

1 **BYLAWS OF THE DEMOCRATIC PARTY OF HAWAII**
2 **AS AMENDED ON MAY 27, 2018**
3
4

5 **TABLE OF CONTENTS**
6

7 **TABLE OF CONTENTS..... i**
8
9 **ARTICLE I – MEMBERSHIP..... 1**
10 Section 1. Membership Eligibility.....1
11 Section 2. Enrollment.....1
12 Section 3. Official Enrollment Card.....3
13 Section 4. Membership.....3
14 Section 5. Transfer.....4
15 Section 6. Official Records.....4
16 Section 7. Termination.....4
17 Section 8. Expulsion, Reprimand, or Censure.....5
18
19 **ARTICLE II – PRECINCT CLUB..... 7**
20 Section 1. Organization.....7
21 Section 2. Biennial Election of Precinct Officers and Delegates to the State Convention.....8
22 Section 3. Delegates and Alternates to the State Convention.....13
23 Section 4. Notice of Meeting.....14
24 Section 5. Proxies.....15
25
26 **ARTICLE III -DISTRICT COUNCIL..... 15**
27 Section 1. Officers.....15
28 Section 2. Meeting Notices, Attendance at Meetings.....16
29 Section 3. Quorum.....17
30 Section 4. Proxies.....17
31 Section 5. Committees.....17
32
33 **ARTICLE IV -COUNTY ORGANIZATIONS..... 17**
34 Section 1. Organization.....17
35 Section 2. Rules for the adoption of Respective County Organization Bylaws and Rules.....17
36 Section 3. Meetings, Notices, Attendance at Meetings.....17
37
38 **ARTICLE V -STATE CENTRAL COMMITTEE..... 18**
39 Section 1. Apportionment.....18
40 Section 2. Nomination and Filing.....18
41 Section 3. Officers.....18
42 Section 4. Filling of Vacancies.....20
43 Section 5. Meetings.....21
44 Section 6. Proxies.....21
45 Section 7. Caucuses.....21
46 Section 8. Committees.....23
47

1 **ARTICLE VI -STATE CONVENTION 25**
2 Section 1. Time, Place, Notice. 25
3 Section 2. Composition. 25
4 Section 3. Purposes. 27
5 Section 4. Candidate’s Filing Fee. 28
6 Section 5. Delegate Registration Fee. 29
7 Section 6. Organization of the Convention. 29
8 Section 7. Prohibition Against Unit Rule. 30
9 Section 8. Report to the Convention. 30
10 Section 9. Convention Reports to the Delegates. 31
11 Section 10. Candidate Speeches. 31
12
13 **ARTICLE VII -REVENUES 31**
14 Section 1. Precinct Club and District Council Fund Raising. 31
15 Section 2. County Committee and State Central Committee Responsibility. 31
16
17 **ARTICLE VIII -DEMOCRATIC PARTY HEADQUARTERS 31**
18 Section 1. Establishment, Maintenance and Operation. 31
19 Section 2. Executive Director and Staff. 31
20 Section 3. Duty to Support All Democratic Party Organizations. 32
21 Section 4. Services to be Made Available to All Democrats. 32
22
23 **ARTICLE IX -GENERAL PROVISIONS..... 32**
24 Section 1. Candidate Support of Platform, Resolutions, Constitution and Bylaws. 32
25 Section 2. Party Sponsored Legislation. 32
26 Section 3. Availability of the Constitution and Bylaws. 33
27 Section 5. Responsibility for Filling Vacancies in Election Process. 33
28 Section 6. Process to Identify Candidates to Fill Midterm Vacancies. 33
29 Section 7. Smoking. 34
30 Section 8. Prior Consent. 34
31 Section 9. Elections. 34
32
33
34
35

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 of the 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. Current or Former Elected Officials' of Either a Partisan or Non-Partisan Office Request to
34 Switch from Another Party to the Democratic Party.
35

36 (1) If a current or former elected public office-holder of either a partisan or non-
37 partisan office applies for new Party membership as a change of Party affiliation,
38 then the following procedure shall determine applicant's eligibility for Party
39 membership:

40 (a) Conveyance: The Secretary of the State Central Committee shall ensure
41 the application is conveyed to the respective County Chair for public
42 offices within the County or State Party Chair for State offices spanning
43 two or more Counties and the offices of the United States Congress and
44 Senate.

45 (b) The applicant shall complete the Candidate Statement based on the
46 Platform and Resolutions of the Party as provided in Article V of the

1 Constitution of the Democratic Party of Hawai‘i, and submit it to the
2 respective County or State Executive Committee.

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

8
9 (2) Deadlines:

- 10 (a) No deadline applies to applications to change Party affiliation by a current
11 or former public office-holder of either a partisan or non-partisan office,
12 except if application is submitted within six (6) months of candidate filing
13 for an election, then deadlines described in this section shall apply.
- 14 (b) The date of Party membership shall be eleven (11) days after the
15 Executive Committee’s decision to accept the application, unless the
16 decision is called for review by the State Central Committee. A review
17 shall not be called except upon written request of at least ten (10) State
18 Central Committee members. If reviewed, the decision of the State Central
19 Committee shall be final. If the application is accepted, the new member
20 shall enjoy all rights and responsibilities of Party membership. The new
21 member is subject to Section 2B, which provides for eligibility after six
22 months of continuous membership without censure to file as a candidate
23 for elected public office as a Democrat.
- 24 (c) If the application for membership is rejected, the applicant is ineligible to
25 appear as a candidate on any ballot as a Democrat, to claim in any
26 campaign to be a Democratic Party candidate, to caucus as a Democrat, or
27 hold any public office or position reserved for a member of the
28 Democratic Party, until such time as membership in “good standing” is
29 attained in accord with this Constitution.

30
31 **Section 3. Official Enrollment Card.**

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

36
37 **Section 4. Membership.**

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

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

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

1 year.

2

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

10

11 **Section 5. Transfer.**

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

16

17 **Section 6. Official Records.**

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

26

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

33

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

38

39 **Section 7. Termination.**

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

43

- 44 (1) Death;
- 45 (2) Assumption of a permanent residence outside of the State;
- 46 (3) Disaffiliation from the Democratic Party of Hawai‘i; or

- 1 (4) Loss of civil rights or U. S. Citizenship.
2

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

4 8A. Grounds for Expulsion, Reprimand or Censure:
5

- 6 (1) Mandatory Expulsion. A member of the Democratic Party of Hawai‘i shall be
7 automatically expelled from the Party for the following reasons:

- 8 (a) Membership with a political party other than the Democratic Party; or
9 (b) Filing as a candidate of a political party other than the Democratic Party.

- 10 (2) Permissive Expulsion, Reprimand and Censure. A member of the Democratic
11 Party of Hawai‘i may be expelled, reprimanded or censured for the following
12 reasons:

- 13 (a) Active support or promotion of a political party or any candidate(s) of a
14 political party other than the Democratic Party. Examples of active
15 support include, but are not limited to, making monetary or in kind
16 contributions, accepting a position in an opposition campaign, sign-
17 waving, letter writing, appearance in campaign ads, resigning from the
18 Democratic Party to support another political party and rejoining the
19 Democratic Party.

- 20 (b) Failure of a candidate for an elective office or an elected official to follow
21 and abide by the Constitution of the Democratic Party of Hawai‘i, and
22 regulations of the Party campaign committees as approved by the State
23 Central Committee or respective County Committee.

- 24 (c) Violation of the Constitution or Bylaws of the Democratic Party of
25 Hawai‘i and/or platform of the Party.

- 26 (d) Violation of governmental ethics codes as adjudicated or determined by
27 the State Ethics Commission, the County Ethics Commission, the Office
28 of Disciplinary Counsel, the State House, the State Senate, or the courts.
29

30 8B. Procedure. The procedures for expulsion, reprimand or censure are outlined below.

- 31 (1) Limitations. Any complaint charging a member with cause for expulsion,
32 reprimand or censure shall be made no later than one hundred and eighty (180)
33 days after the discovery of the violation.

- 34 (2) Complaint. The complaint shall be in writing. The complaint shall state the
35 rule(s) which have been violated, the activities alleged to have been committed,
36 the date(s) of these activities. Each allegation shall be numbered. Each allegation
37 shall be accompanied by evidence of such activities. The complaint shall be
38 signed by one (1) Party member and endorsed by at least four (4) other Party
39 members. The complaint shall be submitted to the County Secretary. It is the
40 responsibility of the complainant to provide evidence to support the expulsion,
41 reprimand or censure. Attached to the complaint shall be a list of any witnesses
42 and the evidence to which they can attest. Each witness will prepare an affidavit
43 attesting to the evidence.

- 44 (3) Notice. The accused member must be notified in writing by the County Secretary
45 within ten (10) days of the receipt of a complaint.

- 46 (4) Response. The accused member shall have thirty (30) days from the date of

1 notification to prepare a response. The accused member must respond to each
2 allegation: admitted, denied, or denied in part. If an allegation is denied in part or
3 in whole, the accused member shall provide any evidence supporting the denial.
4 Attached to the response shall be a list of any witnesses and the evidence to which
5 they can attest. Each witness shall prepare an affidavit attesting to the evidence.

