

**BYLAWS OF THE DEMOCRATIC PARTY OF HAWAII
AS AMENDED AT CONVENTION ON MAY 27, 2018 & BY THE SCC IN 2019 & 2020**

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1 **These Bylaws codify and ratify the rules of procedure and operation of the Democratic**
2 **Party of Hawai‘i, consistent with the intent of the Constitution of the Democratic Party of**
3 **Hawai‘i.**

4
5 **ARTICLE I – MEMBERSHIP**

6
7 **Section 1. Membership Eligibility.**

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

- 9
10 (1) Individuals who, at the time of application, are registered to vote in the State of
11 Hawai‘i may become voting members of the Democratic Party of Hawai‘i; or
12 (2) Individuals who, at the time of application, are eligible but not registered to vote
13 in the State of Hawai‘i may become nonvoting associate members of the
14 Democratic Party of Hawai‘i, and upon registration to vote in the State of
15 Hawai‘i, may apply to become voting members of the Democratic Party of
16 Hawai‘i; or
17 (3) Individuals who, at the time of application, are not eligible to register to vote in
18 the State of Hawai‘i may become nonvoting associate members of the Democratic
19 Party of Hawai‘i. If eligibility to register to vote in the State of Hawai‘i is later
20 attained and the individual duly registers to vote, then the individual may apply to
21 become a voting member of the Democratic Party of Hawai‘i. Information
22 provided by the applicant shall be recorded electronically and shall be available
23 for appropriate party uses.
24

25 **Section 2. Enrollment.**

26 2A. The procedure for enrollment in the Democratic Party of Hawai‘i shall be as follows:

- 27
28 (1) The applicant shall fill out and submit a Democratic Party of Hawai‘i State
29 Enrollment Card either on paper or online. The applicant may pay the annual
30 voluntary communications fee of twenty-five dollars (\$25) and may submit an
31 additional voluntary contribution.
32 (2) The enrollment card and any annual voluntary membership contribution of an
33 applicant shall be hand-delivered, delivered by mail, transmitted by fax, or
34 scanned and sent by electronic mail to Democratic Party of Hawai‘i (“Party”)
35 Headquarters. It shall be the responsibility of the Treasurer of the State Central
36 Committee to issue a receipt for cash contributions. Except as provided in this
37 Article relating to candidates for public office and office-holders changing Party
38 affiliation, the Secretary of the State Central Committee verifies eligibility for
39 membership per this Article I and, if eligible, issues a membership card along
40 with information about the member’s Precinct Club and its officers, within thirty
41 (30) days of receipt of the enrollment card. The contribution shall remain with
42 the Democratic Party of Hawai‘i to take care of the administrative expenses of
43 maintaining a centralized membership records system. Information provided by
44 the applicant shall be recorded electronically and shall be available for
45 appropriate party uses.
46

- 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.

1 4C. Annual voluntary communications fee shall be requested on or before February 28 of each
2 year.

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

11
12 **Section 5. Transfer.**

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

17
18 **Section 6. Official Records.**

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

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

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

39
40 **Section 7. Termination.**

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

- 44
45 (1) Death;
46 (2) Assumption of a permanent residence outside of the State;

- 1 (3) Disaffiliation from the Democratic Party of Hawai‘i; or
- 2 (4) Loss of civil rights or U. S. Citizenship.

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

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

- 6
- 7 (1) Mandatory Expulsion. A member of the Democratic Party of Hawai‘i shall be
- 8 automatically expelled from the Party for the following reasons:
 - 9 (a) Membership with a political party other than the Democratic Party; or
 - 10 (b) Filing as a candidate of a political party other than the Democratic Party.
- 11 (2) Permissive Expulsion, Reprimand and Censure. A member of the Democratic
- 12 Party of Hawai‘i may be expelled, reprimanded or censured for the following
- 13 reasons:
 - 14 (a) Active support or promotion of a political party or any candidate(s) of a
 - 15 political party other than the Democratic Party. Examples of active
 - 16 support include, but are not limited to, making monetary or in kind
 - 17 contributions, accepting a position in an opposition campaign, sign-
 - 18 waving, letter writing, appearance in campaign ads, resigning from the
 - 19 Democratic Party to support another political party and rejoining the
 - 20 Democratic Party.
 - 21 (b) Failure of a candidate for an elective office or an elected official to follow
 - 22 and abide by the Constitution of the Democratic Party of Hawai‘i, and
 - 23 regulations of the Party campaign committees as approved by the State
 - 24 Central Committee or respective County Committee.
 - 25 (c) Violation of the Constitution or Bylaws of the Democratic Party of
 - 26 Hawai‘i and/or platform of the Party.
 - 27 (d) Violation of governmental ethics codes as adjudicated or determined by
 - 28 the State Ethics Commission, the County Ethics Commission, the Office
 - 29 of Disciplinary Counsel, the State House, the State Senate, or the courts.
 - 30

31 8B. Procedure. The procedures for expulsion, reprimand or censure are outlined below.

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

- 1 (4) Response. The accused member shall have thirty (30) days from the date of
2 notification to prepare a response. The accused member must respond to each
3 allegation: admitted, denied, or denied in part. If an allegation is denied in part or
4 in whole, the accused member shall provide any evidence supporting the denial.
5 Attached to the response shall be a list of any witnesses and the evidence to which
6 they can attest. Each witness shall prepare an affidavit attesting to the evidence.
- 7 (5) Investigation. The County Chairperson shall refer each complaint to the County
8 Rules Committee or a special committee to investigate the charges (the
9 "Investigation Committee"). The referral of complaint shall be reported to the
10 County Committee at its next meeting and shall be recorded in the minutes. The
11 Investigation Committee shall conduct a good faith investigation to determine if a
12 violation of the rules has occurred. The Investigation Committee shall interview
13 the accused member, the complainant, and any witnesses. The credibility of the
14 complainant, the accused member or any witness may be challenged during the
15 investigation. The Investigation Committee shall gather other facts as necessary
16 for its finding, and shall, within thirty (30) days, submit a report and
17 recommendation(s) to the County Chairperson. The Report shall include the
18 Investigation Committee's findings for each allegation; including any adverse
19 findings regarding credibility; in addition the Investigation Committee may
20 recommend specific sanctions.
- 21 (6) Committee's Report. A copy of the Committee Report shall be provided to the
22 accused member and the complainant. The report shall include the grounds upon
23 which the expulsion, reprimand or censure is sought, the committee's findings
24 and recommendations, and a list of County Committee members who are eligible
25 to vote to accept, amend, or reject the committee's findings and
26 recommendations.
- 27 (7) Hearing. The County Committee shall place the complaint on the agenda at its
28 next meeting following receipt of the Investigation Committee Report or by
29 agreement with the accused member at some other time. Notice of the meeting
30 shall be given to the member, the complainant and the County Committee at least
31 seven (7) days prior to the hearing. Members of the County Committee shall be
32 provided a copy of the report at this time for their consideration prior to the
33 meeting. The Investigation Committee shall present its report in a meeting open
34 to any interested Party member. The complainant, accused member, and any
35 Party member shall be allowed to make a statement relating to the facts of the
36 case or the committee's recommendation. The County Committee shall decide by
37 majority vote whether to accept or reject the Committee Report and any sanctions.
38 The County Committee shall give notice in writing of its decision to the Secretary
39 of the State Central Committee, with a copy to the member and complainant
40 within seven (7) days. A copy of the committee's report and the County
41 Committee's decision shall be filed with the County Secretary and the Secretary
42 of the State Central Committee and shall be available for inspection by Party
43 members.
- 44 (8) Appeal. A member expelled, reprimanded, or censured may appeal the decision
45 of the County Committee to the State Central Committee by filing a written
46 request with the Secretary of the State Central Committee within ten (10) days of

