

# **Bylaws of the O‘ahu County Democrats of the Democratic Party of Hawai‘i**

*As Amended at O‘ahu County Convention May 7, 2011\**

Preamble and Mission Statement.....	p. 1
Section 1. Organization of O‘ahu County Committee . . . . .	p. 2
Section 2. Executive Committee . . . . .	p. 2
Section 3. Deputy Chairpersons . . . . .	p. 4
Section 4. District Council . . . . .	p. 4
Section 5. Eligibility . . . . .	p. 5
Section 6. Term of Office . . . . .	p. 6
Section 7. Vacancies . . . . .	p. 6
Section 8. Quorum . . . . .	p. 7
Section 9. Proxies . . . . .	p. 7
Section 10. Meetings, Notices, Attendance at Meetings . . . . .	p. 7
Section 11. Standing and Special Committees . . . . .	p. 8
Section 12. Duties and Responsibilities of the O‘ahu County Committee (OCC) . . . . .	p. 8
Section 13. County Convention: Time, Place and Notices . . . . .	p. 9
Section 14. County Convention Rules . . . . .	p. 10
Section 15. Adoption and Amendment of O‘ahu County Bylaws . . . . .	p. 11
Section 16. Parliamentary Procedure Guidance . . . . .	p. 11

## **Preamble and Mission Statement.**

We the members of the Democratic Party of Hawai‘i in O‘ahu County, united in common purpose, dedicate ourselves to the core principles of the Democratic Party of Hawai‘i.

As the people's Party, it is our mission to create opportunities for free and open political dialogue in regional and district communities to promote civic engagement, political action, and community solidarity.

As a servant of the dreams and aspirations of Hawai‘i's people, we acknowledge that if we wish to lead, we must listen and be open to being transformed by what we hear. As we ask for the people's trust, we must in turn trust the wisdom of the people.

To do this effectively, we understand that we need to activate, mobilize and empower Party members, and revitalize our County organization for the challenges of the 21st century. Through a re-energized County organization, we will endeavor to bring together members of the Party, elected officials, interested citizens, and community leaders to build a cosmopolitan society that will manifest the Aloha Spirit at its core and in every facet of community life.

## **Section 1. Organization of O‘ahu County Committee.**

There shall be an O‘ahu County Committee ("OCC") in the City and County of Honolulu, State of Hawai‘i, which shall consist of an Executive Committee and the District Council Chairpersons.

## **Section 2. Executive Committee.**

(2.1) Composition: The members of the Executive Committee shall be a Chairperson, a Vice Chairperson, Regional Chairpersons, a Secretary, an Assistant Secretary, a Treasurer, an Assistant Treasurer, and the O‘ahu County State Central Committee Representatives.

(2.2) Duties. The duties of the Executive Committee shall be those usually pertaining to the office concerned, any duties specifically imposed by these bylaws, and attendance at executive committee and general membership meetings. Three consecutive unexcused absences of any member of the Executive Committee shall be deemed a resignation.

(2.3) Chairperson. The Chairperson of the OCC shall have the power and duty to appoint the chairperson and members of all standing and special committees unless otherwise specified, with the advice and consent of the OCC. The Chairperson shall be responsible for calling all regular and special meetings of the OCC, and the giving of proper notice and arranging for meeting places for both regular and special meetings. The Chairperson shall also be responsible for attending meetings of the State Central Committee, or of its select committees, and reporting the proceedings of such meetings to the next regular meeting of the OCC.

(2.4) Vice Chairperson. The Vice Chairperson shall assist the Chairperson and carry out the duties and responsibilities of the Chairperson in his or her absence or incapacity and /or by delegation.

(2.5) Regional Chairpersons. (2.5.1) There shall be not less than eight (8) nor more than thirteen (13) Regional Chairpersons, who shall be responsible for the development, coordination, and organization of the activities of the Districts and Precincts within their region. The County Committee shall determine the boundaries of the regions to which each Regional Chairperson shall be assigned.

