

**NEBRASKA**  
**DEMOCRATIC PARTY**

**State Central Committee  
Delegate Manual**



# Table of Contents

<b>SCC Member 101</b> .....	<b>4</b>
What is the State Central Committee (SCC)?.....	4
<b>SCC Membership</b> .....	<b>4</b>
Who can be a SCC DELEGATE?.....	5
Absentee policy & notification of member’s removal.....	6
Code of Conduct.....	6
<b>Meeting Procedures</b> .....	<b>6</b>
Types of meetings.....	6
Scheduling meetings.....	7
Notification of meetings.....	7
Quorum.....	7
Agenda.....	8
Approval of minutes.....	8
Standing rules for meetings.....	8
Debate procedures.....	8
Bylaw Amendments.....	9
Presiding Officer.....	10
Parliamentary Authority.....	10
<b>Executive Committee</b> .....	<b>11</b>
Authority.....	11
Membership.....	11
Meetings.....	11
<b>Congressional District (CD) Caucuses</b> .....	<b>12</b>
Composition.....	12
SCC meetings.....	12
Quorum.....	12
<b>County Chair Caucus, Affiliated Caucus Organization (ACO) and Affiliated Policy Council (APC) Meetings</b> .....	<b>13</b>
<b>Standing Committees</b> .....	<b>14</b>
<b>Special Committees</b> .....	<b>14</b>
<b>Training Opportunities</b> .....	<b>16</b>
<b>Robert’s Rules of Order -Simplified</b> .....	<b>17</b>
<b>Resolution for a formal motion</b> .....	<b>23</b>
<b>Resolution for a Platform Statement</b> .....	<b>24</b>
<b>Amending a Bylaw</b> .....	<b>25</b>
<b>Sample Agenda</b> .....	<b>26</b>

# SCC Member 101

Quick Overview of what the State Central Committee is and what they do

## What is the State Central Committee (SCC)

The SCC is the policy-making body of the Nebraska Democratic Party (NDP), and acts on behalf of the NDP between State Conventions. The SCC is responsible for building the Nebraska Democratic Party. The State Central Committee should promote the implementation of the party platform and the election of Democratic candidates. The State Central Committee is the ruling authority in the interpretation and defense of the Constitution and Bylaws of the Nebraska Democratic Party during the interim between State Conventions. The State Central Committee has the authority to adopt and revise Bylaws governing its organization and the organization and function of committees subordinate to it.

## SCC Membership

- State Party Officers:
  - Chair, Vice Chair, Vice Chair of County Parties, National Committeepersons, State Treasurer, State Secretary, and Congressional District Chairs and Vice Chairs.
- State Executive Committee voting members:
  - Party Officers, listed above.
  - A representative from each Caucus
  - The Finance Chair and/or two At-Large members
- A designated representative of each Affiliated Policy Council recognized by the State Central Committee as provided in the Bylaws
- Delegates and alternates as apportioned by the State Central Committee according to the Bylaws
- At-large delegates nominated by the State Executive Committee with confirmation by the State Central Committee as apportioned according to the Bylaws. Membership shall be limited to active Party members.

## SCC Delegates

Two delegates of different genders from each Legislative District. Additionally, two alternates of different genders are SCC members, these alternates *only vote in the absence of delegates*.

All of these Delegates and Alternates are initially elected at the Legislative District Caucus at the State Convention every two years.

NOTE: If a delegate moves, resigns, passes away, or does not attend two meetings without notifying the alternate and designated NDP contact, a replacement will be elected at the next quarterly meeting of the Congressional District Caucuses.

## Who can be a SCC DELEGATE

### Qualifications

- Active Party Member
- Supports Local, State and National Democratic Candidates and Elected Officials

### Must

- Attend four SCC meetings per year
  - Two meetings will be online, and two are held in person at various locations of the state (rotating between Congressional Districts)
- Notify the NDP if you are unable to attend: [SCC@nebraskademocrats.org](mailto:SCC@nebraskademocrats.org)

### Recommended Activities

- Report back to your County Party about the meeting and any important policy or rule changes
- Join/participate in one of the State Standing Committees:
  - Platform and Resolutions, Rules, State Convention, Finance, Nominating, Archives, Technology, Audit and Review
- Volunteer in election-related activities
- Serve as a Block Captain
- Donate as a monthly donor
- Participate in Congressional District Caucus
- Join other caucuses and councils of choice
- Recruit new Democratic candidates
- Assists in Partisan Voter Registration
- Learn SCC rules, including Robert's Rules of Order

## Absentee policy & notification of member's removal.

“Members of the State Central Committee, State Executive Committee, Standing Committees, and Special Committees accumulating two absences without notification during their term will constitute forfeiture of office.”

