

ASSOCIATION OF HAWAIIAN CIVIC CLUBS
Policy & Planning Committee Constitution & Bylaws Workshops 2022
Established Rules

COVER SHEET

- At a Special Meeting held on Saturday, June 25, 2022, the AHCC Board of Directors agreed with the selection of the proposed scenario offered by the Policy & Planning Committee to provide a workshop series to inform and engage Civic Club members in the review of amendments received.
- The Policy & Planning Committee submitted these Rules to the First Vice President for review on **Monday, June 27, 2022**.
- The Rules are based on the following Workshops providing a two (2) day in-person schedule and a separate three (3) day virtual schedule:
 - In-Person
 - 7:00 – 7:45 Continental Breakfast
 - 8:00 – 10:00 Session 1A (with periodic stretch breaks)
 - 10:00-10:10 Snacks available as work continues
 - 10:10 – 12:00 Session 1B
 - 12:00 – 12:50 Lunch/ Talk Story Time
 - 1:00 – 3:00 Session 2A (with periodic stretch breaks)
 - 3:00 – 3:10 Snacks available as work continues
 - 3:10 – 5:00 Session 2B
 - Virtual
 - Five (5) hour sessions with periodic breaks as needed
 - Up to three (3) sessions
- This Cover Sheet is instructional and informational only and not part of the Rules.
- The Policy & Planning committee agrees and recommends that this instruction cover sheet shall be circulated by email and posted on the AHCC website.

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Preface:

The work of the Policy & Planning Committee is based on what is codified in the governing documents of the Association of Hawaiian Civic Clubs. Among its duties is the responsibility to monitor and prepare for review proposed amendments. The corresponding C&B Articles follows:

Constitution, Article IX. Amendments

Section 1. *This Constitution may be amended only at an annual or special Convention of this Association by a two-thirds affirmative vote of the delegates assembled. Proposed amendments to the Constitution offered at an annual Convention shall be submitted to the President of the Association and circulated to each Club by the Planning and Policy Committee no later than 60 days prior to the next convention, and may be submitted by the Executive Committee of the Association, the Association Board of Directors, any Association Standing Convention, ad hoc or other Committee, any Council, or any Chartered Club.*

By-Laws, Article VI, Section 2, f. *“Kōmike Ho’okele (Policy and Planning) – Oversees constitution and by-laws and policies review and amendment, upon receipt of the petition for charter, reviews and investigates the charter application for compliance with the criteria set forth in the Association by-laws for chartering a Club and makes a recommendation to the Board on issuance of Club charters, and directs strategic planning initiatives and makes recommendations to the Board.*

By-Laws, Article XIII – AMENDMENTS

Section 1. *The By-Laws may be amended only at an annual or special convention of this Association by a majority vote of the delegates assembled. Proposed amendments to the By-Laws shall be submitted to the Pelekikena of the Association and circulated to each Club by the Planning & Policy Committee no later than sixty days (60) prior to the next convention, and may be submitted by the Executive Committee of the Association, the Association Board of Directors, any Association Standing Convention, ad hoc or other Committee, any Council, or any Chartered Club.*

The cited Articles of the Constitution and By-Laws serve as reminders of the kuleana of the Policy & Planning Committee. The Rules for annual or special conventions do not apply since this is not an annual or constitutional convention. Instead, the Policy & Planning Committee is holding a C&B Workshop Series. Having the opportunity to solicit your input now in preparation for the 63rd convening of the House of Delegates, can and will make the anticipated work more manageable.

PURPOSE:

1. For Clubs to share proposed amendments as submitted through a process of consensus- building workshops;
2. For Clubs to learn about proposed amendments through equitable opportunity and voice; and
3. For all Clubs to review the complexity created by the numerous and innovative submissions and work together to create alignment around proposed amendments where feasible.

OBJECTIVES:

1. To nurture a sense of collegiality around important issues among members of the Association of Hawaiian Civic Clubs so that members may continue to develop strong and positive relationships while working through issues;
2. To convene with the expectation of accomplishing hard work while also simultaneously supporting the physical, mental, emotional, spiritual, and social well-being of participants;
3. To provide the opportunity for authors of amendments to share their reasoning when needed;
4. To orient members to new ideas introduced in some amendments;
5. To assemble the multiple authors of amendments addressing the same Article/Section, to build shared understanding of the issues in question amongst participants, potentially to compromise/negotiate language, and to build consensus around a single submission for each Article/Section, when possible;
6. To address non-substantive amendments and create a single package of non-substantive amendments for proposal and acceptance at the next convening of the House of Delegates;
7. To ensure equitable participation among members whether attending virtually or in-person.