(2.5.2) The Regional Chairperson shall:

- (1) Regularly visit each District Council during the year to assist, encourage and communicate District, Regional, County, and State major activities and events;
- (2) Work with the Districts to strengthen and involve membership in the development of a strong and viable State Democratic Party from the Precincts up to the State Central Committee;

- (3) Help in the development and growth of the District and Precincts through effective membership recruitment by utilizing and involving County and State resources; and
- (4) Be responsible for maintaining communication between the County Committee and District Councils through correspondence, informational memoranda, newsletter and attendance at District Council meetings.
- (5) Have the duty to represent their regions by attending or being represented at OCC meetings. If a Regional Chairperson does not fulfill this duty for three (3) consecutive OCC meetings, the Regional Chairperson shall automatically give up his/her position as Regional Chair. Any Regional Chairperson may request a hearing, in writing, to challenge the automatic removal from his/her position within fifteen (15) calendar days of the notice of removal. The County Chairperson shall appoint a special committee, within ten (10) calendar days after receiving the request, to conduct a hearing of the circumstances of the removal and submit its recommendation to the County Committee not later than thirty (30) calendar days after being appointed. A copy of the special committee's recommendation shall be given to the Regional Chairperson who requested the hearing. The County Chairperson shall place the matter of consideration of the special committee's recommendation on the County Committee's next meeting agenda.

(2.6) Secretary. The Secretary shall keep accurate minutes of all meetings of the OCC, its Executive Committee, and O'ahu County Convention. These minutes shall be properly typewritten or printed and entered along with all written reports of standing and special committees, in a book maintained for that purpose. The minutes shall be available for inspection by interested Democrats at all reasonable times and shall be turned over intact to the succeeding Secretary.

(2.7) Assistant Secretary. The Assistant Secretary shall assist the Secretary in carrying out the various duties assigned to the Secretary and shall perform the duties of the Secretary in the absence of the Secretary.

(2.8) Treasurer. The Treasurer shall be responsible for all the fund raising activities within O'ahu County, shall have custody of the OCC treasury, which shall be deposited at a commercial bank in the name of the OCC, and shall submit a report in writing at each regular meeting of the OCC. The Treasurer shall be responsible for seeing that all money is collected by duly authorized and identified persons, that receipts are given to all contributors and that a strict accounting is kept of all funds so collected. The Treasurer shall be bonded in a reasonable amount determined by the OCC and the premium shall be paid from OCC funds. The Treasurer shall submit a biennial financial report of the OCC and Districts within O'ahu County to the State Central Committee not later than one week prior to the O'ahu County Convention in every even numbered year.

(2.9) Assistant Treasurer. The Assistant Treasurer shall assist the Treasurer in carrying out the various duties assigned to the Treasurer and shall perform the duties of the Treasurer in the absence of the Treasurer.

(2.10) O‘ahu County State Central Committee Representatives. The O‘ahu County State Central Committee Representatives one male and one female to be elected by the O‘ahu County Convention in even-numbered years, shall have the responsibility to ensure that the OCC makes the necessary organizational arrangements to support and implement adopted rules, procedures and practices of the State Convention and the State Central Committee. The O‘ahu County State Central Committee Representatives shall be voting members of the Executive Committee and the OCC.

(2.11) Election of Executive Committee. With the exception of Regional Chairpersons, each member of the Executive Committee shall be elected by a majority of the votes cast at the O‘ahu County Convention in odd-numbered years. The Regional Chairpersons shall be elected at the same convention by a majority of votes cast in their respective regions.

### **Section 3. Deputy Chairpersons.**

To assist the County Chairperson with his/her duties, the County Chairperson may appoint not more than eight (8) Deputy Chairpersons with the advice and consent of the Executive Committee. The Deputy Chairpersons shall be non-voting members of the OCC. The responsibility of the Deputy Chairpersons shall be to assist the County Chairperson in the administration of the County Chairperson's responsibilities in conducting the affairs of the County Committee. The Deputy Chairpersons shall be accountable to the County Chairperson for tasks, assignments and responsibilities in conducting the affairs of the County Committee.

