

ASSOCIATION OF HAWAIIAN CIVIC CLUBS
Adopted Rules for the 63rd Convention – Nowemapa 2022

COVER SHEET

- The Rules of Convention for the 62nd Annual Convention (Ianuali 2022) are still in effect and allow us to convene the Convention until new rules specifically for the 63rd Convening of the House of Delegates are adopted.
- The Rules Subcommittee agrees and recommends that an instruction cover sheet be provided with the proposed rules with Article X, Section 12.g., Adoption of Convention Rules, stating that any amendments to the Rules shall be heard and decided on the assembly floor during plenary.
- This Cover Sheet is instructional and informational only and not part of the proposed Rules.
- The Rules Subcommittee agrees and recommends that this instruction cover sheet with reminders on options for disposal of resolutions shall be circulated by email and posting on the AHCC website.
- The Rules Subcommittee submitted the attached proposed Rules for review and approval by the Association’s Board of Directors on April 16, 2022.

ASSOCIATION OF HAWAIIAN CIVIC CLUBS (AHCC)

Preface: In compliance with Article 10, Section 12, g., “Order of Business” of the convention in the AHCC By-Laws, each year calls for the adoption of the Convention Rules as is or with any changes. In order to be better prepared for the work of Convention, it is recommended that all convention delegates familiarize themselves with ARTICLE X – CONVENTIONS of the AHCC By-Laws as it contains the basic policies for conducting business at the convention. Sections I through III attached to this Preface include procedural implications not necessarily stated in the By-Laws but are important within the process of conducting business.

I. CREDENTIALS:

Each member club of the AHCC shall register its delegates in accordance and in compliance with the By-Laws Article X, Section 8 and the Provisions that follow:

- Clubs must have registered their membership rosters and paid the appropriate per capita to the AHCC as dictated in the Constitution of the AHCC. [See AHCC Constitution, Art. VIII, Sec. 1., Per Capita Dues.]
- Delegate eligibility is determined by the club’s official per capita filing. [See AHCC By-Laws, Art. X, Sec. 8.]
- Clubs shall provide a unique email address or phone number for each Delegate or Alternate to allow the Convention IT personnel to send that Delegate or Alternate an official link to the Convention proceedings, events, social media connections, and documents. Each link is delegate/alternate-specific and shall not be shared.
- Use of the individual link constitutes the delegate’s/alternate’s affirmation that s/he is the legally-eligible person who is using the unique link.
- In the event that a Club President is required to make any change to the Club’s delegate or alternate roster previously registered with the Registration and Credentials Committee, it must do so in accordance with and within the time frame designated in these rules.
- The email of the Registration and Credentials Committee is ahccreg@gmail.com.

II. COMMITTEES

- A. There are certain guidelines that apply to all Standing Committees and are included here as follows:

1. The Chair of each convention Committee shall appoint a Secretary who shall be responsible for:
 - a. compiling a roster of all individuals who attend the Committee meetings, including the club they represent and voting/non-voting designation; and
 - b. keeping minutes of the meetings.
2. During a Standing Committee meeting each club shall enjoy the privilege of one (1) and only one (1) vote.
 - a. A designated voting representative may be a delegate, alternate, delegate-at-large, or member of the club.
 - b. The designated voting representative to each of the Convention Committees will be privileged to speak no more than two (2) times - three (3) minutes each time - on the issue being debated.
 - c. The second opportunity to speak shall be allowed only after all voting delegates of that Committee, who wish to debate the issue for the first time, have enjoyed that privilege.
 - d. The designated voting representative wearing a badge shall participate fully in all discussions in the Committees and only he or she may cast the Club's vote on all issues.
 - e. Any other such representative or alternate representative may attend as many Committee meetings as he or she desires, but may not participate in any discussion on Committee issues unless recognized by the Committee Chairman. He or she shall not be allowed to vote on any Committee action.
 - f. Non-members may have privilege of the floor only once for three (3) minutes on the issue being debated.
 - g. The designated voting member shall provide their name and that of their Club before speaking.
 - h. The designated voting member shall not be recognized for a second time until all others wishing to be heard have been so recognized; except by consent of the majority of the delegates at the Convention.
- B. The Association President or designee oversees all Special Committees, which shall meet any time during the year and/or at convention at the discretion of the Association President. Workshops may be held in lieu of meetings.

III. STANDING RULES OF THE CONVENING OF THE HOUSE OF DELEGATES

A. Rule 1 – Adoption and Distribution of the Rules of the 63rd Convening of the House

of Delegates

1. Adoption. These rules, together with the AHCC Constitution and By-Laws, adopted by reference, shall constitute the Rules of the Convention of the Association of Hawaiian Civic Clubs (“Rules”) until such time as said Rules may be adopted by the House of Delegates of the AHCC. [See AHCC By-Laws, Article X, Section 12.g.]
2. Distribution of Rules. At the opening plenary session of the 63rd Convening of the House of Delegates, the rules of convention adopted by a two-thirds vote of the House of Delegates shall constitute the “Rules of the 63rd Convention – Nowemapa 2022” 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 and/or hard copy delivered to club mailboxes as previously arranged.

B. Rule 2 – Casting Votes

1. Plenary

Voting in plenary sessions will be conducted in the following manner:

- a. Each delegate and delegate-at-large in attendance shall have one (1) vote on any action which shall come before the House of Delegates.
- b. If the Chair or Committee Chair determines there is no opposition to an action before the body s/he will state that the action has been approved/adopted by unanimous consent without first making a motion. For example, the Chair will use the following language: **“Unless there is an objection, the [state action]....., the report will be received. Are there any objections? Hearing none, the report is received”**. If an objection is raised then a motion must then be made and seconded to allow for discussion before a vote is taken.
- c. Except in the case of elections, during which votes shall be cast by each delegate using individual ballots, voting shall be by raising a card, voice, showing of hands, or standing to be counted as directed by the Chair.

2. Standing Committee Meetings

- a. Voting in Committee Meetings follow the same process as governs voting during plenary sessions. [See III B 1a – 1c above]
- b. With the adoption of an amendment to Article X, Section 4 of the By-Laws at the 62nd Convening of the House of Delegates, it is noted here that a Delegate-at-Large may vote on any action placed before the

Committee. However, s/he must identify, prior to casting their vote or exercising any rights at convention, that s/he is exercising their capacity as a delegate-at-large and not as a member representative of his/her club.

C. Rule 3 – In-person Meetings; Participation

Delegates, alternates, members and guests, at their discretion, may gather in person to participate in plenary sessions and committee meetings, provided they comply with all current State and local prevailing COVID-19 requirements and guidelines.

D. Rule 4 – Committee Reports

1. A committee shall report on its deliberations to the Body. The Committee Chair will make a motion for the Body to receive its report.
2. Then the Committee Chair deals with each resolution and makes a motion to either adopt, adopt as amended, not adopt or defer to time certain. The Body votes on the floor.
3. The Committee Chair shall make a motion when there is a matter within the purview of the Committee that has been discussed upon which it desires the Body to take action. The Committee Chair shall make a motion to that effect. The Body votes.

E. Rule 5 – Late Resolutions

(See Article X, section 10b) Hard copies of late resos are required to be submitted to the steno pool. Please contact Resolutions Chair to determine number of copies needed.