

# STATE TEJANO DEMOCRATS

## ***Tejano Democrats***

### Standing Rules for Screening and Endorsement Meeting

#### **I. Introduction**

- A. The following standing rules will be the required operating procedures for the ***Tejano Democrats*** Screening and Endorsement Meeting.
- B. All other procedures not mentioned in the following standing rules will comply with *Robert's Rules of Order*.
- C. Where there is a conflict between the following standing rules and *Robert's Rules of Order*, the standing rules will take precedence. In addition, all of our rules will operate consistently with the Rules of the Texas Democratic Party and of our own Constitution and By-laws.

#### **II. Purpose**

The purposes of this meeting are specified in its official call and reflected in the agenda.

#### **III. Organization of Meetings**

##### **A. Officers**

- 1. The ***Tejano Democrats*** chair shall appoint a parliamentarian to the meeting who shall advise the chair, the officers, the general membership and the ***Tejano Democrats*** standing and special committees, regarding interpretation of the Constitution and By-Laws, these standing rules, *Robert's Rules of Order*, and Texas Democratic Party Rules.
- 2. The chair shall appoint sergeants-at-arms, timekeepers, assistant recorders, and all other officers or assistants needed to conduct the business of the meeting.

##### **B. Committees**

In addition to the standing committees, the chair may appoint additional special committees needed to conduct the business of the meeting.

##### **C. Voting Body**

- 1. Members shall be organized formally into a single voting body upon the separate consideration and adoption of the Credentials

Committee report, the standing rules, and the agenda, in that order. Upon adopting these three items, the meeting shall be organized officially for conducting business. The standing rules shall require 2/3 vote for adoption, but the Credentials Committee report and the adoption of the agenda shall be by a majority vote.

2. The voting body shall comprise duly registered members who are certified as voting members for that meeting, with chapter members casting their proportionate share of their respective full chapter membership strengths and with at-large members casting one vote, if present.
  - a) Local Chapter delegations shall comprise all members of that chapter who meet the above requirements and who have paid all required chapter dues on a current basis.
  - b) At-Large delegations shall comprise members from a county in which there is no local chapter or members who did not join a local chapter.
3. Each local chapter delegation shall submit the name of its delegation head at the time and place designated by the **Tejano Democrats** chair. The Chapter Chair shall be the delegation head, unless the delegation elects another person by a majority vote.
4. Members must wear their credentials badges at all times to qualify as a member of the voting body, thereby enjoying the privileges of voting, making motions, addressing the assembly, etc. These badges shall be issued during the registration or, in the case of a challenge, once the member is certified. Badges are not transferable and shall be worn only by the member to whom they are assigned.

#### **IV. Quorum**

A quorum shall be a majority of all certified members, based on the numbers of registered certified members; each counted as representing a proportionate share of the respective full Chapter membership strengths. At-large members, however, shall be counted on the bases of number who are present and voting. If a quorum is lacking then no actions can be taken, however, those who are present may discuss matters of concern to **Tejano Democrats**.

#### **V. Order of Business**

- A. The order of business reflected in the adopted agenda may be changed by consensus or by adopting a motion to suspend the rules for this purpose by a two-thirds vote.

- B. An agenda item shall be considered a general order and shall be addressed in the order in which it appears, unless it is made a special order by a majority vote when the agenda is adopted or by a two-thirds vote when the agenda is amended for this purpose.
  - 1. A special order for a particular time or in a particular order cannot be considered before that time or order, except by a two-thirds vote.
  - 2. A special order for a particular hour automatically interrupts pending business, except a motion to adjourn or to recess, a question of privilege, a special order set earlier, or the special order for the meeting.

## VI. Assignment of Floor

- A. Only members of the voting body and persons authorized by the **Tejano Democrats** chair may address the assembly.
- B. To address the assembly, a member first must obtain the floor for a particular purpose, that is, the member must be recognized by the chair as having the exclusive right to be heard for that purpose at that time.
  - 1. To claim the floor, the member should to the nearest microphone and raise a hand. Upon recognition by the chair, the member should self-identify by stating name, chapter, and SD, and then should state the purpose for seeking the floor.
    - a) If the stated purpose is in order, the chair shall recognize the member and assign the floor to that member for that purpose.
    - b) If the stated purpose is not in order, the chair shall so rule and shall state the reason for the ruling.
    - c) If several members claim the floor simultaneously, the chair shall allow each to state the reason for seeing the floor, then shall recognize them in the appropriate order.
      - 1) In debate, the chair shall assign the floor by alternating between speakers who are for and against the motion.
      - 2) If a member from a given chapter already has spoken on an issue, the chair shall not recognize another speaker from that chapter until there are no other speakers from other chapters wishing to speak on this side of the issue.
- C. The maker of a motion shall have the right to open and close debate.
- D. Except for the maker of the motion, no member shall obtain the floor to speak more than once on a motion or issue, unless the chair recognizes a member more than once to speak for a specific purpose or the assembly grants permission by a consensus or by a two-thirds vote.
- E. Time limits may be imposed for speaking for or against a motion provided all speakers are given equal time.

