

RULES COMMITTEE REPORT – HAWAII COUNTY COMMITTEE (05.03.08)

MEMBERS: Dolly Strazar, District 2, Patricia Stolfa, District 6, Co-Chairs

Joe Clarkson, District 1, Sara Witt, District 5, Pamela Hicks, District 7, Jeani Withington, District 4,
Denny Coffman, District 6

SOURCE DOCUMENTS: In preparing this Report, committee members carefully reviewed the General Laws of the Democratic Party of Hawaii (DPH), and rules of each of the other county committees in the state. These documents are available on the websites of the organizations.

It is important for any County Committee to know the General Laws of the DPH and understand the relationship between those General Laws and the rules of the County Committee. Basically, the General Laws of the DPH, in ARTICLE IV authorize the formation of county committees, and establish the framework within which they must operate. If a county committee proposes rules that are “not inconsistent or in conflict with” this framework, and the State Central Committee (SCC) approves them, those rules become the specific rules under which that county committee operates.

OBJECTIVES: During the past two years the HCC identified objectives the Rules Committee to consider. These objectives are:

- (1) To spread out the work of the HCC over a longer period of time with a larger number of people.
- (2) To review the HCC membership and structure, with a view to securing better participation from the large membership of this committee
- (3) To review and update the mandates to the Standing Committees, so that they directly contribute to the work of the HCC.
- (4) To improve the clarity and organization of the HCC rules.

REVIEWING THE PROPOSED RULES: Presented below is a Section-by-Section commentary on the proposed rules, followed by the Proposed rules document. If you want to make a section by section comparison of the current and proposed rules, please download the current rules from our website: www.hawaiicountydemocrats.org.

COMMENTARY:

SECTION 1 HAWAII COUNTY COMMITTEE

This SECTION now contains the most basic information about the Hawaii County Committee (HCC): the authorization for such a committee; the duties and responsibilities of the HCC; and the membership of the

HCC. The membership includes a new group---the members of the SCC who reside in Hawaii County. This category of members has been included in past versions of HCC rules, is frequently included in the membership of other county committees, and has been added to HCC membership to improve communication among all persons selected to represent DPH members from Hawaii County.

SECTION 2. OFFICER ELIGIBILITY AND NOMINATIONS

This SECTION now includes the basic eligibility and nomination requirements for HCC officers, and is fully consistent with the requirements of the General Laws of the DPH.

SECTION 3. DUTIES OF HCC OFFICERS

This SECTION describes the duties of HCC officers; most changes from previous rules were made to clarify and streamline the wording.

SECTION 4. HCC OFFICERS: TERM OF OFFICE

This SECTION now contains all pertinent information regarding the terms of office under normal circumstances, and prescribes what is to be done if a vacancy occurs.

SECTION 5. HCC MEMBERS FROM DISTRICT COUNCILS: DUTIES AND TERMS OF OFFICE

This is a new SECTION and assigns specific duties to a category of HCC members who previously have not had specific duties. The duties assigned have often been performed by these members in the past. The SECTION also clarifies the terms of office for these HCC members.

SECTION 6. HCC MEMBERS WHO ARE SCC MEMBERS; DUTIES AND TERMS OF OFFICE

This is a new SECTION and defines duties and terms of office for the new category of HCC members.

SECTION 7. HCC MEETINGS: FREQUENCY, NOTICE, ATTENDANCE, QUORUM, PROXIES, PARLIAMENTARY AUTHORITY

This new SECTION collects in a single place the standard operating requirements of the HCC. Most are drawn directly from the General Laws of the DPH.

SECTION 8. HCC COMMITTEES

This new SECTION now addresses all HCC Committees, including the Executive Committee, and a newly established Nominating Committee that is responsible for finding and recruiting the future leaders of the HCC.

The SECTION includes revisions about the Standing Committees. Four Standing Committees have been retained: Finance, Appointments, Organization, and Legislative. The wording describing their responsibilities has been revised for clarity and relevance.

Two Standing Committees were removed: Education and Rules: they are not specifically authorized in the General Laws of the DPH and are not found in any other County Committee Rules in the state. Their essential duties are assigned elsewhere.

One Standing Committee unique to Hawaii County has been retained, but its structure and responsibilities have been substantially revised, based on comments and concerns of past participants and other HCC members. As proposed, the Campaign Committee has the potential to assist the HCC in improving accountability of public officials elected as Democrats.

