



Utah Democratic Party

Convention Rules and Order of Business

The 2022 Utah Democratic Party Organizing Convention Rules, as adopted by the Committee on Rules on 4/8/2022.

General Conditions:

1. All the proceedings of this Convention shall comply with the provisions of the latest edition of Robert's Rules of Order, except as otherwise provided for herein.
2. The convention will convene at the start of the first state caucus meeting - open to caucus business only. The full convention business related to the full delegation will be addressed on Saturday, April 23, 2022.
3. The Convention shall be held at Cottonwood High School, with an option for remote viewing and voting for delegates unable to attend in person, as provided herein.
4. While CDC guidelines don't specify the need for showing proof of vaccination at events, they do urge the public to be fully vaccinated. It will be the assumption of the Convention that all those in attendance are fully vaccinated unless unable due to health. Those who are unvaccinated are encouraged to participate remotely. Those who feel the need to mask should and are encouraged to do so.
5. All the previous business is hereby confirmed, and the agenda is hereby adopted.
6. A quorum shall be 50% or more of the Delegates registered whether present physically or via online check-in. Delegates participating remotely will be required to complete an online check-in. Online check-in will be conducted by a GoogleForm emailed at the start of registration, and closed at the end of registration. Delegates who complete this form and do not attend in person will be credentialed and receive online ballots for the Convention. Delegates attending in person will need to register on-site. No business of the Convention, except speeches, shall take place unless a quorum is present.
7. The State Executive Officers shall be the Officers of the Convention except that the State Executive Committee shall appoint a Convention Chair pro tempore. The Chair may delegate convention activities, including registering delegates. The Rules Committee shall be responsible for counting votes.
8. The Sergeant-at-Arms shall be appointed by the UDP Chair and is empowered to enforce the Rules of the Convention, maintain good order, and to carry out the orders of the Chair. No interference with the business of the Convention shall be tolerated.

9. All persons attending the Convention shall respect the facilities wherein the Convention is being held. The Rules Committee is empowered to adopt rules relating to the use of the facilities for the Convention, to allocate space within the facilities for the use of Candidates and to determine how such space is to be used. The Sergeant-at-Arms and the members of the Rules Committee are empowered to enforce the rules of the Rules Committee and those of the owner of the facility.

Statewide Delegate Selection Plan:

10. A county wishing to revise their delegate list must abide by these guidelines unless they submit a substantially similar or more robust plan that is approved by the Rules Committee. Alternate plans must be submitted by April 9, 2022, by 5 PM.
11. Delegate appointments for open spots following caucus night shall be made on a first come, first serve basis and in keeping with the UDP's constitutional standards for participation. County parties and legislative district chairs may not discriminate in violation of the party's governing documents. Appointments must be filled according to the rules of the relevant county party.
12. A list of alternate delegates must be submitted by the county party chair to the state party by Saturday, April 9 2022, at 5:00pm. Only alternate delegates submitted by the county party will be eligible to register as alternate delegates for the Convention.
13. Delegates, including alternates, must be able to prove to convention staff that they are the individual listed in the Credentials Report.

Provisional and Final Adoption of the State Delegate List:

14. County chairs shall review the provisionally approved delegate list and add any missing information required by the Rules Committee. No delegate substitutions or additions are allowed. Corrections, if any, must be returned to the Rules Co-Chairs by 7 PM, April 19, 2022.
15. Delegates in the final list must have an address to confirm residency, an email, and a phone number. Delegates must update their voter registration if their contact information is unable to be found in Votebuilder by convention day. Absence of any of this information could result in the inability of the delegate to vote.
16. At least two members of the Rules Committee will be present for the upload of the registered delegate list at 10:15 AM, Saturday, April 23, 2022 and at the upload of the final registered delegate list at 12:15 PM, Saturday, April 23, 2022.

Delegate Challenges:

17. The Rules Committee is empowered to resolve disputes respecting the seating or certification of Delegates. The challenge must be submitted within the following

guidelines:

- a. The challenge shall be submitted in written form at least forty-eight hours prior to the Call to Order of the State Primary Convention or within one week after the County Party has certified its list of delegates to the State Party Headquarters, whichever is earlier.
 - b. The challenge must be submitted in accordance with Article II, Section 11 of the Bylaws.
 - c. In hearing a challenge, the Rules Committee shall allot a period within which the challenger and the challenged, along with their supporters shall be granted equal time to make their statements. The Committee then may request relevant additional information from Party Officers; and
 - d. The Rules Committee shall then resolve challenges and its report to the Convention shall be final.
18. The Rules Committee shall present a report to be posted on the Convention website of its actions regarding any dispute respecting the certification or seating of any delegate.

