

ELEVENTH CONGRESSIONAL DISTRICT OF MICHIGAN DEMOCRATIC PARTY

BYLAWS

ARTICLE I. ORGANIZATION

This organization is titled the Eleventh Congressional District of Michigan Democratic Party (“the District”) and is a chartered unit of the Michigan Democratic Party (“the MDP”). The District is also known as the Michigan 11th Congressional District Democratic Party.

ARTICLE II. PURPOSE

The purpose of the District is to promote the values of the Democratic Party and support our Democratic Congressperson. Additionally, the District coordinates with other clubs, organizations, campaigns, and activists to assist in recruiting, training and electing candidates who share our values.

ARTICLE III. POLICY

Section 1. Any form of discrimination, bullying, or harassment is prohibited and shall be subject to appropriate corrective action. Such action may include censure, suspension, or removal from office or the organization.

Section 2. All meetings of the District shall be open to the public regardless of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, gender identity, physical appearance or disability. In cases where confidential consideration of party strategy is necessary, the

District may hold meetings limited to district members who are MDP members.

Section 3. No tests for membership in, nor any oaths of loyalty to the District shall be required or used which has the effect of requiring prospective or current members of the Democratic Party to acquiesce in, condone or support discrimination on the grounds of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, gender identity, physical appearance or disability.

Section 4. The time and place for all public meetings of the District, on all levels, shall be publicized fully and in such a manner as to assure timely notice to all interested persons. Such meetings shall be held in places accessible to all District members and large enough to accommodate all interested persons.

Section 5. The District shall support the broadest possible participation without discrimination on the grounds of actual or perceived race, color, creed, sex, age, national origin, economic status, religion, ethnic identity, ancestry, marital status, sexual orientation, gender identity, physical appearance or disability.

Section 6. The District shall publicize fully, and in such a manner as to give notice to all interested parties, a full description of the legal and practical procedure for selection of District Officers and District Committee Members. Publication of those procedures shall be done in such a fashion that all prospective and current members of the District have the opportunity to know the pertinent procedure in time to participate in each selection procedure at all levels of the District.

Section 7. Proportional voting shall be used in the election of delegates and alternates to any Convention, and in the election of delegates and alternates of the Democratic State Central Committee, and in the election of multiple-position offices as directed by the MDP.

Section 8. All rules and bylaws of the District shall be consistent with the Rules of the MDP at all times. District Bylaws shall be available on request, in writing, and posted on the MDP public website. A material and delivery fee may be required before transmission of said document.

Section 9. The unit rule, when an entire delegation vote total is cast unanimously as a result of a majority vote, is prohibited in the District.

Section 10. No rule shall be adopted by the District which would require a person to cast a vote or be recorded as voting contrary to that person's judgment. Votes shall not be taken by secret ballot at any meeting of the District at any level.

ARTICLE IV. MEMBERSHIP

Membership of the District shall consist of members of the MDP residing in the 11th Congressional District.

ARTICLE V. DISTRICT CONVENTIONS AND CAUCUSES

Section 1. In order to vote in a District Convention, Caucus, or Meeting, a person shall be a resident of the district and a member of the MDP with a current registration on file for at least thirty (30) days prior to the Convention, Caucus, or Meeting. A Party Member shall be a qualified and registered elector in order to vote on nominations for public office.

Section 2. District Precinct Delegates, Democratic elected officials and Democratic nominees to partisan offices-in the current or previous election cycle, are exempt from the thirty (30) day advanced membership requirement. However, District Precinct Delegates, Democratic elected officials and Democratic nominees to partisan offices shall be a member of the MDP in order to vote at any District Convention, Caucus, or Meeting.

Section 3. Former members of the District whose MDP membership has lapsed in the thirty (30) days preceding any Convention, Caucus, or Meeting may renew their membership on the day of the Convention, Caucus, or Meeting and shall be permitted to vote on that date.

Section 4. In order to be elected or appointed and hold any office in the District, a person shall be a member of the MDP at least thirty (30) days prior to the election or appointment and maintain membership during the term of office. If MDP membership lapses while a person holds office in the District, all rights and privileges of that office are suspended until membership is renewed, at which time all rights are immediately restored.

ARTICLE VI. MEETINGS

Section 1. The District Committee and General Membership shall meet at least quarterly to review the activities of Committees and Officers of the District.

