

**BYLAWS OF THE DEMOCRATIC PARTY OF HAWAII  
AS AMENDED AT CONVENTION ON MAY 27, 2018 & BY SCC 2019**

**TABLE OF CONTENTS**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47

**TABLE OF CONTENTS..... i**

**ARTICLE I – MEMBERSHIP..... 1**

Section 1. Membership Eligibility..... 1

Section 2. Enrollment..... 1

Section 3. Official Enrollment Card..... 3

Section 4. Membership..... 3

Section 5. Transfer..... 4

Section 6. Official Records..... 4

Section 7. Termination..... 4

Section 8. Expulsion, Reprimand, or Censure..... 5

**ARTICLE II – PRECINCT CLUB..... 7**

Section 1. Organization..... 7

Section 2. Biennial Election of Precinct Officers and Delegates to the State Convention..... 8

Section 3. Delegates and Alternates to the State Convention..... 13

Section 4. Notice of Meeting..... 13

Section 5. Proxies..... 14

**ARTICLE III -DISTRICT COUNCIL..... 14**

Section 1. Officers..... 14

Section 2. Meeting Notices, Attendance at Meetings..... 16

Section 3. Quorum..... 16

Section 4. Proxies..... 16

Section 5. Committees..... 16

**ARTICLE IV -COUNTY ORGANIZATIONS..... 16**

Section 1. Organization..... 16

Section 2. Rules for the adoption of Respective County Organization Bylaws and Rules..... 16

Section 3. Meetings, Notices, Attendance at Meetings..... 16

**ARTICLE V -STATE CENTRAL COMMITTEE..... 17**

Section 1. Apportionment..... 17

Section 2. Nomination and Filing..... 17

Section 3. Officers..... 18

Section 4. Filling of Vacancies..... 19

Section 5. Meetings..... 20

Section 6. Proxies..... 20

Section 7. Caucuses..... 21

Section 8. Committees..... 22

1 **ARTICLE VI -STATE CONVENTION ..... 24**  
2 Section 1. Time, Place, Notice..... 24  
3 Section 2. Composition..... 25  
4 Section 3. Purposes..... 26  
5 Section 4. Candidate’s Filing Fee..... 27  
6 Section 5. Delegate Registration Fee..... 28  
7 Section 6. Organization of the Convention..... 28  
8 Section 7. Prohibition Against Unit Rule. .... 29  
9 Section 8. Report to the Convention..... 30  
10 Section 9. Convention Reports to the Delegates..... 30  
11 Section 10. Candidate Speeches. .... 30  
12  
13 **ARTICLE VII -REVENUES..... 30**  
14 Section 1. Precinct Club and District Council Fund Raising..... 30  
15 Section 2. County Committee and State Central Committee Responsibility..... 30  
16  
17 **ARTICLE VIII -DEMOCRATIC PARTY HEADQUARTERS..... 30**  
18 Section 1. Establishment, Maintenance and Operation..... 30  
19 Section 2. Executive Director and Staff. .... 31  
20 Section 3. Duty to Support All Democratic Party Organizations. .... 31  
21 Section 4. Services to be Made Available to All Democrats..... 31  
22  
23 **ARTICLE IX -GENERAL PROVISIONS..... 31**  
24 Section 1. Candidate Support of Platform, Resolutions, Constitution and Bylaws..... 31  
25 Section 2. Party Sponsored Legislation..... 32  
26 Section 3. Availability of the Constitution and Bylaws. .... 32  
27 Section 4. Responsibility for Filling Vacancies in Election Process..... 32  
28 Section 5. Process to Identify Candidates to Fill Midterm Vacancies. .... 32  
29 Section 6. Smoking..... 33  
30 Section 7. Prior Consent. .... 33  
31 Section 8. Elections..... 33  
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 at the biennial Precinct Meeting, but whose name does not  
21 appear on the voter registration list in the County in which that person resides,  
22 shall submit proof of their updated voter registration or shall sign a voter  
23 registration form and handover to the designated Party official. The Secretary of  
24 the State Central Committee or their designee shall have the responsibility to  
25 verify that the Party member was eligible to register to vote in that precinct within  
26 30 days after the biennial Precinct meeting. If the Party member was not eligible  
27 to become a voter in the State they will become an Associate Member and any  
28 office so obtained will be deemed vacant. If the individual seeking Party  
29 membership cannot submit proof of voter registration or refuses to submit a  
30 signed voter registration form then they will not be allowed to vote or run for  
31 Party office. *[as amended by the State Central Committee 8-3-2019]*  
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. The State Central Committee  
42 shall determine the date, time anner and place of the presidential preference poll in line with  
43 DNC Regulations. *[amended 5-25-2019 by the State Central Committee]*

44  
45 **Section 4. Notice of Meeting.**

46 No Biennial Precinct Club meeting shall be duly called unless the Secretary of the County

1 Committee provides notice to the entire membership by posting the meeting notification on the  
2 Party website in accordance with the Affirmative Action Plan, at least five (5) days prior to the  
3 date of the meeting. Notice may also be provided to the membership by telephone, electronic  
4 mail or personal or written notice mailed to the last known address. However, the notification  
5 requirements of this section shall be waived when a second attempt is made to hold a Precinct  
6 Club meeting for the purpose of electing Precinct officers and delegates to the State Convention,  
7 provided that each member who attended the earlier attempted meeting is notified by telephone,  
8 electronic mail, or personal notice at least five (5) days in advance of any subsequent meeting.  
9

10 **Section 5. Proxies.**

11 No proxies shall be voted at any Precinct Club meeting.  
12  
13

14 **ARTICLE III -DISTRICT COUNCIL**  
15

16 **Section 1. Officers.**

17 1A. A District Chairperson: Nomination and election for the District Chairperson is open to any  
18 member residing in the District and shall occur at the annual District Council meeting of  
19 precincts held in March of every even numbered year. Election shall be by the members of the  
20 District Council. A District Chairperson upon election shall automatically vacate the office of  
21 Precinct President, Precinct Vice-President or District Councilperson.  
22

