

Bylaws and Rules of the Hawai‘i County Committee  
as Amended at the May 3, 2014 Hawai‘i County Convention and Approved by the State Central  
Committee on July 26, 2014

CONTENTS

SECTION

1. HAWAI‘I COUNTY COMMITTEE (HCC)
2. OFFICER ELIGIBILITY AND NOMINATIONS
3. DUTIES OF HCC OFFICERS
4. HCC OFFICERS: TERM OF OFFICE
5. HCC DISTRICT COUNCIL MEMBERS: DUTIES AND TERMS OF OFFICE
6. HCC MEMBERS WHO ARE STATE CENTRAL COMMITTEE MEMBERS: DUTIES AND TERMS OF OFFICE
7. HCC MEETINGS: FREQUENCY, NOTICE, ATTENDANCE, QUORUM, PROXIES, ARLIAMENTARY AUTHORITY
8. HCC COMMITTEES
9. HCC COUNTY CONVENTION: TIME, BUSINESS, DELEGATES, NOTICE
10. COUNTY CONVENTION RULES
11. ADOPTION OF HCC BYLAWS AND RULES
12. SECTION 12. GENERAL PROVISIONS

APPENDIX A. PERMANENT CONVENTION RULES OF THE HCC

**SECTION 1. HAWAI‘I COUNTY COMMITTEE**

Authority. The Hawai‘i County Committee (HCC) is established and authorized in accordance with ARTICLE IV, SECTION 1 of the General Laws of the Democratic Party of Hawai‘i (DPH.)

Duties and Responsibilities. In accordance with ARTICLE IV, SECTION 8 of the General Laws of the DPH, the duties and responsibilities of the HCC are: to establish and maintain an effective Democratic Party organization within Hawai‘i County; to inform Democrats within the County of Democratic Party policies and activities, and to insure as large a vote as possible for Democratic candidates who support the policies and activities of the DPH and the HCC.

To accomplish these, the HCC may adopt positions consistent with platforms adopted by the State and County Conventions; and take all steps necessary to encourage officials of the County and State elected and appointed in the name of the Democratic Party, to support the platforms and principles of the Democratic Party.

The HCC will cooperate in carrying out the policies and programs of the State Central Committee (SCC.)

Membership. The HCC shall consist of the elected county committee officers, the officers of the District

Councils, and the members of the State Central Committee (SCC) who reside in Hawai'i County.

## **SECTION 2. HCC OFFICER ELEGIBILITY AND NOMINATIONS**

2.1 Eligibility. Any member of the party residing in the County of Hawai'i may be elected an officer of the HCC, with the requirement that any member seeking the office of County Chairperson shall have been a member of the party for at least one year prior to the County Committee Officers' election. Elected officials, individuals appointed to fill an elected office, or candidates for elected office are not eligible to become County Chairperson. If a District Chairperson, Precinct President, or District Council Representative is elected as an HCC Officer, that person shall automatically vacate the lesser office.

2.2 Nominations. A candidate for the office of Chairperson, Vice Chairperson for East Hawai'i, Vice Chairperson for West Hawai'i, Secretary, Assistant Secretary, Treasurer, or Assistant Treasurer shall file nomination papers signed by not less than 10 current members of the DPH who reside in Hawai'i County or the Districts being represented, with the HCC Secretary at least 30 thirty days prior to the County Convention.

## **SECTION 3. DUTIES OF HCC OFFICERS**

3.1 General. The duties of the officers of the HCC shall be those usually pertaining to the office concerned and specifically include any duties imposed by these Bylaws and Rules.

3.2 Chairperson. The Chairperson of the HCC shall have the power and duty to appoint Chairpersons and members of all committees unless otherwise specified, with the advice and consent of the HCC. The Chairperson shall consult with the Vice Chairperson for East Hawai'i and the Vice Chairperson for West Hawai'i in all committee appointments and balance the membership of all committees. The Chairperson shall be responsible for the calling of all meetings of the HCC, the giving of proper notice, and the arranging for meeting places for all meetings. The Chairperson shall also be responsible for attending meetings of the State Central Committee and its select committees, and for reporting the proceedings at such meetings to the next regular meeting of the HCC.