- ***The NDP staff will attempt to contact the member and notify them of their status. Members should inform the staff if they believe the information is incorrect.***

## Code of Conduct

- Members shall conduct themselves in accordance with the Code of Conduct of the Nebraska Democratic Party.
- Violations of the Code of Conduct may cause the member to be subject to disciplinary actions in accordance with the NDP Constitution and Bylaws.

# Meeting Procedures

## Types of meetings

The State Central Committee is authorized to conduct the following types of meetings.

### Regular meetings

Per the bylaws, there are four regular meetings per year. The dates of these meetings are approved by the State Central Committee. The 30-day and 10-day packets shall be used to make notifications for these meetings. These meetings shall be considered sessions for parliamentary purposes. They can be extended by adjourned meetings.

### Additional meetings

Additional meeting or meetings called by the party chair in addition to the four regular meetings. They may have a limited agenda and notification should be made. Since these meetings may be called on short notice there may be insufficient time for the 30-day packet.

- **Special meetings:** Special meetings are meetings that are called by the chair for a limited purpose, such as a disciplinary trial. These meetings can be either in-person or via telephone. The only items of business authorized are the business specified in the call. Any actions taken beyond the call of the meeting

must be ratified at the next regular, additional meeting, or special meeting called for that purpose.

- **Adjourned meetings:** Adjourned meetings are meetings in continuation of the session of the immediately preceding regular, additional, or special meeting. These meetings are scheduled if the SCC desires to continue the meeting at a later time. These meetings may also be scheduled because of the lack of quorum at the regular, special, or additional meeting.
- **Executive session:** Executive session is a meeting or portion of a meeting that only members, special invitees, and necessary staff members are allowed to attend. A majority vote is required to enter into and exit from executive sessions.
- **Electronic meeting:** Telephone meetings are authorized by the NDP Constitution and Bylaws. These meetings must include formal notification and quorum. Simultaneous aural communication must be available to all participants.

## Scheduling meetings

Meetings should be scheduled in advance to provide sufficient notice for members to arrange their schedule. The State Central Committee must approve the schedule. The state chair may call special or additional meetings. Meetings may also be called by a petition process stated in the Bylaws

## Notification of meetings

Members of the State Central Committee should receive notifications of any regular or special meetings in order to adjust their schedules. The call of a special meeting or additional meeting should be at least 30 days prior unless the urgency of the matter prevents this.

## Quorum

A quorum is the minimum number of members that must be present in order to conduct business. “A quorum shall consist of forty-nine (49) members excluding unseated alternates.”<sup>1</sup> Failure to obtain or maintain quorum will limit the meeting to items that do not require a quorum:

- Actions to obtain quorum,
- Motions to recess or adjourn
- Fix the time to which to adjourn

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<sup>1</sup> NDP Constitution & Bylaws Article IV, Section 2, Paragraph C.2

## Agenda

A Chair should use, when possible, the order of business outlined in Chapter 41 of the Parliamentary Authority.

1. Reading and Approval of Minutes
2. Reports of Officers, Boards, and Standing Committees
3. Reports of Special (Select or Ad Hoc) Committees
4. Special Orders
5. Unfinished Business and General Orders
6. New Business

A more detailed agenda should be included in the notification packages. Members that wish items be added to the agenda need to notify the chair for inclusion in the agenda.

## Approval of minutes

Minutes will be distributed no later than 30 days prior to the next meeting. The chair will ask if there are any corrections to the minutes. If there are no corrections the minutes will stand. The members will vote on any proposed corrections. Corrections to minutes from prior meetings may be accomplished by a majority vote.

## Standing rules for meetings

The SCC may adopt, amend, or suspend standing rules for administrative procedures and meeting procedures. A majority vote is needed unless a greater vote is required by the governing documents.

## Debate procedures

Floor debate will be conducted in accordance with the parliamentary authority and other governing documents.

- The SCC may establish time limits for speakers by a motion and a two-thirds vote or unanimous consent.
- A member wishing to speak in debate will rise and be recognized by the chair.
- The chair may ask for what purpose the member seeks recognition or may simply recognize the speaker.
- Prior to speaking, members should state their name and Legislative district.
- “When assigned the floor, a member may use it for any proper purpose, or a combination of purposes; for example, although a member may have begun by

debating a pending motion, he may conclude by moving any secondary motion, including the *Previous Question*, that is in order at the time.”<sup>2</sup>

- The chair may rule a motion out of order or improper if the chair believes the member is using the motion for dilatory purposes.
- The chair may rule on *Points of Order* or may allow the members to vote on the question raised. Any ruling on a *Point of Order* should be recorded into the minutes to establish a precedent. The precedent may be ignored in whole or part by future Chairs.<sup>3</sup>