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

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

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

43 (8) Appeal. A member expelled, reprimanded, or censured may appeal the decision
44 of the County Committee to the State Central Committee by filing a written
45 request with the Secretary of the State Central Committee within ten (10) days of
46 receiving the written decision of the County Committee. If no appeal is submitted

1 within the ten (10) days, the decision of the County Committee shall be final. If
2 an appeal is submitted, a hearing shall be granted in open meeting of the entire
3 State Central Committee within thirty (30) days. The State Central Committee
4 shall review the Committee Report and accept comments from the County Chair,
5 the Investigation Committee, the accused member and members of the State
6 Central Committee. The State Central Committee shall decide the appeal by
7 majority vote and shall transmit to the member a written notice of its decision
8 within ten (10) days. The decision of the State Central Committee shall be final.
9

10 **8C. Sanctions and Enforcement.**

- 11
- 12 (1) **Mandatory Expulsion.** Expulsion shall be automatic and implemented by the
13 Secretary of the State Central Committee. After expulsion, the expelled member
14 is barred from enrolling for membership for five (5) years. The Party shall take all
15 reasonable action to prevent such person from running for office as a Democrat,
16 serving in public office, or holding an office in the Party during the five-year
17 period.
- 18 (2) **Permissive Expulsion.** Expulsion shall be implemented by the Secretary of the
19 State Central Committee. The Party shall take all reasonable action to prevent
20 such person from participating in Party activities, running for public office as a
21 Democrat, or serving in public office for the period provided in the decision of the
22 County Committee or State Central Committee for at least three (3) years but not
23 more than five (5) years.
- 24 (3) **Reprimand.** The Party shall take all reasonable action to prevent such member
25 from holding an office in the Party for up to three (3) years.
- 26 (4) **Censure.** In the case of censure by a County, an official letter of censure shall be
27 written by the County Chair. In the case of censure by the State Central
28 Committee, an official letter of censure shall be written by the Party Chair. The
29 letter shall be addressed to the accused member with a copy to the complainant
30 and shall be available for inspection by Party members. No additional sanctions
31 shall apply. No further action shall be taken on the complaint.
- 32 (5) **Voluntary Resignation.** When a member has voluntarily resigned from the
33 Democratic Party to engage in activities which are grounds for mandatory
34 expulsion, the member shall be barred from re-enrolling for Party membership for
35 at least three (3) years from the date of Resignation.
36
37

38 **ARTICLE II – PRECINCT CLUB**

39
40 **Section 1. Organization.**

41 1A. At least one (1) eligible person residing within the precinct may proceed with the formation
42 of a Precinct Club.

43
44 1B. An inactive Precinct Club is one from which the Precinct President has resigned or has
45 registered to vote outside of the precinct's boundaries and where the Precinct Club fails to have
46 at least one active member eligible for and willing to serve as Precinct President.

1
2 1C. Whenever a Precinct Club of record is declared inactive by the Executive Committee of the
3 District Council, the District Chairperson shall initiate reorganization of the Club by the
4 following procedure.
5

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

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

17 2A. The official notice designating the time, place, and purpose of such meeting shall be given
18 by the Secretary of the County Committee by publication at least once in one newspaper of
19 general circulation in each of the Counties and by other appropriate written communication to
20 each Democratic Party of Hawai‘i member not less than twenty (20) days prior to the biennial
21 election meeting of such year, provided, however, that in the County of Hawai‘i, notice shall be
22 published in both East and West Hawai‘i, as follows:
23

- 24 (1) By the first week of December of odd numbered years in order to facilitate the
25 compilation of said list of Precinct and District meeting places, each County
26 Chairperson shall be responsible to contact each Precinct President who shall be
27 responsible to secure a meeting place in order of preference: (a) polling place, (b)
28 community center, or (c) other.
29 (2) Each Precinct President shall report their meeting place to the District
30 Chairperson by the 15th of December. It shall be the District Chairperson’s
31 responsibility to report back to the County Chairperson with the meeting places
32 by December 21. The County Chairperson must submit to the Corresponding
33 Secretary a completed list of meeting places by January 5 of even-numbered
34 years.
35

36 2B. The Democratic Party of Hawai‘i Headquarters shall issue a certified copy of the
37 membership list of each Precinct Club to the District Council Chairpersons and Precinct Club
38 Presidents not later than thirty (30) days before the regular elections for officers and delegates of
39 that Precinct Club, as follows:
40

- 41 (1) The official list shall include only the names of those persons eligible to
42 participate in the Precinct Club elections. A copy of this list will be available to
43 any interested Democrat at the County Office and District Council in which the
44 precinct is located.
45 (2) Members listed on the official membership list for that precinct shall be eligible to
46 vote in that precinct. Others who do not appear on said list and who support the

1 Democratic Party and wish to join it shall enroll in the Party as provided in the
2 Bylaws of the Democratic Party of Hawai‘i, and they will be eligible to vote in
3 precinct election.
4

5 2C. Where a name has been omitted from the certified list and the member whose name was
6 omitted produces at the precinct election meeting a dated membership card signed by a Secretary
7 of a County Committee, County Chairperson, Secretary of the State Central Committee, or Party
8 Chairperson showing membership or the form provided in Article I of the Constitution of the
9 Democratic Party of Hawai‘i, and proof of voter registration in that precinct, that name shall be
10 added to the list noting the date of membership. The respective Secretaries of District Council,
11 the County Committee and State Central Committee will be informed of the addition made to the
12 certified list.
13

14 2D. Within ten (10) days after issuance of this certified list, any member may challenge any
15 name appearing on the precinct list by submitting in writing reasons therefore to the Secretary of
16 the District Council. These challenges shall be heard promptly by the Executive Committee of
17 the District Council upon due notice to the parties of the time and place of the hearing and shall
18 be disposed of prior to the election of precinct officers and delegates. The decision of the
19 Executive Committee of the District Council shall be final and conclusive.
20

21 2E. Where no officers have been elected in the current biennium, any member of the precinct
22 may, by written petition to the respective District Council, request the initiation of precinct
23 reorganization, as follows:
24

- 25 (1) The Secretary of the District Council shall be notified of the time, place, and
26 purpose of the prospective special meeting and notice will be given pursuant to
27 Article II of the Constitution of the Democratic Party of Hawai‘i.
- 28 (2) Where no successful meeting is held by the third Tuesday in April, the District
29 Chairperson shall consider the precinct unorganized and initiate reorganization as
30 set forth in this Article. The District Council shall then have the authority to
31 organize precincts and appoint delegates to the State Convention. Upon the
32 conclusion of the State Convention, the responsibility for the organization of
33 precincts in accordance with this Article shall revert to the precincts. Should a
34 Precinct Club be reorganized at least fifteen (15) days prior to a County or State
35 Convention, the Precinct Club shall have all rights and privileges as a Precinct
36 Club organized at the biennial election meeting.
- 37 (3) The District Council shall appoint delegates to the State Convention, with priority
38 for delegates going first to members of the original Precinct Club, then to those
39 elected as alternate delegates from other precincts in the District. When all
40 alternates wishing to become delegates have been appointed, the District Council
41 may appoint any member within the District to any vacant delegate position.
42 Delegates so appointed shall have the same rights and privileges at a State
43 Convention as if they were elected at the biennial election meeting.
44

45 The District Council shall complete all appointments by no later than fifteen (15)
46 days prior to the State Convention. Documentation of the appointments may be

1 submitted in person, via facsimile, e-mail, or by mail, provided that mailed
2 documentation bears a postmark of no later than the fifteenth (15th) day prior to
3 the State Convention. All documentation must be received no later than ten (10)
4 days prior to the State Convention.
5

6 2F. In the event that a Precinct Club holds a successful election at the biennial election meeting
7 except that all positions are not filled, a Precinct Club has until the third Tuesday in April to hold
8 additional meetings to fill any vacancy subject to notifying members of the Precinct of the date,
9 time, place and purpose of the meeting by minimally posting the meeting notification on the
10 website of the Democratic Party of Hawai'i.
11

12 After the third Tuesday in April, the District Council may fill officer, delegate and alternate
13 vacancies, by not later than 15 days prior to the state convention, as follows:
14

- 15 (1) Appoint members within the precinct as officers;
- 16 (2) Fill delegate vacancies by alternates elected at the biennium precinct meeting,
17 with priority to alternates within the precinct; and then from other precincts within
18 the District;
- 19 (3) Fill alternate delegate vacancies by appointment of members who reside in the
20 Precinct who express an interest after the biennium precinct meeting.
21

22 The Precinct Club shall report any changes to fill a delegate or alternate vacancy as a result of
23 additional meetings held until the third Tuesday in April to the District Chair and to the
24 Democratic Party of Hawai'i office. A report will be made within five days of the meeting. The
25 District Council shall report any changes to fill a delegate or alternate vacancy filled during the
26 period from the third Tuesday in April until 15 days prior to the State Convention to the
27 Democratic Party of Hawai'i office and to the affected precinct(s).
28

29 Officers and delegates or alternates so elected shall have the same rights and privileges at a
30 County or State Convention as if they were elected at the biennial election meeting, so long as
31 they are elected at least fifteen (15) days prior to such convention.
32

33 After the 15 days prior to the State Convention, delegate and alternate vacancies will be filled as
34 provided by Article II, Section 3, Delegates and Alternates to the State Convention. In the event
35 the precinct has no more alternates, the District chair may appoint an alternate from another
36 precinct in the District to fill the delegate position.
37