23 1B. For other officer positions, nominations and election of not more than three Vice-  
24 Chairpersons, not more than two Secretaries and a Treasurer shall occur at either the biennial  
25 District Council meeting of precincts held in March of every even-numbered year, or at another  
26 meeting held no later than two weeks after the biennial District Council meeting of precincts at  
27 the discretion of the newly elected Chairperson. Only members of the District Council as  
28 described in the Constitution of the Democratic Party of Hawai'i, Article III, Section 1,  
29 Organization, shall be eligible for election to these officer positions.  
30

31 1C. The duties of the officers of the District Council shall be those usually pertaining to the  
32 office concerned and specifically include the following:  
33

- 34 (1) The District Chairperson shall have the power and duty to appoint chairpersons  
35 and members of all special and standing committees with the advice and consent  
36 of the majority of the members of the District Council. The Chairperson shall be  
37 responsible for the calling of all regular and special meetings of the District  
38 Council and the giving of proper notice and the arranging for meeting places for  
39 both special and regular meetings. The Chairperson shall also be responsible to  
40 arrange the meeting places for the biennial precinct meetings, in consultation with  
41 precinct presidents. The District Chairperson shall be responsible for welcoming  
42 new members to their Precinct and recruiting new Democrats within their District  
43 to the Democratic Party, and assisting in recruiting volunteers from their District  
44 to help with campaign activities for the General Election as well as helping find  
45 poll watchers for the General Election.  
46 (2) The various Vice-Chairpersons of the District Council in the order of their



1            respective designation shall have the power to perform the duties and functions of  
2            the District Chairperson in the absence or sickness of the District Chairperson or  
3            in the event the District Chairperson fails or neglects to perform such duties. The  
4            First Vice-Chairperson shall be responsible for assisting the State Secretary in  
5            gathering and updating the contact information for their District members.

6            (a)        In the event the District Chairperson permanently vacates or is unable to  
7            perform the duties and functions of the Chairperson, the First Vice-  
8            Chairperson shall become District Chairperson.

9            (b)        In the event the District Chairperson is temporarily unable to perform the  
10            duties and functions of the District Chairperson, the First Vice-  
11            Chairperson shall become District Chairperson for such time as the elected  
12            District Chairperson is incapacitated.

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

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

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

37  
38        1D. Duties and Responsibilities of the Executive Committee: The Executive Committee is  
39        empowered to act for the District Council between its regular meetings; and shall have general  
40        supervision of the affairs of the District Council, fix the date, hours and place of meetings, make  
41        recommendations to the District Council, assure that all financial reports are submitted in a  
42        timely manner, and perform such other duties as may be necessary to support DPH and/or  
43        County policies and activities. Meetings of the Executive Committee will be at the call of the  
44        District Chairperson or by the written request of any two members of the Executive Committee.  
45

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

2 District Council meetings may be held at any time by call of the Chairperson or upon a written  
3 request submitted to the Secretary or Chairperson by not less than twenty-five (25) percent of the  
4 total membership of the District Council. Notice of the District Council meetings shall be given  
5 in person, by telephone, by facsimile, by electronic mail or by mailing such notice to the last  
6 known address of each member not less than five (5) calendar days prior to the meeting.  
7

8 **Section 3. Quorum.**

9 Each District Council quorum shall not be less than thirty-four (34) percent of the members of  
10 the District Council.  
11

12 **Section 4. Proxies.**

13 A Precinct President or District Councilperson and Precinct First Vice-President, if applicable,  
14 may give their proxies to any officer of their precinct but to no one else.  
15

16 **Section 5. Committees.**

17 The membership of the committees shall be restricted to members within the District. The  
18 Chairperson of the committees shall be appointed from the members of the District Council.  
19  
20

21 **ARTICLE IV -COUNTY ORGANIZATIONS**  
22

23 **Section 1. Organization.**

24 Each County Committee shall make available to its respective delegates and alternates the final  
25 reports, including any and all recommendations and amendments proposed for adoption by the  
26 State Convention, submitted by all County appointed standing committees including those  
27 committees on Platform, Resolutions, Rules, Affirmative Action, at least twenty-four (24) hours  
28 prior to the convening of the County Convention.  
29

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

31 2A. The County Committee of each County Organization shall submit proposed bylaws to the  
32 State Central Committee within ninety (90) days of adoption. The State Central Committee  
33 shall, within one hundred twenty (120) days of receipt of the bylaws changes, notify the County  
34 and rule on their acceptability. Upon the determination by the State Central Committee that the  
35 proposed rules or rule changes are consistent with the Constitution and Bylaws of the  
36 Democratic Party of Hawai'i such County Committee rules or rule changes shall become  
37 effective.  
38

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

40 3A. Regular meetings of the County Committee shall be held at least once every three months at  
41 such time and place as the members may decide in accordance with their own rules. Notice of  
42 the County Committee meetings shall be given in person, by telephone, by facsimile, by  
43 electronic mail, or by mailing such notice to the last known address of each member not less than  
44 five (5) calendar days prior to the meeting.  
45

46 3B. Special meetings may be held at any time by call of the Chairperson or upon written request

1 submitted to the Secretary or Chairperson by not less than twenty-five percent (25%) of the total  
2 membership. Notice of special meetings shall be given in person, by telephone, by electronic  
3 mail, by facsimile or by mailing such notice to the last known address of each member not less  
4 than five (5) calendar days prior to the meetings.  
5  
6  
7

## 8 **ARTICLE V -STATE CENTRAL COMMITTEE** 9

### 10 **Section 1. Apportionment.**

11 The State Central Committee shall state the number of Committee persons for each Senatorial  
12 District in its proclamation calling for the State Convention, subject to Article VI of the  
13 Constitution of the Democratic Party of Hawai‘i.  
14