## Platform resolutions

- Platform resolutions shall be submitted to the Platform and Resolutions Committee at least 21 days prior to the meeting.
- The Platform Committee should make recommendations in accordance with the bylaws.
- If for any reason the Platform Committee is unable to make a recommendation on the resolution, that resolution should be forwarded without recommendation.
- If a member does not submit a resolution within the 21-day window, the requirement may be suspended by a two-thirds vote. [Bylaw 5.10.1.1.5.2. NDP Constitution and Bylaws]
- The Platform and Resolutions Committee may publish additional requirements however, such requirements may not exceed the bylaw requirements nor interfere with the rights of the member or the State Central Committee.

## Bylaw Amendments

- The NDP Constitution and Bylaws should be seen as an agreement or compact between the organization and its members as to the fundamental nature of the group. Amending the bylaws is an inherent right of any member. It should never be seen as the sole province of any group or any subordinate committee. It is an inherent right of the State Central Committee to debate and dispose of those amendments. Any attempt to block or dissuade members from submitting an amendment should be considered a violation of both the member’s rights and the rights of the State Central Committee. Adopting a bylaw is not an inherent right and members are free to oppose, amend, or vote against any changes.
- The NDP Constitution and Bylaws authorize the State Central Committee to make rules to govern itself and any subordinate group outlined in the Constitution. The NDP Constitution and Bylaws limit this right to amending

<sup>2</sup> RONR (11TH ed.), P. 378 II 1-6

<sup>3</sup> RONR (11TH ed.), P. 251 II 28-31, RONR (11TH ed.), P. 252 II 1-17

Bylaw 5. However, all sections of Bylaw 5 are open to amendment but these amendments must be consistent with other sections of the NDP Constitution and Bylaws.

- Bylaw 9 defines the notification requirements. Additionally, a copy of the proposed amendments should be sent to the Rules Committee at the time of notification.
- The notification should contain the following information as a minimum. (see example)
- The bylaw number and section being amended.
- The formal language of the amendment i.e. “insert”, “strike out”, or “substitute”, etc.
- Contact information for the person amending the bylaw.
- (optional) The rationale for the amendment.
- (optional) A graphic representation of the change with strikethroughs for words to be stricken and using underscores, bold, or italic fonts, for words added.
- Any primary or secondary amendments to the proposals must meet the same notification requirements as the proposed amendments, if the primary or secondary amendments would propose a greater change than the original amendment.

## Presiding Officer

- The party chair should serve as the presiding officer for the meetings.
- The party chair should have available the Constitution and Bylaws, the Parliamentary Authority, and the Standing Rules
- If the chair wishes to participate in debate the chair should allow the vice chair to preside.
- Committee chairs should not preside during the presentation of their report.<sup>4</sup>
- The presiding officer should be familiar with the duties of a presiding officer as stated in the NDP Constitution and Bylaws, and the Parliamentary Authority

## Parliamentary Authority

All procedural matters not directly governed by the Constitution or by the Bylaws of the Nebraska Democratic Party shall be governed by the latest edition of Robert's Rules of Order, as most recently revised.<sup>5</sup>

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<sup>4</sup> RONR (11TH ed.), P. 453 II 18-25

<sup>5</sup> NDP Constution & Bylaws Article IX

# Executive Committee

## Authority

“The State Executive Committee (SEC) shall be authorized to execute the policies and procedures of the State Central Committee during the interim between State Central Committee meetings. Decisions by the State Executive Committee shall be reported to the State Central Committee at its next meeting with the understanding that these decisions may be reviewed, revised, or reversed. The State Executive Committee shall be responsible ultimately to the State Central Committee for its actions.”

## Membership

Membership shall be in accordance with the NDP Constitution and Bylaws Article IV Section 3 Paragraph B. “Membership. The State Executive Committee shall consist of the following as voting members of the Committee:

- State Party Officers:
  - Chair, Vice Chair, Vice Chair of County Parties, National Committeepersons, State Treasurer, State Secretary, and Congressional District Chairs and Vice Chairs.
- A designated representative from each Democratic Party Affiliated Caucus Organization recognized as such by the State Central Committee as provided in the bylaws, and each representative shall be designated by the represented Caucus;
- If appointed, the finance chair and/or two at-Large members who shall be nominated by the State Chair and confirmed by the State Central Committee, said members to serve at the pleasure of the State Chair.
- The By-Laws of the Party may provide for ex-officio, non-voting members of the State Executive Committee.”

## Meetings

Meetings shall be held in accordance with the NDP Constitution and Bylaws Article IV Section 3 Paragraph C.

