

Greater Boston Young Democrats Executive Board Standing Rules

Effective September 9, 2021



Chair: Daniel Ernst
Secretary: Rebecca Kanter

RULE I
QUORUM

1. No business shall be transacted without a quorum of members—as defined in section 2 of this rule—and no motion nor consent request received except to adjourn or to recess.

2. A quorum shall consist of a majority of the members duly sworn and chosen as members of the Board, and must number at least three.

2. The presence of a quorum shall be assumed unless the result of a roll call shall ascertain otherwise, and the Chair shall call, or direct the Secretary to call, the roll at the request of any member, and these proceedings, and all others arising from it shall be without debate.

4. Should a quorum call ascertain that a quorum is not present, a majority of those present may direct the Chair to order the attendance of absent members, and in such extreme cases where the members present may deem it necessary, to compel the attendance of absent members; pending the execution of such order no debate nor motion except to adjourn or to recess shall be in order.

RULE II

MEMBERSHIP

1. The members of the Executive Board (herein referred to as the Board) elected at an annual membership convention, or by subsequent special election, or whom are appointed by the chair to fill a vacancy, shall compose the Board.

2. Upon the Board's declaration of a vacancy of any seat by the Board the Chair shall appoint a replacement within thirty days, no appointment shall be required in the absence of a declaration.

3. Upon the first meeting of the new session of the Board succeeding the annual GBYD Convention, which is to be after a period of no more than 14 days, the outgoing Chair (or in their absence the YDMA Parliamentarian) shall administer the following oath to the Chair-elect, who shall then administer the oath to each Board member-elect:

“I, A—— B—— do affirm that I will uphold and defend the Greater Boston Young Democrats charter, that I will further the mission of the chapter to the best of my abilities, and that I will well and faithfully discharge the duties of the office on which I am about to enter.”

Rule of construction: this clause shall have the authority of a call of a meeting and shall be operative so as to cause a Board meeting on the 14th day after a convention at 8pm, should no prior meeting have been called at which at least 3 members of the Board were sworn in.

4. The Chair and Secretary shall keep an ongoing record of the appointments, membership, and oaths which may from time to time transpire.

5. Meetings of the GBYD Board shall be held on the last Thursday of each month at 8pm, without need for further authorizing action; the Chair may call further special meetings so long as at least three days of notice is given electronically via email or Slack, and is further enabled to call an extraordinary sessions on only 2 hours notice provided that a live quorum call verifies the presence of 3/4ths of the members duly sworn and chosen which shall for that meeting constitute a quorum.

Rule of construction: this clause shall be sufficient authority to order a quorum call prior to the transaction of any business at an extraordinary session.

6. The Chair shall be required to call a special session at the written request of three members within 48 hours of the time they request, provided it would give at least 3 days notice.

RULE III

CHAIR AND COMMITTEES

1. The member elected as Chair of GBYD shall preside over all Executive Board meetings until vacating the office; in the case of the vacancy of the Chair and Vice Chair the Board shall have the ability to exercise the powers of the office.

2. The Chair may appoint, in open session or in writing, a member of the Board to act as Chair for a single session, after which such appointment shall expire.

3. In the absence or vacancy of the Chair, absent an appointment of a person to act thereof, the Vice Chair shall act as Chair.

4. The Chair may engage in debate without need to vacate the Chair on any question, and shall be permitted to vote from the chair at their discretion, but upon an equal division shall always announce their vote in open session and the same shall be recorded into the minutes.

5. There shall exist the following standing committees of the Board which shall continue indefinitely provided they maintain at least one member; the Chair of GBYD shall be an ex officio member of each committee and shall not count towards the membership maximum, except on the Committee on the Charter where they shall be ex officio Chair; the Chair of the Committee on Rules shall serve as the ex officio Parliamentarian of GBYD; no person shall act as chair of more than two Committees; each committee shall be governed by these same rules:

- a. Committee on the Charter—to be composed of three members,
- b. Committee on Campaign Services—to be composed of two members,
- c. Committee on Rules—to be composed of two members,

RULE IV

PRIVILEGE OF THE FLOOR AND DEBATE

1. All proceedings of the GBYD Board shall be a matter of public record and any member of GBYD may be present for a session but no person except the members of the Board may be admitted to the floor except:

- a. Former members of the Board—without conflict on interest on any matter to be considered,
- b. Board members-elect,
- c. YDMA Executive Committee members and members of the Board of Directors,
- d. Invited candidates for endorsements,
- e. Speakers or guests of the Chair—provided no resolution of disapproval as to their presence shall have been filed for consideration or adopted,
- f. Those to whom permission shall be given by a vote of the Board, decided without debate

2. Only members of the committee may be present for proceedings operating under Rule XII, except as provided in said rule.

