

Report of the O‘ahu County 2021 Convention Rules Committee

Aloha O‘ahu County Delegates:

Your Convention Rules Committee met on April 8, 2021 via ZOOM to deliberate on and discuss proposed changes to the Bylaws of the O‘ahu County Democrats. The meeting convened at 6:00 p.m. and adjourned at 6:59 p.m.

Your Committee received five proposals for amendments to the Bylaws. All of the proposals were submitted in a timely fashion.

Your Committee on Rules recommends the following Amendments proposed to the Bylaws of the O‘ahu County Democrats of the Democratic Party of Hawai‘i be accepted and referred to the State Central Committee for ratification with the proviso that the Secretary of the O‘ahu County Committee shall have authority to correct any non-substantive errors and make conforming changes as necessary.

1. First Proposed Amendment:

The purpose of this amendment is (1) to lower the number of signatures required on the nomination papers for the listed offices from ten to five, and (2) to allow for the signatures to be in electronic form.

Section 5.1, Second Paragraph, Eligibility & Election, Eligibility, is amended by *inserting* the underlined and *deleting* the lined-out words and numbers as follows:

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 OCC 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)~~ five (5) members of the Democratic Party of Hawai‘i residing in the O‘ahu County or Region being represented. Electronic signatures are permissible.

2. Second Proposed Amendment:

The purpose of this Amendment is to replace the phrase “one male and one female” with “of two different genders” in Section 2.10.

Section 2.10, Executive Committee, O‘ahu County State Central Committee Representatives, is amended by *inserting* the underlined and by *deleting* the lined-out words as follows:

The O'ahu County State Central Committee Representatives, ~~one male and one female~~, of two different genders 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.

3. Third Proposed Amendment

Sections 7.1 and 7.2 describe the manner in which District Chairpersons and Regional Chairpersons may give their proxies. The Amendment adds a section which covers the manner in which the remaining members of the O'ahu County Committee may give their proxies.

Section 7.3, Proxies, added provision, *inserting* the underlined:

7.3. The following members of the Executive Committee may give their proxy to other Executive Committee members: OCC Chairperson, Vice Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, and the O'ahu County State Central Committee Representatives. All proxies must be in writing and filed with the Secretary of the OCC and the OCC Chairperson. Such members shall still be considered absent even though a proxy has been given unless excused by the OCC Chairperson.

4. Fourth Proposed Amendment

This Amendment limits the force and effect of resolutions adopted at O'ahu County Democrats conventions to ten years. It amends Section 13.2 by splitting up the limitations on the force and effect of platforms and resolutions into two paragraphs instead of one, the first on platforms and the second on resolutions.

Section 13.2, County Convention Rules, Platform and Resolutions, is amended by *inserting* the underlined and *deleting* the crossed-through words and numbers as follows:

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~~ it comes into conflict with the platform ~~or resolutions~~ of the Democratic Party of Hawai'i.

The 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, or for a period not to exceed ten (10) years from the date of its adoption, e.g., adopted at 2013 May convention; expires May 31, 2023.

5. Fifth Proposed Amendment

This Amendment directs the OCC Secretary to keep a permanent record of minutes in electronic, rather than hardcopy, form. It also places a ten-year limit on such retention of minutes.

Section 2.6, Executive Committee, Secretary, is amended by *inserting* the underlined and *deleting* the crossed-out words and numbers as follows:

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~~ on a designated section of the OCC webpage. ~~The minutes shall be available for inspection by interested Democrats at all reasonable times and shall be turned over intact to the succeeding secretary.~~ The minutes shall be available on the website for a period not exceeding 10 years after which they will be removed.

These changes are shown using the Ramseyer format in the attached copy of the current Bylaws.

Respectfully submitted,

Elton Fukumoto
Co-Chair, Presiding Officer
Committee on Rules

Elizabeth Holmes
Co-Chair
Committee on Rules

Attachment: OCC Bylaws as amended

Members present at The OCC Rules Meeting. Quorum was met with 11 members in attendance listed below:

Elton Fukumoto
Liz Holmes
Jon Chinen
Mike Golojuch
Rep. Linda Ichiyama
Marilyn Leimomi Khan

Lei Learmont
Blake Oshiro
Richard Oshiro
Carlos Rodriguez-Santana
Kamana Seymour

Brent Toyama (Zoom Administrator)
Larry Meacham (observer)

Proposed Changes to the O’ahu County Bylaws 2021

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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.

**Ratified November 22, 2020 by the State Central Committee of the Democratic Party of Hawai’i*

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 O'ahu County Committee 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.

(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:

Regularly visit each District Council during the year to assist, encourage and communicate District, Regional, County, and State major activities and events; 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.

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.

Be responsible for maintaining communication between the County Committee and District Councils through correspondence, informational memoranda, newsletter and attendance at District Council meetings; and

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 on a designated section of the OCC webpage. The minutes shall be available for inspection by interested Democrats at all reasonable times and shall be turned over intact to the succeeding secretary. The minutes shall be available on the website for a period not exceeding 10 years after which they will be removed.~~

(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 of two different genders~~ 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 the Chair and Vice Chair and 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 Chair and Vice Chair will run on a combined slate and shall be elected at the same convention by a majority vote cast for the combined slate. 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 O'ahu 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.

(2.14.1) A Copy of the approved budget shall be posted on the O'ahu County Democrats website no later than 14 days after it has been approved by the O'ahu County Committee, and shall remain available for the duration of the biennium.

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. Election to the positions of Chair and Vice Chair shall be combined as a slate with two different genders, so as to assure diversity in these leadership positions. They will be voted upon

as one slate. 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 reenrolled 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 OCC 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)~~ five (5) members of the Democratic Party of Hawai'i residing in the O'ahu County or Region being represented. Electronic signatures are permissible.

