

**THE CHARTER & THE BYLAWS
OF THE DEMOCRATIC PARTY OF THE UNITED STATES
As Amended by The Democratic National Committee August 28, 2015**



**THE CONSTITUTION OF THE DEMOCRATIC PARTY OF HAWAI'I
AS AMENDED ON MAY 29, 2016**

**BYLAWS OF THE DEMOCRATIC PARTY OF HAWAI'I
AS AMENDED ON MAY 29, 2016**

**POLICIES FOR USE OF THE DEMOCRATIC PARTY OF HAWAI'I
MEMBERSHIP DATABASE**

Approved by the SCC on October 24, 2015

**DEMOCRATIC PARTY OF HAWAII - STATE CENTRAL COMMITTEE
STANDING & SPECIAL RULES & PROCEDURES**

(adopted with revisions 01 October 2016)



**Bylaws of the O'ahu County Democrats of the Democratic Party of Hawai'i
As last amended at O'ahu County Convention April 22, 2017**

**DEMOCRATIC PARTY OF HAWAI'I - O'AHU COUNTY DEMOCRATS
SPECIAL & STANDING RULES & PROCEDURES**

(For Consideration 10 January 2015)

THE CHARTER
&
THE BYLAWS
OF THE DEMOCRATIC PARTY
OF THE UNITED STATES

As Amended by
The Democratic National Committee
August 28, 2015

CONTENTS

CHARTER OF THE DEMOCRATIC PARTY OF THE UNITED STATES

1	PREAMBLE	
1	ARTICLE ONE	The Democratic Party of the United States of America
2	ARTICLE TWO	National Convention
3	ARTICLE THREE	Democratic National Committee
5	ARTICLE FOUR	Executive Committee
5	ARTICLE FIVE	National Chairperson
6	ARTICLE SIX	Party Conference
6	ARTICLE SEVEN	National Finance Organizations
6	ARTICLE EIGHT	Full Participation
7	ARTICLE NINE	General Provisions
9	ARTICLE TEN	Amendments, Bylaws, and Rules
9	RESOLUTION OF ADOPTION	

BYLAWS

Adopted Pursuant to the Charter of the Democratic Party of the United States

11	ARTICLE ONE	Democratic National Convention
11	ARTICLE TWO	Democratic National Committee
19	ARTICLE THREE	Executive Committee
21	ARTICLE FOUR	National Finance Organizations
21	ARTICLE FIVE	Amendments

CHARTER

CHARTER OF THE DEMOCRATIC PARTY OF THE UNITED STATES

PREAMBLE

We, the Democrats of the United States of America, united in common purpose, hereby rededicate ourselves to the principles which have historically sustained our Party. Recognizing that the vitality of the Nation's political institutions has been the foundation of its enduring strength, we acknowledge that a political party which wishes to lead must listen to those it would lead, a party which asks for the people's trust must prove that it trusts the people and a party which hopes to call forth the best the Nation can achieve must embody the best of the Nation's heritage and traditions.

What we seek for our Nation, we hope for all people: individual freedom in the framework of a just society, political freedom in the framework of meaningful participation by all citizens. Bound by the United States Constitution, aware that a party must be responsive to be worthy of responsibility, we pledge ourselves to open, honest endeavor and to the conduct of public affairs in a manner worthy of a society of free people.

Under God, and for these ends and upon these principles, we do establish and adopt this Charter of the Democratic Party of the United States of America.

ARTICLE ONE

The Democratic Party of the United States of America

The Democratic Party of the United States of America shall:

Section 1. Nominate and assist in the election of Democratic candidates for the offices of President and Vice President of the United States;

Section 2. Adopt and promote statements of policy;

Section 3. Assist state and local Democratic Party organizations in the election of their candidates and the education of their voters;

Section 4. Establish standards and rules of procedure to afford all members of the Democratic Party full, timely and equal opportunities to participate in decisions concerning the selection of candidates, the formulation of policy, and the conduct of other Party affairs, without prejudice on the basis of sex, race, age (if of voting age), color, creed, national origin, religion, economic status, gender identity, sexual orientation, gender identity, ethnic identity or physical disability, and further, to promote fair campaign practices and the fair adjudication of disputes. Accordingly, the scheduling of Democratic Party affairs at all levels shall consider the presence of any religious minorities of significant numbers of concentration whose level of participation would be affected;

Section 5. Raise and disburse monies needed for the successful operation of the Democratic Party;

Section 6. Work with Democratic public officials at all levels to achieve the objectives of the Democratic Party; and

Section 7. Encourage and support codes of political ethics that embody substantive rules of ethical guidance for public officials and employees in federal, state and local governments, to assure that public officials shall at all times conduct themselves in a manner that reflects creditably upon the office they serve, shall not use their office to gain special privileges and benefits and shall refrain from acting in their

CHARTER

official capacities when their independence of judgement would be adversely affected by personal interest or duties.

ARTICLE TWO **National Convention**

Section 1. The Democratic Party shall assemble in National Convention in each year in which an election for office of President of the United States is held.

Section 2. The National Convention shall be the highest authority of the Democratic Party, subject to the provisions of this Charter. The National Convention shall recognize the state and other Parties entitled to participate in the conduct of the national affairs of the Democratic Party, including its conventions, conferences and committees. State Party rules or state laws relating to the election of delegates to the National Convention shall be observed unless in conflict with this Charter and other provisions adopted pursuant to authority of the Charter, including the resolutions or other actions of the National Convention. In the event of such conflict with state laws, state Parties shall be required to take provable positive steps to bring such laws into conformity and to carry out such other measures as may be required by the National Convention or the Democratic National Committee.

Section 3. The National Convention shall nominate a candidate for the office of President of the United States, nominate a candidate for the office of Vice President of the United States, adopt a platform and act upon such other matters as it deems appropriate.

Section 4. The National Convention shall be composed of delegates equally divided between men and women. The delegates shall be chosen through processes which:

- (a) assure all Democratic voters full, timely and equal opportunity to participate and include affirmative action programs toward that end,
- (b) assure that delegations fairly reflect the division of preferences expressed by those who participate in the Presidential nominating process,
- (c) exclude the use of the unit rule at any level,
- (d) do not deny participation for failure to pay a cost, fee or poll tax,
- (e) allow participation in good faith by all voters who are Democrats and, to the extent determined by a State Party to be in the interests of the Democratic Party in that State, by voters who are not registered or affiliated with any party; and
- (f) except with respect to persons referred to in Section 5(b) of this Article, begin within the calendar year of the Convention provided, however, that fairly apportioned and openly selected state Party Committees, elected no earlier than the date of the previous presidential election, shall not be precluded from selecting such portion of their respective state delegations, according to the standards provided in this Charter and the Bylaws and the Delegate Selection Rules, as may be specifically authorized by the Democratic National Committee in the Call to the Convention,
- (g) prohibit unpledged and uncommitted delegates, except delegates or alternates expressing an uncommitted preference shall be permitted to be elected at the district level, in which event, if such preference meets the applicable threshold and qualifies for at-large or similar delegates or alternates, such at-large or similar delegates or alternates shall be allocated to that uncommitted preference as if it were a presidential candidate,
- (h) notwithstanding any provision to the contrary in this Section:
 - (i) provide for all of the members of the Democratic National Committee to serve as unpledged delegates,
 - (ii) permit unpledged delegates consisting of:
 - 1) the President and Vice President of the United States, if Democrats,
 - 2) the Democratic members of the United States Senate and the Democratic members of the House of Representatives,
 - 3) the Democratic Governors,

CHARTER

4) former Democratic Presidents and Vice Presidents of the United States,
5) former Democratic Majority and Minority Leaders of the United States Senate,
6) former Democratic Speakers and Minority Leaders of the United States House of Representatives,
7) former Chairs of the Democratic National Committee,
8) such delegates shall not be permitted to have alternates and such delegates shall constitute an exception to Subsection (b) of this Section 4.

Section 5. The delegate vote allocable to each state shall be determined as provided in the Bylaws, consistent with the formula:

- (a) giving equal weight to population, which may be measured by electoral vote, and to the Democratic vote in elections for office of the President; and
- (b) giving such additional delegate votes as may be specifically designated by the Democratic National Committee in the Call to the Convention, subject to such conditions as may be set forth by the Democratic National Committee in said Call, for the purpose of providing incentives for scheduling the event constituting the first determining stage in the presidential nominating process in each state later in the year of the Convention than such event would otherwise be scheduled in the absence of such incentive; and
- (c) which shall also provide additional delegate positions to members of the Democratic National Committee; and
- (d) which may also provide additional delegate positions to Democratic elected public officials specifically designated by the Democratic National Committee in the Call to the Convention, subject to the provisions of Section 4.

ARTICLE THREE

Democratic National Committee

Section 1. The Democratic National Committee shall have general responsibility for the affairs of the Democratic Party between National Conventions, subject to the provisions of this Charter and to the resolutions or other actions of the National Convention. This responsibility shall include:

- (a) issuing the Call to the National Convention;
- (b) conducting the Party's Presidential campaign;
- (c) filling vacancies in the nominations for the office of President and Vice President;
- (d) formulating and disseminating statements of Party policy;
- (e) providing for the election or appointment of a Chairperson, five Vice Chairpersons, one of whom shall be the President of the Association of State Democratic Chairs and one of whom shall be the Vice Chairperson for Civic Engagement and Voter Participation, a Treasurer, a Secretary, a National Finance Chair and other appropriate officers of the National Committee, who with the exception of the Chairperson and the President of the Association of State Democratic Chairs, shall be as equally divided as practicable according to gender, and for the filling of vacancies, all in accordance with Rules of Procedure adopted by the Democratic National Committee; and
- (f) all other actions necessary or appropriate in order to carry out the provisions of this Charter and the objectives of the Democratic Party.

Section 2. The Democratic National Committee shall be composed of:

- (a) the Chairperson and the highest ranking officer of the opposite sex of each recognized state Democratic Party and of the Democratic Parties of Guam, the Virgin Islands, American Samoa and the Northern Mariana Islands;
- (b) two hundred additional members apportioned to the states on the basis set forth in Article Two, Section 5(a) of the Charter, consistent with the full participation goals of Sections 3 and 4 of Article Eight of the Charter; provided that each state shall have at least two such additional members;

CHARTER

- (c) two additional members, consisting of one national committeeman and one national committeewoman, from each of Guam, the Virgin Islands, American Samoa and the Northern Mariana Islands;
- (d) the Chairperson of the Democratic Governors' Association and two additional governors, of whom, at least one shall be of the opposite sex of the Chairperson, as selected by the Association;
- (e) the Democratic Leader in the United States Senate and the Democratic Leader in the United States House of Representatives and one additional member of each body, who shall be of the opposite sex of, and appointed by, the respective leaders;
- (f) the Chairperson, the five Vice Chairpersons, the National Finance Chair, the Treasurer, and the Secretary of the DNC;
- (g) the Chairperson of the National Conference of Democratic Mayors and two additional mayors, at least one of whom shall be of the opposite sex of the Chairperson, as selected by the Conference;
- (h) the President of the Young Democrats of America and two additional members, at least one of whom shall be of the opposite sex as the President, as selected by the organization biennially in convention assembled;
- (i) the Chairperson of the Democratic County Officials and two additional county officials, at least one of whom shall be of the opposite sex as the Chairperson, as selected by the organization;
- (j) the Chairperson of the Democratic Legislative Campaign Committee and two additional state legislators, at least one of whom shall be of the opposite sex as the Chairperson, as selected by the Committee;
- (k) the Chairperson of the National Democratic Municipal Officials Conference and two additional municipal officials, at least one of whom shall be of the opposite sex as the Chairperson, as selected by the Conference;
- (l) the President of the National Federation of Democratic Women and two additional members selected by the Federation;
- (m) the President of the College Democrats of America and the Vice President, who shall be of the opposite sex, as elected by the organization annually;
- (n) the Chairperson of the National Association of Democratic State Treasurers and the Vice Chair who shall be of the opposite sex, as selected by the Association;
- (o) the Chairperson of the National Association of Democratic Lieutenant Governors and the Vice Chair who shall be of the opposite sex, as selected by the Association;
- (p) the Chairperson of the Democratic Association of Secretaries of State and the Vice Chair who shall be of the opposite sex, as selected by the Association;
- (q) the Chairperson of the Democratic Attorneys General Association and one additional attorney general who shall be of the opposite sex of the Chairperson, as selected by the Association;
- (r) the Chairperson of the National Democratic Ethnic Coordinating Committee, who is not otherwise a member of the Democratic National Committee and one additional member, who shall be of the opposite sex, as selected by the Coordinating Committee;
- (s) the Chairperson of the National Democratic Seniors Coordinating Council, who is not otherwise a member of the Democratic National Committee and one additional member, who shall be of the opposite sex, as selected by the Coordinating Council;
- (t) additional members as provided in Article Nine of this Charter. No more than seventy-five additional members of the Democratic National Committee may be added by the foregoing members.

Section 3. Members of the Democratic National Committee apportioned to the states and those provided for in Article Nine who are not otherwise members by virtue of Party office, shall be selected by each state Democratic Party in accordance with standards as to participation established in the Bylaws of the Democratic Party for terms commencing on the day the National Convention adjourns and terminating on the day the next Convention adjourns. Such members shall be selected during the calendar year in which a National Convention is held, through processes which assure full, timely and equal opportunity to participate. Vacancies shall be filled by the state party as provided in the Bylaws. The members of the National Committee from each state shall be divided as equally as practicable between committeemen and committeewomen. Members of the Democratic National Committee who serve by virtue of holding

CHARTER

public or Party office shall serve on the Committee only during their terms in such office. Members of the Democratic National Committee added by the other members shall serve a term that runs coterminously with the Chairperson of the Democratic National Committee, through the election of the new Chairperson, and until their successors are chosen; members in this category shall have the right to vote for the new Chairperson. Members of the Democratic National Committee who serve by virtue of holding state Party office shall be selected by such parties in accordance with standards as to participation established in Bylaws.

Section 4. The Bylaws may provide for removal of members of the Democratic National Committee for cause by a two-thirds vote of the National Committee and may also require continued residence in the jurisdiction represented by the member and affirmative support for the Democratic Presidential and Vice Presidential nominees as a condition of continued membership thereon. The Bylaws may further provide for a minimum level of attendance at National Committee meetings for Democratic National Committee members. The Bylaws may establish that any member of the Democratic National Committee who misses three consecutive meetings of the Democratic National Committee has failed to meet the minimum level of attendance and is deemed to have resigned from the Democratic National Committee.

Section 5. The Democratic National Committee shall meet at least once each year. Meetings shall be called by the Chairperson, by the Executive Committee of the Democratic National Committee, or by written request of no fewer than one-fourth of the members of the Democratic National Committee.

ARTICLE FOUR **Executive Committee**

Section 1. There shall be an Executive Committee of the Democratic National Committee, which shall be responsible for the conduct of the affairs of the Democratic Party subject to this Charter, the National Convention and the Democratic National Committee.

Section 2. The Executive Committee shall be elected by and serve at the pleasure of the members of the Democratic National Committee. The size, composition and term of office shall be determined by the Democratic National Committee, provided that, the number of members elected by the regional caucuses of members of the Democratic National Committee shall be no fewer than twenty-four less than the number selected by other means.

Section 3. The Executive Committee shall meet at least four times each year. Meetings shall be called by the Chairperson or by written request of no fewer than one-fourth of its members. The Executive Committee shall keep a record of its proceedings which shall be available to the public.

ARTICLE FIVE **National Chairperson**

Section 1. The National Chairperson of the Democratic Party shall carry out the programs and policies of the National Convention and the Democratic National Committee.

Section 2. The National Chairperson, the five Vice Chairpersons, the National Finance Chair, the Treasurer, and the Secretary, shall be elected:

- (a) at a meeting of the Democratic National Committee held after the succeeding presidential election and prior to March 1 next, and,
- (b) whenever a vacancy occurs. The National Chairperson shall be elected and may be removed by a majority vote of the Democratic National Committee, and each term shall expire upon the election for the following term.

CHARTER

Section 3. The National Chairperson shall preside over meetings of the Democratic National Committee and of the Executive Committee. In the event of a vacancy in the office of the National Chairperson, the designated Vice Chair as provided for in Article Two, Section 12(b) of the Bylaws, or the next highest ranking officer of the National Committee present at the meeting shall preside.

Section 4. The National Chairperson shall serve full time and shall receive such compensation as may be determined by agreement between the Chairperson and the Democratic National Committee. In the conduct and management of the affairs and procedures of the Democratic National Committee, particularly as they apply to the preparation and conduct of the Presidential nomination process, the Chairperson shall exercise impartiality and evenhandedness as between the Presidential candidates and campaigns. The Chairperson shall be responsible for ensuring that the national officers and staff of the Democratic National Committee maintain impartiality and evenhandedness during the Democratic Party Presidential nominating process.

ARTICLE SIX

Party Conference

The Democratic Party may hold a National Party Conference between National Conventions. The nature, agenda, composition, time and place of the Party Conference shall be determined by the Democratic National Committee.

ARTICLE SEVEN

National Finance Organizations

Section 1. The Democratic National Committee shall establish National Finance Organizations which shall have general responsibility for the finances of the Democratic Party. These National Finance Organizations shall raise funds to support the Democratic Party and shall advise and assist state Democratic Parties and candidates in securing funds for their purposes.

Section 2. The National Finance Chair shall be elected or approved by the Democratic National Committee.

ARTICLE EIGHT

Full Participation

Section 1. The Democratic Party of the United States shall be open to all who desire to support the Party and who wish to be known as Democrats.

Section 2. Discrimination in the conduct of Democratic Party affairs on the basis of sex, race, age (if of voting age), color, creed, national origin, religion, economic status, sexual orientation, gender identity, ethnic identity or physical disability is prohibited, to the end that the Democratic Party at all levels be an open party.

Section 3. To encourage full participation by all Democrats, with particular concern for minority groups, Blacks, Native Americans, Asian/Pacifics, Hispanics, women and youth in the delegate selection process and in all Party affairs, as defined in the Bylaws, the National and State Democratic Parties shall adopt and implement an affirmative action program which provides for representation as nearly as practicable of the aforementioned groups, as indicated by their presence in the Democratic electorate. This program shall include specific goals and timetables to achieve this purpose.

Section 4. This goal shall not be accomplished either directly or indirectly by the national or state Democratic Parties' imposition of mandatory quotas at any level of the delegate selection process or in

CHARTER

any other Party affairs, as defined in the Bylaws; however, representation as nearly as practicable of minority groups, Blacks, Native Americans, Asian/Pacifics, Hispanics, women and youth, as indicated by their presence in the Democratic electorate, as provided in this Article, shall not be deemed a quota.

Section 5. Performance under an approved affirmative action program and composition of the Convention delegation shall be considered relevant evidence in the challenge of any state delegation. If a state Party has adopted and implemented an approved and monitored affirmative action program, the Party shall not be subject to challenge based solely on delegate composition or solely on primary results.

Section 6. Notwithstanding Section 5 above, equal division at any level of delegate or committee positions between delegate men and delegate women or committeemen and committeewomen shall not constitute a violation of any provision thereof.

ARTICLE NINE **General Provisions**

Section 1. Democratic Party means the Democratic Party of the United States of America.

Section 2. The Bylaws shall provide for states in which the Democratic nominee for President or electors committed to the nominee did not appear on the ballot in elections used for apportionment formulae.

Section 3. For the purposes of this Charter, the District of Columbia shall be treated as a state containing the appropriate number of Congressional Districts.

Section 4. For the purposes of this Charter, Puerto Rico shall be treated as a state containing the appropriate number of Congressional Districts.

Section 5. Recognized Democratic Party organizations in areas not entitled to vote in Presidential elections may elect such voting delegates to National Conventions as the Democratic National Committee provides in the Call to the Convention.

Section 6. Democrats Abroad shall have four votes on the Democratic National Committee, which votes shall be shared by the Chairperson, the highest ranking officer of the opposite sex, three National Committeemen and three National Committeewomen except as may otherwise be provided by the Bylaws.

Section 7. The Bylaws shall provide for regional organizations of the Party.

Section 8. To assure that the Democratic nominee for the office of President of the United States is selected by a fair and equitable process, the Democratic National Committee may adopt such statements of policy as it deems appropriate with respect to the timing of Presidential nominating processes and shall work with state Parties to accomplish the objectives of such statements.

Section 9. The Democratic National Committee shall maintain and publish a code of fair campaign practices, which shall be recommended for observance by all candidates campaigning as Democrats.

Section 10. The Democratic Party shall not require a delegate to a Party convention or caucus to cast a vote contrary to his or her expressed preference.

Section 11. Voting by proxy shall not be permitted at the National Convention. Voting by proxy shall otherwise be permitted in Democratic Party affairs only as provided in the Bylaws of the Democratic Party.

CHARTER

Section 12. All meetings of the Democratic National Committee, the Executive Committee, and all other official Party committees, commissions and bodies shall be open to the public, and votes shall not be taken by secret ballot.

Section 13. The Democratic National Committee shall prepare and make available to the public an annual report concerning the financial affairs of the Democratic Party.

Section 14. In the absence of other provisions, Robert's Rules of Order (as most recently revised) shall govern the conduct of all Democratic Party meetings.

Section 15. The text of the Charter and the Bylaws, or portions thereof, shall be made available in other languages as needed upon reasonable request.

Section 16. Except as otherwise provided herein, the membership of the Democratic National Committee, the Executive Committee, Democratic state central committees, and all national official Party Conventions, committees, commissions, and like bodies shall be as equally divided as practicable according to gender. State Parties shall take provable positive steps to achieve legislative changes to bring the law into compliance with this provision wherever this provision conflicts with state statutes.

Section 17. Democratic Party Credo.

We Democrats are the oldest political party in America and the youngest in spirit. We will remain so, because we enjoy the challenge of government. Time and again, for almost two centuries, the Democratic Party has made government work -- to build and defend a nation, to encourage commerce, to educate our children, to promote equal opportunity, to advance science and industry, to support the arts and humanities, to restore the land, to develop and conserve our human and natural resources, to preserve and enhance our built environment, to relieve poverty, to explore space. We have reached difficult and vital goals.

We recognize that the capacity of government is limited but we regard democratic government as a force for good and a source of hope.

At the heart of our party lies a fundamental conviction, that Americans must not only be free, but they must live in a fair society.

We believe it is the responsibility of government to help us achieve this fair society.

- a society where the elderly and the disabled can lead lives of dignity and where Social Security remains an unshakable commitment;
 - a society where all people can find jobs in a growing full-employment economy;
 - a society where all workers are guaranteed without question the legal right to join unions of their own choosing and to bargain collectively for decent wages and conditions of employment;
 - a society where taxes are clearly based on ability to pay;
 - a society where the equal rights of women are guaranteed in the Constitution;
 - a society where the civil rights of minorities are fully secured and where no one is denied the opportunity for a better life;
 - a society where both public and private discrimination based upon race, sex, age, color, creed, national origin, religion, ethnic identity, sexual orientation, gender identity, economic status, philosophical persuasion or physical disability are condemned and where our government moves aggressively to end such discrimination through lawful means;
 - a society where we recognize that the strengthening of the family and the protection of children are essential to the health of the nation;
 - a society where a sound education, proper nutrition, quality medical care, affordable housing, safe streets and a healthy environment are possible for every citizen;
 - a society where the livelihoods of our family farmers are as stable as the values they instill in the American character;
 - a society where a strong national defense is a common effort, where promoting human rights is a basic value of our foreign policy, and where we ensure that future by ending the nuclear arms race.
- This is our purpose and our promise.

CHARTER

ARTICLE TEN

Amendments, Bylaws, and Rules

Section 1. This Charter may be amended by a vote of a majority of all of the delegates to the National Convention, provided that no such amendment shall be effective unless and until it is subsequently ratified by a vote of the majority of the entire membership of the Democratic National Committee. This Charter may also be amended by a vote of two-thirds of the entire membership of the Democratic National Committee. At least thirty days written notice shall be given of any National Committee meeting at which action will be taken pursuant to this Section, and any proposed amendment shall be given to all members of the National Committee and shall be released to the national news media. This Charter may also be amended by a vote of two-thirds of the entire membership of any Democratic Party Conference called under the authority of this Charter for such purpose.

Section 2. Bylaws of the Democratic Party shall be adopted to provide for the governance of the affairs of the Democratic Party in matters not provided for in this Charter. Bylaws may be adopted or amended by a majority vote of:

- (a) the National Convention; or
- (b) the Democratic National Committee provided that thirty days written notice of any proposed Bylaw or amendment has been given to all members of the National Committee.

