

**BYLAWS OF THE DEMOCRATIC PARTY OF HAWAI'I AS AMENDED AT  
CONVENTION ON MAY 27, 2018 & as Last Amended by the SCC 9/4/2021**

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

4  
5 **ARTICLE I – MEMBERSHIP**

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

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

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

25 **Section 2. Enrollment.**

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

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

- 1 (3) Except as provided in Article I of the Constitution of the Democratic Party of  
2 Hawai'i and these Bylaws, the effective date of membership shall be the date a  
3 valid enrollment card is received by the Party. The new member, as of the date of  
4 Party membership, becomes a member of the Democratic Precinct Club in the  
5 precinct in which the member is registered to vote and resides except as provided  
6 for in Article II, Section 3 of the Hawai'i State Constitution. The Precinct Club  
7 and the District Council to which the Precinct Club belongs shall be notified at  
8 appropriate intervals of all new members enrolled by the Secretary of the State  
9 Central Committee. The new member shall be entitled to all the rights, privileges  
10 and obligations in the Party, except that they shall not be considered a member for  
11 the purpose of appointment to fill a legislative vacancy pursuant to VIII of the  
12 Constitution of the Democratic Party of Hawai'i, until they have been a member  
13 in good standing for a period of at least six (6) months. If a member has resigned  
14 from the Party in the two (2) years prior to re-enrollment in the Democratic Party  
15 of Hawai'i, the re-enrolled member must be a member in good standing for at  
16 least two (2) years prior to serving on a County Committee, State Central  
17 Committee, or as National Committeeman or National Committeewoman or as  
18 State Party Chairperson.
- 19 (4) An individual who has completed and submitted a Democratic Party of Hawai'i  
20 Enrollment Card at the biennial Precinct Meeting, but whose name does not  
21 appear on the voter registration list in the County in which that person resides,  
22 shall submit proof of their updated voter registration or shall sign a voter  
23 registration form and handover to the designated Party official. The Secretary of  
24 the State Central Committee or their designee shall have the responsibility to  
25 verify that the Party member was eligible to register to vote in that precinct within  
26 30 days after the biennial Precinct meeting. If the Party member was not eligible  
27 to become a voter in the State they will become an Associate Member and any  
28 office so obtained will be deemed vacant. If the individual seeking Party  
29 membership cannot submit proof of voter registration or refuses to submit a  
30 signed voter registration form then they will not be allowed to vote or run for  
31 Party office. *[as amended by the State Central Committee 8-3-2019]*

32  
33 2B. Current or Former Elected Officials' of Either a Partisan or Non-Partisan Office Request to  
34 Switch from Another Party to the Democratic Party.

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

1 Constitution of the Democratic Party of Hawai‘i, and submit it to the  
2 respective County or State Executive Committee.

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

8  
9 (2) Deadlines:

- 10 (a) No deadline applies to applications to change Party affiliation by a current  
11 or former public office-holder of either a partisan or non-partisan office,  
12 except if application is submitted within six (6) months of candidate filing  
13 for an election, then deadlines described in this section shall apply.
- 14 (b) The date of Party membership shall be eleven (11) days after the  
15 Executive Committee’s decision to accept the application, unless the  
16 decision is called for review by the State Central Committee. A review  
17 shall not be called except upon written request of at least ten (10) State  
18 Central Committee members. If reviewed, the decision of the State Central  
19 Committee shall be final. If the application is accepted, the new member  
20 shall enjoy all rights and responsibilities of Party membership. The new  
21 member is subject to Section 2B, which provides for eligibility after six  
22 months of continuous membership without censure to file as a candidate  
23 for elected public office as a Democrat.
- 24 (c) If the application for membership is rejected, the applicant is ineligible to  
25 appear as a candidate on any ballot as a Democrat, to claim in any  
26 campaign to be a Democratic Party candidate, to caucus as a Democrat, or  
27 hold any public office or position reserved for a member of the  
28 Democratic Party, until such time as membership in “good standing” is  
29 attained in accord with this Constitution.  
30

31 **Section 3. Official Enrollment Card.**

32 The form of the official enrollment card and membership card shall be as prescribed by the State  
33 Central Committee and shall include an option to join certified Party caucuses, provide voluntary  
34 demographic information, and the ability for a person to complete an electronic enrollment form  
35 on the official Democratic Party of Hawai‘i website.  
36

37 **Section 4. Membership.**

38 4A. Any member once enrolled in the Democratic Party of Hawai‘i shall, at the member’s  
39 option, continue to be a member except as provided by Article I of the Constitution of the  
40 Democratic Party of Hawai‘i. The Party shall request payment of the annual voluntary  
41 communications fee of twenty-five dollars (\$25.00) and conduct fundraising appeals regularly.  
42

43 4B. Two dollars (\$2) of every ten dollars (\$10) collected in dues shall be remitted to the county  
44 from which the dues originated.  
45  
46

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

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

11  
12 **Section 5. Transfer.**

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

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

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

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

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

39  
40 **Section 7. Termination.**

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

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

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

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

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

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

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

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

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

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

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

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

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

40  
41 **Section 1. Organization.**

42 1A. At least one (1) eligible person residing within the precinct may proceed with the formation  
43 of a Precinct Club.

44  
45 1B. An inactive Precinct Club is one from which the Precinct President has resigned or has  
46 registered to vote outside of the precinct’s boundaries and where the Precinct Club fails to have

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

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

- 6  
7 (1) The District Chairperson shall call for a precinct reorganization meeting. All  
8 Precinct Club members of record shall be notified pursuant to Article II of the  
9 Constitution of the Democratic Party of Hawai‘i.  
10 (2) The District Chairperson shall at such meeting see assembled at least one (1)  
11 individual eligible to become a member of the Precinct Club and proceed as with  
12 the initial organization of a new club.  
13 (3) If the District Chairperson fails to reorganize the precinct within fifteen (15) days  
14 of the declaration, the Chairperson of the County Committee shall accept the  
15 responsibility for reorganizing the precinct as defined in this Article.  
16

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

18 2A. The official notice designating the time, place, and purpose of such meeting shall be given  
19 by the Secretary of the County Committee by publication at least once in one newspaper of  
20 general circulation in each of the Counties and by other appropriate written communication to  
21 each Democratic Party of Hawai‘i member not less than twenty (20) days prior to the biennial  
22 election meeting of such year, provided, however, that in the County of Hawai‘i, notice shall be  
23 published in both East and West Hawai‘i, as follows:  
24

- 25 (1) By the first week of December of odd numbered years in order to facilitate the  
26 compilation of said list of Precinct and District meeting places, each County  
27 Chairperson shall be responsible to contact each Precinct President who shall be  
28 responsible to secure a meeting place in order of preference: (a) polling place, (b)  
29 community center, or (c) other.  
30 (2) Each Precinct President shall report their meeting place to the District  
31 Chairperson by the 15th of December. It shall be the District Chairperson’s  
32 responsibility to report back to the County Chairperson with the meeting places  
33 by December 21. The County Chairperson must submit to the Corresponding  
34 Secretary a completed list of meeting places by January 5 of even-numbered  
35 years.  
36 (3) Locations will not be necessary if the State Central Committee decides that the  
37 Precinct/District meetings are to be held entirely online. *[as amended by the State*  
38 *Central Committee 9-4-2021]*  
39

40 2B. The Democratic Party of Hawai‘i Headquarters shall issue a certified copy of the  
41 membership list of each Precinct Club to the District Council Chairpersons and Precinct Club  
42 Presidents not later than thirty (30) days before the regular elections for officers and delegates of  
43 that Precinct Club, as follows:  
44

- 45 (1) The official list shall include only the names of those persons eligible to  
46 participate in the Precinct Club elections. A copy of this list will be available to

1 any interested Democrat at the County Office and District Council in which the  
2 precinct is located.

