

1 **BYLAWS OF THE DEMOCRATIC PARTY OF HAWAII**
2 **AS AMENDED ON MAY 29, 2016**
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1 **These Bylaws codify and ratify the rules of procedure and operation of the Democratic**
2 **Party of Hawai‘i, consistent with the intent of the Constitution of the Democratic Party of**
3 **Hawai‘i.**

4
5
6 **ARTICLE I – MEMBERSHIP**
7

8 **Section 1. Membership Eligibility.**

9 The following persons are eligible to become members Democratic Party of Hawai‘i:

- 10
11 (1) Individuals who, at the time of application, are registered to vote in the State of
12 Hawai‘i may become voting members of the Democratic Party of Hawai‘i; or
13 (2) Individuals who, at the time of application, are eligible but not registered to vote
14 in the State of Hawai‘i may become nonvoting associate members of the
15 Democratic Party of Hawai‘i, and upon registration to vote in the State of
16 Hawai‘i, may apply to become voting members of the Democratic Party of
17 Hawai‘i; or
18 (3) Individuals who, at the time of application, are not eligible to register to vote in
19 the State of Hawai‘i may become nonvoting associate members of the Democratic
20 Party of Hawai‘i. If eligibility to register to vote in the State of Hawai‘i is later
21 attained and the individual duly registers to vote, then the individual may apply to
22 become a voting member of the Democratic Party of Hawai‘i. Information
23 provided by the applicant shall be recorded electronically and shall be available
24 for appropriate party uses.
25

26 **Section 2. Enrollment.**

27 2A. The procedure for enrollment in the Democratic Party of Hawai‘i shall be as follows:

- 28
29 (1) The applicant shall fill out and submit a Democratic Party of Hawai‘i State
30 Enrollment Card either on paper or online. The applicant may pay the annual
31 voluntary communications fee of twenty-five dollars (\$25) and may submit an
32 additional voluntary contribution.
33 (2) The enrollment card and any annual voluntary membership contribution of an
34 applicant shall be hand-delivered, delivered by mail, transmitted by fax, or
35 scanned and sent by electronic mail to Democratic Party of Hawai‘i (“Party”)
36 Headquarters. It shall be the responsibility of the Treasurer of the State Central
37 Committee to issue a receipt for cash contributions. Except as provided in this
38 Article relating to candidates for public office and office-holders changing Party
39 affiliation, the Secretary of the State Central Committee verifies eligibility for
40 membership per this Article I and, if eligible, issues a membership card along
41 with information about the member’s Precinct Club and its officers, within thirty
42 (30) days of receipt of the enrollment card. The contribution shall remain with
43 the Democratic Party of Hawai‘i to take care of the administrative expenses of
44 maintaining a centralized membership records system. Information provided by
45 the applicant shall be recorded electronically and shall be available for
46 appropriate party uses.

- 1 (3) Except as provided in Article I of the Constitution of the Democratic Party of
2 Hawai i and these Bylaws, the effective date of membership shall be the date a
3 valid enrollment card is received by the Party. The new member, as of the date of
4 Party membership, becomes a member of the Democratic Precinct Club in the
5 precinct in which the member is registered to vote and resides except as provided
6 for in Article II, Section 3 of the Hawai'i State Constitution. The Precinct Club
7 and the District Council to which the Precinct Club belongs shall be notified at
8 appropriate intervals of all new members enrolled by the Secretary of the State
9 Central Committee. The new member shall be entitled to all the rights, privileges
10 and obligations in the Party, except that they shall not be considered a member for
11 the purpose of appointment to fill a legislative vacancy pursuant to VIII of the
12 Constitution of the Democratic Party of Hawai'i, until they have been a member
13 in good standing for a period of at least six (6) months. If a member has resigned
14 from the Party in the two (2) years prior to re-enrollment in the Democratic Party
15 of Hawai'i, the re-enrolled member must be a member in good standing for at
16 least two (2) years prior to serving on a County Committee, State Central
17 Committee, or as National Committeeman or National Committeewoman or as
18 State Party Chairperson.
- 19 (4) An individual who has completed and submitted a Democratic Party of Hawai'i
20 Enrollment Card, but whose name does not appear on the voter registration list in
21 the County in which that person resides, shall submit proof of their voter
22 registration or shall sign a sworn voter registration form in the presence of a
23 designated Party official. The individual seeking membership is responsible for
24 submitting the proper voter registration form to voter registrars authorized by the
25 County to accept such forms. The Secretary of the State Central Committee shall
26 have the responsibility to verify that the Party member was registered to vote in
27 that precinct within one month after the biennial Precinct meeting. If the Party
28 member does not submit proof of voter registration by one month after the
29 biennial Precinct meeting, then the membership in the precinct will not be
30 recognized by the Democratic Party of Hawai'i and any office so obtained will be
31 deemed vacant.

32
33 2B. Elected Officials' Request to Switch from Another Party to the Democratic Party.

- 34
35 (1) If a current elected public office-holder applies for new Party membership as a
36 change of Party affiliation, then the following procedure shall determine
37 applicant's eligibility for Party membership:
- 38 (a) Conveyance: The Secretary of the State Central Committee shall ensure
39 the application is conveyed to the respective County Chair for public
40 offices within the County or State Party Chair for State offices spanning
41 two or more Counties and the offices of the United States Congress and
42 Senate.
- 43 (b) The applicant shall complete the Candidate Statement based on the
44 Platform and Resolutions of the Party as provided in Article V of the
45 Constitution of the Democratic Party of Hawai'i, and submit it to the
46 respective County or State Executive Committee.

1 (c) The Committee may invite the applicant and other persons to interview as
2 it deems useful. Decisions regarding membership shall be communicated
3 immediately to the Secretary of the State Central Committee, who shall
4 immediately convey them to the full membership of the State Central
5 Committee.
6

7 (2) Deadlines:

8 (a) No deadline applies to applications to change Party affiliation by a public
9 office-holder, except if application is submitted within six (6) months of
10 candidate filing for an election, then deadlines described in this section
11 shall apply.

12 (b) The date of Party membership shall be eleven (11) days after the
13 Executive Committee's decision to accept the application, unless the
14 decision is called for review by the State Central Committee. A review
15 shall not be called except upon written request of at least ten (10) State
16 Central Committee members. If reviewed, the decision of the State Central
17 Committee shall be final. If the application is accepted, the new member
18 shall enjoy all rights and responsibilities of Party membership. The new
19 member is subject to Section 2B, which provides for eligibility after six
20 months of continuous membership without censure to file as a candidate
21 for elected public office as a Democrat.

22 (c) If the application for membership is rejected, the applicant is ineligible to
23 appear as a candidate on any ballot as a Democrat, to claim in any
24 campaign to be a Democratic Party candidate, to caucus as a Democrat, or
25 hold any public office or position reserved for a member of the
26 Democratic Party, until such time as membership in "good standing" is
27 attained in accord with this Constitution.
28

29 **Section 3. Official Enrollment Card.**

30 The form of the official enrollment card and membership card shall be as prescribed by the State
31 Central Committee and shall include an option to join certified Party caucuses, provide voluntary
32 demographic information, and the ability for a person to complete an electronic enrollment form
33 on the official Democratic Party of Hawai'i website.
34

35 **Section 4. Membership.**

36 4A. Any member once enrolled in the Democratic Party of Hawai'i shall, at the member's
37 option, continue to be a member except as provided by Article I of the Constitution of the
38 Democratic Party of Hawai'i. The Party shall request payment of the annual voluntary
39 communications fee of twenty-five dollars (\$25.00) and conduct fundraising appeals regularly.
40

41 4B. Two dollars (\$2) of every ten dollars (\$10) collected in dues shall be remitted to the county
42 from which the dues originated.
43

44 4C. Annual voluntary communications fee shall be requested on or before February 28 of each
45 year.
46

1 4D. Where record of prior membership cannot be located and membership is claimed, the
2 claimant shall obtain the signatures of five (5) members of the Party and proof of voter
3 registration. Upon the filing and validation of the signatures on a form specified by the State
4 Central Committee, the Secretary of the State Central Committee shall be authorized to issue a
5 duplicate membership card. An enrollment card shall be filled pursuant to Section 2, above,
6 except that the card will bear the word “duplicate.” The above form certified by the Secretary of
7 the State Central Committee will serve as proof of membership.
8

9 **Section 5. Transfer.**

10 Where a member’s place of voting changes to a different precinct, upon such change, the
11 member is automatically a member of such precinct’s Precinct Club. It shall be the duty of the
12 Secretary of the State Central Committee to notify the District Councils and Precinct Clubs of
13 the change.
14

15 **Section 6. Official Records.**

16 6A. The State Central Committee shall establish the policy of who has access to the computer
17 membership records and who may make changes thereto and the Secretary of the State Central
18 Committee shall oversee the implementation of the State Central Committee policy regarding
19 access to the membership database. It shall be the duty of the Democratic Party of Hawai‘i to
20 maintain an electronic file as well as an archival plan of all membership data from the enrollment
21 cards pursuant to Section 2, above, as well as record all changes and transfers of which notice is
22 received. The Secretary of the State Central Committee shall notify the County Committee, the
23 District Council, and the Precinct Club of such changes.
24

25 6B. It is the duty of each member to inform the Secretary of the State Central Committee of any
26 changes in his or her mailing address. When a member is no longer registered to vote at the
27 address on the official mailing list, the Democratic Party of Hawai‘i Headquarters is authorized
28 to remove that name from the list. The Democratic Party of Hawai‘i Headquarters shall at
29 regular intervals send a copy of all changes made to the official membership list to each County
30 Secretary.
31

32 6C. Where a member is removed from a Precinct Club’s official membership list, it shall be
33 filed in a permanent alphabetical suspense file until such time as the status of the member can be
34 determined and placed in the correct Precinct Club or officially deleted from membership in the
35 Democratic Party of Hawai‘i.
36

37 **Section 7. Termination.**

38 It shall be the duty of the Secretary of the State Central Committee to remove enrollment cards
39 from the active file and notify the respective Secretaries of the County Committee, the District
40 Council and Precinct Club for any of the following reasons:
41

- 42 (1) Death;
- 43 (2) Assumption of a permanent residence outside of the State;
- 44 (3) Disaffiliation from the Democratic Party of Hawai‘i; or
- 45 (4) Loss of civil rights or U. S. Citizenship.
46

1 **Section 8. Expulsion, Reprimand, or Censure.**

2 8A. Grounds for Expulsion, Reprimand or Censure:

- 3
- 4 (1) Mandatory Expulsion. A member of the Democratic Party of Hawai‘i shall be
5 automatically expelled from the Party for the following reasons:
- 6 (a) Membership with a political party other than the Democratic Party; or
7 (b) Filing as a candidate of a political party other than the Democratic Party.
- 8 (2) Permissive Expulsion, Reprimand and Censure. A member of the Democratic
9 Party of Hawai‘i may be expelled, reprimanded or censured for the following
10 reasons:
- 11 (a) Active support or promotion of a political party or any candidate(s) of a
12 political party other than the Democratic Party. Examples of active
13 support include, but are not limited to, making monetary or in kind
14 contributions, accepting a position in an opposition campaign, sign-
15 waving, letter writing, appearance in campaign ads, resigning from the
16 Democratic Party to support another political party and rejoining the
17 Democratic Party.
- 18 (b) Failure of a candidate for an elective office or an elected official to follow
19 and abide by the Constitution of the Democratic Party of Hawai‘i, and
20 regulations of the Party campaign committees as approved by the State
21 Central Committee or respective County Committee.
- 22 (c) Failure to abide by the Constitution of the Democratic Party of Hawai‘i
23 and/or platform of the Party.
- 24 (d) Violation of governmental ethics codes as adjudicated or determined by
25 the State Ethics Commission, the County Ethics Commission, the Office
26 of Disciplinary Counsel, the State House, the State Senate, or the courts.