Unless adopted in the form of an amendment to this Charter or otherwise designated, any resolution adopted by the National Convention relating to the governance of the Party shall be considered a Bylaw.

Section 3. Each official body of the Democratic Party created under the authority of this Charter shall adopt and conduct its affairs in accordance with written rules, which rules shall be consistent with this Charter, the Bylaws and other provisions adopted pursuant to authority of the Charter, including resolutions or other actions of the National Convention. The Democratic National Committee shall maintain copies of all such rules and shall make them available upon request.

Section 4. Each recognized state Democratic Party shall adopt and conduct its affairs in accordance with written rules. Copies of such rules and of any changes or amendments thereto shall be filed with the Democratic National Committee within thirty days following adoption.

RESOLUTION OF ADOPTION

Section 1. The Democratic Party of the United States of America, assembled in a Conference on Democratic Party Organization and Policy pursuant to resolution adopted by the 1972 Democratic National Convention and the Call to the Conference hereby adopts for the governance of the Party the Charter attached hereto.

BYLAWS

(This Page Intentionally Blank)

BYLAWS

BYLAWS

Adopted Pursuant to the Charter of the Democratic Party of the United States

ARTICLE ONE

Democratic National Convention

Section 1. The National Convention is the highest authority of the Democratic Party, subject to the provisions of the Charter.

Section 2. The National Convention shall adopt permanent rules governing the conduct of its business at the beginning of each Convention, and until the adoption of such permanent rules, the Convention and the activities attendant thereto shall be governed by temporary rules set forth in the Call to the National Convention.

Section 3. Delegates to the National Convention shall be allocated in the Call to the Convention consistent with the Charter.

ARTICLE TWO

Democratic National Committee

Section 1. Duties and Powers. The Democratic National Committee shall have general responsibility for the affairs of the Democratic Party between National Conventions, subject to the provisions of the Charter and to the resolutions or other official actions of the National Convention. This responsibility shall include, but not be limited to:

- (a) Issuing the Call to the National Convention;
- (b) Conducting the Party's Presidential Campaign;
- (c) Filling vacancies in the nominations for the office of the President and Vice President;
- (d) Assisting state and local Democratic Party organizations in the election of their candidates and the education of their voters;
- (e) Formulating and disseminating statements of Party policy, promoting programs for the systematic study of public policy issues, through participation of members of the Democratic National Committee and through specific projects administered under the authority of the Chairperson of the Democratic National Committee;
- (f) Providing for the election or appointment of a Chairperson, five Vice Chairpersons, one of whom shall be the President of the Association of State Democratic Chairs and one of whom shall be Vice Chairperson for Voter Registration and Participation, a Treasurer, a National Finance Chair, a Secretary and other appropriate officers of the National Committee, who, with the exception of the Chairperson and President of the Association of State Democratic Chairs, shall be as equally divided as practicable according to gender, and for the filling of vacancies, all in accordance with Rules of Procedure adopted by the Democratic National Committee;
- (g) Establishing and maintaining National Headquarters of the Party;
- (h) Promoting and encouraging Party activities at every level, including but not limited to the following:
 - (i) promoting and encouraging implementation of all Party mandates;
 - (ii) the fulfillment by the Party of its platform pledge and other commitments;
 - (iii) establishment and support of an adequate system of political research;
 - (iv) the preparation, distribution and communication of Party information to its members and the general public;
 - (v) the development and maintenance of a program of public relations for the Party;
- and
- (vi) development of a program for the coordination of Party committees, organizations, groups, public officials and members.

BYLAWS

- (i) Devising and executing ways and means of financing activities of the Party;
- (j) Taking such other action as may be necessary and proper to carry out the provisions of the Charter, these Bylaws, the resolutions and other official actions to achieve the objectives of the Party and the Convention; and
- (k) Approval of the budget of the Democratic National Committee.

Section 2. Membership. The Democratic National Committee shall be composed of:

- (a) The Chairperson and the highest ranking officer of the opposite sex of each recognized State Democratic Party as defined by Article Nine of the Charter and of the Democratic Parties of Guam, the Virgin Islands, American Samoa and the Northern Mariana Islands;
- (b) Two hundred additional members apportioned to the states on the basis set forth in Article Two, Section 5(a) of the Charter, provided that each state shall have at least two additional members;
- (c) Two additional members, consisting of one national committeeman and one national committeewoman, from each of Guam, the Virgin Islands, American Samoa and the Northern Mariana Islands;
- (d) The Chairperson of the Democratic Governors' Association and two additional governors, of whom at least one shall be of the opposite sex of the Chairperson, as selected by the Association;
- (e) The Democratic Leader in the United States Senate and the Democratic Leader in the United States House of Representatives and one additional member of each body, who shall be of the opposite sex of, and appointed by the respective leaders;
- (f) The Chairperson, five Vice Chairpersons, the National Finance Chair, the Treasurer and the Secretary of the Democratic National Committee;
- (g) The Chairperson of the National Conference of Democratic Mayors and two additional mayors, at least one of whom shall be of the opposite sex of the Chairperson, as selected by the Conference;
- (h) The President of the Young Democrats of America and two additional members, at least one of whom shall be of the opposite sex of the President, as selected by the organization biennially in convention assembled;
- (i) The President of the National Federation of Democratic Women and two additional members selected by the Federation;
- (j) The Chairperson of the Democratic County Officials and two additional members, at least one of whom shall be of the opposite sex of the Chairperson, as selected by the organization;
- (k) The Chairperson of the Democratic Legislative Campaign Committee and two additional state legislators, at least one of whom shall be of the opposite sex of the Chairperson, as selected by the Committee;
- (l) The Chairperson of the National Democratic Municipal Officials Conference and two additional municipal officials, of whom, to the extent possible, at least one shall be of the opposite sex of the Chairperson, as selected by the Conference;
- (m) Additional members as provided in Article Nine of the Charter;
- (n) The President of the College Democrats of America and the Vice President, who shall be of the opposite sex, as elected by the organization annually;
- (o) The Chairperson of the National Association of Democratic State Treasurers and the Vice Chair who shall be of the opposite sex, as selected by the Association;
- (p) The Chairperson of the National Association of Democratic Lieutenant Governors and the Vice Chair who shall be of the opposite sex, as selected by the Association;
- (q) The Chairperson of the Democratic Association of Secretaries of State and the Vice Chair who shall be of the opposite sex, as selected by the Association;
- (r) The Chairperson of the Democratic Attorneys General Association and one additional attorney general who shall be of the opposite sex of the Chairperson, as selected by the Association;
- (s) the Chairperson of the National Democratic Ethnic Coordinating Committee, who is not otherwise a member of the Democratic National Committee and one additional member, who shall be of the opposite sex, as selected by the Coordinating Committee;

BYLAWS

(t) the Chairperson of the National Democratic Seniors Coordinating Council, who is not otherwise a member of the Democratic National Committee and one additional member, who shall be of the opposite sex, as selected by the Coordinating Council;

(u) No more than seventy-five additional members of the Democratic National Committee may be added by the foregoing members.

Section 3. Selection of Members.

(a) Members of the Democratic National Committee apportioned to the States pursuant to the provisions of Sections 2(b) and 2(c) of this Article and those apportioned pursuant to the provisions of Article Nine of the Charter who are not otherwise members by virtue of Party office shall be selected by each state or territorial Democratic Party in accordance with standards as to participation established under Section 11 of this Article through processes which assure full, timely and equal opportunity to participate. The method of selection for such members shall be described in detail in each state or territory's Party rules and shall be by one of the following methods or any combination thereof:

(i) by a meeting of the National Convention delegation from the state or territory authorized to elect National Committee members, at an open meeting called within the calendar year of the Convention after effective public notice of the agenda;

(ii) by state or territorial Primary within the calendar year of the National Convention;

(iii) by state or territorial Party committees in an open meeting within the calendar year of the National Convention called after effective public notice of the agenda;

(iv) by a state or territorial convention authorized to select national committee members in an open meeting within the calendar year of the National Convention called after effective public notice of the agenda; and

(v) by such other method as may be adopted by a state or territorial Party and approved by the Democratic National Committee.

(b) Selection by any of the above methods shall be held to meet the requirements of full, timely and equal opportunity to participate if the selecting body has been established according to law and the Charter and the rules of such body have been approved by the Democratic National Committee.

(c) Members of the Democratic National Committee who serve by virtue of holding Party office shall be selected by each State Party in accordance with standards as to participation appearing in Section 11 of this Article.

(d) When the number of members apportioned to a state or territory pursuant to Section 2(b) of this Article or Article Nine of the Charter is even, there shall be equal division of members between men and women. In such cases where the number is odd, the variance between men and women may not be greater than one.

(e) Members of the Democratic National Committee apportioned pursuant to the provisions of Section 2(u) of this Article shall be elected by the membership provided that notice of any such nomination must be mailed to the membership no less than seven (7) days prior to the election.

Section 4. Certification and Eligibility of Members.

(a) Members of the Democratic National Committee provided for in Section 2 of this Article shall be certified to the National Committee as follows:

(i) those authorized under subsections (a), (b) and (c) of Section 2 shall be certified by the proper Party authority of the state or territory;

(ii) those authorized under subsection (d) of Section 2 shall be certified by the Chairperson of the Democratic Governors' Association;

(iii) those authorized under subsection (e) of Section 2 shall be certified by the Democratic Leader in the United States Senate for the members from that body and by the Democratic Leader in the United States House of Representatives for the members from that body;

(iv) those authorized under subsection (g) of Section 2 shall be certified by the Chairperson of the Conference of Democratic Mayors;

(v) those authorized under subsection (h) of Section 2 shall be certified by the President of the Young Democrats of America;

BYLAWS

- (vi) those authorized under subsection (i) of Section 2 shall be certified by the President of the National Federation of Democratic Women;
 - (vii) those authorized under subsection (j) of Section 2 shall be certified by the Chairperson of the Democratic County Officials Conference;
 - (viii) those authorized under subsection (k) of Section 2 shall be certified by the Chairperson of the Democratic Legislative Campaign Committee;
 - (ix) those authorized under subsection (l) of Section 2 shall be certified by the Chairperson of the National Democratic Municipal Officials Conference;
 - (x) those authorized under subsection (n) of Section 2 shall be certified by the President of the College Democrats of America;
 - (xi) those authorized under subsection (o) of Section 2 shall be certified by the Chairperson of the National Association of Democratic State Treasurers;
 - (xii) those authorized under subsection (p) of Section 2 shall be certified by the Chairperson of the National Association of Democratic Lieutenant Governors;
 - (xiii) those authorized under subsection (q) of Section 2 shall be certified by the Chairperson of the Democratic Association of Secretaries of State;
 - (xiv) those authorized under subsection (r) of Section 2 shall be certified by the Chairperson of the Democratic Attorneys General Association;
 - (xv) those authorized under subsection (s) of Section 2 shall be certified by the Chairperson of the National Democratic Ethnic Coordinating Committee;
 - (xvi) those authorized under subsection (t) of Section 2 shall be certified by the Chairperson of the National Democratic Seniors Coordinating Council;
 - (xvii) those otherwise authorized under Section 2 shall be certified by the Chairperson of the Democratic National Committee.
- (b) No person who is not or who does not continue to be a resident for voting purposes of the jurisdiction which he or she represents shall be eligible to hold such office.
 - (c) No person shall be entitled to vote on a challenge to his or her credentials.
 - (d) Contests involving membership or challenges to credentials of members shall be heard and adjudicated by the National Committee as determined or provided in Article Two, Section 10(b) of these Bylaws.

Section 5. Resignation or Removal of Members.

- (a) A member of the Democratic National Committee may resign by written notice to the Chairperson of the National Committee, and such resignation shall be effective immediately.
- (b) After notice and opportunity for public hearing and upon grounds found by the National Committee to constitute good and sufficient cause, the National Committee may remove a member by two-thirds vote of the National Committee.
- (c) Failure of any member of the National Committee to declare affirmatively his or her support for the Democratic Presidential and Vice Presidential nominees within thirty (30) days after the adjournment of the National Convention shall constitute good and sufficient cause for removal.

Section 6. Vacancies. Vacancies created by resignation or removal of any member of the National Committee shall be filled as follows:

- (a) Vacancies in membership apportioned to the states and territories pursuant to Sections 2(b) and 2(c) of this Article and Article Nine of the Charter shall be filled by a state or territorial Party in open meeting called after effective public notice of the agenda.
- (b) Vacancies created by the removal or resignation of a state Chairperson or highest ranking officer of the opposite sex shall be filled only by their successors in accordance with Section 3(b) of this Article.
- (c) Vacancies in the at-large membership of the National Committee shall be filled by the National Committee.
- (d) Vacancies in positions filled by the Democratic Governors' Association, the Democratic Mayors Conference, the House and Senate Leadership, the Young Democrats of America, the Democratic County Officials Conference, the Democratic Legislative Campaign Committee, the National Federation of

BYLAWS

Democratic Women, the National Democratic Municipal Officials Conference, and the College Democrats of America shall be filled by the selecting authority, and in the case where the selecting authority is not in session nor will be in session for a year subsequent to the vacancy, by the body charged with fulfilling the responsibilities operating the organization between meetings of the full group.

Section 7. Meetings.

(a) The National Committee shall meet as soon as possible after the adjournment of the National Convention on the call of the Chairperson. The Committee is authorized to organize with those members already selected, including any person seated temporarily as provided in Section 10(b)(iv) and entitled to serve as of the first meeting of the Committee. They shall select those members of the Executive Committee who are selected by the Regional Caucuses, who shall serve with those who serve by reason of office until the next regular meeting of the Democratic National Committee.

(b) At least two meetings of the National Committee shall be held each year upon call of the Chairperson and after notice to members, unless any such meeting is dispensed with by prior vote of a majority of the full membership of the National Committee.

(c) Special meetings of the National Committee may be held upon the call of the Chairperson with the approval of the Executive Committee with reasonable notice to the members, and no action may be taken at such a special meeting unless such proposed action was included in the notice of the special meeting. The foregoing notwithstanding, a special meeting to fill a vacancy on the National ticket shall be held on the call of the Chairperson, who shall set the date for such meeting in accordance with the procedural rules provided for in Article Two, Section 8(d) of these Bylaws.

(d) No later than thirty (30) days before each regularly scheduled meeting, and as soon as possible before a special meeting of the Democratic National Committee, the Secretary of the Democratic National Committee shall send written notice of the date, time and place of such meeting, and the tentative agenda to all members of the Democratic National Committee.

(e) Upon the written request of twenty-five percent or more of the members of the National Committee, filed with the Chairperson within a period of thirty (30) days, it shall be the duty of the Chairperson within fifteen (15) days from receipt of such request to issue a call for a meeting of the National Committee. The date of such meeting shall be fixed by the Chairperson not later than thirty (30) days nor earlier than fifteen (15) days from the date of the call.

Section 8. Attendance and Quorum and Voting.

(a) Members of the National Committee apportioned pursuant to the provisions of Section 2 of this Article who miss three consecutive meetings of the Democratic National Committee have failed to meet the minimum level of attendance and shall be deemed to have resigned from the Democratic National Committee. Vacancies created by any member for failing to meet the minimum level of attendance shall be filled in accordance with the provisions of Section 6 of this Article. Proxies shall not be counted at any meeting for the purpose of meeting the minimum level of attendance.

(b) A majority of the full membership of the Democratic National Committee present in person or by proxy shall constitute a quorum, provided that no less than forty percent (40%) of the full membership be present in person for the purpose of establishing a quorum; provided, however, that for purposes of voting to fill a vacancy on the National ticket, a quorum shall be a majority of the full membership present in person.

(c) Forty percent (40%) of the full membership present in person or by proxy, or 50 members present in person, whichever is fewer, shall constitute a quorum for meetings of:

(i) the DNC standing committees on Credentials, Resolutions, Rules and Bylaws and Budget and Finance;

(ii) the Eastern, Southern, Midwestern, and Western Regional Caucuses;

(iii) the Hispanic, Black, Women's, Asian American and Pacific Islander, and Lesbian, Gay, Bisexual and Transgender American Caucuses; and

(iv) other standing or ad hoc committees created pursuant to the provisions of Section 10(f) of these Bylaws.

BYLAWS

(d) Except as otherwise provided in the Charter or in these Bylaws, all questions before the Democratic National Committee shall be determined by majority vote of those members present and voting in person or by proxy.

(i) Up to seventy-five additional members at-large of the Democratic National Committee added by the remaining members pursuant to Article Three, Section 2 of the Charter and eleven members at-large of the Executive Committee selected by the Democratic National Committee pursuant to Article Three, Section 2 of the Bylaws may be elected by plurality vote of the members voting in person or by proxy; and

(ii) A roll call may be requested by a vote of twenty-five percent (25%) of those Democratic National Committee members present and voting.

(e) Each member of the National Committee shall be entitled to one vote on each issue before it, except that Democrats Abroad shall have four votes on the Democratic National Committee, which votes shall be shared by the Chairperson, the highest ranking officer of the opposite sex, three National Committeemen and three National Committeewomen.

(f) Voting to fill a vacancy on the National ticket shall be in accord with procedural rules adopted by the Rules and Bylaws Committee and approved by the Democratic National Committee.

(g) Proxy voting shall be permitted. Proxies may be either general or limited and either instructed or uninstructed. All proxies shall be in writing and transferable if so specified. No DNC member may at any one time hold or exercise proxies for more than one other DNC member; provided, however, that proxy voting shall not be permitted in voting to fill a vacancy on the National ticket.

(h) The Chairperson of the National Committee may refer matters to the members of the National Committee for consideration and vote by mail, provided, however, that if members aggregating more than twenty percent (20%) of the full membership shall so request, the matter shall be presented to the next meeting of the National Committee.

Section 9. Regional Caucuses. There shall be four Regional Caucuses of the members of a Democratic National Committee, comprised as follows:

EASTERN

Connecticut	Massachusetts	Puerto Rico
Delaware	New Hampshire	Rhode Island
District of Columbia	New Jersey	Vermont
Maine	New York	Virgin Islands
Maryland	Pennsylvania	Democrats Abroad (½ vote)

SOUTHERN

Alabama	Louisiana	Texas
Arkansas	Mississippi	Virginia
Florida	North Carolina	West Virginia
Georgia	South Carolina	Democrats Abroad (½ vote)
Kentucky	Tennessee	

MIDWESTERN

Illinois	Missouri	Wisconsin
Indiana	Nebraska	Democrats Abroad (½ vote)
Iowa	North Dakota	
Kansas	Ohio	
Michigan	Oklahoma	
Minnesota	South Dakota	

BYLAWS

WESTERN

Alaska	Hawaii	Oregon
American Samoa	Idaho	Utah
Arizona	Montana	Washington
California	Nevada	Wyoming
Colorado	New Mexico	Democrats Abroad (½ vote)
Guam	Northern Mariana Islands	

Section 10. Committees.

(a) In addition to the Committees otherwise provided for in the Charter or in these Bylaws, there shall be the following standing committees of the Democratic National Committee:

- (i) Credentials Committee;
- (ii) Resolutions Committee;
- (iii) Rules and Bylaws Committee;
- (iv) Budget and Finance Committee.

(b) (i) The Credentials Committee shall receive and consider all challenges to the credentials of Democratic National Committee members.

(ii) Any challenge to the credentials of a member of the Democratic National Committee may be made by any Democrat from the state or territory of the member challenged or any member of the Democratic National Committee and shall be filed by Registered Mail (return receipt requested) within thirty (30) days of the selection of such member.

(iii) The Credentials Committee shall determine the validity of the credentials of those elected to the National Committee, and decide all challenges to the seating of such members. The Credentials Committee shall provide each party to a dispute a reasonable opportunity to be heard, and may give an opportunity for submission of briefs and oral argument and shall render a written report on the issues to the National Committee.

(iv) The National Committee shall proceed to a determination of such contest or contests as its first order of business, if feasible, including the temporary seating of challenged members, in order that the members may participate in other business before the National Committee.

(c) (i) The Resolutions Committee shall receive and consider all resolutions proposed by a member of the Democratic National Committee on matters of policy proposed for adoption by the Democratic National Committee, and shall report in writing. Said report shall contain the text of each resolution recommended by the Committee for adoption, and shall identify resolutions considered but not recommended for adoption; and

(ii) resolutions shall be submitted to the Secretary of the Democratic National Committee at least twenty-one (21) days prior to the meeting of the National Committee, and copies of all such resolutions shall be sent to each member no less than fourteen (14) days prior to the National Committee meeting, provided that the Executive Committee may vote to submit urgent timely resolutions to the National Committee even though not submitted within these time periods.

(d) (i) The Rules and Bylaws Committee shall receive and consider all recommendations for adoption and amendments to the Rules and Bylaws of the National Committee and to the Charter of the Democratic Party of the United States;

(ii) recommendations for amendment to the Charter of the Democratic Party of the United States shall be received by the Rules and Bylaws Committee no less than sixty (60) days prior to a regular meeting of the Democratic National Committee, provided that the Executive Committee may approve direct submission of a recommended amendment to the Charter if the requirements of timeliness of the Charter are otherwise met;

(iii) recommendations for amendment to the Bylaws or adoption of Rules for the Democratic National Committee shall be submitted to the Rules Committee no less than thirty (30) days prior to a meeting of the National Committee, and the Secretary of the National Committee shall mail such proposed recommendations to the members no less than thirty (30) days prior to the National Committee. It shall be the responsibility of the member of the National Committee submitting a Bylaws Amendment to

BYLAWS

distribute a copy to all members of the Committee within the time required by these Bylaws for consideration, or submit the request to the Secretary with ample time to make such distribution;

(iv) the Executive Committee may refer to the Rules and Bylaws Committee for preliminary consideration the temporary Rules of the National Convention to be included in the Call to the Convention, and the Executive Committee may adopt the recommendations of the Rules and Bylaws Committee as such temporary Convention rules;

(v) the Rules and Bylaws Committee shall conduct a continuing study of the Bylaws, Rules and Charter and make periodic recommendations for amendment, extension or other action, provided that any such recommendations by the Rules and Bylaws Committee be submitted to the members of the National Committee at the time the agenda is presented; and

(vi) the report of the Rules and Bylaws Committee shall be in writing and shall contain the full text of action recommended and shall identify recommendations not approved by the Committee for adoption.

(e) Budget and Finance Committee

(i) The Budget and Finance Committee shall be composed of the Treasurer, the National Finance Chair and not more than nine other members of the Democratic National Committee who have training or experience in finance or management;

(ii) the Budget and Finance Committee shall in full consultation with the National Chairperson of the Democratic National Committee, review the budget of the Democratic National Committee on an on-going basis, make periodic reports including an annual report to the Executive Committee and the full Democratic National Committee on the goals, purposes of expenditures and results of expenditures of the Democratic National Committee and its staff;

(iii) the Budget and Finance Committee shall, working with the National Chairperson, Chief Financial Officer and counsel, develop and present to the Executive Committee, policies and procedures with respect to:

(a) contracting and procurement of goods and services by the Democratic National Committee, including affirmative action policies; and

(b) avoidance of conflicts of interest;

(iv) meetings of the Budget and Finance Committee shall not be subject to the provisions of Article Nine, Section 12 of the Charter

(f) The National Committee may from time to time create such other standing or *ad hoc* committees as it shall deem appropriate.

(g) Except as otherwise provided in the Charter or in these Bylaws, the members of all committees of the National Committee shall be appointed by the Chairperson of the Democratic National Committee, in consultation with the Executive Committee, subject to ratification by the Democratic National Committee, and shall be appointed to serve for the tenure of the Chairperson. Notwithstanding the above provision, notice of such pending appointment must be mailed to the Democratic National Committee membership no less than seven (7) days prior to the vote on ratification.

(h) Failure by members to attend three consecutive meetings of the committees of the National Committee shall constitute a failure to meet the minimum level of attendance and shall constitute automatic resignation from the committee. The provisions of Section 8(g) of this Article shall apply to committees of the National Committee, except that proxies shall not be counted at any meeting for the purpose of meeting the minimum level of attendance. Attendance records of committees of the National Committee shall be reported annually to the Executive Committee.

(i) All matters referred to any council, special committee, standing committee, conference or any other sub-group must be acted upon and said action reported to the body which originated the reference.

Section 11. Participation in All Party Affairs.

(a) The Democratic Party of the United States shall be open to all who desire to support the Party and who wish to be known as Democrats. Participation in the affairs of the Democratic Party shall be open pursuant to the standards of non-discrimination and affirmative action incorporated into the Charter of the Democratic Party of the United States.