- 3 (2) Members listed on the official membership list for that precinct shall be eligible to  
4 vote in that precinct. Others who do not appear on said list and who support the  
5 Democratic Party and wish to join it shall enroll in the Party as provided in the  
6 Bylaws of the Democratic Party of Hawai‘i, and they will be eligible to vote in  
7 precinct election.  
8

9 2C. Where a name has been omitted from the certified list and the member whose name was  
10 omitted produces at the precinct election meeting a dated membership card signed by a Secretary  
11 of a County Committee, County Chairperson, Secretary of the State Central Committee, or Party  
12 Chairperson showing membership or the form provided in Article I of the Constitution of the  
13 Democratic Party of Hawai‘i, and proof of voter registration in that precinct, that name shall be  
14 added to the list noting the date of membership. The respective Secretaries of District Council,  
15 the County Committee and State Central Committee will be informed of the addition made to the  
16 certified list.  
17

18 2D. Within ten (10) days after issuance of this certified list, any member may challenge any  
19 name appearing on the precinct list by submitting in writing reasons therefore to the Secretary of  
20 the District Council. These challenges shall be heard promptly by the Executive Committee of  
21 the District Council upon due notice to the parties of the time and place of the hearing and shall  
22 be disposed of prior to the election of precinct officers and delegates. The decision of the  
23 Executive Committee of the District Council shall be final and conclusive.  
24

25 2E. Where no officers have been elected in the current biennium, any member of the precinct  
26 may, by written petition to the respective District Council, request the initiation of precinct  
27 reorganization, as follows:  
28

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

1 Convention as if they were elected at the biennial election meeting.  
2

3 The District Council shall complete all appointments by no later than fifteen (15)  
4 days prior to the State Convention. Documentation of the appointments may be  
5 submitted in person, via facsimile, e-mail, or by mail, provided that mailed  
6 documentation bears a postmark of no later than the fifteenth (15th) day prior to  
7 the State Convention. All documentation must be received no later than ten (10)  
8 days prior to the State Convention.  
9

10 2F. In the event that a Precinct Club holds a successful election at the biennial election meeting  
11 except that all positions are not filled, a Precinct Club has until the third Tuesday in April to hold  
12 additional meetings to fill any vacancy subject to notifying members of the Precinct of the date,  
13 time, place and purpose of the meeting by minimally posting the meeting notification on the  
14 website of the Democratic Party of Hawai'i.  
15

16 After the third Tuesday in April, the District Council may fill officer, delegate and alternate  
17 vacancies, by not later than 15 days prior to the state convention, as follows:  
18

- 19 (1) Appoint members within the precinct as officers;
- 20 (2) Fill delegate vacancies by alternates elected at the biennium precinct meeting,  
21 with priority to alternates within the precinct; and then from other precincts within  
22 the District;
- 23 (3) Fill alternate delegate vacancies by appointment of members who reside in the  
24 Precinct who express an interest after the biennium precinct meeting.  
25

26 The Precinct Club shall report any changes to fill a delegate or alternate vacancy as a result of  
27 additional meetings held until the third Tuesday in April to the District Chair and to the  
28 Democratic Party of Hawai'i office. A report will be made within five days of the meeting. The  
29 District Council shall report any changes to fill a delegate or alternate vacancy filled during the  
30 period from the third Tuesday in April until 15 days prior to the State Convention to the  
31 Democratic Party of Hawai'i office and to the affected precinct(s).  
32

33 Officers and delegates or alternates so elected shall have the same rights and privileges at a  
34 County or State Convention as if they were elected at the biennial election meeting, so long as  
35 they are elected at least fifteen (15) days prior to such convention.  
36

37 After the 15 days prior to the State Convention, delegate and alternate vacancies will be filled as  
38 provided by Article II, Section 3, Delegates and Alternates to the State Convention. In the event  
39 the precinct has no more alternates, the District chair may appoint an alternate from another  
40 precinct in the District to fill the delegate position. Vacancies must be filled by the deadline set  
41 in the Standing Rules adopted by the SCC. No vacancies may be filled after the deadline. [*as*  
42 *amended by the State Central Committee 9-4-2021*]  
43

44 2G. The results of the Precinct Club election shall be signed and certified by the President and  
45 the Secretary of the Precinct Club. The results shall be recorded upon a State Party-generated  
46 election form. Results shall be copied or photographed and submitted expeditiously by electronic

1 means upon completion of the election to the State Party Secretary, State Party Chair, respective  
2 County Secretary and County Chair. The results of the election may be reviewed, copied or  
3 photographed by any member present at the meeting. They shall be delivered or postmarked  
4 within forty-eight (48) hours of the election to the State Central Committee, the County  
5 Committee and the District Council. Official forms for such certification shall be provided by  
6 the County Committee and shall include the following:  
7

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

12  
13 2H. The certified Precinct Club election report forms shall be maintained on file at the District,  
14 County, and State offices and shall be open to inspection by any registered member of the Party.  
15

16 2I. Challenges concerning the election of Precinct Club officers shall be made to the District  
17 Council at its first meeting on the first Tuesday in April. The meeting place, time, and purpose  
18 shall be given by the Secretary of the District Council pursuant to Article III of the Constitution  
19 of the Democratic Party of Hawai'i and shall be announced at the Precinct Club election. The  
20 District Council shall, not later than the second Tuesday in April, rule on every challenge  
21 concerning a Precinct officer or concerning the validity of a vote on or the eligibility of a person  
22 voting on any question other than the election of State Convention delegates. An appeal from  
23 the decision of the District Council must be made to the County Committee not later than April  
24 30th, and can be made only after compliance with the procedures and requirements of this  
25 paragraph. Further appeal may be taken to the County Convention.  
26

27 2J. Challenges concerning delegates to the State Convention shall be submitted to the District  
28 Council at its meeting on the first Tuesday in April for transmittal to the Convention Credentials  
29 Committee. In its transmittal to the Convention Credentials Committee, the District Council  
30 shall make recommendations after investigating the challenge and furnish all relevant  
31 information. The Convention Credentials Committee shall be appointed by the Party  
32 Chairperson and shall include four subcommittees, one for each County, to dispose of challenges  
33 within their respective Counties. The subcommittee for each County shall be composed of at  
34 least five (5) members from that County. The Convention Credentials Committee shall rule on  
35 each challenge at least two (2) weeks before the State Convention. Further appeal may be taken  
36 to the State Convention.  
37

38 2K. Challenges concerning the election of Precinct Club officers and delegates to the State  
39 Convention for precincts which held elections subsequent to the biennial election meetings shall  
40 be made no later than fifteen (15) days after the elections following the procedures in described  
41 in this Section.  
42

43 2L. Precinct Club officers shall not be required to relinquish their positions if elected or  
44 appointed to the State Central Committee.  
45

46 2M. The officers of the Precinct Clubs shall have those duties which usually pertain to the

1 offices concerned. In addition, each has the following special duties:  
2

- 3 (1) The President shall recommend to the District Chair arrangements for the biennial  
4 precinct election meeting by the 15th day of November preceding the election  
5 year in accordance with Article II of the Constitution of the Democratic Party of  
6 Hawai'i. The President shall call and preside at all meetings of the club. The  
7 President shall issue notice of proposed meetings to the entire membership and  
8 make arrangements for obtaining a meeting place. The President shall call a  
9 meeting where requested to do so by any five (5) members of the Club, or by the  
10 District Chairperson. The President shall notify the Secretary of the County of  
11 any corrections to the membership list for the precinct, which are made known to  
12 the President. The President shall be a representative from the precinct to the  
13 District Council. The President shall follow a set of guidelines/procedures as set  
14 forth by the State Central Committee relating to the running and conduct of a  
15 Precinct Club meeting.
- 16 (2) The First Vice-President shall perform the duties and functions of the President in  
17 the absence or sickness of the President or in the event the President fails or  
18 neglects to perform such duties.
- 19 (3) The Secretary shall attend each meeting and keep a Minute book wherein shall be  
20 recorded the happenings, resolutions, motions and rules of each meeting. The  
21 Secretary shall also keep custody of such records and membership lists and upon  
22 the expiration of the term of office shall surrender these records and lists to either  
23 of the succeeding Secretary or to the District Chairperson.
- 24 (4) The Treasurer shall be responsible for the safekeeping of all money and revenues  
25 of the club and shall submit a report in writing to the club at each regular meeting.  
26 Upon the expiration of their term of office, the Treasurer shall turn over to the  
27 succeeding Treasurer or District Chairperson all moneys, accounts, or bankbooks.  
28 The Treasurer shall have the specific duty to see that all bills incurred by the club  
29 are promptly paid and that all assessments levied by the Party are promptly  
30 forwarded. The Treasurer shall submit reports upon request by the Treasurer of  
31 the State Central Committee of all contributions and expenditures required to be  
32 reported by the Democratic Party of Hawai'i to any Federal or State agency. The  
33 Treasurer shall comply with all State and Federal laws relating to political  
34 campaign contributions and expenditures.
- 35 (5) It shall be the specific duty of the District Councilperson to attend all meetings of  
36 the District Council and the County Convention either in person or by proxy as  
37 authorized by Article III of the Constitution of the Democratic Party of Hawai'i  
38 and to report to the club matters discussed and decided therein.
- 39 (6) In the absence of any regularly elected officers at any duly called meeting of the  
40 Precinct Club where a quorum of one (1) is present, a temporary officer may be  
41 chosen by those in attendance to preside over the meeting, as well as a temporary  
42 secretary designated to record the minutes of the meeting.