27

28 8B. Procedure. The procedures for expulsion, reprimand or censure are outlined below.

- 29 (1) Limitations. Any complaint charging a member with cause for expulsion,
30 reprimand or censure shall be made no later than one hundred and eighty (180)
31 days after the discovery of the violation.
- 32 (2) Complaint. The complaint shall be in writing. The complaint shall state the
33 rule(s) which have been violated, the activities alleged to have been committed,
34 the date(s) of these activities. Each allegation shall be numbered. Each allegation
35 shall be accompanied by evidence of such activities. The complaint shall be
36 signed by one (1) Party member and endorsed by at least four (4) other Party
37 members. The complaint shall be submitted to the County Secretary. It is the
38 responsibility of the complainant to provide evidence to support the expulsion,
39 reprimand or censure. Attached to the complaint shall be a list of any witnesses
40 and the evidence to which they can attest. Each witness will prepare an affidavit
41 attesting to the evidence.
- 42 (3) Notice. The accused member must be notified in writing by the County Secretary
43 within ten (10) days of the receipt of a complaint.
- 44 (4) Response. The accused member shall have thirty (30) days from the date of
45 notification to prepare a response. The accused member must respond to each
46 allegation: admitted, denied, or denied in part. If an allegation is denied in part or

1 in whole, the accused member shall provide any evidence supporting the denial.
2 Attached to the response shall be a list of any witnesses and the evidence to which
3 they can attest. Each witness shall prepare an affidavit attesting to the evidence.

4 (5) Investigation. The County Chairperson shall refer each complaint to the County
5 Rules Committee or a special committee to investigate the charges (the
6 “Investigation Committee”). The referral of complaint shall be reported to the
7 County Committee at its next meeting and shall be recorded in the minutes. The
8 Investigation Committee shall conduct a good faith investigation to determine if a
9 violation of the rules has occurred. The Investigation Committee shall interview
10 the accused member, the complainant, and any witnesses. The credibility of the
11 complainant, the accused member or any witness may be challenged during the
12 investigation. The Investigation Committee shall gather other facts as necessary
13 for its finding, and shall, within thirty (30) days, submit a report and
14 recommendation(s) to the County Chairperson. The Report shall include the
15 Investigation Committee’s findings for each allegation; including any adverse
16 findings regarding credibility; in addition the Investigation Committee may
17 recommend specific sanctions.

18 (6) Committee’s Report. A copy of the Committee Report shall be provided to the
19 accused member and the complainant. The report shall include the grounds upon
20 which the expulsion, reprimand or censure is sought, the committee’s findings
21 and recommendations, and a list of County Committee members who are eligible
22 to vote to accept, amend, or reject the committee’s findings and
23 recommendations.

24 (7) Hearing. The County Committee shall place the complaint on the agenda at its
25 next meeting following receipt of the Investigation Committee Report or by
26 agreement with the accused member at some other time. Notice of the meeting
27 shall be given to the member, the complainant and the County Committee at least
28 seven (7) days prior to the hearing. The Investigation Committee shall present its
29 report in a meeting open to any interested Party member. The complainant,
30 accused member, and any Party member shall be allowed to make a statement
31 relating to the facts of the case or the committee’s recommendation. The County
32 Committee shall decide by majority vote whether to accept or reject the
33 Committee Report and any sanctions. The County Committee shall give notice in
34 writing of its decision to the Secretary of the State Central Committee, with a
35 copy to the member and complainant within seven (7) days. A copy of the
36 committee’s report and the County Committee’s decision shall be filed with the
37 County Secretary and the Secretary of the State Central Committee and shall be
38 available for inspection by Party members.

39 (8) Appeal. A member expelled, reprimanded, or censured may appeal the decision
40 of the County Committee to the State Central Committee by filing a written
41 request with the Secretary of the State Central Committee within ten (10) days of
42 receiving the written decision of the County Committee. If no appeal is submitted
43 within the ten (10) days, the decision of the County Committee shall be final. If
44 an appeal is submitted, a hearing shall be granted in open meeting of the entire
45 State Central Committee within thirty (30) days. The State Central Committee
46 shall review the Committee Report and accept comments from the County Chair,

1 the Investigation Committee, the accused member and members of the State
2 Central Committee. The State Central Committee shall decide the appeal by
3 majority vote and shall transmit to the member a written notice of its decision
4 within ten (10) days. The decision of the State Central Committee shall be final.
5

6 8C. Sanctions and Enforcement.
7

- 8 (1) Mandatory Expulsion. Expulsion shall be automatic and implemented by the
9 Secretary of the State Central Committee. After expulsion, the expelled member
10 is barred from enrolling for membership for five (5) years. The Party shall take all
11 reasonable action to prevent such person from running for office as a Democrat,
12 serving in public office, or holding an office in the Party during the five-year
13 period.
- 14 (2) Permissive Expulsion. Expulsion shall be implemented by the Secretary of the
15 State Central Committee. The Party shall take all reasonable action to prevent
16 such person from participating in Party activities, running for public office as a
17 Democrat, or serving in public office for the period provided in the decision of the
18 County Committee or State Central Committee for at least three (3) years but not
19 more than five (5) years.
- 20 (3) Reprimand. The Party shall take all reasonable action to prevent such member
21 from holding an office in the Party for up to three (3) years.
- 22 (4) Censure. In the case of censure by a County, an official letter of censure shall be
23 written by the County Chair. In the case of censure by the State Central
24 Committee, an official letter of censure shall be written by the Party Chair. The
25 letter shall be addressed to the accused member with a copy to the complainant
26 and shall be available for inspection by Party members. No additional sanctions
27 shall apply. No further action shall be taken on the complaint.
- 28 (5) Voluntary Resignation. When a member has voluntarily resigned from the
29 Democratic Party to engage in activities which are grounds for mandatory
30 expulsion, the member shall be barred from re-enrolling for Party membership for
31 at least three (3) years from the date of Resignation.
32
33

34 **ARTICLE II – PRECINCT CLUB**
35

36 **Section 1. Organization.**

37 1A. At least one (1) eligible person residing within the precinct may proceed with the formation
38 of a Precinct Club.
39

40 1B. An inactive Precinct Club is one from which the Precinct President has resigned or has
41 registered to vote outside of the precinct’s boundaries and where the Precinct Club fails to have
42 at least one active member eligible for and willing to serve as Precinct President.
43

44 1C. Whenever a Precinct Club of record is declared inactive by the Executive Committee of the
45 District Council, the District Chairperson shall initiate reorganization of the Club by the
46 following procedure.

- 1
2 (1) The District Chairperson shall call for a precinct reorganization meeting. All
3 Precinct Club members of record shall be notified pursuant to Article II of the
4 Constitution of the Democratic Party of Hawai'i.
5 (2) The District Chairperson shall at such meeting see assembled at least one (1)
6 individual eligible to become a member of the Precinct Club and proceed as with
7 the initial organization of a new club.
8 (3) If the District Chairperson fails to reorganize the precinct within fifteen (15) days
9 of the declaration, the Chairperson of the County Committee shall accept the
10 responsibility for reorganizing the precinct as defined in this Article.
11

12 **Section 2. Biennial Election of Precinct Officers and Delegates to the State Convention.**

13 2A. The official notice designating the time, place, and purpose of such meeting shall be given
14 by the Secretary of the County Committee by publication at least once in one newspaper of
15 general circulation in each of the Counties and by other appropriate written communication to
16 each Democratic Party of Hawai'i member not less than twenty (20) days prior to the biennial
17 election meeting of such year, provided, however, that in the County of Hawai'i, notice shall be
18 published in both East and West Hawai'i, as follows:
19

- 20 (1) By the first week of December of odd numbered years in order to facilitate the
21 compilation of said list of Precinct and District meeting places, each County
22 Chairperson shall be responsible to contact each Precinct President who shall be
23 responsible to secure a meeting place in order of preference: (a) polling place, (b)
24 community center, or (c) other.
25 (2) Each Precinct President shall report their meeting place to the District
26 Chairperson by the 15th of December. It shall be the District Chairperson's
27 responsibility to report back to the County Chairperson with the meeting places
28 by December 21. The County Chairperson must submit to the Corresponding
29 Secretary a completed list of meeting places by January 5 of even-numbered
30 years.
31

32 2B. The Democratic Party of Hawai'i Headquarters shall issue a certified copy of the
33 membership list of each Precinct Club to the District Council Chairpersons and Precinct Club
34 Presidents not later than thirty (30) days before the regular elections for officers and delegates of
35 that Precinct Club, as follows:
36

- 37 (1) The official list shall include only the names of those persons eligible to
38 participate in the Precinct Club elections. A copy of this list will be available to
39 any interested Democrat at the County Office and District Council in which the
40 precinct is located.
41 (2) Members listed on the official membership list for that precinct shall be eligible to
42 vote in that precinct. Others who do not appear on said list and who support the
43 Democratic Party and wish to join it shall enroll in the Party as provided in the
44 Bylaws of the Democratic Party of Hawai'i, and they will be eligible to vote in
45 precinct election.
46

1 2C. Where a name has been omitted from the certified list and the member whose name was
2 omitted produces at the precinct election meeting a dated membership card signed by a Secretary
3 of a County Committee, County Chairperson, Secretary of the State Central Committee, or Party
4 Chairperson showing membership or the form provided in Article I of the Constitution of the
5 Democratic Party of Hawai‘i, and proof of voter registration in that precinct, that name shall be
6 added to the list noting the date of membership. The respective Secretaries of District Council,
7 the County Committee and State Central Committee will be informed of the addition made to the
8 certified list.