- F. When the time limits are imposed, they may be extended for a particular purpose or for a particular member upon a two-thirds vote.
- G. The recommended time limits shall be three (3) minutes per speech, and fifteen (15) minutes per motion, amendment, or resolution. These limits shall be observed unless the assembly votes otherwise by a two-thirds vote.
  - 1. The timekeeper shall give 30-second warnings before two-minute limits expire.
  - 2. The timekeeper shall give one-minute warnings before 15-minute limits expire.

## VII. Making Motions

- A. Only certified registered members shall make motions.
- B. The chair may require that any motion or amendment to the motion be submitted in writing before a vote is taken.
- C. The chair shall rule a motion out of order if it conflicts with the law or with the **Tejano Democrats** Constitution and By-Laws; if it presents substantially the same question already rejected or disposed of temporarily during the session, unless it is a motion to reconsider, to rescind, etc.; or if it proposes action outside the scope of the purpose of **Tejano Democrats**, unless the voting body authorized its introduction by a two-thirds vote.
- D. The chair may rule a motion out of order if the maker states it before being recognized for that purpose.
- E. A motion shall be before the assembly only after the maker has obtained the floor for that purpose, a member has seconded it, and the chair has stated it and opened the floor for discussion.

## VIII. Voting

- A. All members of **Tejano Democrats** who complied with Article IX of the Constitution and By-Laws of the **Tejano Democrats** shall be entitled to vote.
- B. Each chapter shall cast its full voting membership strength equal to the number of its members who were certified as voting members for the particular Screening and Endorsement meeting, based on the by-law requirements and on membership procedures.
- C. At-large members shall be present to vote and shall not be counted in the voting strength of a chapter or county.
- D. A member will not be permitted to vote a proxy on behalf of a non-present member. A proxy is a power of attorney given by one person to another to vote in his stead.

- E. The Unit Rule and Instructed Delegations violate Texas Democratic Party Rules and will not be allowed.
- F. Except as to Screening and Endorsements and Constitutional Amendments all references to the number of votes required to take any action refers to the number of members present and voting through chapter strength and with at-large voters voting individually.
- G. The method of voting for non-contested endorsements shall be by a voice vote taken immediately preceding the nominations of persons for endorsement for contested elections. The chair, in his/her discretion, may allow the endorsements of all the non-contested candidates to be voted upon at the same time.
- H. Results of a roll-call vote shall be final and not subject to verification by an alternate voting method. Results of voting by voice, show of hands, or division, however, can be reversed by a roll-call vote.
- I. Immediately preceding the first roll-call vote, each chapter shall caucus. In addition to chairing the meeting of the caucus, the chapter chair, or elected delegation chair, shall announce the votes of the chapter on all matters voted on by roll-call vote.
- J. Roll-call votes shall be alphabetically by chapter.
  - 1. Delegations shall cast only whole votes and announced fractions shall not be counted.
  - 2. The officer calling the roll shall repeat each delegation's announced vote for confirmation.
  - 3. A delegation may change its vote before the chair announces the result of the roll call.
  - 4. Each delegation may pass on the roll call vote only once. On the second call the delegation must vote within three minutes or automatically be recorded as "present, not voting."
  - 5. A member may challenge the announced vote of its delegation before the roll-call vote is announced. In such cases the **Tejano Democrats** chair shall send a representative to poll the challenged delegation and shall use this poll as the basis for ruling on the challenge.

## IX. Screening and Endorsement

- A. Those procedures contained in *Robert's Rules of Order* on the nomination and election of officers in a society or assembly shall be applicable in the screening and endorsement of statewide or national candidates by **Tejano Democrats**.
- B. The screening and endorsement committee will operate under the same procedures as a nominations committee operates when it nominates persons to fill elective offices within a society or assembly. The screening and endorsement committee will interview all candidates seeking

- endorsement, if the candidate elects to be interviewed. The screening and endorsement committee shall submit a report to the general membership at the meeting recommending any statewide or national candidate for endorsement by **Tejano Democrats**.
- C. A minority within the screening and endorsement committee, as a group, may recommend the endorsement of other candidates for statewide or national office.
  - D. The screening and endorsement committee is automatically discharged when its report is formally presented to the general membership at the meeting.
  - E. After the screening and endorsement committee has presented its report and before the voting for the endorsement for a particular elected position takes place, the chair must call for further nominations for endorsements from the floor.
  - F. The vote for the endorsement of a candidate for statewide or national office shall be taken for each such office in the order in which it appears on the ballot starting from the last office appearing on the ballot and ending with the first office appearing on the ballot. No vote on any upper ballot statewide or national office shall be taken until such time as the vote on all preceding statewide or national offices has been taken, except for any uncontested election, which is voted upon prior to the consideration of contested elections.
  - G. No time will be allocated to any member for nominating speeches or debate on the nomination and/or endorsement of a candidate for statewide or national office.
  - H. In the event there are more than two candidates nominated for the same statewide or national office and no candidate receives the endorsement, the delegates may, upon a majority vote, cast a second ballot between the top two candidates from the first ballot. Members may still vote for “no endorsement” in the run-off.