43  
44 2N. Vacancies.

- 45 (1) President. In the event that the Precinct President vacates the position or is  
46

1 elected District Chairperson or officer of a County Committee or other position  
2 requiring them to automatically vacate their precinct office, the Precinct First-  
3 Vice-President shall automatically become Precinct President.

4 (2) District Councilperson. In the event the precinct District Councilperson vacates  
5 the position or is elected District Chairperson or officer of a County Committee or  
6 other position requiring them to automatically vacate their precinct office, the  
7 alternate District Councilperson shall automatically become Precinct District  
8 Councilperson. In the absence of an alternate District Councilperson, the Precinct  
9 President will appoint a replacement. If the Precinct President does not replace  
10 the officer within 45 days of the vacancy, the District Chairperson will replace  
11 that Officer.

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

16  
17 **Section 3. Delegates and Alternates to the State Convention.**

18 3A. To provide every Precinct Club representation at the State Convention, a Precinct Club will  
19 elect alternate delegates equal to the number of delegates allocated to the club, provided that the  
20 official Precinct Club membership roster, at the time of the biennial election meeting certified  
21 adequate membership for the Precinct Club to elect an equal number of alternates, as follows:

22  
23 (1) Any member of the Precinct Club may be elected to represent that club as a  
24 delegate or alternate at the State Convention. Alternates shall be elected in an  
25 order of succession to delegate status beginning with the number one (1). If a  
26 delegate is unable to attend the State Convention, the delegate may choose any  
27 alternate of that delegate's same gender elected in the Precinct Club to serve in  
28 that delegate's stead. If no elected alternate of the same gender is available, the  
29 delegate may designate an elected alternate of a different gender in the delegate's  
30 stead. However, no alternate shall act for more than one (1) delegate. In the  
31 event a delegate fails to choose an elected alternate the succession of alternates to  
32 a delegate status shall be in the order of succession as designated by the Precinct  
33 Club at its biennial election.

34  
35 For in-person conventions only, an alternate, in order of succession, may be  
36 seated as a delegate if a delegate has not registered no later than thirty (30)  
37 minutes prior to the published time of convening the Convention on the second  
38 day of the Convention. *[amended 9-4-2021 by the State Central Committee]*

39  
40 The provision for reseating a delegate to the Convention shall be by the  
41 attendance and in the following order of priority:

- 42  
43 (a) Elected Delegate.  
44 (b) Elected Alternate of the same gender of the absent Delegate chosen by the  
45 absent Delegate.  
46 (c) Elected Alternate of the same gender in the order of succession.

- 1 (d) Elected Alternate of a different gender of the absent Delegate chosen by
- 2 the Absent Delegate.
- 3 (e) Elected Alternate of a different gender in the order of succession.
- 4

5 3B. Precinct Presidential Poll During Presidential Election Years. The State Central Committee  
6 shall determine the date, time anner and place of the presidential preference poll in line with  
7 DNC Regulations. *[amended 5-25-2019 by the State Central Committee]*  
8

9 **Section 4. Notice of Meeting.**

10 No Biennial Precinct Club meeting shall be duly called unless the Secretary of the County  
11 Comittee provides notice to the entire membership by posting the meeting notification on the  
12 Party website in accordance with the Affirmative Action Plan, at least five (5) days prior to the  
13 date of the meeting. Notice may also be provided to the membership by telephone, electronic  
14 mail or personal or written notice mailed to the last known address. However, the notification  
15 requirements of this section shall be waived when a second attempt is made to hold a Precinct  
16 Club meeting for the purpose of electing Precinct officers and delegates to the State Convention,  
17 provided that each member who attended the earlier attempted meeting is notified by telephone,  
18 electronic mail, or personal notice at least five (5) days in advance of any subsequent meeting.  
19

20 **Section 5. Proxies.**

21 No proxies shall be voted at any Precinct Club meeting.  
22  
23

24 **ARTICLE III -DISTRICT COUNCIL**  
25

26 **Section 1. Officers.**

27 1A. A District Chairperson: Nomination and election for the District Chairperson is open to any  
28 member residing in the District and shall occur at the annual District Council meeting of  
29 precincts held in March of every even numbered year. Election shall be by the members of the  
30 District Council. A District Chairperson upon election shall automatically vacate the office of  
31 Precinct President, Precinct Vice-President or District Councilperson.  
32

33 1B. For other officer positions, nominations and election of not more than three Vice-  
34 Chairpersons, not more than two Secretaries and a Treasurer shall occur at either the biennial  
35 District Council meeting of precincts held in March of every even-numbered year, or at another  
36 meeting held no later than two weeks after the biennial District Council meeting of precincts at  
37 the discretion of the newly elected Chairperson. Only members of the District Council as  
38 described in the Constitution of the Democratic Party of Hawai'i, Article III, Section 1,  
39 Organization, shall be eligible for election to these officer positions.  
40

41 1C. The duties of the officers of the District Council shall be those usually pertaining to the  
42 office concerned and specifically include the following:  
43

- 44 (1) The District Chairperson shall have the power and duty to appoint chairpersons
- 45 and members of all special and standing committees with the advice and consent
- 46 of the majority of the members of the District Council. The Chairperson shall be

1 responsible for the calling of all regular and special meetings of the District  
2 Council and the giving of proper notice and the arranging for meeting places for  
3 both special and regular meetings. The Chairperson shall also be responsible to  
4 arrange the meeting places for the biennial precinct meetings, in consultation with  
5 precinct presidents. The District Chairperson shall be responsible for welcoming  
6 new members to their Precinct and recruiting new Democrats within their District  
7 to the Democratic Party, and assisting in recruiting volunteers from their District  
8 to help with campaign activities for the General Election as well as helping find  
9 poll watchers for the General Election.

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

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

19 (b) In the event the District Chairperson is temporarily unable to perform the  
20 duties and functions of the District Chairperson, the First Vice-  
21 Chairperson shall become District Chairperson for such time as the elected  
22 District Chairperson is incapacitated.

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

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

39  
40 The Treasurer shall submit a biennial financial report to the County Committee  
41 Treasurer by the second Tuesday in April in every even-numbered year. The  
42 Treasurer shall submit reports upon request by the Treasurer of the State Central  
43 Committee of all contributions and expenditures required to be reported by the  
44 Democratic Party of Hawai'i to any Federal or State agency. The Treasurer shall  
45 comply with all State and Federal laws relating to political campaign  
46 contributions and expenditures.