9
10 2D. Within ten (10) days after issuance of this certified list, any member may challenge any
11 name appearing on the precinct list by submitting in writing reasons therefore to the Secretary of
12 the District Council. These challenges shall be heard promptly by the Executive Committee of
13 the District Council upon due notice to the parties of the time and place of the hearing and shall
14 be disposed of prior to the election of precinct officers and delegates. The decision of the
15 Executive Committee of the District Council shall be final and conclusive.

16
17 2E. Where no officers have been elected in the current biennium, any member of the precinct
18 may, by written petition to the respective District Council, request the initiation of precinct
19 reorganization, as follows:

- 20
21 (1) The Secretary of the District Council shall be notified of the time, place, and
22 purpose of the prospective special meeting and notice will be given pursuant to
23 Article II of the Constitution of the Democratic Party of Hawai‘i.
24 (2) Where no successful meeting is held by the third Tuesday in April, the District
25 Chairperson shall consider the precinct unorganized and initiate reorganization as
26 set forth in this Article. The District Council shall then have the authority to
27 organize precincts and appoint delegates to the State Convention. Upon the
28 conclusion of the State Convention, the responsibility for the organization of
29 precincts in accordance with this Article shall revert to the precincts. Should a
30 Precinct Club be reorganized at least fifteen (15) days prior to a County or State
31 Convention, the Precinct Club shall have all rights and privileges as a Precinct
32 Club organized at the biennial election meeting.
33 (3) The District Council shall appoint delegates to the State Convention, with priority
34 for delegates going first to members of the original Precinct Club, then to those
35 elected as alternate delegates from other precincts in the District. When all
36 alternates wishing to become delegates have been appointed, the District Council
37 may appoint any member within the District to any vacant delegate position.
38 Delegates so appointed shall have the same rights and privileges at a State
39 Convention as if they were elected at the biennial election meeting.

40
41 The District Council shall complete all appointments by no later than fifteen (15)
42 days prior to the State Convention. Documentation of the appointments may be
43 submitted in person, via facsimile, e-mail, or by mail, provided that mailed
44 documentation bears a postmark of no later than the fifteenth (15th) day prior to
45 the State Convention. All documentation must be received no later than ten (10)
46 days prior to the State Convention.

1
2 2F. In the event that a Precinct Club holds a successful election at the biennial election meeting
3 except that all positions are not filled, a Precinct Club has until the third Tuesday in April to hold
4 additional meetings to fill any vacancy subject to notifying members of the Precinct of the date,
5 time, place and purpose of the meeting by minimally posting the meeting notification on the
6 website of the Democratic Party of Hawai i.

7
8 After the third Tuesday in April, the District Council may fill officer, delegate and alternate
9 vacancies, by not later than 15 days prior to the state convention, as follows:

- 10
11 (1) Appoint members within the precinct as officers;
12 (2) Fill delegate vacancies by alternates elected at the biennium precinct meeting,
13 with priority to alternates within the precinct; and then from other precincts within
14 the District;
15 (3) Fill alternate delegate vacancies by appointment of members who reside in the
16 Precinct who express an interest after the biennium precinct meeting.
17

18 The Precinct Club shall report any changes to fill a delegate or alternate vacancy as a result of
19 additional meetings held until the third Tuesday in April to the District Chair and to the
20 Democratic Party of Hawai'i office. A report will be made within five days of the meeting. The
21 District Council shall report any changes to fill a delegate or alternate vacancy filled during the
22 period from the third Tuesday in April until 15 days prior to the State Convention to the
23 Democratic Party of Hawai'i office and to the affected precinct(s).

24
25 Officers and delegates or alternates so elected shall have the same rights and privileges at a
26 County or State Convention as if they were elected at the biennial election meeting, so long as
27 they are elected at least fifteen (15) days prior to such convention.
28

29 After the 15 days prior to the State Convention, delegate and alternate vacancies will be filled as
30 provided by Article II, Section 3, Delegates and Alternates to the State Convention. In the event
31 the precinct has no more alternates, the District chair may appoint an alternate from another
32 precinct in the District to fill the delegate position.
33

34 2G. The results of the Precinct Club election shall be signed and certified by the President and
35 the Secretary of the Precinct Club and shall be delivered or postmarked within forty-eight (48)
36 hours of the election to the State Central Committee, the County Committee and the District
37 Council. Official forms for such certification shall be provided by the County Committee and
38 shall include the following:

- 39
40 (4) Time, place, and date of the meeting;
41 (5) Names and addresses of eligible club members present and voting;
42 (6) Names and addresses of the officers elected; and
43 (7) Names and addresses of the elected delegates and alternates elected.
44

45 2H. The certified Precinct Club election report forms shall be maintained on file at the District,
46 County, and State offices and shall be open to inspection by any registered member of the Party.

1
2 2I. Challenges concerning the election of Precinct Club officers shall be made to the District
3 Council at its first meeting on the first Tuesday in April. The meeting place, time, and purpose
4 shall be given by the Secretary of the District Council pursuant to Article III of the Constitution
5 of the Democratic Party of Hawai‘i and shall be announced at the Precinct Club election. The
6 District Council shall, not later than the second Tuesday in April, rule on every challenge
7 concerning a Precinct officer or concerning the validity of a vote on or the eligibility of a person
8 voting on any question other than the election of State Convention delegates. An appeal from
9 the decision of the District Council must be made to the County Committee not later than April
10 30th, and can be made only after compliance with the procedures and requirements of this
11 paragraph. Further appeal may be taken to the County Convention.
12

13 2J. Challenges concerning delegates to the State Convention shall be submitted to the District
14 Council at its meeting on the first Tuesday in April for transmittal to the Convention Credentials
15 Committee. In its transmittal to the Convention Credentials Committee, the District Council
16 shall make recommendations after investigating the challenge and furnish all relevant
17 information. The Convention Credentials Committee shall be appointed by the Party
18 Chairperson and shall include four subcommittees, one for each County, to dispose of challenges
19 within their respective Counties. The subcommittee for each County shall be composed of at
20 least five (5) members from that County. The Convention Credentials Committee shall rule on
21 each challenge at least two (2) weeks before the State Convention. Further appeal may be taken
22 to the State Convention.
23

24 2K. Challenges concerning the election of Precinct Club officers and delegates to the State
25 Convention for precincts which held elections subsequent to the biennial election meetings shall
26 be made no later than fifteen (15) days after the elections following the procedures in described
27 in this Section.
28

29 2L. Precinct Club officers shall not be required to relinquish their positions if elected or
30 appointed to the State Central Committee.
31

32 2M. The officers of the Precinct Clubs shall have those duties which usually pertain to the
33 offices concerned. In addition, each has the following special duties:
34

- 35 (1) The President shall make arrangements for the biennial precinct election meeting
36 by the 15th day of December preceding the election year in accordance with
37 Article II of the Constitution of the Democratic Party of Hawai‘i. The President
38 shall call and preside at all meetings of the club. The President shall issue notice
39 of proposed meetings to the entire membership and make arrangements for
40 obtaining a meeting place. The President shall call a meeting where requested to
41 do so by any five (5) members of the Club, or by the District Chairperson. The
42 President shall notify the Secretary of the County of any corrections to the
43 membership list for the precinct, which are made known to the President. The
44 President shall be a representative from the precinct to the District Council. The
45 President shall follow a set of guidelines/procedures as set forth by the State
46 Central Committee relating to the running and conduct of a Precinct Club

1 meeting.

- 2 (2) The First Vice-President shall perform the duties and functions of the President in
3 the absence or sickness of the President or in the event the President fails or
4 neglects to perform such duties.
- 5 (3) The Secretary shall attend each meeting and keep a Minute book wherein shall be
6 recorded the happenings, resolutions, motions and rules of each meeting. The
7 Secretary shall also keep custody of such records and membership lists and upon
8 the expiration of the term of office shall surrender these records and lists to either
9 of the succeeding Secretary or to the District Chairperson.
- 10 (4) The Treasurer shall be responsible for the safekeeping of all money and revenues
11 of the club and shall submit a report in writing to the club at each regular meeting.
12 Upon the expiration of their term of office, the Treasurer shall turn over to the
13 succeeding Treasurer or District Chairperson all moneys, accounts, or bankbooks.
14 The Treasurer shall have the specific duty to see that all bills incurred by the club
15 are promptly paid and that all assessments levied by the Party are promptly
16 forwarded. The Treasurer shall submit reports upon request by the Treasurer of
17 the State Central Committee of all contributions and expenditures required to be
18 reported by the Democratic Party of Hawai'i to any Federal or State agency. The
19 Treasurer shall comply with all State and Federal laws relating to political
20 campaign contributions and expenditures.
- 21 (5) It shall be the specific duty of the District Councilperson to attend all meetings of
22 the District Council and the County Convention either in person or by proxy as
23 authorized by Article III of the Constitution of the Democratic Party of Hawai'i
24 and to report to the club matters discussed and decided therein.
- 25 (6) In the absence of any regularly elected officers at any duly called meeting of the
26 Precinct Club where a quorum of one (1) is present, a temporary officer may be
27 chosen by those in attendance to preside over the meeting, as well as a temporary
28 secretary designated to record the minutes of the meeting.

29
30 2N. Vacancies.

- 31
- 32 (1) President. In the event that the Precinct President vacates the position or is
33 elected District Chairperson or officer of a County Committee or other position
34 requiring them to automatically vacate their precinct office, the Precinct First-
35 Vice-President shall automatically become Precinct President.
- 36 (2) District Councilperson. In the event the precinct District Councilperson vacates
37 the position or is elected District Chairperson or officer of a County Committee or
38 other position requiring them to automatically vacate their precinct office, the
39 alternate District Councilperson shall automatically become Precinct District
40 Councilperson. In the absence of an alternate District Councilperson, the Precinct
41 President will appoint a replacement. If the Precinct President does not replace
42 the officer within 45 days of the vacancy, the District Chairperson will replace
43 that Officer.
- 44 (3) Other Officers (First Vice-President, Secretary, Treasurer). Any other officer
45 who has resigned or becomes unable to serve shall be replaced by the Precinct
46 President. If the Precinct President does not replace the officer within 45 days of

1 their vacancy, the District Chairperson will replace that officer.
2

3 **Section 3. Delegates and Alternates to the State Convention.**

4 3A. To provide every Precinct Club representation at the State Convention, a Precinct Club will
5 elect alternate delegates equal to the number of delegates allocated to the club, provided that the
6 official Precinct Club membership roster, at the time of the biennial election meeting certified
7 adequate membership for the Precinct Club to elect an equal number of alternates, as follows:
8

