

ARTICLE V -STATE CENTRAL COMMITTEE

Section 1. Apportionment.

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

Section 2. Nomination and Filing.

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

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

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

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

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

Section 3. Officers.

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

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

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

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

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- (3) The Secretary shall keep the minutes of all Executive and State Central Committee meetings in a permanent Minutes book. The Secretary shall also have primary responsibility for care and maintenance of the membership lists. The Secretary shall be responsible for seeing that such lists are available for inspection by interested Democrats at all reasonable times. The membership lists, certified as correct to the best of the Secretary's knowledge and belief, shall be turned over intact to the new Secretary at the end of the old Secretary's term of office. The Secretary shall also be responsible for issuing membership cards, in such form as may be prescribed by the State Central Committee, to all duly certified members of the Party with the County. The Secretary is responsible for providing annual notification to the Party members in writing, by electronic mail or by posting the notice on the Party's webpage that annual voluntary membership dues are requested.
- (4) The Assistant Secretary shall assist the Secretary in carrying on the various duties assigned to the Secretary and shall perform the duties, in the absence of the Secretary.

- (5) The Treasurer shall account for all moneys received by the Party and shall follow standard accounting procedures in recording receipt of moneys and the disbursement of funds. All disbursements shall be by check countersigned by either the Party Chairperson or the elected Vice-Chairperson. All disbursements should be supported by a document or an invoice approved through a prescribed procedure. Other duties and responsibilities include:
- (a) Provide a financial statement on its operations at each meeting of the Executive and State Central Committee.
 - (b) To comply with all tax laws as it applies to the Party as an employer.
 - (c) To determine and analyze the biennial budget at regular intervals and report its findings to the finance committee.
 - (d) To serve as an ex-officio member of all special projects where a subsidiary set of records is kept with an appointed Treasurer. These projects upon completion should be incorporated into the general books of the Party and filed as a part of the Treasurer's general record.
 - (e) To request reports from County, District, and Precinct Treasurers as necessary to comply with any Federal or State laws governing political campaign contributions and expenditures.
 - (f) To comply with, prepare reports or assist in the preparation of reports required by any Federal or State laws governing political campaign contributions and expenditures.
- (6) The Assistant Treasurer shall assist the Treasurer in carrying on the various duties assigned to the Treasurer and shall perform the duties, in absence of the Treasurer.

Section 4. Filling of Vacancies.

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

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

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

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

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

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

Section 5. Meetings.

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

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

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

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

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

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

Section 6. Proxies.

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

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

Section 7. Caucuses.

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

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

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

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

- (1) Hawaiian Affairs;
- (2) Education;
- (3) Environment;

- (4) Kupuna;
- (5) LGBT (Lesbian, Gay, Bisexual and Transgender);
- (6) Labor; and,
- (7) Women.

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

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

Section 8. Committees.

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

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

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

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

- (1) Review and analyze the approved budget at regular intervals and if necessary submit the Committee's recommendation in regards to changes to the budget.
- (2) Submit written policies and procedures relative to the various accounting functions required to maintain proper financial records of the Party to the State Central Committee for its approval.
- (3) Oversee special fund raising projects undertaken in the name of the Democratic Party to

ensure that proper accounting procedures are followed in conforming with the policies and procedures established in Article V of the Constitution of the Democratic Party of Hawai'i.

- (4) Review staff appointments made by the Party Chairperson and the amount of remuneration to be paid the staff member in conformance with the adopted budget. Review also the appointment of individual contractors and the requirement of a formal contract to be signed by the Party Chairperson and the independent contractor. Review all contracts with independent contractors and contractor's remuneration levels for services to be rendered.

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

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

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

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

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

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

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

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

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

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

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