

## ARTICLE I – ORGANIZATION

Section 1. **AUTHORITY.** The Maui County Committee is established and authorized in accordance with ARTICLE IV, SECTION 1 of the General Laws of the Democratic Party of Hawai'i.

Section 2. **NAME.** The Maui County Committee shall also be known as the Maui County Democratic Party of Hawai'i ("Party").

Section 3. **MEMBERSHIP.** The duly elected County officers, the President of each Precinct Club, the Chair of each District Council Committee and the Chair of each Official Party Caucus shall constitute the membership of the Maui County Committee.

## ARTICLE II – OFFICERS

Section 1. **OFFICERS.**

1. The officers of the Maui County Committee shall consist of the following positions: Chair, Vice-Chair for Maui, Vice-Chair for Moloka'i, Vice-Chair for Lana'i, Vice-Chair of Information Technology, Vice-Chair of Communications and Public Relations, Vice-Chair of Government Relations, Vice-Chair of Rules and Legal Issues, Vice-Chair of Organization and Outreach, Vice-Chair of Education, Vice-Chair of Events and Fundraising, Vice-Chair of Community Issues, Recording Secretary, Corresponding Secretary, and Treasurer.
2. The officers and the district chairpersons and Members of the state central Committee shall constitute the Executive Committee of the Maui County Committee. Twenty-five percent (25%) of its membership shall constitute a quorum.

Section 2. **ELIGIBILITY.**

1. Any member of the Party residing in the County, who has been a member of the Maui County Party for at least one (1) year prior to any election, or two years if the person has resigned from the party and rejoined, may be elected as a chair of the Maui County Committee. Any member of the Party residing in the County may be elected to any other office of the Maui County Committee.
2. Should a District Chair or Precinct President be elected as a Maui County officer, that person shall automatically vacate the lesser office.

Section 3. **NOMINATIONS.**

1. Official nomination papers shall be made available to the membership at least forty-five (45) days before an odd year Maui County Convention.
2. All candidates shall file nomination papers signed by not less than ten (10) certified members of the Democratic Party of Hawai'i residing in the County or

- island represented. Nomination papers shall be filed with the Recording Secretary at least ten (10) days prior to the Maui County Convention.
3. The Vice-Chair of Rules and Legal Matters shall review all nominee qualifications and present all qualified candidates at the Maui County Convention. The Organization and Outreach Committee is charged with the responsibility of ensuring that all positions have candidates for election.

### **ARTICLE III – DUTIES OF THE OFFICERS**

Section 1. The duties of the officers shall be those usually performed by the office concerned, and shall specifically include the following:

1. **CHAIR.**
  - A. The Chair shall have the power and duty to appoint the members of all standing committees and the chair and members of special committees, with the advice and consent of the Executive Committee.
  - B. Should the delegates to the State Convention fail to fill all of the at-large and senatorial seats on the State Central Committee to which Maui County is entitled, the Chair shall have the authority to appoint qualified members to fill such vacant positions, with the advice and consent of the Executive Committee. Appointees shall meet the requirements as set forth in ARTICLE V, SECTION 1,2,3 and 4 of the General Laws of the Democratic Party of Hawai'i. The names of such appointees shall be transmitted to the State Central Committee within forty-five (45) days following adjournment of the biennial State Convention or if a vacancy occurs subsequent to adjournment of the State Convention forty-five (45) days following occurrence of the vacancy.
  - C. Be responsible for calling special meetings; for giving proper notice of such; and for arranging for meeting places for both special and regular meeting
  - D. Attend meetings of the State Central Committee and its select committees, and shall report on their proceedings at regular meetings of the Maui County Committee.
  - E. Maintain and update member information in the county membership database.
  - F. As necessary, collaborate with the Chairs of the Hawai'i County Democratic Party and the Kaua'i County Democratic Party to articulate and advocate for neighbor island concerns and views on Party procedural and policy matters, and report back to the County Committee on such matters.
2. **VICE-CHAIRS OF MAUI, MOLOKA'I AND LANA'I.**
  - A. The Vice-Chairs shall assist the Chair in fulfilling their responsibilities and shall serve as the liaisons of the Executive Committee and the Maui County Committee for Party members on their respective islands. These officers shall be members of the Organization and Outreach Committee and be responsible for assisting the Vice-Chair for Organization and Outreach in coordinating the

activities of membership development, voter identification, and 'get out the vote' activities on their respective islands.