3. The privileges of any of the members given under Section 1 may be suspended permanently by a noticed motion agreed to by 2/3rds of the GBYD Board. Regardless of any provision of this rule the privileges of a member given by virtue of Section 1 may be suspended temporarily by unanimous consent.

RULE V

ORDER OF BUSINESS

1. At the start of the committee's proceedings, the Chair shall announce "without objection the minutes will stand approved to date" and such motion shall be considered agreed to absent any objection, and any motion made to correct the minutes is to be considered a privileged motion; the reading of the minutes in full may be demanded by any member.

2. At any regular meeting, the Chair, at the request of any member, shall lay before the Board any messages, completed endorsement questionnaires, or other communications addressed to the committee which may have been received; at such a time as the aforementioned have been received, the Chair, at the demand of any member, shall call for in the prescribed manner the following:

- a. Amendments to these rules,
- b. The reports of any committees, or of the Chair,
- c. Unfinished Board resolutions generally,
- d. New Board resolutions generally,
- e. Appointment of members to standing or select committees or the authorization thereof,
- f. Calls for a convention with an agenda, and the endorsement of actions therein,
- g. Appointment of members for a Convention Rules Committee,

The aforementioned shall be received and addressed in this order unless unanimous consent is given to the contrary. On the objection of any measure a debatable motion to proceed to consideration must be made and agreed to before any measure can be considered.

2. The Secretary of the Board shall maintain a continuing record of all floor proceedings summarized briefly, the record of the election or appointment of members, resolutions in full, the results of all roll call votes, and summaries of messages sent to the committee which minutes shall be approved by the committee.

3. No document once acted upon shall at any time be withdrawn from the records of the committee except by noticed vote of the committee, and the Chair shall at no time entertain any attempt to suspend this paragraph by unanimous consent.

RULE VI

DEBATE

1. Every member of the Board is entitled to fully participate in debate; the Chair shall recognize the member that shall have first addressed them and in such cases when multiple members may seek the Chair's recognition in the same moment they may recognize themselves, and thereafter the sponsor of the pending business or the committee chair of jurisdiction.

2. At no time should a member interrupt another who presently has the floor, except to request that they give way but shall do so by presenting such request to the Chair or to make a motion which would be permissible while another has the floor, nor shall any member speak more than twice to the same motion unless leave shall be given by non-debatable motion.

3. No member of the Board shall in any other place be questioned for their speech in session but must in the course of their free speech practice good temper and moderation and the Chair shall on their own prerogative, or by point or order, enforce this rule against unparliamentary language—including not not limited to a suggestion of dishonesty or of improper behavior.

4. Upon the adoption of any motion to close debate on the final vote for a matter listed in Rule V section 2 subsections a, d or f, each member shall be entitled to two minutes of debate, notwithstanding any provision of these rules or of the parliamentary authority.

5. The Chair shall at all times maintain order in the space where members of the public may be present, and no expressions of approval or disapproval shall be permitted. The Chair may request the assistance of the Secretary in enforcing this rule. The Chair shall not entertain any request to suspend this clause by unanimous consent.

RULE VII

APPEALS

1. A question of order may be raised by any member at any stage of proceedings except when the Board is voting, in a quorum call, or a motion to adjourn is pending. All questions shall be decided by the Chair without debate, but all decisions shall be subject to an appeal put “Does the decision of the Chair stand as the judgement of the Board?”

2. It shall be in order to interrupt another member to raise an appeal but no appeal shall be in order after any debate or business may have intervened. An appeal shall be subject to debate only if the matter from which it arose was itself debatable.