38 2G. The results of the Precinct Club election shall be signed and certified by the President and
39 the Secretary of the Precinct Club. The results shall be recorded upon a State Party-generated
40 election form. Results shall be copied or photographed and submitted expeditiously by electronic
41 means upon completion of the election to the State Party Secretary, State Party Chair, respective
42 County Secretary and County Chair. The results of the election may be reviewed, copied or
43 photographed by any member present at the meeting. They shall be delivered or postmarked
44 within forty-eight (48) hours of the election to the State Central Committee, the County
45 Committee and the District Council. Official forms for such certification shall be provided by
46 the County Committee and shall include the following:

- 1
- 2 (4) Time, place, and date of the meeting;
- 3 (5) Names and addresses of eligible club members present and voting;
- 4 (6) Names and addresses of the officers elected; and
- 5 (7) Names and addresses of the elected delegates and alternates elected.
- 6

7 2H. The certified Precinct Club election report forms shall be maintained on file at the District,
8 County, and State offices and shall be open to inspection by any registered member of the Party.
9

10 2I. Challenges concerning the election of Precinct Club officers shall be made to the District
11 Council at its first meeting on the first Tuesday in April. The meeting place, time, and purpose
12 shall be given by the Secretary of the District Council pursuant to Article III of the Constitution
13 of the Democratic Party of Hawai‘i and shall be announced at the Precinct Club election. The
14 District Council shall, not later than the second Tuesday in April, rule on every challenge
15 concerning a Precinct officer or concerning the validity of a vote on or the eligibility of a person
16 voting on any question other than the election of State Convention delegates. An appeal from
17 the decision of the District Council must be made to the County Committee not later than April
18 30th, and can be made only after compliance with the procedures and requirements of this
19 paragraph. Further appeal may be taken to the County Convention.
20

21 2J. Challenges concerning delegates to the State Convention shall be submitted to the District
22 Council at its meeting on the first Tuesday in April for transmittal to the Convention Credentials
23 Committee. In its transmittal to the Convention Credentials Committee, the District Council
24 shall make recommendations after investigating the challenge and furnish all relevant
25 information. The Convention Credentials Committee shall be appointed by the Party
26 Chairperson and shall include four subcommittees, one for each County, to dispose of challenges
27 within their respective Counties. The subcommittee for each County shall be composed of at
28 least five (5) members from that County. The Convention Credentials Committee shall rule on
29 each challenge at least two (2) weeks before the State Convention. Further appeal may be taken
30 to the State Convention.
31

32 2K. Challenges concerning the election of Precinct Club officers and delegates to the State
33 Convention for precincts which held elections subsequent to the biennial election meetings shall
34 be made no later than fifteen (15) days after the elections following the procedures in described
35 in this Section.
36

37 2L. Precinct Club officers shall not be required to relinquish their positions if elected or
38 appointed to the State Central Committee.
39

40 2M. The officers of the Precinct Clubs shall have those duties which usually pertain to the
41 offices concerned. In addition, each has the following special duties:
42

- 43 (1) The President shall recommend to the District Chair arrangements for the biennial
44 precinct election meeting by the 15th day of November preceding the election
45 year in accordance with Article II of the Constitution of the Democratic Party of
46 Hawai‘i. The President shall call and preside at all meetings of the club. The

1 President shall issue notice of proposed meetings to the entire membership and
2 make arrangements for obtaining a meeting place. The President shall call a
3 meeting where requested to do so by any five (5) members of the Club, or by the
4 District Chairperson. The President shall notify the Secretary of the County of
5 any corrections to the membership list for the precinct, which are made known to
6 the President. The President shall be a representative from the precinct to the
7 District Council. The President shall follow a set of guidelines/procedures as set
8 forth by the State Central Committee relating to the running and conduct of a
9 Precinct Club meeting.

10 (2) The First Vice-President shall perform the duties and functions of the President in
11 the absence or sickness of the President or in the event the President fails or
12 neglects to perform such duties.

13 (3) The Secretary shall attend each meeting and keep a Minute book wherein shall be
14 recorded the happenings, resolutions, motions and rules of each meeting. The
15 Secretary shall also keep custody of such records and membership lists and upon
16 the expiration of the term of office shall surrender these records and lists to either
17 of the succeeding Secretary or to the District Chairperson.

18 (4) The Treasurer shall be responsible for the safekeeping of all money and revenues
19 of the club and shall submit a report in writing to the club at each regular meeting.
20 Upon the expiration of their term of office, the Treasurer shall turn over to the
21 succeeding Treasurer or District Chairperson all moneys, accounts, or bankbooks.
22 The Treasurer shall have the specific duty to see that all bills incurred by the club
23 are promptly paid and that all assessments levied by the Party are promptly
24 forwarded. The Treasurer shall submit reports upon request by the Treasurer of
25 the State Central Committee of all contributions and expenditures required to be
26 reported by the Democratic Party of Hawai'i to any Federal or State agency. The
27 Treasurer shall comply with all State and Federal laws relating to political
28 campaign contributions and expenditures.

29 (5) It shall be the specific duty of the District Councilperson to attend all meetings of
30 the District Council and the County Convention either in person or by proxy as
31 authorized by Article III of the Constitution of the Democratic Party of Hawai'i
32 and to report to the club matters discussed and decided therein.

33 (6) In the absence of any regularly elected officers at any duly called meeting of the
34 Precinct Club where a quorum of one (1) is present, a temporary officer may be
35 chosen by those in attendance to preside over the meeting, as well as a temporary
36 secretary designated to record the minutes of the meeting.

37
38 2N. Vacancies.

39
40 (1) President. In the event that the Precinct President vacates the position or is
41 elected District Chairperson or officer of a County Committee or other position
42 requiring them to automatically vacate their precinct office, the Precinct First-
43 Vice-President shall automatically become Precinct President.

44 (2) District Councilperson. In the event the precinct District Councilperson vacates
45 the position or is elected District Chairperson or officer of a County Committee or
46 other position requiring them to automatically vacate their precinct office, the

1 alternate District Councilperson shall automatically become Precinct District
2 Councilperson. In the absence of an alternate District Councilperson, the Precinct
3 President will appoint a replacement. If the Precinct President does not replace
4 the officer within 45 days of the vacancy, the District Chairperson will replace
5 that Officer.

- 6 (3) Other Officers (First Vice-President, Secretary, Treasurer). Any other officer
7 who has resigned or becomes unable to serve shall be replaced by the Precinct
8 President. If the Precinct President does not replace the officer within 45 days of
9 their vacancy, the District Chairperson will replace that officer.

10
11 **Section 3. Delegates and Alternates to the State Convention.**

12 3A. To provide every Precinct Club representation at the State Convention, a Precinct Club will
13 elect alternate delegates equal to the number of delegates allocated to the club, provided that the
14 official Precinct Club membership roster, at the time of the biennial election meeting certified
15 adequate membership for the Precinct Club to elect an equal number of alternates, as follows:

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

- 32
33 (a) Elected Delegate.
34 (b) Elected Alternate of the same gender of the absent Delegate chosen by the
35 absent Delegate.
36 (c) Elected Alternate of the same gender in the order of succession.
37 (d) Elected Alternate of a different gender of the absent Delegate chosen by
38 the Absent Delegate.
39 (e) Elected Alternate of a different gender in the order of succession.

40
41 3B. Precinct Presidential Poll During Presidential Election Years. In every year in which a
42 presidential election occurs, a presidential poll shall be taken on all Precinct Club members
43 present to determine their presidential preferences or uncommitted status. Precincts shall
44 conduct a formal registration (sign in and verification) process under the guidance of the District
45 Chairperson, or designee, to ensure the identity, residence, and status of each person as a
46 member of the Democratic Party of Hawai'i.

1
2 The voting, counting, and submission of ballots shall be the responsibility of the District 41
3 Chairperson, or designee, subject to the following:
4

- 5 (1) The presidential poll shall be taken by secret ballot.
- 6 (2) During years where there is no Democratic incumbent running for President,
7 balloting for the presidential poll shall be open for a minimum of three (3) hours.
8 All individuals waiting in line to vote at the advertised closing time shall be
9 permitted to vote. A precinct member will designate the end of the line. The
10 precinct meetings shall occur after the end of balloting. The start time of the
11 precinct meetings and elections of Delegates and Alternates must be advertised
12 along with the timing of the Presidential Preference Poll. If there are still
13 participants waiting to vote, then the start time of the precinct meetings can be
14 modified at the discretion of the District Chair or Designated Site Lead. During
15 years where there is a sitting Democratic President running for reelection,
16 presidential poll shall be open for at least thirty (30) minutes or for the duration of
17 the Precinct Club meeting, whichever is greater. When more than one (1) Precinct
18 Club votes at a common location, the registration and presidential voting process
19 shall be held in common for the voting period of the preference poll immediately
20 prior to the beginning of the precinct meetings.
- 21 (3) Registrar/tellers shall be appointed:
 - 22 (a) to receive and accept proof of identity from each Precinct Club member,
23 and
 - 24 (b) to count and record ballots for the precinct.
- 25 (4) One (1) registrar/teller shall be selected from each of the opposing candidates
26 represented in the Precinct Club.
- 27 (5) Ballots shall be sealed in an envelope and submitted with the Precinct Club
28 election results to the Democratic Party of Hawai'i Headquarters.
- 29 (6) The results of the presidential polls shall be submitted by mail or other
30 appropriate means to the State Central Committee within forty-eight (48) hours.
31

32 The State Central Committee shall tabulate the results on a Congressional District
33 basis and announce such results within twenty (20) days after the poll. The
34 official registration sheet shall be available to the representatives of the various
35 presidential candidates at least seven (7) days prior to the State Central
36 Committee announcement of the results.
37

38 **Section 4. Notice of Meeting.**

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

1 electronic mail, or personal notice at least five (5) days in advance of any subsequent meeting.