- B. Vice-Chairs shall also work with each district chair on their respective island to ensure all precinct and district positions are filled.

In the absence of the Chair, the Vice-Chair representing the island of residence of the Chair shall be responsible for carrying on the functions of the Chair.

3. **VICE-CHAIR OF INFORMATION TECHNOLOGY**

- A. The Vice-Chair of Information Technology shall be responsible for creating and maintaining the county party website. They shall also aide the Chair in insuring that member information in the county membership database is kept up to date and all events and announcements are kept current on the website.
- B. Coordinate with other Executive Committee members to establish methods of providing data and information and establish protocols for posting information on the party website ([www.MauiDemocrats.org](http://www.MauiDemocrats.org)) in a timely and effective manner.

4. **VICE-CHAIR OF COMMUNICATIONS AND PUBLIC RELATIONS**

- A. The Vice-Chair of Communications and Public Relations shall assist the Corresponding Secretary in carrying out their duties.
- B. They shall be the point of contact for any media inquiries and publicizing Party events.
- C. Coordinate, maintain and update all Party social media sites.

5. **VICE-CHAIR OF GOVERNMENT RELATIONS**

- A. The Vice-Chair of Government Relations shall inform, work and interface with all elected officials. They shall keep elected officials informed of Party initiatives and activities.
- B. Shall report on activities and the cooperation received from the various elected or government officials and board members at each meeting of the Maui County Committee.
- C. Compile information on opportunities for public service on State and County boards and commissions and forwarding such information to the precinct clubs.
- D. Forward names, as appropriate, of Maui County Democrats for nomination to County, State or Federal Boards and Commissions.

6. **VICE-CHAIR OF RULES AND LEGAL ISSUES**

- A. The Vice-Chair of Rules and Legal Issues shall advise on Parliamentary Procedure and Roberts Rules of Order.
- B. Ensure the Party is following both County and State rules.

7. **VICE-CHAIR OF ORGANIZATION AND OUTREACH**

- A. The Vice-Chair of Organization and Outreach shall work on enhancing voter registration, party member registration and get out the vote activities, including mailings and phone banking conducted for voter identification and get out the vote activities.
- B. Shall work with Democratic candidates running for office to support their grass roots efforts.

8. **VICE-CHAIR OF COMMUNITY ISSUES**

- A. The Vice-Chair of Community Issues shall organize, advocate and pursue legislation, platforms and issues important to the Party and the community.

9. **VICE-CHAIR OF EDUCATION**

- A. The Vice-Chair of Education shall organize, advocate and pursue legislation, and platforms relating to education that are important to the Party and the community.

10. **VICE-CHAIR OF LABOR**

- A. The Vice-Chair of Labor shall organize, advocate and pursue legislation, and platforms relating to labor that are important to the Party and the community.

11. **VICE-CHAIR OF EVENTS AND FUNDRAISING**

- A. The Vice-Chair of Events and Fundraising shall coordinate all Party events and fundraising activities.

12. **RECORDING SECRETARY.**

- A. The recording secretary shall keep accurate minutes of all meetings of the Executive Committee and the Maui County Committee. The agenda for each Executive Committee shall be prepared by the Recording Secretary at the previous meeting and in conjunction with the Chair and other members of the Executive Committee. Every attempt shall be made to solicit agenda items from all members of the Executive Committee and distribute the final agenda three days prior to the meeting. The minutes of each meeting shall be recorded electronically on the agenda and distributed to the committee members no less than 3 days after that meeting, unless the members of the Executive Committee present at that meeting reach another agreement. Reports of standing committees shall be presented in final electronic form to the Recording Secretary and along with all written reports of the officers and standing and special committees shall be entered in a book maintained for that purpose, to be turned over intact to the succeeding Recording Secretary.