### 15 **Section 2. Nomination and Filing.**

16 2A. Any citizen resident in the State of Hawai‘i, who is or will be a member of the Democratic  
17 Party of Hawai‘i for one (1) year before the next election shall be eligible to be a candidate for  
18 election to Party Chairperson. Any citizen residing in the State of Hawai‘i who wishes to  
19 become a candidate for election to Party Chairperson or for election to the State Central  
20 Committee shall file a nomination paper with the Secretary of said County or the State Central  
21 Committee at least twenty (20) days prior to the State Convention, except that papers for the  
22 County Representative seats shall be filed at least ten (10) days prior to the County Convention,  
23 and except that papers for the Caucus Representative seats shall be filed after certification by the  
24 Caucus, but at least twenty (20) days prior to the State Convention. In the event that no papers  
25 have been filed by the filing deadline, the filing deadline shall be extended until ten (10) days  
26 prior to the State Convention. However, no additional nomination papers shall be allowed for  
27 those positions for which papers had been filed by the filing deadline. If a member has resigned  
28 from the Party in the two (2) years prior to re-enrollment in the Democratic Party of Hawai‘i, the  
29 re-enrolled member must be a member in good standing for at least one (1) year before the next  
30 election prior to being elected Party Chairperson or for election to the State Central Committee.  
31

32 2B. The nomination paper of a candidate for Party Chairperson, National Committeeman and  
33 National Committeewoman shall be signed by not less than ten (10) certified members of the  
34 Democratic Party of Hawai‘i from at least two (2) County Organizations. Signatures may be  
35 electronic.  
36

37 2C. The nomination paper of a candidate for Youth Representative shall be signed by not less  
38 than ten (10) certified members of the Democratic Party of Hawai‘i, all of whom are members of  
39 the Party who are thirty-five (35) years of age or younger.  
40

41 2D. The nomination paper of a candidate for a State Central Committee member shall be signed  
42 by not less than five (5) certified members of the Party from the nominee’s Senatorial District or  
43 Caucuses.  
44

45 2E. The nomination paper for a State Central Committee member filing as a County  
46 Representative shall be signed by not less than five (5) certified members of the Party from the

1 nominee's County.

2  
3 **Section 3. Officers.**

4 The duties of the Officers of the State Central Committee shall be those usually pertaining to the  
5 office concerned and specifically include any duties imposed as follows:  
6

- 7 (1) The Party Chairperson shall serve as chairperson of the State Central Committee,  
8 and appoint chairpersons of all special and standing committees with the advice  
9 and consent of the State Central Committee. Vacancies may be filled on an  
10 interim basis until confirmed by the State Central Committee at its next meeting.  
11 The Chairperson shall call all regular and special meetings of the Executive and  
12 State Central Committee. The Chairperson shall submit an operating budget for  
13 the biennium following the initial organization meeting of the State Central  
14 Committee.  
15

16 The Chairperson shall serve faithfully on behalf of the Democratic Party of  
17 Hawai'i as an active member of the Democratic National Committee (DNC) and  
18 the DNC's Association of State Democratic Chairs (ASDC), and is encouraged to  
19 attend each regular DNC and ASDC meeting.  
20

- 21 (2) The elected Vice-Chairperson shall perform the duties and functions of the  
22 Chairperson in the absence of the Chairperson. The Vice-Chairperson shall also  
23 perform other duties and functions as assigned by the Chairperson. The elected  
24 Vice-Chairperson shall also be charged with the responsibility of monitoring the  
25 activities of the standing committees.  
26

27 The elected Vice-Chairperson shall serve faithfully on behalf of the Democratic  
28 Party of Hawai'i as an active member of the Democratic National Committee  
29 (DNC) and the DNC's Association of State Democratic Chairs (ASDC), and is  
30 encouraged to attend each regular DNC and ASDC meeting  
31

- 32 (3) The Secretary shall keep the minutes of all Executive and State Central  
33 Committee meetings in a permanent Minutes book. The Secretary shall also have  
34 primary responsibility for care and maintenance of the membership lists. The  
35 Secretary shall be responsible for seeing that such lists are available for inspection  
36 by interested Democrats at all reasonable times. The membership lists, certified  
37 as correct to the best of the Secretary's knowledge and belief, shall be turned over  
38 intact to the new Secretary at the end of the old Secretary's term of office. The  
39 Secretary shall also be responsible for issuing membership cards, in such form as  
40 may be prescribed by the State Central Committee, to all duly certified members  
41 of the Party with the County. The Secretary is responsible for providing annual  
42 notification to the Party members in writing, by electronic mail or by posting the  
43 notice on the Party's webpage that annual voluntary membership dues are  
44 requested.  
45

- 46 (4) The Assistant Secretary shall assist the Secretary in carrying on the various duties

1 assigned to the Secretary and shall perform the duties, in the absence of the  
2 Secretary.

