



O‘AHU COUNTY COMMITTEE AFFIRMATIVE ACTION PLAN

Prepared by the O‘ahu County Committee Affirmative Action Committee
January 2019 to June 2020

ADOPTED BY THE OCC ON _____

AFFIRMATIVE ACTION PLAN (AAP)
O'AHU COUNTY COMMITTEE (OCC)
January 2019 to June 2020

PREAMBLE

The O'ahu County Committee (OCC) of the Democratic Party of Hawai'i (DPH) embraces its historical commitment to the principles of full participation, equal opportunity, representation and rights for the diverse peoples of Hawai'i. The OCC is committed to the goal of full representation and participation in OCC leadership, programs, and activities regardless of color, race, ethnic origin, sex, gender identity, marital status, sexual orientation, age, disability, education level, ancestry, religion, arrest and court record, or economic status.

We are a Party built on principles of democratic process and inclusion. Our strength and effectiveness flow directly from a commitment to the ideal of full and active participation, and inclusion rather than exclusion. Our future as a political party, a state and a society are built on these principles. The O'ahu County Committee will reach out to all groups targeting those who have been under-represented in the Party and the political process. In this context, "affirmative action" means promoting full participation for all groups and eliminating barriers that inhibit participation for members of under-represented groups in leadership positions, the activities and programs of the O'ahu County Committee of the Democratic Party of Hawai'i, and the Democratic Party (Party).

We also recognize that our Party benefits from the infusion of the energy and ideas of a new generation of members. This growth presents a great opportunity for true affirmative action, provided we develop leadership through teaching, training, mentoring, and creation of opportunities for new leaders. Our affirmative action plan prepares us for this exciting future, built on respect for our kupuna and the history and values that are the foundation for their continuing contributions and commitment.

This plan augments the Affirmative Action Plans of the Democratic National Committee (DNC) and the Democratic Party of Hawai'i.

We recognize that barriers which the Party has long struggled to eliminate are similar to those that have historically prevented full participation and enjoyment of opportunity to workers, women, Native Hawaiians, racial and other underserved minorities in Hawai'i. This Affirmative Action Plan (AAP) continues the Party's history of working to eliminate these significant barriers to full representation and participation, including but not limited to:

- Institutional and unconscious racism, sexism, ageism, social and cultural biases;
- Social inequality and inequities, and socioeconomic status;
- Geographic and physical accessibility;
- Cultural differences and language barriers

AFFIRMATIVE ACTION PLAN
O'AHU COUNTY COMMITTEE
2019 AND 2020

MISSION: To assure full participation and equal opportunity of Hawaii's diverse population in the Oahu County Committee (inclusive of its regions, districts, and precincts), its programs and activities.

VISION: An Oahu County Committee that realizes its commitment to the goals of full representation and participation in its leadership, programs, and activities, regardless of color, race, ethnic origin, sex, gender identity, marital status, sexual orientation, age, disability, education level, ancestry, religion, arrest and court record, or economic status.

GOAL 1. Sound leadership is provided to assure implementation of the OCC affirmative action plan (AAP).

OBJECTIVE: The O'ahu County Committee establishes its Affirmative Action Committee as a standing committee of the OCC. The AA Committee has representation of at least 20% of all OCC Districts.

PLANNED ACTIONS

| | <u>BY</u> | <u>COMPLETION DATE</u> |
|--------------------------------------------------------------------------------|---------------------------------------|--------------------------|
| 1. Amend the OCC bylaws to establish the AA Committee as a standing Committee. | AA Committee | March 28, 2019 |
| 2. Encourage adoption of the OCC bylaws amendment | Region, District, and Precinct Chairs | April 15, 2019 |
| 3. Participate as a member of the OCC AA Committee | District Chairs or Rep | Date of OCC AA Cmte Mtgs |

GOAL 2. Goals and objectives for advancing the representation of under-represented groups are based on good data.

OBJECTIVE: Representation in leadership positions, programs, and activities of the OCC of Hawaii's diverse population is at least equal to their representation in the community, utilizing such resources as the census data for Hawai'i.

PLANNED ACTIONS

| | <u>BY</u> | <u>COMPLETION DATE</u> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------------------------|
| 1. Develop an affirmative action (AA) survey | AA Committee | January 2019 and Jan 2020 |
| 2. Administer the AA survey at least once a year, especially at the OCC convention | AA Committee | May 2019 and May 2020 |
| 3. Conduct an analysis of the results of the survey against such resources as the census data for Hawaii in order to determine under-representation | AA Committee | August 2019 and Aug 2020 |

GOAL 3. Affirmative actions are meaningful to improve upon the representation of under-represented groups in the OCC.

OBJECTIVE: Develop programs and activities that will result in improved representation of under-represented groups in the OCC.