13. **CORRESPONDING SECRETARY**

- A. The Corresponding Secretary shall be a member of the Organization and Outreach Committee and shall be responsible for issuing press releases of Party activities, serving as the archivist, posting official notices of meetings as required by Party rules, for preparing draft responses, as necessary, on emerging issues in the Maui County community and for circulating or

publishing these responses. Subject to the approval of the Chair or the Executive Committee, a file of all news articles, statements, and responses shall be maintained and turned over to the succeeding Corresponding Secretary.

- B. Coordinate and conduct mailings to members with particular focus on obtaining and maintaining current member contact information and status active Retired, deceased, moved, etc.). This information shall be turned over to the Recording Secretary and Vice Chair for Information Technology and to the Secretary of the State Central Committee for updating official member records.
- C. Shall be responsible for the formal correspondence of the Executive Committee and the Maui County Committee, and shall keep copies of it in a book maintained for that purpose, which shall be turned over intact to the succeeding Corresponding Secretary.

14. **TREASURER.**

- A. The Treasurer shall have custody of the County Treasury, which shall be deposited in a commercial bank in the name of the Maui County Committee of the Democratic Party of Hawaii or the Maui County Democratic Party of Hawaii.
- B. The Treasurer shall be responsible for seeing that all money is collected by duly authorized and identified person, that receipts be available to all contributors, and that a strict accounting is kept of all funds so collected.
- C. The Treasurer shall be bonded as determined by the Maui County Committee and the premium shall be paid from the County Treasury.
- D. The Treasurer shall report in writing at each regular meeting of the Maui County Committee, shall prepare timely reports for the Campaign Spending Commission; and shall submit a biennial financial report at the County Convention.

**ARTICLE IV – TERM OF OFFICE**

- 1. The Maui County Committee shall organize and take office immediately following the adjournment of the Maui County Convention in which the County officers shall have been elected. Members of the Maui County Committee shall hold office for the next two (2) years.
- 2. **Vacancy in the Office of the County Chair.** In the event of a vacancy in the office of the Chair due to death or resignation, the Maui County Committee shall elect a new County Chair in accordance with the following procedures:
  - A. The Recording Secretary shall notify all members of the Maui County Committee within ten (10) days of the occurrence of the vacancy. Only members of the Maui County Committee shall be eligible to nominate persons to fill the vacancy and shall nominate such persons by forwarding a statement to that effect, signed by the nominee, to the Recording Secretary within the deadline established by the Recording Secretary in the notice of vacancy, or within ten (10) days after notification, whichever is greater. Any member of

the Party may be nominated so long as he or she has been a member of the party for a period of one year or two years if he or she has resigned and then rejoined the party.

- B. The Recording Secretary shall issue a notice of the election meeting designating the time, place and purpose of the meeting. The names of all nominees for the office of County Chair shall be included in the notice, which shall be e-mailed to all members of the Maui County Committee at least ten (10) days prior to the meeting.
  - C. All members present at the election meeting may vote from among the nominees, and the nominee receiving the highest number of votes shall immediately assume office. Voting shall be by secret ballot and may only be waived by consensus of those present and eligible to vote. Maui County Committee members from Moloka'i or Lana'i may participate in the election meeting by telephone or by video or computer teleconference, provided that such member provides notice to the Recording Secretary of a wish to participate by phone or otherwise. Only members of the Maui County Committee shall be eligible to vote to fill the vacancy in the office of the County Chair. The County Chair elected through this process shall serve until a successor is duly elected at the next County Convention.
3. **In the event of a vacancy without a designated succession** in a Maui County Committee office other than the Chair due to death or resignation, the County Chair may fill the office with an eligible Party member to serve until the next County Convention, provided that a majority of the Maui County Committee ratifies the appointment at the next regular or special meeting of the Maui County Committee. For purposes of this section when the vacancy is a precinct or district office, an "eligible Party member" is a Party member residing in the precinct or the district where the vacancy exists. If a vacancy occurs in the position of District Chair, the First Vice Chair of the District Council automatically succeeds the District Chair, and the first Vice President of the precinct automatically succeeds the Precinct President.