REGISTRATION:

1. Registration for this Workshop Series, whether In-Person or Virtual, is **July 7**, the latest. For planning purposes, it is urgently requested that you complete registration by **July 5** as this will assist AHCC Convention & Meetings Chair with information for final details to be worked out with Ala Moana Hotel on that date.
2. Attendance at all workshop events requires completion of Registration form for Club Spokesperson, Alternate Spokesperson and Observers. If, and when needed in this lengthy process, the Alternate Spokesperson will be allowed to substitute in and participate as the Club Spokesperson.
3. Clubs will decide whether their Club's Spokesperson will participate in **EITHER** the In-Person format **OR** Virtual format. Choose **ONE** format **ONLY**.
4. Club President or Club designee shall register Club Spokesperson and Alternate Spokesperson to attend the workshop. Please use the link as provided through Ka Nuhou or AHCC website.
5. Each Club can register members who would like to observe the proceedings with the understanding that observers will not be recognized to speak.
6. Club President or Club designee shall register members who wish to observe the workshop proceedings. Please use link as provided through Ka Nuhou or AHCC website.
7. Clubs are strongly encouraged to caucus on the amendments **PRIOR** to the workshop sessions.
8. Should there be a need to make a change in Club Spokesperson prior to the event, contact registration through the link used for registration:
https://docs.google.com/spreadsheets/d/1jpy78wmhNEI8eGu0ilyqxBhtIO_ES9Z7RNcW1FbGBAI/edit?usp=sharing.
9. Once the event has begun, the Club President will contact registration at AHCC.Reg2022@gmail.com as soon as possible to make a substitution. The remaining Spokesperson will continue to function until the substitution is made.

PARTICIPATION

1. As stated above, Club Spokesperson and Alternate Spokesperson participation is either done as **ALL** Virtual or **ALL** In-Person. This is identified on the registration form.
2. Observers are encouraged to attend the same format sessions as their Club's Spokespersons to allow for caucusing. Clubs are responsible for designing the method of communication with Spokesperson(s) for presentation (whether by text, email or other method).
3. The ability to speak for a Club as a Spokesperson is limited to one format. Attendance as an Observer, whether in-person or virtual, is open to all.
4. All Virtual observers will be muted so as not to interfere with the discussion.
5. Platform Schedules:
 - a. In-Person: to be held at Ala Moana Hotel, **August 5 – 6, 2022**, 8:00 AM to 5:00 PM (HST). Continental breakfast will be available from 7:00-7:45 AM each day.
 - b. Virtual: via ZOOM in three (3) sessions, a minimum of **5-hour** per session beginning at 8:00 AM (HST) scheduled on the following dates:
 - **Saturday, August 20, 2022**
 - **Saturday, August 27, 2022**
 - **Saturday, September 17, 2022**
6. The Zoom Chat feature in the virtual sessions will not be available. It is crucial that Clubs develop their own methods of communication between Club observers and their Club Spokesperson(s) in advance of the Workshop Series.
7. Consensus building will be accomplished through non-binding polls taken during sessions.
 - a. The format determines the method for indicating stance in polls:
 - In-Person: Raise hands
 - Virtual: Select the applicable choice in the poll
 - b. Results of Workshop polls will be recorded and included in report to Policy & Planning Committee at the convening of the 63rd House of Delegates.

SESSION MECHANICS

1. Participation either In-Person or Virtual

a. In-Person

- i. Approach one of two microphones and wait to be recognized by the facilitator
- ii. Speaker is asked to identify them self by name and Club being represented
- iii. Only one Club Spokesperson will be recognized to speak on the amendment before the group
- iv. The Spokesperson will have three (3) minutes to speak and may speak a second time for two (2) minutes, **ONLY** after all others have spoken once. A speaker's time, at the onset or unexpired, may not be relinquished to another speaker.
- v. Time keeper(s) will raise a 15 second warning for speaker followed by removal of microphone by Sergeant-at-Arms as necessary
- vi. Polling will be conducted informally throughout the sessions to determine whether or not consensus exists.
- vii. Due to the number of amendments for consideration, discussion time limits will be pre-determined.

b. Virtual

- i. Recognition: use the "raise hand" button to be recognized, placed in the cue and called upon by facilitator/minder to speak
- ii. Speaker is asked to identify them self by name and Club being represented
- iii. Only one Club Spokesperson will be recognized to speak on the amendment before the group
- iv. The Spokesperson will have three (3) minutes to speak and may speak a second time for two (2) minutes, **ONLY** after all others have spoken once. A speaker's time, at the onset or unexpired, may not be relinquished to another speaker.
- v. Minder(s) will keep track of time limits with the aid of online timer followed by muting the speaker.
- vi. Polling will be conducted informally throughout the sessions to determine whether or not consensus exists.
- vii. Due to the number of amendments for consideration, discussion time limits will be pre-determined.

2. For virtual participation, use of the individual official link constitutes the Club Spokesperson and Alternate Spokesperson's affirmation that s/he is the legally-eligible person who is using the unique link.
3. Registered virtual observers will be provided a link with further instructions for access to observe only.

DEFINITION OF TERMS

- a. ATTENDEES :
 - i. Club Spokesperson- Primary speaker for the Club's positions
 - ii. Alternate Club Spokesperson- Substitute speaker for the Club's positions
 - iii. Observers- Club spectators and caucus participants of the proceedings
- c. CUE (en français QUEUE): Virtual "line up" for Club Spokesperson to be recognized to speak
- b. FORMAT: The Club Spokespersons' method of participation, i.e., In-Person or Virtual.
- c. POLL(ING): Non-binding method to be used to determine consensus on a given issue