

# 2020 CONVENTION RULES

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## **ANNUAL MEMBERSHIP MEETING OF THE OKLAHOMA STATE UNION OF THE FARMERS EDUCATIONAL AND COOPERATIVE UNION OF AMERICA, INC.**

1. The agenda contained within the convention program shall be the order of business to be conducted at the convention.
2. The printed program represents only the sequence of convention activities. The times indicated are only approximations, and actual times may deviate from those shown in the program.
3. The OFU President will preside over all OFU convention activities but may delegate this responsibility at his discretion. The AFRMIC Chairman will preside over all AFRMIC convention activities but may delegate this responsibility at his discretion.
4. Roberts Rules of Order, newly revised, shall govern the convention in all cases in which they are applicable except where modified by these Convention Rules or Bylaws.
5. An Election Committee consisting of four member insureds (two agents and two independents) with no more than one appointed per district, non-election year Corporate Governance Committee members, and the AFRMIC and OFU Secretaries, were appointed prior to the convention. The Secretaries serve as Co-Chairs of the Election Committee governing the election process. The purpose of the Election Committee is to provide oversight to ensure that the election process functions fairly, honestly and according to the rules by providing on-site assistance to and observation of the election process conducted at the convention. The Committee responsibilities cease at the announcement of election results or a resolution of any election disputes, whichever is later.
6. A County or Local Charter cannot send delegates to state convention if they have not submitted their Annual Financial and Officer Reports to the (OFU) State Secretary by January 31 prior to convention. (Article 4.6 Coop Bylaws)
7. If the County Charter is not in compliance with reporting then the County is not only ineligible to send the County delegate but also to fill the delegate slots remaining to be filled for a Local Charter.
8. If a delegate ceases to be a member/policy holder after the official member/policy holder list is finalized (December 31<sup>st</sup>), then the delegate is not qualified to be a delegate at the convention.
9. In the event a delegate's membership expires between December 31<sup>st</sup> and the credential submission deadline, the Local Secretary may submit a replacement before the credential deadline or; if this occurs after the credential deadline, the County President may pull from the alternates that were submitted before the deadline.
10. All credentials forms must be dated.
11. The County Vice President may act in the absence of the County President in replacing delegates at the State Convention if the County President is not present at the convention. No other officer can act in the absence of the County President.

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12. The alternate delegate must appear on the President's Appointment to a Local Credential pink form in order to be able to move them from one local within the county to another local.
13. The County President must have a signed form that he or she has notified the delegate that they have been replaced by an alternate and they will not be able to register and vote if they come after the change has been made.
14. An Election Committee member must sign-off on the change at the credentials station in the registration room. The Election Committee members scheduled to work at the time of the change would sign-off for the change with credentials staff.
15. For identification, seating and voting, delegates and non-delegate policyholders eligible to vote (hereinafter "voting persons") shall be required to wear the name badge issued by the Election Committee upon registration at all times.
16. Eligible non-delegate policyholders wishing to participate in the election or official business on the floor must be credentialed in the registration room and wear the badge issued by the Election Committee.
17. In order to comply with current mutual bylaws, all non-delegate policyholders may vote so long as they otherwise meet eligibility requirements detailed herein.
18. All rulings by the Election Committee on qualification of delegates and policyholders are final.
19. Dues-only members are eligible to vote in OFU membership matters only. Policyholders may vote on both Mutual and OFU matters.
20. Your designation of your ballot value is what is determined at registration and that value will remain throughout the convention until business is concluded -- unless reduced by non-delegate policyholders or county delegate.
21. In order to be eligible to vote, all voting persons must be properly registered in the registration room, meet credentialing requirements detailed herein, and wear the appropriate issued badges. Only properly registered delegates and voting persons wearing the issued badge may vote in the election of Officers and Directors and the business session including consideration of proposed bylaws and articles.
22. A government issued photo identification document (state, federal, tribal) such as a license is required at registration by delegates and voting persons.
23. Employees can participate as a delegate to the annual convention but not be involved in campaigning for or against a current seated officer or director or participate in any other candidates' race or advocate on policy, or advocate on by-laws or articles changes at the convention.
24. Before being issued a ballot, delegates and voting persons are first verified they are properly credentialed in the registration room.

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25. Voting ballots are the responsibility of the vendor conducting the election process and will only be distributed at the time the delegate's or voting person's name badge is scanned and they are ready to enter the voting booth. A separate curtained area with private voting stations is within the area along with the ballot and voting machines. The Election Committee Chair(s) and Election Committee will verify that no ballots exist in the box and the voter counter is cleared, in the 15 minutes before voting begins. Candidates will be afforded the opportunity to view the boxes and the process in that 15 minute period. This rule is the only notification that will be made. It is each candidate's responsibility to be present for this inspection, if they desire.