### **Rules ARTICLE V – QUORUM**

Forty percent (40%) of the membership of the Maui County Committee shall constitute a quorum provided that members from Moloka'i and Lana'i may participate by telephone or by video or computer teleconference. A majority vote of the quorum shall constitute an action.

### **ARTICLE VI – PROXIES**

1. District Officers may give their proxies to other officers of their District Councils. Proxies shall be in writing and filed with the Recording Secretary, unless the designee is the Vice Chair of the Council.
2. County Committee members with valid excuses for nonattendance may give their proxies to the Chair of the County Committee or to their respective District Chair.

## ARTICLE VII – STANDING COMMITTEES

The following shall be the standing committees of the Maui County Committee:

- A. **FINANCE**. The Treasurer shall serve as Chair of the Finance Committee. This Committee shall be responsible for the administration and accounting of funds within the County. Shall also ensure all necessary reports are duly filed to meet reporting requirements.
- B. **RULES AND LEGAL ISSUES**. The Vice-Chair of Rules and Legal Issues shall serve as Chair of the Rules and Legal Issues Committee. This Committee shall be responsible for receiving, processing and forwarding to the proper authorities all endorsements made in accordance with the Rules and the General Laws of the Democratic Party of Hawai'i. The Committee shall advise on all legal matters, compliance with County and State rules, and advise on parliamentary procedure. Semi-annually, on odd numbered years, the Committee shall review the County bylaws and propose any changes if necessary. The Committee also shall report to the Maui County Committee on a semi-annual basis, the performance of Party members holding public office in supporting or promoting Party platforms and resolutions.
- C. **ORGANIZATION AND OUTREACH**. The Vice-Chair of Organization and Outreach shall serve as Chair of the Organization and Outreach Committee. The Committee shall assist in encouraging the registration of voters and shall compile necessary and pertinent information on voting within the County, participate in planning and implementation of membership development, voter identification and Get Out the Vote activities. The Committee shall also assist the County Vice-Chair's in helping to organize or reorganize new or inactive District Councils and precinct clubs. The Committee, as necessary, may assist on providing the names of candidates for legislative vacancies when requested by the County Chair or the respective District Chairs. The Committee shall coordinate opportunities for the Party and Party members to participate in or provide a presence at community and civic events and nongovernmental organizations.
- D. **COMMUNITY ISSUES**. The Vice-Chair of Community Issues shall serve as Chair of the Community Issues Committee and the Vice-Chair of Education shall serve as Co-Chair. The Committee shall be charged with the responsibility of compiling information on worthwhile legislative projects in keeping with the Party platforms; of drafting or having drafted appropriate measures; and of cooperating with proper officials and members of the Maui County Council in having such legislation introduced and passed. The Committee shall identify and coordinate areas of common cause with workers, labor voices, environmental groups, teachers, educational groups and any other community members and mobilize the appropriate legal or political action, including support of legislation. The Committee may also form issue related sub-committees.

- E. **EVENTS AND FUNDRAISING.** The Vice-Chair of Events and Fundraising shall serve as Chair of the Events and Fundraising Committee. The Committee shall be charged with coordinating all party events and fundraising for the party.

## **ARTICLE VIII – DUTIES AND RESPONSIBILITIES**

### **Section 1.**

1. It shall be the duty of the Maui County Committee to establish and maintain an active and effective Party organization within the County of Maui; to inform Party members within the County Party of policies and activities; and to secure monies through fundraisers and candidate assessments for Party activities that will ensure as large a vote as possible for Party candidates in the elections. To effect these ends, the Maui County Committee shall adopt a county platform, consistent with the Party Platform adopted by the Biennial State Convention and shall take such steps as are necessary to ensure that officials of the County Elected and appointed in the name of the Democratic Party of Hawai'i observe the platform and principles of the Party.
2. The Maui County Committee shall be responsible for carrying out the policies and programs of the State Central Committees and for ensuring adherence to the tenets of the General Laws of the Democratic Party of Hawaii.
3. The Maui County Committee shall hear all complaints that could result in the expulsion, censure or reprimand of a member in accordance with the detailed procedures appended to these rules and incorporated herein by reference.