2
3 **Section 5. Proxies.**

4 No proxies shall be voted at any Precinct Club meeting.
5
6

7 **ARTICLE III -DISTRICT COUNCIL**
8

9 **Section 1. Officers.**

10 1A. A District Chairperson: Nomination and election for the District Chairperson is open to any
11 member residing in the District and shall occur at the annual District Council meeting of
12 precincts held in March of every even numbered year. Election shall be by the members of the
13 District Council. A District Chairperson upon election shall automatically vacate the office of
14 Precinct President, Precinct Vice-President or District Councilperson.
15

16 1B. For other officer positions, nominations and election of not more than three Vice-
17 Chairpersons, not more than two Secretaries and a Treasurer shall occur at either the biennial
18 District Council meeting of precincts held in March of every even-numbered year, or at another
19 meeting held no later than two weeks after the biennial District Council meeting of precincts at
20 the discretion of the newly elected Chairperson. Only members of the District Council as
21 described in the Constitution of the Democratic Party of Hawai'i, Article III, Section 1,
22 Organization, shall be eligible for election to these officer positions.
23

24 1C. The duties of the officers of the District Council shall be those usually pertaining to the
25 office concerned and specifically include the following:
26

- 27 (1) The District Chairperson shall have the power and duty to appoint chairpersons
28 and members of all special and standing committees with the advice and consent
29 of the majority of the members of the District Council. The Chairperson shall be
30 responsible for the calling of all regular and special meetings of the District
31 Council and the giving of proper notice and the arranging for meeting places for
32 both special and regular meetings. The Chairperson shall also be responsible to
33 arrange the meeting places for the biennial precinct meetings, in consultation with
34 precinct presidents. The District Chairperson shall be responsible for welcoming
35 new members to their Precinct and recruiting new Democrats within their District
36 to the Democratic Party, and assisting in recruiting volunteers from their District
37 to help with campaign activities for the General Election as well as helping find
38 poll watchers for the General Election.
- 39 (2) The various Vice-Chairpersons of the District Council in the order of their
40 respective designation shall have the power to perform the duties and functions of
41 the District Chairperson in the absence or sickness of the District Chairperson or
42 in the event the District Chairperson fails or neglects to perform such duties. The
43 First Vice-Chairperson shall be responsible for assisting the State Secretary in
44 gathering and updating the contact information for their District members.
- 45 (a) In the event the District Chairperson permanently vacates or is unable to
46 perform the duties and functions of the Chairperson, the First Vice-

1 Chairperson shall become District Chairperson.

2 (b) In the event the District Chairperson is temporarily unable to perform the
3 duties and functions of the District Chairperson, the First Vice-
4 Chairperson shall become District Chairperson for such time as the elected
5 District Chairperson is incapacitated.

6 (3) The Secretary shall be charged with keeping accurate minutes of all meetings of
7 the District Council. These minutes shall be properly typewritten and entered
8 along with all written reports of officers and committees in a book or file
9 maintained for that purpose and turned over intact to the succeeding Secretary.
10 The Secretary shall keep all records relating to the District and maintain and keep
11 the membership list of the members of the Party for the District on a current basis
12 with addresses and precinct designations.

13 (4) The Treasurer shall be primarily responsible for all fundraising activities within
14 the District Council, shall have custody of any moneys and records of funds of the
15 District which may be deposited in a commercial bank in the name of the District
16 Council or deposited in the account of the County Committee to the credit of the
17 District Council. The Treasurer shall be responsible for seeing that all money
18 collected in the name of the District Council is collected by duly authorized and
19 identified persons, that receipts are given to contributors, and that a strict
20 accounting is kept of all funds so collected. The Treasurer shall turn over all
21 moneys and records of funds of the District Council to the successor in office.

22
23 The Treasurer shall submit a biennial financial report to the County Committee
24 Treasurer by the second Tuesday in April in every even-numbered year. The
25 Treasurer shall submit reports upon request by the Treasurer of the State Central
26 Committee of all contributions and expenditures required to be reported by the
27 Democratic Party of Hawai'i to any Federal or State agency. The Treasurer shall
28 comply with all State and Federal laws relating to political campaign
29 contributions and expenditures.
30

31 1D. Duties and Responsibilities of the Executive Committee: The Executive Committee is
32 empowered to act for the District Council between its regular meetings; and shall have general
33 supervision of the affairs of the District Council, fix the date, hours and place of meetings, make
34 recommendations to the District Council, assure that all financial reports are submitted in a
35 timely manner, and perform such other duties as may be necessary to support DPH and/or
36 County policies and activities. Meetings of the Executive Committee will be at the call of the
37 District Chairperson or by the written request of any two members of the Executive Committee.
38

39 **Section 2. Meeting Notices, Attendance at Meetings.**

40 District Council meetings may be held at any time by call of the Chairperson or upon a written
41 request submitted to the Secretary or Chairperson by not less than twenty-five (25) percent of the
42 total membership of the District Council. Notice of the District Council meetings shall be given
43 in person, by telephone, by facsimile, by electronic mail or by mailing such notice to the last
44 known address of each member not less than five (5) calendar days prior to the meeting.
45

1 **Section 3. Quorum.**

2 Each District Council quorum shall not be less than thirty-four (34) percent of the members of
3 the District Council.
4

5 **Section 4. Proxies.**

6 A Precinct President or District Councilperson and Precinct First Vice-President, if applicable,
7 may give their proxies to any officer of their precinct but to no one else.
8

9 **Section 5. Committees.**

10 The membership of the committees shall be restricted to members within the District. The
11 Chairperson of the committees shall be appointed from the members of the District Council.
12

13
14 **ARTICLE IV -COUNTY ORGANIZATIONS**
15

16 **Section 1. Organization.**

17 Each County Committee shall make available to its respective delegates and alternates the final
18 reports, including any and all recommendations and amendments proposed for adoption by the
19 State Convention, submitted by all County appointed standing committees including those
20 committees on Platform, Resolutions, Rules, Affirmative Action, at least twenty-four (24) hours
21 prior to the convening of the County Convention.
22

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

24 2A. The County Committee of each County Organization shall submit proposed bylaws to the
25 State Central Committee within ninety (90) days of adoption. The State Central Committee
26 shall, within one hundred twenty (120) days of receipt of the bylaws changes, notify the County
27 and rule on their acceptability. Upon the determination by the State Central Committee that the
28 proposed rules or rule changes are consistent with the Constitution and Bylaws of the
29 Democratic Party of Hawai'i such County Committee rules or rule changes shall become
30 effective.
31

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

33 3A. Regular meetings of the County Committee shall be held at least once every three months at
34 such time and place as the members may decide in accordance with their own rules. Notice of
35 the County Committee meetings shall be given in person, by telephone, by facsimile, by
36 electronic mail, or by mailing such notice to the last known address of each member not less than
37 five (5) calendar days prior to the meeting.
38

39 3B. Special meetings may be held at any time by call of the Chairperson or upon written request
40 submitted to the Secretary or Chairperson by not less than twenty-five percent (25%) of the total
41 membership. Notice of special meetings shall be given in person, by telephone, by electronic
42 mail, by facsimile or by mailing such notice to the last known address of each member not less
43 than five (5) calendar days prior to the meetings.
44
45
46

1 and appoint chairpersons of all special and standing committees with the advice
2 and consent of the State Central Committee. Vacancies may be filled on an
3 interim basis until confirmed by the State Central Committee at its next meeting.
4 The Chairperson shall call all regular and special meetings of the Executive and
5 State Central Committee. The Chairperson shall submit an operating budget for
6 the biennium following the initial organization meeting of the State Central
7 Committee.

8
9 The Chairperson shall serve faithfully on behalf of the Democratic Party of
10 Hawai'i as an active member of the Democratic National Committee (DNC) and
11 the DNC's Association of State Democratic Chairs (ASDC), and is encouraged to
12 attend each regular DNC and ASDC meeting.

- 13
14 (2) The elected Vice-Chairperson shall perform the duties and functions of the
15 Chairperson in the absence of the Chairperson. The Vice-Chairperson shall also
16 perform other duties and functions as assigned by the Chairperson. The elected
17 Vice-Chairperson shall also be charged with the responsibility of monitoring the
18 activities of the standing committees.

19
20 The elected Vice-Chairperson shall serve faithfully on behalf of the Democratic
21 Party of Hawai'i as an active member of the Democratic National Committee
22 (DNC) and the DNC's Association of State Democratic Chairs (ASDC), and is
23 encouraged to attend each regular DNC and ASDC meeting

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

- 38
39 (4) The Assistant Secretary shall assist the Secretary in carrying on the various duties
40 assigned to the Secretary and shall perform the duties, in the absence of the
41 Secretary.

