

# 2018 PRECINCT MEETING

Form 3 of 13



## DEMOCRATIC PARTY OF HAWAII Precinct and District Meetings Wednesday, March 7, 2018 Agenda/Script

### Prior to opening the doors:

- Verify Room access, lighting, and bathroom facilities
- Post sign outside of building
- Setup Registration Table/New Membership Table
- Post District Map (located on the back of your District Binder)
- Place signage to identify Precincts
- Distribute Precinct Packets to each Precinct President
- Nametags (optional)
- Set up Refreshment Table (if have)

6:30 PM - **District Chair** - Call the DISTRICT MEETING to order

Introductions and brief overview of the night's events:

- Election of Precinct Officers, Delegates to State Conventions
- Election of the & Delegates to County Conventions and District Chair by the new elected District Council (if applicable)
- Recognition of any elected officials on site
- District Binder
- Voter Registration
- Brief overview of the 2018 DPH State Convention FAQ Sheet

ALL MEMBERS SHOULD STAY THROUGH TO THE END OF ALL MEETINGS

6:40 PM – **District Chair** recesses the District Meeting

### Precinct Meetings:

6:41 PM – **Precinct President** calls the Precinct Meeting to order

A single person present may convene a Precinct Meeting

Ensure attendees are in proper precinct

#### DEMOCRATIC PARTY OF HAWAII

PO Box 2041 Honolulu, HI 96805 ☐ (808) 596-2980 ☐ Toll-Free  
844-596-2980 [www.hawaiidemocrats.org](http://www.hawaiidemocrats.org) ☐ [info@hawaiidemocrats.org](mailto:info@hawaiidemocrats.org)  
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Precinct Officer Election

Election may be by show of hands or by ballot

FYI - Precinct President, 1<sup>st</sup> Vice President (varies by county) and District Council Person are automatic delegates to COUNTY CONVENTION

Election of Delegates to State Convention Election of Alternates to State Convention

Adjourn Precinct Meeting

Precinct Paperwork turned over to Site Coordinator

## **Precinct President Election:**

**PP** - opens the nominations for Precinct President

**PP** – Close nominations (if multiple nominees allow 1-2 minutes for speeches for each nominee)

Vote for Precinct President by show of hands – Precinct officer (not running in the election) will take the count

## **Precinct 1st Vice President Election – PP** Open the nominations for 1st Vice Precinct President

**PP** – Close nominations (if multiple nominees allow 1-2 minutes for speeches for each nominee)

Vote for 1st Vice Precinct President by show of hands – Precinct officer (not running in the election) will take the count

## **Precinct Treasure Election – PP** Open the nominations for Precinct Treasure

**PP** – Close nominations (if multiple nominees allow 1-2 minutes for speeches for each nominee)

Vote for Precinct Treasure by show of hands – Precinct officer (not running in the election) will take the count

## **Precinct Secretary Election – PP** Open the nominations for Precinct Secretary

**PP** – Close nominations (if multiple nominees allow 1-2 minutes for speeches for each nominee)

Vote for Precinct Secretary by show of hands – Precinct officer (not running in the election) will take the count.

## **Voting procedures for Delegates to the DPH State Convention:**

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Depending on the number of delegate slots (see appendix A), per gender, your precinct has determines the number of votes each member of your precinct gets. The delegates will be listed on the Delegate sheet provided in the order of votes they receive, from highest to lowest.

### **State Convention Delegate Election –**

**PP** Open the nominations for State Convention Delegates for Female

**PP** – Close nominations (if more nominees than delegate spaces, allow 1 minute for speeches for each nominee)

Vote for Precinct State Convention Delegate by show of hands – Precinct officer (not running in the election) will take the count, calling out each nominee in the order that they were nominated.

REPEAT THE PROCESS in the following order for:

Alternate Female Delegates, Male Delegates & Alternate Male Delegates

At the end of these elections the Precinct President will adjourn the Precinct Meeting.

### **DISTRICT MEETING reconvenes** after all precinct meetings are closed

Attendees and ALL Members Present Remain in Attendance

Precinct Presidents,

First Vice Presidents (if applicable to your county,

Council Representatives

Election of District Officers (to be voted on by District Council)

District Chair need not be from the District Council

Other officers must be from the District Council

District Secretary Completes District Officer Form

Adjournment

All paperwork turned over to Site Coordinator

**District Chair (DC)** calls the District Meeting back to order

### **Voting procedures for Delegates to the County Convention:**

Depending on the number of delegate slots your district (See Appendix B) has determines the number of votes each member of your precinct gets. The delegates will be listed on the Delegate sheet provided in the order of votes they receive, from highest to lowest. Unless your County has specific rules for these elections.

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**County Convention Delegate election – DC** opens the nomination for County Convention delegates and follow your county rules for election of County Convention Delegates.

### **(OUTGOING) DISTRICT MEETING ENDS**

**(INCOMING) District Council Organizational Meeting:** The newly elected members of the District Council (District Council is comprised of the Precinct President, Precinct Vice-President, & Council Representative for every Precinct) to meet and elect their District Chair and their Officers (vice-chair(s), secretary, treasurer).

**DC calls the District Council Organizational Meeting to order** – DC should appoint a temporary District Secretary to keep track of nominations and votes of elections.

**DC** opens the nomination for District Chair; nominations are open to **ANY Active Member in the District.**

**DC** closes the nominations (if multiple nominees allow for 1-2 minutes for speeches for each nominee)

Vote for 2018 – 2020 District Chair by show of hands – Temporary District Secretary (if not running for District Chair) will take the count.

If a member of the newly elected District Council runs and wins, they are required to vacate their Precinct Officer position and the order of succession will apply. If no one is in the order of succession the Precinct must have a meeting to fill the vacancy.

**DC** opens the nomination for 2018 – 2020 1st District Vice Chair

**DC** – Close nominations (if multiple nominees allow for 1-2 minutes for speeches for each nominee)

Vote for 2018 – 2020 1st District Vice Chair by show of hands

**DC** opens the nomination for 2018 – 2020 District Treasure

**DC** – Close nominations (if multiple nominees allow for 1-2 minutes for speeches for each nominee)

Vote for 2018 – 2020 District Treasure by show of hands

**DC** opens the nomination for 2018 – 2020 District Secretary

**DC** – Close nominations (if multiple nominees allow for 1-2 minutes for speeches for each nominee)

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Vote for 2018 – 2020 District Secretary by show of hands

There can be other Vice Chairs as needed.

You should set a date for next District Council meeting to make sure your District is organized for County & State Convention and General Election as well as fill in any vacancies for Delegates slots. Allow for the ability for any and all members to inspect completed forms before adjournment of meeting.

District Council Organization Meeting ends

**Cleanup, close facility**

**Return ALL paperwork to District Chair**

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**Kaua'i County Convention - April 14**

**Hawai'i County Convention - April 28**

**O'ahu County Convention - May 5**

**Maui County Convention – TBD**

**DPH State Convention - May 26-27**

**\*Return all paperwork to the State Party in the return envelope provided. (The sooner paperwork is returned, the sooner it can be entered into the database.)**

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