1  
2 1D. Duties and Responsibilities of the Executive Committee: The Executive Committee is  
3 empowered to act for the District Council between its regular meetings; and shall have general  
4 supervision of the affairs of the District Council, fix the date, hours and place of meetings, make  
5 recommendations to the District Council, assure that all financial reports are submitted in a  
6 timely manner, and perform such other duties as may be necessary to support DPH and/or  
7 County policies and activities. Meetings of the Executive Committee will be at the call of the  
8 District Chairperson or by the written request of any two members of the Executive Committee.  
9

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

11 District Council meetings may be held at any time by call of the Chairperson or upon a written  
12 request submitted to the Secretary or Chairperson by not less than twenty-five (25) percent of the  
13 total membership of the District Council. Notice of the District Council meetings shall be given  
14 in person, by telephone, by facsimile, by electronic mail or by mailing such notice to the last  
15 known address of each member not less than five (5) calendar days prior to the meeting.  
16

17 **Section 3. Quorum.**

18 Each District Council quorum shall not be less than thirty-four (34) percent of the members of  
19 the District Council.  
20

21 **Section 4. Proxies.**

22 A Precinct President or District Councilperson and Precinct First Vice-President, if applicable,  
23 may give their proxies to any officer of their precinct but to no one else.  
24

25 **Section 5. Committees.**

26 The membership of the committees shall be restricted to members within the District. The  
27 Chairperson of the committees shall be appointed from the members of the District Council.  
28  
29

30 **ARTICLE IV -COUNTY ORGANIZATIONS**

31  
32 **Section 1. Organization.**

33 Each County Committee shall make available to its respective delegates and alternates the final  
34 reports, including any and all recommendations and amendments proposed for adoption by the  
35 State Convention, submitted by all County appointed standing committees including those  
36 committees on Platform, Resolutions, Rules, Affirmative Action, at least twenty-four (24) hours  
37 prior to the convening of the County Convention.  
38

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

40 2A. The County Committee of each County Organization shall submit proposed bylaws to the  
41 State Central Committee within ninety (90) days of adoption. The State Central Committee  
42 shall, within one hundred twenty (120) days of receipt of the bylaws changes, notify the County  
43 and rule on their acceptability. Upon the determination by the State Central Committee that the  
44 proposed rules or rule changes are consistent with the Constitution and Bylaws of the  
45 Democratic Party of Hawai‘i such County Committee rules or rule changes shall become  
46 effective.

1  
2 **Section 3. Meetings, Notices, Attendance at Meetings.**

3 3A. Regular meetings of the County Committee shall be held at least once every three months at  
4 such time and place as the members may decide in accordance with their own rules. Notice of  
5 the County Committee meetings shall be given in person, by telephone, by facsimile, by  
6 electronic mail, or by mailing such notice to the last known address of each member not less than  
7 five (5) calendar days prior to the meeting.  
8

9 3B. Special meetings may be held at any time by call of the Chairperson or upon written request  
10 submitted to the Secretary or Chairperson by not less than twenty-five percent (25%) of the total  
11 membership. Notice of special meetings shall be given in person, by telephone, by electronic  
12 mail, by facsimile or by mailing such notice to the last known address of each member not less  
13 than five (5) calendar days prior to the meetings.  
14

15  
16 **ARTICLE V -STATE CENTRAL COMMITTEE**  
17

18 **Section 1. Apportionment.**

19 The State Central Committee shall state the number of Committee persons for each Senatorial  
20 District in its proclamation calling for the State Convention, subject to Article VI of the  
21 Constitution of the Democratic Party of Hawai‘i.  
22

23 **Section 2. Nomination and Filing.**

24 2A. Any citizen resident in the State of Hawai‘i, who is or will be a member of the Democratic  
25 Party of Hawai‘i for one (1) year before the next election shall be eligible to be a candidate for  
26 election to Party Chairperson. Any citizen residing in the State of Hawai‘i who wishes to  
27 become a candidate for election to Party Chairperson or for election to the State Central  
28 Committee shall file a nomination paper with the Secretary of said County or the State Central  
29 Committee at least twenty (20) days prior to the State Convention, except that papers for the  
30 County Representative seats shall be filed at least ten (10) days prior to the County Convention,  
31 and except that papers for the Caucus Representative seats shall be filed after certification by the  
32 Caucus, but at least twenty (20) days prior to the State Convention. In the event that no papers  
33 have been filed by the filing deadline, the filing deadline shall be extended until ten (10) days  
34 prior to the State Convention, but only if the voting is to be held in person at the Convention.  
35 However, no additional nomination papers shall be allowed for those positions for which papers  
36 had been filed by the filing deadline. If a member has resigned from the Party in the two (2)  
37 years prior to re-enrollment in the Democratic Party of Hawai‘i, the re-enrolled member must be  
38 a member in good standing for at least one (1) year before the next election prior to being elected  
39 Party Chairperson or for election to the State Central Committee. *[amended 9-4-2021 by the*  
40 *State Central Committee]*  
41

42 2B. The nomination paper of a candidate for Party Chairperson, National Committeeman and  
43 National Committeewoman shall be signed by not less than ten (10) certified members of the  
44 Democratic Party of Hawai‘i from at least two (2) County Organizations. Signatures may be  
45 electronic.  
46

1  
2 2C. The nomination paper of a candidate for Youth Representative shall be signed by not less  
3 than ten (10) certified members of the Democratic Party of Hawai‘i, all of whom are members of  
4 the Party who are thirty-five (35) years of age or younger.  
5

6 2D. The nomination paper of a candidate for a State Central Committee member shall be signed  
7 by not less than five (5) certified members of the Party from the nominee’s Senatorial District or  
8 Caucuses.  
9

10 2E. The nomination paper for a State Central Committee member filing as a County  
11 Representative shall be signed by not less than five (5) certified members of the Party from the  
12 nominee’s County.  
13

14 **Section 3. Officers.**

15 The duties of the Officers of the State Central Committee shall be those usually pertaining to the  
16 office concerned and specifically include any duties imposed as follows:  
17

- 18 (1) The Party Chairperson shall serve as chairperson of the State Central Committee,  
19 and appoint chairpersons of all special and standing committees with the advice  
20 and consent of the State Central Committee. Vacancies may be filled on an  
21 interim basis until confirmed by the State Central Committee at its next meeting.  
22 The Chairperson shall call all regular and special meetings of the Executive and  
23 State Central Committee. The Chairperson shall submit an operating budget for  
24 the biennium following the initial organization meeting of the State Central  
25 Committee.  
26

27 The Chairperson shall serve faithfully on behalf of the Democratic Party of  
28 Hawai‘i as an active member of the Democratic National Committee (DNC) and  
29 the DNC’s Association of State Democratic Chairs (ASDC), and is encouraged to  
30 attend each regular DNC and ASDC meeting.  
31

- 32 (2) The elected Vice-Chairperson shall perform the duties and functions of the  
33 Chairperson in the absence of the Chairperson. The Vice-Chairperson shall also  
34 perform other duties and functions as assigned by the Chairperson. The elected  
35 Vice-Chairperson shall also be charged with the responsibility of monitoring the  
36 activities of the standing committees.  
37

38 The elected Vice-Chairperson shall serve faithfully on behalf of the Democratic  
39 Party of Hawai‘i as an active member of the Democratic National Committee  
40 (DNC) and the DNC’s Association of State Democratic Chairs (ASDC), and is  
41 encouraged to attend each regular DNC and ASDC meeting  
42

- 43 (3) The Secretary shall keep the minutes of all Executive and State Central  
44 Committee meetings in a permanent Minutes book. The Secretary shall also have  
45 primary responsibility for care and maintenance of the membership lists. The  
46 Secretary shall be responsible for seeing that such lists are available for inspection

1 by interested Democrats at all reasonable times. The membership lists, certified  
2 as correct to the best of the Secretary's knowledge and belief, shall be turned over  
3 intact to the new Secretary at the end of the old Secretary's term of office. The  
4 Secretary shall also be responsible for issuing membership cards, in such form as  
5 may be prescribed by the State Central Committee, to all duly certified members  
6 of the Party with the County. The Secretary is responsible for providing annual  
7 notification to the Party members in writing, by electronic mail or by posting the  
8 notice on the Party's webpage that annual voluntary membership dues are  
9 requested.