BYLAWS

(b) (i) The National, State, and Local Democratic Party organizations shall undertake affirmative action programs designed to encourage the fullest participation of all Democrats in all Party affairs. All Party affairs shall mean all activities of each official Party organization commencing at the lowest level and continuing up through the National Democratic Party. Such activities shall include but need not be limited to the processes in which delegates are selected to the National Democratic Convention; Party officials are nominated or selected; Party policy, platforms, and rules are formulated; and regular programs of voter registration, public education and public relations. Such programs may be developed and sponsored in cooperation with the Democratic National Committee.

(ii) National and State Democratic Parties shall carry out programs to facilitate and increase the participation of low and moderate income persons. These programs shall include provisions and resources for outreach and recruitment to achieve representation and equitably minimize economic factors which act to bar full participation by such persons.

(iii) State and National Parties shall act affirmatively to develop and implement appropriate education, training, fund-raising and outreach programs directed at low and moderate income Democrats and shall implement rules and regulations of the Party in their most constructive interpretation to effect increased participation and representation by people of low and moderate income. Non-discrimination as it relates to this Section (11(b)) and as provided in Article Eight, Section 2 of the Charter shall be strictly enforced.

(c) (i) Each state or territorial Party shall require each unit of the Party which holds such meetings to publicize effectively and in a timely fashion the dates, times, and places of all such meetings, and the name or names of the person responsible for such meetings.

(ii) Notice of meetings shall be published as required in this Section prior to the meeting. Such notice may appear as legal notice, paid advertisement, news item, direct mail, radio or television announcement, or in such other form as may reasonably be designed to notify Democrats of the meeting provided no state, territorial, or county Party is required to purchase paid advertising; and

(iii) If challenged, a state or territorial Party shall be deemed to be in compliance with this Section upon proof of effective notice from the reporting unit of the Party.

(d) If a county or any local unit of the state or territorial Party fails to comply with the foregoing provisions of this Section, the state or territorial Party may assume responsibility for setting dates, times and places for local meetings and for giving notice of the same as provided in this Section.

(e) Each state or territorial Party may establish such procedures and structures as are necessary to ensure compliance with this Section, including procedures for review of complaints of non-compliance with this Section by any unit of the political process, including the state.

(f) If a state or territorial Party is alleged to have failed to comply with this Section, the alleged non-compliance shall be referred to the Democratic National Committee for review provided that any person alleging non-compliance at any level shall be a resident of the affected jurisdiction and provided that any person alleging non-compliance of a state or territorial Party with this section shall have exhausted all remedies provided by the state or territorial Party.

Section 12. Duties and Responsibilities of the Chairperson.

(a) The Chairperson shall be the chief executive officer of the Democratic National Committee and shall exercise authority delegated to him or her by the Democratic National Committee and the Democratic National Committee's Executive Committee in carrying out the day-to-day activities of the Committee.

(b) By the time of the next DNC meeting following his or her election, the Chairperson shall designate a Vice Chair who will have authority to act as Chairperson should a vacancy occur or should the Chairperson become incapacitated. In the event of such succession, the designated Vice Chair will serve in the capacity of the Chairperson until a new Chairperson is elected at the next regularly scheduled meeting of the full Democratic National Committee.

BYLAWS

ARTICLE THREE **Executive Committee**

Section 1. Powers and Duties. The Executive Committee of the Democratic National Committee shall be responsible for the conduct of the affairs of the Democratic Party in the interim between the meetings of the full Committee. This responsibility shall include, but not be limited to:

- (a) Authority for the Democratic National Committee between meetings thereof;
- (b) Recommending approval of the budget of the Democratic National Committee; and
- (c) Reporting all of its proceedings to the Democratic National Committee.

Section 2. Membership. The Executive Committee shall be composed of:

- (a) The Chairpersons of the Regional Caucuses of the Democratic National Committee who must be members of the Democratic National Committee;
- (b) Four members elected by each of the Regional Caucuses of the Democratic National Committee, who shall be equally divided between men and women and all of whom shall be members of the Democratic National Committee;
- (c) The Chairperson, the five Vice Chairpersons, the Treasurer, and the Secretary of the Democratic National Committee;
- (d) The National Finance Chair;
- (e) The Chairperson of the Democratic Governors' Association or his or her designee from that Association, who must be a member of the Democratic National Committee;
- (f) The Democratic Leader of the United States Senate or his or her designee, who must be a member of the Democratic National Committee, and the Democratic Leader from the United States House of Representatives or his or her designee, who must be a member of the Democratic National Committee;
- (g) The Chairperson of the National Conference of Democratic Mayors or his or her designee, who must be a member of the Democratic National Committee;
- (h) The Chairperson of the Democratic Legislative Campaign Committee or his or her designee from that Committee, who must be a member of the Democratic National Committee;
- (i) The Chairperson of the National Democratic County Officials or his or her designee, who must be a member of the Democratic National Committee;
- (j) The Chairperson of the National Democratic Municipal Officials Conference or his or her designee, who must be a member of the Democratic National Committee;
- (k) The President of the Young Democrats of America or his or her designee, who must be a member of the Democratic National Committee;
- (l) Three additional members of the Association of State Democratic Chairs to be selected by the Association;
- (m) The President of the National Federation of Democratic Women or her designee, who must be a member of the Democratic National Committee;
- (n) The Chairs of the Hispanic, Black, Asian American and Pacific Islander, and Lesbian, Gay, Bisexual and Transgender American Caucuses of the Democratic National Committee or his or her designee, who must be a member of the Democratic National Committee;
- (o) The Chair of the Women's Caucus of the Democratic National Committee or her designee, who must be a member of the Democratic National Committee;
- (p) The President of the College Democrats of America or his or her designee, who must be a member of the Democratic National Committee;
- (q) Eleven members at-large, elected by the Democratic National Committee, who shall be equally divided between men and women, all of whom must be members of the Democratic National Committee;
- (r) The Chairs of the standing committees on Credentials, Resolutions, and Rules and Bylaws.

BYLAWS

(s) Any designee as provided for in this section, may not otherwise be a member of the Executive Committee and must be a member of the organization or constituency he or she is designated to represent.

Section 3. Election of Members.

(a) Members of the Executive Committee representing the Regional and Constituency Caucuses pursuant to Section 2(b), 2(n) and 2(o) of this Article shall be elected:

(i) at the second meeting of the Democratic National Committee held after the succeeding presidential election; and

(ii) whenever a vacancy occurs.

(b) Members of the Executive Committee elected at-large as apportioned pursuant to Section 2(q) of this Article shall be elected:

(i) at the second meeting of the Democratic National Committee held after the succeeding presidential election; and

(ii) whenever a vacancy occurs.

(iii) Notwithstanding the above provisions, notice of any such nomination must be mailed to the Democratic National Committee membership no less than seven (7) days prior to the election.

(c) Members of the Executive Committee shall serve until the election of their successors. Upon the resignation of a member, a successor shall be selected by the original official authority to serve the unexpired portion of the term.

Section 4. Meetings. The Executive Committee shall meet at least four times each year. Meetings shall be called by the Chairperson or by written request of no fewer than one-fourth of its members. All members of the Democratic National Committee shall be notified of meetings of the Executive Committee. The Executive Committee shall keep a record of its proceedings which shall be available to the public.

Section 5. Attendance and Quorum and Voting.

(a) Members of the Executive Committee apportioned pursuant to the provisions of Section 2 of this Article who miss three consecutive meetings of the Democratic National Committee Executive Committee have failed to meet the minimum level of attendance and shall be deemed to have resigned from the Executive Committee. Vacancies created by any member for failing to meet the minimum level of attendance shall be filled by the original authority. Proxies shall not be counted at any meeting for the purpose of meeting the minimum level of attendance.

(b) Notwithstanding the above provision, the provisions of Section 8 of Article Two of these Bylaws shall apply to the Executive Committee.

ARTICLE FOUR

National Finance Organizations

Section 1. Duties and Powers. The National Finance Organizations of the Democratic Party shall have general responsibility for the finances of the Democratic Party for raising funds to support the Democratic Party and the Democratic National Committee to advise and assist State Democratic parties and candidates in securing funds for their purposes. The National Finance Chair and the Treasurer will advise the National Chairperson of the Democratic Party and the Executive Committee of the Democratic National Committee with respect to the finances of the Democratic Party.

ARTICLE FIVE

Amendments

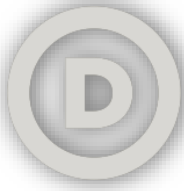
Bylaws may be adopted or amended by majority vote of:

(a) the National Convention; or

(b) the Democratic National Committee provided that thirty (30) days written notice of any proposed Bylaw or amendment has been given to all members of the National Committee. Unless

BYLAWS

adopted in the form of an amendment to the Charter or otherwise designated, any resolution adopted by the National Convention relating to the governance of the Party shall be considered a Bylaw.



**THE CHARTER & THE BYLAWS
OF THE DEMOCRATIC PARTY OF THE UNITED STATES
As Amended by The Democratic National Committee August 28, 2015**



**THE CONSTITUTION OF THE DEMOCRATIC PARTY OF HAWAI'I
AS AMENDED ON MAY 29, 2016**

**BYLAWS OF THE DEMOCRATIC PARTY OF HAWAI'I
AS AMENDED ON MAY 29, 2016**

**POLICIES FOR USE OF THE DEMOCRATIC PARTY OF HAWAI'I
MEMBERSHIP DATABASE**

Approved by the SCC on October 24, 2015

**DEMOCRATIC PARTY OF HAWAI'I - STATE CENTRAL COMMITTEE
STANDING & SPECIAL RULES & PROCEDURES
*(adopted with revisions 01 October 2016)***



**Bylaws of the O'ahu County Democrats of the Democratic Party of Hawai'i
As last amended at O'ahu County Convention April 22, 2017**

**DEMOCRATIC PARTY OF HAWAI'I - O'AHU COUNTY DEMOCRATS
SPECIAL & STANDING RULES & PROCEDURES
*(For Consideration 10 January 2015)***

**THE CONSTITUTION OF THE DEMOCRATIC PARTY OF HAWAI‘I
AS AMENDED ON MAY 29, 2016**

TABLE OF CONTENTS

TABLE OF CONTENTS	i
ARTICLE I – MEMBERSHIP	1
Section 1. General.....	1
Section 2. Enrollment.....	1
Section 3. Candidates for public office and office-holders changing Party affiliation	1
Section 4. Official Records	1
Section 5. Disciplinary Action	1
ARTICLE II – PRECINCT CLUB	1
Section 1. Definition	1
Section 2. Organization.....	1
Section 3. Biennial Election of Precinct Officers and Delegates to the State Convention	2
Section 4. Officers of Precinct Club	2
Section 5. Delegates and Alternates to the State Convention.....	2
Section 6. Use of the Name of the Democratic Party of Hawai‘i	2
Section 7. Club Rules	3
ARTICLE III -DISTRICT COUNCIL	3
Section 1. Organization.....	3
Section 2. Officers.....	3
Section 3. Term of office.....	3
Section 4. Meetings	3
Section 5. Duties and Responsibilities of the District Council	3
Section 6. District Council Rules.....	4
ARTICLE IV -COUNTY ORGANIZATIONS	4
Section 1. Organization.....	4
Section 2. Rules for the Adoption of Respective County Organization Bylaws and Rules.....	4
ARTICLE V -STATE CENTRAL COMMITTEE.....	4
Section 1. Membership.....	4
Section 2. Elections.....	5
Section 3. Vacancies.....	6
Section 4. Tenure-Interim	6
Section 5. Power and Duties.....	6
Section 6. Meetings	8
Section 7. Caucuses.....	8
Section 8. Committees.....	9
Section 9. Executive Committee	9
Section 10. Financial Reports	9
ARTICLE VI -STATE CONVENTION.....	10
Section 1. Time.....	10
Section 2. Composition.....	10
Section 3. Purposes.....	10
Section 4. Candidate’s Filing Fee.....	10
Section 5. Delegate Registration Fee.....	10

1	Section 6. Organization of the Convention.....	10
2	Section 7. Officers.....	11
3	Section 8. Minority Reports.....	11
4	ARTICLE VII -REVENUES.....	11
5	Section 1. Fund Raising	11
6	Section 2. Conflicts.....	11
7	ARTICLE VIII -GENERAL PROVISIONS	11
8	Section 1. Representation of Women and Young People.	11
9	Section 2. Appeals.....	11
10	Section 3. Candidate Support of Platform, Resolutions, Constitution and Bylaws.....	12
11	Section 4. Ethical Campaign Practices.....	12
12	Section 5. Parliamentary Authority.....	12
13	Section 6. Interpretation of Constitution and Bylaws.	12
14	Section 7. Resolutions.....	12
15	Section 8. Nondiscrimination and Affirmative Action.....	12
16	Section 9. Process to Identify Candidates to Fill Midterm Vacancies.	13
17	Section 10. Ethics and Potential Conflict of Interest Disclosures	13
18	ARTICLE IX - AMENDMENT OF CONSTITUTION AND BYLAWS.....	13
19	Section 1. Amendment of Constitution.	13
20	Section 2. Amendment of Bylaws.	13
21	Section 3. Changes to County Bylaws.	14
22	Section 4. Publication.	14
23	Section 5. Copies	14
24		
25		

ARTICLE I – MEMBERSHIP

Section 1. General.

The Democratic Party of Hawai‘i shall be open to all persons who desire to support the Party, who wish to be known as Democrats, and who live in Hawai‘i.

The Democratic Party of Hawai‘i believes that its primary election, a state-imposed mandatory nomination procedure, ought to be open to participation of only such persons as are willing to declare their affiliation with and support for the Party, either through public registration to vote, or through maintenance of membership in the Party. The Party further believes that the current Constitution and laws of the State of Hawai‘i, by maintaining secrecy of affiliation, and by compelling the Party to admit to its nomination procedures those who may have no interest in, or actually oppose the interests, values, and platform of the Party, do violence to the Party’s associational freedoms and the individual freedoms of its membership to define their own political views, guaranteed under the Constitution of the United States. The State Central Committee and Party Chairperson shall take appropriate action to correct this injustice.

Section 2. Enrollment.

The procedure for enrollment in the Democratic Party of Hawai‘i shall be as provided in the Bylaws of the Democratic Party of Hawai‘i.

Section 3. Candidates for public office and office-holders changing Party affiliation.

Elected officials request to switch from another party to the Democratic Party of Hawai‘i shall be as provided in the Bylaws of the Democratic Party of Hawai‘i.

Section 4. Official Records.

The Secretary of the State Central Committee shall be the official custodian of the membership records of the Democratic Party of Hawai‘i.

Section 5. Disciplinary Action.

A member of the Democratic Party of Hawai‘i shall be subject to expulsion, reprimand, or censure for reasons and in keeping with procedures provided in the Bylaws of the Democratic Party of Hawai‘i.

ARTICLE II – PRECINCT CLUB

Section 1. Definition.

The Precinct Club shall be the basic unit of the Party organization. There shall be one Precinct Club in each precinct, as defined by law.

Section 2. Organization.

Initial organization of a Precinct Club shall be under the jurisdiction of the District Council of the district within which the precinct is located. A Precinct Club, once organized and recognized by the District Council, shall be the constituted body having jurisdiction in the precinct.

Thereafter, no other Precinct Club in the same precinct may be organized unless and until such time as the club of record shall be declared by the Executive Committee of the District Council

1 to be inactive as defined in this section and as further provided in the Bylaws of the Democratic
2 Party of Hawai'i.

3
4 **Section 3. Biennial Election of Precinct Officers and Delegates to the State Convention.**

5 3A. The Precinct Club shall meet to elect officers, delegates, and alternates as provided for
6 herein and further provided for in the Bylaws of the Democratic Party of Hawai'i, on the first
7 Wednesday of March in every even numbered year or at such other times as may be determined
8 by the State Central Committee ("the biennial election meeting"). Elections shall be by secret
9 ballot if requested by any member present.

10
11 3B. Where no meeting is held because a quorum of one (1) person is not attained at the biennial
12 election meeting, it shall be the duty of the members of that Precinct Club to attempt
13 immediately a successful meeting. Where no officers have been elected in the current biennium,
14 any member of the precinct may, by written petition to the respective District Council, request
15 the initiation of precinct reorganization, as further described in the Bylaws of the Democratic
16 Party of Hawai'i.

17
18 **Section 4. Officers of Precinct Club.**

19 4A. The elected officers of the Precinct Club shall be a President, a First Vice-President, a
20 Secretary, a Treasurer and the Precinct's District Councilperson. The Precinct Club may elect
21 such other officers and alternates, including an Alternate District Councilperson for offices as it
22 may deem necessary and may combine any two (2) offices except those of President, First Vice-
23 President and the Precinct's District Councilperson. Precinct Club officers shall not be required
24 to relinquish their positions if elected or appointed to the State Central Committee.

25
26 4B. Each officer shall take office immediately upon election and shall hold office from the time
27 of election until a successor is duly elected, or until said officer moves out of the precinct.

28
29 4C. Vacancies in any officer position shall be filled as provided in the DPH Bylaws.

30
31 **Section 5. Delegates and Alternates to the State Convention.**

32 Each Precinct Club shall elect delegates to the State Convention as contained in the official Call
33 of the Party, subject to the composition requirements as provided for in the Bylaws of the
34 Democratic Party of Hawai'i. Election of alternates should be subject to the composition
35 requirements as provided for in the Bylaws of the Democratic Party of Hawai'i. In the event the
36 certified roster indicates insufficient membership for an equal number of alternates, the Precinct
37 Club shall decide the number of alternates to be elected. No person shall participate in more than
38 one (1) meeting of a Precinct Club held for the purpose of electing delegates to the State
39 Convention. "Participation" as used above shall include voting.

40
41 **Section 6. Use of the Name of the Democratic Party of Hawai'i.**

42 No Precinct Club or combination of Precinct Clubs, or members of clubs, or committees shall be
43 permitted to use the name of the Democratic Party of Hawai'i without first obtaining express and
44 specific consent and authority of the appropriate County Committee or State Central Committee.

Section 7. Club Rules.

Each Precinct Club may adopt rules for the proper conduct of its business not inconsistent or in conflict with the Constitution and Bylaws of the Democratic Party of Hawai'i or the Bylaws and Rules of the applicable County Committee.

ARTICLE III -DISTRICT COUNCIL

Section 1. Organization.

There shall be a District Council in each Representative District which shall consist of all the Precinct Presidents and District Councilpersons of each Precinct Club and the duly elected Chairperson. Counties may include the Precinct First Vice-President.

Section 2. Officers.

Officers of a District Council shall be a District Chairperson, not more than three (3) Vice-Chairpersons, not more than two (2) Secretaries, and a Treasurer. The offices of the Secretary and Treasurer may be held by one (1) person. The officers of the District Council shall constitute the Executive Committee. Vacancies in any officer position shall be filled as provided in the Bylaws of the Democratic Party of Hawai'i.

Section 3. Term of office.

The District Council, excepting the District Chairperson, shall take office no later than two weeks after the biennial District Council meeting and end at the time of the election of a successor but in no event past the two weeks after the biennial District Council meeting.

Section 4. Meetings.

Regular meetings of the District Council shall be held at least three (3) times a year at such time and place as the Chairperson designates.

Section 5. Duties and Responsibilities of the District Council.

5A. The District Council, at its first meeting on the first Tuesday in April, shall hear all challenges concerning the results of the biennial Precinct Club elections that may be brought before it by any Party member residing in the District. The District Council shall, not later than the second Tuesday in April, rule on every challenge concerning a Precinct Officer, or concerning the validity of a vote on, or the eligibility of a person voting on any question other than the election of State Convention Delegates.

5B. The District Council shall consider challenges concerning delegates to the State Convention as provided for in the Bylaws of the Democratic Party of Hawai'i.

5C. It shall be the duty of the District Council to establish and maintain an active and effective Party organization within its district to inform Democrats within the District of Party policy and activities, and to ensure as large a vote as possible for Party candidates in the election.

5D. To affect these ends, the District Council may adopt District platforms, consistent with the Party Platform adopted by the State Convention, and take such steps as are necessary to

1 encourage officials of the District elected or appointed in the name of the Party to observe the
2 Platform and Principles of the Party.

3
4 **Section 6. District Council Rules.**

5 Each District may adopt rules for the proper conduct of its business not inconsistent or in conflict
6 with the Constitution and Bylaws of the Democratic Party of Hawai‘i or the Bylaws and Rules of
7 the applicable County Committee.

8
9
10 **ARTICLE IV -COUNTY ORGANIZATIONS**

11
12 **Section 1. Organization.**

13 There shall be a County Organization in each County which will consist of all members of the
14 Party residing in that County. Between their respective County Conventions, the affairs of each
15 County shall be subject to a County Committee: O‘ahu County Committee, Hawai‘i County
16 Committee, Maui County Committee, and Kaua‘i County Committee.

17
18 **Section 2. Rules for the Adoption of Respective County Organization Bylaws and Rules.**

19 2A. It is the purpose and intent of this rule to authorize and require the respective County
20 Organizations, consisting of all members of the Party residing in that County, to adopt their own
21 bylaws and rules to meet the desires and needs of the individual counties, so long as between
22 their respective County Conventions, the affairs of each County shall be subject to a County
23 Committee.

24
25 2B. The bylaws and bylaws changes of a County Organization shall first be ratified by the State
26 Central Committee. If the State Central Committee fails to certify the bylaws and bylaws
27 changes proposed by a County Committee, that County Committee may at the next State
28 Convention appeal for ratification of such bylaws changes by the Convention.

29
30 2C. Changes to the County Bylaws required to conform or comply with amendments to the State
31 Constitution and/or Bylaws may be affected and adopted by the County Committees within 90
32 days of adoption by the State Party, or, after that time, by the State Central Committee.

33
34
35 **ARTICLE V -STATE CENTRAL COMMITTEE**

36
37 **Section 1. Membership.**

38 1A. There shall be a State Central Committee consisting of elected and ex-officio members
39 apportioned as follows:

- 40
41 (1) Elected members-at-large:
42 (a) Party Chairperson;
43 (b) National Committeeman;
44 (c) National Committeewoman;
45 (d) Youth Representatives, two (2) representatives of different genders,
46 between the ages of 18 and through age 35, inclusive; and

- (e) Caucus Representatives, two (2) representatives of different genders for each caucus certified by the State Central Committee.
- (2) Elected members, two (2) representatives of different genders, from each Senatorial District, with the exception of the Senatorial District(s) which cover more than one County, but only in compliance with Section 1A(5) of this Article and elected Democratic Party of Hawai'i Caucus members, two (2) representatives of different genders, as provided in Section 7 of this Article;
- (3) Elected County Representatives from each County, two (2) representatives of different genders;
- (4) Ex-officio members:
 - (a) Immediate Past Party Chairperson, and
 - (b) County Chairpersons.
- (5) Two (2) representatives of different genders elected from each County of a Senatorial District which covers more than one County.
- (6) One (1) Senator appointed by the Democratic Leader of the Senate and one (1) Representative appointed by the Democratic Leader of the House (alternating gender to maintain gender balance).

1B. Each elected, appointed, and ex-officio member of the State Central Committee or that member's successor shall be entitled to one (1) vote.

Section 2. Elections.

2A. The members of the State Central Committee, except County, Caucus and Youth Representatives on the State Central Committee, shall be elected at the Democratic State Convention by the delegates as designated pursuant to the Bylaws of the Democratic Party of Hawai'i. The County Representatives on the State Central Committee shall be elected by the Convention delegates from their respective County at the County Convention. The Caucus and Youth Representatives on the State Central Committee shall be democratically elected by their respective members as determined by their bylaws.

County committees may choose to elect all their representatives to the State Central Committee at their County Conventions held in even-numbered years, provided that:

- (1) The number of signatures required for nomination would be consistent with the Bylaws of the Democratic Party of Hawai'i;
- (2) There would be a single deadline for the filing of nomination papers for all County State Central Committee positions and it would be 10 days before the County Convention at which the elections would be held;
- (3) The persons eligible to vote would be limited to those members of the Democratic Party of Hawai'i living in the Senate District or County that candidates are seeking to represent; and
- (4) The County Committee has amended its bylaws to reflect its choice.

Caucuses and Youth Representatives may choose to elect all their representatives to the State Central Committee via a democratic process held in even-numbered years, provided that:

- (1) The number of signatures required for nomination would be consistent with the Bylaws of the Democratic Party of Hawai‘i;
- (2) The filing of nomination papers for all Caucuses and Youth Representatives will be thirty (30) days before the meeting at which the elections will be held;
- (3) The persons eligible to vote would be limited to those members of the Democratic Party of Hawai‘i that are also members of the organization that they are seeking to represent; and
- (4) The organization has amended its bylaws to reflect its choice.