Section 2. The meetings of the District Committee and General Membership shall be on the day, and at the location, and/or electronic platform and time designated in the meeting notice. At least seven (7) days-notice shall be given of the date, time and place, and/or electronic platform of all meetings. Notice may be given by mail or e-mail; notification may additionally be posted through social media and electronic messaging. E-mail is a standard and acceptable form of communication for all meeting communication. A quorum shall exist at a District Committee meeting or general membership meeting, when one-fifth (1/5) of the District Committee members are present.

Section 3a. District members who are not present in person may participate by electronic and/or telephonic means, technology and budget permitting, subject to any limitations established in rules adopted by the District to govern such participation.

Section 3b. The District Chair may direct meetings be held electronically or hybrid in person/electronic, subject to any limitations established in rules adopted by the district to govern such participation. Meetings of the Officers, District Committee, Standing Committees, and Special Committees need not be in person, and may be held electronically and/or telephonically at the call of the appropriate chair.

Section 3c. When meetings of the District are held electronically or hybrid in person/electronic, except as otherwise provided in these bylaws, meetings shall be conducted through use of internet meeting services, designated by the District Chair, that support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes. These electronic meetings shall be subject to all rules adopted by the District, to govern them, which may include any reasonable limitations on, and requirements for, members' participation. Any such rules adopted shall supersede any conflicting rules in the parliamentary authority, but may not otherwise conflict with or alter any rule or decision of the District.

Section 4. Special meetings of the District Committee may be called by the Chair, or by at least two officers, or by a majority of the District Committee.

Section 5. Solicitations and promotions at District meetings are allowed only with the Chair's approval before the start of the meeting.

ARTICLE VII. OFFICERS AND DISTRICT COMMITTEE

Section 1. At the MDP Spring Convention in odd numbered years, a Caucus shall be held, on the date set by the State Central Committee, to elect four (4) officers (District Chair, Vice-Chair of a different gender identity, Treasurer, and Secretary) and a District Committee of fifteen persons to serve for 2-year terms or until their successors are duly

elected. Additional Officers and District Committee Members may be appointed by the Chair after the Spring Convention, with the approval of the District Committee. The District Committee is composed of any Officers and District Committee members elected at the Spring Convention, and any additional Officers and District Committee members appointed thereafter, all to serve for the same term as those already serving. The District Committee may fill vacancies in any of its offices or membership.

Section 2. The District Committee is empowered to bring motions and vote on the business of the District, then subject to the approval of the General Membership of the District.

Section 3. Within thirty (30) days of the Spring Convention, a meeting of the Officers and the District Committee shall be held to amend or adopt bylaws and pass a resolution that states the acceptance of the Rules of the MDP and Code Of Conduct.

Section 4. The District Committee shall keep minutes of all meetings. Minutes shall be available to all District Members.

Section 5. The District Chair shall preside at all District Committee Meetings, and have such other duties as are usual to the office of District Chair, or that may be required by the organization. The Chair may appoint a Sergeant-at-Arms. The Sergeant-At-Arms shall assist the District Chair in maintaining good order at meetings and among the attendees, and be quick to stifle any verbal or physical disturbance or disruptions.

Section 6. The District First Vice-Chair shall be a member of a different gender identity from the Chair. The First Vice-Chair shall assist the Chair in the discharge of their duties, and shall assume and fulfill the duties and responsibilities of the Chair in their absence.

Section 7. Additional District Vice-Chairs shall assist the Chair and perform such duties as requested.

Section 8a. The Treasurer shall be responsible for the financial receipts and disbursements of this organization subject to the approval of the District Committee. The funds of this organization shall be deposited in a financial institution and shall be drawn upon only by the Chair, or First Vice-Chair, or Treasurer. The Treasurer shall prepare financial reports per request and for all District Committee Meetings. As the Treasurer is so required; Michigan Campaign Finance Reports and Federal Elections Commission Reports will be prepared in accordance with the applicable rules and laws. All reports and supporting documentation will be archived digitally and retained for six years or as otherwise required by law, if longer. To encourage best practices, it is strongly recommended that the Treasurer educate and train themselves in procedures provided by local, state, and federal entities.

Section 8b. Upon election of a new Treasurer, the past Treasurer shall forthwith deliver to the new Treasurer all access to funds, books, and records kept during their tenure in office within a period of no longer than ten (10) calendar days.

Section 8c. The Treasurer's Report shall be detailed, full, and complete. For each account, the Report shall state the name of the specific account, the report starting date, the beginning balance, all cash received, all cash disbursed, closing balance, and the report closing date.