(5.2) Elections. Election(s) shall be decided by a majority of votes cast by roll call at a County Committee meeting if conducted by teleconference or video conference, or by mail balloting if provided for as part of an electronic convention. Elections conducted by ballot may be decided by ranked-choice voting. All ballots must be signed ballots. If there is only one nominee for a particular position that nominee shall be elected by

acclamation. Each region shall have separate ballots or electronic voting to elect Regional Chairs where more than one candidate is running for the same position. Unless ballot voting provides for ranked-choice voting, if no candidate receives a majority on the first ballot or roll call vote, then a second ballot or roll call vote between the top two vote-getters 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.

7.3. The following members of the Executive Committee may give their proxy to other Executive Committee members: OCC Chairperson, Vice Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, and the O'ahu County State Central Committee Representatives. All proxies must be in writing and filed with the Secretary of the OCC and the OCC Chairperson. Such members shall still be considered absent even though a proxy has been given unless excused by the OCC Chairperson.

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; affirmative action, inclusion and diversity; 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 responsible for promoting the passage of legislation and resolutions at the Honolulu City Council and the Hawai'i State Legislature consistent with the positions of the Democratic Party as expressed in the platform and resolutions adopted at the O'ahu County Convention, or by a vote of the O'ahu County Committee (OCC). The Legislation Committee shall prepare a plan for approval by the OCC prior to each legislative session and shall provide timely reports to the OCC during the session and throughout the year for the Honolulu City Council and shall be subject to oversight by the OCC. The Legislation Committee shall be responsible for matters delegated or duties as from timeto-time maybe assigned to it by the Chair and/or OCC.

(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.

(9.7) 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 , or, as directed by the County Chairperson, for other elections that may by law or State Party rules be assigned to the County

Committee. No member of this committee may run as a candidate for any office this committee is assigned to plan or organize.

(9.8) Affirmative Action, Inclusion and Diversity Committee. The Affirmative Action, Inclusion and Diversity Committee shall be responsible for developing the OCC Affirmative Action Plan, tracking its implementation, and reporting results to the OCC. It shall also be responsible for providing advice and assistance to all Regions and Districts to assure full participation and equal opportunity of Hawai'i's diverse population in the O'ahu County Committee (inclusive of its regions, districts, and precincts), its programs and activities. The AAI&D Committee may advocate legislative measures impacting upon under-represented groups.

(9.9) 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. Alternative Dispute Process.

In addition to assigning a complaint to the rules committee or a special investigative committee pursuant to Article 1, section 8B.5 of the Bylaws of the Democratic Party of Hawai'i, the County Chair shall appoint a neutral mediator, if agreed upon by the parties to the complaint, to attempt to reach an amicable resolution between the parties to the complaint. The neutral mediator shall find a place and time to meet with the accused and the complainant together and shall attempt to mediate an agreement between the parties that resolves the matters within the complaint. The process required by this section shall run in concurrence with the complaint process as provided by the Bylaws of the Democratic Party of Hawai'i.

Section 12. County Convention: Time and Notices.

(12.1) 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, which may provide that the convention be conducted by electronic means as may be necessary to protect the health and safety of the delegates. 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.

(12.1.1) The business and purposes of the County's Annual Convention in oddnumbered years shall be limited to and dedicated to the following work relating to O'ahu County:

- a. Elect county officers and region chairs;
- b. Consider and vote on changes in the County platform and County Bylaws; and
- c. Consider and vote on resolutions that relate specifically and exclusively to O'ahu County issues and the work of O'ahu County Committee and its committees.

(12.1.2) The business and purposes of the County's Annual Convention in evennumbered years shall be limited to and dedicated to the following work relating to the State Party:

- a. Elect the County Representatives to the SCC;
- b. Consider and vote on proposals for the State Biennial Convention to amend the DPH Constitution, Bylaws, and Platform; and
- c. Consider and vote on resolutions addressing State- wide, National, or International policies that can be proposed to the delegates of the DPH Biennial Convention on behalf of O'ahu County Democrats.

(12.2) 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.

(12.3) 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.

(12.4) 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 may be conducted by videoconference, 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.

(12.5) 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.

(12.6) 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.

(12.7) The Co-Chairs and members of the Convention Committees of Rules, 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.

(12.8) Voting members of the Convention Committees of Rules, Platform, Credentials and Resolution shall be delegates to the O'ahu County Convention. If at all possible, the voting members shall be evenly divided among 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.

(12.9) 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.

(12.10) A member of the Executive Committee shall serve as a co-chair of the annual O'ahu County Convention.

Section 13. County Convention Rules.

(13.1) 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.

(13.2) 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 it~~ comes into conflict with the platform ~~or resolutions~~ of the Democratic Party of Hawai'i. The 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, or for a period not to exceed

ten (10) years from the date of its adoption, e.g., adopted at 2013 May convention; expires May 31, 2023.

(13.3) 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.

(13.4) 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 14. Adoption and Amendment of O'ahu County Bylaws.

(14.1) Proposals to amend or revise these bylaws may be adopted by a two-thirds vote at any annual or special O'ahu County Convention or at any regular meeting of the O'ahu County Committee by a majority of all its members, provided that the amendment has been submitted in writing at the previous regular meeting. 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.

(14.2) 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.

(14.3) 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.

(14.4) Impossibility Provision. In the event of an emergency, such provisions of these bylaws as deemed necessary may be suspended by a two-thirds vote of the O'ahu County Committee at a regular or special meeting so long as notice is given and posted on the public website two weeks in advance. Any suspension under this provision must describe a compelling interest for the suspension and include specific dates when the suspension begins and ends

Section 15. 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.