- 9 (1) Any member of the Precinct Club may be elected to represent that club as a
10 delegate or alternate at the State Convention. Alternates shall be elected in an
11 order of succession to delegate status beginning with the number one (1). If a
12 delegate is unable to attend the State Convention, the delegate may choose any
13 alternate of that delegate's same gender elected in the Precinct Club to serve in
14 that delegate's stead. If no elected alternate of the same gender is available, the
15 delegate may designate an elected alternate of a different gender in the delegate's
16 stead. However, no alternate shall act for more than one (1) delegate. In the
17 event a delegate fails to choose an elected alternate the succession of alternates to
18 a delegate status shall be in the order of succession as designated by the Precinct
19 Club at its biennial election. An alternate, in order of succession, may be seated
20 as a delegate if a delegate has not registered no later than thirty (30) minutes prior
21 to the published time of convening the Convention on the second day of the
22 Convention. The provision for reseating a delegate to the Convention shall be by
23 the attendance and in the following order of priority:
24

- 25 (a) Elected Delegate.
26 (b) Elected Alternate of the same gender of the absent Delegate chosen by the
27 absent Delegate.
28 (c) Elected Alternate of the same gender in the order of succession.
29 (d) Elected Alternate of a different gender of the absent Delegate chosen by
30 the Absent Delegate.
31 (e) Elected Alternate of a different gender in the order of succession.
32

33 3B. Precinct Presidential Poll During Presidential Election Years. In every year in which a
34 presidential election occurs, a presidential poll shall be taken on all Precinct Club members
35 present to determine their presidential preferences or uncommitted status. Precincts shall
36 conduct a formal registration (sign in and verification) process under the guidance of the District
37 Chairperson, or designee, to ensure the identity, residence, and status of each person as a
38 member of the Democratic Party of Hawai'i.
39

40 The voting, counting, and submission of ballots shall be the responsibility of the District
41 Chairperson, or designee, subject to the following:
42

- 43 (1) The presidential poll shall be taken by secret ballot.
44 (2) During years where there is no Democratic incumbent running for
45 President, balloting for the presidential poll shall be open for a minimum of three
46 (3) hours. All individuals waiting in line to vote at the advertised closing time

1 shall be permitted to vote. A precinct member will designate the end of the line.
2 The precinct meetings shall occur after the end of balloting. The start time of the
3 precinct meetings and elections of Delegates and Alternates must be advertised
4 along with the timing of the Presidential Preference Poll. If there are still
5 participants waiting to vote, then the start time of the precinct meetings can be
6 modified at the discretion of the District Chair or Designated Site Lead. During
7 years where there is a sitting Democratic President running for reelection,
8 presidential poll shall be open for at least thirty (30) minutes or for the duration of
9 the Precinct Club meeting, whichever is greater. When more than one (1)
10 Precinct Club votes at a common location, the registration and presidential voting
11 process shall be held in common for the voting period of the preference poll
12 immediately prior to the beginning of the precinct meetings.

- 13 (3) Registrar/tellers shall be appointed:
- 14 (a) to receive and accept proof of identity from each Precinct Club member,
15 and
 - 16 (b) to count and record ballots for the precinct.
- 17 (4) One (1) registrar/teller shall be selected from each of the opposing candidates
18 represented in the Precinct Club.
- 19 (5) Ballots shall be sealed in an envelope and submitted with the Precinct Club
20 election results to the Democratic Party of Hawai‘i Headquarters.
- 21 (6) The results of the presidential polls shall be submitted by mail or other
22 appropriate means to the State Central Committee within forty-eight (48) hours.
23

24 The State Central Committee shall tabulate the results on a Congressional District
25 basis and announce such results within twenty (20) days after the poll. The
26 official registration sheet shall be available to the representatives of the various
27 presidential candidates at least seven (7) days prior to the State Central
28 Committee announcement of the results.
29

30 **Section 4. Notice of Meeting.**

31 No Biennial Precinct Club meeting shall be duly called unless the Secretary of the County
32 Committee provides notice to the entire membership by posting the meeting notification on the
33 Party website in accordance with the Affirmative Action Plan, at least five (5) days prior to the
34 date of the meeting. Notice may also be provided to the membership by telephone, electronic
35 mail or personal or written notice mailed to the last known address. However, the notification
36 requirements of this section shall be waived when a second attempt is made to hold a Precinct
37 Club meeting for the purpose of electing Precinct officers and delegates to the State Convention,
38 provided that each member who attended the earlier attempted meeting is notified by telephone,
39 electronic mail, or personal notice at least five (5) days in advance of any subsequent meeting.
40

41 **Section 5. Proxies.**

42 No proxies shall be voted at any Precinct Club meeting.
43
44
45
46

1
2
3 **ARTICLE III -DISTRICT COUNCIL**

4 **Section 1. Officers.**

5 1A. A District Chairperson: Nomination and election for the District Chairperson is open to any
6 member residing in the District and shall occur at the annual District Council meeting of
7 precincts held in March of every even numbered year. Election shall be by the members of the
8 District Council. A District Chairperson upon election shall automatically vacate the office of
9 Precinct President, Precinct Vice-President or District Councilperson.

10 1B. For other officer positions, nominations and election of not more than three Vice-
11 Chairpersons, not more than two Secretaries and a Treasurer shall occur at either the biennial
12 District Council meeting of precincts held in March of every even-numbered year, or at another
13 meeting held no later than two weeks after the biennial District Council meeting of precincts at
14 the discretion of the newly elected Chairperson. Only members of the District Council as
15 described in the Constitution of the Democratic Party of Hawai i, Article III, Section 1,
16 Organization, shall be eligible for election to these officer positions.

17
18 1C. The duties of the officers of the District Council shall be those usually pertaining to the
19 office concerned and specifically include the following:

- 20
21 (1) The District Chairperson shall have the power and duty to appoint chairpersons
22 and members of all special and standing committees with the advice and consent
23 of the majority of the members of the District Council. The Chairperson shall be
24 responsible for the calling of all regular and special meetings of the District
25 Council and the giving of proper notice and the arranging for meeting places for
26 both special and regular meetings. The District Chairperson shall be responsible
27 for welcoming new members to their Precinct and recruiting new Democrats
28 within their District to the Democratic Party, and assisting in recruiting volunteers
29 from their District to help with campaign activities for the General Election as
30 well as helping find poll watchers for the General Election.
- 31 (2) The various Vice-Chairpersons of the District Council in the order of their
32 respective designation shall have the power to perform the duties and functions of
33 the District Chairperson in the absence or sickness of the District Chairperson or
34 in the event the District Chairperson fails or neglects to perform such duties. The
35 First Vice-Chairperson shall be responsible for assisting the State Secretary in
36 gathering and updating the contact information for their District members.
- 37 (a) In the event the District Chairperson permanently vacates or is unable to
38 perform the duties and functions of the Chairperson, the First Vice-
39 Chairperson shall become District Chairperson.
- 40 (b) In the event the District Chairperson is temporarily unable to perform the
41 duties and functions of the District Chairperson, the First Vice-
42 Chairperson shall become District Chairperson for such time as the elected
43 District Chairperson is incapacitated.
- 44 (3) The Secretary shall be charged with keeping accurate minutes of all meetings of
45 the District Council. These minutes shall be properly typewritten and entered
46 along with all written reports of officers and committees in a book or file

1 maintained for that purpose and turned over intact to the succeeding Secretary.
2 The Secretary shall keep all records relating to the District and maintain and keep
3 the membership list of the members of the Party for the District on a current basis
4 with addresses and precinct designations.

- 5 (4) The Treasurer shall be primarily responsible for all fundraising activities within
6 the District Council, shall have custody of any moneys and records of funds of the
7 District which may be deposited in a commercial bank in the name of the District
8 Council or deposited in the account of the County Committee to the credit of the
9 District Council. The Treasurer shall be responsible for seeing that all money
10 collected in the name of the District Council is collected by duly authorized and
11 identified persons, that receipts are given to contributors, and that a strict
12 accounting is kept of all funds so collected. The Treasurer shall turn over all
13 moneys and records of funds of the District Council to the successor in office.

14
15 The Treasurer shall submit a biennial financial report to the County Committee
16 Treasurer by the second Tuesday in April in every even-numbered year. The
17 Treasurer shall submit reports upon request by the Treasurer of the State Central
18 Committee of all contributions and expenditures required to be reported by the
19 Democratic Party of Hawai'i to any Federal or State agency. The Treasurer shall
20 comply with all State and Federal laws relating to political campaign
21 contributions and expenditures.

22
23 1D. Duties and Responsibilities of the Executive Committee: The Executive Committee is
24 empowered to act for the District Council between its regular meetings; and shall have general
25 supervision of the affairs of the District Council, fix the date, hours and place of meetings, make
26 recommendations to the District Council, assure that all financial reports are submitted in a
27 timely manner, and perform such other duties as may be necessary to support DPH and/or
28 County policies and activities. Meetings of the Executive Committee will be at the call of the
29 District Chairperson or by the written request of any two members of the Executive Committee.

30
31 **Section 2. Meeting Notices, Attendance at Meetings.**

32 District Council meetings may be held at any time by call of the Chairperson or upon a written
33 request submitted to the Secretary or Chairperson by not less than twenty-five (25) percent of the
34 total membership of the District Council. Notice of the District Council meetings shall be given
35 in person, by telephone, by facsimile, by electronic mail or by mailing such notice to the last
36 known address of each member not less than five (5) calendar days prior to the meeting.

37
38 **Section 3. Quorum.**

39 Each District Council quorum shall not be less than thirty-four (34) percent of the members of
40 the District Council.

41
42 **Section 4. Proxies.**

43 A Precinct President or District Councilperson and Precinct First Vice-President, if applicable,
44 may give their proxies to any officer of their precinct but to no one else.