2B. In addition to the Party Chairperson, who shall also be the Chairperson of the State Central Committee, the elected officers of the State Central Committee shall be a Vice-Chairperson, a Secretary, an Assistant Secretary, a Treasurer and an Assistant Treasurer. The foregoing officers, excepting the Chairperson, shall be elected by the members of the State Central Committee from its membership. No candidate for public office or other person who serves as the Chairperson, Treasurer, or Deputy Treasurer on a campaign committee shall be an officer of the State Central Committee. They shall serve until their successors have been elected, provided, however, that any officer may be removed for cause by the affirmative vote of two-thirds of all the members of the State Central Committee, at a meeting called for that purpose.

2C. The Chairperson of the State Central Committee may appoint other Vice-Chairpersons from the membership of the State Central Committee, as the Chairperson may deem necessary or proper with the consent of the State Central Committee.

Section 3. Vacancies.

When the Party Chairperson files to run for or is appointed to elective public office, with the exception of the State Constitutional Convention delegate, the Party office shall automatically be deemed vacant. Vacancies in the membership of the State Central Committee shall be filled as provided in the Bylaws of the Democratic Party of Hawai‘i.

Section 4. Tenure-Interim.

The tenure of the interim Party Chairperson shall be until a successor is elected at the next succeeding State Convention.

Section 5. Power and Duties.

The State Central Committee shall:

- (5) Have general supervision over the affairs of the Party.
- (6) Call all State Conventions and make the necessary arrangements therefore.
- (7) Call all State Conventions and make the necessary arrangements therefore. It shall adopt standing rules for the State Convention prior to the precinct meetings, subject to confirmation by a majority of the votes cast by Convention delegates.
- (8) Allocate and extend such monies as are properly under the control of the Committee. Such funds shall be deposited at a commercial bank in the name of

1 the Party by the Treasurer. The Committee shall require the Treasurer to be
2 bonded in such amounts to the Committee may appear proper (premium therefore
3 to be paid by the Party), to submit a written report to the State Convention, and to
4 submit such other reports written or otherwise, as the Committee will require.
5

6 (9) Adopt written policies and procedures based upon generally accepted accounting
7 and fiscal practices and principles.
8

9 (10) Ensure that all fund raising projects undertaken in the name of the Democratic
10 Party of Hawai'i be conducted according to the accounting policies and practices
11 adopted by the State Central Committee.
12

13 (11) Prepare legislation and take such other action as may be necessary to cause the
14 principles set forth in the Party Platform to be enacted into law.
15

16 (12) Take all necessary steps to ensure a full slate of Democratic Party candidates for
17 all elective offices within the State of Hawai'i.
18

19 (13) Have authority to charter statewide subsidiary organizations within the
20 Democratic Party of Hawai'i to further the goals of the Party. Each chartered
21 organization shall submit proposed bylaws or rules and amendments to the State
22 Central Committee within ninety (90) days of adoption and may from time to time
23 be required to submit a progress report listing its accomplishments for the
24 preceding year. Upon determination that the proposed bylaws, rules or rule
25 changes are consistent with the Constitution and Bylaws of the Democratic Party
26 of Hawai'i, such bylaws, rules or rule changes shall become effective. The
27 Committee shall reserve the authority to withdraw the charter of any group which
28 shall in the opinion of the Committee, fail to abide by the principles of the
29 Democratic Party of Hawai'i, and as further provided for in the Bylaws of the
30 Democratic Party of Hawai'i.
31

32 (14) Allocate and remit funds from the Party treasury to the Democratic National
33 Committee.
34

35 (15) Have power to make rules and regulations not inconsistent with the Constitution
36 and Bylaws of the Democratic Party of Hawai'i for the governance of itself, its
37 committees and the Democratic Party of Hawai'i.
38

39 (16) Implement the Party's Affirmative Action Plan.
40

41 (17) Have such other powers and perform such other duties as may be reasonably
42 implied from the Constitution and Bylaws of the Democratic Party of Hawai'i or
43 incidental to the carrying out of its functions.
44

45 (18) Exercise power from Convention to Convention to make interim changes to the
46 Bylaws of the Democratic Party of Hawai'i, and the bylaws, rules and regulations

of the County Committees, when mandated by the Democratic National Committee for compliance to Rules, Party structure, Delegate selection and Party Charter.

- (19) Remove a member of the State Central Committee who has accrued three absences from regular State Central Committee meetings. For National Committeeman and National Committeewoman, removal would occur when six absences accrue.

- (20) Candidate Statement Forms are to be kept and distributed in accordance with the Bylaws of the Democratic Party of Hawai'i, including the formation of a special committee for implementation.

Section 6. Meetings.

6A. Immediately after the adjournment of the State Convention, which shall have elected State Central Committee persons, the members of the new State Central Committee (including its ex-officio members) shall meet for the purpose of organizing and electing its officers.

6B. The State Central Committee shall meet at least once every three (3) months.

6C. The State Central Committee shall determine its own quorum rules except that it shall not be less than forty (40) percent of its members.

6D. At least one (1) meeting of the State Central Committee shall be held in each county every biennium.

6E. The Party Chairperson or two-thirds of the Executive Committee of the State Central Committee shall have the authority to call a special meeting. Special meetings shall require not less than five (5) days prior notice to the members of the State Central Committee.

Section 7. Caucuses.

7A. Establishment. The State Central Committee may certify autonomous caucuses that represent historically disempowered or under-represented constituencies due to current or past inequality under law, discrimination, social prejudices, or economic injustice, provided the minimal criteria are met.

7B. Criteria. Party members, formally organized based upon a historically disempowered, legitimate constituency as described in Section 7A of this Article, may apply for certification as a Democratic Party of Hawai'i Caucus. Certification of a caucus by the State Central Committee shall be based on minimal criteria described in Section 7A and in the Bylaws of the Democratic Party of Hawai'i.

7C. Membership. Only active and associate Democratic Party of Hawai'i members may participate in a Democratic Party of Hawai'i Caucus.

7D. Nomination and Filing. Each Caucus and Youth Democrats shall certify eligible nominees of different genders to elect two (2) representatives of different genders to the State Central Committee. Procedures and qualifications for the candidate and the election process shall be specified in the bylaws of each caucus and Youth Democrats. If a Caucus' Bylaws does not specify nomination procedures or qualifications by 2018, then a caucus member nominated by five (5) other members of the Caucus before the deadline for State Central Committee nominations shall be certified an eligible nominee. In the event a Caucus fails to certify an eligible nominee as specified in the Caucus Bylaw, appeal may be made to the Convention Credentials Committee. If the State Convention accepts a Credentials Committee report that rules the nominee should have been certified as eligible in accord with the Caucus' Bylaws, the nominee shall stand as a Caucus candidate for State Central Committee at the State Convention.

Section 8. Committees.

The State Central Committee shall appoint standing committees on Finance, Platform, Legislation, Rules, Affirmative Action, Membership, Fundraising, Communications, Community Relations, Convention, Campaign, and Compliance Review.

Section 9. Executive Committee.

9A. The elected and appointed officers as designated herein, the Bylaws of the Democratic Party of Hawai'i, and the National Committeeman and the National Committeewoman and each County Chairperson shall constitute the Executive Committee of the State Central Committee.

9B. The Executive Committee shall meet once each quarter at the call of its Chairperson or upon written request of not less than five (5) members of the Executive Committee filed with the Secretary of the Executive Committee. Notice of each meeting shall be given by the Secretary at least three (3) days before the date of the meeting.

9C. A majority of the Executive Committee shall constitute a quorum for any meeting of the Executive Committee. No proxies may be used by any member of this Executive Committee.

9D. The Executive Committee shall have full charge of matters within the authority of the State Central Committee between meetings of the State Central Committee.

Section 10. Financial Reports.

10A. All officers, and members of the State Central Committee, who in the name of the Democratic Party of Hawai'i, engage in fund raising activities or have the responsibility of making disbursements and receiving assessments, contributions or gifts, shall be responsible for a strict accounting of all funds received or disbursed. A full and complete report in writing shall be submitted to the Executive Committee within a reasonable time after the completion of a project or term or at the request of the Party Chairperson or the Treasurer or the Executive Committee. This section shall apply to any other person appointed by this body. In addition, the treasury books and accounts of the State Central Committee shall be audited between March 1st and May 1st of the year in which the State Central Committee is elected. The auditor's report shall be available at the State Convention, and at the Democratic Party of Hawai'i Headquarters for inspection by any member of the Party.

1 10B. Notwithstanding any provision to the contrary, the County Committees shall keep their
2 own financial records and shall be exempted from the audit described herein.

3 4 **ARTICLE VI -STATE CONVENTION** 5

6 **Section 1. Time.**

7 The convention will be called biennially in May of each even numbered year, or at such other
8 times as may be determined by the State Central Committee.
9

10 **Section 2. Composition.**

11 The assembly of voting delegates for any State Convention shall be composed of members of the
12 Democratic Party of Hawai'i as provided for in the Bylaws of the Democratic Party of Hawai'i.
13

14 **Section 3. Purposes.**

15 The State Convention shall convene for the purposes provided for in the Bylaws of the
16 Democratic Party of Hawai'i.
17

18 **Section 4. Candidate's Filing Fee.**

19 Any member of the Party wishing to be a candidate for the above offices described in this Article
20 V shall file a nomination paper and pay a fee pursuant to the Bylaws of the Democratic Party of
21 Hawai'i.
22

23 **Section 5. Delegate Registration Fee.**

24 5A. All delegates and alternates in attendance, registered at the State Convention, shall be
25 assessed a registration fee that is determined by the State Central Committee to defray the cost of
26 the Convention. Any excess shall be realization to the Democratic Party of Hawai'i.
27

28 5B. Where a State Convention delegate is unable to pay the designated registration fee, a written
29 request for waiver should be submitted to the State Convention Credentials Committee as
30 prescribed by the Bylaws of the Democratic Party of Hawai'i. No person duly elected as a
31 delegate or alternate delegate to the State Convention shall be excluded as a delegate or alternate
32 due to inability to pay the registration fee.
33

34 5C. In compliance with the Democratic National Committee Rules, no person shall be excluded
35 from any stage of the national delegate selection process for failure to pay the registration fee.
36

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

38 The State Central Committee shall be charged with the responsibility of planning for the State
39 Convention. The Party Chairperson shall appoint the Convention Committee as a Standing
40 Committee and all Convention Committee Chairpersons and members as *ad hoc* committees.
41 Among the Convention committees appointed, there shall be:
42

- 43 (1) Convention Platform Committee.
- 44 (2) Convention Rules Committee.
- 45 (3) Convention Resolutions Committee(s).
- 46 (4) Convention Affirmative Action Committee.

1 (5) Convention Credentials Committee.

2
3 **Section 7. Officers.**

4 The Convention shall be convened by the Party Chairperson, or in the absence of the Party
5 Chairperson, the Vice-Chairperson of the State Central Committee, until a permanent
6 Convention Chairperson is elected. The Secretary of the State Central Committee or in the
7 absence of the Secretary, such other person as may be appointed shall keep the Minute book of
8 the Convention until the permanent Convention Secretary is appointed.

9
10 **Section 8. Minority Reports.**

11 Upon the vote of ten (10) percent or more of the members of any committee, a minority report
12 shall be prepared by said minority and received by the Convention as a matter of record.
13 Minority reports shall be brought to the floor upon request of any member who has signed the
14 minority report, and whereupon the decision to take up that minority report will be put to a
15 Convention vote without debate and will require a majority agreeing to take up the matter for
16 discussion by the Convention.

17
18 **ARTICLE VII -REVENUES**

19
20 **Section 1. Fund Raising.**

21 Subject to the provisions of this Article, Party funds may be raised by the Precinct Clubs, by the
22 District Councils, by the County Committees and by the State Central Committee, in addition to
23 specially endorsed projects of the State Central Committee. All money so raised shall be
24 collected and handled in a proper business-like manner and in accordance with accounting
25 procedures adopted pursuant to Article V and relevant Federal and State statutes, laws, rules and
26 regulations. Receipts shall be given for all cash contributions and regular accounting shall be
27 made.

28
29 **Section 2. Conflicts.**

30 Where a fund raising activity is staged by the State Central Committee, it shall be the duty of all
31 other branches of the Party to cooperate in such activity.

32
33
34 **ARTICLE VIII -GENERAL PROVISIONS**

35
36 **Section 1. Representation of Women and Young People.**

37 The Precinct Club, District Councils, County Committees and the State Central Committee shall
38 take affirmative action to ensure representation of women and young people in all elected and
39 appointed offices and on all delegations and on all committees of the Democratic Party of
40 Hawai'i in reasonable relationship to their presence in the population of the State.

41
42 **Section 2. Appeals.**

43 An appeal from an interpretation of the Constitution of the Democratic Party of Hawai'i may be
44 taken from a Precinct Club to the District Council, from the District Council to the County
45 Committee, and from the County Committee to the State Central Committee. Appeals shall be
46 taken within five (5) days from the date of action by the Precinct Club, District Council, or

County Committee as the case may be. Notice of the time and place of hearing an appeal shall be given to all parties concerned at least three (3) days prior to the hearing, but such notice may be waived by any of the parties.

Section 3. Candidate Support of Platform, Resolutions, Constitution and Bylaws.

Every Democratic Party candidate for election to office, whether Federal, State or County, and every member of the Democratic Party of Hawai'i shall support the Party Platform. Every member of the Democratic Party of Hawai'i shall support candidates who are members of the Party and request the Party's support in the general, special or nonpartisan elections.

Section 4. Ethical Campaign Practices.

The Democratic Party of Hawai'i and all members who file as a Democratic candidate for elective office shall agree to a campaign ethics code or code of fair campaign practices, which may be based on available codes and modified as needed, provided that any failure to abide by this section shall not be subject to Article I on expulsion, reprimand, or censure.

Section 5. Parliamentary Authority.

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern all Precinct Club meetings, Caucus Meetings, District Council meetings, County meetings and conventions and State Conventions in all cases to which they are applicable and in which they are not inconsistent with the Constitution, Bylaws or special rules of order adopted by the Democratic Party of Hawai'i or the Bylaws and Rules of the applicable County Committee.

Section 6. Interpretation of Constitution and Bylaws.

The State Central Committee shall be empowered to make final decisions on the interpretation of this Constitution and the Bylaws of the Democratic Party of Hawai'i.

Section 7. Resolutions.

7A. The resolving clauses of resolutions, except for those clauses that refer to a specific date, event, or legislative session, once adopted by delegates at a convention of the Democratic Party of Hawai'i shall represent the official policies of the Party and shall remain in force and effect until rescinded or amended by the delegates at an annual or special convention.

7B. Copies of resolutions of the Democratic Party of Hawai'i still in force and effect, including their preamble and transmission clauses, shall be made available online.

Section 8. Nondiscrimination and Affirmative Action.

8A. In order that the Democratic Party of Hawai'i at all levels be an open Party which includes rather than excludes people from participation, a program of effective affirmative action is hereby adopted.

8B. Discrimination on the basis of race, sex, sexual orientation, gender identity, gender expression, age, color, national origin, religion, ethnic identity, disability, or economic status in the conduct of the business of the Democratic Party of Hawai'i is prohibited.

1 8C. Any vacancy in the election process as defined by Section 11-118, Hawai‘i Revised
2 Statutes, because of death, withdrawal, disqualification, or any other cause shall be filled as
3 follows, except that no vacancy shall be filled if following the vacancy one or more Democrats
4 remained on the ballot.

- 5
6 (1) By the respective District Council if the vacancy is at the District level.
7 (2) By the respective County Committee if the vacancy is for an office covering a
8 geographic area larger than a District, including all County government offices.
9 (3) By the State Central Committee if the vacancy is for an office covering a
10 geographic area larger than a County.
11

12 **Section 9. Process to Identify Candidates to Fill Midterm Vacancies.**

13 When any vacancy occurs in the United States Senate, State Senate or State House that is held by
14 a Democrat, the following process shall be followed to identify candidates who may be
15 recommended to the Governor to fill the vacant office:
16

- 17 (1) The District Council shall select candidates if the vacancy is for an office
18 representing a State Representative District.
19 (2) The respective officers of the Precinct Clubs and District Councils affected shall
20 select the candidates if the vacancy is for an office representing a State Senate
21 District.
22 (3) The State Central Committee shall select the candidates if the vacancy is for an
23 office representing the entire State.
24

25 **Section 10. Ethics and Potential Conflict of Interest Disclosures.**

26 Any member of the State Central Committee or a County Committee who engages in activity
27 defined as “lobbying” under Hawai‘i Revised Statutes shall file a written disclosure with the
28 respective Committee Secretary stating for whom they are lobbying and on what matters. Such
29 disclosures shall be available for inspection by Party members.
30
31

32 **ARTICLE IX - AMENDMENT OF CONSTITUTION AND BYLAWS**
33

34 **Section 1. Amendment of Constitution.**

35 This Constitution may be amended or revised by delegates at State Convention by a majority
36 vote. The effective date of such amendments shall be immediately upon adjournment of the State
37 Convention at which the amendments were adopted.
38

39 **Section 2. Amendment of Bylaws.**

40 The Bylaws of the Democratic Party of Hawai‘i may be amended or revised by delegates at State
41 Convention by a majority vote or at any regular meeting of the State Central Committee by a
42 majority vote of all its members, provided that the amendment has been submitted in writing at
43 the previous regular meeting.
44
45
46

1 Section 3. Changes to County Bylaws.

2 Changes to the County Bylaws required to conform or comply with amendments to the State
3 Constitution and/or Bylaws of the Democratic Party of Hawai‘i may be effected and adopted by
4 the County Committees within 90 days of the adoption by the State Party, or, after that time, by
5 order of the State Central Committee.

6

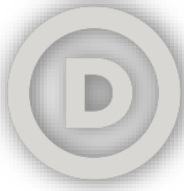
7 Section 4. Publication.

8 Amended versions of Constitution and Bylaws of the Democratic Party of Hawai‘i shall be
9 published online with the date of their most recent amendment.

10

11 Section 5. Copies.

12 Copies of the Constitution and Bylaws of the Democratic Party of Hawai‘i shall be made
13 available online.



THE CHARTER & THE BYLAWS
OF THE DEMOCRATIC PARTY OF THE UNITED STATES
As Amended by The Democratic National Committee August 28, 2015



THE CONSTITUTION OF THE DEMOCRATIC PARTY OF HAWAI'I
AS AMENDED ON MAY 29, 2016

BYLAWS OF THE DEMOCRATIC PARTY OF HAWAI'I
AS AMENDED ON MAY 29, 2016

POLICIES FOR USE OF THE DEMOCRATIC PARTY OF HAWAI'I
MEMBERSHIP DATABASE

Approved by the SCC on October 24, 2015

DEMOCRATIC PARTY OF HAWAII - STATE CENTRAL COMMITTEE
STANDING & SPECIAL RULES & PROCEDURES
(adopted with revisions 01 October 2016)



Bylaws of the O'ahu County Democrats of the Democratic Party of Hawai'i
As last amended at O'ahu County Convention April 22, 2017

DEMOCRATIC PARTY OF HAWAI'I - O'AHU COUNTY DEMOCRATS
SPECIAL & STANDING RULES & PROCEDURES
(For Consideration 10 January 2015)

BYLAWS OF THE DEMOCRATIC PARTY OF HAWAII
AS AMENDED ON MAY 29, 2016

TABLE OF CONTENTS

TABLE OF CONTENTS	i
ARTICLE I – MEMBERSHIP	1
Section 1. Membership Eligibility.....	1
Section 2. Enrollment.....	1
Section 3. Official Enrollment Card	3
Section 4. Membership.....	3
Section 5. Transfer.	4
Section 6. Official Records	4
Section 7. Termination.....	4
Section 8. Expulsion, Reprimand, or Censure.	5
ARTICLE II – PRECINCT CLUB	7
Section 1. Organization.....	7
Section 2. Biennial Election of Precinct Officers and Delegates to the State Convention.	8
Section 3. Delegates and Alternates to the State Convention.....	13
Section 4. Notice of Meeting	14
Section 5. Proxies.....	14
ARTICLE III -DISTRICT COUNCIL	15
Section 1. Officers.....	15
Section 2. Meeting Notices, Attendance at Meetings.....	16
Section 3. Quorum.....	16
Section 4. Proxies.....	16
Section 5. Committees.....	17
ARTICLE IV -COUNTY ORGANIZATIONS	17
Section 1. Organization.....	17
Section 2. Rules for the adoption of Respective County Organization Bylaws and Rules.....	17
Section 3. Meetings, Notices, Attendance at Meetings.....	17
ARTICLE V -STATE CENTRAL COMMITTEE.....	17
Section 1. Apportionment.....	17
Section 2. Nomination and Filing.....	17
Section 3. Officers.....	18
Section 4. Filling of Vacancies.....	20
Section 5. Meetings.....	21
Section 6. Proxies.....	21
Section 7. Caucuses.....	21
Section 8. Committees.....	22

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

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

4 5 6 **ARTICLE I – MEMBERSHIP** 7

8 **Section 1. Membership Eligibility.**

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

- 10
11 (1) Individuals who, at the time of application, are registered to vote in the State of
12 Hawai‘i may become voting members of the Democratic Party of Hawai‘i; or
13 (2) Individuals who, at the time of application, are eligible but not registered to vote
14 in the State of Hawai‘i may become nonvoting associate members of the
15 Democratic Party of Hawai‘i, and upon registration to vote in the State of
16 Hawai‘i, may apply to become voting members of the Democratic Party of
17 Hawai‘i; or
18 (3) Individuals who, at the time of application, are not eligible to register to vote in
19 the State of Hawai‘i may become nonvoting associate members of the Democratic
20 Party of Hawai‘i. If eligibility to register to vote in the State of Hawai‘i is later
21 attained and the individual duly registers to vote, then the individual may apply to
22 become a voting member of the Democratic Party of Hawai‘i. Information
23 provided by the applicant shall be recorded electronically and shall be available
24 for appropriate party uses.
25

26 **Section 2. Enrollment.**

27 2A. The procedure for enrollment in the Democratic Party of Hawai‘i shall be as follows:

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

- 1 (3) Except as provided in Article I of the Constitution of the Democratic Party of
2 Hawai i and these Bylaws, the effective date of membership shall be the date a
3 valid enrollment card is received by the Party. The new member, as of the date of
4 Party membership, becomes a member of the Democratic Precinct Club in the
5 precinct in which the member is registered to vote and resides except as provided
6 for in Article II, Section 3 of the Hawai'i State Constitution. The Precinct Club
7 and the District Council to which the Precinct Club belongs shall be notified at
8 appropriate intervals of all new members enrolled by the Secretary of the State
9 Central Committee. The new member shall be entitled to all the rights, privileges
10 and obligations in the Party, except that they shall not be considered a member for
11 the purpose of appointment to fill a legislative vacancy pursuant to VIII of the
12 Constitution of the Democratic Party of Hawai'i, until they have been a member
13 in good standing for a period of at least six (6) months. If a member has resigned
14 from the Party in the two (2) years prior to re-enrollment in the Democratic Party
15 of Hawai'i, the re-enrolled member must be a member in good standing for at
16 least two (2) years prior to serving on a County Committee, State Central
17 Committee, or as National Committeeman or National Committeewoman or as
18 State Party Chairperson.
- 19 (4) An individual who has completed and submitted a Democratic Party of Hawai'i
20 Enrollment Card, but whose name does not appear on the voter registration list in
21 the County in which that person resides, shall submit proof of their voter
22 registration or shall sign a sworn voter registration form in the presence of a
23 designated Party official. The individual seeking membership is responsible for
24 submitting the proper voter registration form to voter registrars authorized by the
25 County to accept such forms. The Secretary of the State Central Committee shall
26 have the responsibility to verify that the Party member was registered to vote in
27 that precinct within one month after the biennial Precinct meeting. If the Party
28 member does not submit proof of voter registration by one month after the
29 biennial Precinct meeting, then the membership in the precinct will not be
30 recognized by the Democratic Party of Hawai'i and any office so obtained will be
31 deemed vacant.

32
33 2B. Elected Officials' Request to Switch from Another Party to the Democratic Party.