Section 8d. The Chair may make expenditures, without prior approval, not to exceed \$500 between District Committee meetings; and above \$500 with approval of a majority of the Officers present and voting. Any expenditures made by the Chair will require a proof of purchase to be submitted to the Treasurer and presented at the next District Committee meeting.

Section 9. The Recording Secretary shall keep an accurate record and minutes of the proceedings of the meetings of the District Committee. the Recording Secretary shall keep and preserve all books, documents, correspondence, records, minutes, effects, and any other property of the District, and deliver to a newly elected secretary all the aforesaid items kept and preserved during their tenure in office. All materials involving previous minutes, agendas, account access and other necessities shall be transferred within ten (10) calendar days. The Recording Secretary shall see that proper meeting notification is given to the District Committee and the general membership. The Recording Secretary shall manage a mass emailing program for quick and efficient communication with members and associates.

Section 10. The Corresponding Secretary shall be responsible for all official and social District communication in concert with the Communications Committee. The Corresponding Secretary shall assist the Recording Secretary, particularly in the absence of the Recording Secretary.

Section 11. The Parliamentarian shall be responsible for advising and assisting the District Chair in the application of Robert's Rules of Order Newly Revised, the Rules of the MDP, and these Bylaws. The Parliamentarian shall be responsible for advising the Chair regarding good order at District meetings. The Parliamentarian shall also advise the Officers, District Committee, Standing and other Committees and membership on matters of parliamentary procedure.

Section 12. Officer-at-Large positions shall be filled to bring a balance based on geographical residence, various personal skills and, personal political interest. Officers-at-Large shall assist the Chair and perform duties as requested.

ARTICLE VIII. REMOVAL FROM DISTRICT COMMITTEE

Section 1. Any Officer or District Committee member may be subject to removal for cause (examples: malfeasance, misfeasance, nonfeasance, abuse of power, and/or violation of federal, state, or local laws). Prior to any motion for removal, a good faith effort to resolve the issue shall be made by the parties involved.

Section 2. Any Officer or District Committee member may be removed by a two-thirds (2/3) vote of the District Committee present at a meeting specifically called for that purpose.

Section 3. Any meeting for the purpose of removing an Officer or District Committee member shall be called by the Chair or Vice Chair, or by a notice signed by a majority of members of the District Committee.

Section 4. The Rules, Bylaws and Resolutions Committee shall promulgate rules and procedures for removal from office for cause. Such rules shall be presented to the District Committee for adoption as a rule/procedure for removal for cause.

ARTICLE IX. STANDING COMMITTEES

Section 1. The Chair, subject to the approval of the majority of the District Committee present at a meeting, shall appoint Standing Committee members and chairs necessary for the work of the District; except nominating committees or disciplinary committees.

Section 2. Standing Committees shall include the following:

- a) Rules, Bylaws and Resolutions
- b) Development
- e) Communications

Section 3a. Rules, Bylaws and Resolutions Committee

This committee shall serve as the advisory committee on matters pertaining to the Rules and Bylaws of the District. The committee recommends to the District Committee such changes in the Rules and Bylaws as it deems appropriate for the operation of the District, subject to action by the district committee. This Committee shall submit its recommendations regarding proposed amendments to the chair and corresponding secretary so that at least seven (7) days-notice can be given to the district committee before the district committee's meeting to consider its adoption.

Section 3b. The Rules, Bylaws and Resolutions Committee shall propose rules for the conduct of elections at the District Convention in January for the Membership to approve. These Rules shall govern the Caucus elections at the Spring Convention in February.

Section 3c. The Rules Bylaws and Resolutions Committee shall review and examine these Bylaws every two years after adoption and make sure that the District Bylaws are in compliance with any changes made in the Rules of the MDP. All amendments as a result of a change in the Rules of the MDP and or the District shall be submitted to the Secretary of the State Central Committee for review and approval within thirty (30) days of the amendment to be posted on the public website as required in the Rules of the MDP.

Section 3d. Any proposed resolution to be voted on during a District Committee meeting shall first be submitted in a timely fashion, in writing, to the Chair of the Rules, Bylaws and Resolutions Committee. The Committee shall then consider the proposed resolution in a timely manner; and after review, shall provide their recommendation concerning the proposed resolution to the District Committee at least seven (7) days prior to the District Committee meeting at which the resolution will be considered. Alternatively, a resolution may be considered by the District committee on an emergency basis at the request of the District Chair. The submitter of the proposed resolution

may fulfill the “in writing” requirement by either paper or electronic transmission of the full text of the proposed resolution. Any proposed resolution that has not met the requirements of this Section will be out of order.