1 **Section 5. Committees.**

2 The membership of the committees shall be restricted to members within the District. The
3 Chairperson of the committees shall be appointed from the members of the District Council.
4

5
6 **ARTICLE IV -COUNTY ORGANIZATIONS**
7

8 **Section 1. Organization.**

9 Each County Committee shall make available to its respective delegates and alternates the final
10 reports, including any and all recommendations and amendments proposed for adoption by the
11 State Convention, submitted by all County appointed standing committees including those
12 committees on Platform, Resolutions, Rules, Affirmative Action, at least twenty-four (24) hours
13 prior to the convening of the County Convention.
14

15 **Section 2. Rules for the adoption of Respective County Organization Bylaws and Rules.**

16 2A. The County Committee of each County Organization shall submit proposed bylaws to the
17 State Central Committee within ninety (90) days of adoption. The State Central Committee
18 shall, within one hundred twenty (120) days of receipt of the bylaws changes, notify the County
19 and rule on their acceptability. Upon the determination by the State Central Committee that the
20 proposed rules or rule changes are consistent with the Constitution and Bylaws of the
21 Democratic Party of Hawai'i such County Committee rules or rule changes shall become
22 effective.
23

24 **Section 3. Meetings, Notices, Attendance at Meetings.**

25 3A. Regular meetings of the County Committee shall be held at least once every three months at
26 such time and place as the members may decide in accordance with their own rules. Notice of
27 the County Committee meetings shall be given in person, by telephone, by facsimile, by
28 electronic mail, or by mailing such notice to the last known address of each member not less than
29 five (5) calendar days prior to the meeting.
30

31 3B. Special meetings may be held at any time by call of the Chairperson or upon written request
32 submitted to the Secretary or Chairperson by not less than twenty-five percent (25%) of the total
33 membership. Notice of special meetings shall be given in person, by telephone, by electronic
34 mail, by facsimile or by mailing such notice to the last known address of each member not less
35 than five (5) calendar days prior to the meetings.
36
37

38 **ARTICLE V -STATE CENTRAL COMMITTEE**
39

40 **Section 1. Apportionment.**

41 The State Central Committee shall state the number of Committee persons for each Senatorial
42 District in its proclamation calling for the State Convention, subject to Article VI of the
43 Constitution of the Democratic Party of Hawai'i.
44

45 **Section 2. Nomination and Filing.**

46 2A. Any citizen resident in the State of Hawai'i, who is or will be a member of the Democratic

1 Party of Hawai‘i for one (1) year before the next election shall be eligible to be a candidate for
2 election to Party Chairperson. Any citizen residing in the State of Hawai‘i who wishes to
3 become a candidate for election to Party Chairperson or for election to the State Central
4 Committee shall file a nomination paper with the Secretary of said County or the State Central
5 Committee at least twenty (20) days prior to the State Convention, except that papers for the
6 County Representative seats shall be filed at least ten (10) days prior to the County Convention,
7 and except that papers for the Caucus Representative seats shall be filed after certification by the
8 Caucus, but at least twenty (20) days prior to the State Convention. In the event that no papers
9 have been filed by the filing deadline, the filing deadline shall be extended until ten (10) days
10 prior to the State Convention. However, no additional nomination papers shall be allowed for
11 those positions for which papers had been filed by the filing deadline. If a member has resigned
12 from the Party in the two (2) years prior to re-enrollment in the Democratic Party of Hawai‘i, the
13 re-enrolled member must be a member in good standing for at least one (1) year before the next
14 election prior to being elected Party Chairperson or for election to the State Central Committee.

15
16 2B. The nomination paper of a candidate for Party Chairperson, National Committeeman and
17 National Committeewoman shall be signed by not less than ten (10) certified members of the
18 Democratic Party of Hawai‘i from at least two (2) County Organizations. Signatures may be
19 electronic.

20
21 2C. The nomination paper of a candidate for Youth Representative shall be signed by not less
22 than ten (10) certified members of the Democratic Party of Hawai‘i, all of whom are members of
23 the Party who are thirty-five (35) years of age or younger.

24
25 2D. The nomination paper of a candidate for a State Central Committee member shall be signed
26 by not less than five (5) certified members of the Party from the nominee’s Senatorial District or
27 Caucuses.

28
29 2E. The nomination paper for a State Central Committee member filing as a County
30 Representative shall be signed by not less than five (5) certified members of the Party from the
31 nominee’s County.

32
33 **Section 3. Officers.**

34 The duties of the Officers of the State Central Committee shall be those usually pertaining to the
35 office concerned and specifically include any duties imposed as follows:

- 36
37 (1) The Party Chairperson shall serve as chairperson of the State Central Committee,
38 and appoint chairpersons of all special and standing committees with the advice
39 and consent of the State Central Committee. Vacancies may be filled on an
40 interim basis until confirmed by the State Central Committee at its next meeting.
41 The Chairperson shall call all regular and special meetings of the Executive and
42 State Central Committee. The Chairperson shall submit an operating budget for
43 the biennium following the initial organization meeting of the State Central
44 Committee.

45
46 The Chairperson shall serve faithfully on behalf of the Democratic Party of

1 Hawai'i as an active member of the Democratic National Committee (DNC) and
2 the DNC's Association of State Democratic Chairs (ASDC), and is encouraged to
3 attend each regular DNC and ASDC meeting.
4

- 5 (2) The elected Vice-Chairperson shall perform the duties and functions of the
6 Chairperson in the absence of the Chairperson. The Vice-Chairperson shall also
7 perform other duties and functions as assigned by the Chairperson. The elected
8 Vice-Chairperson shall also be charged with the responsibility of monitoring the
9 activities of the standing committees.
10

11 The elected Vice-Chairperson shall serve faithfully on behalf of the Democratic
12 Party of Hawai'i as an active member of the Democratic National Committee
13 (DNC) and the DNC's Association of State Democratic Chairs (ASDC), and is
14 encouraged to attend each regular DNC and ASDC meeting
15

- 16 (3) The Secretary shall keep the minutes of all Executive and State Central
17 Committee meetings in a permanent Minutes book. The Secretary shall also have
18 primary responsibility for care and maintenance of the membership lists. The
19 Secretary shall be responsible for seeing that such lists are available for inspection
20 by interested Democrats at all reasonable times. The membership lists, certified
21 as correct to the best of the Secretary's knowledge and belief, shall be turned over
22 intact to the new Secretary at the end of the old Secretary's term of office. The
23 Secretary shall also be responsible for issuing membership cards, in such form as
24 may be prescribed by the State Central Committee, to all duly certified members
25 of the Party with the County. The Secretary is responsible for providing annual
26 notification to the Party members in writing, by electronic mail or by posting the
27 notice on the Party's webpage that annual voluntary membership dues are
28 requested.
29

- 30 (4) The Assistant Secretary shall assist the Secretary in carrying on the various duties
31 assigned to the Secretary and shall perform the duties, in the absence of the
32 Secretary.
33

- 34 (5) The Treasurer shall account for all moneys received by the Party and shall follow
35 standard accounting procedures in recording receipt of moneys and the
36 disbursement of funds. All disbursements shall be by check countersigned by
37 either the Party Chairperson or the elected Vice-Chairperson. All disbursements
38 should be supported by a document or an invoice approved through a prescribed
39 procedure. Other duties and responsibilities include:
40 (a) Provide a financial statement on its operations at each meeting of the
41 Executive and State Central Committee.
42 (b) To comply with all tax laws as it applies to the Party as an employer.
43 (c) To determine and analyze the biennial budget at regular intervals and
44 report its findings to the finance committee.
45 (d) To serve as an ex-officio member of all special projects where a subsidiary
46 set of records is kept with an appointed Treasurer. These projects upon

1 completion should be incorporated into the general books of the Party and
2 filed as a part of the Treasurer's general record.

3 (e) To request reports from County, District, and Precinct Treasurers as
4 necessary to comply with any Federal or State laws governing political
5 campaign contributions and expenditures.

6 (f) To comply with, prepare reports or assist in the preparation of reports
7 required by any Federal or State laws governing political campaign
8 contributions and expenditures.

9
10 (6) The Assistant Treasurer shall assist the Treasurer in carrying on the various duties
11 assigned to the Treasurer and shall perform the duties, in absence of the
12 Treasurer.

13
14 **Section 4. Filling of Vacancies.**

15 4A. Vacancy in the office of the Party Chairperson shall be filled by the State Central
16 Committee by election of an interim Party Chairperson. The elected Vice-Chairperson shall
17 assume the office of Acting Party Chairperson for a period not to exceed forty-five (45) days
18 during which time the State Central Committee shall elect an interim Party Chairperson.

19
20 4B. Vacancy in the office of the National Committeeman or National Committeewoman shall be
21 filled by the Party Chairperson with the concurrence of the majority of the State Central
22 Committee members present at the State Central Committee meeting where the position is filled,
23 until the following Democratic State Convention.

24
25 4C. Vacancy in the office of Youth Representative shall be filled by the Party Chairperson with
26 the concurrence of the majority of the State Central Committee members present at the State
27 Central Committee meeting where the position is filled and the Executive Board of the Young
28 Democrats of Hawai'i.

29
30 4D. Any vacancy in the office of the Committee Person from a Senatorial District or the County
31 Representative shall be filled by the County Committee within which the past incumbent resided.
32 The person filling the vacancy shall meet the requirements of the candidate for Committee
33 Person.

34
35 4E. Any vacancy in the office of Caucus Representative shall be filled by the Caucus as set forth
36 in Caucus bylaws, with the concurrence of the majority of the State Central Committee members
37 present at the State Central Committee meeting where the position is filled. A position is
38 deemed vacant if a Caucus Representative no longer maintains Caucus membership or is
39 otherwise ineligible according to approved Caucus bylaws. If the Caucus fails to fill the vacancy
40 within forty-five (45) days, it shall be filled by the Party Chairperson.

41
42 4F. If vacancies are not filled within forty-five (45) days, the State Central Committee shall fill
43 the vacancies.

1 **Section 5. Meetings.**

2 5A. To the extent possible, the place of the meeting of the State Central Committee or of the
3 Executive Committee shall be rotated among the Counties; and, whenever possible, all or a
4 portion of the cost of transportation of members from Counties other than the County in which
5 the meeting is held shall be defrayed from the Party treasury.
6

7 5B. Minutes of each meeting shall be kept and permanently filed by the Secretary in a book kept
8 for such purposes, which book shall be turned over to the next succeeding Secretary of the State
9 Central Committee. Copies of the minutes shall be made available to Party members upon
10 request.
11

12 5C. The State Central Committee is empowered to establish rules and procedures for
13 participation in its meetings by telephonic or electronic means. Participation in meetings by such
14 means shall be construed as attendance for purposes of quorum and voting.
15

16 5D. Notice of regular meetings shall be given not less than ten (10) calendar days before the
17 meeting and may be delivered by mail, fax or electronic mail.
18

19 5E. Notice of special meetings shall be given not less than five (5) calendar days before the
20 meeting and may be delivered by mail, fax, or electronic mail.
21

22 5F. Meetings of the State Central Committee shall normally be open to all Party members.
23 Under exceptional circumstances, the State Central Committee may decide to go into Executive
24 Session to deal with a matter. Any decision to go into Executive Session shall require a two-
25 thirds vote of State Central Committee members in attendance.
26

27 **Section 6. Proxies.**

28 6A. State Central Committee members unable to attend a State Central Committee meeting may
29 give their proxy to another member. In no event shall a State Central Committee member carry
30 more than four proxies.
31

32 6B. All proxies must be in writing in the form approved by the State Central Committee and
33 shall be filed with the Secretary of the State Central Committee.
34

35 **Section 7. Caucuses.**

36 7A. Minimal criteria for certification of a caucus shall include:
37

- 38 (1) Sufficient statewide membership. The State Central Committee may establish a
39 minimum membership of not less than twenty (20) Caucus members from at least
40 two (2) Counties, to apply for and to maintain certification.
41 (2) Caucus Bylaws shall be consistent with the Constitution of the Democratic Party
42 of Hawai'i. The Bylaws shall provide for democratic selection of officers and
43 representatives to the State Central Committee, defined terms of office,
44 membership that is open to all Party members who belong to the defined
45 constituency, public notice of meetings, and quorum. The Caucus bylaws shall be
46 filed with the Standing Rules Committee of the State Central Committee for