“Meetings. The State Executive Committee shall meet at least quarterly. The times and places of regular meetings shall be fixed by the State Chair. Special meetings may be called by the State Chair or by a petition of the State Executive Committee members in a manner consistent with the Bylaws of the State Party. A quorum shall consist of 50 percent of the voting membership.”<sup>6</sup>

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<sup>6</sup> NDP Constitution and Bylaws Article IV Section 3 Paragraph C.

# Congressional District (CD) Caucuses

## Composition

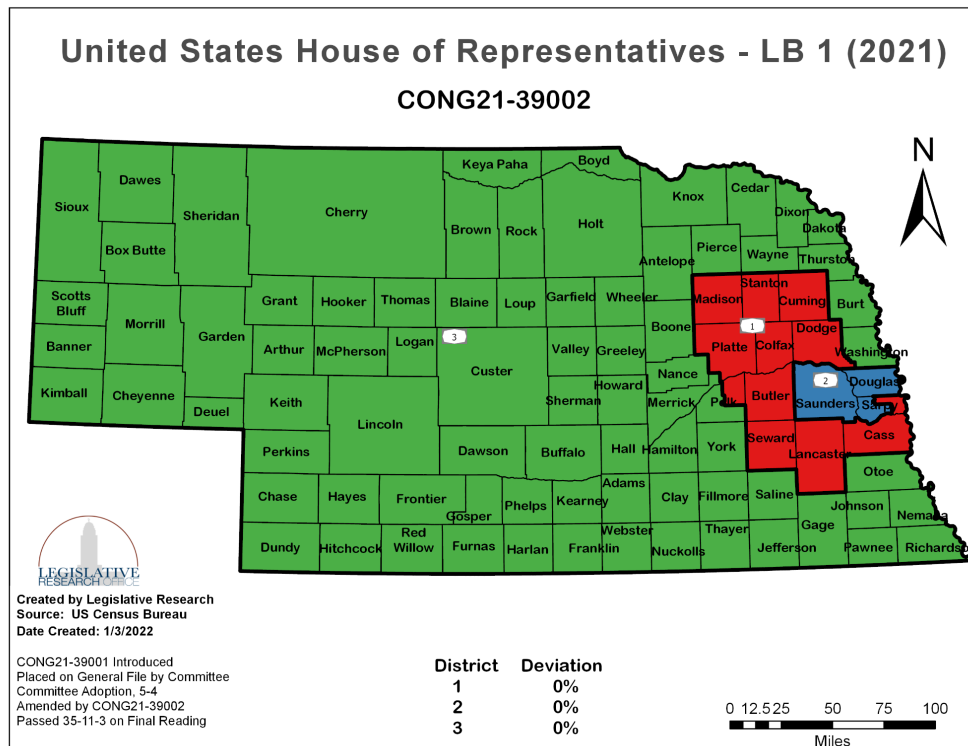
“Membership. Membership at the State Convention caucus shall include the delegates and alternates serving in the place of accredited delegates to the State Convention who reside in each respective district. Membership at State Central Committee meetings shall include all members and alternates of the State Central Committee who reside in each respective district.”

## SCC meetings

“A. Meetings. The State Chair shall call for Congressional District Caucuses to be held at the State Convention and each State Central Committee meeting. The time and place of each shall be established by the Bylaws of the State Party.”

## Quorum

“A quorum shall consist of 25 percent of the membership.”



## County Chair Caucus, Affiliated Caucus Organization (ACO) and Affiliated Policy Council (APC) Meetings

- The County chairs should convene at every SCC meeting. This meeting should discuss upcoming issues that affect the activities in the counties.
- Affiliated Caucus Organizations and Affiliated Policy Councils should convene in accordance with their governing documents.
- The NDP should schedule a time for these meetings to take place in conjunction with the State Central Committee meeting.

Affiliated Caucus Organizations (Caucuses) are constituency groups identified by born traits. Affiliated Policy Councils (Councils) are focused on issues. They are all governed by their own bylaws. Some caucuses and councils have rules for membership and voting. If you plan to attend a constituency caucus for a trait you don't possess, be sure that you are entering that space in a respectful way and not pushing your agenda on a group you don't belong to.