Section 3e. Any proposed resolution to be voted on during a District Convention shall first be submitted, in writing, to the Chair of the Rules, Bylaws, and Resolutions Committee by a time to be determined at the discretion of the District Chair. The Rules, Bylaws and Resolutions Committee shall then consider the proposed resolution in a timely manner; and after review, shall provide their recommendation concerning the proposed resolution to the district convention.

Alternatively, a resolution may be considered by the District Convention on an emergency basis at the request of the District Chair. The submitter of the proposed resolution may fulfill the “in writing” requirement by either paper or electronic transmission of the full text of the proposed resolution. Any proposed resolution that has not met the requirements of this section will be out of order.

Section 4a. Development Committee

The Development Committee shall be responsible for all ways and means in developing events for fundraising, training, issues and other non-fundraising purposes subject to the interests suggested by the members of the committee, and advisement from the chair of the district.

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Section 4b. The Development Committee shall have a Vice-Chair selected by the Committee Chair in consultation with the District Chair. Efforts shall be made to select a Vice-Chair of a differing background when possible.

Section 4c. The Development Committee shall propose a budget for each event, subject to approval by a majority of the Officers present and voting.

Section 5a. Communications Committee

The Communications Committee shall use every means possible to engage members and the public with the message of the District. The Committee will implement strategies for effective communication and mass marketing. Outreach methods will cover a wide range of items, including but not limited to: 1) reporting to print and TV media; 2) selecting, designing and managing the Eleventh District Democratic website; 3) designing and managing social media and networking platforms

Section 5b. The Communications Committee shall also focus on increasing membership and will manage the annual membership drive. the committee shall make efforts to collect data on internal membership for further study and improvement of the district. The Committee will give full attention to the several constituency groups and caucus groups within the District. The Committee will take charge of any internal organizing work that needs to be done in The District. The Committee will recommend and manage activities for group cohesion.

Section 5c. The Communications Committee shall also take the lead on programming involving civic engagement strategy, tactics and general issues engagement.

Section 6. The District Chair or the Chair’s designee is an *ex-officio* member of all Committees and Sub-Committees (excluding any nominating committee or disciplinary committee) with the right to vote.

ARTICLE X. ENDORSEMENT PROCEDURE

Section 1. There shall be an Endorsement Screening Committee (ESC) of at least seven (7) members appointed by the District Chair. Care shall be taken in making appointments to the ESC to ensure that they are

balanced by gender, race, and geography to be representative of the District membership as a whole, to the extent possible. The ESC shall be a special committee that shall cease to exist at the end of each election cycle.

Section 2. The District Chair shall appoint co-chairs of the ESC, who shall be of a different gender identity. The persons so appointed shall reside in the 11th District. The District Chair does not have a vote on the ESC.

Section 3. Any request for an endorsement shall be submitted in writing to the District Chair by the date set by the District Chair.

Section 4. Endorsement recommendations of the ESC, if any, shall be referred to the District Committee for consideration at the next regular District and General membership meeting or special meeting called for that purpose. The District Committee may approve an ESC recommendation by simple majority vote of those present and voting. Any ESC recommendation not receiving simple majority support shall be reported to the District membership meeting with no recommendation from the District Committee. The District membership may approve any ESC endorsement recommendation by a simple majority of the District membership present and voting. The District Committee and the District membership may not amend, change, or replace an endorsement recommendation of the ESC.

Section 5. Ballot initiatives, shall be handled in the same manner as set forth in sections 3 and 4, above.

Section 6. Voting procedure shall conform to the state party directive on proportional voting of the MDP. If more than two candidates for the same office are seeking, or are being proposed, for a recommendation by the ESC, the ESC may use a run off system to facilitate the reaching of a simple majority vote and the recommendation of a candidate for endorsement.

Section 7. The ESC shall look to any standing rules that may be adopted by the District for guidance in carrying out its responsibilities, and in determining whether or not to recommend an endorsement.

ARTICLE XI. PARLIAMENTARY AUTHORITY

The latest edition of Robert's Rules of Order, Newly Revised, shall apply to questions of procedure for which there is no applicable rule of procedure under the Rules of the MDP or these Bylaws.