- 1 review and comment, and must be approved by the State Central Committee.
2 (3) Application for certification as a Democratic Party of Hawai'i Caucus shall
3 include a record of meetings and activity that establishes the viability of the
4 Caucus.
5 (4) Certification shall be continuous until officially terminated by the State Central
6 Committee due to:
7 (a) Action of Caucus substantially not in compliance with Democratic Party
8 of Hawai'i Constitution and Bylaws or the Caucus Bylaws, or
9 (b) At least twelve (12) consecutive months without meetings or required
10 reports.
11

12 7B. New Caucus Representatives to the State Central Committee. Within forty-five (45) days of
13 certification of a new Caucus, the new Caucus shall nominate two (2) representatives of different
14 genders, taking office immediately upon the advice and consent of a majority of the State Central
15 Committee members present at the meeting at the time the nomination is presented. Vacancies
16 shall be filled according to this Article.
17

18 7C. The following caucuses are recognized by the Democratic Party of Hawai'i:
19

- 20 (1) Hawaiian Affairs;
21 (2) Education;
22 (3) Environment;
23 (4) Kupuna;
24 (5) LGBT (Lesbian, Gay, Bisexual and Transgender);
25 (6) Labor; and,
26 (7) Women.
27

28 7D. Any name change to a Caucus must be initiated by the respective Caucus.
29

30 7E. Reports and Certification. Each Caucus, to maintain its certification, shall make a written
31 report to the State Central Committee at least twice a year and at such other times as may be
32 necessary. Each Caucus must maintain a certified copy of its bylaws with the Democratic Party
33 of Hawai'i which shall be posted on the Party's website. Caucuses shall also provide a current
34 list of their officers to the State Central Committee by not later than July 1 every year.
35

36 **Section 8. Committees.**

37 8A. Every special committee shall make a report in writing to the State Central Committee or
38 the Executive Committee if such committee was appointed by the Executive Committee upon the
39 conclusion of its work and at such other times as may be required.
40

41 Every member of the State Central Committee, except for the members of the Executive
42 Committee of the State Central Committee, shall be required to be a member of at least (one) of
43 the Standing Committees as listed in Article V, Section 8 of the Constitution of the Democratic
44 Party of Hawai'i. At least one of the co-chairs of each of the standing committees shall be a
45 member of the State Central Committee. Co-chairs shall be appointed by the Chair with advice
46 and consent of the State Central Committee. Membership of the committees is open to any

1 member of the Democratic Party of Hawai‘i and shall have representation from all four counties.

2
3 8B. Every such report shall be filed by the Secretary of the State Central Committee in the
4 Minute book of the Committee.

5
6 8C. The Finance Committee shall be chaired by the Treasurer and shall prepare the biennial
7 budget in consultation with the Party Chairperson. Its membership shall include at least one (1)
8 member from each County. This budget shall be presented to the members of the State Central
9 Committee at the meeting following the initial organizational meeting of the State Central
10 Committee. In addition, the Finance Committee shall:

- 11
- 12 (1) Review and analyze the approved budget at regular intervals and if necessary
 - 13 submit the Committee’s recommendation in regards to changes to the budget.
 - 14 (2) Submit written policies and procedures relative to the various accounting
 - 15 functions required to maintain proper financial records of the Party to the State
 - 16 Central Committee for its approval.
 - 17 (3) Oversee special fund raising projects undertaken in the name of the Democratic
 - 18 Party to ensure that proper accounting procedures are followed in conforming
 - 19 with the policies and procedures established in Article V of the Constitution of the
 - 20 Democratic Party of Hawai‘i.
 - 21 (4) Review staff appointments made by the Party Chairperson and the amount of
 - 22 remuneration to be paid the staff member in conformance with the adopted
 - 23 budget. Review also the appointment of individual contractors and the
 - 24 requirement of a formal contract to be signed by the Party Chairperson and the
 - 25 independent contractor. Review all contracts with independent contractors and
 - 26 contractor’s remuneration levels for services to be rendered.
- 27

28 8D. PLATFORM: The Platform Committee shall be responsible for reviewing and proposing
29 updates to the Democratic Party of Hawai i’s Platform and work to encourage support of the
30 Platform. The Platform Committee shall also be responsible for formulation, distribution and
31 collecting results of the Democratic Party of Hawai i Platform Survey as required for all
32 candidates running as a member of the Democratic Party of Hawai‘i. The Platform Committee
33 shall be responsible for matters delegated or duties as from time-to-time may be assigned to it by
34 the Chair and/or State Central Committee.

35
36 8E. LEGISLATION: The Legislation Committee shall be responsible for preparing and
37 promoting the passage of legislation consistent with the positions of the Democratic Party as
38 expressed in the platform and resolutions adopted at the State Convention, or by a vote of the
39 State Central Committee. The Legislation Committee shall prepare a plan for approval by the
40 State Central Committee prior to each legislative session, shall provide timely reports to the State
41 Central Committee during the session and shall be subject to oversight by the State Central
42 Committee. The Legislation Committee shall be responsible for matters delegated or duties as
43 from time-to-time may be assigned to it by the Chair and/or State Central Committee.

44
45 8F. RULES: The Rules Committee shall be responsible for reviewing and proposing updates to
46 the Democratic Party of Hawai‘i Constitution and Bylaws, assisting in the development of the

1 Standing Rules for the Democratic Party of Hawai‘i, reviewing and determining the validity of
2 changes submitted by the Counties and Caucuses Bylaws, reviewing requests for establishment
3 of new caucuses to assure eligibility requirements are met, making recommendations for
4 certification, reviewing any allegations of rules violations and reporting its findings and
5 recommendations to the State Central Committee, and interpreting the Constitution and Bylaws
6 when called upon by the Chair or members of the State Central Committee. The Rules
7 Committee shall be responsible for matters delegated or duties as from time-to-time may be
8 assigned to it by the Chair and/or State Central Committee.
9

10 8G. AFFIRMATIVE ACTION: The Affirmative Action Committee shall be responsible for
11 reviewing and proposing updates to the Democratic Party of Hawai i’s Affirmative Action plan,
12 implementing the Affirmative Action Plan, assisting the Membership Committee in outreach to
13 under-represented communities in the Democratic Party of Hawai i, and ensuring that concerted
14 efforts are made to reach those communities. The Affirmative Action Committee shall be
15 responsible for matters delegated or duties as from time-to-time may be assigned to it by the
16 Chair and/or State Central Committee.
17

18 8H. MEMBERSHIP: The Membership Committee shall be responsible for coordinating
19 recruitment of new members and membership drives, developing and maintaining on boarding
20 procedures for new members, encouraging the registration of voters, as well as coordinating
21 membership enhancements – i.e. talent management. The Membership Committee shall also be
22 responsible for training materials. The Membership Committee shall be responsible for matters
23 delegated or duties as from time-to-time may be assigned to it by the Chair and/or State Central
24 Committee.
25

26 8I. FUNDRAISING COMMITTEE. The Fundraising Committee shall be responsible for
27 planning, organizing, and implementing statewide Democratic Party of Hawai i fundraising
28 activities. The Fundraising Committee will also develop and offer training on fundraising
29 requirements for the Democratic Party of Hawai‘i. The Fundraising Committee shall be
30 responsible for matters delegated or duties as from time-to-time may be assigned to it by the
31 Chair and/or State Central Committee.
32

33 8J. COMMUNICATIONS: The Communications Committee shall be responsible for
34 establishing and maintaining the Democratic Party of Hawai i’s social media platforms as well
35 as establishing and maintaining a member newsletter. It will also maintain a media outreach
36 center. The Communications Committee shall be responsible for matters delegated or duties as
37 from time-to-time may be assigned to it by the Chair and/or State Central Committee.
38

39 8K. COMMUNITY RELATIONS: The Community Relations Committee shall be responsible
40 for social services projects on behalf of the Democratic Party of Hawaii, as well as developing a
41 plan for building positive relationships with key community organizations that support the
42 Democratic Party of Hawai‘i platform in the community. The Community Relations Committee
43 shall be responsible for matters delegated or duties as from time-to-time may be assigned to it by
44 the Chair and/or State Central Committee.
45
46

1 8L. CONVENTION: The Convention Committee shall be responsible for planning, organizing,
2 and implementing the biennial Democratic Party of Hawai'i State Convention. By September in
3 the year before the convention, the Convention Committee shall provide to the entire State
4 Central Committee a convention plan that will include the suggested theme for convention, the
5 recommended location of the convention, a recommended convention budget, and the
6 recommended State Convention Standing Rules. This information will be provided to State
7 Central Committee members at least ten (10) calendar days prior to the meeting. The Convention
8 Committee shall be responsible for matters delegated or duties as from time-to-time may be
9 assigned to it by the Chair and/or State Central Committee.

10
11 8M. CAMPAIGN: The Campaign Committee shall be responsible for training of members to run
12 campaigns – candidates, volunteer coordinators, campaign managers, and campaign treasurers.
13 The Campaign Committee shall be responsible for matters delegated or duties as from time-to-
14 time may be assigned to it by the Chair and/or State Central Committee.

15
16 8N. COMPLIANCE REVIEW: The Compliance Review Committee shall be responsible for
17 ensuring an annual review of the financial records of the Democratic Party of Hawai'i for
18 compliance with any federal, state, Democratic Party of Hawai i and Democratic National
19 Committee requirements and proper authorized expenditures, and shall review the system it uses
20 to account for revenue and expenses. The Compliance Review Committee shall be responsible
21 for matters delegated or duties as from time-to-time may be assigned to it by the Chair and/or
22 State Central Committee.

23 24 25 **ARTICLE VI -STATE CONVENTION**

26 27 **Section 1. Time, Place, Notice.**

28 The convention will be called biennially in May of each even numbered year, or at such other
29 times as may be determined by the State Central Committee. The date and place of the meeting
30 shall be fixed by the State Central Committee. The place of the meeting may be rotated from
31 time to time among the four (4) counties of Hawai'i. Notice thereof shall be given by
32 publication in one (1) newspaper of general circulation throughout the State of Hawai'i not less
33 than ten (10) days prior to the date of the biennial Precinct Club election.

34 35 **Section 2. Composition.**

36 2A. Incumbent Party Chairperson, National Committeeman and National Committeewoman,
37 State Central Committee Members, Incumbent and Immediate Past County at-Large
38 Representatives to the State Central Committee, District Chairpersons, Incumbent and Immediate
39 Past County Chairpersons, including ex-officio members of the State Central Committee, former
40 Democratic Governors, former Democratic Lieutenant Governors, and former Democratic Party
41 Chairpersons.

