

Pacific Green Party of Oregon

Convention Manual for Organizers Final

Approved June 6, 2023, Needs updating with January 2024 SCC decisions

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Introduction

One of the chief tasks for the State Coordinating Committee is the operation of conventions:

- to nominate candidates to run as PGP for elected office
- to elect members to the State Coordinating Committee
- to elect delegates to the National Committee
- to provide a forum for the passage of resolutions and endorsements for legislative projects
- to resolve various internal issues as indicated in the Bylaws

By a vote of the SCC, the Conventions Committee exists as a standing Committee for the purpose of staging and operating conventions throughout the year, as is needed.

The Conventions Committee has developed standing operating procedures for a convention to include

1. organizing the agenda and resources for conventions (including audiovisual, facilitator, volunteers, housing, childcare, accessibility and other resources as needed)
2. promoting and publishing official notifications for the convention (including creation of website and social media events, official notice)
3. verifying membership status and qualifications to vote at a convention,
4. qualifying candidates for selected positions (candidate for elected office, for SCC position, Officer or for National Delegate)
5. voting procedures at a convention

1. Operating the Convention, key roles

The Lead Coordinator, appointed by the SCC, will ensure all the above items are in place on time. The Lead Coordinator shall secure a facilitator and necessary resources for the convention, including venue, housing, carpooling/transportation.

Other key roles shall be assigned to an individual or small team (subcommittee), specifically:

1.1. Registration and Vote Management team (RVM team)

- Verify supporting and auxiliary member status and registered greens
- Secure the latest list of registered voters from SOS as appropriate; review supporting member status
- Setting up OPA votes and explanation of voting
- Tallying and reporting results

1.2. Technical/zoom and Convention Management team

- Secure technical equipment needed ([technical equipment checklist](#), in appendix)
- Identify online hosts (responsible for recording) and cohosts and start the meeting
- Open and link the intro Powerpoint and all relevant documents for the Convention
- Identify stack coordinators and explain how to use the feature online (use the hand feature to keep) and how that will be coordinated with any stack keepers at a physical convention during discussion
- Please review [recommendations on how to host a hybrid meeting](#)

1.3. *Communications and Promotion team (getting the word out)*

- Publish official notice for nominating conventions
- Create webpage event and social media events
- Put together and send a mailout
- Work with Media Communications Committee to create and organize schedule for promotion, including possible air time on radio shows, posters, flyers, social media
- Create draft press releases/social media posts for post Convention announcement of resolutions and candidates, with photos

1.4. *Candidate and Resolutions Coordination team*

- Coordinate with Campaigns and potentially Platform committees
- Keep track of candidate applications, verify eligibility, publish their statements (ie collate from google form, create document and upload/link to the agenda. In the future possibly create a subpage with photos and statements in the future.
- **Request photo for each candidate; meeting the following resolution/size requirements (XXX XXX)**
- Keep track of requests for endorsements and resolutions, upload text and supporting documents and link to the agenda
- Work with SCC to finalize agenda

1.5. *Lead coordinator team*

- Venue
- Housing and car pooling
- Childcare, interpreting (sign language) or other need
- Organize social event
- Making sure all documents are uploaded post convention (see wrap-up) and communicate new officers to Secretary of State and GPUS Secretary, National Committee and other committee co chairs as needed

2. Voting Procedures and Guidelines

While bylaws state that the convention can change rules by majority vote at a convention, the intention of the text is to allow flexibility to run conventions. At no time is it to be interpreted as allowing disenfranchisement of voting members; which would fundamentally change the Democratic process and go against one of our fundamental values.

2.1. *Who gets to vote at a conventions*

There are four different type of conventions and formal meetings, with different rules as to who can vote.

Only supporting and auxiliary members may vote on items other than nomination of PGP candidates for elected office. To be a supporting member one must be registered Pacific Green and have contributed the equivalent of 90 minutes of volunteer work or its equivalent in living wage, at least 30 days prior to the date of the convention.

Auxiliary members (those who cannot register through the Secretary of State due to residency status or age) have the same requirements, but must submit their “registration” by contacting the SCC in writing.

Nominating conventions in election years (June/July)

Requires specific notice, all registered greens can vote, including auxiliary members
Anyone who has been registered Pacific Green since the most recent Oregon primary election registration deadline may vote on nomination of candidates to the PGP ballot line.

Campaigns Convention in off-years (in March)

No special notice required (?) but announcement of the convention will be the same as for other conventions (3 months minimum). Although creation of the webpage should take place soon after the dates are determined. Only supporting and auxiliary members can vote.