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

14  
15 (5) The Treasurer shall account for all moneys received by the Party and shall follow  
16 standard accounting procedures in recording receipt of moneys and the  
17 disbursement of funds. All disbursements shall be by check countersigned by  
18 either the Party Chairperson or the elected Vice-Chairperson. All disbursements  
19 should be supported by a document or an invoice approved through a prescribed  
20 procedure. Other duties and responsibilities include:

- 21 (a) Provide a financial statement on its operations at each meeting of the  
22 Executive and State Central Committee.
- 23 (b) To comply with all tax laws as it applies to the Party as an employer.
- 24 (c) To determine and analyze the biennial budget at regular intervals and  
25 report its findings to the finance committee.
- 26 (d) To serve as an ex-officio member of all special projects where a subsidiary  
27 set of records is kept with an appointed Treasurer. These projects upon  
28 completion should be incorporated into the general books of the Party and  
29 filed as a part of the Treasurer's general record.
- 30 (e) To request reports from County, District, and Precinct Treasurers as  
31 necessary to comply with any Federal or State laws governing political  
32 campaign contributions and expenditures.
- 33 (f) To comply with, prepare reports or assist in the preparation of reports  
34 required by any Federal or State laws governing political campaign  
35 contributions and expenditures.

36  
37 (6) The Assistant Treasurer shall assist the Treasurer in carrying on the various duties  
38 assigned to the Treasurer and shall perform the duties, in absence of the  
39 Treasurer.

40  
41 **Section 4. Term of Office.** *[amended 4-25-2020 by the State Central Committee]*

42 The term of office of persons elected to the State Central Committee shall begin immediately  
43 after the adjournment of the Democratic Party of Hawai'i state convention and end at the  
44 conclusion of the following convention, unless otherwise specified in the bylaws of the County,  
45 Caucus, or Young Democrats concerning their SCC representatives.  
46

1 **Section 5. Filling of Vacancies.**

2 5A. Vacancy in the office of the Party Chairperson shall be filled by the State Central  
3 Committee by election of an interim Party Chairperson. The elected Vice-Chairperson shall  
4 assume the office of Acting Party Chairperson for a period not to exceed forty-five (45) days  
5 during which time the State Central Committee shall elect an interim Party Chairperson.  
6

7 5B. Vacancy in the office of the National Committeeman or National Committeewoman shall be  
8 filled by the Party Chairperson with the concurrence of the majority of the State Central  
9 Committee members present at the State Central Committee meeting where the position is filled,  
10 until the following Democratic State Convention. In a non-presidential year, the term of the new  
11 officer shall take effect upon conclusion of the state convention. In a presidential year, the term  
12 of the committeemember shall begin at the conclusion of the national convention.  
13

14 5C. Vacancy in the office of Youth Representative shall be filled by the Party Chairperson with  
15 the concurrence of the majority of the State Central Committee members present at the State  
16 Central Committee meeting where the position is filled and the Executive Board of the Young  
17 Democrats of Hawai'i.  
18

19 5D. Any vacancy in the office of the Committee Person from a Senatorial District or the County  
20 Representative shall be filled by the County Committee within which the past incumbent resided.  
21 The person filling the vacancy shall meet the requirements of the candidate for Committee  
22 Person.  
23

24 5E. Any vacancy in the office of Caucus Representative shall be filled by the Caucus as set forth  
25 in Caucus bylaws. A position is deemed vacant if a Caucus Representative no longer maintains  
26 Caucus membership or is otherwise ineligible according to approved Caucus bylaws. If the  
27 Caucus fails to fill the vacancy within forty-five (45) days, it shall be filled by the Party  
28 Chairperson.  
29

30 5F. If vacancies are not filled within forty-five (45) days, the State Central Committee shall fill  
31 the vacancies.  
32

33 **Section 6. Meetings.**

34 6A. To the extent possible, the place of the meeting of the State Central Committee or of the  
35 Executive Committee shall be rotated among the Counties; and, whenever possible, all or a  
36 portion of the cost of transportation of members from Counties other than the County in which  
37 the meeting is held shall be defrayed from the Party treasury.  
38

39 6B. Minutes of each meeting shall be kept and permanently filed by the Secretary in a book kept  
40 for such purposes, which book shall be turned over to the next succeeding Secretary of the State  
41 Central Committee. Copies of the minutes shall be made available to Party members upon  
42 request.  
43

44 6C. The State Central Committee is empowered to establish rules and procedures for  
45 participation in its meetings by telephonic or electronic means. Participation in meetings by such  
46 means shall be construed as attendance for purposes of quorum and voting.

1  
2 6D. Notice of regular meetings shall be given not less than ten (10) calendar days before the  
3 meeting and may be delivered by mail, fax or electronic mail.  
4

5 6E. Notice of special meetings shall be given not less than five (5) calendar days before the  
6 meeting and may be delivered by mail, fax, or electronic mail.  
7

8 6F. Meetings of the State Central Committee shall normally be open to all Party members.  
9 Under exceptional circumstances, the State Central Committee may decide to go into Executive  
10 Session to deal with a matter. Any decision to go into Executive Session shall require a two-  
11 thirds vote of State Central Committee members in attendance.  
12

13 **Section 7. Proxies.**

14 7A. State Central Committee members unable to attend a State Central Committee meeting may  
15 give their proxy to another member. In no event shall a State Central Committee member carry  
16 more than four proxies.  
17

18 7B. All proxies must be in writing in the form approved by the State Central Committee and  
19 shall be filed with the Secretary of the State Central Committee.  
20

21 **Section 8. Caucuses.**

22 8A. Minimal criteria for certification of a caucus shall include:  
23  
24

- 25 (1) Sufficient statewide membership. The State Central Committee may establish a  
26 minimum membership of not less than twenty (20) Caucus members from at least  
27 two (2) Counties, to apply for and to maintain certification.
- 28 (2) Caucus Bylaws shall be consistent with the Constitution of the Democratic Party  
29 of Hawai'i. The Bylaws shall provide for democratic selection of officers and  
30 representatives to the State Central Committee, defined terms of office,  
31 membership that is open to all Party members who belong to the defined  
32 constituency, public notice of meetings, and quorum. The Caucus bylaws shall be  
33 filed with the Standing Rules Committee of the State Central Committee for  
34 review and comment, and must be approved by the State Central Committee.
- 35 (3) Application for certification as a Democratic Party of Hawai'i Caucus shall  
36 include a record of meetings and activity that establishes the viability of the  
37 Caucus.
- 38 (4) Certification shall be continuous until officially terminated by the State Central  
39 Committee due to:
  - 40 (a) Action of Caucus substantially not in compliance with Democratic Party  
41 of Hawai'i Constitution and Bylaws or the Caucus Bylaws, or
  - 42 (b) At least twelve (12) consecutive months without meetings or required  
43 reports.  
44

45 8B. New Caucus Representatives to the State Central Committee. Within forty-five (45) days of  
46 certification of a new Caucus, the new Caucus shall nominate two (2) representatives of different

1 genders, taking office immediately upon the advice and consent of a majority of the State Central  
2 Committee members present at the meeting at the time the nomination is presented. Vacancies  
3 shall be filled according to this Article.  
4

5 8C. The following caucuses are recognized by the Democratic Party of Hawai'i:

- 6 (1) Hawaiian Affairs;
- 7 (2) Education;
- 8 (3) Environment;
- 9 (4) Kupuna;
- 10 (5) Stonewall; *[amended 7-24-2021 by the State Central Committee]*
- 11 (6) Labor;
- 12 (7) Veterans; and, *[amended 7-24-2021 by the State Central Committee]*
- 13 (8) Women.

14  
15  
16 8D. Any name change to a Caucus must be initiated by the respective Caucus.  
17

18 8E. Reports and Certification. Each Caucus, to maintain its certification, shall make a written  
19 report to the State Central Committee at least twice a year and at such other times as may be  
20 necessary. Each Caucus must maintain a certified copy of its bylaws with the Democratic Party  
21 of Hawai'i which shall be posted on the Party's website. Caucuses shall also provide a current  
22 list of their officers to the State Central Committee by not later than July 1 every year.  
23  
24

## 25 **Section 9. Committees.**

26 9A. Every special committee shall make a report in writing to the State Central Committee or  
27 the Executive Committee if such committee was appointed by the Executive Committee upon the  
28 conclusion of its work and at such other times as may be required.  
29

30 At least one of the co-chairs of each of the standing committees shall be a member of the State  
31 Central Committee. Co-chairs shall be appointed by the Chair with advice and consent of the  
32 State Central Committee. Membership on the committees shall not be limited to SCC members  
33 and shall include representation from all four counties.  
34

35 9B. Every such report shall be filed by the Secretary of the State Central Committee in the  
36 Minute book of the Committee.  
37

38 9C. The Finance Committee shall be chaired by the Treasurer and shall prepare the biennial  
39 budget in consultation with the Party Chairperson. Its membership shall include at least one (1)  
40 member from each County. This budget shall be presented to the members of the State Central  
41 Committee at the meeting following the initial organizational meeting of the State Central  
42 Committee. In addition, the Finance Committee shall:

- 43 (1) Review and analyze the approved budget at regular intervals and if necessary  
44 submit the Committee's recommendation in regards to changes to the budget.
- 45 (2) Submit written policies and procedures relative to the various accounting  
46

1 functions required to maintain proper financial records of the Party to the State  
2 Central Committee for its approval.