Issue & Identity Caucuses:

19. Each Issue & Identity Caucus shall hold a virtual public caucus meeting during the period of April 14 – 21, 2022. Caucuses must arrange with party staff to hold their meetings, but shall not conflict with other convention business.
20. Caucuses may conduct their internal elections and endorsement votes provided the mechanism ensures equal access to all who are eligible and wish to participate.

Run of Show:

21. The Rules Committee shall work with Utah Democratic Party staff to compile and post a day-of schedule on the State Party's website no later than one week in advance of the Convention.
22. The schedule shall list the date and time of each caucus meeting and event as well as corresponding links for virtual participation where applicable.
23. The Convention shall convene at 10 AM on Saturday, April 23, 2022.
24. In-person and online check-in shall be open for at least one hour before the convention is called to order.
25. Alternate delegates may begin to register at 10 AM, and shall be appointed at noon.
26. No additional delegates or alternates may register once the county delegation has been filled in keeping with the UDP delegate allocation formula.
27. Uncontested candidates will be presented to the convention as a slate per updates to Article II.

DRAFT SCHEDULE

Saturday, April 23rd, 2022

Registration: 8 AM

Caucus Meet and Greet: 8 AM

Optional Delegate Training: 8:45 AM

Optional Robert's Rules of Order Training: 9:15 AM

Call to Order: 10 AM

(Alternate delegate registration will open at this time)

Pledge of Allegiance

National Anthem

Convocation

Remarks from Convention Chair

Remarks from Second Gentleman Doug Emhoff

Rules/Credential Committee Report

Report from Democratic National Committee members

Recognition of Elected Officials and Executive Committee members

State Party Chair and Vice Chair candidates

State School Board candidates

Congressional District 1

Congressional District 2

Congressional District 3

Congressional District 4

US Senate

Presentation of uncontested candidate slate

Recess for voting in contested races

Report from Platform Committee

Election Report

Adjourn

28. No person other than a Delegate, Officer of the Convention, the Keynote speaker, or person on the approved agenda shall be a speaker at the Convention unless permitted by way of motion or otherwise permitted by UDP Bylaws. All persons desiring to speak shall first be recognized by the Convention Chair and state their name for the record and, if a Delegate, the county in which they reside.
29. Only delegates physically present at the convention may make motions. Proper motions directly related to the nomination of candidates or to suspend the Rules, provided for in Section 35, shall be made available for an up or down vote via Election Buddy for all delegates. Language for each motion may be provided to delegates in

- lay terms at the request of the person making the motion under a 200 character limit.
30. Except as scheduled on the agenda no speaker, other than the conducting officers, may speak for more than one (1) minute unless the purpose of the speech is a committee report, an address from a State Party officer, address to nominate, second a nomination, or the speech is an address pertinent to an election as detailed below (32).
 31. Any eligible, filed candidates wishing to withdraw from delegate consideration must submit a written or electronic resignation of their candidacy to the State Party Secretary by April 9, 2022, by 5 PM. All resignations shall be final, and the resigned will not appear on the ballot.
 32. Time limits for election speeches, including nomination speeches, will be based on the office sought:
 1. State Party Executive races – 3 minutes
 2. Federal Office races – 3 minutes
 3. Contested multi-county races – 3 minutes
 4. Uncontested state level candidates who wish to speak to the convention must give the party 7 days notice and will be given 1 minute to speak.
 33. The convention will be live-streamed to delegates who are participating remotely. Captions will be available for the live-stream.
 34. The day-of convention speaking order in contested races shall be determined by lot within the period specified for the office sought.
 35. A motion to suspend the Rules must be made from the floor and sustained by 2/3 of the delegates registered.
 36. Candidate stage presence is limited to 5 people, including candidate and speakers. No candidate presentation will include supporters below the stage, beside the stage or in the aisles.

Voting Process:

37. The Election Buddy online voting system shall be used for all nominations and floor motions, as provided for in Section 29.
38. Ballots shall be delivered by email to State Delegates on Saturday, April 23, 2022.
39. Voting on nominations shall be open during a one hour window, upon the conclusion of candidate speeches. Voting on floor motions, as provided for in Section 29, will be open for a minimum of 5 minutes, and closed upon the determination of the Convention Chair.
40. Elections shall be determined by Ranked Choice Voting per Article 3, Section 2 of the Utah Democratic Party Bylaws.
41. Paper ballots shall be made available for those physically present at the convention and unable to cast their vote utilizing Election Buddy.

Resolution of Voting Issues:

42. In the case where a Delegate cannot find their ballot, the Rules Committee shall help resolve missing emails, and change of email address. A help desk phone number will be available on the convention and the Utah Democratic Party websites. Rules Committee members shall be available to resolve credentialing issues.