1 receiving the written decision of the County Committee. If no appeal is submitted
2 within the ten (10) days, the decision of the County Committee shall be final. If
3 an appeal is submitted, a hearing shall be granted in open meeting of the entire
4 State Central Committee within thirty (30) days. The State Central Committee
5 shall review the Committee Report and accept comments from the County Chair,
6 the Investigation Committee, the accused member and members of the State
7 Central Committee. The State Central Committee shall decide the appeal by
8 majority vote and shall transmit to the member a written notice of its decision
9 within ten (10) days. The decision of the State Central Committee shall be final.

10
11 **8C. Sanctions and Enforcement.**

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

37
38
39 **ARTICLE II – PRECINCT CLUB**

40
41 **Section 1. Organization.**

- 42 1A. At least one (1) eligible person residing within the precinct may proceed with the formation
43 of a Precinct Club.
- 44
45 1B. An inactive Precinct Club is one from which the Precinct President has resigned or has
46 registered to vote outside of the precinct’s boundaries and where the Precinct Club fails to have

1 at least one active member eligible for and willing to serve as Precinct President.

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

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

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

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

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

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

- 41
42 (1) The official list shall include only the names of those persons eligible to
43 participate in the Precinct Club elections. A copy of this list will be available to
44 any interested Democrat at the County Office and District Council in which the
45 precinct is located.
- 46 (2) Members listed on the official membership list for that precinct shall be eligible to

1 vote in that precinct. Others who do not appear on said list and who support the
2 Democratic Party and wish to join it shall enroll in the Party as provided in the
3 Bylaws of the Democratic Party of Hawai'i, and they will be eligible to vote in
4 precinct election.
5

6 2C. Where a name has been omitted from the certified list and the member whose name was
7 omitted produces at the precinct election meeting a dated membership card signed by a Secretary
8 of a County Committee, County Chairperson, Secretary of the State Central Committee, or Party
9 Chairperson showing membership or the form provided in Article I of the Constitution of the
10 Democratic Party of Hawai'i, and proof of voter registration in that precinct, that name shall be
11 added to the list noting the date of membership. The respective Secretaries of District Council,
12 the County Committee and State Central Committee will be informed of the addition made to the
13 certified list.
14

15 2D. Within ten (10) days after issuance of this certified list, any member may challenge any
16 name appearing on the precinct list by submitting in writing reasons therefore to the Secretary of
17 the District Council. These challenges shall be heard promptly by the Executive Committee of
18 the District Council upon due notice to the parties of the time and place of the hearing and shall
19 be disposed of prior to the election of precinct officers and delegates. The decision of the
20 Executive Committee of the District Council shall be final and conclusive.
21

22 2E. Where no officers have been elected in the current biennium, any member of the precinct
23 may, by written petition to the respective District Council, request the initiation of precinct
24 reorganization, as follows:
25

- 26 (1) The Secretary of the District Council shall be notified of the time, place, and
27 purpose of the prospective special meeting and notice will be given pursuant to
28 Article II of the Constitution of the Democratic Party of Hawai'i.
- 29 (2) Where no successful meeting is held by the third Tuesday in April, the District
30 Chairperson shall consider the precinct unorganized and initiate reorganization as
31 set forth in this Article. The District Council shall then have the authority to
32 organize precincts and appoint delegates to the State Convention. Upon the
33 conclusion of the State Convention, the responsibility for the organization of
34 precincts in accordance with this Article shall revert to the precincts. Should a
35 Precinct Club be reorganized at least fifteen (15) days prior to a County or State
36 Convention, the Precinct Club shall have all rights and privileges as a Precinct
37 Club organized at the biennial election meeting.
- 38 (3) The District Council shall appoint delegates to the State Convention, with priority
39 for delegates going first to members of the original Precinct Club, then to those
40 elected as alternate delegates from other precincts in the District. When all
41 alternates wishing to become delegates have been appointed, the District Council
42 may appoint any member within the District to any vacant delegate position.
43 Delegates so appointed shall have the same rights and privileges at a State
44 Convention as if they were elected at the biennial election meeting.
45

46 The District Council shall complete all appointments by no later than fifteen (15)

1 days prior to the State Convention. Documentation of the appointments may be
2 submitted in person, via facsimile, e-mail, or by mail, provided that mailed
3 documentation bears a postmark of no later than the fifteenth (15th) day prior to
4 the State Convention. All documentation must be received no later than ten (10)
5 days prior to the State Convention.
6

7 2F. In the event that a Precinct Club holds a successful election at the biennial election meeting
8 except that all positions are not filled, a Precinct Club has until the third Tuesday in April to hold
9 additional meetings to fill any vacancy subject to notifying members of the Precinct of the date,
10 time, place and purpose of the meeting by minimally posting the meeting notification on the
11 website of the Democratic Party of Hawai'i.
12

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

- 16 (1) Appoint members within the precinct as officers;
- 17 (2) Fill delegate vacancies by alternates elected at the biennium precinct meeting,
18 with priority to alternates within the precinct; and then from other precincts within
19 the District;
- 20 (3) Fill alternate delegate vacancies by appointment of members who reside in the
21 Precinct who express an interest after the biennium precinct meeting.
22

23 The Precinct Club shall report any changes to fill a delegate or alternate vacancy as a result of
24 additional meetings held until the third Tuesday in April to the District Chair and to the
25 Democratic Party of Hawai'i office. A report will be made within five days of the meeting. The
26 District Council shall report any changes to fill a delegate or alternate vacancy filled during the
27 period from the third Tuesday in April until 15 days prior to the State Convention to the
28 Democratic Party of Hawai'i office and to the affected precinct(s).
29