- 42
43 (5) The Treasurer shall account for all moneys received by the Party and shall follow
44 standard accounting procedures in recording receipt of moneys and the
45 disbursement of funds. All disbursements shall be by check countersigned by
46 either the Party Chairperson or the elected Vice-Chairperson. All disbursements

1 should be supported by a document or an invoice approved through a prescribed
2 procedure. Other duties and responsibilities include:

- 3 (a) Provide a financial statement on its operations at each meeting of the
4 Executive and State Central Committee.
- 5 (b) To comply with all tax laws as it applies to the Party as an employer.
- 6 (c) To determine and analyze the biennial budget at regular intervals and
7 report its findings to the finance committee.
- 8 (d) To serve as an ex-officio member of all special projects where a subsidiary
9 set of records is kept with an appointed Treasurer. These projects upon
10 completion should be incorporated into the general books of the Party and
11 filed as a part of the Treasurer's general record.
- 12 (e) To request reports from County, District, and Precinct Treasurers as
13 necessary to comply with any Federal or State laws governing political
14 campaign contributions and expenditures.
- 15 (f) To comply with, prepare reports or assist in the preparation of reports
16 required by any Federal or State laws governing political campaign
17 contributions and expenditures.

- 18
- 19 (6) The Assistant Treasurer shall assist the Treasurer in carrying on the various duties
20 assigned to the Treasurer and shall perform the duties, in absence of the
21 Treasurer.
- 22

23 **Section 4. Filling of Vacancies.**

24 4A. Vacancy in the office of the Party Chairperson shall be filled by the State Central
25 Committee by election of an interim Party Chairperson. The elected Vice-Chairperson shall
26 assume the office of Acting Party Chairperson for a period not to exceed forty-five (45) days
27 during which time the State Central Committee shall elect an interim Party Chairperson.

28

29 4B. Vacancy in the office of the National Committeeman or National Committeewoman shall be
30 filled by the Party Chairperson with the concurrence of the majority of the State Central
31 Committee members present at the State Central Committee meeting where the position is filled,
32 until the following Democratic State Convention. In a non-presidential year, the term of the new
33 officer shall take effect upon conclusion of the state convention. In a presidential year, the term
34 of the committeemember shall begin at the conclusion of the national convention.

35

36 4C. Vacancy in the office of Youth Representative shall be filled by the Party Chairperson with
37 the concurrence of the majority of the State Central Committee members present at the State
38 Central Committee meeting where the position is filled and the Executive Board of the Young
39 Democrats of Hawai'i.

40

41 4D. Any vacancy in the office of the Committee Person from a Senatorial District or the County
42 Representative shall be filled by the County Committee within which the past incumbent resided.
43 The person filling the vacancy shall meet the requirements of the candidate for Committee
44 Person.

45

46 4E. Any vacancy in the office of Caucus Representative shall be filled by the Caucus as set forth

1 in Caucus bylaws. A position is deemed vacant if a Caucus Representative no longer maintains
2 Caucus membership or is otherwise ineligible according to approved Caucus bylaws. If the
3 Caucus fails to fill the vacancy within forty-five (45) days, it shall be filled by the Party
4 Chairperson.

5
6 4F. If vacancies are not filled within forty-five (45) days, the State Central Committee shall fill
7 the vacancies.

8
9 **Section 5. Meetings.**

10 5A. To the extent possible, the place of the meeting of the State Central Committee or of the
11 Executive Committee shall be rotated among the Counties; and, whenever possible, all or a
12 portion of the cost of transportation of members from Counties other than the County in which
13 the meeting is held shall be defrayed from the Party treasury.

14
15 5B. Minutes of each meeting shall be kept and permanently filed by the Secretary in a book kept
16 for such purposes, which book shall be turned over to the next succeeding Secretary of the State
17 Central Committee. Copies of the minutes shall be made available to Party members upon
18 request.

19
20 5C. The State Central Committee is empowered to establish rules and procedures for
21 participation in its meetings by telephonic or electronic means. Participation in meetings by such
22 means shall be construed as attendance for purposes of quorum and voting.

23
24 5D. Notice of regular meetings shall be given not less than ten (10) calendar days before the
25 meeting and may be delivered by mail, fax or electronic mail.

26
27 5E. Notice of special meetings shall be given not less than five (5) calendar days before the
28 meeting and may be delivered by mail, fax, or electronic mail.

29
30 5F. Meetings of the State Central Committee shall normally be open to all Party members.
31 Under exceptional circumstances, the State Central Committee may decide to go into Executive
32 Session to deal with a matter. Any decision to go into Executive Session shall require a two-
33 thirds vote of State Central Committee members in attendance.

34
35 **Section 6. Proxies.**

36 6A. State Central Committee members unable to attend a State Central Committee meeting may
37 give their proxy to another member. In no event shall a State Central Committee member carry
38 more than four proxies.

39
40 6B. All proxies must be in writing in the form approved by the State Central Committee and
41 shall be filed with the Secretary of the State Central Committee.

42
43 **Section 7. Caucuses.**

44 7A. Minimal criteria for certification of a caucus shall include:
45
46

- 1 (1) Sufficient statewide membership. The State Central Committee may establish a
2 minimum membership of not less than twenty (20) Caucus members from at least
3 two (2) Counties, to apply for and to maintain certification.
- 4 (2) Caucus Bylaws shall be consistent with the Constitution of the Democratic Party
5 of Hawai‘i. The Bylaws shall provide for democratic selection of officers and
6 representatives to the State Central Committee, defined terms of office,
7 membership that is open to all Party members who belong to the defined
8 constituency, public notice of meetings, and quorum. The Caucus bylaws shall be
9 filed with the Standing Rules Committee of the State Central Committee for
10 review and comment, and must be approved by the State Central Committee.
- 11 (3) Application for certification as a Democratic Party of Hawai‘i Caucus shall
12 include a record of meetings and activity that establishes the viability of the
13 Caucus.
- 14 (4) Certification shall be continuous until officially terminated by the State Central
15 Committee due to:
- 16 (a) Action of Caucus substantially not in compliance with Democratic Party
17 of Hawai‘i Constitution and Bylaws or the Caucus Bylaws, or
18 (b) At least twelve (12) consecutive months without meetings or required
19 reports.
20

21 7B. New Caucus Representatives to the State Central Committee. Within forty-five (45) days of
22 certification of a new Caucus, the new Caucus shall nominate two (2) representatives of different
23 genders, taking office immediately upon the advice and consent of a majority of the State Central
24 Committee members present at the meeting at the time the nomination is presented. Vacancies
25 shall be filled according to this Article.
26

27 7C. The following caucuses are recognized by the Democratic Party of Hawai‘i:

- 28
- 29 (1) Hawaiian Affairs;
30 (2) Education;
31 (3) Environment;
32 (4) Kupuna;
33 (5) LGBT (Lesbian, Gay, Bisexual and Transgender);
34 (6) Labor; and,
35 (7) Women.
36

37 7D. Any name change to a Caucus must be initiated by the respective Caucus.
38

39 7E. Reports and Certification. Each Caucus, to maintain its certification, shall make a written
40 report to the State Central Committee at least twice a year and at such other times as may be
41 necessary. Each Caucus must maintain a certified copy of its bylaws with the Democratic Party
42 of Hawai‘i which shall be posted on the Party’s website. Caucuses shall also provide a current
43 list of their officers to the State Central Committee by not later than July 1 every year.
44
45

1 **Section 8. Committees.**

2 8A. Every special committee shall make a report in writing to the State Central Committee or
3 the Executive Committee if such committee was appointed by the Executive Committee upon the
4 conclusion of its work and at such other times as may be required.
5

6 At least one of the co-chairs of each of the standing committees shall be a member of the State
7 Central Committee. Co-chairs shall be appointed by the Chair with advice and consent of the
8 State Central Committee. Membership on the committees shall not be limited to SCC members
9 and shall include representation from all four counties.
10

11 8B. Every such report shall be filed by the Secretary of the State Central Committee in the
12 Minute book of the Committee.
13

14 8C. The Finance Committee shall be chaired by the Treasurer and shall prepare the biennial
15 budget in consultation with the Party Chairperson. Its membership shall include at least one (1)
16 member from each County. This budget shall be presented to the members of the State Central
17 Committee at the meeting following the initial organizational meeting of the State Central
18 Committee. In addition, the Finance Committee shall:
19

- 20 (1) Review and analyze the approved budget at regular intervals and if necessary
21 submit the Committee's recommendation in regards to changes to the budget.
- 22 (2) Submit written policies and procedures relative to the various accounting
23 functions required to maintain proper financial records of the Party to the State
24 Central Committee for its approval.
- 25 (3) Oversee special fund raising projects undertaken in the name of the Democratic
26 Party to ensure that proper accounting procedures are followed in conforming
27 with the policies and procedures established in Article V of the Constitution of the
28 Democratic Party of Hawai'i.
- 29 (4) Review staff appointments made by the Party Chairperson and the amount of
30 remuneration to be paid the staff member in conformance with the adopted
31 budget. Review also the appointment of individual contractors and the
32 requirement of a formal contract to be signed by the Party Chairperson and the
33 independent contractor. Review all contracts with independent contractors and
34 contractor's remuneration levels for services to be rendered.
35