Facility Rules:

43. There shall be no boisterous conduct that interferes with the official business of the convention; no vandalism; no use of facility furniture or equipment without their permission; and, no appropriation, use or abuse of supplies or equipment belonging to another without their permission.
44. Items which are hazards to the safety of others or interfere with the convention are prohibited. Toy guns, water pistols, bean shooters, sling shots, hard balls, megaphones, air horns, all other noisemaking or noise enhancing-devices, and other such similar paraphernalia will be confiscated. Items such as Frisbees, tennis balls and other similar sports equipment are not to be used within the facilities. Guns, knives, and other weapons are prohibited.
45. Utah law prohibits smoking and any other e-cigarette, vape pen, or nicotine-containing products such as gum or chewing tobacco on the premises of a public school facility. This includes the entire campus of Cottonwood High School.
46. No campaigning or electioneering will be allowed within ten feet of the credentialing, registration, or balloting areas.
47. There shall be no restrictions on the distribution of printed material, except those materials may not be pre-distributed on the chairs in the Convention Hall. Candidates, organizations, and individuals using the Convention for distribution, campaigning or any other promotional or reporting use shall be responsible to research and comply with the facility's Policies and Procedures and the Rules Committee's rules.
48. Campaigns and Organizations will have access to the convention facilities on Saturday, April 23rd at 7 AM to set up their exhibits and signs. All materials, including booths, must be cleaned up by 5:00 p.m. on April 23rd. Organizations leaving materials will be subject to a fine of up to \$100 per article left, not to exceed any fine imposed by Granite School District.
49. All room and display space, including any tables inside or outside the Convention Center, must be obtained from or approved by the Utah Democratic Party. Campaigns and organizations will be responsible to provide their own materials in the display space. These materials may include, but are not limited to signs, table cloths, other miscellaneous paraphernalia, and office supplies like tape, pencils, markers, chalk, erasures, scissors, and staplers. Space for the State Party and the federal and statewide candidates shall take precedence and be reserved for their exclusive use. All

other space is available on a first come, first served basis.

50. If additional equipment rental is necessary above the customary needs of the State Party, those candidates or organizations will be responsible for payment of the rental.
51. Each candidate or organization is responsible for the cleanup of anything produced by, distributed by, or bearing the name of that candidate or organization. Upon the conclusion of the event all candidates shall immediately remove all goods, wares, merchandise, property, and debris. Any such property not so removed shall be considered abandoned and, at facility's option, be removed and stored by facility management at candidate's expense or disposed of in any manner facility management deems expedient. Candidates and organizations will be responsible for any payment that is not a part of the customary payment by the State Party for use of the facilities.
52. Signage
 1. Signage and other campaign items shall be located within three feet of the walls in the hallways and clear of main walkways. Signage and other campaign materials shall not obstruct any exit signs or doors.
 2. All signs shall be free-standing inside the facility.. Nothing shall be posted/attached to walls
 3. All interior signs shall be restricted to the Democratic Party's reserved convention center space.
 4. All hallways must have ten feet of access available.
53. Projections (images projected electronically) are allowed only on surfaces directly above or immediately behind rented booth space by the candidate or organization that reserved that space, or as part of a media presentation if included in individual candidate speaking time by the candidate designated to speak.
54. No candidate or organization, except the State Party, may place signs in the Convention Hall. Candidate signs may be in the Convention Hall only during the candidate's presentation and must be held by a person.
55. No signs may hang from the outside of the building. No signs may be affixed to lamp posts, signposts, fences or trees. No signs may be in parking areas or on sidewalks.
56. Only professional installers may hang signs and rigging from the ceiling and must be coordinated in advance with the Utah Democratic Party.
57. Decorations are not permitted on ceilings, painted surfaces, columns, fabric, decorative walls or fire sprinklers. No adhesive backed decals, glitter, confetti, or other items that are difficult to clean up are permitted to be distributed on the premises. No hay or animals are allowed in convention facilities, except for service animals for disabled individuals. No motor vehicles are allowed except by prior arrangement.
58. With the exception of the Second Gentleman's video, no videos will be played in the convention hall to the assembled delegates. Candidates may play videos at their own booths.
59. There is no overnight parking at the facility. No parking on sidewalks or blocking entrances. No vehicles are permitted on the grass around the building at any time for

any purpose.

60. All convention activities shall comply with UDP bylaws regarding accessibility, and to the extent other rules contained herein are not in conflict, activities shall comply with the Accessibility Plan created in conjunction with the chair of the Disability Caucus.