shall announce themselves at the first opportunity after joining the telephone conference call, but may not interrupt a speaker to do so.
6. **Departure announcements.** Members who leave the telephone conference call or the meeting room before adjournment shall announce their departure, but may not interrupt a speaker to do so.
7. **Quorum calls.** The presence of a quorum shall be established by registration of members with the Director of Operations at the beginning of the meeting, and on the demand of any member. Such a demand may be made following the departure of any member or following the taking of any vote for which the announced totals add to less than a quorum.
8. **Obtaining the floor.** To seek recognition by the Chair, a member shall address the Chair and state his or her own name.
9. **Motions submitted in writing.** Members who participate in the meeting by phone may not submit motions in writing during the meeting, but are entitled to make motions orally. Members may, however, submit motions in writing by sending them at least seven days before the meeting to the Director of Operations, who shall send any such pre-submitted motions by e-mail to all members in advance of the meeting and shall provide copies to the members present in person at the meeting.

² Adapted from Robert's Rules of Order (RONR, 12th ed, pp. 645-647) Sample Rules for Electronic Meetings, Scenario C.

10. **Voting methods.** All votes shall be taken by roll call. Unless the Chair or 1/5th of the members present orders a fully recorded roll-call vote, only the number of votes on each side and the number of members present but not voting (including members participating by phone) shall be entered in the minutes. Business may also be conducted by unanimous consent.

11. **Loss of meeting-room connection.** Any business transacted while the meeting-room speakerphone is disconnected from the telephone conference call is null and void, except that the members present in the meeting room at such a time may take those actions that are in order in the absence of a quorum.

12. **Other technical malfunctions and requirements.** Each member participating by telephone is responsible for his or her connection to the meeting. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

13. **Forced disconnections.** Member's participating by telephone will mute their phone when not speaking. With the telephone, press star 6 (*6) on the telephone keypad or use the telephone mute button. The Chair may order the Director of Operations to disconnect or mute a member's connection if it is causing undue interference with the meeting. The Chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.

RULE #4 (adopted 9/12/23)

MEMBERSHIPS in the OCDP are calendar year memberships, expiring at the end of the calendar year. Questions regarding partial year memberships that begin during a calendar year, and whether there shall be any related proration of membership payments shall be subject to the recommendation of the Membership Committee, subject to the approval of the Executive Committee. Pursuant to MDP Rules (3.1), membership payments are not required as a condition of membership in the OCDP, and are voluntary donations to the OCDP.

RULE #5 (adopted 5/14/24)

MEMBERSHIP QUALIFICATION FOR CANDIDACY FOR OFFICE

Candidates for OCDP Officer positions must first complete an OCDP Membership Application form and submit it to the Chair, or the Chair's designee, before they can be eligible to stand for election and/or appointment to become an Officer of the OCDP.

RULE #6 (adopted 5/14/24)

DECLARATION OF CANDIDACY FOR OFFICE

When Officers for the OCDP are to be elected in accordance with the rules of the MDP and OCDP Bylaws, within 30 days of the Executive Committee's election, all candidates for OCDP Officer positions, whether slates of one or multi-office slates, shall declare said candidacies in writing to the Chair, or the Chair's designee, no less than seven (7) days before the date scheduled by the Chair for the election of Officers. The declaration of said candidacies shall then be promptly posted on the OCDP.org website. The date for the election of officers shall be announced by the Chair at the meeting when the Executive Committee is elected, and then promptly posted on the OCDP.org website with reference made to required candidate compliance with Standing Rules 5 and 6.