3  
4 (5) The Treasurer shall account for all moneys received by the Party and shall follow  
5 standard accounting procedures in recording receipt of moneys and the  
6 disbursement of funds. All disbursements shall be by check countersigned by  
7 either the Party Chairperson or the elected Vice-Chairperson. All disbursements  
8 should be supported by a document or an invoice approved through a prescribed  
9 procedure. Other duties and responsibilities include:

- 10 (a) Provide a financial statement on its operations at each meeting of the  
11 Executive and State Central Committee.  
12 (b) To comply with all tax laws as it applies to the Party as an employer.  
13 (c) To determine and analyze the biennial budget at regular intervals and  
14 report its findings to the finance committee.  
15 (d) To serve as an ex-officio member of all special projects where a subsidiary  
16 set of records is kept with an appointed Treasurer. These projects upon  
17 completion should be incorporated into the general books of the Party and  
18 filed as a part of the Treasurer's general record.  
19 (e) To request reports from County, District, and Precinct Treasurers as  
20 necessary to comply with any Federal or State laws governing political  
21 campaign contributions and expenditures.  
22 (f) To comply with, prepare reports or assist in the preparation of reports  
23 required by any Federal or State laws governing political campaign  
24 contributions and expenditures.  
25

26 (6) The Assistant Treasurer shall assist the Treasurer in carrying on the various duties  
27 assigned to the Treasurer and shall perform the duties, in absence of the  
28 Treasurer.  
29

#### 30 **Section 4. Filling of Vacancies.**

31 4A. Vacancy in the office of the Party Chairperson shall be filled by the State Central  
32 Committee by election of an interim Party Chairperson. The elected Vice-Chairperson shall  
33 assume the office of Acting Party Chairperson for a period not to exceed forty-five (45) days  
34 during which time the State Central Committee shall elect an interim Party Chairperson.  
35

36 4B. Vacancy in the office of the National Committeeman or National Committeewoman shall be  
37 filled by the Party Chairperson with the concurrence of the majority of the State Central  
38 Committee members present at the State Central Committee meeting where the position is filled,  
39 until the following Democratic State Convention. In a non-presidential year, the term of the new  
40 officer shall take effect upon conclusion of the state convention. In a presidential year, the term  
41 of the committeemember shall begin at the conclusion of the national convention.  
42

43 4C. Vacancy in the office of Youth Representative shall be filled by the Party Chairperson with  
44 the concurrence of the majority of the State Central Committee members present at the State  
45 Central Committee meeting where the position is filled and the Executive Board of the Young  
46 Democrats of Hawai'i.

1  
2 4D. Any vacancy in the office of the Committee Person from a Senatorial District or the County  
3 Representative shall be filled by the County Committee within which the past incumbent resided.  
4 The person filling the vacancy shall meet the requirements of the candidate for Committee  
5 Person.

6  
7 4E. Any vacancy in the office of Caucus Representative shall be filled by the Caucus as set forth  
8 in Caucus bylaws. A position is deemed vacant if a Caucus Representative no longer maintains  
9 Caucus membership or is otherwise ineligible according to approved Caucus bylaws. If the  
10 Caucus fails to fill the vacancy within forty-five (45) days, it shall be filled by the Party  
11 Chairperson.

12  
13 4F. If vacancies are not filled within forty-five (45) days, the State Central Committee shall fill  
14 the vacancies.

15  
16 **Section 5. Meetings.**

17 5A. To the extent possible, the place of the meeting of the State Central Committee or of the  
18 Executive Committee shall be rotated among the Counties; and, whenever possible, all or a  
19 portion of the cost of transportation of members from Counties other than the County in which  
20 the meeting is held shall be defrayed from the Party treasury.

21  
22 5B. Minutes of each meeting shall be kept and permanently filed by the Secretary in a book kept  
23 for such purposes, which book shall be turned over to the next succeeding Secretary of the State  
24 Central Committee. Copies of the minutes shall be made available to Party members upon  
25 request.

26  
27 5C. The State Central Committee is empowered to establish rules and procedures for  
28 participation in its meetings by telephonic or electronic means. Participation in meetings by such  
29 means shall be construed as attendance for purposes of quorum and voting.

30  
31 5D. Notice of regular meetings shall be given not less than ten (10) calendar days before the  
32 meeting and may be delivered by mail, fax or electronic mail.

33  
34 5E. Notice of special meetings shall be given not less than five (5) calendar days before the  
35 meeting and may be delivered by mail, fax, or electronic mail.

36  
37 5F. Meetings of the State Central Committee shall normally be open to all Party members.  
38 Under exceptional circumstances, the State Central Committee may decide to go into Executive  
39 Session to deal with a matter. Any decision to go into Executive Session shall require a two-  
40 thirds vote of State Central Committee members in attendance.

41  
42 **Section 6. Proxies.**

43 6A. State Central Committee members unable to attend a State Central Committee meeting may  
44 give their proxy to another member. In no event shall a State Central Committee member carry  
45 more than four proxies.

1 6B. All proxies must be in writing in the form approved by the State Central Committee and  
2 shall be filed with the Secretary of the State Central Committee.  
3

4 **Section 7. Caucuses.**

5 7A. Minimal criteria for certification of a caucus shall include:  
6  
7

- 8 (1) Sufficient statewide membership. The State Central Committee may establish a  
9 minimum membership of not less than twenty (20) Caucus members from at least  
10 two (2) Counties, to apply for and to maintain certification.  
11 (2) Caucus Bylaws shall be consistent with the Constitution of the Democratic Party  
12 of Hawai'i. The Bylaws shall provide for democratic selection of officers and  
13 representatives to the State Central Committee, defined terms of office,  
14 membership that is open to all Party members who belong to the defined  
15 constituency, public notice of meetings, and quorum. The Caucus bylaws shall be  
16 filed with the Standing Rules Committee of the State Central Committee for  
17 review and comment, and must be approved by the State Central Committee.  
18 (3) Application for certification as a Democratic Party of Hawai'i Caucus shall  
19 include a record of meetings and activity that establishes the viability of the  
20 Caucus.  
21 (4) Certification shall be continuous until officially terminated by the State Central  
22 Committee due to:  
23 (a) Action of Caucus substantially not in compliance with Democratic Party  
24 of Hawai'i Constitution and Bylaws or the Caucus Bylaws, or  
25 (b) At least twelve (12) consecutive months without meetings or required  
26 reports.  
27

28 7B. New Caucus Representatives to the State Central Committee. Within forty-five (45) days of  
29 certification of a new Caucus, the new Caucus shall nominate two (2) representatives of different  
30 genders, taking office immediately upon the advice and consent of a majority of the State Central  
31 Committee members present at the meeting at the time the nomination is presented. Vacancies  
32 shall be filled according to this Article.  
33