3.3 Vice Chairperson for East Hawai'i. The Vice Chairperson for East Hawai'i shall reside in either the First, Second, Third or Fourth Representative District shall be responsible for supporting the District Councils of the First, Second, Third and Fourth Districts to organize and carry out their responsibilities.

3.4 Vice Chairperson for West Hawai'i. The Vice Chairperson for West Hawai'i shall reside in either the Fifth, Sixth or Seventh Representative District and shall be responsible for assisting the Chairperson in supporting the District Councils of the Fifth, Sixth and Seventh Representative Districts to organize and carry out their responsibilities.

3.5 Secretary. The Secretary shall keep accurate minutes of all meetings of the HCC and Executive Committee. These minutes shall be properly written and entered along with all written reports of committees in a book maintained for that purpose and turned over intact to the succeeding Secretary. The Secretary shall be responsible for seeing that minutes and reports are available for review by interested

Democrats at reasonable times.

3.6 Assistant Secretary. The Assistant Secretary shall assist the Secretary in carrying out the various duties assigned and shall perform the duties of the Secretary in the absence of the Secretary.

3.7 Treasurer. The Treasurer shall be responsible for all fund-raising activities within the County and shall have custody of the HCC Treasury, which shall be deposited in a commercial bank in the name of HCC. The Treasurer shall be responsible for compliance with all laws concerning financial reporting required of the HCC, such as campaign spending laws. The Treasurer shall submit a written financial report at each regular meeting of the HCC. The Treasurer shall be responsible for seeing that all money is collected by duly authorized and identified persons, that receipts are given to contributors, and that a strict accounting is kept of all funds collected. The Treasurer shall be bonded in a reasonable amount determined by the HCC, and the premium will be paid from HCC funds. The Treasurer shall sign all checks written on the HCC's account. Checks over \$200 shall be counter-signed by one of the following officers of the HCC: Chairperson, either Vice Chairperson, Secretary, Assistant Secretary, and Assistant Treasurer.

3.8 Assistant Treasurer. The Assistant Treasurer shall assist the Treasurer in carrying out the various duties assigned to the Treasurer, including signing checks for the Treasurer, and shall perform the duties of the Treasurer in the absence of the Treasurer.

#### **SECTION 4. HCC OFFICERS: TERM OF OFFICE**

4.1 HCC Officers. The HCC officers shall take office immediately after the adjournment of the Hawai'i County Convention during which they were elected, and shall hold office until the adjournment of the next Hawai'i County Convention at which an election is held.

4.2 Vacancy of County Chair. In the event the office of the County Chairperson becomes vacant, the Vice Chairperson representing the set of Districts in which the departing Chairperson resided, shall automatically become Chairperson. The new Chairperson, with the approval of the HCC, shall appoint a new Vice Chairperson to the vacated position.

4.3 Vacancy of Other HCC Officer Positions. In the event that other HCC Officer positions become vacant, the Chairperson shall appoint new officers, with the approval of the HCC.

#### **SECTION 5. HCC MEMBERS FROM DISTRICT COUNCILS: DUTIES AND TERMS OF OFFICE**

5.1 Duties of members of HCC who are district Council Officers. The District Council Officers, under the leadership of the District Chair, shall have the following responsibilities as members of the HCC: these responsibilities are in addition to the normal responsibilities assigned to them in ARTICLE III of the General Laws of the DPH.

5.1 A. Assist the County Chair in scheduling HCC meetings around the County by hosting an HCC meeting in their District at least once every two years.

5.1 B. Assist the County Chair in communicating with DPH members by providing two-way communication between the HCC and DPH members in their District regarding activities, events, issues, concerns of both parties.

5.1 C. Assist the County Chair in maintaining dialogue with elected officials from the District who are members of the DPH.

5.2 Term of Office. The term of office of HCC members who are District Council officers shall be the same as their term of office in the District Council, unless removed for nonparticipation.

5.3 Vacancies in HCC positions held by officers of the District Council. Vacancies in District Council officers shall be handled by the District Council.

## **SECTION 6. HCC MEMBERS WHO ARE SCC MEMBERS: DUTIES AND TERMS OF OFFICE**

6.1 Duties of HCC members who are SCC members. In addition to their duties as members of the State Central Committee (SCC) as specified in ARTICLE V of the General Laws of the DPH, these members of the HCC shall have the following responsibilities:

6.1 A. Assist the County Chair in ascertaining and communication to the SCC the views of Hawai'i County DPH members on important issues facing the DPH.