### **Section 4. District Council Chairpersons.**

(4.1) The District Council in each representative district shall consist of all the precinct presidents, first vice-presidents, and District Councilpersons of each precinct, and the duly elected chairperson.

(4.2) The District Council Chairperson, on behalf of the District Council, shall be responsible to call a precinct organizational meeting of all precinct members of record. Members shall be notified pursuant to Article II, Section 6 of the Constitution of the Democratic Party of Hawai‘i. The District Council Chairperson shall be responsible to initiate the organization of Precinct Clubs when the Executive Committee of the District Council declares a Precinct Club inactive. If the District Council Chairperson fails to organize the precinct within fifteen (15) days of the declaration, the Chairperson of the County Committee shall accept the responsibility to organize the precinct as defined in the Constitution of the Democratic Party of Hawai‘i.

(4.3) The District Council Chairperson shall be responsible to coordinate the development and organization of the District Council and District Precincts and the overall direction of the District Council and District Precinct Clubs.

(4.4) The District Council Chairperson shall be responsible to communicate events and activities at the Precinct Club level by holding District Council meetings on a regular basis and not less than quarterly meetings.

(4.5) The District Council Chairperson shall be responsible to maintain an active and effective Party organization within the district and precincts to ensure as large a voter turnout as possible for Democratic Party candidates in elections.

(4.6) The District Council Chairperson shall have the power and duty to appoint chairpersons and members of all standing and special committees with the advice and consent of the majority of the members of the District Council.

(4.7) District Council Chairpersons shall have the duty to represent their districts by attending or being represented at OCC meetings. If a District Council Chairperson does not fulfill this duty for three (3) consecutive OCC meetings, the District Council Chairperson shall automatically give up his/her position as District Chair.

Any District Council Chairperson may request a hearing, in writing, to challenge the automatic removal from his/her position within fifteen (15) calendar days of the notice of removal. The County Chairperson shall appoint a special committee, within ten (10) calendar days after receiving the request, to conduct a hearing of the circumstances of the removal and submit its recommendation to the County Committee not later than thirty (30) calendar days after being appointed. A copy of the special committee's recommendation shall be given to the District Council Chairperson who requested the hearing.

The County Chairperson shall place the matter of consideration of the special committee's recommendation on the County Committee's next meeting agenda.

## **Section 5. Eligibility.**

(5.1) Any member of the Party residing in the County may be elected an officer of the County Committee including County Chairperson, with the requirement that any member seeking the office of County Chairperson shall have been a member of the Party for at least one (1) year prior to the County Committee Officers election. Elected officials, individuals appointed to fill an elected office, or candidates for elected office are not eligible to become County Chairperson. If a member has resigned from the Party in the two years prior to re-enrollment, the re-enrolled member must be a member in good standing for at least one year prior to the County Committee Officers election prior to being elected an officer of the County Committee.

(5.2) The nomination procedure for officers of the OCC shall be in conformance with the Constitution of the Democratic Party of Hawai'i, Article IV, Section 2 -Officers, Eligibility and Nomination.

(5.3) OCC members shall not be nominated for more than one office on the executive committee.

## **Section 6. Term of Office.**

Immediately following the adjournment of the O‘ahu County Convention in odd-numbered years, the OCC Executive Committee shall organize and take office immediately and shall hold office until the adjournment of the next O‘ahu County Convention held in an odd-numbered year, except for OCC State Central Committee Representatives who shall hold office until the next O‘ahu County Convention in an even-numbered year.

## **Section 7. Vacancies.**

(7.1) County Chairperson: In the event of a vacancy in the office of County Chairperson, the Vice Chairperson shall become Chairperson and a new Vice Chairperson shall be elected by the OCC in accordance with the following procedures. In the event of a vacancy in both the office of County Chairperson and Vice Chairperson, both the County Chairperson and Vice Chairperson shall be elected by the OCC in accordance with the following procedures.

