

**PROCEDURES of the RULES COMMITTEE**  
of the  
Palm Beach County Democratic Executive Committee.

**A. CODE OF CONDUCT**

1. The Palm Beach County Democratic Executive Committee (“PBCDEC”) and its Rules Committee expect and the PBCDEC requires all leaders, members, and employees of the PBCDEC to act in a manner consistent with the CODE OF CONDUCT OF THE PALM BEACH COUNTY DEMOCRATIC PARTY (“Code of Conduct”).

**B. JURISDICTION**

1. Any Party Officer, Club or Caucus President, Zone Leader, Democratic Executive Committee member, or Democratic Party Chartered Club member shall be subject to disciplinary action pursuant to the procedures set forth in these rules. The preceding sentence both derives from and augments item 6) of the Code of Conduct.
2. The PBCDEC’s authority to monitor or discipline activities by its members is limited to the PBCDEC, Club, or Caucus events or activities, except for a member’s support of a Party or candidate in violation of the Oath to the Democratic Party. Third parties whose events and activities are posted or publicized on the calendar of the PBCDEC, a Club, or a Caucus under the PBCDEC do not fall under the jurisdiction of the PBCDEC merely because they are posted or publicized on the calendar.
3. Pursuant to Article V, Section 2 (k)(1), of the PBCDEC’s Bylaws, the Rules Committee has the task of addressing grievances and complaints that are brought or referred to it.

## **C. RULES OF PROCEDURE FOR ENFORCEMENT**

1. The procedure for determining whether a violation the Code of Conduct or these rules of decorum occurred and, if so, whether one or more sanctions is warranted, begins with someone filing a signed written complaint. Any DEC member may file with the DEC's Chair a written complaint (written either on paper sent by Certified US mail or as an email) that (a) clearly and fully identifies the person filing the complaint (the Complainant); (b) clearly and fully identifies a member or members (including the individuals identified in JURISDICTION, para. 1, above) and sets forth the dates, times, circumstances, and ways that the identified member(s) allegedly violated one or more provisions of the Code of Conduct or these rules of decorum (the Respondent(s)); and (c) identifies to the best of the Complainant's ability any additional witnesses or sources of information, or states that no such witnesses or sources can be identified. The Chair may decide not to consider further any complaint that does not meet all three of these requirements.

2. To be considered, a complaint must be filed with the DEC's Chair within ten (10) days of the earliest conduct identified in 1.(b) above. The Chair shall promptly provide a copy of the complaint to the Respondent(s) and shall make an informal effort to resolve the matter. If the DEC's Chair is the Respondent, then the Complaint may be filed with the Chair of the Rules Committee, who shall make an informal effort to resolve the matter.

3. During the fifteen (15) days following the Respondent(s)' receipt of the complaint, the Respondent(s) may file with the DEC's Chair or the Chair of the Rules Committee as appropriate a written response that (a) clearly and fully identifies the person responding; (b) responds specifically to each of the allegations set forth in the complaint; and (c) identifies to the best of the Respondent's ability any additional witnesses or sources of information, or states that no such witnesses or sources can be identified. If there is more than one Respondent, then each may file a written response within this time.

4. If a complaint has not been resolved informally within fifteen (15) days of its receipt by the Respondent(s), the DEC Chair or the Chair of the Rules Committee as appropriate shall promptly forward the complaint and any responses to the members of the Rules Committee.

5. The Rules Committee may determine, in its sole and unreviewable discretion, to extend the ten (10) days requirement of the first sentence of 2, above; however, any such extension may not reach further than forty (40) days from the earliest conduct identified in 1.(b) above. In any event, the Committee shall, as fairly and quickly as possible, review the complaint, any responses, and the related facts, laws, and rules, and determine a resolution.

6. The complaint shall be treated as confidential by the DEC Chair and the DEC's Rules Committee and, except as necessary to resolve the matter, the complaint, any responses, and the allegations shall not be discussed with or shared with others until the matter is fully resolved. Whenever the complaint and any related actions or events or materials are to be discussed at a Rules Committee meeting, that portion of the meeting shall be in Executive Session.

