



KE ONE O KĀKUHHEWA

O'ahu Council of the
Association of Hawaiian Civic Clubs

SPECIAL & STANDING RULES & PROCEDURES

Virtual Convention, Saturday, August 7, 2021

Registration of Attendees to the O'ahu Council (OC) Virtual Convention

1. Registration of attendees to the Virtual Convention will be allowed by each duly chartered club in good standing. Delegates/Alternates for each club will be determined by the Per Capita list submitted to OC in 2020.
2. All attendees to this convention will pay a Registration Fee: \$5 per person (Delegate/Alternate only); Due date: July 31, 2021. Payments shall be made to the President of O'ahu Council. No late registration allowed.
3. Registration will be conducted virtually via Zoom meeting platform.
4. Guest must be approved by the Pelekikena of the OC to participate.

General

5. Virtual convention using ZOOM will be conducted in accordance with applicable laws, governing documents, these Rules, and the current edition of Robert's Rules of Order Newly Revised (RONR), which shall control in that order of priority. All participants shall comply with these rules and procedures.
6. Attendees participating in an electronic meeting must provide their full name, club, and status (Delegate, or alternate) as they sign into the convention. Those failing to do so may be barred or ejected from the convention.
7. Attendees may join the meeting on any computer or smart device with an internet connection (via the Zoom app). Participants may also connect to audio using their desktop or laptop computer microphones and speakers for audio connection, connect their audio through a smart device, or call in using a telephone.
8. Attendees is responsible for their connection to the Internet and teleconference; no action will be invalidated on the grounds that the loss of, or poor quality of, a delegate's individual connection prevented them from participating in the convention, provided that at least a quorum was connected and adequately able to participate.
9. Attendees are expected to sign into the designated internet-based portal (i.e. link) at least 30 minutes prior to the scheduled start time unless an earlier time is established. Attendees must announce their appearance to the meeting host or organizer via chat by placing in their full name, club, and status (delegate, or alternate). During this gathering time, they will test their webcam, speaker, and microphone functionality immediately after signing in.
10. Attendees must mute their microphone when not speaking to avoid interference and unintended background noise. The Chair, after one warning, may order the muting of any attendee causing undue interference.

11. The chair may cause or direct the temporary disconnection or muting of a participant's connection if it is causing undue interference with the virtual convention. The chair's decision to do so will be announced during the convention and is subject to an undebatable appeal that can be made by any delegate.
12. The Chairperson may appoint a Chair Pro Tem and/or a Secretary Pro Tem for the convention.
13. No video-taping or other electronic recordings is permitted during any of the proceedings (except by the host and/or secretary) unless approved in advance.

Meeting

14. The Convention will convene at 9:00 A.M. and hard end at 12:00 PM. on Saturday, August 7, 2021.

Quorum

15. A majority of the delegates registered at this convention shall constitute a quorum.
16. The chair shall determine whether a quorum continues to exist in this convention.

Recognition

17. To seek recognition by the chair, a delegate will use the chat box and clearly express their intent (For/Against/Motion to.../I second the motion/Point of...)
18. Another delegate who claims preference in recognition will promptly raise (or raise again) their hand icon, and the chair will recognize the delegate for the limited purpose of determining whether that delegate is entitled to preference in recognition. If the chair fails to recognize the delegate, they may get the attention of the chair through the chat box. Any voting member who has technical difficulties requesting the floor shall use the chat box immediately with the prefix **"REQUEST THE FLOOR."**

Chat Box

19. A delegate intending to make a main motion or offer an amendment, will, before or after being recognized, post the motion in writing to the chat box. The chair will display the motion on a shared screen for all participants to view.
20. Use of the chat box will be restricted to: posting the text of intended motions; recognition as stated in rules 17 and 18; upon recognition by the chair.
21. No extraneous posting (ex. comments, links, etc.) in chat "for" or "against" by any motion will be allowed by any attendee. With exception and solely by the recognized speaker by the Chair (rule 17).
22. Provide specific comments if requested by the Chair.
23. Report technical difficulties of sufficient importance that they need immediate correction.

Motions

24. Motions and amendments be submitted in writing by entering it into the chat box.
25. Un-seconded motions shall not be recorded in the minutes.

Voting

26. Any vote will first be taken and calculated using the yes/no voting feature in Zoom. If a delegate calls for a *division of the assembly*, the chair will poll the participants using the Zoom polling feature.
27. Delegates calling in using a telephone will be recognized by name and unmuted by the chair to verbally cast their vote.

Debate

28. On each debatable motion, a delegate's first speech is limited to three minutes, and a delegate's second speech is limited to two minutes.
29. The maker of a motion may have two minutes to close debate unless debate has already been closed.
30. A motion to *lay on the table* is not allowed until two speakers favoring and two speakers opposing the motion have had an opportunity to speak.
31. A motion for the *previous question* (to close debate) is not allowed until at least two speakers favoring and two speakers opposing the motion have had an opportunity to speak.
32. Only delegates or their alternates can speak on resolutions and motions unless permission for a non-delegate to speak is granted by the Chair of this convention.
33. Decorum (Discussion, Debate, and Visual). Decorum is prescribed in RONR; personal attacks, vulgarity, or offensive language can result in loss of debate privileges. Likewise, it is a breach of decorum to use ZOOM comment Icons (e.g. thumbs up, thumbs down, hands clapping, check mark, x, etc.) in debate. Visual decorum will also be enforced; any vulgar or offensive image or video is prohibited. Such breaches of decorum shall be cause for muting or an immediate disconnection by the Chair from the meeting. The Chair's disconnection of an attendee will be announced and recorded in the minutes.

Resolutions

34. The OC Resolution Committee (OCRC) shall circulate instructions for the preparation of resolutions and the exact date of the resolution submittal deadline to all clubs 30 days prior to this convention.
35. Resolutions for consideration at this convention must be submitted to the OCRC electronically to ohucouncilconvention@gmail.com by Wednesday, June 30, 2021.
36. Late resolutions will not be debated at this convention.
37. All Resolutions will be vetted by the OCRC. A report will be provided to all delegates by the OCRC with their recommendations for approval. This will be voted by one motion to accept the recommendation of the OCRC and adopt these resolutions in one vote. Also, in this report, OCRC will provide a list (if any) of resolutions that

- should not be adopted, and this will be debated on the floor via motion to adopt.
38. Any delegate may demand a separate vote on any individual decision/action (rule, motion, resolution, etc), in which case the convention delegates votes first on all of the decision/actions (rule, motion, resolution, etc.) not separated out by such demands, together, and then proceeds to consider each of the decision/action (rule, motion, resolution, etc.) thus separated.
 39. Any decision/action to override must be approved by 2/3 vote of its delegates.

Announcements

40. A requested announcement must be in writing and sent to the chair.

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