SECTION 9. COUNTY CONVENTION: TIME AND PLACE, BUSINESS, DELEGATES

This SECTION includes the requirement for annual conventions, and moves the election of HCC officers to conventions held in the odd-numbered years. This innovation has been pioneered by the Kauai County Committee and works well to spread out the work of the committee and to insure continuity in leadership, while permitting a change in some positions.

Most of the rest of this SECTION is drawn from current rules, thus leaving the Executive Committee broad discretion in determining what business should be conducted at the off-year conventions, in addition to the election of HCC officers. This means that other standing committees may be called upon to review and report on their activities, and make recommendations to delegates about improved efforts; or perhaps the Executive Committee may determine that the off-year convention should include a long term strategic planning session, or special training on fundraising or some other subject of general interest.

SECTION 10. HCC CONVENTION RULES

In 2005, as part of its planning for the 2006 HCC Convention, the HCC adopted a set of Permanent Convention Rules, based on similar documents from other counties. This Section merely references those rules which are now included as APPENDIX A.

SECTION 11. ADOPTION OF HCC RULES

This SECTION is standard under the provisions of the General Laws of the DPH.

Rules of the Hawai'i County Committee
As Amended at County Convention May 3, 2008.

C O N T E N T S

SECTION

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2. OFFICER ELIGIBILITY AND NOMINATIONS
3. DUTIES OF HCC OFFICERS
4. HCC OFFICERS: TERM OF OFFICE
5. HCC DISTRICT COUNCIL MEMBERS: DUTIES AND TERMS OF OFFICE
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7. HCC MEETINGS: FREQUENCY, NOTICE, ATTENDANCE, QUORUM, PROXIES, PARLIAMENTARY AUTHORITY
8. HCC COMMITTEES
9. HCC COUNTY CONVENTION: TIME, BUSINESS, DELEGATES, NOTICE
10. COUNTY CONVENTION RULES
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SECTION 1. HAWAI'I COUNTY COMMITTEE:

Authority. The Hawai'i County Committee (HCC) is established and authorized in accordance with ARTICLE IV, SECTION 1 of the General Laws of the Democratic Party of Hawai'i (DPH.)

Duties and Responsibilities. In accordance with ARTICLE IV, SECTION 8 of the General Laws of the DPH, the duties and responsibilities of the HCC are: to establish and maintain an effective Democratic Party organization within Hawai'i County; to inform Democrats within the County of Democratic Party policies and activities, and to insure as large a vote as possible for Democratic candidates who support the policies and activities of the DPH and the HCC.

To accomplish these, the HCC may adopt positions consistent with Platforms adopted by the State and County Conventions; and take all steps necessary to encourage officials of the County and State elected and appointed in the name of the Democratic Party, to support the platforms and principles of the Democratic Party.

The HCC will cooperate in carrying out the policies and programs of the State Central Committee (SCC.)

Membership. The HCC shall consist of the elected county committee officers, the officers of the District Councils, and the members of the State Central Committee (SCC) who reside in Hawai'i County.

SECTION 2. HCC OFFICER ELIGIBILITY AND NOMINATIONS

2.1 Eligibility. Any member of the party residing in the County of Hawai'i may be elected an Officer of the HCC, with the requirement that any member seeking the office of County Chairperson shall have been a member of the Party for at least one year prior to the County Committee officers' election. Elected officials, individuals appointed to fill an elected office, or candidates for elected office are not eligible to become County Chairperson. If a District Chairperson, Precinct President, or District Council Representative is elected as an HCC Officer, that person shall automatically vacate the lesser office.

2.2 Nominations. A candidate for the office of Chairperson, Vice Chairperson for East Hawai'i, Vice Chairperson for West Hawai'i, Secretary, Assistant Secretary, Treasurer, or Assistant Treasurer shall file nomination papers signed by not less than 10 current members of the DPH who reside in Hawai'i County or the Districts being represented, with the HCC Secretary at least ~~ten~~ 30 thirty days prior to the County Convention.

SECTION 3. DUTIES OF HCC OFFICERS:

3.1 General. The duties of the officers of the HCC shall be those usually pertaining to the office concerned and specifically include any duties imposed by these rules.

3.2 Chairperson. The Chairperson of the HCC shall have the power and duty to appoint Chairpersons and members of all committees unless otherwise specified, with the advice and consent of the HCC. The Chairperson shall consult with the Vice Chairperson for East Hawai'i and the Vice Chairperson for West Hawai'i in all committee appointments and balance the membership of all committees. The Chairperson shall be responsible for the calling of all meetings of the HCC, the giving of proper notice, and the arranging for meeting places for all meetings. The Chairperson shall also be responsible for attending meetings of the State Central Committee and its select committees, and for reporting the proceedings at such meetings to the next regular meeting of the HCC.