36 8D. PLATFORM: The Platform Committee shall be responsible for reviewing and proposing
37 updates to the Democratic Party of Hawai'i's Platform and work to encourage support of the
38 Platform. The Platform Committee shall also be responsible for formulation, distribution and
39 collecting results of the Democratic Party of Hawai'i Platform Survey as required for all
40 candidates running as a member of the Democratic Party of Hawai'i. The Platform Committee
41 shall be responsible for matters delegated or duties as from time-to-time may be assigned to it by
42 the Chair and/or State Central Committee.
43

44 8E. LEGISLATION: The Legislation Committee shall be responsible for preparing and
45 promoting the passage of legislation consistent with the positions of the Democratic Party as
46 expressed in the platform and resolutions adopted at the State Convention, or by a vote of the

1 State Central Committee. The Legislation Committee shall prepare a plan for approval by the
2 State Central Committee prior to each legislative session, shall provide timely reports to the State
3 Central Committee during the session and shall be subject to oversight by the State Central
4 Committee. The Legislation Committee shall be responsible for matters delegated or duties as
5 from time-to-time may be assigned to it by the Chair and/or State Central Committee.
6

7 8F. RULES: The Rules Committee shall be responsible for reviewing and proposing updates to
8 the Democratic Party of Hawai‘i Constitution and Bylaws, assisting in the development of the
9 Standing Rules for the Democratic Party of Hawai‘i, reviewing and determining the validity of
10 changes submitted by the Counties and Caucuses Bylaws, reviewing requests for establishment
11 of new caucuses to assure eligibility requirements are met, making recommendations for
12 certification, reviewing any allegations of rules violations and reporting its findings and
13 recommendations to the State Central Committee, and interpreting the Constitution and Bylaws
14 when called upon by the Chair or members of the State Central Committee. The Rules
15 Committee shall be responsible for matters delegated or duties as from time-to-time may be
16 assigned to it by the Chair and/or State Central Committee.
17

18 8G. AFFIRMATIVE ACTION: The Affirmative Action Committee shall be responsible for
19 reviewing and proposing updates to the Democratic Party of Hawai‘i’s Affirmative Action plan,
20 implementing the Affirmative Action Plan, assisting the Membership Committee in outreach to
21 under-represented communities in the Democratic Party of Hawai‘i, and ensuring that concerted
22 efforts are made to reach those communities. The Affirmative Action Committee shall be
23 responsible for matters delegated or duties as from time-to-time may be assigned to it by the
24 Chair and/or State Central Committee.
25

26 8H. MEMBERSHIP: The Membership Committee shall be responsible for coordinating
27 recruitment of new members and membership drives, developing and maintaining on boarding
28 procedures for new members, encouraging the registration of voters, as well as coordinating
29 membership enhancements – i.e. talent management. The Membership Committee shall also be
30 responsible for training materials. The Membership Committee shall be responsible for matters
31 delegated or duties as from time-to-time may be assigned to it by the Chair and/or State Central
32 Committee.
33

34 8I. FUNDRAISING COMMITTEE. The Fundraising Committee shall be responsible for
35 planning, organizing, and implementing statewide Democratic Party of Hawai‘i fundraising
36 activities. The Fundraising Committee will also develop and offer training on fundraising
37 requirements for the Democratic Party of Hawai‘i. The Fundraising Committee shall be
38 responsible for matters delegated or duties as from time-to-time may be assigned to it by the
39 Chair and/or State Central Committee.
40

41 8J. COMMUNICATIONS: The Communications Committee shall be responsible for
42 establishing and maintaining the Democratic Party of Hawai‘i’s social media platforms as well
43 as establishing and maintaining a member newsletter. It will also maintain a media outreach
44 center. The Communications Committee shall be responsible for matters delegated or duties as
45 from time-to-time may be assigned to it by the Chair and/or State Central Committee.
46

1 8K. COMMUNITY RELATIONS: The Community Relations Committee shall be responsible
2 for social services projects on behalf of the Democratic Party of Hawaii, as well as developing a
3 plan for building positive relationships with key community organizations that support the
4 Democratic Party of Hawai'i platform in the community. The Community Relations Committee
5 shall be responsible for matters delegated or duties as from time-to-time may be assigned to it by
6 the Chair and/or State Central Committee.

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

17
18 8M. CAMPAIGN: The Campaign Committee shall be responsible for training of members to run
19 campaigns – candidates, volunteer coordinators, campaign managers, and campaign treasurers.
20 The Campaign Committee shall be responsible for matters delegated or duties as from time-to-
21 time may be assigned to it by the Chair and/or State Central Committee.

22
23 8N. COMPLIANCE REVIEW: The Compliance Review Committee shall be responsible for
24 ensuring an annual review of the financial records of the Democratic Party of Hawai'i for
25 compliance with any federal, state, Democratic Party of Hawai'i and Democratic National
26 Committee requirements and proper authorized expenditures, and shall review the system it uses
27 to account for revenue and expenses. The Compliance Review Committee shall be responsible
28 for matters delegated or duties as from time-to-time may be assigned to it by the Chair and/or
29 State Central Committee.

30 31 32 **ARTICLE VI -STATE CONVENTION**

33 34 **Section 1. Time, Place, Notice.**

35 The convention will be called biennially in May of each even numbered year, or at such other
36 times as may be determined by the State Central Committee. The date and place of the meeting
37 shall be fixed by the State Central Committee. The place of the meeting shall be rotated in non-
38 Presidential Election years among the three (3) neighbor island counties of Hawai'i - Kaua'i,
39 Maui & Hawai'i. In Presidential Election years, the convention shall be held on O'ahu. Notice
40 thereof shall be given by publication in one (1) newspaper of general circulation throughout the
41 State of Hawai'i not less than ten (10) days prior to the date of the biennial Precinct Club
42 election.

43 44 **Section 2. Composition.**

45 2A. Incumbent Party Chairperson, National Committeeman and National Committeewoman,
46 State Central Committee Members, Incumbent and Immediate Past County at-Large

1 Representatives to the State Central Committee, District Chairpersons, Incumbent and Immediate
2 Past County Chairpersons, including ex-officio members of the State Central Committee, former
3 Democratic Governors, former Democratic Lieutenant Governors, and former Democratic Party
4 Chairpersons.
5

6 2B. Elected Federal, State and County Officials, or officials who may have been appointed to
7 fill a vacant position of an elected official, who meet the following requirements:
8

- 9 (1) Be a member in good standing.
- 10 (2) Have attained their present office in an election as a Democrat or appointed to fill
11 a vacant position of an elected official or have attained their present office in a
12 nonpartisan election provided they are Democratic Party members in good
13 standing.
- 14 (3) The rights and privileges granted in this paragraph are nontransferable.
15

16 2C. The delegates in Section 2A and 2B above shall have all the rights and privileges of a
17 delegate, but shall not be allowed to vote in the National Convention Delegate Delection process
18 unless elected as a State Convention in their respective precinct meeting. In non-presidential
19 years, those qualified to serve as automatic delegates shall not be eligible to hold an elected
20 delegate slot. A delegate elected at a precinct meeting shall automatically vacate that position
21 upon election to an office entitling them to an automatic delegate seat.
22

23 2D. The number of State Convention delegates allotted to each Precinct Club shall be
24 determined by the total number of votes cast for the Democratic candidate in the most recent
25 gubernatorial or presidential election.
26

- 27 (1) The total number of elected delegates to the State Convention shall be 1000. The
28 number of delegates allotted to each precinct shall be determined by the total
29 votes cast in each Precinct plus the apportioned absentee ballots, divided by the
30 total number of votes cast for the gubernatorial or presidential candidate, and the
31 result multiplied by the total number of elected delegates to the State Convention.
- 32 (2) Absentee ballots are prorated as a percentage of the total number of Precincts
33 affected by the absentee ballots.
- 34 (3) If the result for any Precinct is less than or equal to two (2) delegates, that
35 Precinct shall elect two (2) delegates.
- 36 (4) If the result for any Precinct is greater than two delegates and more than fifty
37 percent (50%) of each additional delegate, that Precinct shall be entitled to one
38 additional delegate.
39

40 2E. Precincts shall elect delegates and alternates reflecting gener diversity, making note of the
41 history of under representation of women, other genders and those that do not adhere to the
42 gender binary, except as provided below:
43

- 44 (1) If the number of delegates allotted to a Precinct is an odd number, then the
45 composition of that delegation may deviate by one (1), or
- 46 (2) If the Precinct Club lacks sufficient candidates of different gender to make a

1 delegation of gender diversity, then the Precinct shall make reasonable attempts to
2 comply with this subsection.
3

4 **Section 3. Purposes.**

5 3A. To elect a National Committeeman and a National Committeewoman in every Presidential
6 election year by the delegates voting at-large and to fill any vacancy in these positions in the
7 non-Presidential election year. In the event there is a vacancy in the office of National
8 Committeeman or National Committeewoman due to death or to resignation, such vacancy shall
9 be filled by the State Central Committee until the following Democratic State Convention.
10