3. No appeal which would contradict the standing rules shall at any time be in order and the Chair shall on their own prerogative rule this out of order. No motion to suspend this rule, nor special rule which may impair this rule is in order, nor shall the Chair at any time entertain any request to suspend this clause by unanimous consent.

RULE VIII

RESOLUTIONS

1. Any member of the Board is entitled to make any motion on the floor, but the Chair may, subject to an appeal, recognize precedents regarding the motion.

2. On the demand of any member any motion shall be reduced to writing and submitted to the Secretary, but such motions which shall require their submission in writing shall not be made by voice except by unanimous consent.

3. Before the committee may have taken any action, or have ordered the yeas and nays upon a motion, resolution, or amendment the mover may at any time withdraw or modify the same.

4. Any resolution of disapproval or reprimand shall be filed with both the Chair and Secretary; any resolution of reprimand which seeks to remove a person from membership must be sponsored by at least three members of the Board to be considered in full session.

5. The Chair shall read all amendments, agenda included in the call to convention, and amendments to the standing rules in full. A resolution may be read only by title but upon the rising of any two members shall be read in full. No member shall move an amendment until the main motion shall have been read by the Chair, nor shall any member move a second degree amendment before the first degree shall have been read.

RULE IX

AMENDMENTS

1. Any member of the Board may rise to offer an amendment for either themselves or another member at their request, but shall be first recognized by the Chair. A member may move to modify any main motion with an amendment to insert, to strike, to strike and insert, or to substitute. Only one of each type of amendment shall be pending before the Committee at one time. A perfecting amendment in the second degree is in order to each first degree, but no third degree shall at any time be in order. A member who called up an amendment for consideration loses the floor upon so doing.

2. Committees may report their resolutions with amendment for the consideration of the whole committee, which shall have precedence over the amendment of any other member.

3. Once an amendment has been disposed of either by tabling or by its rejection it shall be out of order to submit the same or any substantially similar amendment on the same measure.

RULE X

VOTING PROCEDURE

1. At a time when the Board is considering a question, and there is no further debate desired by any member, the Chair shall put to a vote the pending question, the standard procedure shall be a voice vote, but upon the demand of any one member, at any stage, the yeas and nays shall be ordered by the Chair.

2. When the yeas and nays are ordered and the time of division arrives the names of each member shall be called alphabetically, and at the calling of each name the member shall, without debate, declare their assent or dissent to the question, no member shall be at any time permitted to vote after the result of the vote has been announced. Prior to the vote being closed the Chair must state “Is there any member wishing to vote or change their vote” after which time the result should be announced. The Secretary shall record the vote of each member which shall be included in the minutes. The Chair shall not entertain any request to suspend this rule by unanimous consent.

3. During any vote of the Board the Chair shall maintain absolute order in the space, no disruptions of any manner shall be permitted, and the Chair is empowered to restore order, and shall enforce this order on their own prerogative.

4. No vote shall be conducted by ballot, except for nominations for a person to act as chair for a committee if it be so ordered by the Board, which ballots shall be collected and submitted to the Secretary, who shall forthwith report the same to the Chair.

5. Should a member expect an absence to occur at a future session of the Board they may file a proxy letter designating a member to vote on their behalf, with their agreement—provided that no member may cast more than two votes on any question; any member casting a proxy vote shall announce such during a roll call vote to the Chair.

6. No member shall vote upon any question for which they have a conflict of interest, which shall exist when they are: voting on a matter which concerns a close family member, when they would financially benefit from its result, or in any other situation where the YDMA Bylaws would provide for a conflict, in any such circumstances the member should abstain from voting.

RULE XI

RECONSIDERATION

1. Following a vote on any question, any member who shall have voted with the prevailing side or who may have been absent with an excuse, may move in the same month to reconsider said vote. If such vote shall be rejected, approved but the substantive decision reaffirmed, or if such motion is laid upon the table it shall be the final disposition of the motion.

2. Should any vote be reconsidered on a matter which shall have already been printed or in some other manner have been disseminated, and should the committee upon reconsideration rescind its previous vote, the Chair shall make every effort to recall such announcement.