The OCC Secretary shall notify all members of the OCC within ten (10) calendar days of notification of the occurrence of the vacancy. Any member of the OCC who wishes to nominate a person to fill the vacancy may select a nominee from any member of the Democratic Party who fulfills the eligibility requirements in Section 5, and may nominate such person to fill the vacancy by forwarding a statement to that effect, signed by the nominee to the Secretary within the deadline established by the Secretary in the notice of vacancy or within ten (10) calendar days after notification, whichever is greater.

The Secretary shall then prepare a notice of election meeting, designating the time, place and purpose of the meeting, which shall include the names of all nominees for the office of County Vice Chairperson and/or Chairperson. Such notice shall be mailed ten (10) calendar days prior to the meeting and shall be mailed to all members of the OCC.

All members present at the election meeting may vote from among the nominees, and the nominee receiving the highest number of votes shall immediately assume office. Proxy voting shall be prohibited, and voting by secret ballot may only be waived by a majority vote.

Only members of the OCC shall be eligible to vote to fill the vacancy in the office of the County Vice Chairperson or Chairperson.

Should the newly elected County Vice Chairperson or Chairperson be an existing OCC officer, he/she shall vacate such office held and a replacement shall be selected in the manner set forth in the Constitution of the Democratic Party of Hawai‘i.

(7.2) Other Members of the Executive Committee. Any other vacancies on the Executive Committee shall be filled by appointment by the County Chairperson with the advice and consent of the members of the County Committee.

(7.3) If a Regional Chairperson, District Council Chairperson, District Council Officer, Precinct President or any other Precinct Officer is elected or appointed to any officer position on the OCC Executive Committee that person shall automatically vacate the lesser office.

### **Section 8. Quorum.**

The quorum at any meeting shall be 33% of the sitting members of the respective body. This rule does not apply to Precinct Clubs and District Councils. Participation via electronic means, such as teleconference or video conference, shall constitute participation for the purposes of voting and establishing a quorum so long as and for as long as all persons participating are able to hear each other at the same time. Each matter shall be decided by the majority vote of those participating.

### **Section 9. Proxies.**

A District Council Chairperson may give his/her proxy to another officer of his/her District Council in accordance with Article III - "District Council" of the Constitution of the Democratic Party of Hawai'i. All proxies must be in writing and shall be filed with the Secretary of the OCC, unless the designee is the First Vice Chairperson of the District Council.

### **Section 10. Meetings, Notices, Attendance at Meetings.**

(10.1) Immediately after the adjournment of the O'ahu County Convention, the new O'ahu County Committee shall meet.

(10.2) Regular Meetings. Regular meetings of the OCC shall be held at least once every three (3) months at such time and place as the members may decide. Notice of meetings shall be given in person, by fax, electronic mail, by telephone or by mailing such notice to the last known address of each member not less than five (5) calendar days prior to the meeting.

(10.3) Special Meetings. Special meetings of the OCC may be held at any time by call of the County Chairperson or upon written request submitted to the Secretary or Chairperson by not less than thirty-three and 1/3 percent (33 1/3%) of the total seated membership. Notice of special meetings shall be given in person, by fax, electronic mail, or by telephone or by mailing such notice to the last known address of each member not less than five (5) calendar days prior to the meeting.

(10.4) Executive Session Meetings. Normally all OCC meetings are open to all Democratic Party members. Under exceptional circumstances, the OCC may decide to go into executive session to deal with a confidential matter. The decision to go into executive session shall require a two-thirds (2/3) vote of OCC members in attendance.

(10.5) Members who are entitled may participate in OCC meetings or committee meetings by means of teleconference, videoconference, or by any means of a communication technology by which all persons participating in the meeting can speak to and hear each other at the same time. Participation by such means shall constitute attendance at the meeting so long as and for as long as such simultaneous communication is active and enabled.