34 7C. The following caucuses are recognized by the Democratic Party of Hawai'i:  
35

- 36 (1) Hawaiian Affairs;  
37 (2) Education;  
38 (3) Environment;  
39 (4) Kupuna;  
40 (5) LGBT (Lesbian, Gay, Bisexual and Transgender);  
41 (6) Labor; and,  
42 (7) Women.  
43

44 7D. Any name change to a Caucus must be initiated by the respective Caucus.  
45

46 7E. Reports and Certification. Each Caucus, to maintain its certification, shall make a written

1 report to the State Central Committee at least twice a year and at such other times as may be  
2 necessary. Each Caucus must maintain a certified copy of its bylaws with the Democratic Party  
3 of Hawai‘i which shall be posted on the Party’s website. Caucuses shall also provide a current  
4 list of their officers to the State Central Committee by not later than July 1 every year.  
5  
6

7 **Section 8. Committees.**

8 8A. Every special committee shall make a report in writing to the State Central Committee or  
9 the Executive Committee if such committee was appointed by the Executive Committee upon the  
10 conclusion of its work and at such other times as may be required.  
11

12 At least one of the co-chairs of each of the standing committees shall be a member of the State  
13 Central Committee. Co-chairs shall be appointed by the Chair with advice and consent of the  
14 State Central Committee. Membership on the committees shall not be limited to SCC members  
15 and shall include representation from all four counties.  
16

17 8B. Every such report shall be filed by the Secretary of the State Central Committee in the  
18 Minute book of the Committee.  
19

20 8C. The Finance Committee shall be chaired by the Treasurer and shall prepare the biennial  
21 budget in consultation with the Party Chairperson. Its membership shall include at least one (1)  
22 member from each County. This budget shall be presented to the members of the State Central  
23 Committee at the meeting following the initial organizational meeting of the State Central  
24 Committee. In addition, the Finance Committee shall:  
25

- 26 (1) Review and analyze the approved budget at regular intervals and if necessary  
27 submit the Committee’s recommendation in regards to changes to the budget.
- 28 (2) Submit written policies and procedures relative to the various accounting  
29 functions required to maintain proper financial records of the Party to the State  
30 Central Committee for its approval.
- 31 (3) Oversee special fund raising projects undertaken in the name of the Democratic  
32 Party to ensure that proper accounting procedures are followed in conforming  
33 with the policies and procedures established in Article V of the Constitution of the  
34 Democratic Party of Hawai‘i.
- 35 (4) Review staff appointments made by the Party Chairperson and the amount of  
36 remuneration to be paid the staff member in conformance with the adopted  
37 budget. Review also the appointment of individual contractors and the  
38 requirement of a formal contract to be signed by the Party Chairperson and the  
39 independent contractor. Review all contracts with independent contractors and  
40 contractor’s remuneration levels for services to be rendered.  
41

42 8D. PLATFORM: The Platform Committee shall be responsible for reviewing and proposing  
43 updates to the Democratic Party of Hawai‘i’s Platform and work to encourage support of the  
44 Platform. The Platform Committee shall also be responsible for formulation, distribution and  
45 collecting results of the Democratic Party of Hawai‘i Platform Survey as required for all  
46 candidates running as a member of the Democratic Party of Hawai‘i. The Platform Committee



1 shall be responsible for matters delegated or duties as from time-to-time may be assigned to it by  
2 the Chair and/or State Central Committee.

3  
4 8E. LEGISLATION: The Legislation Committee shall be responsible for preparing and  
5 promoting the passage of legislation consistent with the positions of the Democratic Party as  
6 expressed in the platform and resolutions adopted at the State Convention, or by a vote of the  
7 State Central Committee. The Legislation Committee shall prepare a plan for approval by the  
8 State Central Committee prior to each legislative session, shall provide timely reports to the State  
9 Central Committee during the session and shall be subject to oversight by the State Central  
10 Committee. The Legislation Committee shall be responsible for matters delegated or duties as  
11 from time-to-time may be assigned to it by the Chair and/or State Central Committee.

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

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

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

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

1 8J. COMMUNICATIONS: The Communications Committee shall be responsible for  
2 establishing and maintaining the Democratic Party of Hawai‘i’s social media platforms as well  
3 as establishing and maintaining a member newsletter. It will also maintain a media outreach  
4 center. The Communications 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 8K. COMMUNITY RELATIONS: The Community Relations Committee shall be responsible  
8 for social services projects on behalf of the Democratic Party of Hawaii, as well as developing a  
9 plan for building positive relationships with key community organizations that support the  
10 Democratic Party of Hawai‘i platform in the community. The Community Relations Committee  
11 shall be responsible for matters delegated or duties as from time-to-time may be assigned to it by  
12 the Chair and/or State Central Committee.  
13

14 8L. CONVENTION: The Convention Committee shall be responsible for planning, organizing,  
15 and implementing the biennial Democratic Party of Hawai‘i State Convention. By September in  
16 the year before the convention, the Convention Committee shall provide to the entire State  
17 Central Committee a convention plan that will include the suggested theme for convention, the  
18 recommended location of the convention, a recommended convention budget, and the  
19 recommended State Convention Standing Rules. This information will be provided to State  
20 Central Committee members at least ten (10) calendar days prior to the meeting. The Convention  
21 Committee shall be responsible for matters delegated or duties as from time-to-time may be  
22 assigned to it by the Chair and/or State Central Committee.  
23

24 8M. CAMPAIGN: The Campaign Committee shall be responsible for training of members to run  
25 campaigns – candidates, volunteer coordinators, campaign managers, and campaign treasurers.  
26 The Campaign Committee shall be responsible for matters delegated or duties as from time-to-  
27 time may be assigned to it by the Chair and/or State Central Committee.  
28