RULE XII

CLOSED SESSIONS

1. Should a matter of debate be sufficiently sensitive or should reasons of collective bargaining, privacy, or other considerations similar to those in the Massachusetts Open Meeting Law be present, any member may move to proceed to a closed session.

2. During a closed session of the committee, all members of the public are required to vacate the space, and all observers with floor privileges shall be sworn to secrecy. All records of the meeting shall be kept only by the Secretary and shall not be discussed in open session, or in any other place.

3. No final substantive vote shall be undertaken in a closed session, including any modification to these rules.

RULE XIII

APPROPRIATIONS

1. No funds shall be drawn from the treasury except as authorized under this rule, and the Chair and Treasurer shall be compelled to execute orders made by the Board under this rule, except when formally advised by the Massachusetts Office of Campaign and Political Finance that such action may violate law or policy, or if the office shall formally advise GBYD that such action would jeopardize the status of GBYD.

2. Any proposed appropriation must first be referred to the standing committee of jurisdiction which must approve by majority record vote the appropriation, except that the Board may consider an emergency appropriation validly under this rule without its prior consideration by such committee if an appropriation laid by the Chair or Treasurer receives a unanimous vote of all members duly sworn and chosen in a roll-call vote.

3. For the purposes of a political action committee, the Chair of GBYD shall serve as Chair of the PAC and the GBYD Treasurer shall serve as Treasurer for the same; should the Chair be ineligible or unwilling to serve in such capacity the Vice Chair shall assume the role and should the Treasurer or Finance Director (if vacant) be ineligible, or unwilling to serve the Chair of the committee with jurisdiction shall serve in such capacity; these officers shall assume their position in any PAC authorized by GBYD following their having been seated on the Board and taken the oath of office, and shall continue to serve in such roles until their successors qualify to succeed them.

4. No amendment shall be made to an article of appropriation before the board, except as laid by the Chair, Treasurer, or Chair of the Standing Committee of jurisdiction, which amendment shall affect only the amount or purpose of the appropriation, and not the recipient.

5. No motion to reconsider any resolution laid under this rule shall be permitted once the meeting at which an appropriation was approved has adjourned, and no motion to reconsider and enter into the minutes shall be permitted to be applied to any article of appropriation at any time.

6. At a frequency of no more than once monthly the Chair may authorize an expenditure of no more than \$50 at their discretion, provided that such appropriation not be a transfer to a candidate or other PAC—the Chair shall submit in writing the amount and purpose of this appropriation to the standing committee with jurisdiction after no fewer than seven days.

7. The presiding officer shall entertain no motion to suspend any part of this rule, nor entertain any attempt to suspend any provision by unanimous consent.

RULE XIV

SUSPENSION AND AMENDMENT OF THE RULES

1. All motions to suspend any part of these rules shall be agreed to by a 2/3rds affirmative threshold of the whole number of members duly sworn and chosen. No rule shall be suspended without such vote, except by unanimous consent, excluding where each rule may prohibit suspension through such method.

2. A motion to amend the Board Standing Rules shall be submitted to the Chair and Secretary in writing signed by any three members. Any motion to amend or supplement these rules shall be given notice of at least seven days. The vote on the final disposition of any proposed amendment to these rules shall always be by roll call yea-nay vote which shall not be conducted before a quorum call. No motion to suspend any part of this rule shall at any time be in order, nor shall the Chair entertain any attempt to suspend any part of this rule by unanimous consent.

Rule of construction: this clause shall have the force and effect to compel the Chair or person acting thereof to conduct a quorum call and roll call vote at the respective time as required by the rule.

3. The parliamentary guide adopted shall be Robert's Rules of Order, and its procedures used as advisory material for the rulings of the Chair, and decisions of the Committee; however, any provision included herein shall supersede any provision of RONR.

4. The Rules of the Greater Boston Young Democrats shall continue without need of reauthorization, from one session of the to the next unless by vote of the Board any amendment shall modify or supplement them.

Ratification

Director Perenick moved the adoption of Rules 1-13 [*Presently Rules 1-12, 14*] en bloc which was seconded and agreed to by ye-a-nay vote of 6-0.