30 Officers and delegates or alternates so elected shall have the same rights and privileges at a
31 County or State Convention as if they were elected at the biennial election meeting, so long as
32 they are elected at least fifteen (15) days prior to such convention.
33

34 After the 15 days prior to the State Convention, delegate and alternate vacancies will be filled as
35 provided by Article II, Section 3, Delegates and Alternates to the State Convention. In the event
36 the precinct has no more alternates, the District chair may appoint an alternate from another
37 precinct in the District to fill the delegate position.
38

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

1 the County Committee and shall include the following:

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

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

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

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

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

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

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

- 43
- 44 (1) The President shall recommend to the District Chair arrangements for the biennial
45 precinct election meeting by the 15th day of November preceding the election
46 year in accordance with Article II of the Constitution of the Democratic Party of

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

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

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

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

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

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

38
39 2N. Vacancies.

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

45 (2) District Councilperson. In the event the precinct District Councilperson vacates
46 the position or is elected District Chairperson or officer of a County Committee or

1 other position requiring them to automatically vacate their precinct office, the
2 alternate District Councilperson shall automatically become Precinct District
3 Councilperson. In the absence of an alternate District Councilperson, the Precinct
4 President will appoint a replacement. If the Precinct President does not replace
5 the officer within 45 days of the vacancy, the District Chairperson will replace
6 that Officer.

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

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

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

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

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

41
42 3B. Precinct Presidential Poll During Presidential Election Years. The State Central Committee
43 shall determine the date, time anner and place of the presidential preference poll in line with
44 DNC Regulations. *[amended 5-25-2019 by the State Central Committee]*

1 **Section 4. Notice of Meeting.**

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

11
12 **Section 5. Proxies.**

13 No proxies shall be voted at any Precinct Club meeting.
14
15

16 **ARTICLE III -DISTRICT COUNCIL**
17

18 **Section 1. Officers.**

19 1A. A District Chairperson: Nomination and election for the District Chairperson is open to any
20 member residing in the District and shall occur at the annual District Council meeting of
21 precincts held in March of every even numbered year. Election shall be by the members of the
22 District Council. A District Chairperson upon election shall automatically vacate the office of
23 Precinct President, Precinct Vice-President or District Councilperson.
24

25 1B. For other officer positions, nominations and election of not more than three Vice-
26 Chairpersons, not more than two Secretaries and a Treasurer shall occur at either the biennial
27 District Council meeting of precincts held in March of every even-numbered year, or at another
28 meeting held no later than two weeks after the biennial District Council meeting of precincts at
29 the discretion of the newly elected Chairperson. Only members of the District Council as
30 described in the Constitution of the Democratic Party of Hawai'i, Article III, Section 1,
31 Organization, shall be eligible for election to these officer positions.
32

33 1C. The duties of the officers of the District Council shall be those usually pertaining to the
34 office concerned and specifically include the following:
35

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

1 poll watchers for the General Election.

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

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

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

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

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

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

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

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

3 District Council meetings may be held at any time by call of the Chairperson or upon a written
4 request submitted to the Secretary or Chairperson by not less than twenty-five (25) percent of the
5 total membership of the District Council. Notice of the District Council meetings shall be given
6 in person, by telephone, by facsimile, by electronic mail or by mailing such notice to the last
7 known address of each member not less than five (5) calendar days prior to the meeting.
8

9 **Section 3. Quorum.**

10 Each District Council quorum shall not be less than thirty-four (34) percent of the members of
11 the District Council.
12

13 **Section 4. Proxies.**

14 A Precinct President or District Councilperson and Precinct First Vice-President, if applicable,
15 may give their proxies to any officer of their precinct but to no one else.
16

17 **Section 5. Committees.**

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

21
22 **ARTICLE IV -COUNTY ORGANIZATIONS**
23

24 **Section 1. Organization.**

25 Each County Committee shall make available to its respective delegates and alternates the final
26 reports, including any and all recommendations and amendments proposed for adoption by the
27 State Convention, submitted by all County appointed standing committees including those
28 committees on Platform, Resolutions, Rules, Affirmative Action, at least twenty-four (24) hours
29 prior to the convening of the County Convention.
30

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

32 2A. The County Committee of each County Organization shall submit proposed bylaws to the
33 State Central Committee within ninety (90) days of adoption. The State Central Committee
34 shall, within one hundred twenty (120) days of receipt of the bylaws changes, notify the County
35 and rule on their acceptability. Upon the determination by the State Central Committee that the
36 proposed rules or rule changes are consistent with the Constitution and Bylaws of the
37 Democratic Party of Hawai'i such County Committee rules or rule changes shall become
38 effective.
39

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

41 3A. Regular meetings of the County Committee shall be held at least once every three months at
42 such time and place as the members may decide in accordance with their own rules. Notice of
43 the County Committee meetings shall be given in person, by telephone, by facsimile, by
44 electronic mail, or by mailing such notice to the last known address of each member not less than
45 five (5) calendar days prior to the meeting.
46

1 3B. Special meetings may be held at any time by call of the Chairperson or upon written request
2 submitted to the Secretary or Chairperson by not less than twenty-five percent (25%) of the total
3 membership. Notice of special meetings shall be given in person, by telephone, by electronic
4 mail, by facsimile or by mailing such notice to the last known address of each member not less
5 than five (5) calendar days prior to the meetings.
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
46

1 2E. The nomination paper for a State Central Committee member filing as a County
2 Representative shall be signed by not less than five (5) certified members of the Party from the
3 nominee's County.
4

5 **Section 3. Officers.**

6 The duties of the Officers of the State Central Committee shall be those usually pertaining to the
7 office concerned and specifically include any duties imposed as follows:
8

- 9 (1) The Party Chairperson shall serve as chairperson of the State Central Committee,
10 and appoint chairpersons of all special and standing committees with the advice
11 and consent of the State Central Committee. Vacancies may be filled on an
12 interim basis until confirmed by the State Central Committee at its next meeting.
13 The Chairperson shall call all regular and special meetings of the Executive and
14 State Central Committee. The Chairperson shall submit an operating budget for
15 the biennium following the initial organization meeting of the State Central
16 Committee.
17

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

- 23 (2) The elected Vice-Chairperson shall perform the duties and functions of the
24 Chairperson in the absence of the Chairperson. The Vice-Chairperson shall also
25 perform other duties and functions as assigned by the Chairperson. The elected
26 Vice-Chairperson shall also be charged with the responsibility of monitoring the
27 activities of the standing committees.
28