3 (3) Oversee special fund raising projects undertaken in the name of the Democratic  
4 Party to ensure that proper accounting procedures are followed in conforming  
5 with the policies and procedures established in Article V of the Constitution of the  
6 Democratic Party of Hawai'i.

7 (4) Review staff appointments made by the Party Chairperson and the amount of  
8 remuneration to be paid the staff member in conformance with the adopted  
9 budget. Review also the appointment of individual contractors and the  
10 requirement of a formal contract to be signed by the Party Chairperson and the  
11 independent contractor. Review all contracts with independent contractors and  
12 contractor's remuneration levels for services to be rendered.

13  
14 9D. PLATFORM: The Platform Committee shall be responsible for reviewing and proposing  
15 updates to the Democratic Party of Hawai'i's Platform and work to encourage support of the  
16 Platform. The Platform Committee shall also be responsible for formulation, distribution and  
17 collecting results of the Democratic Party of Hawai'i Platform Survey as required for all  
18 candidates running as a member of the Democratic Party of Hawai'i. The Platform Committee  
19 shall be responsible for matters delegated or duties as from time-to-time may be assigned to it by  
20 the Chair and/or State Central Committee.

21  
22 9E. LEGISLATION: The Legislation Committee shall be responsible for preparing and  
23 promoting the passage of legislation consistent with the positions of the Democratic Party as  
24 expressed in the platform and resolutions adopted at the State Convention, or by a vote of the  
25 State Central Committee. The Legislation Committee shall prepare a plan for approval by the  
26 State Central Committee prior to each legislative session, shall provide timely reports to the State  
27 Central Committee during the session and shall be subject to oversight by the State Central  
28 Committee. The Legislation Committee shall be responsible for matters delegated or duties as  
29 from time-to-time may be assigned to it by the Chair and/or State Central Committee.

30  
31 9F. RULES: The Rules Committee shall be responsible for reviewing and proposing updates to  
32 the Democratic Party of Hawai'i Constitution and Bylaws, assisting in the development of the  
33 Standing Rules for the Democratic Party of Hawai'i, reviewing and determining the validity of  
34 changes submitted by the Counties and Caucuses Bylaws, reviewing requests for establishment  
35 of new caucuses to assure eligibility requirements are met, making recommendations for  
36 certification, reviewing any allegations of rules violations and reporting its findings and  
37 recommendations to the State Central Committee, and interpreting the Constitution and Bylaws  
38 when called upon by the Chair or members of the State Central Committee. The Rules  
39 Committee shall be responsible for matters delegated or duties as from time-totime may be  
40 assigned to it by the Chair and/or State Central Committee.

41  
42 9G. AFFIRMATIVE ACTION: The Affirmative Action Committee shall be responsible for  
43 reviewing and proposing updates to the Democratic Party of Hawai'i's Affirmative Action plan,  
44 implementing the Affirmative Action Plan, assisting the Membership Committee in outreach to  
45 under-represented communities in the Democratic Party of Hawai'i, and ensuring that concerted  
46 efforts are made to reach those communities. The Affirmative Action Committee shall be

1 responsible for matters delegated or duties as from time-to-time may be assigned to it by the  
2 Chair and/or State Central Committee.

3  
4 9H. MEMBERSHIP: The Membership Committee shall be responsible for coordinating  
5 recruitment of new members and membership drives, developing and maintaining on boarding  
6 procedures for new members, encouraging the registration of voters, as well as coordinating  
7 membership enhancements – i.e. talent management. The Membership Committee shall also be  
8 responsible for training materials. The Membership Committee shall be responsible for matters  
9 delegated or duties as from time-to-time may be assigned to it by the Chair and/or State Central  
10 Committee.

11  
12 9I. FUNDRAISING COMMITTEE. The Fundraising Committee shall be responsible for  
13 planning, organizing, and implementing statewide Democratic Party of Hawai‘i fundraising  
14 activities. The Fundraising Committee will also develop and offer training on fundraising  
15 requirements for the Democratic Party of Hawai‘i. The Fundraising Committee shall be  
16 responsible for matters delegated or duties as from time-to-time may be assigned to it by the  
17 Chair and/or State Central Committee.

18  
19 9J. COMMUNICATIONS: The Communications Committee shall be responsible for  
20 establishing and maintaining the Democratic Party of Hawai‘i’s social media platforms as well  
21 as establishing and maintaining a member newsletter. It will also maintain a media outreach  
22 center. The Communications Committee shall be responsible for matters delegated or duties as  
23 from time-to-time may be assigned to it by the Chair and/or State Central Committee.

24  
25 9K. COMMUNITY RELATIONS: The Community Relations Committee shall be responsible  
26 for social services projects on behalf of the Democratic Party of Hawaii, as well as developing a  
27 plan for building positive relationships with key community organizations that support the  
28 Democratic Party of Hawai‘i platform in the community. The Community Relations Committee  
29 shall be responsible for matters delegated or duties as from time-to-time may be assigned to it by  
30 the Chair and/or State Central Committee.

31  
32 9L. CONVENTION: The Convention Committee shall be responsible for planning, organizing,  
33 and implementing the biennial Democratic Party of Hawai‘i State Convention. By September in  
34 the year before the convention, the Convention Committee shall provide to the entire State  
35 Central Committee a convention plan that will include the suggested theme for convention, the  
36 recommended location of the convention, a recommended convention budget, and the  
37 recommended State Convention Standing Rules. This information will be provided to State  
38 Central Committee members at least ten (10) calendar days prior to the meeting. The Convention  
39 Committee shall be responsible for matters delegated or duties as from time-to-time may be  
40 assigned to it by the Chair and/or State Central Committee.

41  
42 9M. CAMPAIGN: The Campaign Committee shall be responsible for training of members to run  
43 campaigns – candidates, volunteer coordinators, campaign managers, and campaign treasurers.  
44 The Campaign Committee shall be responsible for matters delegated or duties as from time-to-  
45 time may be assigned to it by the Chair and/or State Central Committee.

1 9N. COMPLIANCE REVIEW: The Compliance Review Committee shall be responsible for  
2 ensuring an annual review of the financial records of the Democratic Party of Hawai'i for  
3 compliance with any federal, state, Democratic Party of Hawai'i and Democratic National  
4 Committee requirements and proper authorized expenditures, and shall review the system it uses  
5 to account for revenue and expenses. The Compliance Review Committee shall be responsible  
6 for matters delegated or duties as from time-to-time may be assigned to it by the Chair and/or  
7 State Central Committee.  
8  
9

## 10 **ARTICLE VI -STATE CONVENTION**

### 11 **Section 1. Time, Place, Notice.**

12 The convention will be called biennially in May of each even numbered year, or at such other  
13 times as may be determined by the State Central Committee. The date and place of the meeting  
14 shall be fixed by the State Central Committee. The place of the meeting may be rotated in non-  
15 Presidential Election years among the following three (3) counties in the state of Hawai'i -  
16 Kaua'i, Maui & Hawai'i. In Presidential Election years, the convention shall be held on O'ahu,  
17 unless the State Central Committee decides to call an electronic convention which may conduct  
18 business online as described in Standing Rules as it may adopt. Notice thereof shall be given by  
19 the methods as determined by the State Central Committee not less than ten (10) days prior to the  
20 date of the biennial Precinct Club election. *[amended 9-4-2021 by the State Central Committee]*  
21  
22