PLANNED ACTIONS

| | <u>BY</u> | <u>COMPLETION DATE</u> |
|--------------------------------------------------------------------------|---------------------|-----------------------------|
| 1. Convene the AA Committee to review the results of the survey analysis | Chair, AA Committee | September 2019 and Sep 2020 |
| 2. Develop recommendations and provide for consideration by the OCC | AA Committee | November 2019 and Nov 2020 |
| 3. Incorporate adopted recommendations into this plan | AA Committee | December 2019 and Dec 2020 |

GOAL 4. County, District, and Precinct leadership positions are reflective of the diversity of Hawaii's population.

OBJECTIVE: Improve upon the representation of women and other underrepresented groups in the OCC's leadership positions at the OCC, District and Precinct levels

PLANNED ACTIONS

| | <u>BY</u> | <u>COMPLETION DATE</u> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|---------------------------------------------------------|
| 1. Study the composition of current officer positions at the County, Region, District, and precinct level for diversity | Chair, OCC; Chair, Districts; and Chair of Precincts | Continuously and at least 60 days prior to any election |
| 2. Where there is a lack of diversity, establish and execute plan to outreach to under-represented population | " " | " |
| 3. Provide extra publicity to targeted publications on leadership opportunities, Including information that identifies the position, qualifications requirements, and application deadline | " " | " |
| 4. In announcements seeking nominations for leadership positions, include statement that encourages underrepresented groups to apply | " " | " |
| 5. Explore policy to require that candidates for the chair and 1 st VC run as a team with the two being of a different gender or race | OCC Rules Committee | April 2019 |

GOAL 5. OCC Democrats are knowledgeable of the history and struggles of under-represented groups. Historically, these have been women, elders, young adults, Native Hawaiians, Filipinos, Micronesians.

OBJECTIVE: Host guest speakers knowledgeable of the history and struggles of under-represented groups.

PLANNED ACTIONS

| | <u>BY</u> | <u>COMPLETION DATE</u> |
|-------------------------------------------|---------------------------|------------------------|
| 1. Compile a Speaker's List | AA Committee | March 2019 |
| 2. Host a speaker at at least one meeting | OCC, Districts, Precincts | December 2019 |

GOAL 6. Sound laws are introduced and passed that help to enhance the lives of Hawaii's diverse population.

OBJECTIVE: O'ahu County Democrats know and understand the legislative process and introduce and advocate for sound laws to enhance the lives of Hawaii's diverse population, especially those that would help disadvantaged groups.

PLANNED ACTIONS

| | <u>BY</u> | <u>COMPLETION DATE</u> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 1. Conduct training on the process for submitting resolutions to the OCC and the DPH conventions | OCC Committee on Legislative Priorities (OCCLP) or designated trainer | March 1, 2019 and 2020 that is at least 60 days prior to the OCC Convention |
| 2. Conduct training on the legislative process, submitting bill and And resolution proposals for legislative consideration, and writing and submitting testimony | Chair, OCCLP and/or | January 2019; January 2020 (15 days prior to the opening of the legislative session) |

GOAL 7. OCC leadership positions (all OCC, Region, District, and Precinct officers) are reflective of the diverse population of the OCC.

OBJECTIVE: OCC Democrats are mentored on the organization, roles and responsibilities of OCC leaders, the commitment requirements, and of the process for applying for or being nominated for leadership positions

PLANNED ACTIONS

| | <u>BY</u> | <u>COMPLETION DATE</u> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-----------------------------------------------|
| 1. Conduct training for members of the OCC on the organization, roles and responsibilities, commitment requirements, and process for applying for or being nominated for leadership positions | OCC Membership Cmte | At least 3 months prior to the election date |
| 2. Provide opportunity for members to grow in leadership positions by encouraging members to join committees of the OCC, District, or Precinct | Region, District, and Precinct Chairs | Continuously |
| 3. Arrange for developmental/mentoring opportunities with elected officials and other office holders to expand and develop a diverse pool of future leaders. | OCC Membership Cmte | At least two program participants by Sep 2019 |

GOAL 8. The OCC membership is reflective of Hawaii's diverse population.

OBJECTIVE: Increase membership of the Democratic Party of Hawai'i, Oahu County Committee by at least 5%

PLANNED ACTIONS

| | <u>BY</u> | <u>COMPLETION DATE</u> |
|--------------------------------------------------------------------------------------------------------|-------------------------------|------------------------|
| 1. Develop membership brochure and marketing materials and distribute to Regions, Districts, Precincts | OCC Membership Cmte | April 2019 |
| 2. Participate in community activities to encourage voters to join the Democratic Party of Hawai'i | Regions, Districts, Precincts | Continuously |
| 3. Host at least one meeting open to the public for the purpose of | Regions, Districts, Precincts | Continuously |

sharing the good work of the Party and encouraging membership

GOAL 9. The OCC Convention is representative of its membership, especially under-represented groups

OBJECTIVE: The representation of under-represented groups is increased by at least 10%.