29 The elected Vice-Chairperson shall serve faithfully on behalf of the Democratic
30 Party of Hawai'i as an active member of the Democratic National Committee
31 (DNC) and the DNC's Association of State Democratic Chairs (ASDC), and is
32 encouraged to attend each regular DNC and ASDC meeting
33

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

- 1
2 (4) The Assistant Secretary shall assist the Secretary in carrying on the various duties
3 assigned to the Secretary and shall perform the duties, in the absence of the
4 Secretary.
5
6 (5) The Treasurer shall account for all moneys received by the Party and shall follow
7 standard accounting procedures in recording receipt of moneys and the
8 disbursement of funds. All disbursements shall be by check countersigned by
9 either the Party Chairperson or the elected Vice-Chairperson. All disbursements
10 should be supported by a document or an invoice approved through a prescribed
11 procedure. Other duties and responsibilities include:
12 (a) Provide a financial statement on its operations at each meeting of the
13 Executive and State Central Committee.
14 (b) To comply with all tax laws as it applies to the Party as an employer.
15 (c) To determine and analyze the biennial budget at regular intervals and
16 report its findings to the finance committee.
17 (d) To serve as an ex-officio member of all special projects where a subsidiary
18 set of records is kept with an appointed Treasurer. These projects upon
19 completion should be incorporated into the general books of the Party and
20 filed as a part of the Treasurer's general record.
21 (e) To request reports from County, District, and Precinct Treasurers as
22 necessary to comply with any Federal or State laws governing political
23 campaign contributions and expenditures.
24 (f) To comply with, prepare reports or assist in the preparation of reports
25 required by any Federal or State laws governing political campaign
26 contributions and expenditures.
27
28 (6) The Assistant Treasurer shall assist the Treasurer in carrying on the various duties
29 assigned to the Treasurer and shall perform the duties, in absence of the
30 Treasurer.
31

32 **Section 4. Term of Office.**

33 The term of office of persons elected to the State Central Committee shall begin immediately
34 after the adjournment of the Democratic Party of Hawai'i state convention and end at the
35 conclusion of the following convention, unless otherwise specified in the bylaws of the County,
36 Caucus, or Young Democrats concerning their SCC representatives.
37

38 **Section 5. Filling of Vacancies.**

39 5A. Vacancy in the office of the Party Chairperson shall be filled by the State Central
40 Committee by election of an interim Party Chairperson. The elected Vice-Chairperson shall
41 assume the office of Acting Party Chairperson for a period not to exceed forty-five (45) days
42 during which time the State Central Committee shall elect an interim Party Chairperson.
43

44 5B. Vacancy in the office of the National Committeeman or National Committeewoman shall be
45 filled by the Party Chairperson with the concurrence of the majority of the State Central
46 Committee members present at the State Central Committee meeting where the position is filled,

1 until the following Democratic State Convention. In a non-presidential year, the term of the new
2 officer shall take effect upon conclusion of the state convention. In a presidential year, the term
3 of the committeemember shall begin at the conclusion of the national convention.
4

5 5C. Vacancy in the office of Youth Representative shall be filled by the Party Chairperson with
6 the concurrence of the majority of the State Central Committee members present at the State
7 Central Committee meeting where the position is filled and the Executive Board of the Young
8 Democrats of Hawai'i.
9

10 5D. Any vacancy in the office of the Committee Person from a Senatorial District or the County
11 Representative shall be filled by the County Committee within which the past incumbent resided.
12 The person filling the vacancy shall meet the requirements of the candidate for Committee
13 Person.
14

15 5E. Any vacancy in the office of Caucus Representative shall be filled by the Caucus as set forth
16 in Caucus bylaws. A position is deemed vacant if a Caucus Representative no longer maintains
17 Caucus membership or is otherwise ineligible according to approved Caucus bylaws. If the
18 Caucus fails to fill the vacancy within forty-five (45) days, it shall be filled by the Party
19 Chairperson.
20

21 5F. If vacancies are not filled within forty-five (45) days, the State Central Committee shall fill
22 the vacancies.
23

24 **Section 6. Meetings.**

25 6A. To the extent possible, the place of the meeting of the State Central Committee or of the
26 Executive Committee shall be rotated among the Counties; and, whenever possible, all or a
27 portion of the cost of transportation of members from Counties other than the County in which
28 the meeting is held shall be defrayed from the Party treasury.
29

30 6B. Minutes of each meeting shall be kept and permanently filed by the Secretary in a book kept
31 for such purposes, which book shall be turned over to the next succeeding Secretary of the State
32 Central Committee. Copies of the minutes shall be made available to Party members upon
33 request.
34

35 6C. The State Central Committee is empowered to establish rules and procedures for
36 participation in its meetings by telephonic or electronic means. Participation in meetings by such
37 means shall be construed as attendance for purposes of quorum and voting.
38

39 6D. Notice of regular meetings shall be given not less than ten (10) calendar days before the
40 meeting and may be delivered by mail, fax or electronic mail.
41

42 6E. Notice of special meetings shall be given not less than five (5) calendar days before the
43 meeting and may be delivered by mail, fax, or electronic mail.
44

45 6F. Meetings of the State Central Committee shall normally be open to all Party members.
46 Under exceptional circumstances, the State Central Committee may decide to go into Executive

1 Session to deal with a matter. Any decision to go into Executive Session shall require a two-
2 thirds vote of State Central Committee members in attendance.

3
4 **Section 7. Proxies.**

5 7A. State Central Committee members unable to attend a State Central Committee meeting may
6 give their proxy to another member. In no event shall a State Central Committee member carry
7 more than four proxies.

8
9 7B. All proxies must be in writing in the form approved by the State Central Committee and
10 shall be filed with the Secretary of the State Central Committee.