### 23 **Section 2. Composition.**

24 2A. Incumbent Party Chairperson, National Committeeman and National Committeewoman,  
25 State Central Committee Members, Incumbent and Immediate Past County at-Large  
26 Representatives to the State Central Committee, District Chairpersons, Incumbent and Immediate  
27 Past County Chairpersons, including ex-officio members of the State Central Committee, former  
28 Democratic Governors, former Democratic Lieutenant Governors, and former Democratic Party  
29 Chairpersons.  
30

31 2B. Elected Federal, State and County Officials, or officials who may have been appointed to  
32 fill a vacant position of an elected official, who meet the following requirements:  
33

- 34 (1) Be a member in good standing.
- 35 (2) Have attained their present office in an election as a Democrat or appointed to fill  
36 a vacant position of an elected official or have attained their present office in a  
37 nonpartisan election provided they are Democratic Party members in good  
38 standing.
- 39 (3) The rights and privileges granted in this paragraph are nontransferable.  
40

41 2C. The delegates in Section 2A and 2B above shall have all the rights and privileges of a  
42 delegate, but shall not be allowed to vote in the National Convention Delegate Selection Process  
43 unless elected as a State Convention delegate in their respective precinct meeting. In non-  
44 presidential years, those qualified to serve as automatic delegates shall not be eligible to hold an  
45 elected delegate slot. A delegate elected at a precinct meeting shall automatically vacate that  
46 position upon election to an office entitling them to an automatic delegate seat.

1  
2 2D. The number of State Convention delegates allotted to each Precinct Club shall be  
3 determined by the total number of votes cast for the Democratic candidate in the most recent  
4 gubernatorial or presidential election.  
5

- 6 (1) The total number of elected delegates to the State Convention shall be 1000. The  
7 number of delegates allotted to each precinct shall be determined by the total  
8 votes cast in each Precinct plus the apportioned absentee ballots, divided by the  
9 total number of votes cast for the gubernatorial or presidential candidate, and the  
10 result multiplied by the total number of elected delegates to the State Convention.  
11 (2) Absentee ballots are prorated as a percentage of the total number of Precincts  
12 affected by the absentee ballots.  
13 (3) If the result for any Precinct is less than or equal to two (2) delegates, that  
14 Precinct shall elect two (2) delegates.  
15 (4) If the result for any Precinct is greater than two delegates and more than fifty  
16 percent (50%) of each additional delegate, that Precinct shall be entitled to one  
17 additional delegate.  
18

19 2E. Precincts shall elect delegates and alternates reflecting gender diversity, making note of the  
20 history of under representation of women, other genders and those that do not adhere to the  
21 gender binary, except as provided below:  
22

- 23 (1) If the number of delegates allotted to a Precinct is an odd number, then the  
24 composition of that delegation may deviate by one (1), or  
25 (2) If the Precinct Club lacks sufficient candidates of different gender to make a  
26 delegation of gender diversity, then the Precinct shall make reasonable attempts to  
27 comply with this subsection.  
28

29 **Section 3. Purposes.**

30 3A. To elect a National Committeeman and a National Committeewoman in every Presidential  
31 election year by the delegates voting at-large and to fill any vacancy in these positions in the  
32 non-Presidential election year. In the event there is a vacancy in the office of National  
33 Committeeman or National Committeewoman due to death or to resignation, such vacancy shall  
34 be filled by the State Central Committee until the following Democratic State Convention.  
35

36 3B. To elect delegates and alternates to the Democratic National Convention in every  
37 Presidential election year. The number of delegates and alternates allotted to each State is  
38 determined by the Democratic National Convention (based on the Hawai'i National Delegate  
39 Selection Plan and Affirmative Action Plan).  
40

- 41 (1) The Delegate Selection Plan regarding the selection of delegates and alternates to  
42 the Democratic National Convention shall be approved by the State Central  
43 Committee and published on the website of the Democratic Party of Hawai'i  
44 within thirty (30) days of the approval of the plan by the Democratic National  
45 Committee.  
46 (2) Certification. The National Convention Delegates and Alternates shall be

certified by the Party Chairperson and filed with the Secretary of the Democratic National Committee within ten (10) days after selection.

- (3) Slate-Making. Any individual or group of Democrats may sponsor or endorse a slate of candidates for National Convention Delegates. But no slate may receive preferential treatment for a preferential place on a delegate selection ballot or be publicly identified on the ballot as the “official” slate. All slates must meet the same qualifying requirements set forth in this Article.

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

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

- (1) The Chairperson of the Democratic Party of Hawai‘i, Caucus Representatives, and the Youth Representatives, shall be elected by the Convention delegates voting at-large.
- (2) The State Central Committee members, representing Senatorial Districts, shall be elected by the State Convention delegates from the respective Senatorial Districts; provided that two (2) representatives of different genders shall be elected from each County or a Senatorial District which covers more than one County. State Central Committee members, representing their Counties, shall be elected by their County Convention.
- (3) The elected or appointed Democratic officials or candidates running for elective public office, with the exception of those running for or elected as a delegate to the State Constitutional Convention, are not eligible to be Chairperson of the Democratic Party of Hawai‘i.
- (4) Election of the Party Chairperson shall include weighted votes, unless an in-person convention cannot be held due to an emergency, and/or a mail or electronic ballot has been authorized by the SCC.

*[amended 9-4-2021 by the State Central Committee]*

- (a) Weighted votes are defined as those delegates not registered at the State Convention. Weighted votes shall be permitted for members in Counties who need to travel to another County to participate in the State Convention. The total votes, including weighted votes, for any County shall not exceed their allocated total.
  - (i) Weighted votes shall be applied automatically by the Elections Committee for a County, by County, in direct proportion to the votes cast for the various candidates by the registered delegates of that County.
  - (ii) For mathematical computation, fractions shall be carried to two decimal places. Fractional votes of one-half or more shall increase to the next whole number, whereas, less than one-half shall have the fraction dropped. Where mathematical

1 computations cause the total County vote to exceed or decrease  
2 its total allocated count, a coin toss by the Credentials  
3 Chairperson, who shall be present in the Elections counting  
4 room, shall be implemented to offset the discrepancy.

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

6  
7 3E. To adopt the Platform of the Democratic Party of Hawai'i.

8  
9 3F. To adopt the revisions, amendments or alterations to the Constitution of the Democratic  
10 Party of Hawai'i.

11  
12 3G. To adopt Resolutions.

13  
14 3H. To consider such other business as may come before it.

15  
16 **Section 4. Candidate's Filing Fee.**

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

27  
28 **Section 5. Delegate Registration Fee.**

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

32  
33 A request for waiver should be submitted in writing, by email, or on a form provided for this  
34 purpose and conveyed to the State Convention Credentials Committee, as follows:

- 35  
36 (1) The written request for waiver must be submitted within sixty (60) days following  
37 the Precinct Meeting and explain the reason for the request.  
38 (2) When reasonable circumstances justify a request for waiver submitted after the  
39 sixty (60) day deadline, the Convention Credentials Committee shall consider  
40 whether circumstances justify the late request. Such circumstances may include  
41 alternates filling late-occurring delegate vacancies, or other reasonable cause for a  
42 delayed submittal.  
43 (3) A full or partial waiver shall be granted if the delegate is unable to pay the full  
44 registration fee.  
45

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

2 6A. The Party Chairperson shall appoint all Convention Committee Chairpersons not less than  
3 one-hundred-twenty (120) days prior to the opening of the State Convention. The  
4 Party Chairperson shall appoint committee members to the Convention Committees not less than  
5 forty five (45) days prior to the opening of the State Convention. If committee vacancies exist,  
6 additional members shall be appointed up to seven (7) days prior to the State Convention.  
7

8 The Convention Committee is a standing committee of the SCC; other convention committees  
9 appointed by the Party Chairperson include the following:  
10

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

35 6B. The Party Chairperson shall assure that all Convention Committees shall include members  
36 from each County in proportion to the ratio of delegates allocated to each County to the total  
37 number of delegates to the Convention. The Party Chairperson, with the concurrence of the  
38 State Central Committee, shall establish a process to ensure that appointments to the Convention  
39 Committees shall be fair, and that such committees shall in so far as practicable reflect the varied  
40 constituencies and diverse views of the Convention delegates. Each recognized Caucus and the  
41 Young Democrats may have a member on the Rules, Platform and Resolutions committees and  
42 each of these committees shall have a minimum of 41 members. In a presidential year, efforts  
43 shall be made to appoint committees whose membership reflects the proportion of votes cast for  
44 the presidential candidates.  
45  
46

1 6C. The Chairperson(s) of each Convention Committee shall notify committee members at least  
2 five (5) days in advance of any Convention meetings.