ARTICLE XII. ORDER OF BUSINESS

At District meetings, the business of the District shall proceed in approximately the following order:

1. Roll Call of Officers
2. Approval of Agenda
3. Approval of Previous Minutes
4. Chair's Report
5. Treasurer's Report
6. Committee Reports
7. Unfinished Business
8. New Business
9. Announcements and Meeting Feedback
10. Next Steps
11. Adjournment

ARTICLE XIII. BYLAWS AMENDMENTS

Section 1. Proposed amendments to these Bylaws, excepting the first adoption or amendment of these Bylaws by the newly elected leadership, shall first be referred to the Rules Bylaws and Resolutions Committee, which shall report its recommendations to the District Chair for review

by the District Committee at the next District Committee meeting. The proposed Bylaws amendment will be voted on, with a 2/3rds majority of the District Committee present and voting, followed by a simple majority approval of the General Membership present and voting required for adoption.

Section 2. Proposed amendments shall be presented to the District Committee and General Membership at least seven (7) days prior to the date of the meeting with the exception of changes required by the Rules of the MDP.

Section 3. Bylaws shall be adopted to comply with the Rules of the MDP, and shall supersede all bylaws, rules, and policies of a contrary nature.

Section 4. When there is a change in the MDP Rules, the District is required to amend the Bylaws within thirty (30) days to comply.

The District Committee and General Membership convened and adopted these Bylaws on May 31, 2023. _____

WITNESSED HEREBY:

_____ Date _____
Kent Douglas, Chair

_____ Date _____
Rolanda Kelley, First Vice-Chair

_____ Date _____
Anthony Weatherly, Recording Secretary

Introduced by the Rules, Bylaws and Resolutions Committee on May 31, 2023: _____.

Committee Members

Murray Gorchow, Chair

Jane Ahern

Linda Furlough

Jessica Kingston

Tim Sawmiller

Gloria Spann

Lisa Wigent

Kent Douglas (*ex-officio*)

MICHIGAN 11th CONGRESSIONAL DISTRICT DEMOCRATIC PARTY

Standing Rules and Procedures

Standing Rules are adopted to implement provisions of the Bylaws and to furnish guidelines for procedures for District Officers and the District Committee in the performance of their respective duties and activities.

Standing Rules may be:

1. Adopted by the District Committee by a majority vote of those present and voting.
2. Amended or rescinded by a two-thirds (2/3) vote without previous notice or by a majority vote after previous notice.
3. Suspended temporarily by a majority vote, provided the affirmative vote is not less than the negative of a two-thirds (2/3) vote.

Rule #1

Rules For Electronic Meetings: Full Featured Internet, or Combination Internet/Telephone, Meeting Services That Integrate Audio (and Optional Video), Text and Voting Capabilities.

1. **Login information.** The Chair or designee of the Chair, as needed, shall send by e-mail to every member, at least seven days before each meeting, the time of the meeting, the URL and codes necessary to connect to the Internet meeting service, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access code(s) the member needs to participate aurally by telephone. The Chair or the Chair's designee shall also include a copy of, or a link to, these rules.

2. **Login time.** The Chair or designee of the Chair, as needed, shall schedule Internet meeting service availability to begin at least 15 minutes before the start of each meeting.

3. **Signing in and out.** Members shall identify themselves as required to sign into the Internet meeting service and shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.

4. **Quorum calls.** The presence of a quorum shall be established by registration of members with the Chair or Chair's designee at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.

5. **Technical requirements and malfunctions.** Each member is responsible for his or her audio and Internet connections. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

6. **Forced disconnections.** Participants will mute their microphone when not speaking. With the Zoom app (computer or electronic device), use the mute function in the meeting controls. With the telephone, press star 6 (*6) on the telephone keypad or use the telephone mute button. The Chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The Chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.

7. **Assignment of the floor.** To seek recognition by the Chair, (a) To speak in debate or to make a motion: With the Zoom app, a member shall click raise hand; and wait for the chair's recognition. With a telephone key pad press star 9 (*9). Wait for the Chair's recognition. (b)

To move an interrupting motion (e.g., Point of Order, Parliamentary Inquiry, Appeal, Division, Call for Orders of the Day, Request for Information, Call a Member to Order, et al): With the Zoom app, a member shall click raise hand; type the motion into the Chat function; and wait for the Chair's recognition a reasonable time before attempting to interrupt the speaker by voice. With a telephone keypad press star 9 (*9) to raise hand, unmute star 6 (*6), and state the motion (e.g., Point of Order). Upon assigning the floor to a member, the Chair shall clear the online queue of members who had been seeking recognition. To claim preference in recognition, another member who had been seeking recognition may promptly seek recognition again, and the Chair shall recognize the member for the limited purpose of determining whether that member is entitled to preference in recognition.