### Affiliated Caucus Organizations

- Black Caucus
- Democrats Experiencing Disabilities
- Latinx Caucus
- Native Caucus
- Stonewall Democrats
- Young Democrats

### Affiliated Policy Councils

- Climate Council
- Secular Council
- Veterans and Military Families Council
- Working Families Council

For the most current list of chairs, visit: [nebraskademocrats.org/caucuses-councils/](https://nebraskademocrats.org/caucuses-councils/)

## Standing Committees

**“5.10.1. Standing Committees.** (a) Standing committees of the Nebraska Democratic Party shall include: Platform and Resolutions; Rules; State Convention; Finance; Nominating; Archives and Historical Preservation; Technology; and Audit and Review; (b) Committee Chairs shall be appointed by the incoming State Chair with the approval of the State Central Committee. Standing Committee Chairs shall continue in office until their successors are duly appointed and approved. Chairs should be appointed no later than at the first Central Committee meeting following the General Election; (c) Committee members shall be elected by the authorized members attending the Congressional District Caucus at the first regular meeting of the State Central Committee following the Convention. The organizational meeting of a new State Central Committee shall not be considered the first regular meeting for purposes of this rule.”

- Vacancies shall be filled as specified in the NDP Constitution and Bylaws.
- If the chair of a committee fails to call the necessary meetings for a committee to accomplish its functions any two members may call a committee meeting. [RONR (11th ed.), p. 499, ll. 21-23]
- Committees should report to the State Central Committee in the manner prescribed by the NDP Constitution and Bylaws.

## Special Committees

**“5.10.3. Special Committees.** The State Chair, or when necessary, one of the Vice Chairs or National Committee Representatives may establish any special committees as deemed necessary to carry out the functions of the party. Special committees must be approved by the State Central Committee; provided, however, that a Special Committee formed for the purpose of investigating alleged misconduct injurious to the NDP or its members may be authorized to conduct such investigation and report its existence and/or recommendations at the next State Central Committee meeting. Special Committees should be of limited duration and exist for a specific purpose or goal. Membership on a special committee should be relevant to the purpose of the committee and must include representation from all congressional Districts.”

- **“Proper Composition Of Committees.** The members of a standing committee should be chosen so as to provide the strongest possible group for the handling of any task that may arise within the province of the committee. In the case of a special committee, the purpose for which it is appointed affects the desirable size and composition, as follows:
  - When a special committee is appointed to implement an order of the assembly, it should be small and should consist only of those in favor of

the action to be carried out. If anyone not in sympathy with the action is appointed, he should ask to be excused.

- When a special committee is appointed for deliberation or investigation, however, it should often be larger, and it should represent, as far as possible, all points of view in the organization, so that its opinion will carry maximum weight. When such a committee is properly selected, its recommendations will most often reflect the will of the assembly. By care in selecting committees, debates on delicate and troublesome questions in ordinary societies can be mostly confined to the committees. The usefulness of the committee will be greatly impaired, on the other hand, if any important faction of the assembly is not represented.”<sup>7</sup>
- The Special Committee shall report as specified in the motion to establish the special committee or as necessary to the State Central Committee.
- “A special (select, or ad hoc) committee is a committee appointed, as the need arises, to carry out a specified task, at the completion of which—that is, on presentation of its final report to the assembly—it automatically ceases to exist.”<sup>8</sup>

# We the People



<sup>7</sup> RONR (11th ed.), p. 497, ll. 34–35, RONR (11th ed.), p. 498, ll. 1–24

<sup>8</sup> RONR (11th ed.), p. 492, ll. 3–9

## Training Opportunities

The NDP works hard to make sure our party members are informed on issues and trained in skills pertaining to political work. To that end, we make our Blue Bench Training Opportunities available to all members of our party and particularly encourage our State Central Committee members to participate.

### Blue Bench Training:

<https://nebraskademocrats.org/take-action/blue-bench-project/>

### DNC Trainings and Resources:

The NDP partners with the DNC and the National Democratic Training Committee to provide all candidates and party leaders trainings to help elect Democrats. You can access a free training account to support your local work. Sign up for a free training account where you can access training videos and materials.

<https://democrats.org/playbook/>

<https://traindems.org/>

# TRAINING WINS ELECTIONS

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**NebraskaDemocrats.org**

# Robert's Rules of Order -Simplified

## Most commonly used motion

**Main motion.** This motion is used to bring business before the assembly. It is the lowest ranking of all motions. It can only be made while no other business is pending. It cannot interrupt a speaker, requires a second, is debatable and amendable, normally requires a majority vote and can be reconsidered.

**SCRIPT:** "I move that we hold a voter registration class at the next meeting."

## Subsidiary Motions

**Postpone Indefinitely.** This motion is used to kill a main motion for the session. It is the second lowest ranking motion. It cannot interrupt a speaker, requires a second, is debatable and the debate can address the underlying motion. It is not amendable and requires a majority vote. If the motion fails it cannot be renewed for the same main motion at that session.