## **Section 11. Standing and Special Committees.**

(11.1) There shall be standing committees on finance, organization, patronage, and legislation.

(11.2) Rules Committee. A member of the Executive Committee shall act as chairperson of the Rules Committee which shall be responsible for reviewing and proposing updates to OCC Rules and these Bylaws.

(11.3) Finance Committee. The OCC Treasurer shall act as chairperson of the Finance Committee, which shall be responsible for the raising of and accounting for funds within O'ahu County.

(11.4) Organization Committee. The Organization Committee shall help organize or reorganize new or inactive District Councils and Precinct Clubs, encourage the registration of voters and compile necessary and pertinent information on voting within O'ahu County.

(11.5) Patronage Committee. The Patronage Committee shall be responsible for receiving, processing, and forwarding to the proper persons all endorsements made in accord with these bylaws and for obtaining and compiling information on job openings and forwarding such information to the precincts.

(11.6) Legislation Committee. The Legislation Committee shall be charged with compiling information and promoting action on legislative projects in keeping with the O'ahu County Democratic Party Platform, drafting or having drafted appropriate measures and cooperating with the proper officials and members of the Federal, State, and County legislative bodies, and other agencies and organizations, in having such legislation introduced and passed. The Chairperson of the Legislation Committee shall report to the OCC at its regular meetings on the activities of the Legislation Committee, and on the cooperation received from various officials and board members.

## **Section 12. Duties and Responsibilities of the O'ahu County Committee (OCC).**

(12.1) It shall be the duty of the OCC to establish and maintain an active and effective Democratic Party organization within the City and County of Honolulu, to inform Democrats within the County of Democratic Party policy and activities and to insure as large a vote as possible for Democratic Party candidates in the election.

(12.2) To effect these ends, the OCC shall take such steps as necessary to encourage officials of the County, elected and appointed in the name of the Democratic Party to observe the platforms and principles of the O‘ahu County Democrats and the Democratic Party of Hawai‘i.

(12.3) It shall be the duty of the OCC to cooperate in the carrying out of the policies and programs of the State Central Committee.

### **Section 13. County Convention: Time, Place and Notices.**

(13.1) The annual convention of the OCC shall be held on the first weekend in May, or at least three (3) weeks prior to the State Convention in even-numbered years, and the time and place of the meeting shall be fixed by the OCC. Special conventions may be called in accordance with the O‘ahu County bylaws, rules and convention rules. The officers of the OCC shall be elected in odd-numbered years. O‘ahu County State Central Committee Representatives are elected in even-numbered years in accordance with the Constitution of the Democratic Party of Hawai‘i.

(13.2) All delegates and alternate delegates to the County Convention shall be notified by mail or email of the time and place thereof at least thirty (30) calendar days prior to the date of the County Convention.

(13.3) The delegate body of the Convention shall be comprised as follows.

- A. Delegates shall be elected at the time of the Precinct Elections as prescribed by the Democratic Party of Hawai‘i Constitution.
- B. There shall be apportioned to each State House District in the County twenty-four (24) delegates to the O‘ahu County Convention.
- C. The President, First Vice President, and District Council Person of each precinct shall be delegates to the O‘ahu County Convention.
- D. If, after the election of Precinct Officers, delegate positions remain of the twenty-four (24) allotted, elections shall be held at the same time to fill the remaining delegate slots. If a district meets in more than one (1) location, the remaining delegate slots shall be divided equally between the locations.
- E. Each District shall make every effort to elect delegates composed of equal numbers of men and women.
- F. In addition to elected delegates, the District Council Chairperson of each district and members of the Executive Committee of the O‘ahu County Committee shall be delegates to the O‘ahu County Convention.
- G. Other Precinct officers shall not be precluded from running as a delegate.
- H. If, following the Precinct Elections, there remain vacant delegate positions, the District Council shall be empowered to fill the remaining positions, provided that;
  - i. Best attempts are made to ensure gender equity is maintained; and
  - ii. Vacancy appointments shall be made by phone or email