7. The Chair of the Rules Committee may delegate the initial review to a panel of three (3) members of the Rules Committee, which Panel shall as fairly and quickly as possible review the complaint, any responses, and the related facts, laws, and rules, and recommend a resolution to the full Rules Committee.

8. While conducting its review, the Rules Committee or its delegated Panel shall have access to any video or audio recordings and to any potentially relevant documents, including any prior allegations, violations, or sanctions involving the Complainant and the Respondent(s)

9. The Rules Committee or the delegated Panel may call as witnesses both the Complainant and the Respondent(s). The Rules Committee or the delegated Panel may, but is not required to, call as witnesses other persons who might have relevant information.

10. Neither the Rules Committee nor any delegated Panel shall have subpoena power to require a person's participation or to compel those it calls as witnesses to attend or participate, but it may draw adverse inferences whenever a person is, in the Committee's or Panel's view, not open or reasonably responsive to the requests. (One example of not being "open or reasonably responsive" to a request would be for either the person who made the complaint or the person against whom the complaint was made

failing to appear as a witness. In such an instance the Committee or Panel may draw an adverse inference against that person or the veracity of his or her allegations or statements.)

11. If a Panel has been designated, that Panel shall make its recommendations regarding the alleged violation, any other violations it might have found, and any potential sanction(s) to the Rules Committee; if a Panel has not been designated then the Rules Committee shall make such determinations. Any Panel and the Rules Committee shall make its final recommendations or determinations by a majority vote of its members. Such determinations may include dismissing the complaint in whole or in part, finding in whole or in part for the Complainant, or finding other violations from its review of the evidence. Further, if the Rules Committee does find one or more violations, it may then impose or recommend one or more of the sanctions listed below that it, in its sole discretion, finds by a majority vote to be appropriate.

12. If the complaint is determined to have merit whether in whole or in part, sanctions by the Committee may include one or more of the following:

(a) Issuing a written formal warning by the Committee's Chair, a copy of which shall be retained in the files of the Rules Committee;

(b) Calling upon the PBCDEC Chair to issue a written formal warning to the member, copies of which shall be retained in the a file maintained by the Rules Committee;

(c) Calling upon the PBCDEC Chair to remove the member from all appointments by the PBCDEC Chair, including appointed officer status;

(d) Calling upon the DEC membership to remove the member from a PBCDEC elected office in accordance with the Bylaws, and/or

(e) Calling upon the DEC membership by majority vote of those attending to censure the member.

13. If the complaint is determined to have been wholly without merit, the Rules Committee shall consider whether to sanction the Complainant for having filed a frivolous accusation. Because filing a complaint that is without merit wastes the time and resources of the PBCDEC and the Committee, and because it might constitute abusive or harassing behavior, the Rules Committee in such instances may impose one or more of the above-referenced sanctions on the Complainant.

14. The decision by the Rules Committee on the complaint and any sanction(s) shall be final and conclusive and shall be set forth in writing. A copy of that decision shall be immediately sent to the Chair of the PBCDEC, the Complainant, and the Respondent(s).

15. A failure by a Respondent or a Complainant to comply with a sanction decision shall itself be subject to further review and potential sanctions.

16. Once the Rules Committee has made its decision and sent that decision to the Chair, Complainant and Respondent(s), the matter is no longer confidential by rule. However, unless the Rules Committee has included a sanction that calls upon the PBCDEC membership to act against the sanctioned member, in the same meeting where the Rules Committee renders its decision, the Committee also may, by majority vote, continue to hold the matter confidential for a period of up to five (5) years from the date of that decision.

CONFIRMED THESE 25<sup>th</sup> & 31<sup>st</sup> days of July, 2023:

Committee Chair s/ William F. Steigman

William "Bill" Steigman

Committee Secretary (acting) \_\_\_\_\_

Tom

## PBC DEC RULES for HYBRID MEETINGS

*Adopted September 7, 2023*

1. Login information. The Secretary or other authorized person shall send by email to every member of the DEC at least 10 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 by telephone. The Secretary shall also include a copy of, or a link to, these rules.
2. Login time. The Secretary or other authorized member shall schedule the Internet meeting service availability to begin at least 30 minutes before the start of each meeting.
3. Tech Team. In order to facilitate the sign in process of the Internet service, and otherwise facilitate the smooth and orderly functioning of the Internet service portion of the meeting, a Tech Team will be created. Members of the Tech Team shall be knowledgeable regarding the Internet meeting service and the voting system being used, as well as these rules.
4. Signing in and out of the Internet service. Members shall identify themselves by name to the Tech Team to sign into the Internet meeting service. Once they have been confirmed on the membership list, the Tech Team will place an “M” next to their displayed name. Members shall maintain Internet and audio (but not video) access throughout the meeting whenever present but shall sign out upon their departure if it occurs before the meeting is adjourned. Members shall only be credentialed upon signing into the meeting. Once validly credentialed, members shall be afforded all privileges of membership.
5. Quorum calls. The presence of a quorum shall be established at the beginning of the meeting using a common shared list that accounts for the online list of participating members plus the members attending in person. Any member may demand a quorum count at any point in the meeting using these same measures.
6. Technical requirements and malfunctions. Each member is responsible for their own 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

PBC DEC RULES for HYBRID MEETINGS

*Adopted September 7, 2023*

7. Forced disconnections. 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. This in no way limits the ability of the Tech Team to mute someone who is unmuted without the Chair's permission.
8. Assignment of the floor. To seek recognition by the Chair, a member shall use the "raise hand" function or equivalent in the Internet meeting service. Members shall be given the floor based on the order their hands are raised as displayed by the Internet meeting service. The Chair shall make a good faith effort to recognize in-person and online attendees pro rata based on the total number participating by each method. Due to the normally large number of members attending via the Internet meeting service and in person, the Chair may appoint and be assisted by a monitor whose function is to recognize raised hands online and to inform the Chair of such raised hands.
9. Interrupting a member. A member who intends to make a motion or request that under the rules may interrupt a speaker shall unmute themselves and ask for recognition and shall thereafter wait a reasonable time for the Chair's instructions before attempting to interrupt the speaker by voice.
10. Materials submitted in writing. An effort will be made to display any materials submitted in writing on the screen during the meeting. Such materials shall also be disseminated before the meeting if possible, and if not, following the meeting.
11. Voting. (a) Business may be conducted by unanimous consent, voice vote, a show of hands, or rising in place.  
  
(b) The Chair, in his or her discretion, may order a vote to be recorded. Upon the request of ten percent of the participating members, confirmed by a show of hands or rising in place, a recorded vote shall be taken on any question.  
  
(c) Until the voting system required by the Bylaws has been acquired and confirmed by the Tech Team for use, all recorded votes shall be taken by the polling feature of the Internet meeting service for those attending remotely and by a written, signed paper ballot by those attending in person. The Recording Secretary

PBC DEC RULES for HYBRID MEETINGS

*Adopted September 7, 2023*

shall keep the paper ballots and the certified record of the report of the votes of the remote attendees for two (2) years.

(d) The Chair's announcement of the recorded vote result shall include the number of members voting on each side of the question by method of voting and the number of abstentions.

12. Video display. The Tech Team shall cause a video of the Chair and any other in-person scheduled speaker to be displayed when they have the floor to speak. The Internet meeting service shall be set to cause display of the video of the member using that service currently recognized to speak or report. A member is encouraged but will not be required to maintain their presence on camera and shall be able to do so at their own discretion. A member must be present on camera during voting.
13. Online breakout rooms. Online breakout rooms shall only be used for the Tech Team to assist any members having technical issues or concerns unrelated to the body at large.
14. Backgrounds and Memes. No member may be sanctioned for the picture or background they wish to display if it does not violate the DEC Code of Conduct.
15. Method of Attendance. Every DEC member, including precinct leaders, at-large members, committee members and officers shall be allowed to choose whether to attend, participate, and perform Party duties and functions, including committee meetings and reports, and in any or all DEC regular meetings, by personal or remote attendance, and no member may be sanctioned for the method of attendance they choose.