26. Voting for Officer and Director positions will be conducted utilizing voting machines. Delegates and voting persons may vote any time after registering up to closing of registration. Registration is open Friday, Feb. 14 from 9 a.m. to 9 p.m., except for 1:30 p.m. to 3:30 p.m. or until bylaws and articles voting concludes, whichever is later. Registration reopens Saturday, Feb. 15 from 8 a.m. to 2 p.m. Delegates and voting persons are encouraged to vote after candidate speeches on Friday afternoon. Those in line on Saturday at the closing of registration will be allowed to register and vote.

27. Candidate speeches will begin mid-afternoon Friday. Each candidate will be allowed 3 minutes to address the delegation. Only candidates may speak in their own behalf. A one-time 30 second rebuttal will be allowed for each candidate after all candidates for that seat have given their speech, in the same order of the speeches. The rebuttal is for the purpose of a candidate clarifying anything that another candidate has said with respect to them. Candidates can choose to use the rebuttal time or pass.

28. The order in which the candidate names was placed on the ballot and order of candidate speeches were determined by drawing names at the candidate meeting in December. The order in which the candidate name was drawn is also the same speaking order of that candidate.

29. Delegates and voting persons when voting for Directors on the printed ballot are casting a vote for Directors for both the mutual insurance board as well as the cooperative board.

30. There will be no runoff. The candidate receiving the most votes will be the winner. In the event of a tie, a second ballot will be conducted of the delegates in attendance at the time of the election announcement on Saturday afternoon.

31. No candidate or special interest campaign material, not limited to banners, buttons, brochures or flyers, may be distributed anywhere on the convention premises including the entire hotel property.

32. Verbal campaigning is permitted in the hotel lobby of the guest registration area and all other parts of the hotel and convention center that has not been determined elsewhere in the rules to be considered off-limits.

33. No campaigning may occur past the designated line in the convention facility clearly marked as "No Campaigning" outside the AFR/OFU Cooperative registration and voting room.

34. Casual conversation should not be conducted inside the registration and voting room, or in the designated "No Campaigning" zone.

35. Only the designated Election Committee members approved by the board, vendor election officials and

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security can be in the registration and voting room when election results are tabulated, reviewed and secured in the container for the two-week sequester of the materials.

36. Following the announcement of election results, both the AFRMIC Interim Secretary and the OFU Secretary will maintain dual control of the ballot box until such time the ballots are destroyed and may delegate such control to a neutral third party such as legal counsel or parliamentarian.

37. Both the AFRMIC Interim Secretary and the OFU Secretary will open the ballot box and destroy (shred) the ballots two weeks from the closing date of the election (provided an election(s) is not still in dispute) with observance by at least two of the following: President, Vice President, Corporate Governance Committee Member or Parliamentarian.

38. Motions, amendments and discussion related to pending litigation and associated issues involving the Cooperative, AFRMIC or affiliated entities shall not be in order for consideration at this annual meeting and convention. AFRMIC/OFU declines at this time to discuss any pending litigation or legal matters to fully exercise and protect privileges afforded to it during the course of any litigation, to fully protect the interests of AFRMIC at issue in any litigation, and to respect the privacy of any individuals or entities involved in pending litigation.

39. Only Policy Resolutions properly submitted through the Policy Committee will be considered. Resolutions not approved by the Committee may be brought forth for consideration by any delegate from the local or county organization originally offering the resolution during the resolution debate.

40. Only proposed Bylaw amendments that proper notice has been provided shall be considered.

41. The allotted time for consideration of the proposed bylaws and articles for each corporation shall be limited to 30 minutes with 10 minutes for the explanation of the proposal, 10 minutes allotted for those in support and 10 minutes allotted for those in opposition.

42. Approved Bylaw amendments and Articles become effective once the revised bylaws have been signed by the respective required signatures.

43. Every delegate or voting person desiring to speak shall rise and remain standing until recognized by the chair. When recognized, the delegate or voting person shall first state his or her name and county.

44. No speaker shall speak on the same question longer than one minute. Speakers wishing to speak a second time must wait until all other delegates and voting persons desiring to speak have finished before speaking again.

45. Non-delegate registered members may debate policy resolutions or questions during the Cooperative business session only after all regular convention delegates are given the opportunity to speak.

46. Any individual ruled out of order in accordance with the convention rules and with demonstrated intent to interrupt the orderly proceedings of the convention shall be asked to excuse themselves or be removed by the doorman and security when the chair deems this to be a proper and appropriate action for the benefit of conducting business at the convention.