Business convention (usually early in the year)

Election of officers and other internal matters

No special notice required (?) but announcement of the convention will be the same as for other conventions (3 months minimum)., Only supporting and auxiliary members can vote

Bylaw changes require supporting members be present at the convention to vote. To be present at a convention, voting members must have either signed-up if meeting in person and/or log-in to the online meeting (zoom meeting). Participation will be tallied using the report generated by Zoom. Votes will be tallied using OpaVote

Other general meetings

For example educational or special coalition-building events, Open to all or to registered greens (?)

The Convention Committee recognizes that striving for consensus requires time and effort. To that purpose, the Conventions Committee may call for additional dedicated meetings so a topic or platform plank may be fully discussed. It is up to the Convention Committee to use its judgment about the number of meetings to host in any given year, in coordination with the SCC.

2.2. Voting Process

PGP shall use OPA vote (or similar technology) or paper ballots to conduct elections and vote on resolutions, endorsements or candidates, unless consensus process enables decision making at the convention (meaning, there is general consensus on the item at hand)*. Every agenda item calling for a vote shall have a dedicated ballot. Greens attending a convention physically will also use OPA vote or equivalent to vote.

Each ballot shall provide clear guidelines for voting, the purpose of the vote, and method and manner of voting. Provide operating instructions for attendees of the convention on how to access OPA vote ballot in email. The Subject line in email should clearly identify the ballot and subject. Optimally, multiple ballots are consolidated in a single email, however, if multiple emails are necessary, then subject line should enumerate each ballot for easy tracking and monitoring.

The RVM team shall have at least two or three members capable of navigating the voting technology and be responsible for managing and monitoring the OPAvote convention voting. The convention committee encourages all PGP members interested in supporting the convention to take tutorials on engaging with OPAvote.

RVM team will coordinate with other Committees, and sub-committees within Convention Committee, to collect accurate information relative to 'vetting' of candidates for party nomination and for internal State Coordinating Committee positions, and for representing resolutions and endorsement with accurate descriptions.

2.3. *Absentee Voting*

The Registration and Vote Management team, in conjunction with the SCC will make a best effort to identify as many supporting and auxiliary members as possible, along with their valid emails, for the purposes of sending links to OPA Vote or similar tool and/or paper ballots, to vote on party matters as specified for absentee voting in A.4.

2.4. *Registration*

Green Party members Supporting and auxiliary members must preregister through PGP website at least 7 days prior to the Convention to guarantee to guarantee they receive a ballot; to ensure smooth voting procedures.

Registration on the day of convention is allowed. The RVM Team will continue vetting new registrants, during the convention, especially registered greens, to vote for general office. To vote for general office candidates (nominating conventions); greens must have been registered with the SOS or the party secretary 30 days prior.

Supporting and auxiliary members that have not registered early may have their votes counted only after their supporting member status has been verified. This may require a separate provisional Opavote for late but potentially qualifying members.

2.5. *Candidate vetting and coordination - for internal office in the Pacific Green Party or GPUS National Committee*

Any member of the Pacific Green Party who has been a supporting or auxiliary member for at least three months may seek a seat on the State Coordinating Committee (the administrative operating board of the party), the National Committee (the body governing GPUS) or national committees or caucuses.

Interested candidates must fill out the appropriate Statement of Candidacy form linked to the PGP's Convention and Campaigns webpage.

The candidate coordination team will vet individuals seeking a nomination or seeking to qualify for a SCC or National Delegate seat.

2.6. *Candidate vetting and coordination - for candidates running for public office*

Submit information including candidate statement and fill a form with a link on PGP Website under Campaigns. This is to be nominated as a PGP candidate; conominated with another minor party (Oregon law allows for co-nominations) or to be endorsed by the PGP

A candidate seeking a PGP nomination cannot have run in another Major Party's primary for that race immediately preceding the nominating convention (Oregon state rule) and should be registered with the Pacific Green Party.

[Link to the flowchart for GP candidates](#)

[Link to the flowchart for non GP candidates](#)

3. Convention Agenda, how to submit proposals or bylaw changes

3.1. *Bylaw changes and platform planks*

Due to their nature, bylaw changes will require two conventions (introduced at one convention and voted on at next convention) and/or a series of meetings to review the proposed changes, seek consensus and submit a final proposal.

The Organizational Structure Committee will facilitate these meetings and keep substantive record of discussions and recommendations. Ideally the proposal sent to the convention will have been the product of a consensus seeking process.

Notwithstanding the above, minor changes, technical in nature or enjoying broad support from supporting members, may be done at the first convention when introduced.