11
12 **Section 8. Caucuses.**

13 8A. Minimal criteria for certification of a caucus shall include:

- 14
15
- 16 (1) Sufficient statewide membership. The State Central Committee may establish a
17 minimum membership of not less than twenty (20) Caucus members from at least
18 two (2) Counties, to apply for and to maintain certification.
 - 19 (2) Caucus Bylaws shall be consistent with the Constitution of the Democratic Party
20 of Hawai‘i. The Bylaws shall provide for democratic selection of officers and
21 representatives to the State Central Committee, defined terms of office,
22 membership that is open to all Party members who belong to the defined
23 constituency, public notice of meetings, and quorum. The Caucus bylaws shall be
24 filed with the Standing Rules Committee of the State Central Committee for
25 review and comment, and must be approved by the State Central Committee.
 - 26 (3) Application for certification as a Democratic Party of Hawai‘i Caucus shall
27 include a record of meetings and activity that establishes the viability of the
28 Caucus.
 - 29 (4) Certification shall be continuous until officially terminated by the State Central
30 Committee due to:
 - 31 (a) Action of Caucus substantially not in compliance with Democratic Party
32 of Hawai‘i Constitution and Bylaws or the Caucus Bylaws, or
 - 33 (b) At least twelve (12) consecutive months without meetings or required
34 reports.
- 35

36 8B. New Caucus Representatives to the State Central Committee. Within forty-five (45) days of
37 certification of a new Caucus, the new Caucus shall nominate two (2) representatives of different
38 genders, taking office immediately upon the advice and consent of a majority of the State Central
39 Committee members present at the meeting at the time the nomination is presented. Vacancies
40 shall be filled according to this Article.

41
42 8C. The following caucuses are recognized by the Democratic Party of Hawai‘i:

- 43
- 44 (1) Hawaiian Affairs;
 - 45 (2) Education;
 - 46 (3) Environment;

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

5
6 8D. Any name change to a Caucus must be initiated by the respective Caucus.

7
8 8E. Reports and Certification. Each Caucus, to maintain its certification, shall make a written
9 report to the State Central Committee at least twice a year and at such other times as may be
10 necessary. Each Caucus must maintain a certified copy of its bylaws with the Democratic Party
11 of Hawai'i which shall be posted on the Party's website. Caucuses shall also provide a current
12 list of their officers to the State Central Committee by not later than July 1 every year.

13
14
15 **Section 9. Committees.**

16 9A. Every special committee shall make a report in writing to the State Central Committee or
17 the Executive Committee if such committee was appointed by the Executive Committee upon the
18 conclusion of its work and at such other times as may be required.

19
20 At least one of the co-chairs of each of the standing committees shall be a member of the State
21 Central Committee. Co-chairs shall be appointed by the Chair with advice and consent of the
22 State Central Committee. Membership on the committees shall not be limited to SCC members
23 and shall include representation from all four counties.

24
25 9B. Every such report shall be filed by the Secretary of the State Central Committee in the
26 Minute book of the Committee.

27
28 9C. The Finance Committee shall be chaired by the Treasurer and shall prepare the biennial
29 budget in consultation with the Party Chairperson. Its membership shall include at least one (1)
30 member from each County. This budget shall be presented to the members of the State Central
31 Committee at the meeting following the initial organizational meeting of the State Central
32 Committee. In addition, the Finance Committee shall:

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

1 independent contractor. Review all contracts with independent contractors and
2 contractor's remuneration levels for services to be rendered.

3
4 9D. PLATFORM: The Platform Committee shall be responsible for reviewing and proposing
5 updates to the Democratic Party of Hawai'i's Platform and work to encourage support of the
6 Platform. The Platform Committee shall also be responsible for formulation, distribution and
7 collecting results of the Democratic Party of Hawai'i Platform Survey as required for all
8 candidates running as a member of the Democratic Party of Hawai'i. The Platform Committee
9 shall be responsible for matters delegated or duties as from time-to-time may be assigned to it by
10 the Chair and/or State Central Committee.

11
12 9E. LEGISLATION: The Legislation Committee shall be responsible for preparing and
13 promoting the passage of legislation consistent with the positions of the Democratic Party as
14 expressed in the platform and resolutions adopted at the State Convention, or by a vote of the
15 State Central Committee. The Legislation Committee shall prepare a plan for approval by the
16 State Central Committee prior to each legislative session, shall provide timely reports to the State
17 Central Committee during the session and shall be subject to oversight by the State Central
18 Committee. The Legislation Committee shall be responsible for matters delegated or duties as
19 from time-to-time may be assigned to it by the Chair and/or State Central Committee.

20
21 9F. RULES: The Rules Committee shall be responsible for reviewing and proposing updates to
22 the Democratic Party of Hawai'i Constitution and Bylaws, assisting in the development of the
23 Standing Rules for the Democratic Party of Hawai'i, reviewing and determining the validity of
24 changes submitted by the Counties and Caucuses Bylaws, reviewing requests for establishment
25 of new caucuses to assure eligibility requirements are met, making recommendations for
26 certification, reviewing any allegations of rules violations and reporting its findings and
27 recommendations to the State Central Committee, and interpreting the Constitution and Bylaws
28 when called upon by the Chair or members of the State Central Committee. The Rules
29 Committee shall be responsible for matters delegated or duties as from time-to-time may be
30 assigned to it by the Chair and/or State Central Committee.

31
32 9G. AFFIRMATIVE ACTION: The Affirmative Action Committee shall be responsible for
33 reviewing and proposing updates to the Democratic Party of Hawai'i's Affirmative Action plan,
34 implementing the Affirmative Action Plan, assisting the Membership Committee in outreach to
35 under-represented communities in the Democratic Party of Hawai'i, and ensuring that concerted
36 efforts are made to reach those communities. The Affirmative Action Committee shall be
37 responsible for matters delegated or duties as from time-to-time may be assigned to it by the
38 Chair and/or State Central Committee.

39
40 9H. MEMBERSHIP: The Membership Committee shall be responsible for coordinating
41 recruitment of new members and membership drives, developing and maintaining on boarding
42 procedures for new members, encouraging the registration of voters, as well as coordinating
43 membership enhancements – i.e. talent management. The Membership Committee shall also be
44 responsible for training materials. The Membership Committee shall be responsible for matters
45 delegated or duties as from time-to-time may be assigned to it by the Chair and/or State Central
46 Committee.