PLANNED ACTIONS

| | <u>BY</u> | <u>COMPLETION DATE</u> |
|-----------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------|
| 1. Outreach to under-represented groups informing them of the benefit of attending convention | OCC Convention Committee District and Precinct Chairs | 60 days prior to convention |
| 2. Utilize social media to outreach to Democrats with information about the Convention | " " | 60 days prior to convention |

GOAL 10. Persons with disabilities can fully participate in OCC activities.

OBJECTIVE: Reasonable accommodations or modification shall be provided upon the request of a person with a disability, unless the reasonable accommodation or modification would impose an undue hardship on the Party.

PLANNED ACTIONS

| | <u>BY</u> | <u>COMPLETION DATE</u> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------|
| 1. Review the current communication mechanisms used by the party to determine their accessibility to those with physical limitations and provide recommendations to the OCC to rectify any problems. | AA Committee | May 2019 |
| 2. Assure that convention facilities accommodate those with physical disabilities for example, the ability to hear speakers and to see power point or other presentations; the ability to access meetings by and to park wheelchairs; food for those with allergies or diabetes | OCC Convention Cmte | May 2019 |

GOAL 11. Attendance at the DPH precinct meetings, the Oahu County and Democratic Party of Hawaii Conventions, and the Democratic National Committee Convention (for election of the Party's Presidential Preference) reflects the diversity of Hawaii's population.

OBJECTIVES: Membership information on O'ahu Democrats is accurately documented in the DPH database and O'ahu Democrats are fully knowledgeable of the processes for participating in DPH precinct meetings (and in particular, the Presidential Preference Poll), the Democratic Party of Hawaii Convention, and the DNC Convention in 2020.

PLANNED ACTIONS

| | <u>BY</u> | <u>COMPLETION DATE</u> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|------------------------|
| 1. Review and update membership information in the DPH database | Chair, Precincts and Districts | October 2019 |
| 2. Report on progress of updating the DPH database | " " | Quarterly OCC Meetings |
| 3. Conduct training on the processes for conducting the precinct meeting, the Presidential Preference Poll, the OCC Convention, and the DPH Convention | Chair, District for all precincts | December 2019 |

GOAL 12. All O'ahu County Democrats are fully informed and engaged on OCC activities.

OBJECTIVE: Increase participation in region, district and precinct meetings

PLANNED ACTIONS

| | <u>BY</u> | <u>COMPLETION DATE</u> |
|-----------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------|
| 1. Train regions, district, and precincts on Social media | Chair, OCC or Designated trainer | June 2019 |
| 2. Make webpages interactive and interesting, such as highlighting an activity, an organization, a person | Region, District and Precincts | Continuously |
| 3. Utilize traditional and modern social media to announce meetings and events | | |
| 4. Conduct or participate in talk shows to highlight OCC activities | Chair, OCC or designee | At least once each quarter |
| 5. Establish a budget for communications that would allow for periodic radio or news media announcements | Chair, OCC Finance Cmte | July 2019 |

GOAL 13. Affirmative Action is working and there is accountability for implementing this plan.

OBJECTIVE: Timely reports are submitted to track implementation of this plan

PLANNED ACTIONS

| | <u>BY</u> | <u>COMPLETION DATE</u> |
|-----------------------------------------------------------------------------------------------------------|----------------------------------------------|---------------------------|
| 1. Provide a quarterly report on the status of implementation of this plan | AA Committee | Quarterly at OCC Meetings |
| 2. Provide a semi-annual report on Affirmative Actions taken to the OCC Committee | Region, District and Precincts, OCC Cmtes | July and December |
| 3. Establish an award that recognizes AA accomplishments by OCC members and present at the OCC convention | AA Committee | September 2019 |

OCC AFFIRMATIVE ACTION COMMITTEE MAY 2018- MAY 2019

Leimomi Khan, Chair; Melodie Aduja, D48-1; Anthony Austin, D48-3; John Bickel, D22; Will Caron, D20; Ernest Carvalho, D29; George Clifford, D22-3; Robert Galliher, D24-3; Terry (TJ) Jasper; D45-1; Marsha Rose Joyner, D18-1; Vern Nichols, D29-1; Daniel Ross D20; and Lorna Strand, D43; Mark Tom, D23-4 ; Betty Vega, D-49; Teri Heede, Chair, State AA Committee; Justin Salisbury, Co-Chair, State AA Committee; and Adam Manalo Camp, member, State AA Committee. (Note: All District Chairs or their representatives are invited to sit on the OCC AA Committee. Those listed participated in the development of this plan.)