We encourage bylaw changes to be submitted in time for approval at a Business convention held in January; we also encourage such proposals to be submitted in a special election year so as not to distract from elections.

We encourage platform planks to be submitted at business convention, to be approved at a nominating convention.

3.2. *How to submit resolutions, proposals, bylaw changes or platform planks, request endorsements or other (hereinafter broadly called proposals)*

All proposals must be submitted by using/following the [Format to Submit Proposals](#). Please do not list long sections of text; if needed please use an online document with “commenting” allowed and link to the form (for long text).

All such proposals need to be properly presented, ideally with more than one proponent. The proponent(s) of contentious issues should reach out to potential opponents in an effort to reach consensus prior to submitting proposals. Preparatory meetings may be held and advertised for that purpose by the Conventions Committee.

All proposals (changes, resolutions, etc.) must be announced to the Conventions Committee and SCC via email at least 30 days prior to a scheduled convention. The SCC shall have the final say as to whether a proposal is complete and ready for presentation at a convention, or suggest meetings or best avenue to have the issue/proposal reviewed.

Proposals need to be linked to the agenda as soon as possible.

The Communications subcommittee will help promote key issues/proposals directly or by linking to the agenda, using email blast and on website and in social media to facilitate awareness of the issue.

To get an endorsement from a PGP convention for a resolution, platform change, prospective ballot initiative or other, submit proposal to convention committee at least 30 days before.

However, items submitted earlier than later to Convention Committee, will have more opportunity to be advertised.

3.3. *Setting the Agenda*

Agenda items should be collected as far in advance as possible for the purposes of marketing, promoting and organizing the convention. In Groups io / conventions, a folder should be opened to collect agenda details.

Any agenda items left over from a prior convention that has unresolved issues should preferably be prioritized and given ample time for issues to be addressed and discussed as necessary at subsequent convention.

Please use [Convention agenda template](#) that includes time 30 min prior to the convention for Committee members to get ready, some time to get convention going (ice breaker, review agenda) and time for closure (feedback, schedule next convention dates).

All relevant documentation must be uploaded to the folder for the convention on the online drive

4. Communications and Promotion

4.1. *Nominating Convention - Official Notice*

Nominating Convention is held the first weekend in June in an election season. This is an event that tracks with the electoral cycle. So, for example, June 2022, the convention will accept nominations for state and federal seats that are partisan and provide a party line on the ballot.

There is a legal requirement to post notice in a major publication - that text is missing from here

4.2. *General promotion*

Events should be advertised on the PGP website and communicated by email blasts and on social media to prompt membership to consider electoral possibilities.

A promotion plan with [schedule/timeline](#) for communications internally and on social media, with assigned tasks (assigned to specific volunteers) needs to be determined at least 120 days prior to the convention.

At minimum, 10 Days prior to Convention day, the Convention Committee Media shall post an announcement in three public papers of record, and supporting/auxiliary members are notified by the best practical means 30 days prior.

Communications Committee must also schedule notices for the following:

- At least three email and social media announcements need to be sent/scheduled
- Advertise candidate positions (and candidates applying?) in email communications on NationBuilder.
- Include all agenda items in email blasts (or a link to the agenda with highlight of key decisions) to promote the greatest opportunity for PGP members to learn and for agenda items to be reviewed prior to convention.

5. On the day of the convention

In person meeting:

Organizers arrive one hour early to set-up any refreshments, test audio visual equipment, make sure labels, pens and other materials are available.

Review needs for the group in terms of transportation or other, have clean-up crew

Virtual meeting:

⇒ Have team and Zoom coordinator meet 30 minutes prior to the meeting to iron out details, test technology; create “rooms” or “polls” as needed

⇒ Have all documents linked to the agenda and/or open as needed

⇒ Roll out intro PowerPoint presentation for people to see as they arrive

⇒ Open zoom meeting, Explain process, welcome folk, read statements of principle, confirm roles (note keeper, moderator, etc. in case others want to take this on. Start agenda review

Technical and Other Resources Checklist

- ☐ Labels, pens, paper
- ☐ Sign-up sheets, preprinted and empty for sign-up on entry
- ☐ Printout of materials as needed
- ☐ Tables and chairs as needed
- ☐ Projector and screen and/or large TV screen
- ☐ Quality microphones (2-4) with cables and stands
- ☐ Power cords
- ☐ Wifi
- ☐ Zoom management
- ☐ Snacks (non gluten too) and beverages? Especially WATER
- ☐ Napkins, utensils if needed, trash cans/bags, clean-up rags
- ☐ List of local restaurants
- ☐ Review best practices - [How to conduct inclusive hybrid meetings](#)