1
2 9I. FUNDRAISING COMMITTEE. The Fundraising Committee shall be responsible for
3 planning, organizing, and implementing statewide Democratic Party of Hawai'i fundraising
4 activities. The Fundraising Committee will also develop and offer training on fundraising
5 requirements for the Democratic Party of Hawai'i. The Fundraising Committee shall be
6 responsible for matters delegated or duties as from time-to-time may be assigned to it by the
7 Chair and/or State Central Committee.
8

9 9J. COMMUNICATIONS: The Communications Committee shall be responsible for
10 establishing and maintaining the Democratic Party of Hawai'i's social media platforms as well
11 as establishing and maintaining a member newsletter. It will also maintain a media outreach
12 center. The Communications Committee shall be responsible for matters delegated or duties as
13 from time-to-time may be assigned to it by the Chair and/or State Central Committee.
14

15 9K. COMMUNITY RELATIONS: The Community Relations Committee shall be responsible
16 for social services projects on behalf of the Democratic Party of Hawaii, as well as developing a
17 plan for building positive relationships with key community organizations that support the
18 Democratic Party of Hawai'i platform in the community. The Community Relations Committee
19 shall be responsible for matters delegated or duties as from time-to-time may be assigned to it by
20 the Chair and/or State Central Committee.
21

22 9L. CONVENTION: The Convention Committee shall be responsible for planning, organizing,
23 and implementing the biennial Democratic Party of Hawai'i State Convention. By September in
24 the year before the convention, the Convention Committee shall provide to the entire State
25 Central Committee a convention plan that will include the suggested theme for convention, the
26 recommended location of the convention, a recommended convention budget, and the
27 recommended State Convention Standing Rules. This information will be provided to State
28 Central Committee members at least ten (10) calendar days prior to the meeting. The Convention
29 Committee shall be responsible for matters delegated or duties as from time-to-time may be
30 assigned to it by the Chair and/or State Central Committee.
31

32 9M. CAMPAIGN: The Campaign Committee shall be responsible for training of members to run
33 campaigns – candidates, volunteer coordinators, campaign managers, and campaign treasurers.
34 The Campaign Committee shall be responsible for matters delegated or duties as from time-to-
35 time may be assigned to it by the Chair and/or State Central Committee.
36

37 9N. COMPLIANCE REVIEW: The Compliance Review Committee shall be responsible for
38 ensuring an annual review of the financial records of the Democratic Party of Hawai'i for
39 compliance with any federal, state, Democratic Party of Hawai'i and Democratic National
40 Committee requirements and proper authorized expenditures, and shall review the system it uses
41 to account for revenue and expenses. The Compliance Review Committee shall be responsible
42 for matters delegated or duties as from time-to-time may be assigned to it by the Chair and/or
43 State Central Committee.
44
45
46

1
2
3 **ARTICLE VI -STATE CONVENTION**

4 **Section 1. Time, Place, Notice.**

5 The convention will be called biennially in May of each even numbered year, or at such other
6 times as may be determined by the State Central Committee. The date and place of the meeting
7 shall be fixed by the State Central Committee. The place of the meeting shall be rotated in non-
8 Presidential Election years among the three (3) neighbor island counties of Hawai‘i - Kaua‘i,
9 Maui & Hawai‘i. In Presidential Election years, the convention shall be held on O‘ahu, unless
10 the State Central Committee decides to call an electronic convention which may conduct
11 business online as described in Standing Rules as it may adopt. Notice thereof shall be given by
12 publication in one (1) newspaper of general circulation throughout the State of Hawai‘i not less
13 than ten (10) days prior to the date of the biennial Precinct Club election.

14 **Section 2. Composition.**

15 2A. Incumbent Party Chairperson, National Committeeman and National Committeewoman,
16 State Central Committee Members, Incumbent and Immediate Past County at-Large
17 Representatives to the State Central Committee, District Chairpersons, Incumbent and Immediate
18 Past County Chairpersons, including ex-officio members of the State Central Committee, former
19 Democratic Governors, former Democratic Lieutenant Governors, and former Democratic Party
20 Chairpersons.

21
22 2B. Elected Federal, State and County Officials, or officials who may have been appointed to
23 fill a vacant position of an elected official, who meet the following requirements:

- 24
25 (1) Be a member in good standing.
26 (2) Have attained their present office in an election as a Democrat or appointed to fill
27 a vacant position of an elected official or have attained their present office in a
28 nonpartisan election provided they are Democratic Party members in good
29 standing.
30 (3) The rights and privileges granted in this paragraph are nontransferable.

31
32 2C. The delegates in Section 2A and 2B above shall have all the rights and privileges of a
33 delegate, but shall not be allowed to vote in the National Convention Delegate Selection Process
34 unless elected as a State Convention delegate in their respective precinct meeting. In non-
35 presidential years, those qualified to serve as automatic delegates shall not be eligible to hold an
36 elected delegate slot. A delegate elected at a precinct meeting shall automatically vacate that
37 position upon election to an office entitling them to an automatic delegate seat.

38
39 2D. The number of State Convention delegates allotted to each Precinct Club shall be
40 determined by the total number of votes cast for the Democratic candidate in the most recent
41 gubernatorial or presidential election.

- 42
43 (1) The total number of elected delegates to the State Convention shall be 1000. The
44 number of delegates allotted to each precinct shall be determined by the total
45 votes cast in each Precinct plus the apportioned absentee ballots, divided by the
46 total number of votes cast for the gubernatorial or presidential candidate, and the

- 1 result multiplied by the total number of elected delegates to the State Convention.
2 (2) Absentee ballots are prorated as a percentage of the total number of Precincts
3 affected by the absentee ballots.
4 (3) If the result for any Precinct is less than or equal to two (2) delegates, that
5 Precinct shall elect two (2) delegates.
6 (4) If the result for any Precinct is greater than two delegates and more than fifty
7 percent (50%) of each additional delegate, that Precinct shall be entitled to one
8 additional delegate.
9

10 2E. Precincts shall elect delegates and alternates reflecting gender diversity, making note of the
11 history of under representation of women, other genders and those that do not adhere to the
12 gender binary, except as provided below:
13

- 14 (1) If the number of delegates allotted to a Precinct is an odd number, then the
15 composition of that delegation may deviate by one (1), or
16 (2) If the Precinct Club lacks sufficient candidates of different gender to make a
17 delegation of gender diversity, then the Precinct shall make reasonable attempts to
18 comply with this subsection.
19

20 **Section 3. Purposes.**

21 3A. To elect a National Committeeman and a National Committeewoman in every Presidential
22 election year by the delegates voting at-large and to fill any vacancy in these positions in the
23 non-Presidential election year. In the event there is a vacancy in the office of National
24 Committeeman or National Committeewoman due to death or to resignation, such vacancy shall
25 be filled by the State Central Committee until the following Democratic State Convention.
26

27 3B. To elect delegates and alternates to the Democratic National Convention in every
28 Presidential election year. The number of delegates and alternates allotted to each State is
29 determined by the Democratic National Convention (based on the Hawai'i National Delegate
30 Selection Plan and Affirmative Action Plan).
31

- 32 (1) The Delegate Selection Plan regarding the selection of delegates and alternates to
33 the Democratic National Convention shall be approved by the State Central
34 Committee and published on the website of the Democratic Party of Hawai'i
35 within thirty (30) days of the approval of the plan by the Democratic National
36 Committee.
37 (2) Certification. The National Convention Delegates and Alternates shall be
38 certified by the Party Chairperson and filed with the Secretary of the Democratic
39 National Committee within ten (10) days after selection.
40 (3) Slate-Making. Any individual or group of Democrats may sponsor or endorse a
41 slate of candidates for National Convention Delegates. But no slate may receive
42 preferential treatment for a preferential place on a delegate selection ballot or be
43 publicly identified on the ballot as the "official" slate. All slates must meet the
44 same qualifying requirements set forth in this Article.
45
46

1 3C. To elect Presidential Electors and Alternates, as prescribed by law, in every Presidential
2 election year, by the delegates voting at-large. Candidates for Presidential Electors and
3 Alternates shall be members of the Party in good standing for at least one (1) year.
4

5 3D. To elect the Democratic Party Chairperson and members of the State Central Committee,
6 except County Representatives elected at the County Convention, youth representatives elected
7 by their members, and caucus representatives elected by their members as provided by their
8 bylaws.