- 34
35 (1) If a current elected public office-holder applies for new Party membership as a
36 change of Party affiliation, then the following procedure shall determine
37 applicant's eligibility for Party membership:
- 38 (a) Conveyance: The Secretary of the State Central Committee shall ensure
39 the application is conveyed to the respective County Chair for public
40 offices within the County or State Party Chair for State offices spanning
41 two or more Counties and the offices of the United States Congress and
42 Senate.
- 43 (b) The applicant shall complete the Candidate Statement based on the
44 Platform and Resolutions of the Party as provided in Article V of the
45 Constitution of the Democratic Party of Hawai'i, and submit it to the
46 respective County or State Executive Committee.

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

7 (2) Deadlines:

8 (a) No deadline applies to applications to change Party affiliation by a public
9 office-holder, except if application is submitted within six (6) months of
10 candidate filing for an election, then deadlines described in this section
11 shall apply.

12 (b) The date of Party membership shall be eleven (11) days after the
13 Executive Committee's decision to accept the application, unless the
14 decision is called for review by the State Central Committee. A review
15 shall not be called except upon written request of at least ten (10) State
16 Central Committee members. If reviewed, the decision of the State Central
17 Committee shall be final. If the application is accepted, the new member
18 shall enjoy all rights and responsibilities of Party membership. The new
19 member is subject to Section 2B, which provides for eligibility after six
20 months of continuous membership without censure to file as a candidate
21 for elected public office as a Democrat.

22 (c) If the application for membership is rejected, the applicant is ineligible to
23 appear as a candidate on any ballot as a Democrat, to claim in any
24 campaign to be a Democratic Party candidate, to caucus as a Democrat, or
25 hold any public office or position reserved for a member of the
26 Democratic Party, until such time as membership in "good standing" is
27 attained in accord with this Constitution.
28

29 **Section 3. Official Enrollment Card.**

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

35 **Section 4. Membership.**

36 4A. Any member once enrolled in the Democratic Party of Hawai'i shall, at the member's
37 option, continue to be a member except as provided by Article I of the Constitution of the
38 Democratic Party of Hawai'i. The Party shall request payment of the annual voluntary
39 communications fee of twenty-five dollars (\$25.00) and conduct fundraising appeals regularly.
40

41 4B. Two dollars (\$2) of every ten dollars (\$10) collected in dues shall be remitted to the county
42 from which the dues originated.
43

44 4C. Annual voluntary communications fee shall be requested on or before February 28 of each
45 year.
46

1 4D. Where record of prior membership cannot be located and membership is claimed, the
2 claimant shall obtain the signatures of five (5) members of the Party and proof of voter
3 registration. Upon the filing and validation of the signatures on a form specified by the State
4 Central Committee, the Secretary of the State Central Committee shall be authorized to issue a
5 duplicate membership card. An enrollment card shall be filled pursuant to Section 2, above,
6 except that the card will bear the word “duplicate.” The above form certified by the Secretary of
7 the State Central Committee will serve as proof of membership.
8

9 **Section 5. Transfer.**

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

15 **Section 6. Official Records.**

16 6A. The State Central Committee shall establish the policy of who has access to the computer
17 membership records and who may make changes thereto and the Secretary of the State Central
18 Committee shall oversee the implementation of the State Central Committee policy regarding
19 access to the membership database. It shall be the duty of the Democratic Party of Hawai‘i to
20 maintain an electronic file as well as an archival plan of all membership data from the enrollment
21 cards pursuant to Section 2, above, as well as record all changes and transfers of which notice is
22 received. The Secretary of the State Central Committee shall notify the County Committee, the
23 District Council, and the Precinct Club of such changes.
24

25 6B. It is the duty of each member to inform the Secretary of the State Central Committee of any
26 changes in his or her mailing address. When a member is no longer registered to vote at the
27 address on the official mailing list, the Democratic Party of Hawai‘i Headquarters is authorized
28 to remove that name from the list. The Democratic Party of Hawai‘i Headquarters shall at
29 regular intervals send a copy of all changes made to the official membership list to each County
30 Secretary.
31

32 6C. Where a member is removed from a Precinct Club’s official membership list, it shall be
33 filed in a permanent alphabetical suspense file until such time as the status of the member can be
34 determined and placed in the correct Precinct Club or officially deleted from membership in the
35 Democratic Party of Hawai‘i.
36

37 **Section 7. Termination.**

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

- 42 (1) Death;
- 43 (2) Assumption of a permanent residence outside of the State;
- 44 (3) Disaffiliation from the Democratic Party of Hawai‘i; or
- 45 (4) Loss of civil rights or U. S. Citizenship.
46

Section 8. Expulsion, Reprimand, or Censure.

8A. Grounds for Expulsion, Reprimand or Censure:

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

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

- (1) **Limitations.** Any complaint charging a member with cause for expulsion, reprimand or censure shall be made no later than one hundred and eighty (180) days after the discovery of the violation.
- (2) **Complaint.** The complaint shall be in writing. The complaint shall state the rule(s) which have been violated, the activities alleged to have been committed, the date(s) of these activities. Each allegation shall be numbered. Each allegation shall be accompanied by evidence of such activities. The complaint shall be signed by one (1) Party member and endorsed by at least four (4) other Party members. The complaint shall be submitted to the County Secretary. It is the responsibility of the complainant to provide evidence to support the expulsion, reprimand or censure. Attached to the complaint shall be a list of any witnesses and the evidence to which they can attest. Each witness will prepare an affidavit attesting to the evidence.
- (3) **Notice.** The accused member must be notified in writing by the County Secretary within ten (10) days of the receipt of a complaint.
- (4) **Response.** The accused member shall have thirty (30) days from the date of notification to prepare a response. The accused member must respond to each allegation: admitted, denied, or denied in part. If an allegation is denied in part or

- 1 in whole, the accused member shall provide any evidence supporting the denial.
2 Attached to the response shall be a list of any witnesses and the evidence to which
3 they can attest. Each witness shall prepare an affidavit attesting to the evidence.
- 4 (5) Investigation. The County Chairperson shall refer each complaint to the County
5 Rules Committee or a special committee to investigate the charges (the
6 “Investigation Committee”). The referral of complaint shall be reported to the
7 County Committee at its next meeting and shall be recorded in the minutes. The
8 Investigation Committee shall conduct a good faith investigation to determine if a
9 violation of the rules has occurred. The Investigation Committee shall interview
10 the accused member, the complainant, and any witnesses. The credibility of the
11 complainant, the accused member or any witness may be challenged during the
12 investigation. The Investigation Committee shall gather other facts as necessary
13 for its finding, and shall, within thirty (30) days, submit a report and
14 recommendation(s) to the County Chairperson. The Report shall include the
15 Investigation Committee’s findings for each allegation; including any adverse
16 findings regarding credibility; in addition the Investigation Committee may
17 recommend specific sanctions.
- 18 (6) Committee’s Report. A copy of the Committee Report shall be provided to the
19 accused member and the complainant. The report shall include the grounds upon
20 which the expulsion, reprimand or censure is sought, the committee’s findings
21 and recommendations, and a list of County Committee members who are eligible
22 to vote to accept, amend, or reject the committee’s findings and
23 recommendations.
- 24 (7) Hearing. The County Committee shall place the complaint on the agenda at its
25 next meeting following receipt of the Investigation Committee Report or by
26 agreement with the accused member at some other time. Notice of the meeting
27 shall be given to the member, the complainant and the County Committee at least
28 seven (7) days prior to the hearing. The Investigation Committee shall present its
29 report in a meeting open to any interested Party member. The complainant,
30 accused member, and any Party member shall be allowed to make a statement
31 relating to the facts of the case or the committee’s recommendation. The County
32 Committee shall decide by majority vote whether to accept or reject the
33 Committee Report and any sanctions. The County Committee shall give notice in
34 writing of its decision to the Secretary of the State Central Committee, with a
35 copy to the member and complainant within seven (7) days. A copy of the
36 committee’s report and the County Committee’s decision shall be filed with the
37 County Secretary and the Secretary of the State Central Committee and shall be
38 available for inspection by Party members.
- 39 (8) Appeal. A member expelled, reprimanded, or censured may appeal the decision
40 of the County Committee to the State Central Committee by filing a written
41 request with the Secretary of the State Central Committee within ten (10) days of
42 receiving the written decision of the County Committee. If no appeal is submitted
43 within the ten (10) days, the decision of the County Committee shall be final. If
44 an appeal is submitted, a hearing shall be granted in open meeting of the entire
45 State Central Committee within thirty (30) days. The State Central Committee
46 shall review the Committee Report and accept comments from the County Chair,

1 the Investigation Committee, the accused member and members of the State
2 Central Committee. The State Central Committee shall decide the appeal by
3 majority vote and shall transmit to the member a written notice of its decision
4 within ten (10) days. The decision of the State Central Committee shall be final.
5

6 8C. Sanctions and Enforcement.

- 7
8 (1) Mandatory Expulsion. Expulsion shall be automatic and implemented by the
9 Secretary of the State Central Committee. After expulsion, the expelled member
10 is barred from enrolling for membership for five (5) years. The Party shall take all
11 reasonable action to prevent such person from running for office as a Democrat,
12 serving in public office, or holding an office in the Party during the five-year
13 period.
- 14 (2) Permissive Expulsion. Expulsion shall be implemented by the Secretary of the
15 State Central Committee. The Party shall take all reasonable action to prevent
16 such person from participating in Party activities, running for public office as a
17 Democrat, or serving in public office for the period provided in the decision of the
18 County Committee or State Central Committee for at least three (3) years but not
19 more than five (5) years.
- 20 (3) Reprimand. The Party shall take all reasonable action to prevent such member
21 from holding an office in the Party for up to three (3) years.
- 22 (4) Censure. In the case of censure by a County, an official letter of censure shall be
23 written by the County Chair. In the case of censure by the State Central
24 Committee, an official letter of censure shall be written by the Party Chair. The
25 letter shall be addressed to the accused member with a copy to the complainant
26 and shall be available for inspection by Party members. No additional sanctions
27 shall apply. No further action shall be taken on the complaint.
- 28 (5) Voluntary Resignation. When a member has voluntarily resigned from the
29 Democratic Party to engage in activities which are grounds for mandatory
30 expulsion, the member shall be barred from re-enrolling for Party membership for
31 at least three (3) years from the date of Resignation.
32
33

34 **ARTICLE II – PRECINCT CLUB**

35 **Section 1. Organization.**

36 1A. At least one (1) eligible person residing within the precinct may proceed with the formation
37 of a Precinct Club.
38

39
40 1B. An inactive Precinct Club is one from which the Precinct President has resigned or has
41 registered to vote outside of the precinct's boundaries and where the Precinct Club fails to have
42 at least one active member eligible for and willing to serve as Precinct President.
43

44 1C. Whenever a Precinct Club of record is declared inactive by the Executive Committee of the
45 District Council, the District Chairperson shall initiate reorganization of the Club by the
46 following procedure.

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

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

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

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

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

- (1) The official list shall include only the names of those persons eligible to participate in the Precinct Club elections. A copy of this list will be available to any interested Democrat at the County Office and District Council in which the precinct is located.
- (2) Members listed on the official membership list for that precinct shall be eligible to vote in that precinct. Others who do not appear on said list and who support the Democratic Party and wish to join it shall enroll in the Party as provided in the Bylaws of the Democratic Party of Hawai‘i, and they will be eligible to vote in precinct election.

1 2C. Where a name has been omitted from the certified list and the member whose name was
2 omitted produces at the precinct election meeting a dated membership card signed by a Secretary
3 of a County Committee, County Chairperson, Secretary of the State Central Committee, or Party
4 Chairperson showing membership or the form provided in Article I of the Constitution of the
5 Democratic Party of Hawai'i, and proof of voter registration in that precinct, that name shall be
6 added to the list noting the date of membership. The respective Secretaries of District Council,
7 the County Committee and State Central Committee will be informed of the addition made to the
8 certified list.

9
10 2D. Within ten (10) days after issuance of this certified list, any member may challenge any
11 name appearing on the precinct list by submitting in writing reasons therefore to the Secretary of
12 the District Council. These challenges shall be heard promptly by the Executive Committee of
13 the District Council upon due notice to the parties of the time and place of the hearing and shall
14 be disposed of prior to the election of precinct officers and delegates. The decision of the
15 Executive Committee of the District Council shall be final and conclusive.

16
17 2E. Where no officers have been elected in the current biennium, any member of the precinct
18 may, by written petition to the respective District Council, request the initiation of precinct
19 reorganization, as follows:

- 20
21 (1) The Secretary of the District Council shall be notified of the time, place, and
22 purpose of the prospective special meeting and notice will be given pursuant to
23 Article II of the Constitution of the Democratic Party of Hawai'i.
24 (2) Where no successful meeting is held by the third Tuesday in April, the District
25 Chairperson shall consider the precinct unorganized and initiate reorganization as
26 set forth in this Article. The District Council shall then have the authority to
27 organize precincts and appoint delegates to the State Convention. Upon the
28 conclusion of the State Convention, the responsibility for the organization of
29 precincts in accordance with this Article shall revert to the precincts. Should a
30 Precinct Club be reorganized at least fifteen (15) days prior to a County or State
31 Convention, the Precinct Club shall have all rights and privileges as a Precinct
32 Club organized at the biennial election meeting.
33 (3) The District Council shall appoint delegates to the State Convention, with priority
34 for delegates going first to members of the original Precinct Club, then to those
35 elected as alternate delegates from other precincts in the District. When all
36 alternates wishing to become delegates have been appointed, the District Council
37 may appoint any member within the District to any vacant delegate position.
38 Delegates so appointed shall have the same rights and privileges at a State
39 Convention as if they were elected at the biennial election meeting.

40
41 The District Council shall complete all appointments by no later than fifteen (15)
42 days prior to the State Convention. Documentation of the appointments may be
43 submitted in person, via facsimile, e-mail, or by mail, provided that mailed
44 documentation bears a postmark of no later than the fifteenth (15th) day prior to
45 the State Convention. All documentation must be received no later than ten (10)
46 days prior to the State Convention.

1
2 2F. In the event that a Precinct Club holds a successful election at the biennial election meeting
3 except that all positions are not filled, a Precinct Club has until the third Tuesday in April to hold
4 additional meetings to fill any vacancy subject to notifying members of the Precinct of the date,
5 time, place and purpose of the meeting by minimally posting the meeting notification on the
6 website of the Democratic Party of Hawai i.

7
8 After the third Tuesday in April, the District Council may fill officer, delegate and alternate
9 vacancies, by not later than 15 days prior to the state convention, as follows:

- 10
11 (1) Appoint members within the precinct as officers;
12 (2) Fill delegate vacancies by alternates elected at the biennium precinct meeting,
13 with priority to alternates within the precinct; and then from other precincts within
14 the District;
15 (3) Fill alternate delegate vacancies by appointment of members who reside in the
16 Precinct who express an interest after the biennium precinct meeting.
17

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

25 Officers and delegates or alternates so elected shall have the same rights and privileges at a
26 County or State Convention as if they were elected at the biennial election meeting, so long as
27 they are elected at least fifteen (15) days prior to such convention.
28

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

34 2G. The results of the Precinct Club election shall be signed and certified by the President and
35 the Secretary of the Precinct Club and shall be delivered or postmarked within forty-eight (48)
36 hours of the election to the State Central Committee, the County Committee and the District
37 Council. Official forms for such certification shall be provided by the County Committee and
38 shall include the following:
39

- 40 (4) Time, place, and date of the meeting;
41 (5) Names and addresses of eligible club members present and voting;
42 (6) Names and addresses of the officers elected; and
43 (7) Names and addresses of the elected delegates and alternates elected.
44

45 2H. The certified Precinct Club election report forms shall be maintained on file at the District,
46 County, and State offices and shall be open to inspection by any registered member of the Party.

1
2 2I. Challenges concerning the election of Precinct Club officers shall be made to the District
3 Council at its first meeting on the first Tuesday in April. The meeting place, time, and purpose
4 shall be given by the Secretary of the District Council pursuant to Article III of the Constitution
5 of the Democratic Party of Hawai'i and shall be announced at the Precinct Club election. The
6 District Council shall, not later than the second Tuesday in April, rule on every challenge
7 concerning a Precinct officer or concerning the validity of a vote on or the eligibility of a person
8 voting on any question other than the election of State Convention delegates. An appeal from
9 the decision of the District Council must be made to the County Committee not later than April
10 30th, and can be made only after compliance with the procedures and requirements of this
11 paragraph. Further appeal may be taken to the County Convention.
12

13 2J. Challenges concerning delegates to the State Convention shall be submitted to the District
14 Council at its meeting on the first Tuesday in April for transmittal to the Convention Credentials
15 Committee. In its transmittal to the Convention Credentials Committee, the District Council
16 shall make recommendations after investigating the challenge and furnish all relevant
17 information. The Convention Credentials Committee shall be appointed by the Party
18 Chairperson and shall include four subcommittees, one for each County, to dispose of challenges
19 within their respective Counties. The subcommittee for each County shall be composed of at
20 least five (5) members from that County. The Convention Credentials Committee shall rule on
21 each challenge at least two (2) weeks before the State Convention. Further appeal may be taken
22 to the State Convention.
23

24 2K. Challenges concerning the election of Precinct Club officers and delegates to the State
25 Convention for precincts which held elections subsequent to the biennial election meetings shall
26 be made no later than fifteen (15) days after the elections following the procedures in described
27 in this Section.
28

29 2L. Precinct Club officers shall not be required to relinquish their positions if elected or
30 appointed to the State Central Committee.
31

32 2M. The officers of the Precinct Clubs shall have those duties which usually pertain to the
33 offices concerned. In addition, each has the following special duties:
34

- 35 (1) The President shall make arrangements for the biennial precinct election meeting
36 by the 15th day of December preceding the election year in accordance with
37 Article II of the Constitution of the Democratic Party of Hawai'i. The President
38 shall call and preside at all meetings of the club. The President shall issue notice
39 of proposed meetings to the entire membership and make arrangements for
40 obtaining a meeting place. The President shall call a meeting where requested to
41 do so by any five (5) members of the Club, or by the District Chairperson. The
42 President shall notify the Secretary of the County of any corrections to the
43 membership list for the precinct, which are made known to the President. The
44 President shall be a representative from the precinct to the District Council. The
45 President shall follow a set of guidelines/procedures as set forth by the State
46 Central Committee relating to the running and conduct of a Precinct Club

- meeting.
- (2) The First Vice-President shall perform the duties and functions of the President in the absence or sickness of the President or in the event the President fails or neglects to perform such duties.
- (3) The Secretary shall attend each meeting and keep a Minute book wherein shall be recorded the happenings, resolutions, motions and rules of each meeting. The Secretary shall also keep custody of such records and membership lists and upon the expiration of the term of office shall surrender these records and lists to either of the succeeding Secretary or to the District Chairperson.
- (4) The Treasurer shall be responsible for the safekeeping of all money and revenues of the club and shall submit a report in writing to the club at each regular meeting. Upon the expiration of their term of office, the Treasurer shall turn over to the succeeding Treasurer or District Chairperson all moneys, accounts, or bankbooks. The Treasurer shall have the specific duty to see that all bills incurred by the club are promptly paid and that all assessments levied by the Party are promptly forwarded. The Treasurer shall submit reports upon request by the Treasurer of the State Central Committee of all contributions and expenditures required to be reported by the Democratic Party of Hawai'i to any Federal or State agency. The Treasurer shall comply with all State and Federal laws relating to political campaign contributions and expenditures.
- (5) It shall be the specific duty of the District Councilperson to attend all meetings of the District Council and the County Convention either in person or by proxy as authorized by Article III of the Constitution of the Democratic Party of Hawai'i and to report to the club matters discussed and decided therein.
- (6) In the absence of any regularly elected officers at any duly called meeting of the Precinct Club where a quorum of one (1) is present, a temporary officer may be chosen by those in attendance to preside over the meeting, as well as a temporary secretary designated to record the minutes of the meeting.

2N. Vacancies.

- (1) President. In the event that the Precinct President vacates the position or is elected District Chairperson or officer of a County Committee or other position requiring them to automatically vacate their precinct office, the Precinct First-Vice-President shall automatically become Precinct President.
- (2) District Councilperson. In the event the precinct District Councilperson vacates the position or is elected District Chairperson or officer of a County Committee or other position requiring them to automatically vacate their precinct office, the alternate District Councilperson shall automatically become Precinct District Councilperson. In the absence of an alternate District Councilperson, the Precinct President will appoint a replacement. If the Precinct President does not replace the officer within 45 days of the vacancy, the District Chairperson will replace that Officer.
- (3) Other Officers (First Vice-President, Secretary, Treasurer). Any other officer who has resigned or becomes unable to serve shall be replaced by the Precinct President. If the Precinct President does not replace the officer within 45 days of

1 their vacancy, the District Chairperson will replace that officer.

2
3 **Section 3. Delegates and Alternates to the State Convention.**

4 3A. To provide every Precinct Club representation at the State Convention, a Precinct Club will
5 elect alternate delegates equal to the number of delegates allocated to the club, provided that the
6 official Precinct Club membership roster, at the time of the biennial election meeting certified
7 adequate membership for the Precinct Club to elect an equal number of alternates, as follows:
8

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

- 25 (a) Elected Delegate.
26 (b) Elected Alternate of the same gender of the absent Delegate chosen by the
27 absent Delegate.
28 (c) Elected Alternate of the same gender in the order of succession.
29 (d) Elected Alternate of a different gender of the absent Delegate chosen by
30 the Absent Delegate.
31 (e) Elected Alternate of a different gender in the order of succession.
32

33 3B. Precinct Presidential Poll During Presidential Election Years. In every year in which a
34 presidential election occurs, a presidential poll shall be taken on all Precinct Club members
35 present to determine their presidential preferences or uncommitted status. Precincts shall
36 conduct a formal registration (sign in and verification) process under the guidance of the District
37 Chairperson, or designee, to ensure the identity, residence, and status of each person as a
38 member of the Democratic Party of Hawai'i.
39

40 The voting, counting, and submission of ballots shall be the responsibility of the District
41 Chairperson, or designee, subject to the following:
42

- 43 (1) The presidential poll shall be taken by secret ballot.
44 (2) During years where there is no Democratic incumbent running for
45 President, balloting for the presidential poll shall be open for a minimum of three
46 (3) hours. All individuals waiting in line to vote at the advertised closing time

1 shall be permitted to vote. A precinct member will designate the end of the line.
2 The precinct meetings shall occur after the end of balloting. The start time of the
3 precinct meetings and elections of Delegates and Alternates must be advertised
4 along with the timing of the Presidential Preference Poll. If there are still
5 participants waiting to vote, then the start time of the precinct meetings can be
6 modified at the discretion of the District Chair or Designated Site Lead. During
7 years where there is a sitting Democratic President running for reelection,
8 presidential poll shall be open for at least thirty (30) minutes or for the duration of
9 the Precinct Club meeting, whichever is greater. When more than one (1)
10 Precinct Club votes at a common location, the registration and presidential voting
11 process shall be held in common for the voting period of the preference poll
12 immediately prior to the beginning of the precinct meetings.

13 (3) Registrar/tellers shall be appointed:

14 (a) to receive and accept proof of identity from each Precinct Club member,
15 and

16 (b) to count and record ballots for the precinct.

17 (4) One (1) registrar/teller shall be selected from each of the opposing candidates
18 represented in the Precinct Club.

19 (5) Ballots shall be sealed in an envelope and submitted with the Precinct Club
20 election results to the Democratic Party of Hawai'i Headquarters.

21 (6) The results of the presidential polls shall be submitted by mail or other
22 appropriate means to the State Central Committee within forty-eight (48) hours.

23
24 The State Central Committee shall tabulate the results on a Congressional District
25 basis and announce such results within twenty (20) days after the poll. The
26 official registration sheet shall be available to the representatives of the various
27 presidential candidates at least seven (7) days prior to the State Central
28 Committee announcement of the results.

29
30 **Section 4. Notice of Meeting.**

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

40
41 **Section 5. Proxies.**

42 No proxies shall be voted at any Precinct Club meeting.
43
44
45
46

ARTICLE III -DISTRICT COUNCIL

Section 1. Officers.