3.3 Vice Chairperson for East Hawai'i. The Vice Chairperson for East Hawai'i shall reside in either the First, Second, Third or Fourth Representative District and shall be responsible for supporting the District Councils of the First, Second, Third and Fourth Districts to organize and carry out their responsibilities.

3.4 Vice Chairperson for West Hawai'i. The Vice Chairperson for West Hawai'i shall reside in either the Fifth, Sixth or Seventh Representative District and shall be responsible for assisting the Chairperson in supporting the District Councils of the Fifth, Sixth and Seventh Representative Districts to organize and carry out their responsibilities.

3.5 Secretary. The Secretary shall keep accurate minutes of all meetings of the HCC and Executive Committee. These minutes shall be properly written and entered along with all written reports of committees in a book maintained for that purpose and turned over intact to the succeeding Secretary. The Secretary shall be responsible for seeing that minutes and reports are available for review by interested Democrats at reasonable times.

3.6 Assistant Secretary. The Assistant Secretary shall assist the Secretary in carrying out the various duties assigned and shall perform the duties of the Secretary in the absence of the Secretary.

3.7 Treasurer. The Treasurer shall be responsible for all fund raising activities within the County and shall have custody of the HCC Treasury, which shall be deposited in a commercial bank in the name of the HCC. The Treasurer shall be responsible for compliance with all laws concerning financial reporting required of the HCC, such as campaign spending laws. The Treasurer shall submit a written financial report at each regular meeting of the HCC. The Treasurer shall be responsible for seeing that all money is collected by duly authorized and identified persons, that receipts are given to contributors, and that a strict accounting is kept of all funds collected. The Treasurer shall be bonded in a reasonable amount determined by the HCC, and the premium will be paid from HCC funds. The Treasurer shall sign all checks written on HCC's account, which checks shall be counter-signed by one of the following officers of HCC: Chairperson, either Vice Chairperson, Secretary and Assistant Secretary.

3.8 Assistant Treasurer. The Assistant Treasurer shall assist the Treasurer in carrying out the various duties assigned to the Treasurer, including signing checks for the Treasurer, and shall perform the duties of the Treasurer in the absence of the Treasurer.

SECTION 4. HCC OFFICERS: TERM OF OFFICE:

4.1 HCC Officers. The HCC officers shall take office immediately after the adjournment of the Hawai'i County Convention during which they were elected, and shall hold office until the adjournment of the next Hawai'i County Convention at which an election is held.

4.2 Vacancy of County Chair. In the event the office of the County Chairperson becomes vacant, the Vice Chairperson representing the set of Districts in which the departing Chairperson resided, shall automatically become Chairperson. The new Chairperson, with the approval of the HCC, shall appoint a new Vice Chairperson to the vacated position.

4.3 Vacancy of Other HCC Officer Positions. In the event that other HCC Officer positions become vacant, the Chairperson shall appoint new officers, with the approval of the HCC.

SECTION 5. HCC MEMBERS FROM DISTRICT COUNCILS: DUTIES AND TERMS OF OFFICE

5.1 Duties of members of the HCC who are District Council Officers. The District Council Officers, under the leadership of the District Chair, shall have the following responsibilities as members of the HCC: these responsibilities are in addition to the normal responsibilities assigned to them in ARTICLE III of the General Laws of the DPH.

5.1A. Assist the County Chair in scheduling HCC meetings around the County by hosting an HCC meeting in their District at least once every two years.

5.1B. Assist the County Chair in communicating with DPH members by providing two-way communication between the HCC and DPH members in their District regarding activities, events, issues, concerns of both parties.

5.1C. Assist the County Chair in maintaining dialogue with elected officials from the District who are members of the DPH.

5.2 Term of Office. The term of office of HCC members who are District Council officers shall be the same as their term of office in the District Council, unless removed for nonparticipation.

5.3 Vacancies in HCC positions held by officers of the District Council. Vacancies in District Council officers shall be handled by the District Council.