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

12 (2) The State Central Committee members, representing Senatorial Districts, shall be
13 elected by the State Convention delegates from the respective Senatorial Districts;
14 provided that two (2) representatives of different genders shall be elected from
15 each County or a Senatorial District which covers more than one County. State
16 Central Committee members, representing their Counties, shall be elected by their
17 County Convention.

18 (3) The elected or appointed Democratic officials or candidates running for elective
19 public office, with the exception of those running for or elected as a delegate to
20 the State Constitutional Convention, are not eligible to be Chairperson of the
21 Democratic Party of Hawai'i.

22 (4) Election of the Party Chairperson shall include weighted votes, unless an in-
23 person convention cannot be held due to an emergency, and a mail or electronic
24 ballot has been authorized by the SCC.

25 (a) Weighted votes are defined as those delegates not registered at the State
26 Convention. Weighted votes shall be permitted for members in Counties
27 who need to travel to another County to participate in the State
28 Convention. The total votes, including weighted votes, for any County
29 shall not exceed their allocated total.

30 (i) Weighted votes shall be applied automatically by the Elections
31 Committee for a County, by County, in direct proportion to the
32 votes cast for the various candidates by the registered delegates
33 of that County.

34 (ii) For mathematical computation, fractions shall be carried to two
35 decimal places. Fractional votes of one-half or more shall
36 increase to the next whole number, whereas, less than one-half
37 shall have the fraction dropped. Where mathematical
38 computations cause the total County vote to exceed or decrease
39 its total allocated count, a coin toss by the Credentials
40 Chairperson, who shall be present in the Elections counting
41 room, shall be implemented to offset the discrepancy.

42 (5) All elections shall be determined by plurality.
43

44 3E. To adopt the Platform of the Democratic Party of Hawai'i.
45
46

1 3F. To adopt the revisions, amendments or alterations to the Constitution of the Democratic
2 Party of Hawai‘i.

3
4 3G. To adopt Resolutions.

5
6 3H. To consider such other business as may come before it.

7
8 **Section 4. Candidate’s Filing Fee.**

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

19
20 **Section 5. Delegate Registration Fee.**

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

24
25 A request for waiver should be submitted in writing, by email, or on a form provided for this
26 purpose and conveyed to the State Convention Credentials Committee, as follows:

- 27
28 (1) The written request for waiver must be submitted within sixty (60) days following
29 the Precinct Meeting and explain the reason for the request.
30 (2) When reasonable circumstances justify a request for waiver submitted after the
31 sixty (60) day deadline, the Convention Credentials Committee shall consider
32 whether circumstances justify the late request. Such circumstances may include
33 alternates filling late-occurring delegate vacancies, or other reasonable cause for a
34 delayed submittal.
35 (3) A full or partial waiver shall be granted if the delegate is unable to pay the full
36 registration fee.

37
38 **Section 6. Organization of the Convention.**

39 6A. The Party Chairperson shall appoint all Convention Committee Chairpersons not less than
40 one-hundred-twenty (120) days prior to the opening of the State Convention. The
41 Party Chairperson shall appoint committee members to the Convention Committees not less than
42 forty five (45) days prior to the opening of the State Convention. If committee vacancies exist,
43 additional members shall be appointed up to seven (7) days prior to the State Convention.

44
45 The Convention Committee is a standing committee of the SCC; other convention committees
46 appointed by the Party Chairperson include the following:

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

26 6B. The Party Chairperson shall assure that all Convention Committees shall include members
27 from each County in proportion to the ratio of delegates allocated to each County to the total
28 number of delegates to the Convention. The Party Chairperson, with the concurrence of the
29 State Central Committee, shall establish a process to ensure that appointments to the Convention
30 Committees shall be fair, and that such committees shall in so far as practicable reflect the varied
31 constituencies and diverse views of the Convention delegates. Each recognized Caucus and the
32 Young Democrats may have a member on the Rules, Platform and Resolutions committees and
33 each of these committees shall have a minimum of 41 members. In a presidential year, efforts
34 shall be made to appoint committees whose membership reflects the proportion of votes cast for
35 the presidential candidates.

36
37
38 6C. The Chairperson(s) of each Convention Committee shall notify committee members at least
39 five (5) days in advance of any Convention meetings.

- 40
- 41 (1) On the opening day of the Convention, all Convention Committee members who
- 42 are Convention delegates shall constitute the membership of the Convention
- 43 Committee.
- 44 (2) Only registered Convention delegates shall actively participate and vote on the
- 45 issues before the committee.
- 46 (3) Authors of proposals before a committee may speak for the proposal in accord

1 with committee procedure.

- 2 (4) Convention Resolutions Committee(s) shall have the power to format, edit,
3 combine resolutions of similar substance, and make substantive amendments.
4 This committee will report to the assembled delegates only those resolutions it
5 recommends for adoption.
6

7 6D. The Convention Standing Rules and the Convention Budget will be adopted by the State
8 Central Committee not later than January of the year of the convention.
9

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

11 Unit Rule shall not be permitted in any vote at the State Convention. "Unit Rule," as used in this
12 section, means any agreement entered into by any delegation that a majority of the votes from
13 the delegation on any issue or election will bind the total delegation vote on such issue or
14 election, unless the agreement is entered into by unanimous vote.
15

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

17 The Party Chairperson shall be called upon to present a full report of the State Central
18 Committee's activities. The Treasurer of the State Central Committee shall report and submit a
19 financial statement on the financial status of the Party. Both reports shall be included in the
20 convention packet for all delegates.
21