8. Motions submitted in writing. A member intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall, before or after being recognized, post the motion in writing to the online area designated for this purpose, preceded by the member's name and a number corresponding to how many written motions the member has so far posted during the meeting (e.g., "SMITH 3: "; "FRANCES JONES 2: "). Use of the online area designated for this purpose shall be restricted to posting the text of intended motions.

9. Display of motions. The Chair or designee of the Chair, as needed, shall designate an online area exclusively for the display of the immediately pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending); and, to the extent feasible, the Chair, or any assistants appointed by him or her for this purpose, shall cause such questions, or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.

10. Voting. Votes shall be taken by the voting feature of the Internet meeting service (e.g., Zoom poll function), unless a different method is

ordered by the Chair or required by the rules. When required or ordered, other permissible methods of voting are by electronic roll call, audible roll call, or Google poll. The Chair's announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.

11. **Video display.** When using video, and where the number of participants is too large for all to be displayed simultaneously: The Chair, the Chair's designee, or their assistants shall cause a video of the Chair to be displayed throughout the meeting and shall also cause display of the video of the member currently recognized to speak or report.

12. **Chat.** The use of Chat will be restricted during the meeting to purposes authorized by these rules, the Chair, or the District Committee. The purpose of the Chat function is to request technical assistance and post information with the permission of the Chair. It is not for the members to engage in debate or rebuttal, to discuss the pending motion among themselves, or to greet or exchange pleasantries or arguments with others. To do so distracts from the speaker who has been recognized by the Chair and has the floor. If a member wants to discuss a motion, they must seek and obtain recognition from the Chair according to these rules and the District Bylaws.

Rule #2

Rules For Electronic Meetings: In-Person Meeting with Some Members Participating by Telephone/Speakerphone.

1. **Login information.** The Chair or designee of the Chair, as needed, shall send by e-mail to every member, at least seven days before each meeting, the date, time and location of the meeting and the phone number and any access code needed to connect to the telephone

conference call. The Chair or designee of the Chair shall also include a copy of, or a link to, these rules.

2. **Call-in time.** The Director of Operations or designee of the Chair, as needed, shall schedule a telephone conference call, using equipment provided by the District or a free service, to begin 15 minutes before the start of each meeting.

3. **Meeting-room equipment.** The District shall provide a speakerphone at each meeting, which the Chair or Chair's designee shall connect to the telephone conference call at least 5 minutes before the start of the meeting.

4. **Location of Chair.** The Chair of the meeting must be present in the meeting room.

5. **Arrival announcements.** Members who participate in the meeting by phone shall announce themselves at the first opportunity after joining the telephone conference call but may not interrupt a speaker to do so.

6. **Departure announcements.** Members who leave the telephone conference call or the meeting room before adjournment shall announce their departure but may not interrupt a speaker to do so.

7. **Quorum calls.** The presence of a quorum shall be established by registration of members with the Chair or Chair's designee at the beginning of the meeting, and on the demand of any member. Such a demand may be made following the departure of any member or following the taking of any vote for which the announced totals add to less than a quorum.

8. **Obtaining the floor.** To seek recognition by the Chair, a member shall address the Chair and state his or her own name.

9. **Motions submitted in writing.** Members who participate in the meeting by phone may not submit motions in writing during the meeting but are entitled to make motions orally. Members may, however, submit

motions in writing by sending them at least seven days before the meeting to the Chair or Corresponding Secretary, who shall send any such pre-submitted motions by e-mail to all members in advance of the meeting and shall provide copies to the members present in person at the meeting.

10. Voting methods. All votes shall be taken by roll call. Unless the Chair or 1/5th of the members present orders a fully recorded roll-call vote, only the number of votes on each side and the number of members present but not voting (including members participating by phone) shall be entered in the minutes. Business may also be conducted by unanimous consent.

11. Loss of meeting-room connection. Any business transacted while the meeting-room speakerphone is disconnected from the telephone conference call is null and void, except that the members present in the meeting room at such a time may take those actions that are in order in the absence of a quorum.

12. Other technical malfunctions and requirements. Each member participating by telephone is responsible for his or her connection to the meeting. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

13. Forced disconnections. Member's participating by telephone will mute their phone when not speaking. With the telephone, press star 6 (*6) on the telephone keypad or use the telephone mute button. The Chair may cause or direct the disconnection or muting of a member's connection, if it is causing undue interference with the meeting. The Chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting, and recorded in the minutes.