29 8N. COMPLIANCE REVIEW: The Compliance Review Committee shall be responsible for  
30 ensuring an annual review of the financial records of the Democratic Party of Hawai‘i for  
31 compliance with any federal, state, Democratic Party of Hawai‘i and Democratic National  
32 Committee requirements and proper authorized expenditures, and shall review the system it uses  
33 to account for revenue and expenses. The Compliance Review Committee shall be responsible  
34 for matters delegated or duties as from time-to-time may be assigned to it by the Chair and/or  
35 State Central Committee.  
36  
37

## 38 **ARTICLE VI -STATE CONVENTION**

### 39 **Section 1. Time, Place, Notice.**

40 The convention will be called biennially in May of each even numbered year, or at such other  
41 times as may be determined by the State Central Committee. The date and place of the meeting  
42 shall be fixed by the State Central Committee. The place of the meeting shall be rotated in non-  
43 Presidential Election years among the three (3) neighbor island counties of Hawai‘i - Kaua‘i,  
44 Maui & Hawai‘i. In Presidential Election years, the convention shall be held on O‘ahu. Notice  
45 thereof shall be given by publication in one (1) newspaper of general circulation throughout the  
46

1 State of Hawai'i not less than ten (10) days prior to the date of the biennial Precinct Club  
2 election.

3  
4 **Section 2. Composition.**

5 2A. Incumbent Party Chairperson, National Committeeman and National Committeewoman,  
6 State Central Committee Members, Incumbent and Immediate Past County at-Large  
7 Representatives to the State Central Committee, District Chairpersons, Incumbent and Immediate  
8 Past County Chairpersons, including ex-officio members of the State Central Committee, former  
9 Democratic Governors, former Democratic Lieutenant Governors, and former Democratic Party  
10 Chairpersons.

11  
12 2B. Elected Federal, State and County Officials, or officials who may have been appointed to  
13 fill a vacant position of an elected official, who meet the following requirements:

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

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

28  
29 2D. The number of State Convention delegates allotted to each Precinct Club shall be  
30 determined by the total number of votes cast for the Democratic candidate in the most recent  
31 gubernatorial or presidential election.

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

45  
46 2E. Precincts shall elect delegates and alternates reflecting gener diversity, making note of the

1 history of under representation of women, other genders and those that do not adhere to the  
2 gender binary, except as provided below:

- 3
- 4 (1) If the number of delegates allotted to a Precinct is an odd number, then the  
5 composition of that delegation may deviate by one (1), or
  - 6 (2) If the Precinct Club lacks sufficient candidates of different gender to make a  
7 delegation of gender diversity, then the Precinct shall make reasonable attempts to  
8 comply with this subsection.
- 9

10 **Section 3. Purposes.**

11 3A. To elect a National Committeeman and a National Committeewoman in every Presidential  
12 election year by the delegates voting at-large and to fill any vacancy in these positions in the  
13 non-Presidential election year. In the event there is a vacancy in the office of National  
14 Committeeman or National Committeewoman due to death or to resignation, such vacancy shall  
15 be filled by the State Central Committee until the following Democratic State Convention.

16

17 3B. To elect delegates and alternates to the Democratic National Convention in every  
18 Presidential election year. The number of delegates and alternates allotted to each State is  
19 determined by the Democratic National Convention (based on the Hawai'i National Delegate  
20 Selection Plan and Affirmative Action Plan).

- 21
- 22 (1) The Delegate Selection Plan regarding the selection of delegates and alternates to  
23 the Democratic National Convention shall be approved by the State Central  
24 Committee and published on the website of the Democratic Party of Hawai'i  
25 within thirty (30) days of the approval of the plan by the Democratic National  
26 Committee.
  - 27 (2) Certification. The National Convention Delegates and Alternates shall be  
28 certified by the Party Chairperson and filed with the Secretary of the Democratic  
29 National Committee within ten (10) days after selection.
  - 30 (3) Slate-Making. Any individual or group of Democrats may sponsor or endorse a  
31 slate of candidates for National Convention Delegates. But no slate may receive  
32 preferential treatment for a preferential place on a delegate selection ballot or be  
33 publicly identified on the ballot as the "official" slate. All slates must meet the  
34 same qualifying requirements set forth in this Article.
- 35

36 3C. To elect Presidential Electors and Alternates, as prescribed by law, in every Presidential  
37 election year, by the delegates voting at-large. Candidates for Presidential Electors and  
38 Alternates shall be members of the Party in good standing for at least one (1) year.

39

40 3D. To elect the Democratic Party Chairperson and members of the State Central Committee,  
41 except County Representatives elected at the County Convention, youth representatives elected  
42 by their members, and caucus representatives elected by their members as provided by their  
43 bylaws.

- 44 (1) The Chairperson of the Democratic Party of Hawai'i, Caucus Representatives,  
45 and the Youth Representatives, shall be elected by the Convention delegates  
46 voting at-large.

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

30  
31 3E. To adopt the Platform of the Democratic Party of Hawai'i.

32  
33 3F. To adopt the revisions, amendments or alterations to the Constitution of the Democratic  
34 Party of Hawai'i.

35  
36 3G. To adopt Resolutions.

37  
38 3H. To consider such other business as may come before it.