**SCRIPT:** "I move the question be postponed indefinitely."

**Amend.** This motion is used to modify the wording of an existing motion or another motion to amend. A primary motion to amend can be amended but a secondary motion to amend cannot. The motion takes a higher precedence of the motion it seeks to amend. It is debatable if the underlying motion is debatable. The motion requires a second and a majority to pass. This should not be confused with a motion to amend a bylaw.

**SCRIPT:** "I move strike the word 'next' and insert the word 'June' in the motion."

**Commit or Refer.** This motion is used to refer or commit another motion to a committee. It is debatable and amendable as to the question of referral and the details of the referral. It cannot interrupt another speaker and requires a second. It can be reconsidered unless the committee has already begun deliberating on the motion. It requires a majority to be adopted.

**SCRIPT:** "I move to commit the motion to a Committee of the Whole."

**Postpone to a Certain Time.** This motion delays consideration of a question until a specific time. It cannot interrupt a speaker, requires a second, it is debatable only on the question of postponement and the time, the time may be amended. It requires a majority to pass. If the member wants to make the motion a special order, it requires a 2/3 vote.

**SCRIPT:** "I move that we postpone consideration until 2 P.M. or

**SCRIPT:** "I move that we postpone consideration until 2 P.M. and make it a special order."

**Limit or Extend the Limits of Debate.** This motion is used to decrease or increase the time available for debating a question. It cannot interrupt a speaker and requires a second. It is not debatable but is amenable. It requires a 2/3 vote and any unexecuted part can be reconsidered.

**SCRIPT:** "I move to limit debate to three minutes per speaker."

**Previous Question.** This motion ends debate and puts the pending question or a series of pending questions to a vote. It cannot interrupt a speaker, requires a second, is not debatable or amenable. It requires a 2/3 vote.

**SCRIPT:** "I move the previous question."

**SCRIPT:** "I move the previous question on the amendment and the main motion."

**Lay on the Table. /Take from the Table.** The motion to Lay on the Table temporarily sets a motion aside so other matters can be considered. The motion to Take from the Table resumes consideration of the question that was tabled. Neither can interrupt a speaker, both require a second, neither are debatable or amenable. Both require a majority to pass. It can be reconsidered and renewed.

**SCRIPT:** "I move to table the motion."

## Privileged Motions

**Call for the Orders of the Day.** This motion allows for a member to require the assembly returns to the agenda. It can interrupt a speaker and does not require a second. It is neither debatable nor amenable. It requires only the demand of a single member and cannot be reconsidered. It can be overridden with a 2/3 vote against returning to the agenda.

**SCRIPT:** “I call for the Orders of the Day.”

**Raise a question of Privilege.** This motion allows a member to raise a question of privilege for themselves or the assembly. The motion can interrupt a speaker if necessary and does not require a second. It is neither debatable nor amenable. It is ruled upon by the presiding officer and cannot be reconsidered.

**SCRIPT:** “I rise to a question of privilege. We cannot hear the sound system in the back of the hall.”

**Recess.** This motion is used to provide for a slight intermission in the meeting. It cannot interrupt a speaker and requires a second. It is not debatable but is amenable. It requires a majority vote and cannot be reconsidered.

**SCRIPT:** “I move to recess for fifteen minutes.”

**Adjourn.** *This motion ends the business portion of a meeting. It cannot interrupt a speaker and requires a second. It is not debatable or amenable. It requires a majority vote for adoption and cannot be reconsidered.*

**SCRIPT:** “I move to adjourn.”

**Fix the Time to Which to Adjourn.** This motion sets a time and sometimes the place for an adjourned meeting. It has no effect on the current meeting. It can be moved either as a privileged motion or incidental main motion. It cannot interrupt a speaker and requires a second. It is not debatable when moved as a privileged motion but is debatable when moved as an incidental main motion. It is amenable. It requires a majority vote and can be reconsidered.

**SCRIPT:** “I move that when this meeting adjourns, we adjourn to meet here at 2 p.m. on Tuesday.”

## Incidental Motions

**Point of Order/Appeal.** A Point of Order allows anyone to bring attention to a breach of the rules. It can interrupt a speaker, does not require a second, is not amenable. It is debatable under some circumstances. The point is ruled upon by the chair however the chair can allow the assembly to vote on the point. Appeal is used to challenge a ruling of the chair. It can interrupt a speaker, requires a second, is normally debatable, and a

majority or tie vote will sustain the decision of the chair. Can be applied to most rulings of the chair.

**SCRIPT:** “Point of Order. I move that we hold a voter registration class at the next meeting. The motion requires a 2/3 vote.” or

**SCRIPT:** “I appeal the ruling of the chair.”

**Parliamentary Inquiry/Request for information.** These motions allow a member to ask a question of the chair or another member through the chair. They may interrupt a speaker, but do not require a second. They are not debatable or amendable. They are not voted upon.