SECTION 6. HCC MEMBERS WHO ARE SCC MEMBERS: DUTIES AND TERMS OF OFFICE

6.1 Duties of HCC members who are SCC members. In addition to their duties as members of the State Central Committee (SCC) as specified in ARTICLE V of the General Laws of the DPH, these members of the HCC shall have the following responsibilities:

6.1A. Assist the County Chair in ascertaining and communicating to the SCC the views of Hawai'i County DPH members on important issues facing the DPH.

6.1B. Assist the County Chair in formulating his reports to the HCC about the activities and efforts of the SCC.

6.2 Term of Office. The term of office of HCC members who are SCC members shall be the same as their term of Office on the SCC, unless removed for nonparticipation.

6.3 Vacancies. Vacancies on the HCC due to vacancies in the SCC delegation from Hawai'i County shall be filled in accordance with the requirements of ARTICLE V of the General Laws of the DPH, i.e. appointment by the County Chair with approval of the HCC.

SECTION 7. HCC MEETINGS: FREQUENCY, NOTICE: ATTENDANCE, QUORUM, PROXIES, PARLIAMENTARY AUTHORITY

7.1 Frequency. Regular meetings of the HCC shall be held at least once each quarter with the intent of holding meetings in different districts of the island. A special meeting may be called at any time by the Chairperson or on written request of 25 percent of the HCC membership presented to the Secretary or the Chairperson.

7.2 Notice of meetings. Notice of meetings of the HCC may be given in person, by telephone, by e-mail, by US mail, or by publication in newspapers not less than five (5) calendar days in advance of the meeting.

7.3 Attendance may be by teleconferencing if the technology is available. Regular attendance is expected. Failure of HCC members to attend or file proxies for three (3) consecutive meetings may result in their removal from the HCC.

7.4 Quorum. The quorum shall be 1/3 of the current HCC membership.

7.5 Proxies. An HCC member unable to attend an HCC meeting may give his or her proxy to another HCC member. All proxies must be submitted in writing or via email and filed with the Secretary in advance of the meeting.

7.6 Parliamentary Authority. Robert's' Rules of Order, newly revised, shall apply in all HCC meetings unless superseded by these rules.

SECTION 8. HCC COMMITTEES

8.1 Executive Committee. The HCC shall have an Executive Committee consisting of the HCC Officers and the District Council Chairpersons. The function of the Executive Committee is to carry out the business of the HCC between its regular meetings.

8.2 There will be a Nominating Committee that is responsible for ensuring that a full slate of nominees for HCC Officer positions is offered for election by the Convention. The Nominating Committee will receive candidacy petitions submitted to the Secretary, review all nominee qualifications, and forward the list of qualified nominees, including one or more qualified persons or each position. This list, which shall be the Nominating Committee's Report, will be presented to the Secretary at least ten (10) days before the Hawai'i County Convention at which County Committee Officers are elected.

The Standing Committees of the HCC shall be:

8.3 Finance Committee. The Finance Committee shall be chaired by the County Treasurer or Assistant Treasurer. The committee will include at least one member from each District. The Finance Committee will be responsible for fundraising in the County and for preparation of a budget that shows how funds will be used.

8.4 Appointments Committee. The Appointments Committee shall be responsible for securing and forwarding to appropriate Districts, information about positions for which Democratic party members are requested, such as Poll Workers. The Appointments Committee shall maintain contact with the requesting Agency and report to the HCC on these efforts.

8.5 Organization Committee. The Organization Committee shall help organize or reorganize new or inactive District Councils and Precinct Clubs, and promote understanding of the Democratic Party structure and operations through education and training. The Organization Committee shall encourage the registration of voters, and compile necessary and pertinent information on voting within the County.

8.6 Legislative Committee. The Legislative Committee shall compile information on legislative projects that advance the HCC Platform and Resolutions; and shall assist in having such legislation introduced and passed. The Chairperson of the Legislative Committee shall report to the HCC at regular intervals, addressing the progress of legislation of interest and the support of legislators for HCC legislative priorities.

8.7 Campaign Committee. The Campaign Committee shall be responsible for coordinating an effective primary and general election campaign that addresses the duties and responsibilities of the HCC.

8.7A Membership. The Campaign Committee shall include a Chairperson and one member from each District Council.

8.7B Activities. In election years, the Campaign Committee shall prepare a plan for activities throughout the County that support candidates who are members of the DPH and support its platforms and priority efforts. In non-election years, the Campaign Committee shall assist in assessing the performance of elected officials and in finding potential candidates for public office from among DPH members.