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

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

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

- (1) The District Chairperson shall have the power and duty to appoint chairpersons and members of all special and standing committees with the advice and consent of the majority of the members of the District Council. The Chairperson shall be responsible for the calling of all regular and special meetings of the District Council and the giving of proper notice and the arranging for meeting places for both special and regular meetings. The District Chairperson shall be responsible for welcoming new members to their Precinct and recruiting new Democrats within their District to the Democratic Party, and assisting in recruiting volunteers from their District to help with campaign activities for the General Election as well as helping find poll watchers for the General Election.
- (2) The various Vice-Chairpersons of the District Council in the order of their respective designation shall have the power to perform the duties and functions of the District Chairperson in the absence or sickness of the District Chairperson or in the event the District Chairperson fails or neglects to perform such duties. The First Vice-Chairperson shall be responsible for assisting the State Secretary in gathering and updating the contact information for their District members.
 - (a) In the event the District Chairperson permanently vacates or is unable to perform the duties and functions of the Chairperson, the First Vice-Chairperson shall become District Chairperson.
 - (b) In the event the District Chairperson is temporarily unable to perform the duties and functions of the District Chairperson, the First Vice-Chairperson shall become District Chairperson for such time as the elected District Chairperson is incapacitated.
- (3) The Secretary shall be charged with keeping accurate minutes of all meetings of the District Council. These minutes shall be properly typewritten and entered along with all written reports of officers and committees in a book or file

maintained for that purpose and turned over intact to the succeeding Secretary. The Secretary shall keep all records relating to the District and maintain and keep the membership list of the members of the Party for the District on a current basis with addresses and precinct designations.

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

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

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

Section 2. Meeting Notices, Attendance at Meetings.

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

Section 3. Quorum.

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

Section 4. Proxies.

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

Section 5. Committees.

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

ARTICLE IV -COUNTY ORGANIZATIONS

Section 1. Organization.

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

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

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

Section 3. Meetings, Notices, Attendance at Meetings.

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

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

ARTICLE V -STATE CENTRAL COMMITTEE

Section 1. Apportionment.

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

Section 2. Nomination and Filing.

2A. Any citizen resident in the State of Hawai'i, who is or will be a member of the Democratic

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

15
16 2B. The nomination paper of a candidate for Party Chairperson, National Committeeman and
17 National Committeewoman shall be signed by not less than ten (10) certified members of the
18 Democratic Party of Hawai'i from at least two (2) County Organizations. Signatures may be
19 electronic.

20
21 2C. The nomination paper of a candidate for Youth Representative shall be signed by not less
22 than ten (10) certified members of the Democratic Party of Hawai'i, all of whom are members of
23 the Party who are thirty-five (35) years of age or younger.

24
25 2D. The nomination paper of a candidate for a State Central Committee member shall be signed
26 by not less than five (5) certified members of the Party from the nominee's Senatorial District or
27 Caucuses.

28
29 2E. The nomination paper for a State Central Committee member filing as a County
30 Representative shall be signed by not less than five (5) certified members of the Party from the
31 nominee's County.

32 33 **Section 3. Officers.**

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

- 36
37 (1) The Party Chairperson shall serve as chairperson of the State Central Committee,
38 and appoint chairpersons of all special and standing committees with the advice
39 and consent of the State Central Committee. Vacancies may be filled on an
40 interim basis until confirmed by the State Central Committee at its next meeting.
41 The Chairperson shall call all regular and special meetings of the Executive and
42 State Central Committee. The Chairperson shall submit an operating budget for
43 the biennium following the initial organization meeting of the State Central
44 Committee.

45
46 The Chairperson shall serve faithfully on behalf of the Democratic Party of

Hawai'i as an active member of the Democratic National Committee (DNC) and the DNC's Association of State Democratic Chairs (ASDC), and is encouraged to attend each regular DNC and ASDC meeting.

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

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

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

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

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

- (a) Provide a financial statement on its operations at each meeting of the Executive and State Central Committee.
- (b) To comply with all tax laws as it applies to the Party as an employer.
- (c) To determine and analyze the biennial budget at regular intervals and report its findings to the finance committee.
- (d) To serve as an ex-officio member of all special projects where a subsidiary set of records is kept with an appointed Treasurer. These projects upon

1 completion should be incorporated into the general books of the Party and
2 filed as a part of the Treasurer's general record.

3 (e) To request reports from County, District, and Precinct Treasurers as
4 necessary to comply with any Federal or State laws governing political
5 campaign contributions and expenditures.

6 (f) To comply with, prepare reports or assist in the preparation of reports
7 required by any Federal or State laws governing political campaign
8 contributions and expenditures.

9
10 (6) The Assistant Treasurer shall assist the Treasurer in carrying on the various duties
11 assigned to the Treasurer and shall perform the duties, in absence of the
12 Treasurer.
13

14 **Section 4. Filling of Vacancies.**

15 4A. Vacancy in the office of the Party Chairperson shall be filled by the State Central
16 Committee by election of an interim Party Chairperson. The elected Vice-Chairperson shall
17 assume the office of Acting Party Chairperson for a period not to exceed forty-five (45) days
18 during which time the State Central Committee shall elect an interim Party Chairperson.
19

20 4B. Vacancy in the office of the National Committeeman or National Committeewoman shall be
21 filled by the Party Chairperson with the concurrence of the majority of the State Central
22 Committee members present at the State Central Committee meeting where the position is filled,
23 until the following Democratic State Convention.
24

25 4C. Vacancy in the office of Youth Representative shall be filled by the Party Chairperson with
26 the concurrence of the majority of the State Central Committee members present at the State
27 Central Committee meeting where the position is filled and the Executive Board of the Young
28 Democrats of Hawai'i.
29

30 4D. Any vacancy in the office of the Committee Person from a Senatorial District or the County
31 Representative shall be filled by the County Committee within which the past incumbent resided.
32 The person filling the vacancy shall meet the requirements of the candidate for Committee
33 Person.
34

35 4E. Any vacancy in the office of Caucus Representative shall be filled by the Caucus as set forth
36 in Caucus bylaws, with the concurrence of the majority of the State Central Committee members
37 present at the State Central Committee meeting where the position is filled. A position is
38 deemed vacant if a Caucus Representative no longer maintains Caucus membership or is
39 otherwise ineligible according to approved Caucus bylaws. If the Caucus fails to fill the vacancy
40 within forty-five (45) days, it shall be filled by the Party Chairperson.
41

42 4F. If vacancies are not filled within forty-five (45) days, the State Central Committee shall fill
43 the vacancies.
44
45

Section 5. Meetings.

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

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

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

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

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

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

Section 6. Proxies.

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

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

Section 7. Caucuses.

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

- (1) Sufficient statewide membership. The State Central Committee may establish a minimum membership of not less than twenty (20) Caucus members from at least two (2) Counties, to apply for and to maintain certification.
- (2) Caucus Bylaws shall be consistent with the Constitution of the Democratic Party of Hawai'i. The Bylaws shall provide for democratic selection of officers and representatives to the State Central Committee, defined terms of office, membership that is open to all Party members who belong to the defined constituency, public notice of meetings, and quorum. The Caucus bylaws shall be filed with the Standing Rules Committee of the State Central Committee for

- 1 review and comment, and must be approved by the State Central Committee.
2 (3) Application for certification as a Democratic Party of Hawai'i Caucus shall
3 include a record of meetings and activity that establishes the viability of the
4 Caucus.
5 (4) Certification shall be continuous until officially terminated by the State Central
6 Committee due to:
7 (a) Action of Caucus substantially not in compliance with Democratic Party
8 of Hawai'i Constitution and Bylaws or the Caucus Bylaws, or
9 (b) At least twelve (12) consecutive months without meetings or required
10 reports.
11

12 7B. New Caucus Representatives to the State Central Committee. Within forty-five (45) days of
13 certification of a new Caucus, the new Caucus shall nominate two (2) representatives of different
14 genders, taking office immediately upon the advice and consent of a majority of the State Central
15 Committee members present at the meeting at the time the nomination is presented. Vacancies
16 shall be filled according to this Article.
17

18 7C. The following caucuses are recognized by the Democratic Party of Hawai'i:
19

- 20 (1) Hawaiian Affairs;
21 (2) Education;
22 (3) Environment;
23 (4) Kupuna;
24 (5) LGBT (Lesbian, Gay, Bisexual and Transgender);
25 (6) Labor; and,
26 (7) Women.
27

28 7D. Any name change to a Caucus must be initiated by the respective Caucus.
29

30 7E. Reports and Certification. Each Caucus, to maintain its certification, shall make a written
31 report to the State Central Committee at least twice a year and at such other times as may be
32 necessary. Each Caucus must maintain a certified copy of its bylaws with the Democratic Party
33 of Hawai'i which shall be posted on the Party's website. Caucuses shall also provide a current
34 list of their officers to the State Central Committee by not later than July 1 every year.
35

36 **Section 8. Committees.**

37 8A. Every special committee shall make a report in writing to the State Central Committee or
38 the Executive Committee if such committee was appointed by the Executive Committee upon the
39 conclusion of its work and at such other times as may be required.
40

41 Every member of the State Central Committee, except for the members of the Executive
42 Committee of the State Central Committee, shall be required to be a member of at least (one) of
43 the Standing Committees as listed in Article V, Section 8 of the Constitution of the Democratic
44 Party of Hawai'i. At least one of the co-chairs of each of the standing committees shall be a
45 member of the State Central Committee. Co-chairs shall be appointed by the Chair with advice
46 and consent of the State Central Committee. Membership of the committees is open to any

1 member of the Democratic Party of Hawai'i and shall have representation from all four counties.

2
3 8B. Every such report shall be filed by the Secretary of the State Central Committee in the
4 Minute book of the Committee.

5
6 8C. The Finance Committee shall be chaired by the Treasurer and shall prepare the biennial
7 budget in consultation with the Party Chairperson. Its membership shall include at least one (1)
8 member from each County. This budget shall be presented to the members of the State Central
9 Committee at the meeting following the initial organizational meeting of the State Central
10 Committee. In addition, the Finance Committee shall:

- 11
12 (1) Review and analyze the approved budget at regular intervals and if necessary
13 submit the Committee's recommendation in regards to changes to the budget.
14 (2) Submit written policies and procedures relative to the various accounting
15 functions required to maintain proper financial records of the Party to the State
16 Central Committee for its approval.
17 (3) Oversee special fund raising projects undertaken in the name of the Democratic
18 Party to ensure that proper accounting procedures are followed in conforming
19 with the policies and procedures established in Article V of the Constitution of the
20 Democratic Party of Hawai'i.
21 (4) Review staff appointments made by the Party Chairperson and the amount of
22 remuneration to be paid the staff member in conformance with the adopted
23 budget. Review also the appointment of individual contractors and the
24 requirement of a formal contract to be signed by the Party Chairperson and the
25 independent contractor. Review all contracts with independent contractors and
26 contractor's remuneration levels for services to be rendered.

27
28 8D. PLATFORM: The Platform Committee shall be responsible for reviewing and proposing
29 updates to the Democratic Party of Hawai'i's Platform and work to encourage support of the
30 Platform. The Platform Committee shall also be responsible for formulation, distribution and
31 collecting results of the Democratic Party of Hawai'i Platform Survey as required for all
32 candidates running as a member of the Democratic Party of Hawai'i. The Platform Committee
33 shall be responsible for matters delegated or duties as from time-to-time may be assigned to it by
34 the Chair and/or State Central Committee.

35
36 8E. LEGISLATION: The Legislation Committee shall be responsible for preparing and
37 promoting the passage of legislation consistent with the positions of the Democratic Party as
38 expressed in the platform and resolutions adopted at the State Convention, or by a vote of the
39 State Central Committee. The Legislation Committee shall prepare a plan for approval by the
40 State Central Committee prior to each legislative session, shall provide timely reports to the State
41 Central Committee during the session and shall be subject to oversight by the State Central
42 Committee. The Legislation Committee shall be responsible for matters delegated or duties as
43 from time-to-time may be assigned to it by the Chair and/or State Central Committee.

44
45 8F. RULES: The Rules Committee shall be responsible for reviewing and proposing updates to
46 the Democratic Party of Hawai'i Constitution and Bylaws, assisting in the development of the

1 Standing Rules for the Democratic Party of Hawai‘i, reviewing and determining the validity of
2 changes submitted by the Counties and Caucuses Bylaws, reviewing requests for establishment
3 of new caucuses to assure eligibility requirements are met, making recommendations for
4 certification, reviewing any allegations of rules violations and reporting its findings and
5 recommendations to the State Central Committee, and interpreting the Constitution and Bylaws
6 when called upon by the Chair or members of the State Central Committee. The Rules
7 Committee shall be responsible for matters delegated or duties as from time-to-time may be
8 assigned to it by the Chair and/or State Central Committee.
9

10 8G. AFFIRMATIVE ACTION: The Affirmative Action Committee shall be responsible for
11 reviewing and proposing updates to the Democratic Party of Hawai i’s Affirmative Action plan,
12 implementing the Affirmative Action Plan, assisting the Membership Committee in outreach to
13 under-represented communities in the Democratic Party of Hawai i, and ensuring that concerted
14 efforts are made to reach those communities. The Affirmative Action Committee shall be
15 responsible for matters delegated or duties as from time-to-time may be assigned to it by the
16 Chair and/or State Central Committee.
17

18 8H. MEMBERSHIP: The Membership Committee shall be responsible for coordinating
19 recruitment of new members and membership drives, developing and maintaining on boarding
20 procedures for new members, encouraging the registration of voters, as well as coordinating
21 membership enhancements – i.e. talent management. The Membership Committee shall also be
22 responsible for training materials. The Membership Committee shall be responsible for matters
23 delegated or duties as from time-to-time may be assigned to it by the Chair and/or State Central
24 Committee.
25

26 8I. FUNDRAISING COMMITTEE. The Fundraising Committee shall be responsible for
27 planning, organizing, and implementing statewide Democratic Party of Hawai i fundraising
28 activities. The Fundraising Committee will also develop and offer training on fundraising
29 requirements for the Democratic Party of Hawai‘i. The Fundraising Committee shall be
30 responsible for matters delegated or duties as from time-to-time may be assigned to it by the
31 Chair and/or State Central Committee.
32

33 8J. COMMUNICATIONS: The Communications Committee shall be responsible for
34 establishing and maintaining the Democratic Party of Hawai i’s social media platforms as well
35 as establishing and maintaining a member newsletter. It will also maintain a media outreach
36 center. The Communications Committee shall be responsible for matters delegated or duties as
37 from time-to-time may be assigned to it by the Chair and/or State Central Committee.
38

39 8K. COMMUNITY RELATIONS: The Community Relations Committee shall be responsible
40 for social services projects on behalf of the Democratic Party of Hawaii, as well as developing a
41 plan for building positive relationships with key community organizations that support the
42 Democratic Party of Hawai‘i platform in the community. The Community Relations Committee
43 shall be responsible for matters delegated or duties as from time-to-time may be assigned to it by
44 the Chair and/or State Central Committee.
45
46

1 8L. CONVENTION: The Convention Committee shall be responsible for planning, organizing,
2 and implementing the biennial Democratic Party of Hawai'i State Convention. By September in
3 the year before the convention, the Convention Committee shall provide to the entire State
4 Central Committee a convention plan that will include the suggested theme for convention, the
5 recommended location of the convention, a recommended convention budget, and the
6 recommended State Convention Standing Rules. This information will be provided to State
7 Central Committee members at least ten (10) calendar days prior to the meeting. The Convention
8 Committee shall be responsible for matters delegated or duties as from time-to-time may be
9 assigned to it by the Chair and/or State Central Committee.

10
11 8M. CAMPAIGN: The Campaign Committee shall be responsible for training of members to run
12 campaigns – candidates, volunteer coordinators, campaign managers, and campaign treasurers.
13 The Campaign Committee shall be responsible for matters delegated or duties as from time-to-
14 time may be assigned to it by the Chair and/or State Central Committee.

15
16 8N. COMPLIANCE REVIEW: The Compliance Review Committee shall be responsible for
17 ensuring an annual review of the financial records of the Democratic Party of Hawai'i for
18 compliance with any federal, state, Democratic Party of Hawai'i and Democratic National
19 Committee requirements and proper authorized expenditures, and shall review the system it uses
20 to account for revenue and expenses. The Compliance Review Committee shall be responsible
21 for matters delegated or duties as from time-to-time may be assigned to it by the Chair and/or
22 State Central Committee.

23 24 25 **ARTICLE VI -STATE CONVENTION**

26 27 **Section 1. Time, Place, Notice.**

28 The convention will be called biennially in May of each even numbered year, or at such other
29 times as may be determined by the State Central Committee. The date and place of the meeting
30 shall be fixed by the State Central Committee. The place of the meeting may be rotated from
31 time to time among the four (4) counties of Hawai'i. Notice thereof shall be given by
32 publication in one (1) newspaper of general circulation throughout the State of Hawai'i not less
33 than ten (10) days prior to the date of the biennial Precinct Club election.

34 35 **Section 2. Composition.**

36 2A. Incumbent Party Chairperson, National Committeeman and National Committeewoman,
37 State Central Committee Members, Incumbent and Immediate Past County at-Large
38 Representatives to the State Central Committee, District Chairpersons, Incumbent and Immediate
39 Past County Chairpersons, including ex-officio members of the State Central Committee, former
40 Democratic Governors, former Democratic Lieutenant Governors, and former Democratic Party
41 Chairpersons.

42
43 2B. Elected Federal, State and County Officials, or officials who may have been appointed to
44 fill a vacant position of an elected official, who meet the following requirements:

- 45
46 (1) Be a member in good standing.

- 1 (2) Have attained their present office in an election as a Democrat or appointed to fill
2 a vacant position of an elected official or have attained their present office in a
3 nonpartisan election provided they are Democratic Party members in good
4 standing.

- 5 (3) The rights and privileges granted in this paragraph are nontransferable.
6

7 2C. The delegates in Section 2A and 2B above shall have all the rights and privileges of a
8 delegate, but shall not be allowed to vote in the National Convention Delegate Delection process
9 unless elected as a State Convention in their respective precinct meeting.
10

11 2D. The number of State Convention delegates allotted to each Precinct Club shall be
12 determined by the total number of votes cast for the Democratic candidate in the most recent
13 gubernatorial or presidential election.
14

- 15 (1) The total number of elected delegates to the State Convention shall be 1000. The
16 number of delegates allotted to each precinct shall be determined by the total
17 votes cast in each Precinct plus the apportioned absentee ballots, divided by the
18 total number of votes cast for the gubernatorial or presidential candidate, and the
19 result multiplied by the total number of elected delegates to the State Convention.

- 20 (2) Absentee ballots are prorated as a percentage of the total number of Precincts
21 affected by the absentee ballots.

- 22 (3) If the result for any Precinct is less than or equal to two (2) delegates, that
23 Precinct shall elect two (2) delegates.

- 24 (4) If the result for any Precinct is greater than two delegates and more than fifty
25 percent (50%) of each additional delegate, that Precinct shall be entitled to one
26 additional delegate.
27

28 2E. Precincts shall elect delegates and alternates reflecting gener diversity, making note of the
29 history of under representation of women, other genders and those that do not adhere to the
30 gender binary, except as provided below:
31

- 32 (1) If the number of delegates allotted to a Precinct is an odd number, then the
33 composition of that delegation may deviate by one (1), or

- 34 (2) If the Precinct Club lacks sufficient candidates of different gender to make a
35 delegation of gender diversity, then the Precinct shall make reasonable attempts to
36 comply with this subsection.
37

38 **Section 3. Purposes.**

39 3A. To elect a National Committeeman and a National Committeewoman in every Presidential
40 election year by the delegates voting at-large and to fill any vacancy in these positions in the
41 non-Presidential election year. In the event there is a vacancy in the office of National
42 Committeeman or National Committeewoman due to death or to resignation, such vacancy shall
43 be filled by the State Central Committee until the following Democratic State Convention.
44

45 3B. To elect delegates and alternates to the Democratic National Convention in every
46 Presidential election year. The number of delegates and alternates allotted to each State is

1 determined by the Democratic National Convention (based on the Hawai‘i National Delegate
2 Selection Plan and Affirmative Action Plan).

- 3
- 4 (1) The Delegate Selection Plan regarding the selection of delegates and alternates to
5 the Democratic National Convention shall be approved by the State Central
6 Committee and published on the website of the Democratic Party of Hawai i
7 within thirty (30) days o the approval of the plan by the Democratic National
8 Committee.
- 9 (2) Certification. The National Convention Delegates and Alternates shall be
10 certified by the Party Chairperson and filed with the Secretary of the Democratic
11 National Committee within ten (10) days after selection.
- 12 (3) Slate-Making. Any individual or group of Democrats may sponsor or endorse a
13 slate of candidates for National Convention Delegates. But no slate may receive
14 preferential treatment for a preferential place on a delegate selection ballot or be
15 publicly identified on the ballot as the “official” slate. All slates must meet the
16 same qualifying requirements set forth in this Article.
- 17

18 3C. To elect Presidential Electors and Alternates, as prescribed by law, in every Presidential
19 election year, by the delegates voting at-large. Candidates for Presidential Electors and
20 Alternates shall be members of the Party in good standing for at least one (1) year.

21

22 3D. To elect the Democratic Party Chairperson and members of the State Central Committee,
23 except County Representatives elected at the County Convention.

- 24
- 25 (1) The Chairperson of the Democratic Party of Hawai‘i, Caucus Representatives,
26 and the Youth Representatives, shall be elected by the Convention delegates
27 voting at-large.
- 28 (2) The State Central Committee members, representing Senatorial Districts, shall be
29 elected by the State Convention delegates from the respective Senatorial Districts;
30 provided that two (2) representtaives of different genders shall be elected from
31 each County or a Senatorial District which covers more than one County. State
32 Central Committee members, representing their Counties, shall be elected by their
33 County Convention.
- 34 (3) The elected or appointed Democratic officials or candidates running for elective
35 public office, with the exception of those running for or elected as a delegate to
36 the State Constitutional Convention, are not eligible to be Chairperson of the
37 Democratic Party of Hawai‘i.
- 38 (4) Election of the Party Chairperson shall include weighted votes.
 - 39 (a) Weighted votes are defined as those delegates not registered at the State
40 Convention. Weighted votes shall be permitted for members in Counties
41 who need to travel to another County to participate in the State
42 Convention. The total votes, including weighted votes, for any County
43 shall not exceed their allocated total.
 - 44 (i) Weighted votes shall be applied automatically by the Elections
45 Committee for a County, by County, in direct proportion to the
46 votes cast for the various candidates by the registered delegates

1 of that County.

- 2 (ii) For mathematical computation, fractions shall be carried to two
3 decimal places. Fractional votes of one-half or more shall
4 increase to the next whole number, whereas, less than one-half
5 shall have the fraction dropped. Where mathematical
6 computations cause the total County vote to exceed or decrease
7 its total allocated count, a coin toss by the Credentials
8 Chairperson, who shall be present in the Elections counting
9 room, shall be implemented to offset the discrepancy.

- 10 (5) All elections shall be determined by plurality.

11
12 3E. To adopt the Platform of the Democratic Party of Hawai'i.

13
14 3F. To adopt the revisions, amendments or alterations to the Constitution of the Democratic
15 Party of Hawai'i.

16
17 3G. To adopt Resolutions.

18
19 3H. To consider such other business as may come before it.

20
21 **Section 4. Candidate's Filing Fee.**

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

32
33 **Section 5. Delegate Registration Fee.**

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

37
38 A request for waiver should be submitted in writing, by email, or on a form provided for this
39 purpose and conveyed to the State Convention Credentials Committee, as follows:

- 40
41 (1) The written request for waiver must be submitted within sixty (60) days following
42 the Precinct Meeting and explain the reason for the request.
43 (2) When reasonable circumstances justify a request for waiver submitted after the
44 sixty (60) day deadline, the Convention Credentials Committee shall consider
45 whether circumstances justify the late request. Such circumstances may include
46 alternates filling late-occurring delegate vacancies, or other reasonable cause for a

- 1 delayed submittal.
- 2 (3) A full or partial waiver shall be granted if the delegate is unable to pay the full
- 3 registration fee.
- 4

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

6 6A. The Party Chairperson shall appoint all Convention Committee Chairpersons not less than

7 one-hundred-twenty (120) days prior to the opening of the State Convention. The

8 Party Chairperson shall appoint committee members to the Convention Committees not less than

9 forty five (45) days prior to the opening of the State Convention. If committee vacancies exist,

10 additional members shall be appointed up to seven (7) days prior to the State Convention.