39  
40 **Section 4. Candidate's Filing Fee.**

41 Any member of the Party wishing to be a candidate described in Article V of the Constitution of  
42 the Democratic Party of Hawai'i shall file a nomination paper with the Secretary of the State  
43 Central Committee, signed by not less than ten (10) members of the Party for candidates for  
44 statewide office and by not less than five (5) members of the Party for all other offices, at least  
45 twenty (20) days prior to the State Convention and pay to the Democratic Party of Hawai'i a fee  
46 of ten dollars (\$10), except that papers for the County Representative seats shall be filed at least

1 ten (10) days prior to the County Convention. In the event that no papers have been filed by the  
2 filing deadline, the filing deadline shall be extended until ten (10) days prior to the State  
3 Convention. However, no additional nomination papers shall be allowed for those positions for  
4 which papers had been filed by the filing deadline.  
5

6 **Section 5. Delegate Registration Fee.**

7 The State Central Committee is responsible to ensure the budget for State Convention allows  
8 reasonable registration fees affordable to middle-and low-income delegates, and waivers to  
9 delegates unable to pay the registration fee.  
10

11 A request for waiver should be submitted in writing, by email, or on a form provided for this  
12 purpose and conveyed to the State Convention Credentials Committee, as follows:  
13

- 14 (1) The written request for waiver must be submitted within sixty (60) days following  
15 the Precinct Meeting and explain the reason for the request.
- 16 (2) When reasonable circumstances justify a request for waiver submitted after the  
17 sixty (60) day deadline, the Convention Credentials Committee shall consider  
18 whether circumstances justify the late request. Such circumstances may include  
19 alternates filling late-occurring delegate vacancies, or other reasonable cause for a  
20 delayed submittal.
- 21 (3) A full or partial waiver shall be granted if the delegate is unable to pay the full  
22 registration fee.  
23

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

25 6A. The Party Chairperson shall appoint all Convention Committee Chairpersons not less than  
26 one-hundred-twenty (120) days prior to the opening of the State Convention. The  
27 Party Chairperson shall appoint committee members to the Convention Committees not less than  
28 forty five (45) days prior to the opening of the State Convention. If committee vacancies exist,  
29 additional members shall be appointed up to seven (7) days prior to the State Convention.  
30

31 The Convention Committee is a standing committee of the SCC; other convention committees  
32 appointed by the Party Chairperson include the following:  
33

- 34 (1) Convention Platform Committee: Responsible to receive proposals to amend or  
35 revise the Platform. Prepares a report of recommendations to the Convention.
- 36 (2) Convention Rules Committee: Responsible to receive proposals to amend or  
37 revise the rules of the Party. Shall have the power to format, edit, combine  
38 proposed rules changes, and make substantive amendments that do not alter the  
39 intent of the proposed rule addition or change. Prepares a report of  
40 recommendations to the Convention.
- 41 (3) Convention Resolutions Committee(s): Responsible to receive resolutions. Shall  
42 have the power to format, edit, combine resolutions of similar substance, and  
43 make substantive amendments that do not alter the intent of the resolving clauses.  
44 Prepares a report of recommendations to the Convention.
- 45 (4) Convention Affirmative Action Committee: Responsible to receive  
46 recommendations concerning Affirmative Actions and to finalize

1 recommendations to the Convention.

2 (5) Convention Credentials Committee: Responsible to investigate and certify a  
3 temporary roll of delegates. The temporary roll as prepared by the Secretary of the  
4 State Central Committee will be accepted as prima-facie correct pending action  
5 by the duly appointed State Convention Credentials Committee.

6 (a) The Convention Credentials Committee shall hold hearings to decide a  
7 contest with due notice to the parties.

8 (b) The Credentials Committee shall, throughout the delegate registration  
9 period assess a member or members to the Registration Committee to verify  
10 and certify a delegate's or an alternate's status for seating as a delegate.

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

22  
23  
24 6C. The Chairperson(s) of each Convention Committee shall notify committee members at least  
25 five (5) days in advance of any Convention meetings.

26  
27 (1) On the opening day of the Convention, all Convention Committee members who  
28 are Convention delegates shall constitute the membership of the Convention  
29 Committee.

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

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

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

38  
39 6D. The Convention Standing Rules and the Convention Budget will be adopted by the State  
40 Central Committee not later than January of the year of the convention.

41  
42 **Section 7. Prohibition Against Unit Rule.**

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

1  
2 **Section 8. Report to the Convention.**

3 The Party Chairperson shall be called upon to present a full report of the State Central  
4 Committee's activities. The Treasurer of the State Central Committee shall report and submit a  
5 financial statement on the financial status of the Party. Both reports shall be included in the  
6 convention packet for all delegates.  
7

8 **Section 9. Convention Reports to the Delegates.**

9 The Secretary of the State Central Committee shall publish on the website of the Democratic  
10 Party of Hawai'i the following documents t least five (5) days prior to the date of the  
11 Convention: the proposed changes to the Party Platform, the Constitution and/or Bylaws of the  
12 Democratic Party of Hawai'i, and the Affirmative Action Plan; proposed resolutions; a list of all  
13 candidates and the positions they seek to be elected to at the State Convention; and the list of all  
14 proposed permanent Convention Committee members. Permanent Convention Committee  
15 members shall be posted to the website as they are appointed/confirmed. The above information  
16 shall be made available to all delegates via the website of the Democratic Party of Hawai'i.  
17

18 **Section 10. Candidate Speeches.**

19 No candidate may be charged a fee to speak at the State Convention.  
20  
21

22 **ARTICLE VII -REVENUES**

23  
24 **Section 1. Precinct Club and District Council Fund Raising.**

25 Each Precinct Club and District Council shall be entitled to raise such funds as it deems  
26 necessary for the conduct of its business and social affairs, and to meet assessments made by the  
27 County Committee. Such funds shall be raised by assessments, dues or contributions, or by  
28 some specific business or social projects. Where the funds are to be raised by some method  
29 other than assessment, dues, or contributions, such method shall be coordinated by the County  
30 Committee. It shall be the function of the County Committee to prevent conflicts between  
31 various fund raising projects and similar projects on the County and State level.  
32

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

34 It shall be the duty of the County Committee in each County and the State Central Committee to  
35 raise and maintain as large a fund as possible to help elect all Party candidates in the general  
36 election and to promote understanding and acceptance of the Party program in both the primary  
37 and general election.  
38  
39