6. Post Convention wrap-up - Convention Lead Organizer, Media

- Make sure candidate forms (link to SOS forms here ie form 101, etc) are sent or filed with the Secretary of State or sent to other parties (for conominations)
- Zoom Manager secures zoom meeting report, chat and audiovisual files. Audiovisual files are stored in repository for PGP archive (2023: Seth Woolley servers). Smaller files are uploaded to the folder for the convention.
- Opa vote results and any other data to be uploaded to the folder for the convention.
- Review/finalize minutes and upload to the convention folder.
- Update webpage with new elected representatives, update bylaws or other documentation
- Contact the Secretary of State to report new Cochairs along with address and contact info for each cochair or officer
- Contact GPUS Secretary, announce to National Committee and/or contact Committee cochairs with information of new delegates or committee members(must include full contact information of the delegate/representative, as well as term of office)
- Create placeholder website and social media event for scheduled conventions or other events
- Secure recording for the convention and share with the secretary for safekeeping. Currently the Secretary is safekeeping all the documentation on his servers.
- Before posting to private youtube channel or other, ensure video has been edited to scrub private or sensitive information; maybe divided into segments.
- Collect any invoices or receipts and forward to treasurer for payment (put them together please)
- Ensure facilitator or any other person involved is paid

(Next page: Timetable/checklist and appendix)

7. Convention Planner/Timeline

Item	Responsible party	Days prior to convention	Actual date	Date done, notes
Create convention event webpage, social media events; Identify lead coordinator, etc.		180		
SECURE CONVENTION LOCATION		180		
Secure facilitator, resources, housing; issue save the date notice for convention		90		
As needed, announce preparatory meetings held to facilitate consensus on more contentious issues		90		
Send initial email notice, with info about supporting membership requirements and voting, state the purpose of the convention and an idea of what is to come (or link to documents, draft agenda)		90		
Develop communication and promotion plan, set-up timelines		90		
Prepare mailout via regular mail		60		
Send second email notice, reminder		45		
Send official notice to members (nominating convention)		30		
Use Agenda template to create the Draft agenda when creating the convention webpage. Review agenda; have all documentation linked and ready		28		
Review candidates for nomination: campaigns committee		28		
Review final draft of agenda		14		
Send third email reminder		14		
Review candidates again		14		
Assign Opavote manager to prepare and manage ballot, coordinate with IT to get current list of members and supporting members; create ballot		14		
Database manager for up to date 'supporting members		14		
Assign zoom manager; stack keeper, time keeper, day of convention duties. Minutes taker on google doc.		14		
Nominating convention public notice (min 10 days)		14		
Test Opa Vote		2		
Send link of meeting		1		
Voter pamphlet statement; check due dates and filing dates				
Post convention; zoom manager download and provide Secretary the recording link for safe keeping		within 7 days		
Download report for attendance and upload to the convention folder		within 7 days		
Lead coordinator post minutes in google docs; review Convention for meeting standards. Make final report on voting, agenda minutes, etc.		within 7 days		
Lead Coordinator to communicate new officers and delegates to Secretary of State, GPUS Secretary, GPUS National Committee and committee coachairs as needed (use forms)		within 7 days		
Campaigns Committee coordinate with candidate nominees to set up SEL 101 filing for the Secretary of State		within 7 days		

Appendix Bylaws section on Supporting Members

Bylaws Article III – Membership

A. For purposes of voting on Green Party matters at the conventions (particularly candidates and bylaw changes) a Supporting Green Party member shall be defined as any person registered as a Green Party member at the Secretary of State who also contributed either:

1) the equivalent of 30 minutes a month for three months in volunteer time with a local chapter, which can include participation at a meeting, campaigning or organizing. Contributions do not include discussions on social media; and/or

2) the equivalent amount in financial contributions based on a living wage based on the following calculator: <http://livingwage.it.edu/states/41/locations>

Registration with the Secretary of State and either type of contribution must have been fulfilled 30 days prior to the date of the convention and during the period 395 days prior, i.e. the year preceding the qualification date.

Anyone desiring to exercise their vote in a convention must be credentialed by his/her local chapter or representatives, or by the SCC if there was no local chapter or representatives.

If a person does not meet the criteria, they can still participate at a convention but cannot vote at that convention.

B. People who are not supporting members may attend meetings, but can not vote.

C. A supporting member may begin to vote at the second meeting they attend.

D. Notwithstanding the above, any member may attend party conventions and may vote in the nomination of candidates for public office.