- I. If an elected delegate cannot attend, they may appoint their own alternate provided that they notify the District Chairperson at least ten (10) days prior to the convening of the convention and;
  - i. The appointed alternate reside in the district; and
  - ii. A best effort is made to ensure the selected alternate is of the same gender as the elected delegate; and
  - iii. An alternate shall act for no more than one (1) delegate at a time; and
  - iv. If the elected delegate does not appoint an alternate ten (10) days prior to the convening of the Convention, the District Chairperson shall be empowered to appoint the alternate, provided that a best effort is made to appoint an alternate of the same gender as the elected delegate.
- J. Each delegate to the O‘ahu County Convention is entitled to one (1) vote.

(13.4) Elected federal, state and County officials, or officials who may have been appointed to fill a vacant position of an elected official, who currently serve in office and are not precinct presidents, precinct vice presidents, or precinct district councilpersons, shall have all the rights and privileges of a delegate subject to the following requirements:

- 1. Be a member of the Democratic Party in good standing; and
- 2. Have attained their present office in a partisan election as a Democrat or have been appointed to fill a vacant position of an elected official, or have attained their present office in a non-partisan County election, provided they are Democratic Party members in good standing.

(13.5) Former Democratic Governors, Lt. Governors, O‘ahu Mayors, State Party Chairs, and O‘ahu County Committee Chairs, and the current state party chair who are not precinct presidents, precinct vice presidents, or precinct district councilpersons, shall have all the rights and privileges of delegates so long as they are members of the Democratic Party in good standing and residents of O‘ahu.

(13.6) The names of the members of the County Committees of Rules, Affirmative Action, Platform, Credentials and Resolutions shall be available no later than the third Monday in April, or at least seven (7) calendar days before said meeting.

#### **Section 14. County Convention Rules.**

(14.1) The O‘ahu County Committee may adopt rules for the proper conduct of O‘ahu County Convention business not inconsistent or in conflict with the Constitution of the Democratic Party of Hawai‘i and subject to confirmation by a majority of the votes cast by Convention delegates.

(14.2) The platform and resolutions adopted by delegates at conventions of the O‘ahu County Democrats shall remain in force and effect until rescinded or amended by a two-thirds roll call vote of the full membership of the O‘ahu County Committee or by a majority of votes cast by

delegates at an annual or special convention, or until they come into conflict with the platform or resolutions of the Democratic Party of Hawai‘i.

### **Section 15. Adoption and Amendment of O‘ahu County Bylaws.**

(15.1) Proposals to amend or revise these bylaws may be adopted by a two-thirds vote at any annual or special O‘ahu County Convention. The OCC shall submit the proposed bylaws or bylaw changes to the State Central Committee within ninety (90) calendar days of adoption. Upon the determination by the State Central Committee that the proposed bylaws or bylaw changes are not inconsistent or in conflict with the Constitution of the Democratic Party of Hawai‘i, the bylaws of the O‘ahu County Democrats and bylaw changes shall become effective.

(15.2) In the event the State Central Committee fails to ratify the proposed bylaws or bylaw changes, the OCC may at the next State Convention appeal for ratification of the same by the Convention.

(15.3) In the event the OCC fails to submit the proposed bylaws or bylaw changes for ratification, or if the same are not ratified in accordance with this section, then the duly ratified Bylaws of the O‘ahu County Democratic Party of Hawai‘i shall remain applicable to the O‘ahu County Democrats and the O‘ahu County Committee.

### **16. Parliamentary Procedure Guidance.**

The rules of parliamentary procedure as set forth in the current edition of *Robert's Rules of Order Newly Revised*, shall guide the O‘ahu County Committee and govern all proceedings not provided for in these bylaws, so long as the rules of parliamentary procedure are reasonably applicable and not inconsistent or in conflict with the Constitution of the Democratic Party of Hawai‘i.

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*\*Approved by the State Central Committee of the Democratic Party of Hawai‘i, 25 June 2011*