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

23 The Secretary of the State Central Committee shall publish on the website of the Democratic
24 Party of Hawai'i the following documents at least five (5) days prior to the date of the
25 Convention: the proposed changes to the Party Platform, the Constitution and/or Bylaws of the
26 Democratic Party of Hawai'i, and the Affirmative Action Plan; proposed resolutions; a list of all
27 candidates and the positions they seek to be elected to at the State Convention; and the list of all
28 proposed permanent Convention Committee members. Permanent Convention Committee
29 members shall be posted to the website as they are appointed/confirmed. The above information
30 shall be made available to all delegates via the website of the Democratic Party of Hawai'i.
31

32 **Section 10. Candidate Speeches.**

33 No candidate may be charged a fee to speak at the State Convention.
34

35 **Section 11. Electronic Voting.**

36 Electronic voting or balloting may be used to adopt any convention business or elect nominees to
37 any position following procedures provided in the Convention Standing Rules adopted by the
38 State Central Committee.
39
40

41 **ARTICLE VII -REVENUES**

42
43 **Section 1. Precinct Club and District Council Fund Raising.**

44 Each Precinct Club and District Council shall be entitled to raise such funds as it deems
45 necessary for the conduct of its business and social affairs, and to meet assessments made by the
46 County Committee. Such funds shall be raised by assessments, dues or contributions, or by

1 some specific business or social projects. Where the funds are to be raised by some method
2 other than assessment, dues, or contributions, such method shall be coordinated by the County
3 Committee. It shall be the function of the County Committee to prevent conflicts between
4 various fund raising projects and similar projects on the County and State level.
5

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

7 It shall be the duty of the County Committee in each County and the State Central Committee to
8 raise and maintain as large a fund as possible to help elect all Party candidates in the general
9 election and to promote understanding and acceptance of the Party program in both the primary
10 and general election.
11

12
13 **ARTICLE VIII -DEMOCRATIC PARTY HEADQUARTERS**
14

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

16 The Democratic Party of Hawai'i Headquarters shall be established, maintained and operated by
17 the State Central Committee.
18

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

20 An Executive Director and staff for the Democratic Party of Hawai'i may be appointed by the
21 Chairperson of the State Central Committee with the approval of the State Central Committee.
22 The Executive Director shall report to the Party Chairperson and assist in implementing the
23 policies and plans of the State Central Committee. The compensation of the Executive Director
24 and the budget for the staff shall be determined by the State Central Committee. Paid staff
25 members, including the Executive Director and those under contract with the Party, shall not be
26 voting members of the State Central Committee. Employees of the Party shall maintain
27 neutrality towards political campaigns prior to the completion of the primary election as well as
28 maintain neutrality in internal party elections above District Secretary.
29

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

31 The Democratic Party of Hawai'i Headquarters shall serve all Democratic Party organizations in
32 the active and effective performance of their respective duties and responsibilities.
33

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

35 The use of the facilities of the Democratic Party of Hawai'i Headquarters and its services shall
36 be made available to all Democrats under such rules as may be prescribed by the State Central
37 Committee.
38

39
40 **ARTICLE IX -GENERAL PROVISIONS**
41

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

43 The State Central Committee and each County Committee shall provide each Democratic
44 candidate for elective office with a copy of the most recently approved State and County Party
45 Platforms, Resolutions, Constitution, and the Bylaws of the Democratic Party of Hawai'i and the
46 respective County Rules within seven (7) days after the legally established filing deadline. Said

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

17 18 **Section 2. Party Sponsored Legislation.**

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

22 23 **Section 3. Availability of the Constitution and Bylaws.**

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

33 34 **Section 4. Responsibility for Filling Vacancies in Election Process.**

35 4A. The selection body, as defined in the Constitution, shall meet after proper notice to all
36 members not later than 12:00 p.m. on the third (3rd) day after the vacancy occurs, but not later
37 than 12:00 p.m. on the fiftieth (50th) day prior to the primary or special primary election or the
38 fortieth (40th) day prior to a general, special or special general election. The selection body shall
39 forward the name of the replacement candidate to the Party Chairperson who shall transmit the
40 name to the Chief Election Officer or clerk.

41
42 The replacement candidate shall be a member in "good standing" which means the candidate
43 shall have been a member of the Party for a minimum of six (6) months prior to the date the
44 vacancy occurred provided that the candidate is not currently under reprimand pursuant to
45 Article I of the Constitution of the Democratic Party of Hawai'i. The replacement candidate shall
46 meet all the qualifications for the office set by law for candidates who file to run in an election

1 for that office.

2
3 4B. If for any reason, the selection body most immediately affected by the vacancy is unable for
4 whatever reason to fill the vacancy in a timely manner, the Party Chairperson may fill the
5 vacancy.

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7 4C. If for any reason, the selection body most immediately affected by the vacancy is unable for
8 whatever reason to fill the vacancy in a timely manner, the Party Chairperson may fill the
9 vacancy.

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11 4D. Any meeting notice requirements may be waived by the selection body in order to meet the
12 time requirements of this section.

13
14 **Section 5. Process to Identify Candidates to Fill Midterm Vacancies.**

15 5A. For a State House or State Senate vacancy, the Party Chairperson shall notify the
16 appropriate County Chair of the announced vacancy, who in turn shall notify the appropriate
17 selection body as identified in Sections 9(1) and 9(2) of the Constitution of the Democratic Party
18 of Hawai‘i. The selection body shall make a call for candidates who are members in “good
19 standing.” A list of at least three (3) names shall be provided to the County Chair to transmit to
20 the Party Chairperson within twenty-one (21) calendar days. The Party Chairperson shall
21 transmit the list of names to the Governor’s Office within three (3) business days of receipt of
22 names.

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

30
31 5B. The selection process for a State House or State Senate vacancy shall be conducted in a place
32 accessible to District party members.

33
34 Prospective candidates are to provide to the County Chair for dissemination to the appropriate
35 selection body (as defined in Sections 9(1) and 9(2) of the Constitution of the Democratic Party
36 of Hawai‘i) a written application including the following:

- 37
38 (1) Credentials and reasons for consideration for appointment to the position;
39 (2) Evidence of party participation;
40 (3) Verified signatures of at least five (5) party members within the District where the
41 vacancy has occurred.

42
43 5C. If for any reason, the body most immediately affected by the vacancy is unable to fill the
44 vacancy within the stated timeframe, the County Chairperson may recommend the names for an
45 office within the County or the Party Chairperson may recommend the names for a statewide
46 office.

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Section 6. Smoking.

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

Section 7. Prior Consent.

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

Section 8. Elections.

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

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

Section 9. Impossibility Provision.

In the event of an emergency, such provisions of these bylaws as deemed necessary, may be suspended by the State Central Committee at a regular or special meeting. Any suspension under this provision must describe a compelling interest for the suspension and include specific dates when the suspense begins and ends.