# **RULES OF CONDUCT, DECORUM AND THEIR ENFORCEMENT**

**THE PALM BEACH COUNTY  
DEMOCRATIC EXECUTIVE COMMITTEE (DEC)  
Adopted ----- --, 2022**

## **Rules of Decorum**

1. The DEC expects and requires all leaders, members, and employees of the DEC to act in a manner consistent with the CODE OF CONDUCT OF THE PALM BEACH COUNTY DEMOCRATIC PARTY (“Code of Conduct”).
2. Offensive, obscene, or abusive language or behavior; or acting in any way either intended or likely to injure, frighten, harass, or intimidate any other person; or discrimination or offensive behavior based on race, creed, color, sex, sexual orientation, gender or gender-appearance, religion, national origin, cultural background, or familial status is strictly prohibited.
3. At meetings conducted electronically in whole or in part, chat room comments shall be considered both speech and actions subject to the Code of Conduct and these Rules of Decorum.

4. Signs, placards, memes, or other objects of similar nature shall be permitted in meeting rooms (a) only while business meetings are in session and (b) only when the Chair of that meeting has approved such objects generally (not individually) in advance of the specific business meeting.
5. Neither intoxication nor impairment by alcohol or drugs may be considered a defense to any alleged violation of the Code of Conduct or these Rules of Decorum.
6. Any act of retaliation or intimidation against any member who in good faith files a complaint alleging a violation of the Code of Conduct or these Rules of Decorum, or who in good faith provides information in support of or in opposition to a complaint, or who serves as a witness, shall be considered a violation of these rules and subject to all the sanctions available under these rules.
7. If a participant at any DEC activity, meeting, or event is removed for just cause, that participant shall not be eligible for a refund, if applicable.

### **Jurisdiction**

1. Any Party Officer, Club or Caucus President, Zone Leader, Democratic Executive Committee member, or Democratic Party Chartered Club member (Member) shall be subject to disciplinary action pursuant to the procedures set forth in these rules. The preceding sentence augments item 6) of the Code of Conduct.

2. The DEC's authority to monitor or discipline activities by its Members is limited to the DEC, Club, or Caucus events or activities, except for a member's support of a Party or candidate in violation of the Oath to the Democratic Party. Third parties whose events and activities are posted or publicized on the calendar of the DEC, a Club, or a Caucus under the DEC do not fall under the jurisdiction of the DEC merely because they are posted or publicized on the calendar.

### **Rules of Procedure for Enforcement**

1. The procedure for determining whether a violation the Code of Conduct or these Rules of Decorum occurred and, if so, whether one or more sanctions is warranted, begins with someone filing a signed written complaint. Any DEC member may submit to the DEC's Chair a written complaint (written either on paper or as an email) that (a) clearly and fully identifies the member submitting the complaint (the Complainant); (b) clearly and fully identifies a member or members (including the individuals identified in JURISDICTION, para. 1, above) and sets forth the dates, times, circumstances, and ways that the identified member(s) (the Respondent(s)) allegedly violated one or more provisions of the Code of Conduct or these Rules of Decorum); and (c) identifies to the best of the Complainant's ability any additional witnesses or sources of information, or states that no such witnesses or sources can

be identified. The Chair may decide not to consider further any complaint that does not meet all three of these requirements.

2. To be considered, a complaint must be filed with the DEC's Chair within ten (10) days of the earliest conduct identified in 1.(b) above. The Chair shall promptly provide a copy of the complaint to the Respondent(s) and shall make an informal effort to resolve the matter.
3. During the fifteen (15) days following the Respondent(s) receipt of the complaint, the Respondent(s) may file with the DEC's Chair a written response that (a) clearly and fully identifies the person responding; (b) responds specifically to each of the allegations set forth in the complaint; and (c) identifies to the best of the Respondent's ability any additional witnesses or sources of information, or states that no such witnesses or sources can be identified. If there is more than one Respondent, then each may file a written response within this time.
4. If a complaint has not been resolved informally within fifteen (15) days of its receipt by the Respondent(s), the DEC Chair shall promptly forward the complaint and any responses to the Rules Committee. The Rules Committee shall, as fairly and quickly as possible, review the complaint, any responses, and the related facts, laws, and rules, and determine a resolution.