11

12 The Convention Committee is a standing committee of the SCC; other convention committees

13 appointed by the Party Chairperson include the following:

14

- 15 (1) Convention Platform Committee: Responsible to receive proposals to amend or
- 16 revise the Platform. Prepares a report of recommendations to the Convention.
- 17 (2) Convention Rules Committee: Responsible to receive proposals to amend or
- 18 revise the rules of the Party. Shall have the power to format, edit, combine
- 19 proposed rules changes, and make substantive amendments that do not alter the
- 20 intent of the proposed rule addition or change. Prepares a report of
- 21 recommendations to the Convention.
- 22 (3) Convention Resolutions Committee(s): Responsible to receive resolutions. Shall
- 23 have the power to format, edit, combine resolutions of similar substance, and
- 24 make substantive amendments that do not alter the intent of the resolving clauses.
- 25 Prepares a report of recommendations to the Convention.
- 26 (4) Convention Affirmative Action Committee: Responsible to receive
- 27 recommendations concerning Affirmative Actions and to finalize
- 28 recommendations to the Convention.
- 29 (5) Convention Credentials Committee: Responsible to investigate and certify a
- 30 temporary roll of delegates. The temporary roll as prepared by the Secretary of the
- 31 State Central Committee will be accepted as prima-facie correct pending action
- 32 by the duly appointed State Convention Credentials Committee.
- 33 (a) The Convention Credentials Committee shall hold hearings to decide a
- 34 contest with due notice to the parties.
- 35 (b) The Credentials Committee shall, throughout the delegate registration
- 36 period assess a member or members to the Registration Committee to verify
- 37 and certify a delegate's or an alternate's status for seating as a delegate.
- 38

39 6B. The Party Chairperson shall assure that all Convention Committees shall include members

40 from each County in proportion to the ratio of delegates allocated to each County to the total

41 number of delegates to the Convention. The Party Chairperson, with the concurrence of the

42 State Central Committee, shall establish a process to ensure that appointments to the Convention

43 Committees shall be fair, and that such committees shall in so far as practicable reflect the varied

44 constituencies and diverse views of the Convention delegates.

45

46

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

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

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

Section 7. Prohibition Against Unit Rule.

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

Section 8. Report to the Convention.

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

Section 9. Convention Reports to the Delegates.

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

Section 10. Candidate Speeches.

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

1
2
3 **ARTICLE VII -REVENUES**

4
5
6 **Section 1. Precinct Club and District Council Fund Raising.**

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

14
15
16 **Section 2. County Committee and State Central Committee Responsibility.**

17 It shall be the duty of the County Committee in each County and the State Central Committee to
18 raise and maintain as large a fund as possible to help elect all Party candidates in the general
19 election and to promote understanding and acceptance of the Party program in both the primary
20 and general election.

21
22 **ARTICLE VIII -DEMOCRATIC PARTY HEADQUARTERS**

23
24 **Section 1. Establishment, Maintenance and Operation.**

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

27
28 **Section 2. Executive Director and Staff.**

29 An Executive Director and staff for the Democratic Party of Hawai'i may be appointed by the
30 Chairperson of the State Central Committee with the approval of the State Central Committee.
31 The Executive Director shall report to the Party Chairperson and assist in implementing the
32 policies and plans of the State Central Committee. The compensation of the Executive Director
33 and the budget for the staff shall be determined by the State Central Committee. Paid staff
34 members, including the Executive Director and those under contract with the Party, shall not be
35 voting members of the State Central Committee.

36
37 **Section 3. Duty to Support All Democratic Party Organizations.**

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

40
41 **Section 4. Services to be Made Available to All Democrats.**

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

ARTICLE IX -GENERAL PROVISIONS

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

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

Section 2. Party Sponsored Legislation.

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

Section 3. Availability of the Constitution and Bylaws.

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

Section 4. Responsibility for Filling Vacancies in Election Process.

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

1 name to the Chief Election Officer or clerk.

2
3 The replacement candidate shall be a member in “good standing” which means the candidate
4 shall have been a member of the Party for a minimum of six (6) months prior to the date the
5 vacancy occurred provided that the candidate is not currently under reprimand pursuant to
6 Article I of the Constitution of the Democratic Party of Hawai‘i. The replacement candidate shall
7 meet all the qualifications for the office set by law for candidates who file to run in an election
8 for that office.

9
10 4B. If for any reason, the selection body most immediately affected by the vacancy is unable for
11 whatever reason to fill the vacancy in a timely manner, the Party Chairperson may fill the
12 vacancy.

13
14 4C. If for any reason, the selection body most immediately affected by the vacancy is unable for
15 whatever reason to fill the vacancy in a timely manner, the Party Chairperson may fill the
16 vacancy.

17
18 4D. Any meeting notice requirements may be waived by the selection body in order to meet the
19 time requirements of this section.

20
21 **Section 5. Process to Identify Candidates to Fill Midterm Vacancies.**

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

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

37
38 5B. The selection process for a State House or State Senate vacancy shall be conducted in a place
39 accessible to District party members.

40
41 Prospective candidates are to provide to the County Chair for dissemination to the appropriate
42 selection body (as defined in Sections 9(1) and 9(2) of the Constitution of the Democratic Party
43 of Hawai‘i) a written application including the following:

- 44
45 (1) Credentials and reasons for consideration for appointment to the position;
46 (2) Evidence of party participation;

1 (3) Verified signatures of at least five (5) party members within the District where the
2 vacancy has occurred.
3

4 5C. If for any reason, the body most immediately affected by the vacancy is unable to fill the
5 vacancy within the stated timeframe, the County Chairperson may recommend the names for an
6 office within the County or the Party Chairperson may recommend the names for a statewide
7 office.
8

9 **Section 6. Smoking.**

10 Smoking shall be prohibited at all Democratic Party events except in designated areas.
11

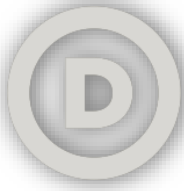
12 **Section 7. Prior Consent.**

13 Any person who will be absent from their election meeting and is willing to serve an elected
14 position shall submit their written consent for presentation at the meeting.
15

16 **Section 8. Elections.**

17 8A. If unstated, whenever a winner cannot be determined in an election due to a tie, there shall
18 be an action taken to break the tie with a coin toss or odd man out procedure.
19

20 8B. Whenever secret ballots are used in an election, after the actual ballot count and election
21 results have been publicly posted, said ballots shall be destroyed after thirty (30) days of that
22 posting. If a challenge arises, the appropriate governing body of that election may determine a
23 later date for the destroying of ballots.
24



THE CHARTER & THE BYLAWS
OF THE DEMOCRATIC PARTY OF THE UNITED STATES
As Amended by The Democratic National Committee August 28, 2015



THE CONSTITUTION OF THE DEMOCRATIC PARTY OF HAWAI'I
AS AMENDED ON MAY 29, 2016

BYLAWS OF THE DEMOCRATIC PARTY OF HAWAI'I
AS AMENDED ON MAY 29, 2016

POLICIES FOR USE OF THE DEMOCRATIC PARTY OF HAWAI'I
MEMBERSHIP DATABASE

Approved by the SCC on October 24, 2015

DEMOCRATIC PARTY OF HAWAII - STATE CENTRAL COMMITTEE
STANDING & SPECIAL RULES & PROCEDURES
(adopted with revisions 01 October 2016)



Bylaws of the O'ahu County Democrats of the Democratic Party of Hawai'i
As last amended at O'ahu County Convention April 22, 2017

DEMOCRATIC PARTY OF HAWAI'I - O'AHU COUNTY DEMOCRATS
SPECIAL & STANDING RULES & PROCEDURES
(For Consideration 10 January 2015)

POLICIES FOR USE OF THE DEMOCRATIC PARTY OF HAWAI'I MEMBERSHIP DATABASE

DPH Constitution – Article I, Section 4. “The Secretary of the State Central Committee shall be the official custodian of the membership records of the Democratic Party of Hawai'i.”

DPH Bylaws – Article I, Section 6A. “The State Central Committee shall establish the policy of who has access to the computer membership records and who may make changes thereto and the Secretary of the State Central Committee shall oversee the implementation of the State Central Committee policy regarding access to the membership database.”

The Secretary of the Democratic Party of Hawai'i, in consultation with the Party Chair, Vice Chair, Assistant Secretary, and members of the Executive Committee recommends these policies for access to and use of the Membership Database to the State Central Committee for it's approval.

The State Central Committee believes a current and accurate Membership Database is an incredibly valuable asset and powerful tool, when used responsibly and effectively. It is also important that safeguards be established to protect the privacy of our members. To ensure this continues to be the case and to minimize abuse, these policies have been established.

The policy, as follows, starts with the most restrictive access and progresses down the document to universal access. All Party officers who should have access, at whatever level, are included in this policy document. Please review the entire document to find the level that applies to you.

Only those members holding the positions listed will have access to the Membership Database as described in this policy. No one otherwise will be given access.

THOSE WHO HAVE ACCESS TO VIEW RECORDS AND SEND EMAILS

- Caucus Chairs (and Vice Chairs if so designated by Chair)
- Caucus Secretaries
- SCC Members
- Membership Committee Chair (and Vice Chair if designated by Chair)
- Legislation Committee Chair (and Vice Chair if designated by Chair)
- Rules Committee Chair
- County Treasurers/Assistants
- SCC Treasurers/Assistants
- Party Office Staff (as applicable)
- Volunteers (as prescribed by this policy)

Caucus Chairs & Secretaries

The Chairs and Secretaries of the respective caucuses have access to caucus membership data only. They should be able to readily identify and communicate effectively with their

POLICIES FOR USE OF THE DEMOCRATIC PARTY OF HAWAII MEMBERSHIP DATABASE

members. Vice Chairs may be granted access and email privileges if acting for the caucus Chair in accord with the bylaws of the caucus.

While the caucuses may choose to send email messages from an email list separate from the Membership Database, Chairs may choose to send emails directly from the database itself and should be able to do so.

Caucus Chairs, Vice-Chairs, and Secretaries cannot make changes to database records except caucus membership and caucus officer status. Caucus Chairs, Caucus SCC Representatives, and Secretaries only have these privileges for membership records associated with their caucuses. If the Chair or Secretary of a particular caucus finds the record of one of their members is otherwise out of date or needs to be corrected, someone with the authority to edit that particular record will need to do so.

County Treasurers/Assistants

Treasurers and their assistants are responsible for maintaining the financial records for their respective county parties. This includes a list of donors and the legally required information to accompany those donations; having access to membership records maximizes their ability to do so.

Additionally, they help look after the financial well being of the organization, which may require them from time to time to send donation requests, some via email.

County Treasurers and their Assistants only have access to view records and send emails for and to members in their counties, and may not change records except fields relating to donations or voluntary dues.

SCC Members

Members of the State Central Committee should have the ability to know who they represent and be able to communicate with those members on Party matters that they feel may be important to those members.

SCC members only have viewing and email privileges for membership records of their respective Senate Districts, Counties or Caucuses, and may not edit or change records.

Membership Committee Chair

The SCC Membership Committee Chair, whose role and responsibilities are established by the Party Chair, should be able to view, but not edit, statewide membership records. Should the Membership Chair find records that need to be edited or corrected, or has newly completed membership forms, he or she will inform the SCC Secretary, Assistant Secretary, or Party office staff (if applicable) to have such changes or additions made.

POLICIES FOR USE OF THE DEMOCRATIC PARTY OF HAWAI'I MEMBERSHIP DATABASE

The Membership Chair may be able to send emails from the database to the statewide membership, at the discretion of and with prior approval from the Party Chair.

Legislation Committee Chair

The SCC Legislation Committee Chair, who is responsible for developing and advocating for the SCC-approved legislative agenda for the Party, may from time to time, and with the approval of the Party Chair, may send email and/or view membership records of members in one or multiple house or senate districts, reaching out to those members for assistance in advancing legislation supported by the Party.

The Legislation Chair has these privileges statewide.

Rules Committee Chair

The Rules Committee Chair may need, from time to time, to view the membership records of various counties, or house or senate districts as questions or conflicts arise with respect to the Bylaws and Constitution of the Democratic Party of Hawai'i.

Emails from the database to members should be sent at the discretion of and with prior approval from the Party Chair.

The Rules Committee Chair has these privileges statewide.

SCC Treasurers/Assistants

Treasurers and their assistants are responsible for maintaining the financial records for Democratic Party of Hawai'i. This includes a list of donors and the legally required information to accompany those donations; having access to membership records maximize their ability to do so.

Additionally, they help look after the financial well being of the organization, which may require them from time to time to send donation requests, some via email.

SCC Treasurers and their Assistants have access to view records and send emails for and to members statewide, and may not change records except fields relating to donations or voluntary dues.

THOSE WHO HAVE ACCESS TO VIEW/EDIT RECORDS AND SEND EMAILS

- Precinct Presidents / Vice Presidents
- District Chairs / Vice Chairs
- Region Chairs (Oahu Only)

POLICIES FOR USE OF THE DEMOCRATIC PARTY OF HAWAII MEMBERSHIP DATABASE

- County Secretaries/Assistants
- County Chairs/Vice-Chairs
- Party Office Staff (as applicable)
- Volunteers on Special Projects (as applicable)

Precinct Presidents / First Vice Presidents

Precinct Presidents operate at the most basic grassroots level and should be able to engage directly with those members residing in their respective precincts. Allowing them to update records, edit records, and add new members, can give them a sense of ownership and pride in the position they hold, as well as take pressure off staff and others during times of high activity (such as those months leading up to the biennial Precinct Elections and State Convention). Similarly, Precinct Presidents should feel some level of freedom to communicate directly with their members via use of the Membership Database, so long as they are sensitive to over use, privacy concerns of the members, and that those communications are expressly related to Party business.

Giving Precinct Presidents this level of access allows them to maximize interaction with their members, building and strengthening relationships. First Vice Presidents may use this access in the absence of, or as delegated by, the Precinct President.

Precinct Presidents / First Vice Presidents only have these privileges for membership records in their precincts.

District Chairs / First Vice Chairs

District Chairs also operate at the grassroots level and should be able to engage directly with those members residing in their respective districts. Allowing them to update records, edit records, and add new members, can give them a sense of ownership and pride in the position they hold, as well as take pressure off staff and others during times of high activity (such as those months leading up to the biennial Precinct Elections and State Convention). Similarly, Precinct Presidents should feel some level of freedom to communicate directly with their members via use of the Membership Database, so long as they are sensitive to over use, privacy concerns of the members, and that those communications are expressly related to Party business.

Giving Precinct Presidents this level of access allows them to maximize interaction with their members, building and strengthening relationships. First Vice Chairs may use this access in the absence of, or as delegated by, the District Chair.

District Chairs / First Vice Chairs only have these privileges for membership records in their Districts.

POLICIES FOR USE OF THE DEMOCRATIC PARTY OF HAWAII MEMBERSHIP DATABASE

Region Chairs (Oahu Only)

Regions Chairs, as managers of the Districts within their respective Regions, should be able to assist their District Chairs and Precinct Presidents with maintaining their membership records.

To help facilitate participation, inclusion, and relationship building, Regions Chairs should be able to, as necessary, to share information about events taking place in their various districts, encouraging members from other districts to attend. The same is true for events organized region-wide.

Region Chairs only have these privileges for membership records in their Regions.

County Secretaries/Assistants

Secretaries and their Assistants are responsible for, among other things, maintaining the membership records for their respective counties. This includes making corrections and changes to records, as well as adding or removing members, as necessary.

Also, working in concert with their County Chairs, Secretaries and their Assistants will, at times, be required to send notices and announcements to members, including but not limited to meeting notices and agendas.

County Committee Secretaries and their Assistants only have these privileges for membership records in their Counties.

County Chairs/Vice-Chairs

County Chairs and their Vice-Chairs are responsible for managing and overseeing their respective County Parties. This includes overseeing the Precinct Presidents, District Chairs, Region Chairs (as applicable), Treasurers and their assistants, and Secretaries and their assistants.

While County Chairs and Vice-Chairs may not regularly make changes to the membership database, they should nonetheless have the ability to do so. Additionally, they should have the ability to send emails to their members to announce meetings, events, and to share important information, as necessary.

County Chairs and Vice-Chairs only have these privileges for membership records in their Counties.

Party Office Staff (As Applicable)

POLICIES FOR USE OF THE DEMOCRATIC PARTY OF HAWAI'I MEMBERSHIP DATABASE

Party Staff should be able to assist party officers in any way they can and it is to this end they should have the ability to view, correct, add, and edit membership records at the request of the SCC Secretary, Assistant Secretary, Party Chair, or Vice-Chair.

Additionally, the staff may be requested by the Party Chair to communicate with the membership, in part or entirely.

Party Staff will have these privileges for the membership records for the entire state.

THOSE WHO HAVE SUPER-USER ACCESS

- SCC Secretary/Assistant
- Party Chair/Vice-Chair
- Party Office Staff (as applicable)

SCC Secretary/Assistant

The Secretary and their Assistant are the official custodians of the membership database; responsible for its maintenance and that it is as up-to-date as possible. This includes making corrections and changes to records, as well as adding or removing members, as necessary.

The Secretary and their Assistant will work with and help the Party Chair oversee the staff's access to and use of the Membership Database.

Also, working in concert with Party Chair, will at times be required to send notices and announcements to members, including but not limited to meeting notices and agendas.

The SCC Secretary and their Assistant, as the custodians of the membership records, have full and unrestricted access to the entire database.

Party Chair/Vice-Chair

The Party Chair and their Vice-Chair are responsible for managing and overseeing the Democratic Party of Hawai'i. This includes overseeing officers at all levels, as well as staff.

While Party Chair and Vice-Chair may not regularly access or make changes to the Membership Database, they should nonetheless have the ability to do so. Additionally, they should have the ability to send emails to their members to announce meetings, events, and to share important information, as necessary.

The Party Chair and Vice-Chair have full and unrestricted access to the entire database.

POLICIES FOR USE OF THE DEMOCRATIC PARTY OF HAWAI'I MEMBERSHIP DATABASE

Temporary Access for Volunteers

During periods of higher-than-normal activity on the Membership Database, it may be necessary to allow certain members access to the database for special projects. For a member to gain the necessary access under these circumstances, they must be approved by both the Party Secretary and Chair. The Secretary will determine, with approval from the Chair, from where (remotely, or in the DPH office), at what permission level, how long, when, and which members may access the database to perform the work necessary.

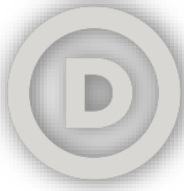
Fair Access in Party Office Elections

The Democratic Party of Hawai'i believes in fairness in elections. Officers cannot be allowed to have an unfair advantage by having the ability to contact members in their respective areas, while their opponents do not. To that end, use of the database by any and all Party members running for (re)election to their respective party positions may have access to the member contact information, as applies to the respective party position, on an equitable basis.

Privacy and Personal Use Policy

Officers (as designated in this policy) and members working on special projects will only access the Database for official Party purposes. At no time and under no circumstances may they use any of the information contained within the database for personal, professional, or any other purpose. Users found to be in violation of this provision will immediately be denied further access.

THIS PAGE WAS INTENTIONALLY LEFT BLANK



THE CHARTER & THE BYLAWS
OF THE DEMOCRATIC PARTY OF THE UNITED STATES
As Amended by The Democratic National Committee August 28, 2015



THE CONSTITUTION OF THE DEMOCRATIC PARTY OF HAWAI'I
AS AMENDED ON MAY 29, 2016

BYLAWS OF THE DEMOCRATIC PARTY OF HAWAI'I
AS AMENDED ON MAY 29, 2016

POLICIES FOR USE OF THE DEMOCRATIC PARTY OF HAWAI'I
MEMBERSHIP DATABASE
Approved by the SCC on October 24, 2015

DEMOCRATIC PARTY OF HAWAII - STATE CENTRAL COMMITTEE
STANDING & SPECIAL RULES & PROCEDURES
(adopted with revisions 01 October 2016)



Bylaws of the O'ahu County Democrats of the Democratic Party of Hawai'i
As last amended at O'ahu County Convention April 22, 2017

DEMOCRATIC PARTY OF HAWAI'I - O'AHU COUNTY DEMOCRATS
SPECIAL & STANDING RULES & PROCEDURES
(For Consideration 10 January 2015)

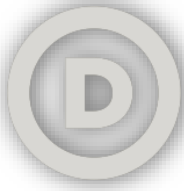
THIS PAGE WAS INTENTIONALLY LEFT BLANK

DEMOCRATIC PARTY OF HAWAII - STATE CENTRAL COMMITTEE
STANDING & SPECIAL RULES & PROCEDURES

(adopted with revisions 01 October 2016)

1. A Member of the State Central Committee (SCC) may participate by teleconference in an official meeting of the **SEC**.
2. Members who participate by teleconference shall convene at least 15 minutes in advance of the scheduled time set for the meeting to begin in order to call in to the teleconference and test the operation of the teleconferencing equipment.
3. If a call is dropped, it shall be the responsibility of the member or members who are participating by teleconference to call back in.
4. Members who participate by teleconference shall state their names when they join the meeting.
5. When a quorum is established, the chair or secretary will announce the names of all the members in attendance, both those attending in-person and those by telephone.
6. Two-weeks prior to the meeting at which a policy motion or resolution is proposed for adoption by SCC, the maker(s) must submit the proposed motion or resolution in writing to the Chair for distribution no less than ten days in advance by post or email to all members of the **SEC**.
7. Speeches are limited to three minutes.
8. When seeking recognition to make a motion or participate in discussion, members must address and be recognized by the chair and state their names.
9. Members attending in person, after recognition will approach the speaker's table/teleconference microphone and speak so that they may be heard clearly by members not attending in person, or -if this is not possible- the Chair or the secretary will repeat the remarks made by speakers who are attending in person into the speaker's microphone for the benefit of the remote participants.
10. During debate, the chair shall endeavor to alternate recognition of speakers between those in the room and those participating by teleconference in proportion to their representation at the meeting.
11. The motion for the previous question shall not be permitted until the chair determines that all who wish to speak one time have had the opportunity.
12. Voting shall be by polling (counted) or roll call (names & votes recorded in the minutes) if not by general consent. Members participating by teleconference may arrange for a stand-by proxy to be used only in the event the teleconference connection is not functioning at the time of the vote. Unless 5 SCC members object, motions will be adopted by general consent.
13. Members shall minimize external distractions.

14. Members shall mute their phones through the conference calling service only. If the service does not offer this capability, the members shall not mute their phones if their telephone system has on-hold music or messages.
15. Members participating by teleconference who use cell phones will ensure they are in an area with strong signal and good reception.
16. Members participating by teleconference who leave the meeting prior to the end of the meeting must inform the chair of their departure. A member who must leave may interrupt to inform the chair, but may not interrupt any member who is speaking.
17. No audio or video recordings of the meetings shall be made, except by the secretary, without permission of a majority of the members present.
18. Standard rules of parliamentary procedure as provided in the official parliamentary authority and existing special rules shall apply in all other circumstances:
 - The chair shall determine whether a quorum continues to exist.
 - The maker of a motion shall have preference in recognition.
 - Minutes, sent in advance by post or e-mail to all members, will not be read at the meeting prior to approval.
19. The Standard Order of Business for SCC Meetings is revised so that all Unfinished & New Business Items under the caption of Action Items will be taken up before Reports of the County Committees and Caucuses.
20. Recommendations from the Executive Committee may be moved by the Party Chairperson
21. All the SCC meeting rules above which are applicable to teleconference shall likewise apply to videoconferences for those meetings in which the technology for video conferencing is made available.



THE CHARTER & THE BYLAWS
OF THE DEMOCRATIC PARTY OF THE UNITED STATES
As Amended by The Democratic National Committee August 28, 2015



THE CONSTITUTION OF THE DEMOCRATIC PARTY OF HAWAI'I
AS AMENDED ON MAY 29, 2016

BYLAWS OF THE DEMOCRATIC PARTY OF HAWAI'I
AS AMENDED ON MAY 29, 2016

POLICIES FOR USE OF THE DEMOCRATIC PARTY OF HAWAI'I
MEMBERSHIP DATABASE
Approved by the SCC on October 24, 2015

DEMOCRATIC PARTY OF HAWAII - STATE CENTRAL COMMITTEE
STANDING & SPECIAL RULES & PROCEDURES
(adopted with revisions 01 October 2016)



Bylaws of the O'ahu County Democrats of the Democratic Party of Hawai'i
As last amended at O'ahu County Convention April 22, 2017

DEMOCRATIC PARTY OF HAWAI'I - O'AHU COUNTY DEMOCRATS
SPECIAL & STANDING RULES & PROCEDURES
(For Consideration 10 January 2015)

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

As last amended at O‘ahu County Convention April 22, 2017

Contents

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

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 laid out in the platforms of the O‘ahu County Democrats and 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.

** Approved by the State Central Committee of the Democratic Party of Hawai‘i, 20 May 2017*

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 unexcused absences per term of office of any member of the Executive Committee shall be deemed a resignation.

(2.3) Chairperson. The Chairperson of the OCC shall have the power to appoint a parliamentarian and 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, excusing OCC members from meetings, 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. The Vice Chairperson shall also serve as co-chair of the annual O'ahu County Convention.