3  
4 (1) On the opening day of the Convention, all Convention Committee members who  
5 are Convention delegates shall constitute the membership of the Convention  
6 Committee.

7 (2) Only registered Convention delegates shall actively participate and vote on the  
8 issues before the committee.

9 (3) Authors of proposals before a committee may speak for the proposal in accord  
10 with committee procedure.

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

15  
16 6D. The Convention Standing Rules and the Convention Budget will be adopted by the State  
17 Central Committee not later than January of the year of the convention.

#### 18 19 **Section 7. Prohibition Against Unit Rule.**

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

#### 24 25 **Section 8. Report to the Convention.**

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

#### 30 31 **Section 9. Convention Reports to the Delegates.**

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

#### 40 41 **Section 10. Candidate Speeches.**

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

#### 43 44 **Section 11. Electronic Voting.**

45 Electronic voting or balloting may be used to adopt any convention business or elect nominees to  
46 any position following procedures provided in the Convention Standing Rules adopted by the

1 State Central Committee. *[amended 5-16-2020 by the State Central Committee]*  
2  
3

## 4 **ARTICLE VII -REVENUES**

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

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

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

22  
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. Employees of the Party shall maintain  
36 neutrality towards political campaigns prior to the completion of the primary election as well as  
37 maintain neutrality in internal party elections above District Secretary.  
38

### 39 **Section 3. Duty to Support All Democratic Party Organizations.**

40 The Democratic Party of Hawai'i Headquarters shall serve all Democratic Party organizations in  
41 the active and effective performance of their respective duties and responsibilities.  
42

### 43 **Section 4. Services to be Made Available to All Democrats.**

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

1  
2  
3 **ARTICLE IX -GENERAL PROVISIONS**  
4

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

6 The State Central Committee and each County Committee shall provide each Democratic  
7 candidate for elective office with a copy of the most recently approved State and County Party  
8 Platforms, Resolutions, Constitution, and the Bylaws of the Democratic Party of Hawai'i and the  
9 respective County Rules within seven (7) days after the legally established filing deadline. Said  
10 candidates shall submit Candidate Statement Forms provided by the State Central Committee  
11 indicating their agreement, disagreement, and/or reservations with the Platform and Resolutions  
12 of the State and County Party organizations within seven (7) days after receipt of the blank forms  
13 to the State Central Committee. Should the candidate draw or pull nomination papers prior to  
14 the biennial State Convention, then two (2) sets of Candidate Statement Forms shall be sent,  
15 filled out, returned and kept on file, one (1) set of forms relevant to the preceding biennial State  
16 Convention's Resolutions and Platform and one (1) set of forms relevant to the current biennial  
17 State Convention's Resolutions and Platform. These Candidate Statement Forms, in turn, will be  
18 kept for review by Democratic Party members at State Party Headquarters. Further, relevant  
19 copies of the Candidate Statement Forms shall be made available to the four County Party  
20 Chairpersons so that each inhabited island with at least one (1) active Precinct Club, has one (1)  
21 copy of the Candidate Statement Forms for review by Democratic Party members, with the  
22 exception of Hawai'i County, which shall have two (2), one (1) for East Hawai'i and one (1) for  
23 West Hawai'i. A candidate who fails to abide by these requirements shall not be eligible for  
24 Party endorsement by the respective County Committees or the State Central Committee and is  
25 subject to reprimand by the Democratic Party of Hawai'i.  
26

27 **Section 2. Party Sponsored Legislation.**

28 All resolutions adopted at the State Convention that request legislation shall be drafted and  
29 introduced in a timely manner by Party leaders in the appropriate legislative body upon request  
30 by the Party Chairperson.  
31

32 **Section 3. Availability of the Constitution and Bylaws.**

33 It shall be the responsibility of the newly elected State Central Committee to certify as official a  
34 complete copy of the newly amended Constitution and/or bylaws of the Democratic Party of  
35 Hawai'i. Each member of the State Central Committee and the respective County Committees  
36 shall be provided with an updated copy of this Constitution and or Bylaws within sixty (60) days  
37 of the conclusion of the State Convention, or in the case of an amendment within sixty (60) days  
38 of the date such amendment was adopted by the State Central Committee. Any member may  
39 also receive a copy of this Constitution and Bylaws, upon requesting the same from the Secretary  
40 of the respective County Committee upon payment of a reasonable fee to cover the cost of copies  
41 and postage.  
42

43 **Section 4. Responsibility for Filling Vacancies in Election Process.**

44 4A. The selection body, as defined in the Constitution, shall meet after proper notice to all  
45 members not later than 12:00 p.m. on the third (3rd) day after the vacancy occurs, but not later  
46 than 12:00 p.m. on the fiftieth (50th) day prior to the primary or special primary election or the

1 fortieth (40th) day prior to a general, special or special general election. The selection body shall  
2 forward the name of the replacement candidate to the Party Chairperson who shall transmit the  
3 name to the Chief Election Officer or clerk.  
4

5 The replacement candidate shall be a member in “good standing” which means the candidate  
6 shall have been a member of the Party for a minimum of six (6) months prior to the date the  
7 vacancy occurred provided that the candidate is not currently under reprimand pursuant to  
8 Article I of the Constitution of the Democratic Party of Hawai‘i. The replacement candidate shall  
9 meet all the qualifications for the office set by law for candidates who file to run in an election  
10 for that office.  
11

12 4B. If for any reason, the selection body most immediately affected by the vacancy is unable for  
13 whatever reason to fill the vacancy in a timely manner, the Party Chairperson may fill the  
14 vacancy.  
15

16 4C. If for any reason, the selection body most immediately affected by the vacancy is unable for  
17 whatever reason to fill the vacancy in a timely manner, the Party Chairperson may fill the  
18 vacancy.  
19

20 4D. Any meeting notice requirements may be waived by the selection body in order to meet the  
21 time requirements of this section.  
22

### 23 **Section 5. Process to Identify Candidates to Fill Midterm Vacancies.**

24 5A. For a State House or State Senate vacancy, the Party Chairperson shall notify the  
25 appropriate County Chair of the announced vacancy, who in turn shall notify the appropriate  
26 selection body as identified in Sections 9(1) and 9(2) of the Constitution of the Democratic Party  
27 of Hawai‘i . The selection body shall make a call for candidates who are members in “good  
28 standing.” A list of at least three (3) names shall be provided to the County Chair to transmit to  
29 the Party Chairperson within twenty-one (21) calendar days. The Party Chairperson shall  
30 transmit the list of names to the Governor’s Office within three (3) business days of receipt of  
31 names.  
32

33 A member in “good standing” means that the candidate shall have been a member of the Party or  
34 a minimum of six (6) months prior to either the date on which the event occurs that creates a  
35 vacancy during the term of the office or the public announcement of the office holder of their  
36 intent to vacate the office during the term, whichever is appropriate and that the candidate is not  
37 currently under reprimand pursuant to Article I of the Constitution of the Democratic Party of  
38 Hawai‘i. No candidate shall be recommended who does not meet all the qualifications for office  
39 set by law for candidates who file to run in an election for the vacant office.  
40

41 5B. The selection process for a State House or State Senate vacancy shall be conducted in a place  
42 accessible to District party members.  
43

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

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

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

10  
11 **Section 6. Smoking.**

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

13  
14 **Section 7. Prior Consent.**

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

17  
18 **Section 8. Elections.**

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

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

26  
27 **Section 9. Impossibility Provision.**

28 In the event of an emergency, such provisions of these bylaws as deemed necessary, may be  
29 suspended by the State Central Committee at a regular or special meeting. Any suspension under  
30 this provision must describe a compelling interest for the suspension and include specific dates  
31 when the suspense begins and ends. *[amended 4-25-2020 by the State Central Committee]*