5. The complaint shall be treated as confidential by the DEC Chair and the DEC's Rules Committee and, except as necessary to resolve the matter, the complaint, any responses, and the allegations shall not be discussed with or shared with others until the matter is fully resolved. Whenever the complaint and any related actions or events or materials are to be discussed at a Rules Committee meeting, that portion of the meeting shall be in Executive Session.
6. The Chair of the Rules Committee may delegate the initial review to a panel of three (3) members of the Rules Committee, which Panel shall as fairly and quickly as possible review the complaint, any responses, and the related facts, laws, and rules, and recommend a resolution to the full Rules Committee.
7. While conducting its review, the Rules Committee or its delegated Panel shall have access to any video recordings and to any potentially relevant documents, including any prior allegations, violations, or sanctions involving the Complainant and the Respondent(s).
8. The Rules Committee or the delegated Panel may call as witnesses both the Complainant and the Respondent(s). The Rules Committee or the delegated Panel may, but is not required to, call as witnesses other persons who might have relevant information.

9. Neither the Rules Committee nor any delegated Panel shall have the power to require a person's participation or to compel those it calls as witnesses to attend or participate, but it may draw adverse inferences whenever a person is, in the Committee's or Panel's view, not open or reasonably responsive to the requests. (One example of not being "open or reasonably responsive" to a request would be for either the person who made the complaint or the person against whom the complaint was made failing to appear as a witness. In such an instance the Committee or Panel may draw an adverse inference against that person or the veracity of their allegations or statements.)
10. If a Panel has been designated, that Panel shall make its recommendations regarding the alleged violation, any other violations it might have found, and any potential sanction(s) to the Rules Committee; if a Panel has not been designated then the Rules Committee shall make such determinations. Any Panel and the Rules Committee shall make its final recommendations or determinations by a majority vote of its participating members. Such determinations may include dismissing the complaint in whole or in part, finding in whole or in part for the Complainant, or finding other violations from its review of the evidence. Further, if the Rules Committee does find one or more violations, it may then recommend imposition of

one or more of the sanctions listed below that it, in its sole discretion, finds by a majority vote to be appropriate.

11. If the complaint is determined to have merit whether in whole or in part, sanctions recommended by the Committee may include one or more of the following:

- a. Issuing a written formal warning by the Committee's Chair, copies of which shall be retained in the member's file and in the files of the Rules Committee;
- b. Calling upon the DEC Chair to issue a written formal warning to the member, copies of which shall be retained in the member's file and in the files of the DEC;
- c. Calling upon the DEC membership by majority vote of those attending to censure the member;
- d. Removing the member from all appointments by the DEC Chair, including appointed officer status;
- e. Denying the member entry to all or specific activities, meetings, or events; and/or
- f. Calling upon the DEC membership to remove the member from a DEC elected office in accordance with the Bylaws.

12. If the complaint is determined to have been wholly without merit, the Rules Committee shall consider whether to recommend the Complainant be sanctioned for having filed a frivolous accusation. Because filing a complaint that is without merit wastes the Committee's time and resources, and because it might constitute abusive or harassing behavior, the Rules Committee in such instances may recommend imposition of one or more of the above-referenced sanctions on the Complainant.
13. The decision by the Rules Committee on the complaint and any sanction(s) shall be set forth in writing. A copy of that decision shall be immediately sent to the Chair of the DEC, the Complainant, and the Respondent(s).
14. A failure by a Respondent or a Complainant to comply with a sanction shall itself be subject to further review and potential sanctions.
15. Once the Rules Committee has made its decision and sent that decision to the Chair, Complainant and Respondent(s), the matter shall remain confidential unless the rules Committee has included a sanction that calls upon the DEC membership to act against the sanctioned member.



## *SPECIAL RULES OF ORDER (continued)*

### MOTIONS AND RESOLUTION RULES OF DEBATE

4. A member shall be allowed to speak a maximum of twice for a total of one minute per main motion.
  
5. A member shall be allowed to speak one time for a maximum of 15 seconds per subsidiary motion.
  
6. Maximum time allotted for main motions shall be 20 minutes, and 5 minutes for secondary motions.
  
7. All members wishing to speak shall rise and state whether they are in favor or against the question prior to the Chair's recognition and granting of time.