11 3B. To elect delegates and alternates to the Democratic National Convention in every
12 Presidential election year. The number of delegates and alternates allotted to each State is
13 determined by the Democratic National Convention (based on the Hawai‘i National Delegate
14 Selection Plan and Affirmative Action Plan).
15

- 16 (1) The Delegate Selection Plan regarding the selection of delegates and alternates to
17 the Democratic National Convention shall be approved by the State Central
18 Committee and published on the website of the Democratic Party of Hawai‘i
19 within thirty (30) days of the approval of the plan by the Democratic National
20 Committee.
21 (2) Certification. The National Convention Delegates and Alternates shall be
22 certified by the Party Chairperson and filed with the Secretary of the Democratic
23 National Committee within ten (10) days after selection.
24 (3) Slate-Making. Any individual or group of Democrats may sponsor or endorse a
25 slate of candidates for National Convention Delegates. But no slate may receive
26 preferential treatment for a preferential place on a delegate selection ballot or be
27 publicly identified on the ballot as the “official” slate. All slates must meet the
28 same qualifying requirements set forth in this Article.
29

30 3C. To elect Presidential Electors and Alternates, as prescribed by law, in every Presidential
31 election year, by the delegates voting at-large. Candidates for Presidential Electors and
32 Alternates shall be members of the Party in good standing for at least one (1) year.
33

34 3D. To elect the Democratic Party Chairperson and members of the State Central Committee,
35 except County Representatives elected at the County Convention, youth representatives elected
36 by their members, and caucus representatives elected by their members as provided by their
37 bylaws.

- 38 (1) The Chairperson of the Democratic Party of Hawai‘i, Caucus Representatives,
39 and the Youth Representatives, shall be elected by the Convention delegates
40 voting at-large.
41 (2) The State Central Committee members, representing Senatorial Districts, shall be
42 elected by the State Convention delegates from the respective Senatorial Districts;
43 provided that two (2) representatives of different genders shall be elected from
44 each County or a Senatorial District which covers more than one County. State
45 Central Committee members, representing their Counties, shall be elected by their
46 County Convention.

- 1 (3) The elected or appointed Democratic officials or candidates running for elective
2 public office, with the exception of those running for or elected as a delegate to
3 the State Constitutional Convention, are not eligible to be Chairperson of the
4 Democratic Party of Hawai‘i.
- 5 (4) Election of the Party Chairperson shall include weighted votes.
- 6 (a) Weighted votes are defined as those delegates not registered at the State
7 Convention. Weighted votes shall be permitted for members in Counties
8 who need to travel to another County to participate in the State
9 Convention. The total votes, including weighted votes, for any County
10 shall not exceed their allocated total.
- 11 (i) Weighted votes shall be applied automatically by the Elections
12 Committee for a County, by County, in direct proportion to the
13 votes cast for the various candidates by the registered delegates
14 of that County.
- 15 (ii) For mathematical computation, fractions shall be carried to two
16 decimal places. Fractional votes of one-half or more shall
17 increase to the next whole number, whereas, less than one-half
18 shall have the fraction dropped. Where mathematical
19 computations cause the total County vote to exceed or decrease
20 its total allocated count, a coin toss by the Credentials
21 Chairperson, who shall be present in the Elections counting
22 room, shall be implemented to offset the discrepancy.
- 23 (5) All elections shall be determined by plurality.

24
25 3E. To adopt the Platform of the Democratic Party of Hawai‘i.

26
27 3F. To adopt the revisions, amendments or alterations to the Constitution of the Democratic
28 Party of Hawai‘i.

29
30 3G. To adopt Resolutions.

31
32 3H. To consider such other business as may come before it.

33
34 **Section 4. Candidate’s Filing Fee.**

35 Any member of the Party wishing to be a candidate described in Article V of the Constitution of
36 the Democratic Party of Hawai‘i shall file a nomination paper with the Secretary of the State
37 Central Committee, signed by not less than ten (10) members of the Party for candidates for
38 statewide office and by not less than five (5) members of the Party for all other offices, at least
39 twenty (20) days prior to the State Convention and pay to the Democratic Party of Hawai‘i a fee
40 of ten dollars (\$10), except that papers for the County Representative seats shall be filed at least
41 ten (10) days prior to the County Convention. In the event that no papers have been filed by the
42 filing deadline, the filing deadline shall be extended until ten (10) days prior to the State
43 Convention. However, no additional nomination papers shall be allowed for those positions for
44 which papers had been filed by the filing deadline.

1 **Section 5. Delegate Registration Fee.**

2 The State Central Committee is responsible to ensure the budget for State Convention allows
3 reasonable registration fees affordable to middle-and low-income delegates, and waivers to
4 delegates unable to pay the registration fee.
5

6 A request for waiver should be submitted in writing, by email, or on a form provided for this
7 purpose and conveyed to the State Convention Credentials Committee, as follows:
8

- 9 (1) The written request for waiver must be submitted within sixty (60) days following
10 the Precinct Meeting and explain the reason for the request.
- 11 (2) When reasonable circumstances justify a request for waiver submitted after the
12 sixty (60) day deadline, the Convention Credentials Committee shall consider
13 whether circumstances justify the late request. Such circumstances may include
14 alternates filling late-occurring delegate vacancies, or other reasonable cause for a
15 delayed submittal.
- 16 (3) A full or partial waiver shall be granted if the delegate is unable to pay the full
17 registration fee.
18

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

20 6A. The Party Chairperson shall appoint all Convention Committee Chairpersons not less than
21 one-hundred-twenty (120) days prior to the opening of the State Convention. The
22 Party Chairperson shall appoint committee members to the Convention Committees not less than
23 forty five (45) days prior to the opening of the State Convention. If committee vacancies exist,
24 additional members shall be appointed up to seven (7) days prior to the State Convention.
25

26 The Convention Committee is a standing committee of the SCC; other convention committees
27 appointed by the Party Chairperson include the following:
28

- 29 (1) Convention Platform Committee: Responsible to receive proposals to amend or
30 revise the Platform. Prepares a report of recommendations to the Convention.
- 31 (2) Convention Rules Committee: Responsible to receive proposals to amend or
32 revise the rules of the Party. Shall have the power to format, edit, combine
33 proposed rules changes, and make substantive amendments that do not alter the
34 intent of the proposed rule addition or change. Prepares a report of
35 recommendations to the Convention.
- 36 (3) Convention Resolutions Committee(s): Responsible to receive resolutions. Shall
37 have the power to format, edit, combine resolutions of similar substance, and
38 make substantive amendments that do not alter the intent of the resolving clauses.
39 Prepares a report of recommendations to the Convention.
- 40 (4) Convention Affirmative Action Committee: Responsible to receive
41 recommendations concerning Affirmative Actions and to finalize
42 recommendations to the Convention.
- 43 (5) Convention Credentials Committee: Responsible to investigate and certify a
44 temporary roll of delegates. The temporary roll as prepared by the Secretary of the
45 State Central Committee will be accepted as prima-facie correct pending action
46 by the duly appointed State Convention Credentials Committee.

- 1 (a) The Convention Credentials Committee shall hold hearings to decide a
2 contest with due notice to the parties.
3 (b) The Credentials Committee shall, throughout the delegate registration
4 period assess a member or members to the Registration Committee to verify
5 and certify a delegate's or an alternate's status for seating as a delegate.
6

7 6B. The Party Chairperson shall assure that all Convention Committees shall include members
8 from each County in proportion to the ratio of delegates allocated to each County to the total
9 number of delegates to the Convention. The Party Chairperson, with the concurrence of the
10 State Central Committee, shall establish a process to ensure that appointments to the Convention
11 Committees shall be fair, and that such committees shall in so far as practicable reflect the varied
12 constituencies and diverse views of the Convention delegates. Each recognized Caucus and the
13 Young Democrats may have a member on the Rules, Platform and Resolutions committees and
14 each of these committees shall have a minimum of 41 members. In a presidential year, efforts
15 shall be made to appoint committees whose membership reflects the proportion of votes cast for
16 the presidential candidates.
17

18
19 6C. The Chairperson(s) of each Convention Committee shall notify committee members at least
20 five (5) days in advance of any Convention meetings.
21

- 22 (1) On the opening day of the Convention, all Convention Committee members who
23 are Convention delegates shall constitute the membership of the Convention
24 Committee.
25 (2) Only registered Convention delegates shall actively participate and vote on the
26 issues before the committee.
27 (3) Authors of proposals before a committee may speak for the proposal in accord
28 with committee procedure.
29 (4) Convention Resolutions Committee(s) shall have the power to format, edit,
30 combine resolutions of similar substance, and make substantive amendments.
31 This committee will report to the assembled delegates only those resolutions it
32 recommends for adoption.
33

34 6D. The Convention Standing Rules and the Convention Budget will be adopted by the State
35 Central Committee not later than January of the year of the convention.
36

37 **Section 7. Prohibition Against Unit Rule.**

38 Unit Rule shall not be permitted in any vote at the State Convention. "Unit Rule," as used in this
39 section, means any agreement entered into by any delegation that a majority of the votes from
40 the delegation on any issue or election will bind the total delegation vote on such issue or
41 election, unless the agreement is entered into by unanimous vote.
42

43 **Section 8. Report to the Convention.**

44 The Party Chairperson shall be called upon to present a full report of the State Central
45 Committee's activities. The Treasurer of the State Central Committee shall report and submit a
46 financial statement on the financial status of the Party. Both reports shall be included in the

1 convention packet for all delegates.

