

# ASSOCIATION OF HAWAIIAN CIVIC CLUBS

## Proposed Rules for the 61<sup>st</sup> Annual Convention

### COVER SHEET

- This Rules Subcommittee submitted these rules to the President for review at the regularly scheduled Executive Meeting of September 11, 2020.
- The Executive Committee agreed on September 11, 2020 to present said proposed rules to the AHCC Board of Directors for consideration.
- The AHCC Board of Directors, in a special meeting on September 19, 2020, voted to approve the proposed rules pending adoption by the House of Delegates in the opening plenary.
- These proposed rules of convention shall be distributed to the councils and clubs of the AHCC by email and shall be posted on the website.
- The rules are based on the following convention schedule:
  - November 13 - Opening Plenary
  - November 14-15 - Committee Meetings
  - November 21-22 - Plenary Sessions
- The Rules Subcommittee agrees and recommends that an instruction cover sheet be provided with the proposed rules with Article X, Section 15.g. Adoption of Convention Rules stating that any amendments to the Rules shall be heard and decided on the assembly floor during plenary.
- The Rules Subcommittee agrees and recommends that an instruction cover sheet with reminders on options for disposal of resolutions shall be circulated with draft resolutions (AHCC By-Laws allow adopt, not adopt, adopt as amended; RRO allows for deferral to time certain [i.e., next year's convention]).

**NOTE: All notations in bold and highlighted in yellow are placeholder text to be edited by the Executive Committee pending decisions to be made.**

## ASSOCIATION OF HAWAIIAN CIVIC CLUBS (AHCC)

Preface: Article 10, Section 15 “Order of Business” of the convention in the AHCC By-Laws, as amended October 2011, calls for the adoption of the Convention Rules, if any. All convention delegates shall familiarize themselves with ARTICLE X – CONVENTIONS of the AHCC By-Laws as it contains the basic rules for conducting business at the convention. These rules were followed by the 60th Annual Convention of the AHCC. These proposed rules are temporary rules and not intended to replace Article X but, rather, supplement it, particularly as we will be operating in a virtual setting this year. The amendments to the rules herein have been submitted to the President and filed with the Executive Committee of the AHCC.

### **Rule 1- Adoption and Distribution of the Rules of the 61st Annual Convention**

- a. Adoption. These rules together with the AHCC Constitution and By-Laws, adopted by reference, shall constitute the Rules of the Association of Hawaii Civic Club (“Rules”) until such time as said Rules may be adopted by the House of Delegates of the AHCC.
- b. Distribution of Rules. At the opening plenary session on November 13, 2020, the rules of convention adopted by a two-thirds vote of the House of Delegates shall constitute the Rules of the 61<sup>st</sup> Convention of the AHCC. Upon adoption, a certified copy of these rules shall be immediately circulated to all registered delegates, delegates-at-large, and alternates via the convention app with an electronic notification to all members.

### **Rule 2 – Casting Votes**

- a. Plenary (See Article X, Section 11)
  - i. **Voting in plenary sessions will be conducted [in the following manner; description to be inserted once platform is confirmed].**
  - ii. **Date TBD** is the deadline for each club to identify delegates and provide for alternates to be substituted. The president of each Hawaiian Civic Club participating in convention shall provide a list of the club’s convention delegates and alternates using the Google Form found in the convention app.
  - iii. Changes to registered delegates during the convention. Any changes or substitutions of delegate to a plenary session shall only be accepted by 6:00 PM HST on the day prior to the plenary session. The president of a Hawaiian Civic Club, or president’s designee, will notify the Registration & Credentials Committee Chair of any changes by this deadline.
  - iv. Visual confirmation of delegates is required when delegates cast a vote. Video on the delegate’s device must be on and recording the delegate.

- v. See Rule 3.
- b. Committees (See Article X section 5)
- i. **Voting in committee meetings will be conducted [in the following manner; description to be inserted once platform is confirmed].**
  - ii. Changes to designated voting committee members. Each Hawaiian Civic Club shall designate one of its registered members to vote on behalf of this club in committee meetings. Changes to the designated voting committee members shall only be accepted by 6:00 PM HST on the day prior to the committee meeting. The president of a Hawaiian Civic Club, or president's designee, will notify the Registration & Credentials Committee Chair of any changes by this deadline.
  - iii. Visual confirmation of committee members is required when committee members cast a vote. Video on the committee member's device must be on and recording the delegate.
  - iv. See Rule 3.
- c. Election of Officers
- i. The election process and the election itself shall be conducted using the Election Buddy platform and shall proceed in accordance with Article X, Section 4 of the AHCC By-Laws. Electronic ballots will be sent to each delegate by email at the start of the voting period. **[insert specific start and end time/date once agenda is set]**
  - ii. Delegates eligible to cast a vote in the election of officers. The registered delegates as of **12:00 PM HST on Saturday, November 21, 2020**, shall receive a ballot for the election of officers. Any changes or substitutions of delegate shall only be accepted by 6:00 PM HST on November 20, 2020. The president of a Hawaiian Civic Club, or president's designee, will notify the Registration & Credentials Committee Chair of any changes by this deadline. All votes for the election of officers shall be cast by **12:00 PM HST on Sunday, November 22, 2020**.
  - iii. See Rule 3.
- d. **Groups of delegates; voting. When delegates gather as a group in person and must cast a vote, at the appropriate time a spokesperson of the group may cast the vote by voice for all those present while continuing to observe the By-Laws bar against unit voting (Article X, Section 11). That is, the spokesperson will state, "Of the credentialed**

delegates gathered herein, X vote aye, X vote nay, and X are kanalua.” Such votes will be added to the totals case via the voting app in declaring the outcome. See Rule 8.

### **Rule 3 – Use of Technology at Convention**

- a. Email requirement. Every delegate, delegate-at-large, and alternate shall provide a unique working email address on the convention registration form which will be used for electronic convention communications and access to the convention app. The AHCC commits to preserving the confidentiality of the email address of delegates and alternates.
- b. Technical assistance. A tech assistant will be provided by the AHCC and assigned to each standing committee to assist the chair during committee meetings with all technical aspects like giving the floor to the member recognized by the chair (i.e., unmuting a speaker’s mic), and monitoring the screens for anyone who wishes to speak. Tech assistants will also be available to support the plenary sessions.
- c. In all plenary sessions and committee meetings, delegates shall cast votes using her or his own electronic device (e.g., phone, tablet, laptop, computer) via \_\_\_\_\_ **(insert name of platform)**.
- d. Visual confirmation of delegates in plenary and committee members in committee meetings is required when she or he wishes to be recognized to speak. At the appropriate time, she or he shall use **the “raise hand”** function to signify to the presiding officer that she or he wishes to be recognized.

### **Rule 4 – Late Resolutions**

Hard copies of late resos are not required to be submitted and shall be submitted by email only by November 11, 2020 at 9:00 AM HST . (See Article X, section 12b)

### **Rule 5 – Preserving Records (see Article X, Section 14)**

An official video recording shall be made of all committee and plenary sessions to assist with the transcription of minutes.

### **Rule 6 - In-person Meetings; Participation**

Delegates and alternates, at their discretion, may gather in person to participate in plenary sessions and committee meetings, provided they comply with prevailing COVID-19 requirements and guidelines regarding permissible group size, physical distancing, and use of face masks are observed for everyone’s safety and recognizing that there may be inherent health risks. Participants in in-person meetings are required to adhere to these Rules.