**SCRIPT:** “I move that we hold a voter registration class at the next meeting and have a parliamentary inquiry. Which motion are voting on?.” or

**SCRIPT:** “I have a request for information. Is this the latest Treasurer’s report?”

**Suspend the Rules.** This motion allows for the suspension of certain procedural rules to expedite the business. It cannot interrupt a speaker, requires a second, it is not debatable or amendable and requires a 2/3 vote. Usually used in conjunction with another motion. It cannot be applied to non-procedural rules.

**SCRIPT:** “I move that we hold a voter registration class at the next meeting to suspend the rules and consider the last agenda item now.”

**Division of the Assembly.** This motion requires a standing vote or show of hands. Can interrupt a speaker, does not require a second, is neither debatable nor amendable. Can be done on demand of a member.

**SCRIPT:** “Division”

**Object to Consideration:** This motion prevents consideration of a question without debate. It can interrupt a speaker. Does not require a second. Is not debatable or amendable and requires a 2/3 vote against consideration.

**SCRIPT:** “I object to consideration of the question.”

**Division of the Question:** This motion divides a question to allow for two or more separate votes on a motion containing multiple questions. It is not in order when another has the floor, requires a second, is not debatable. Can be amended as to how to divide the question. Requires a majority vote. **Note:** Where multiple independent resolutions

are presented as one motion. A separate vote may be demanded on any or all of the questions by a single member.

**SCRIPT:** “I move to divide the question after the first paragraph.” or

**SCRIPT:** “I want a separate vote and debate on question #7

**Consider Seriatim.** This motion allows long motions to be considered by paragraph. It cannot interrupt a speaker and requires a second. It is not debatable and is amendable. It requires a majority vote and cannot be reconsidered.

**SCRIPT:** “I move to consider the platform seriatim.”

**Motions Relating to Nominations.** These motions are used to determine the methods used for making nominations. They cannot interrupt a speaker and require a second. If made while an election is pending, they are not debatable but are amendable. They require a majority vote, except a motion to close nominations requires a 2/3 vote. These motions can be reconsidered under circumstances described in the Parliamentary Authority.

**SCRIPT:** “I move that nominations be closed.”

**Motions Relating to Voting and the Polls Elections.** These motions relate to rules for elections, including opening and closing the polls. When an election is pending or has just been voted on these motions are not debatable but are amendable. If an election is not pending these motions are both debatable and amendable. These motions require a majority vote. These votes can be reconsidered under circumstances described in the Parliamentary Authority.

**SCRIPT:** “I move the election be by signed ballot.”

**Requests to be excused from Duty.** This motion allows a member to be excused from mandatory duty. If made by the member it requires a second and can interrupt a speaker if the circumstances demand. It is both debatable and amendable. It requires a majority vote and only a negative vote can be reconsidered.

**SCRIPT:** “I request to be excused from the next meeting.”

### Motions that Bring Again a Question Before the Assembly

**Take from the Table.** This motion takes a motion that was laid on the table. It cannot interrupt a speaker and requires a second. It is neither debatable nor amendable. It requires a majority vote and cannot be reconsidered.

**SCRIPT:** “I move to take the previously tabled motion from the table.”

**Rescind or amend something previously passed.** This main motion is used to modify something that was previously passed. It cannot interrupt another speaker. It requires a second. It is debatable. It can be amended but must meet any prior notice requirements. With prior notice a majority is required to pass. Without meeting prior notice requirements, a 2/3 vote or a majority of the entire membership is required to pass.

**SCRIPT:** “I move to amend the Finance Resolution passed at the last meeting.”

**SCRIPT:** “I move to rescind the Finance Resolution passed at the last meeting.”

**Discharge a Committee.** This motion either discharges the committee of the motion that was referred to it. It cannot interrupt another speaker and requires a second. It is debatable and amendable and requires a majority vote if notification was given. If notice is not given a 2/3 vote, or a majority vote of the entire membership is required. If the committee fails to report on time or the motion only requires a partial report a majority is all that is needed to discharge the committee.

**SCRIPT:** “I move to discharge the committee of the motion referred at the last meeting.”

**Reconsider.** This motion allows the assembly to bring back a question for further consideration after the question has been voted on. It cannot interrupt a speaker and requires a second. It can only be made by a member of the prevailing side. It is debatable where the motion to be reconsidered is debatable, but it is not amendable. It cannot be reconsidered. The motion should be used only by the procedures outlined in the Parliamentary Authority.