2
3 **Section 9. Convention Reports to the Delegates.**

4 The Secretary of the State Central Committee shall publish on the website of the Democratic
5 Party of Hawai‘i the following documents t least five (5) days prior to the date of the
6 Convention: the proposed changes to the Party Platform, the Constitution and/or Bylaws of the
7 Democratic Party of Hawai‘i, and the Affirmative Action Plan; proposed resolutions; a list of all
8 candidates and the positions they seek to be elected to at the State Convention; and the list of all
9 proposed permanent Convention Committee members. Permanent Convention Committee
10 members shall be posted to the website as they are appointed/confirmed. The above information
11 shall be made available to all delegates via the website of the Democratic Party of Hawai‘i.
12

13 **Section 10. Candidate Speeches.**

14 No candidate may be charged a fee to speak at the State Convention.
15
16

17 **ARTICLE VII -REVENUES**
18

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

20 Each Precinct Club and District Council shall be entitled to raise such funds as it deems
21 necessary for the conduct of its business and social affairs, and to meet assessments made by the
22 County Committee. Such funds shall be raised by assessments, dues or contributions, or by
23 some specific business or social projects. Where the funds are to be raised by some method
24 other than assessment, dues, or contributions, such method shall be coordinated by the County
25 Committee. It shall be the function of the County Committee to prevent conflicts between
26 various fund raising projects and similar projects on the County and State level.
27

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

29 It shall be the duty of the County Committee in each County and the State Central Committee to
30 raise and maintain as large a fund as possible to help elect all Party candidates in the general
31 election and to promote understanding and acceptance of the Party program in both the primary
32 and general election.
33
34

35 **ARTICLE VIII -DEMOCRATIC PARTY HEADQUARTERS**
36

37 **Section 1. Establishment, Maintenance and Operation.**

38 The Democratic Party of Hawai‘i Headquarters shall be established, maintained and operated by
39 the State Central Committee.
40

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

42 An Executive Director and staff for the Democratic Party of Hawai‘i may be appointed by the
43 Chairperson of the State Central Committee with the approval of the State Central Committee.
44 The Executive Director shall report to the Party Chairperson and assist in implementing the
45 policies and plans of the State Central Committee. The compensation of the Executive Director
46 and the budget for the staff shall be determined by the State Central Committee. Paid staff

1 members, including the Executive Director and those under contract with the Party, shall not be
2 voting members of the State Central Committee. Employees of the Party shall maintain
3 neutrality towards political campaigns prior to the completion of the primary election as well as
4 maintain neutrality in internal party elections above District Secretary.
5

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

7 The Democratic Party of Hawai‘i Headquarters shall serve all Democratic Party organizations in
8 the active and effective performance of their respective duties and responsibilities.
9

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

11 The use of the facilities of the Democratic Party of Hawai‘i Headquarters and its services shall
12 be made available to all Democrats under such rules as may be prescribed by the State Central
13 Committee.
14

15
16 **ARTICLE IX -GENERAL PROVISIONS**
17

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

19 The State Central Committee and each County Committee shall provide each Democratic
20 candidate for elective office with a copy of the most recently approved State and County Party
21 Platforms, Resolutions, Constitution, and the Bylaws of the Democratic Party of Hawai‘i and the
22 respective County Rules within seven (7) days after the legally established filing deadline. Said
23 candidates shall submit Candidate Statement Forms provided by the State Central Committee
24 indicating their agreement, disagreement, and/or reservations with the Platform and Resolutions
25 of the State and County Party organizations within seven (7) days after receipt of the blank forms
26 to the State Central Committee. Should the candidate draw or pull nomination papers prior to
27 the biennial State Convention, then two (2) sets of Candidate Statement Forms shall be sent,
28 filled out, returned and kept on file, one (1) set of forms relevant to the preceding biennial State
29 Convention’s Resolutions and Platform and one (1) set of forms relevant to the current biennial
30 State Convention’s Resolutions and Platform. These Candidate Statement Forms, in turn, will be
31 kept for review by Democratic Party members at State Party Headquarters. Further, relevant
32 copies of the Candidate Statement Forms shall be made available to the four County Party
33 Chairpersons so that each inhabited island with at least one (1) active Precinct Club, has one (1)
34 copy of the Candidate Statement Forms for review by Democratic Party members, with the
35 exception of Hawai‘i County, which shall have two (2), one (1) for East Hawai‘i and one (1) for
36 West Hawai‘i. A candidate who fails to abide by these requirements shall not be eligible for
37 Party endorsement by the respective County Committees or the State Central Committee and is
38 subject to reprimand by the Democratic Party of Hawai‘i.
39

40 **Section 2. Party Sponsored Legislation.**

41 All resolutions adopted at the State Convention that request legislation shall be drafted and
42 introduced in a timely manner by Party leaders in the appropriate legislative body upon request
43 by the Party Chairperson.
44
45

1 **Section 3. Availability of the Constitution and Bylaws.**

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

11
12 **Section 4. Responsibility for Filling Vacancies in Election Process.**

13 4A. The selection body, as defined in the Constitution, shall meet after proper notice to all
14 members not later than 12:00 p.m. on the third (3rd) day after the vacancy occurs, but not later
15 than 12:00 p.m. on the fiftieth (50th) day prior to the primary or special primary election or the
16 fortieth (40th) day prior to a general, special or special general election. The selection body shall
17 forward the name of the replacement candidate to the Party Chairperson who shall transmit the
18 name to the Chief Election Officer or clerk.

19
20 The replacement candidate shall be a member in “good standing” which means the candidate
21 shall have been a member of the Party for a minimum of six (6) months prior to the date the
22 vacancy occurred provided that the candidate is not currently under reprimand pursuant to
23 Article I of the Constitution of the Democratic Party of Hawai‘i. The replacement candidate shall
24 meet all the qualifications for the office set by law for candidates who file to run in an election
25 for that office.

26
27 4B. If for any reason, the selection body most immediately affected by the vacancy is unable for
28 whatever reason to fill the vacancy in a timely manner, the Party Chairperson may fill the
29 vacancy.

30
31 4C. If for any reason, the selection body most immediately affected by the vacancy is unable for
32 whatever reason to fill the vacancy in a timely manner, the Party Chairperson may fill the
33 vacancy.

34
35 4D. Any meeting notice requirements may be waived by the selection body in order to meet the
36 time requirements of this section.

37
38 **Section 5. Process to Identify Candidates to Fill Midterm Vacancies.**

39 5A. For a State House or State Senate vacancy, the Party Chairperson shall notify the
40 appropriate County Chair of the announced vacancy, who in turn shall notify the appropriate
41 selection body as identified in Sections 9(1) and 9(2) of the Constitution of the Democratic Party
42 of Hawai‘i. The selection body shall make a call for candidates who are members in “good
43 standing.” A list of at least three (3) names shall be provided to the County Chair to transmit to
44 the Party Chairperson within twenty-one (21) calendar days. The Party Chairperson shall
45 transmit the list of names to the Governor’s Office within three (3) business days of receipt of
46 names.

1 A member in “good standing” means that the candidate shall have been a member of the Party or
2 a minimum of six (6) months prior to either the date on which the event occurs that creates a
3 vacancy during the term of the office or the public announcement of the office holder of their
4 intent to vacate the office during the term, whichever is appropriate and that the candidate is not
5 currently under reprimand pursuant to Article I of the Constitution of the Democratic Party of
6 Hawai‘i. No candidate shall be recommended who does not meet all the qualifications for office
7 set by law for candidates who file to run in an election for the vacant office.
8

9 5B. The selection process for a State House or State Senate vacancy shall be conducted in a place
10 accessible to District party members.
11

12 Prospective candidates are to provide to the County Chair for dissemination to the appropriate
13 selection body (as defined in Sections 9(1) and 9(2) of the Constitution of the Democratic Party
14 of Hawai‘i) a written application including the following:
15

- 16 (1) Credentials and reasons for consideration for appointment to the position;
- 17 (2) Evidence of party participation;
- 18 (3) Verified signatures of at least five (5) party members within the District where the
19 vacancy has occurred.
20

21 5C. If for any reason, the body most immediately affected by the vacancy is unable to fill the
22 vacancy within the stated timeframe, the County Chairperson may recommend the names for an
23 office within the County or the Party Chairperson may recommend the names for a statewide
24 office.
25

26 **Section 6. Smoking.**

27 Smoking shall be prohibited at all Democratic Party events except in designated areas.
28

29 **Section 7. Prior Consent.**

30 Any person who will be absent from their election meeting and is willing to serve an elected
31 position shall submit their written consent for presentation at the meeting.
32

33 **Section 8. Elections.**

34 8A. If unstated, whenever a winner cannot be determined in an election due to a tie, there shall
35 be an action taken to break the tie with a coin toss or odd man out procedure.
36

37 8B. Whenever secret ballots are used in an election, after the actual ballot count and election
38 results have been publicly posted, said ballots shall be destroyed after thirty (30) days of that
39 posting. If a challenge arises, the appropriate governing body of that election may determine a
40 later date for the destroying of ballots.
41