42
43 2B. Elected Federal, State and County Officials, or officials who may have been appointed to
44 fill a vacant position of an elected official, who meet the following requirements:

- 45
46 (1) Be a member in good standing.

- 1 (2) Have attained their present office in an election as a Democrat or appointed to fill
2 a vacant position of an elected official or have attained their present office in a
3 nonpartisan election provided they are Democratic Party members in good
4 standing.

- 5 (3) The rights and privileges granted in this paragraph are nontransferable.
6

7 2C. The delegates in Section 2A and 2B above shall have all the rights and privileges of a
8 delegate, but shall not be allowed to vote in the National Convention Delegate Delection process
9 unless elected as a State Convention in their respective precinct meeting.
10

11 2D. The number of State Convention delegates allotted to each Precinct Club shall be
12 determined by the total number of votes cast for the Democratic candidate in the most recent
13 gubernatorial or presidential election.
14

- 15 (1) The total number of elected delegates to the State Convention shall be 1000. The
16 number of delegates allotted to each precinct shall be determined by the total
17 votes cast in each Precinct plus the apportioned absentee ballots, divided by the
18 total number of votes cast for the gubernatorial or presidential candidate, and the
19 result multiplied by the total number of elected delegates to the State Convention.
20 (2) Absentee ballots are prorated as a percentage of the total number of Precincts
21 affected by the absentee ballots.
22 (3) If the result for any Precinct is less than or equal to two (2) delegates, that
23 Precinct shall elect two (2) delegates.
24 (4) If the result for any Precinct is greater than two delegates and more than fifty
25 percent (50%) of each additional delegate, that Precinct shall be entitled to one
26 additional delegate.
27

28 2E. Precincts shall elect delegates and alternates reflecting gener diversity, making note of the
29 history of under representation of women, other genders and those that do not adhere to the
30 gender binary, except as provided below:
31

- 32 (1) If the number of delegates allotted to a Precinct is an odd number, then the
33 composition of that delegation may deviate by one (1), or
34 (2) If the Precinct Club lacks sufficient candidates of different gender to make a
35 delegation of gender diversity, then the Precinct shall make reasonable attempts to
36 comply with this subsection.
37

38 **Section 3. Purposes.**

39 3A. To elect a National Committeeman and a National Committeewoman in every Presidential
40 election year by the delegates voting at-large and to fill any vacancy in these positions in the
41 non-Presidential election year. In the event there is a vacancy in the office of National
42 Committeeman or National Committeewoman due to death or to resignation, such vacancy shall
43 be filled by the State Central Committee until the following Democratic State Convention.
44

45 3B. To elect delegates and alternates to the Democratic National Convention in every
46 Presidential election year. The number of delegates and alternates allotted to each State is

1 determined by the Democratic National Convention (based on the Hawai‘i National Delegate
2 Selection Plan and Affirmative Action Plan).

- 3
- 4 (1) The Delegate Selection Plan regarding the selection of delegates and alternates to
5 the Democratic National Convention shall be approved by the State Central
6 Committee and published on the website of the Democratic Party of Hawai i
7 within thirty (30) days o the approval of the plan by the Democratic National
8 Committee.
- 9 (2) Certification. The National Convention Delegates and Alternates shall be
10 certified by the Party Chairperson and filed with the Secretary of the Democratic
11 National Committee within ten (10) days after selection.
- 12 (3) Slate-Making. Any individual or group of Democrats may sponsor or endorse a
13 slate of candidates for National Convention Delegates. But no slate may receive
14 preferential treatment for a preferential place on a delegate selection ballot or be
15 publicly identified on the ballot as the “official” slate. All slates must meet the
16 same qualifying requirements set forth in this Article.
- 17

18 3C. To elect Presidential Electors and Alternates, as prescribed by law, in every Presidential
19 election year, by the delegates voting at-large. Candidates for Presidential Electors and
20 Alternates shall be members of the Party in good standing for at least one (1) year.

21

22 3D. To elect the Democratic Party Chairperson and members of the State Central Committee,
23 except County Representatives elected at the County Convention.

- 24
- 25 (1) The Chairperson of the Democratic Party of Hawai‘i, Caucus Representatives,
26 and the Youth Representatives, shall be elected by the Convention delegates
27 voting at-large.
- 28 (2) The State Central Committee members, representing Senatorial Districts, shall be
29 elected by the State Convention delegates from the respective Senatorial Districts;
30 provided that two (2) representtaives of different genders shall be elected from
31 each County or a Senatorial District which covers more than one County. State
32 Central Committee members, representing their Counties, shall be elected by their
33 County Convention.
- 34 (3) The elected or appointed Democratic officials or candidates running for elective
35 public office, with the exception of those running for or elected as a delegate to
36 the State Constitutional Convention, are not eligible to be Chairperson of the
37 Democratic Party of Hawai‘i.
- 38 (4) Election of the Party Chairperson shall include weighted votes.
- 39 (a) Weighted votes are defined as those delegates not registered at the State
40 Convention. Weighted votes shall be permitted for members in Counties
41 who need to travel to another County to participate in the State
42 Convention. The total votes, including weighted votes, for any County
43 shall not exceed their allocated total.
- 44 (i) Weighted votes shall be applied automatically by the Elections
45 Committee for a County, by County, in direct proportion to the
46 votes cast for the various candidates by the registered delegates

1 of that County.

- 2 (ii) For mathematical computation, fractions shall be carried to two
3 decimal places. Fractional votes of one-half or more shall
4 increase to the next whole number, whereas, less than one-half
5 shall have the fraction dropped. Where mathematical
6 computations cause the total County vote to exceed or decrease
7 its total allocated count, a coin toss by the Credentials
8 Chairperson, who shall be present in the Elections counting
9 room, shall be implemented to offset the discrepancy.

- 10 (5) All elections shall be determined by plurality.

11
12 3E. To adopt the Platform of the Democratic Party of Hawai'i.

13
14 3F. To adopt the revisions, amendments or alterations to the Constitution of the Democratic
15 Party of Hawai'i.

16
17 3G. To adopt Resolutions.

18
19 3H. To consider such other business as may come before it.

20
21 **Section 4. Candidate's Filing Fee.**

22 Any member of the Party wishing to be a candidate described in Article V of the Constitution of
23 the Democratic Party of Hawai'i shall file a nomination paper with the Secretary of the State
24 Central Committee, signed by not less than ten (10) members of the Party for candidates for
25 statewide office and by not less than five (5) members of the Party for all other offices, at least
26 twenty (20) days prior to the State Convention and pay to the Democratic Party of Hawai'i a fee
27 of ten dollars (\$10), except that papers for the County Representative seats shall be filed at least
28 ten (10) days prior to the County Convention. In the event that no papers have been filed by the
29 filing deadline, the filing deadline shall be extended until ten (10) days prior to the State
30 Convention. However, no additional nomination papers shall be allowed for those positions for
31 which papers had been filed by the filing deadline.

32
33 **Section 5. Delegate Registration Fee.**

34 The State Central Committee is responsible to ensure the budget for State Convention allows
35 reasonable registration fees affordable to middle-and low-income delegates, and waivers to
36 delegates unable to pay the registration fee.

37
38 A request for waiver should be submitted in writing, by email, or on a form provided for this
39 purpose and conveyed to the State Convention Credentials Committee, as follows:

- 40
41 (1) The written request for waiver must be submitted within sixty (60) days following
42 the Precinct Meeting and explain the reason for the request.
43 (2) When reasonable circumstances justify a request for waiver submitted after the
44 sixty (60) day deadline, the Convention Credentials Committee shall consider
45 whether circumstances justify the late request. Such circumstances may include
46 alternates filling late-occurring delegate vacancies, or other reasonable cause for a

1 delayed submittal.

- 2 (3) A full or partial waiver shall be granted if the delegate is unable to pay the full
3 registration fee.
4

5 **Section 6. Organization of the Convention.**

6 6A. The Party Chairperson shall appoint all Convention Committee Chairpersons not less than
7 one-hundred-twenty (120) days prior to the opening of the State Convention. The
8 Party Chairperson shall appoint committee members to the Convention Committees not less than
9 forty five (45) days prior to the opening of the State Convention. If committee vacancies exist,
10 additional members shall be appointed up to seven (7) days prior to the State Convention.
11

12 The Convention Committee is a standing committee of the SCC; other convention committees
13 appointed by the Party Chairperson include the following:
14

- 15 (1) Convention Platform Committee: Responsible to receive proposals to amend or
16 revise the Platform. Prepares a report of recommendations to the Convention.
17 (2) Convention Rules Committee: Responsible to receive proposals to amend or
18 revise the rules of the Party. Shall have the power to format, edit, combine
19 proposed rules changes, and make substantive amendments that do not alter the
20 intent of the proposed rule addition or change. Prepares a report of
21 recommendations to the Convention.
22 (3) Convention Resolutions Committee(s): Responsible to receive resolutions. Shall
23 have the power to format, edit, combine resolutions of similar substance, and
24 make substantive amendments that do not alter the intent of the resolving clauses.
25 Prepares a report of recommendations to the Convention.
26 (4) Convention Affirmative Action Committee: Responsible to receive
27 recommendations concerning Affirmative Actions and to finalize
28 recommendations to the Convention.
29 (5) Convention Credentials Committee: Responsible to investigate and certify a
30 temporary roll of delegates. The temporary roll as prepared by the Secretary of the
31 State Central Committee will be accepted as prima-facie correct pending action
32 by the duly appointed State Convention Credentials Committee.
33 (a) The Convention Credentials Committee shall hold hearings to decide a
34 contest with due notice to the parties.
35 (b) The Credentials Committee shall, throughout the delegate registration
36 period assess a member or members to the Registration Committee to verify
37 and certify a delegate's or an alternate's status for seating as a delegate.
38

39 6B. The Party Chairperson shall assure that all Convention Committees shall include members
40 from each County in proportion to the ratio of delegates allocated to each County to the total
41 number of delegates to the Convention. The Party Chairperson, with the concurrence of the
42 State Central Committee, shall establish a process to ensure that appointments to the Convention
43 Committees shall be fair, and that such committees shall in so far as practicable reflect the varied
44 constituencies and diverse views of the Convention delegates.
45
46

1 6C. The Chairperson(s) of each Convention Committee shall notify committee members at least
2 five (5) days in advance of any Convention meetings.

3
4 (1) On the opening day of the Convention, all Convention Committee members who
5 are Convention delegates shall constitute the membership of the Convention
6 Committee.

7 (2) Only registered Convention delegates shall actively participate and vote on the
8 issues before the committee.

9 (3) Authors of proposals before a committee may speak for the proposal in accord
10 with committee procedure.