6.1 B. Assist the County Chair in formulating his reports to HCC about the activities and efforts of the SCC.

6.2 Terms of Office. The term of office of HCC members who are SCC members shall be the same as their term of Office on the SCC, unless removed for nonparticipation.

6.3 Vacancies. Vacancies on the HCC due to vacancies in the SCC delegation from Hawai'i County shall be filled in accordance with the requirements of ARTICLE V of the General Laws of the DPH, i.e. appointment by the County Chair with approval of the HCC.

## **SECTION 7. HCC MEETINGS: FREQUENCY, NOTICE: ATTENDANCE, QUORUM, PROXIES, PARLIAMENTARY AUTHORITY**

7.1 Frequency. Regular meetings of the HCC shall be held at least once each quarter with the intent of holding meetings in different districts of the island. A special meeting may be called at any time by the Chairperson or on written request of 25 percent of the HCC membership presented to the Secretary or the Chairperson.

7.2 Notice of meetings. Notice of meetings of the HCC may be given in person, by telephone, by e-mail, by US mail, or by publication in newspapers not less than five (5) calendar days in advance of the meeting.

7.3 Attendance may be by teleconferencing if the technology is available. Regular attendance is expected. Failure of HCC members to attend or file proxies for three (3) consecutive meetings may result in their removal from the HCC.

7.4 Quorum. The quorum shall be 1/3 of the current HCC membership.

7.5 Proxies. An HCC member unable to attend an HCC meeting may give his or her proxy to another HCC member. All proxies must be submitted in writing or via email and filed with the Secretary in advance of the meeting.

7.6 Parliamentary Authority. Robert's of Order, newly revised, shall apply in all HCC meetings unless superseded by these Bylaws and Rules.

## **SECTION 8. HCC COMMITTEES**

8.1 Executive Committee. The HCC shall have an Executive Committee consisting of the HCC Officers and the District Council Chairpersons. The function of the Executive Committee is to carry out the business of the HCC between its regular meetings.

8.2 There will be a Nominating Committee that is responsible for ensuring that a full slate of nominees for HCC Officer positions is offered for election by the Convention. The Nominating Committee will receive candidacy petitions submitted to the Secretary, review all nominee qualifications, and forward the list of qualified nominees, including one or more qualified persons for each position. This list, which shall be the Nominating Committee's Report, will be presented to the Secretary at least ten (10) days before the Hawai'i County Convention at which County Committee Officers are elected.

8.3 The Chairperson of the HCC may appoint and convene other committees as necessary, with the advice and consent of the HCC.

## **SECTION 9. COUNTY CONVENTION, TIME AND PLACE, BUSINESS, DELEGATES**

9.1 Annual Convention. The Hawai'i County Committee will hold an annual convention that will be concluded no later than midnight on the first Sunday after the first Saturday in May, or at such other time as may be determined by the State Central Committee. The officers of the HCC shall be elected in odd numbered years.

9.2 The exact time and place of the Hawai'i County Convention shall be designated by the HCC Chairperson with the advice and consent of the HCC members. In even numbered years, the County Convention will include work by Platform, Bylaws and Rules, and Resolutions Committees, so that HCC products can be considered at the State Convention of the DPH. In odd numbered years, the Executive Committee shall determine the business to be handled by the Convention. Notice of the time and place of Convention shall be posted on the county website [www.hawaiicountydemocrats.org](http://www.hawaiicountydemocrats.org).

9.3 Numbers and distribution of Delegates. Delegates to the County Convention shall include the HCC officers, State Central Committee Members, District Chairs and a Vice Chair, each precinct president, a vice president and district council representative, and 25 delegates and 5 alternates from each of the seven districts. The President of each Precinct Club shall be notified of the number of Delegates from that Precinct Club by February 1.

In even-numbered years, delegates and alternates to the state convention shall also be delegates to the Hawaii County Convention.