40 **ARTICLE VIII -DEMOCRATIC PARTY HEADQUARTERS**

41  
42 **Section 1. Establishment, Maintenance and Operation.**

43 The Democratic Party of Hawai'i Headquarters shall be established, maintained and operated by  
44 the State Central Committee.  
45



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

2 An Executive Director and staff for the Democratic Party of Hawai‘i may be appointed by the  
3 Chairperson of the State Central Committee with the approval of the State Central Committee.  
4 The Executive Director shall report to the Party Chairperson and assist in implementing the  
5 policies and plans of the State Central Committee. The compensation of the Executive Director  
6 and the budget for the staff shall be determined by the State Central Committee. Paid staff  
7 members, including the Executive Director and those under contract with the Party, shall not be  
8 voting members of the State Central Committee. Employees of the Party shall maintain  
9 neutrality towards political campaigns prior to the completion of the primary election as well as  
10 maintain neutrality in internal party elections above District Secretary.

11  
12 **Section 3. Duty to Support All Democratic Party Organizations.**

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

15  
16 **Section 4. Services to be Made Available to All Democrats.**

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

20  
21  
22 **ARTICLE IX -GENERAL PROVISIONS**

23  
24 **Section 1. Candidate Support of Platform, Resolutions, Constitution and Bylaws.**

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

1 **Section 2. Party Sponsored Legislation.**

2 All resolutions adopted at the State Convention that request legislation shall be drafted and  
3 introduced in a timely manner by Party leaders in the appropriate legislative body upon request  
4 by the Party Chairperson.  
5  
6

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

8 It shall be the responsibility of the newly elected State Central Committee to certify as official a  
9 complete copy of the newly amended Constitution and/or bylaws of the Democratic Party of  
10 Hawai'i. Each member of the State Central Committee and the respective County Committees  
11 shall be provided with an updated copy of this Constitution and or Bylaws within sixty (60) days  
12 of the conclusion of the State Convention, or in the case of an amendment within sixty (60) days  
13 of the date such amendment was adopted by the State Central Committee. Any member may  
14 also receive a copy of this Constitution and Bylaws, upon requesting the same from the Secretary  
15 of the respective County Committee upon payment of a reasonable fee to cover the cost of copies  
16 and postage.  
17

18 **Section 4. Responsibility for Filling Vacancies in Election Process.**

19 4A. The selection body, as defined in the Constitution, shall meet after proper notice to all  
20 members not later than 12:00 p.m. on the third (3rd) day after the vacancy occurs, but not later  
21 than 12:00 p.m. on the fiftieth (50th) day prior to the primary or special primary election or the  
22 fortieth (40th) day prior to a general, special or special general election. The selection body shall  
23 forward the name of the replacement candidate to the Party Chairperson who shall transmit the  
24 name to the Chief Election Officer or clerk.  
25

26 The replacement candidate shall be a member in "good standing" which means the candidate  
27 shall have been a member of the Party for a minimum of six (6) months prior to the date the  
28 vacancy occurred provided that the candidate is not currently under reprimand pursuant to  
29 Article I of the Constitution of the Democratic Party of Hawai'i. The replacement candidate shall  
30 meet all the qualifications for the office set by law for candidates who file to run in an election  
31 for that office.  
32

33 4B. If for any reason, the selection body most immediately affected by the vacancy is unable for  
34 whatever reason to fill the vacancy in a timely manner, the Party Chairperson may fill the  
35 vacancy.  
36

37 4C. If for any reason, the selection body most immediately affected by the vacancy is unable for  
38 whatever reason to fill the vacancy in a timely manner, the Party Chairperson may fill the  
39 vacancy.  
40

41 4D. Any meeting notice requirements may be waived by the selection body in order to meet the  
42 time requirements of this section.  
43

44 **Section 5. Process to Identify Candidates to Fill Midterm Vacancies.**

45 5A. For a State House or State Senate vacancy, the Party Chairperson shall notify the  
46 appropriate County Chair of the announced vacancy, who in turn shall notify the appropriate

1 selection body as identified in Sections 9(1) and 9(2) of the Constitution of the Democratic Party  
2 of Hawai‘i . The selection body shall make a call for candidates who are members in “good  
3 standing.” A list of at least three (3) names shall be provided to the County Chair to transmit to  
4 the Party Chairperson within twenty-one (21) calendar days. The Party Chairperson shall  
5 transmit the list of names to the Governor’s Office within three (3) business days of receipt of  
6 names.

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

14  
15 5B. The selection process for a State House or State Senate vacancy shall be conducted in a place  
16 accessible to District party members.

17  
18 Prospective candidates are to provide to the County Chair for dissemination to the appropriate  
19 selection body (as defined in Sections 9(1) and 9(2) of the Constitution of the Democratic Party  
20 of Hawai‘i) a written application including the following:

- 21  
22 (1) Credentials and reasons for consideration for appointment to the position;  
23 (2) Evidence of party participation;  
24 (3) Verified signatures of at least five (5) party members within the District where the  
25 vacancy has occurred.

26  
27 5C. If for any reason, the body most immediately affected by the vacancy is unable to fill the  
28 vacancy within the stated timeframe, the County Chairperson may recommend the names for an  
29 office within the County or the Party Chairperson may recommend the names for a statewide  
30 office.

31  
32 **Section 6. Smoking.**

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

34  
35 **Section 7. Prior Consent.**

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

38  
39 **Section 8. Elections.**

40 8A. If unstated, whenever a winner cannot be determined in an election due to a tie, there shall  
41 be an action taken to break the tie with a coin toss or odd man out procedure.

42  
43 8B. Whenever secret ballots are used in an election, after the actual ballot count and election  
44 results have been publicly posted, said ballots shall be destroyed after thirty (30) days of that  
45 posting. If a challenge arises, the appropriate governing body of that election may determine a  
46 later date for the destroying of ballots.