## **X. Committee Reports**

- A. Standing committee reports shall be presented in the order in which they are listed in the constitution and by-laws.
- B. Special committee reports shall be presented in the order in which they were appointed, unless listed otherwise on the agenda.
- C. Committee reports shall be presented orally and/or in writing. Motions to adopt reports shall be ruled out of order, however, as only motions addressing specific actions recommended in the report on behalf of the committee shall be made.
- D. The chair may impose time limits for special committee reports.
- E. Each committee chair shall submit a written report to the **Tejano Democrats** secretary.

- F. Members of a standing or special committee may submit a minority report with the signatures of twenty (20) percent of the committee members present and voting.
  - 1. Only committee members who did not vote with the majority on the issue at hand may sign minority reports.
  - 2. Minority reports can be proposed as an amendment to the committee report or as a substitute report.
  - 3. Minority reports must be filed at the time and place designated by the **Tejano Democrats** chair.
  - 4. Presenters of a minority report may address the assembly from the same microphone used by the committee chair or the presenter of the committee report.

## **XI. Resolutions**

- A. All resolutions to be brought before the assembly by members shall be submitted in writing without debate at the time and place specified by the chair.
- B. The Resolutions Committee shall review all such submitted resolutions, adopt procedures for the presentation and/or debate before the Committee, require an impact statement reflecting projected costs to **Tejano Democrats** in implementing a resolution which requires the expenditure of funds, write resolutions upon the direction of the chair or of the executive committee, make recommendations regarding each resolution presented to the voting body, and report to the voting body.
- C. The resolutions committee shall have the power to put resolutions in proper form, to eliminate duplication when similar resolutions are offered, to ensure that all resolutions relating to a specific subject will be offered in a logical sequence, and to make substantive alterations, but only with the author's consent or by a two-thirds vote.
- D. The resolutions committee may report resolutions with a recommendation to adopt or to reject, or with no recommendation.

## **XII. Temporary Adoption of Standing Rules**

- A. Standing rules shall be adopted temporarily by a majority vote of the executive committee. Such rules shall be presented to the next general membership meeting, although they shall be in effect and binding until that meeting is held.
- B. The procedural requirements of *Robert's Rules of Order* shall be followed with respect to the adoption, amendment, suspension and rescission of these standing rules.

### **XIII. Adopting, Amending and Suspending the Standing Rules for Screening and Endorsement Meetings**

- A. Standing Rules shall be adopted permanently by a 2/3 vote at the Screening & Endorsement Meeting.
- B. Proposed Standing Rules shall be adopted by one of the following procedures:
  - 1. Standing Rules can be adopted in their entirety by a two-thirds vote after they are reviewed and where necessary, amended by majority vote. Amendments of individual rules involving a two-thirds vote, however, themselves require a two-thirds vote instead of a majority vote.
  - 2. Standing Rules can be adopted seriatim, that is, on an article-by-article, section-by-section, basis. In such cases all votes would require a majority, except those on sections which involve a two-thirds vote and, therefore, also require a two-thirds vote for adoption.
- C. Proposed Standing Rules should be read in their entirety once, and then on an article-by-article basis with opportunity for amendment.
  - 1. The first reading, however, may be dispensed with upon a two-thirds vote.
  - 2. The second reading also may be dispensed with and substituted with a summary and explanation upon a two-thirds vote. In such a case, however, any member may request that a particular section be read, and the Chair shall rule accordingly.
- D. Once adopted, Standing Rules can be amended or rescinded by a two-thirds vote.
  - 1. Standing Rules shall be amended or rescinded permanently at a Screening and Endorsement meeting.
  - 2. A proposed rule or amendment rejected at a Screening and Endorsement Meeting shall not be proposed again before the next General Membership Meeting.
- E. Standing Rules may be suspended for a particular purpose—not for the entire meeting—by a majority vote at a Screening and Endorsement Meeting, even if the rule suspended required a two-thirds vote for adoption.
  - 1. When the Standing Rules are suspended, the latest edition of *Robert's Rules of Order, Newly Revised*, shall be in force, as if the rule never existed.
  - 2. The rule and the section of *Robert's Rules* applying to that rule can be suspended jointly by a two-thirds vote.