Elected federal, state and county officials, or officials who may have been appointed to fill a vacant position of an elected official, who currently serve in office, shall have all the rights and privileges of a delegate subject to the following requirements:

1. Be a member of the Democratic Party in good standing; and
2. Have attained their present office in a partisan election as a Democrat or have been appointed to fill a vacant position as a Democrat, or have attained their present office in a non-partisan state or county election, provided they are Democratic Party members in good standing and residents of Hawaii Island.

9.4 Delegate selection. In even numbered years, county convention delegates and alternates shall be elected at the Biennial Precinct Club organization meetings from the eligible Precinct members based on equal gender representation whenever possible. Delegates shall be determined as outlined in Section 9.3 of these Rules.

9.5 The Chairperson may appoint Pre-convention Committee chairpersons with the approval of the HCC. The date, time and location of all Pre-convention Committee meetings shall be announced by March 1. All Pre-convention Committees shall convene at the same date, time and location at least 13 days prior to the County Convention.

## **SECTION 10. HCC CONVENTION RULES**

The HCC has adopted a set of Permanent Convention Rules which are found at Appendix A. The HCC shall determine a registration deadline and check in time for delegates and insert this information into the Permanent Convention Rules as specified in Appendix A, Rule 1.

## **SECTION 11. ADOPTION OF HCC BYLAWS AND RULES**

11.1 The HCC shall submit its proposed Bylaws and Rules or Bylaws and Rules changes to the SCC within ninety days of adoption. Upon determination by the SCC that the proposed Bylaws and Rules or Bylaws and Rules changes are not inconsistent with the General Laws of the Democratic Party of Hawai'i, the HCC rule changes shall become effective.

11.2 In the event that the SCC fails to ratify the proposed Bylaws and Rules or Bylaws and Rules changes, the HCC may at the next State Convention appeal for ratification of same by the Convention.

11.3 In the event the HCC fails to submit the proposed Bylaws and Rules for ratification, or if such

Bylaws and Rules are not ratified in accordance with this Section, then the duly ratified Bylaws and Rules of the HCC shall remain in effect.

## **SECTION 12. GENERAL PROVISIONS**

12.1 District Councils shall consist of all the Precinct Presidents, Precinct First Vice-Presidents, and District Councilpersons of each Precinct Club and the duly elected Chairperson.

### **APPENDIX A. PERMANENT CONVENTION RULES OF THE HCC**

1. Registration required. All delegates to the Hawai'i County Convention must register by email or regular mail by [insert date] and check in at the Convention before [insert time] on [insert date.]
2. Delegate Eligibility. The delegates selected from each District, in accordance with Section 9.3 shall be eligible for the Hawai'i Convention following payment of the Convention fee.
3. Convention Committees. In even numbered years, the Convention Committees shall be: Convention Management, Credentials, Platform, Resolutions, and Bylaws and Rules. In odd-numbered years, the Committees needed will depend on the business of the Convention, which will be determined by the Executive Committee as specified in SECTION 9.2.
4. Floor Participation. Participation in deliberations on the convention floor shall be limited to delegates wearing their official credentials.
5. Voice Vote. Except for the election of HCC officers, and the two (1 male and 1 female) Countywide delegates to the SCC, voting shall be by voice vote unless otherwise specified by the Chair. The election of HCC officers and Countywide SCC delegates shall be by secret ballot unless there is only one nominee for the office.
6. Limitation on Speaking. A Delegate is limited to speaking twice on any question. Delegates shall be limited to one minute per speech. Any delegate may cede his or her time to a delegate who has the floor, subject to time available, at the discretion of the Chair.
7. Proposals from the Floor. Due to the need for efficient and effective convention management, oral and written proposals from the floor will not be accepted during Committee Reports. However, Delegates may submit proposals for consideration by providing 150 copies of proposed changes or actions in the prescribed format, to the respective Committees, up to one-half hour after the presentation of the Credentials report. Proposals submitted may be considered, subject to time available, at the discretion of the Chair. Nothing in this Rule shall prohibit the Chair, at his/her discretion, from accepting a motion for a friendly amendment, such as to correct spelling, add or delete a simple provision, or improve clarity, without the need of being in writing.
8. Agenda. The County Convention shall act on the reports of the Convention Committees. Reports that recommend Hawai'i County only actions may be adopted for implementation. Those that concern a broader jurisdiction shall be forwarded to the DPH and its Committees.