8.7C Endorsements. The Campaign Committee will determine criteria on which to base endorsement of candidates. These shall include, but not be limited to: membership in the DPH; support of the platforms and priority activities of the DPH and the HCC; participation in the activities of the HCC through appearances at HCC events; financial contributions to the HCC; evidence of support from DPH members in the candidate's geographic district. The Campaign Committee shall propose a plan for publicizing candidate endorsements of the HCC.

SECTION 9. COUNTY CONVENTION, TIME AND PLACE, BUSINESS, DELEGATES

9.1 Annual convention. The Hawai'i County Committee will hold an annual convention that will be concluded no later than midnight on the first Sunday after the first Saturday in May, or at such other time as may be determined by the State Central Committee. The officers of the HCC shall be elected in odd numbered years.

9.2 The exact time and place of the Hawai'i County Convention shall be designated by the HCC Chairperson with the advice and consent of the HCC members. In even numbered years, the County Convention will include work by Platform, Rules, and Resolutions Committees, so that HCC products can be considered at the State Convention of the DPH. In odd numbered years, the Executive Committee shall determine the business to be handled by the Convention. Notice of the time and place of the Convention shall be posted on the county website www.hawaiicountydemocrats.org.

9.3 Numbers and distribution of Delegates. Delegates to the Convention shall include the HCC officers and 25 delegates and 5 alternates from each of the seven districts, as determined by the District Council provided that each Precinct Club shall be entitled to at least one delegate. The President of each Precinct Club shall be notified of the number of Delegates from that Precinct Club by February 1.

9.4 Delegate selection. In even numbered years, county convention delegates and alternates shall be elected at the Biennial Precinct Club organizational meetings from the eligible Precinct members based on equal gender representation whenever possible.

9.5 The Chairperson may appoint Pre-convention Committee chairpersons with the approval of the HCC. The date, time and location of all Pre-convention Committee meetings shall be announced by March 1.

All Pre-convention Committees shall convene at the same date, time and location at least 13 days prior to the County Convention.

SECTION 10. HCC CONVENTION RULES:

The HCC has adopted a set of Permanent Convention Rules which are found at Appendix A.

SECTION 11 ADOPTION OF HCC RULES

11.1 The HCC shall submit its proposed rules or rule changes to the SCC within ninety days of adoption. Upon determination by the SCC that the proposed rules or rule changes are not inconsistent with the General Laws of the Democratic Party of Hawai'i, the HCC rules and rule changes shall become effective.

11.2 In the event that the SCC fails to ratify the proposed rules or rule changes, the HCC may at the next State Convention appeal for ratification of same by the Convention.

11.3 In the event the HCC fails to submit the proposed rules for ratification, or if such rules are not ratified in accordance with this Section, then the duly ratified Rules of the HCC shall remain in effect.

APPENDIX A. PERMANENT CONVENTION RULES OF THE HCC

1. Registration required. All delegates to the Hawaii County Convention must register by email or regular mail by [insert date] and check in at the Convention before [insert time] on [insert date.]
2. Delegate Eligibility. The delegates selected from each District, in accordance with Section 9.3 shall be eligible for the Hawaii County Convention following payment of the Convention fee.
3. Convention Committees. In even-numbered years, the Convention Committees shall be: Convention Management, Credentials, Platform, Resolutions and Rules. In odd-numbered years, the Committees needed will depend on the business of the Convention, which will be determined by the Executive Committee as specified in SECTION 9.2.
4. Floor Participation. Participation in deliberations on the convention floor shall be limited to delegates wearing their official credentials.
5. Voice Vote. Except for the election of HCC officers, and the two (1 male and 1 female) Countywide delegates to the SCC, voting shall be by voice vote unless otherwise specified by the Chair. The election of HCC Officers and Countywide SCC delegates shall be by secret ballot unless there is only one nominee for the office.
6. Limitation on Speaking. A Delegate may not speak more than twice on any question. Delegates shall be limited to one minute per speech.

7. Proposals from the Floor. Due to the need for efficient and effective convention management, oral and written proposals from the floor will not be accepted during Committee Reports. However, Delegates may submit proposals for consideration by providing 150 copies of proposed changes or actions in the prescribed format, to the respective Committees, up to one-half hour after the close of Registration. Proposals submitted may be considered, subject to time available, at the discretion of the Chair.

8. Agenda. The County Convention shall act on the reports of the Convention Committees. Reports that recommend Hawaii County only actions may be adopted for implementation. Those that concern a broader jurisdiction, shall be forwarded to the DPH and its Committees.