11 (4) Convention Resolutions Committee(s) shall have the power to format, edit,
12 combine resolutions of similar substance, and make substantive amendments.
13 This committee will report to the assembled delegates only those resolutions it
14 recommends for adoption.

15
16 6D. The Convention Standing Rules and the Convention Budget will be adopted by the State
17 Central Committee not later than January of the year of the convention.

18 19 **Section 7. Prohibition Against Unit Rule.**

20 Unit Rule shall not be permitted in any vote at the State Convention. "Unit Rule," as used in this
21 section, means any agreement entered into by any delegation that a majority of the votes from
22 the delegation on any issue or election will bind the total delegation vote on such issue or
23 election, unless the agreement is entered into by unanimous vote.

24 25 **Section 8. Report to the Convention.**

26 The Party Chairperson shall be called upon to present a full report of the State Central
27 Committee's activities. The Treasurer of the State Central Committee shall report and submit a
28 financial statement on the financial status of the Party. Both reports shall be included in the
29 convention packet for all delegates.

30 31 **Section 9. Convention Reports to the Delegates.**

32 The Secretary of the State Central Committee shall publish on the website of the Democratic
33 Party of Hawai i the following documents t least five (5) days prior to the date of the
34 Convention: the proposed changes to the Party Platform, the Constitution and/or Bylaws of the
35 Democratic Party of Hawai i, and the Affirmative Action Plan; proposed resolutions; a list of all
36 candidates and the positions they seek to be elected to at the State Convention; and the list of all
37 proposed permanent Convention Committee members. Permanent Convention Committee
38 members shall be posted to the website as they are appointed/confirmed. The above information
39 shall be made available to all delegates via the website of the Democratic Party of Hawai i.

40 41 **Section 10. Candidate Speeches.**

42 No candidate may be charged a fee to speak at the State Convention.

1
2
3 **ARTICLE VII -REVENUES**

4 **Section 1. Precinct Club and District Council Fund Raising.**

5 Each Precinct Club and District Council shall be entitled to raise such funds as it deems
6 necessary for the conduct of its business and social affairs, and to meet assessments made by the
7 County Committee. Such funds shall be raised by assessments, dues or contributions, or by
8 some specific business or social projects. Where the funds are to be raised by some method
9 other than assessment, dues, or contributions, such method shall be coordinated by the County
10 Committee. It shall be the function of the County Committee to prevent conflicts between
11 various fund raising projects and similar projects on the County and State level.

12 **Section 2. County Committee and State Central Committee Responsibility.**

13 It shall be the duty of the County Committee in each County and the State Central Committee to
14 raise and maintain as large a fund as possible to help elect all Party candidates in the general
15 election and to promote understanding and acceptance of the Party program in both the primary
16 and general election.
17
18

19 **ARTICLE VIII -DEMOCRATIC PARTY HEADQUARTERS**

20
21 **Section 1. Establishment, Maintenance and Operation.**

22 The Democratic Party of Hawai'i Headquarters shall be established, maintained and operated by
23 the State Central Committee.
24

25 **Section 2. Executive Director and Staff.**

26 An Executive Director and staff for the Democratic Party of Hawai'i may be appointed by the
27 Chairperson of the State Central Committee with the approval of the State Central Committee.
28 The Executive Director shall report to the Party Chairperson and assist in implementing the
29 policies and plans of the State Central Committee. The compensation of the Executive Director
30 and the budget for the staff shall be determined by the State Central Committee. Paid staff
31 members, including the Executive Director and those under contract with the Party, shall not be
32 voting members of the State Central Committee.
33

34 **Section 3. Duty to Support All Democratic Party Organizations.**

35 The Democratic Party of Hawai'i Headquarters shall serve all Democratic Party organizations in
36 the active and effective performance of their respective duties and responsibilities.
37

38 **Section 4. Services to be Made Available to All Democrats.**

39 The use of the facilities of the Democratic Party of Hawai'i Headquarters and its services shall
40 be made available to all Democrats under such rules as may be prescribed by the State Central
41 Committee.
42
43

1
2
3 **ARTICLE IX -GENERAL PROVISIONS**

4 **Section 1. Candidate Support of Platform, Resolutions, Constitution and Bylaws.**

5 The State Central Committee and each County Committee shall provide each Democratic
6 candidate for elective office with a copy of the most recently approved State and County Party
7 Platforms, Resolutions, Constitution, and the Bylaws of the Democratic Party of Hawai‘i and the
8 respective County Rules within seven (7) days after the legally established filing deadline. Said
9 candidates shall submit Candidate Statement Forms provided by the State Central Committee
10 indicating their agreement, disagreement, and/or reservations with the Platform and Resolutions
11 of the State and County Party organizations within seven (7) days after receipt of the blank forms
12 to the State Central Committee. Should the candidate draw or pull nomination papers prior to
13 the biennial State Convention, then two (2) sets of Candidate Statement Forms shall be sent,
14 filled out, returned and kept on file, one (1) set of forms relevant to the preceding biennial State
15 Convention’s Resolutions and Platform and one (1) set of forms relevant to the current biennial
16 State Convention’s Resolutions and Platform. These Candidate Statement Forms, in turn, will be
17 kept for review by Democratic Party members at State Party Headquarters. Further, relevant
18 copies of the Candidate Statement Forms shall be made available to the four County Party
19 Chairpersons so that each inhabited island with at least one (1) active Precinct Club, has one (1)
20 copy of the Candidate Statement Forms for review by Democratic Party members, with the
21 exception of Hawai‘i County, which shall have two (2), one (1) for East Hawai‘i and one (1) for
22 West Hawai‘i. A candidate who fails to abide by these requirements shall not be eligible for
23 Party endorsement by the respective County Committees or the State Central Committee and is
24 subject to reprimand by the Democratic Party of Hawai‘i.

25 **Section 2. Party Sponsored Legislation.**

26 All resolutions adopted at the State Convention that request legislation shall be drafted and
27 introduced in a timely manner by Party leaders in the appropriate legislative body upon request
28 by the Party Chairperson.

29
30 **Section 3. Availability of the Constitution and Bylaws.**

31 It shall be the responsibility of the newly elected State Central Committee to certify as official a
32 complete copy of the newly amended Constitution and/or bylaws of the Democratic Party of
33 Hawai‘i. Each member of the State Central Committee and the respective County Committees
34 shall be provided with an updated copy of this Constitution and or Bylaws within sixty (60) days
35 of the conclusion of the State Convention, or in the case of an amendment within sixty (60) days
36 of the date such amendment was adopted by the State Central Committee. Any member may
37 also receive a copy of this Constitution and Bylaws, upon requesting the same from the Secretary
38 of the respective County Committee upon payment of a reasonable fee to cover the cost of copies
39 and postage.

40
41 **Section 4. Responsibility for Filling Vacancies in Election Process.**

42 4A. The selection body, as defined in the Constitution, shall meet after proper notice to all
43 members not later than 12:00 p.m. on the third (3rd) day after the vacancy occurs, but not later
44 than 12:00 p.m. on the fiftieth (50th) day prior to the primary or special primary election or the
45 fortieth (40th) day prior to a general, special or special general election. The selection body shall
46 forward the name of the replacement candidate to the Party Chairperson who shall transmit the

1 name to the Chief Election Officer or clerk.

2
3 The replacement candidate shall be a member in “good standing” which means the candidate
4 shall have been a member of the Party for a minimum of six (6) months prior to the date the
5 vacancy occurred provided that the candidate is not currently under reprimand pursuant to
6 Article I of the Constitution of the Democratic Party of Hawai‘i. The replacement candidate shall
7 meet all the qualifications for the office set by law for candidates who file to run in an election
8 for that office.

9
10 4B. If for any reason, the selection body most immediately affected by the vacancy is unable for
11 whatever reason to fill the vacancy in a timely manner, the Party Chairperson may fill the
12 vacancy.

13
14 4C. If for any reason, the selection body most immediately affected by the vacancy is unable for
15 whatever reason to fill the vacancy in a timely manner, the Party Chairperson may fill the
16 vacancy.

17
18 4D. Any meeting notice requirements may be waived by the selection body in order to meet the
19 time requirements of this section.

20
21 **Section 5. Process to Identify Candidates to Fill Midterm Vacancies.**

22 5A. For a State House or State Senate vacancy, the Party Chairperson shall notify the
23 appropriate County Chair of the announced vacancy, who in turn shall notify the appropriate
24 selection body as identified in Sections 9(1) and 9(2) of the Constitution of the Democratic Party
25 of Hawai‘i . The selection body shall make a call for candidates who are members in “good
26 standing.” A list of at least three (3) names shall be provided to the County Chair to transmit to
27 the Party Chairperson within twenty-one (21) calendar days. The Party Chairperson shall
28 transmit the list of names to the Governor’s Office within three (3) business days of receipt of
29 names.

30 A member in “good standing” means that the candidate shall have been a member of the Party or
31 a minimum of six (6) months prior to either the date on which the event occurs that creates a
32 vacancy during the term of the office or the public announcement of the office holder of their
33 intent to vacate the office during the term, whichever is appropriate and that the candidate is not
34 currently under reprimand pursuant to Article I of the Constitution of the Democratic Party of
35 Hawai‘i. No candidate shall be recommended who does not meet all the qualifications for office
36 set by law for candidates who file to run in an election for the vacant office.

37
38 5B. The selection process for a State House or State Senate vacancy shall be conducted in a place
39 accessible to District party members.

40
41 Prospective candidates are to provide to the County Chair for dissemination to the appropriate
42 selection body (as defined in Sections 9(1) and 9(2) of the Constitution of the Democratic Party
43 of Hawai i) a written application including the following:

- 44
45 (1) Credentials and reasons for consideration for appointment to the position;
46 (2) Evidence of party participation;

1 (3) Verified signatures of at least five (5) party members within the District where the
2 vacancy has occurred.
3

4 5C. If for any reason, the body most immediately affected by the vacancy is unable to fill the
5 vacancy within the stated timeframe, the County Chairperson may recommend the names for an
6 office within the County or the Party Chairperson may recommend the names for a statewide
7 office.
8

9 **Section 6. Smoking.**

10 Smoking shall be prohibited at all Democratic Party events except in designated areas.
11

12 **Section 7. Prior Consent.**

13 Any person who will be absent from their election meeting and is willing to serve an elected
14 position shall submit their written consent for presentation at the meeting.
15

16 **Section 8. Elections.**

17 8A. If unstated, whenever a winner cannot be determined in an election due to a tie, there shall
18 be an action taken to break the tie with a coin toss or odd man out procedure.
19

20 8B. Whenever secret ballots are used in an election, after the actual ballot count and election
21 results have been publicly posted, said ballots shall be destroyed after thirty (30) days of that
22 posting. If a challenge arises, the appropriate governing body of that election may determine a
23 later date for the destroying of ballots.
24