(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; for example, may conduct membership drives, voter registration drives, get out the vote events, community outreach via knocking and attend events and neighborhood board meetings.
- (3) Help in the development and growth of the Districts and Precincts through effective membership recruitment by utilizing and involving County and State resources; for example, database, addresses, emails, phone numbers, and liaison with elected officials.
- (4) Be responsible for maintaining communication between the County Committee and District Councils through correspondence, informational memoranda, newsletter and attendance at District Council meetings; and
- (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, unexcused, for three (3) OCC meetings per term of office, the Regional Chairperson shall automatically give up their position as Regional Chair. Any Regional Chairperson may request a hearing, in writing, to challenge the automatic removal from their 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 as well as be the main point of contact between the Precinct Presidents and First-Vice Presidents in coordination with the District Chairperson to ensure that OCC members' contact information is updated on a regular basis.

(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.

(2.12) 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.

(2.13) Vacancies

(2.13.1) In the event of a vacancy in the office of County Chairperson, the Vice Chair becomes the acting chair and a new Chair shall be elected by the general membership

of the O'ahu County Committee within 30 days after the commencement of the vacancy. The vacancy shall be deemed to have commenced on the date that the Vice Chair receives written notice of resignation by the Chair, or upon the death of the Chair, or upon a determination by the Executive Committee that the Chair is incapacitated. At the election to fill the vacancy, the Vice Chair may choose to be a candidate for Chair. If the Vice Chair is not elected Chair, the Vice Chair resumes service as Vice Chair. If the Vice Chair is elected Chair, then the general membership shall immediately thereafter elect a new Vice Chair at the same meeting.

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 or emailed ten (10) calendar days prior to the meeting 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 by the OCC.

(2.13.2) Other Members of the Executive Committee. Any other vacancies on the Executive Committee shall be filled by appointment by the County Chairperson on an interim basis until confirmed by the County Committee at its next meeting.

(2.13.3) If a Regional Chairperson, District 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.

(2.14) The O'ahu County Committee shall adopt and endeavor to adhere to a biennial budget. The biennium shall be defined by the OCC. Not later than six months before the commencement of a budget biennium, the Finance Committee shall draft a budget and submit it to the chair for consideration by the O'ahu County Committee not less than sixty (60) days before the commencement of the budget biennium. The budget may be

amended by a majority vote of the O'ahu County Committee. The County Chair shall ensure that the Finance Committee is appointed not later than thirty (30) days after the end of the County Convention in odd numbered years, and the draft budget shall be submitted to the O'ahu County Committee no later than sixty (60) days after the appointment of the Finance Committee.

Section 3. Deputy Chairpersons.

To assist the County Chairperson with their 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.

(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 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 4 of the Bylaws of the Democratic Party of Hawai'i. The District 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 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 and Bylaws of the Democratic Party of Hawai'i, for example, may conduct membership drives, voter registration drives, get out the vote events, community outreach via door knocking, attending events and neighborhood board meetings, and support membership assessment for their District.

(4.3) District Council Chairpersons shall have the duty to represent their districts by attending or being represented at OCC meetings. If a District Chairperson does not fulfill this duty, unexcused, for three (3) OCC meetings per term of office, the District Chairperson shall automatically give up their position as District Chairperson.

Any District Chairperson may request a hearing, in writing, to challenge the automatic removal from their 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 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 & Election.

(5.1) Eligibility. 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.

If a District Chairperson, Precinct President, Precinct First Vice-President or a Precinct District Councilperson is elected as a County officer, that person shall automatically vacate the lesser office. Any person who wishes to be a candidate for Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer or Regional Chairperson shall file nomination papers at least ten (10) days prior to the County Convention. The nomination papers shall be signed by not less than ten (10) members of the Democratic Party of Hawai'i residing in the O'ahu County or Region being represented.

(5.2) Elections. Election(s) shall be decided by a majority of votes cast. Election(s) shall be by signed ballot unless there is only one nominee for a particular position in which case election shall be by acclamation. In contested races, candidates may speak for two minutes each prior to the vote. Election(s) shall be conducted using a single, first ballot; provided, however, that each region shall have separate ballots to elect Regional Chairs where more than one candidate is running for the same position. If no candidate receives a majority on the first ballot, then a second ballot between the top two votegetters shall be conducted. Subsequent ties shall be decided by the flip of a coin.

Section 6. 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 7. Proxies.

(7.1) A District Chairperson may give their proxy to another officer of their District

Council in accordance with Article III - "District Council" of the Bylaws of the Democratic Party of Hawai'i. All proxies must be in writing and shall be filed with the Secretary of the OCC and the OCC Chairperson. In the absence of the District Chairperson, the First Vice Chairperson shall have the right to vote and represent the District without further designation or proxy. The District Chairperson shall still be considered absent even though a proxy has been given unless excused by the OCC Chairperson.

(7.2) A Regional Chairperson may give their proxy to a District Council officer in their region. All proxies must be in writing and shall be filed with the Secretary of the OCC and the OCC Chairperson. The Regional Chairperson shall still be considered absent even though a proxy has been given unless excused by the OCC Chairperson. An unexcused absence can be appealed to the OCC Executive Committee, but only at the next OCC Executive Committee meeting.

Section 8. Meetings, Notices, Attendance at Meetings.

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

(8.2) Regular Meetings. 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.

(8.3) 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.

(8.4) 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.

(8.5) 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 9. Standing and Special Committees.

(9.1) There shall be standing committees on rules, finance, legislation, membership, elections and convention planning. At least one of the co-chairs of each committee shall be a member of the OCC and shall be appointed by the Chair with advise and consent

of the OCC. Membership of the committees is open to any member of the O'ahu County Democrats.

(9.2) 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, the convention standing rules, and these Bylaws.

(9.3) 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 as well as prepare the biennial budget.

(9.4) 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. One of the co-chairs 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.

(9.5) Membership Committee. The Membership Committee shall be responsible for coordinating recruitment of new members and/or membership drives, develop and maintain of onboarding procedures for new members, encourage the registration of voters, as well as coordinating membership enhancements.

(9.6) Convention Planning Committee. The Convention Planning Committee shall be responsible for planning and organizing annual and special county conventions. The site selection recommendations and budget shall be presented to and be subject to the approval of the County Executive Committee.

(9.6) Elections Committee. The Elections Committee shall be responsible for planning and organizing regular and special elections of county officers at county conventions and/or between conventions as needed and as provided by these bylaws. No member of this committee may be candidate for county committee office.

(9.7) Special Committees. The County Chairperson may create special committees as may be necessary to accomplish tasks consistent with the mission of the O'ahu County organization and not otherwise within the charge of existing standing committees.

Section 10. Duties and Responsibilities of the O'ahu County Committee (OCC).

(10.1) 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.

(10.2) To attain these goals, 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.

(10.3) 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 11. County Convention: Time and Notices.

(11.1) The annual convention of the O'ahu County Democrats shall be held at least three (3) weeks prior to the State Convention in even-numbered years, and the time 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.

(11.2) All delegates and alternate delegates to the County Convention shall be notified by mail or email of the time and place thereof at least sixty (60) calendar days prior to the date of the County Convention.

(11.3) The convention committees shall meet at least seven (7) days prior to the County Convention. These committees shall accept submissions at the convention committee meetings with a 2/3 vote of the convention committee members present.

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

- A. Each District shall have twenty four (24) delegates.
 1. The President, First Vice President, and District Council Person of each precinct shall be delegates to the O'ahu County Convention.
 2. Delegates shall be elected at the time of the Precinct Elections as prescribed by the Constitution and Bylaws of the Democratic Party of Hawai'i.
 3. If fewer than twenty-four delegates are elected because the State House District has fewer than eight (8) precincts, a number of At Large delegates to the O'ahu County Convention shall be allotted equal to the number of precincts in the district, multiplied by three (3), and then subtracted from twenty four (24).
 4. Elections of At Large delegates shall be held at the same time, and At Large delegates shall be elected by all district members present. If a district meets in more than one (1) location, At Large delegates for the district shall be allocated to each location at a percentage equal to the percentage of district precincts at each location.
- B. Each District shall make every effort to elect delegates composed of equal numbers of men and women.

- C. In addition to elected delegates, the District 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.
- D. Other Precinct officers shall not be precluded from running as a delegate.
- E. If, following the Precinct Elections, there remain vacant At Large delegate positions, the District Council shall be empowered to fill the remaining positions, up until ten (10) days prior to the convention, after that the District Chairperson shall be empowered, provided that;
 - i. Best attempts are made to ensure gender equity is maintained; and
 - ii. District Council meetings to fill vacancies shall be conducted by phone or email;
 - iii. Appointments shall be in writing.
- F. If an elected delegate cannot attend, they may appoint their own alternate provided that they notify the District Chairperson in writing 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.
- G. Each delegate to the O'ahu County Convention is entitled to one (1) vote.
- H. No official delegate shall be prevented from fully participating in the County Convention due to an inability to pay part or all of the established registration fee.

(11.5) 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 first 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 State or County election, provided they are Democratic Party members in good standing and residents of O'ahu.

(11.6) 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 first 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 of Hawai'i in good standing, residents of O'ahu and ran for their elected office as a member of the Democratic Party of Hawai'i.

(11.7) The Co-Chairs and members of the Convention Committees of Rules, Affirmative Action, Platform, Credentials and Resolutions shall be appointed by the County Chairperson, in keeping with the Party's commitment to gender equity, from among the Convention delegates with the concurrence of the O'ahu County Committee.

(11.8) Voting members of the Convention Committees of Rules, Affirmative Action, Platform, Credentials and Resolution shall be delegates to the O'ahu County Convention. If at all possible the voting members shall be evenly divided between the regions. The members shall be appointed by the County Chairperson according to a process approved by the O'ahu County Committee. Each committee shall not exceed 5% of the total eligible county convention delegates.

(11.9) All members of the O'ahu County Democrats are invited to attend and voice their opinions in the Convention Committee meetings that take place prior to the annual County Convention.

Section 12. County Convention Rules.

(12.1) 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 and Bylaws of the Democratic Party of Hawai'i and, except for rules regarding submission format and deadlines, are subject to amendment by Convention delegates.

(12.2) 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.

(12.3) Resolutions adopted at a county convention in a non State Convention year will not be referred by O'ahu County to a future State Convention.

(12.4) Resolutions adopted may be edited & reformatted by the secretary as needed to correct spelling and grammar and to conform with the convention submission rules, the posted and published resolutions of the county, and the format described in *Robert's Rules of Order Newly Revised*.

Section 13. Adoption and Amendment of O'ahu County Bylaws.

(13.1) 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 and Bylaws of the Democratic Party of Hawai'i, the bylaws of the O'ahu County Democrats and bylaw changes shall become effective.

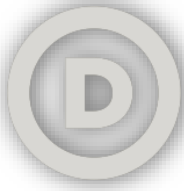
(13.2) In the event the State Central Committee fails to ratify the proposed bylaws or bylaw changes, the OCC may at the next State Convention appeal for ratification of the same by the Convention.

(13.3) 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.

Section 14. 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 and Bylaws of the Democratic Party of Hawai'i.

THIS PAGE WAS INTENTIONALLY LEFT BLANK



THE CHARTER & THE BYLAWS
OF THE DEMOCRATIC PARTY OF THE UNITED STATES
As Amended by The Democratic National Committee August 28, 2015



THE CONSTITUTION OF THE DEMOCRATIC PARTY OF HAWAI'I
AS AMENDED ON MAY 29, 2016

BYLAWS OF THE DEMOCRATIC PARTY OF HAWAI'I
AS AMENDED ON MAY 29, 2016

POLICIES FOR USE OF THE DEMOCRATIC PARTY OF HAWAI'I
MEMBERSHIP DATABASE
Approved by the SCC on October 24, 2015

DEMOCRATIC PARTY OF HAWAII - STATE CENTRAL COMMITTEE
STANDING & SPECIAL RULES & PROCEDURES
(adopted with revisions 01 October 2016)



Bylaws of the O'ahu County Democrats of the Democratic Party of Hawai'i
As last amended at O'ahu County Convention April 22, 2017

DEMOCRATIC PARTY OF HAWAI'I - O'AHU COUNTY DEMOCRATS
SPECIAL & STANDING RULES & PROCEDURES
(For Consideration 10 January 2015)

THIS PAGE WAS INTENTIONALLY LEFT BLANK

DEMOCRATIC PARTY OF HAWAI'I - O'AHU COUNTY DEMOCRATS
SPECIAL & STANDING RULES & PROCEDURES
(For Consideration 10 January 2015)

Preamble: Article IV of the Constitution of the Democratic Party of Hawai'i establishes O'ahu County Democrats (OCD) as the County Organization of the Democratic Party of Hawai'i. Between County Conventions, the affairs of the O'ahu County Democrats are subject to the O'ahu County Committee (OCC).

According to Section 1 of the Bylaws of the O'ahu County Democrats, voting members of the O'ahu County Committee ("OCC") consist of an Executive Committee and the District Council Chairpersons.

1. All Democrats in good standing residing in the City and County of Honolulu are welcome to attend meetings of the O'ahu County Committee (OCC) and may at the Chair's discretion speak on questions being considered, except in executive session.
2. The Order of Business will be as follows:
 1. Roll Call
 2. Approval of Minutes of the previous meeting(s)
 3. County Chairperson's and Executive Committee's Report
 4. Treasurer's Report
 5. Action Items
 - Unfinished Business & General Orders
 - New Business
 6. Reports from the Regions, Districts & Deputy Chairs
 7. Discussion Forum
3. All reports, except for the County Chairperson's, must be in writing and submitted electronically (in Word or pdf) at least 96 hours in advance, or brought to the meeting with 52 copies for distribution.
4. Any policy motion or resolution, proposed for adoption by the OCC, must be submitted in writing so that the Chairperson receives it ten days prior to the meeting, and so that it will be made available in advance of the meeting to all members of the OCC.
5. A member wishing to make a motion or participate in discussion must first be recognized by the Chair, state his/her name and position, and address all remarks to the Chair.
6. Cell phones and other mobile devices, except for members attending by teleconference, must be turned off or set in such a way that they do not ring during the meeting.
7. Debate (discussion) is limited to 3 minutes per speech.
8. During debate, the chair shall endeavor to alternate recognition of speakers between those in the room and those participating by teleconference in proportion to their representation at the meeting.
9. All those in attendance must observe the standard rules of decorum from *Robert's Rules of Order Newly Revised*. Serious or repeated breaches of decorum and/or of these rules shall constitute cause for the offender to be ordered to leave the meeting.

10. Members of the O'ahu County Committee (OCC) are entitled to participate by teleconference in an official meeting of the OCC only when a communication technology is provided by which all persons participating in the meeting can speak to and hear each other at the same time.
11. Members who participate by teleconference shall convene at least 15 minutes in advance of the scheduled time set for the meeting to begin in order to call in to the teleconference and test the operation of the teleconferencing equipment.
12. If a call is dropped, it shall be the responsibility of the member or members who are participating by teleconference to call back in.
13. Members attending a meeting in person in which there are members participating by teleconference, after recognition by the Chair must approach the speaker's table/teleconference microphone and speak so that they may be heard clearly by members not attending in person, or - if this is not possible- the Chair or the secretary will repeat the remarks made by speakers who are attending in person into the speaker's microphone for the benefit of the remote participants.
14. In meetings at which the OCD Bylaws require a vote to be taken by ballot, no ballot votes may be cast by teleconference; however, OCC members attending by teleconference may otherwise participate in debate and discussion.
15. In meetings in which there are members participating by teleconference, voting, not otherwise required by the OCD Bylaws to be taken by ballot, shall be by roll call (names & votes recorded in the minutes) if not by unanimous consent.
16. Unless proxies are prohibited by the OCD Bylaws or the Bylaws require a vote be taken by ballot, OCC members participating by teleconference may arrange for a stand-by proxy to be used only in the event the teleconference connection is not functioning at the time of the vote.
17. Members shall mute their phones through the conference calling service only. If the service does not offer this capability, the members shall not mute their phones if their telephone system has on-hold music or messages.
18. Members participating by teleconference who use cell phones will ensure they are in an area with strong signal and good reception.
19. Members participating by teleconference who leave the meeting prior to the end of the meeting must inform the chair of their departure. A member who must leave may interrupt to inform the chair.
20. No audio or video recordings of the meetings shall be made, except by the secretary, without permission of a majority of the members present.
21. Standard rules of parliamentary procedure as provided in the official parliamentary authority and existing special rules shall apply in all other circumstances:
 - The chair shall determine whether a quorum continues to exist.
 - The maker of a motion shall have preference in recognition.
 - Minutes, sent in advance by post or e-mail to all members, will not be read at the meeting prior to approval.

THIS PAGE WAS INTENTIONALLY LEFT BLANK



APPENDIX

CONDUCTING A MEETING AS CHAIR

WORDS TO USE AS A MEMBER

Parliamentary Motions – Quick Reference

CONDUCTING A MEETING AS CHAIR

CALL TO ORDER	[Stand] The meeting will come to order.
OPENING CEREMONIES OR EXERCISES	The invocation will be given by The singing of the national anthem will be led by The Pledge of Allegiance will be led by
READING AND APPROVAL OF MINUTES	The Secretary will read the minutes. [Chair sits, Secretary stands.] [After minutes read:] Are there any corrections to the minutes? . . . If there are no [further] corrections, the minutes are approved as read [corrected].
OR, if minutes distributed before meeting	The minutes of the previous meeting have been distributed. Are there any corrections to the minutes? . . . If there are no [further] corrections, the minutes are approved as distributed [corrected].
REPORTS	[EXAMPLES:] May we have the Treasurer's report. The chair recognizes the chairman of the Membership Committee for a report. Does the Program Committee have a report?
UNFINISHED BUSINESS	Under unfinished business, the first item of business is the motion relating to . . . , which was pending when the last meeting adjourned. The question is on the adoption of the motion [stating the motion]. The next item of business is
NEW BUSINESS	Is there any new business? Is there any further new business?
ADJOURNMENT	Since there is no further business, [pause, stand, and resume slowly] the meeting is adjourned.

WORDS TO USE AS A MEMBER

To Obtain Recognition and Speak

MEMBER A: [Stand]	Madam President!
CHAIR:	Mr. A.
MEMBER A:	[Say what you have to say, then sit when finished.]

To Make a Motion

After being recognized to speak:	I move that
----------------------------------	---------------------

To Second a Motion

Remaining seated, without seeking recognition:	Second!
--	---------

To Make *Particular* Motions

For a more complete set of examples, see RONR (11th ed.), tinted pages 30–39 (Table III).

<i>After Being Recognized by the Chair to Speak:</i>	
Adjourn	I move to adjourn.
Amend	<p>I move to amend: [EXAMPLES:] by striking out “blacktop” before “driveway.” by inserting “in the meadow” after “building.” by striking out “concrete” and inserting “blacktop.” by striking out the third paragraph. by inserting the following paragraph on page 6 after line 5: by substituting for the pending motion the following:</p>

After Being Recognized by the Chair to Speak: (continued)		
Commit or Refer	I move to refer the motion to a committee of three to be appointed by the chair.	
Count Vote	I move that the vote be counted.	
Debate, Close Immediately	I move the previous question.	
Debate, Limit or Extend Limits of	I move that debate be limited to one speech of three minutes for each member.	
Postpone to a Certain Time	I move to postpone the question to the next meeting.	
Previous Question	I move the previous question.	
Recess	I move to recess for five minutes.	
Suspend the Rules	I move to suspend the rules and . . .	
Vote, Count	I move that the vote be counted.	
Without Needing to Be Recognized by the Chair to Speak:		
Appeal [Stand]	I appeal from the decision of the chair.	
Demand a Rising Vote [Need not stand]	Division!	
Parliamentary Inquiry [Stand]	MEMBER:	A parliamentary inquiry, please.
	CHAIR:	The member will state his (her) inquiry.
	MEMBER:	[EXAMPLE:] Is a motion to adjourn now in order?
Point of Order [Stand]	MEMBER:	Point of order!
	CHAIR:	The member will state his (her) point of order.
	MEMBER:	I make the point of order that . . .
Request for Information [Stand]	MEMBER:	Mr. President, I have a request for information.
	CHAIR:	The member will state his (her) request.
	MEMBER:	[EXAMPLE:] The motion calls for a lot of money to be spent. Will the Treasurer tell us how much money the Society has in the bank?

Parliamentary Motions – Quick Reference

THIRTEEN RANKING MOTIONS

PRIVILEGED MOTIONS relate to the rights or privileges of the organization or individual members rather than to particular items of business. They are of such urgency that they are entitled to immediate consideration.

SUBSIDIARY MOTIONS may be applied to another motion for the purpose of modifying it, delaying action on it, handling its consideration, or disposing of it.

MAIN MOTIONS, the basis of all parliamentary procedure, bring business before the assembly for consideration and action. They can be introduced only when no other business is pending.

NAME OF MOTION		May it interrupt when another has the floor?	Does it require a second?	Is it debatable?	Is it amendable?	What vote is required for adoption?	May it be reconsidered?
Privileged	Fix the Time to Which to Adjourn	No	Yes	No	Yes	M	Yes
	Adjourn	No	Yes	No	No	M	No
	Recess	No	Yes	No	Yes	M	No
	Raise a Question of Privilege	Yes	No	No	No	C	No
	Call for the Orders of the Day	Yes	No	No	No	C	No
Subsidiary	Lay on the Table	No	Yes	No	No	M	Neg Only
	Previous Question	No	Yes	No	No	2/3	Yes
	Limit or Extend Limits of Debate	No	Yes	No	Yes	2/3	Yes
	Postpone to a Certain Time (Definitely)	No	Yes	Yes	Yes	M	Yes
	Commit (Refer to a Committee)	No	Yes	Yes	Yes	M	Yes
	Amend	No	Yes	Yes*	Yes	M	Yes
	Postpone Indefinitely	No	Yes	Yes	No	M	Aff Only
MAIN MOTION		No	Yes	Yes	Yes	M	Yes

* Is debatable if applied to a debatable motion

M = Majority

C=Chair handles

The privileged and subsidiary motions have precedence in the order listed, from highest to lowest, when a main motion is pending. Several of the privileged and subsidiary motions may also be made when no business is pending, in which case they are main motions. The unqualified motion to adjourn is generally privileged whether or not a main motion is pending. Further details about all of these motions may be found in RONR.

(Based on Robert's Rules of Order Newly Revised (RONR) 11th edition)

Parliamentary Motions – Quick Reference

Incidental and “Bring Back” Motions

INCIDENTAL MOTIONS are made in response to a variety of situations that may arise during the consideration of a pending question. They must be resolved before business can continue. They have no rank.

MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY, sometimes called “**Bring Back**” Motions, return a question to the assembly for further consideration and action.

Listed below are the motions of these classes that are used most often.

NAME OF MOTION		May it interrupt when another has the floor?	Does it require a second?	Is it debatable?	Is it amendable?	What vote is required for adoption?	May it be reconsidered?
Incidental	Point of Order	Yes	No	No	No	C	No
	Appeal from a Decision of the Chair	Yes	Yes	Yes**	No	M-	Yes
	Suspend the Rules	No	Yes	No	No	2/3	No
	Objection to Consideration of a Question	±	No	No	No	2/3-	Neg. only
	Division of a Question	No	Yes	No	Yes	M	No
	Consideration by Paragraph or Seriatim	No	Yes	No	Yes	M	No
	Division of the Assembly	Yes	No	No	No	C	No
	Parliamentary Inquiry – <i>Requests Parliamentary Advice</i>	Yes	No	No	No	C	No
	Request for Information – <i>Requests Factual Information</i>	Yes	No	No	No	C	No
Bring Back	Take from the Table	No	Yes	No	No	M	No
	Rescind/Amend Something Previously Adopted	No	Yes	Yes	Yes	2/3 M	Neg. only
	Reconsider	±	Yes	Yes*	No	M	No

© 2012 All rights reserved. Based on *Robert's Rules of Order Newly Revised*, 11th ed. To reorder contact NATIONAL ASSOCIATION OF PARLIAMENTARIANS®, 213 South Main Street, Independence, MO 64050-3850; 888-NAP-2929; 1-816-833-3893 (fax); email: hq@nap2.org; www.parliamentarians.org

± Is in order if another has been assigned the floor but has not begun to speak

* Is debatable if applied to a debatable motion

** Is usually debatable, see RONR

M-

2/3-
2/3 M

M
C

Majority in the negative is required to reverse the decision of the chair
2/3 in the negative is required to sustain the objection
2/3 or majority of the membership without notice or majority with notice
Majority
Chair handles