**SCRIPT:** “I move to discharge the committee of the motion referred at the last meeting.”

**SCRIPT:** “I move that we hold a voter registration class at the next meeting.”

**The other motions sometimes used.**

Raise a question of privilege

Refer /discharge

Rescind or amend something previously passed

## Resolution for a formal motion

### Preamble: (optional)

- Capitalize “Whereas”
- Place comma following “Whereas”
- Capitalize the first word following the comma
- End with a semicolon
- Following the semicolon next to the last paragraph add the word “and”
- Following the last paragraph of the preamble insert the transition wording (“be it”, “therefore be it”, “now therefore be it” etc.)

### Resolving Clauses:

- Capitalize and italicize Resolved
- Place a comma following “Resolved”
- Capitalize the word “That” following the comma
- End each clause with a semicolon
- Following the semicolon in the next-to-last paragraph, add the word “and”
- End the last paragraph with a period

Example:

Whereas, The SCC Meetings are getting too long;  
 Whereas, The members may need to travel following the meetings; and  
 Whereas, Too much time is being wasted by trivial matters; now, therefore, be it  
*Resolved*, That the SCC meetings will adjourn not later than 4 p.m. local time;  
*Resolved*, That the length of the SCC meeting be no longer than 2 hours; and  
*Resolved*, That the rest of the schedule be adjusted to accommodate this requirement.

# Resolution for a Platform Statement

## Preamble:

- Follow the rules listed above for preambles. However, a participle (Believing...; Recalling...; and Noting...; etc.) may be used instead of “Whereas”
- A phrase such as “The State Central Committee of the Nebraska Democratic Party issues the following statement.” may be used before or after the preamble.

## Resolving Clauses:

- Follow the rules listed above for the resolving clauses. However, a verb denoting an attitude or position (affirms, commends, condemns, calls upon, rejects, etc.) can be used in lieu of “Resolved”

## Example:

Believing; That climate change is a threat to our planet; and

Believing; That this problem must be addressed internationally by all nations;

The State Central Committee of the Nebraska Democratic Party

*Condemns*, The Trump Administration for withdrawing from the Paris Accords; and

*Condemns*, The Trump Administration for lowering fuel efficiency standards.

## Amending a Bylaw

### Forming the Amendment:

Determine the bylaw you wish to amend or rescind.

Determine if there are any additional bylaws that would also require amending to be compatible with your amendment.

Determine if the Bylaws or constitutional articles you wish to amend can be accomplished by the State Central Committee or the State Convention.

Obtain assistance from the Rules Committee when necessary.

### Prepare the wording and making notifications

Amending a bylaw or constitution article consists of adding, removing, or in some way modifying the language of the item to be amended in such a way as to achieve a desired result.

After the necessary wording has been added, removed, or modified the SCC must be notified of the proposed changes. The motion should state where the change will take place and what the change should be, the person making the change, the contact information of the person making the change, and the rationale for the change.

A graphical representation of the change is optional and may help clarify the notification, however it should not take the place of the formal wording. Since it may not always be possible to infer the correct motion.

### Example: (Professional Format)

In Bylaw 5.x.x following the word “in” strike the word “June” and add the word “August”. When amended the new language will read “The annual meeting must be held in August.”

Existing Language	Proposed Changes	Will read
“5.x.x The annual meeting must be held in June.”	“5.x.x The annual meeting must be held in <del>June</del> <b>August.</b> ”	“5.x.x The annual meeting must be held in August.”

Sally Jones [Sally\\_Jones59@opqnet.com](mailto:Sally_Jones59@opqnet.com) Cell 409-327-3996

Rationale: This will prevent our annual meeting from conflicting with the other summer activities that have plagued us in the past.

Note: A single or double column version of the graphic can be used.

“5.x.x The annual meeting must be held in June.”	“5.x.x The annual meeting must be held in <del>June</del> <b>August.</b> ”
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5.x.x The annual meeting must be held in <del>June</del> <b>August.</b> ”
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# Sample Agenda

1. Call to Order
  - a. Presentation of Colors
  - b. Inspiration
  - c. Pledge to Flag
2. Report by District Chairs of new delegates
3. Approval of Minutes
4. Reports of Officers and Standing Committees
  - a. Chair's Report
  - b. Vice Chair's Report
  - c. Vice Chair of County Parties
  - d. Committeeperson's Reports
  - e. Report of Staff
  - f. District Chair's Report
  - g. Rules Committee Report
    - i. Amend Bylaw 5.2 (see attached proposal)
    - ii. Amend Bylaw 5.6 (see attached proposal and proposed amendment)
  - h. Report of Platform Committee
    - i. Resolution on Climate Change
  - i. Reports of Special Committees
    - i. Report of Committee created to improve rural infrastructure.
5. Unfinished Business and General Orders
  - a. Johnson motion to have phone bank training.
6. New Business

