

## RULES OF ORDER FOR THE DISTRICT OF COLUMBIA DEMOCRATIC STATE COMMITTEE

### I Order of Business

#### Meetings

##### A. Regular meetings

1. Call to Order- The Committee shall be called to order at the time and place set forth in the notice for the meeting.
2. The Chair shall ascertain the presence of a quorum.
3. Order of Business
  - a. Approval of Minutes
  - b. Approval of Treasurers Report
  - c. Reports of Officers and standing Committees
  - d. Reports of Special Committees
  - e. Unfinished Business
  - f. New Business
  - g. Announcements
  - h. Adjournment
4. The Committee may, upon the vote of the majority of the members present and voting, proceed out of order to any item of business or return to an item already passed.

##### B. Special Meetings

1. Call to Order-
2. If a quorum is present, the Committee shall take up the business as specified in the notice thereof.

### II Three Day Rule

- A. Except in the case of a proposed emergency resolution, no proposed resolution may be considered by the Committee unless three (3) days have passed since the report pertaining to that resolution was filed.

### III Motions

- A. If required by any committee member, the motion shall be reduced to writing, delivered to the Recoding Secretary, and read.
- B. Any motion may be withdrawn or modified by the mover at any time before amending or voting.
- C. Cognizable During Debate- When a question is under debate, the Chair shall entertain no motion except:
  1. To adjourn
  2. To take a recess
  3. To reconsider
  4. To lay on the table
  5. To move the previous question
  6. To postpone to a date certain
  7. To recommit to Committee
  8. To amend or substitute
  9. To postpone indefinitely
- D. The above motions shall take precedence in the order set forth in above section C.

IV Points of Order- shall not be debatable except in the course of an appeal from the decision of the Chair.

V Appeals- may be taken from any decision of the Chair in which event the Committee Member appealing shall state his or her reason thereof; to which the Chair may respond. Such an appeal shall be acted upon immediately. An affirmative vote of two-thirds (2/3) of the Committee members present and voting shall be required to sustain an appeal.

#### VI Recognition and Speaking

A. No Committee member wishing to speak, to give notice, make a motion, submit a report or for any other purposes shall proceed until recognition is given by Chair.

B. No Committee member shall be allowed to speak more than once on any subject until every Committee member desiring to be heard on the subject has been allowed to speak.

VII Limitation of Debate- not otherwise provided for in these rules shall be effected by a motion to move previous question when such motion is seconded and carried by a two-thirds (2/3) majority of the members present and voting.

#### VIII Voting

A. Shall be by voice vote

B. Voting shall be in the form of "Aye", "Nay", and "Abstain"

C. Committee members who are present but who "Abstain" shall be counted for purposes of a quorum, but a Committee member voting to abstain shall not be considered as voting for purposes of determining the results of a Committee vote.

IX Personal Privilege- Any Committee member may, as a matter of personal privilege, speak for a period not longer than five (5) minutes upon such matters as may collectively affect the Committee, its rights, its dignity and integrity of its proceedings, or the rights, reputation and conduct of its individual members in their representative capacities only.

#### X Decorum

A. No Committee member shall engage in private discourse or commit any other act tending to distract the attention of the Committee from the business before it.

B. Committee members, when speaking or debating before the Committee, shall confine their remarks to the question under discussion or debate, avoiding personalities.

C. The Chair shall maintain order of the Committee meeting, and if in his or her opinion, the removal of any member of the public is necessary in order to maintain order, he or she may after warning, order the removal of disorderly person.

XI Robert's Rules of Order- Newly revised Edition, shall govern in all cases not covered by these rules.

(These Rules were adopted by the DCDSC on 11/02/95 and 05/02/96)