## **ARTICLE IX – COUNTY CONVENTION**

**Section 1. ANNUAL CONVENTION.** The Maui 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 County Committee shall be elected in odd numbered years. State Central Committee Members are elected in even numbered years.

**Section 2.** The exact time and place of the Maui County Convention shall be designated by the Chair with the advice and consent of the Maui County Committee members. In even numbered years, the County Convention will include work on Platform, Rules and Resolutions so they can be considered at the State Convention. In odd numbered years, the Executive Committee shall determine the business to be handled by the convention. Notice of the time and place shall be posted on the County Party website at [www.mauidemocrats.org](http://www.mauidemocrats.org).

**Section 3.** The County officers, State Central Committee members, the precinct President, First Vice President (if more than one of each precinct club) the District Council and elected officials shall be delegates to the Maui County Convention.



**Section 4.** The Chair may appoint a Convention planning Chair with the approval of the Executive Committee.

## **ARTICLE X – MEETINGS**

**Section 1.** Regular meetings of the Maui County Committee shall be held at least once every three months at a time and place to be determined by the Executive Committee.

**Section 2.** Special meetings may be held at any time at the call of the Chairperson or upon written request, submitted to the Recording Secretary, of not less than twenty-five percent (25%) of the total membership.

**Section 3.** Notice of regular and special meetings shall be given in person, by telephone or by mailing such notice to the last known address of each member not less than five (5) days prior to the meeting.

## **ARTICLE XI – PARLIAMENTARY AUTHORITY**

**Section 1.** Roberts Rules of Order, Newly Revised shall be the parliamentary authority for all meetings of the Maui County Committee, unless they are in conflict with State Party rules.

## **ARTICLE XII – AMENDMENTS**

**Section 1.** Amendments to the Rules of the Maui County Committee may be initiated by any member of the Party or by a special committee appointed for that purpose.

**Section 2.** All proposals for amendments shall be submitted to the Recording Secretary who shall inform the membership of the pending proposals with notice of the time, date and place for the action. Such notice shall be given at least ten (10) days prior to such meeting.

**Section 3.** A majority vote of the membership of the Maui County Committee is required by adoption.

**Section 4.** Amendments shall be transmitted to the State Central Committee within ninety (90) days of adoption for certification of consistency with the General Laws of the Democratic Party of Hawai'i.

**Section 5.** Amendments submitted to and adopted by a county convention shall not require further action by the Maui County Committee. Such amendments shall be automatically forwarded to the State Central Committee for certification.

## **Article XIII. Process to identify candidates to fill midterm vacancies**

When any vacancy occurs in the U.S. Senate, State Senate or State House that is held by a Democrat, the following process shall be followed to identify candidates who may be recommended to the Governor to fill the vacant office:

1. The District Council shall select candidates if the vacancy is for an office representing a State Representative District.
2. The respective officers of the precincts and Districts affected shall select the candidates if the vacancy is for an office representing a State Senate District.
3. The State Central Committee shall select the candidates if the vacancy is for an office representing the entire State.
4. The Party Chairperson shall notify the appropriate selection body of the announced vacancy. The selection body shall make a call for candidates who are members in "good standing". A list of at least three (3) names shall be provided to the Party Chairperson within twenty-one (21) calendar days. The Party Chairperson shall transmit the list of names to the Governor's Office within three (3) business days of receipt of names.
5. A member in "good standing" means that the candidate shall have been a member of the Party for a minimum of six (6) months prior to either the date on which the event occurs that creates a vacancy during the term of the office or the public announcement of the office holder of his/her intent to vacate the office during the term, whichever is appropriate and that the candidate is not currently under censure or reprimand pursuant to Article I Section 8. No candidate shall be recommended who does not meet all the qualifications for office set by law for candidates who file to run in an election for the vacant office.
6. If for any reason, the body most immediately affected by the vacancy is unable to fill the vacancy within the stated timeframe, the County Chairperson may recommend the names for an office within the County or the Party Chairperson may recommend the names for a statewide office.

## **APPENDIX A RULES OF PROCEDURE FOR DISCIPLINARY ACTION**

In the event of Disciplinary Action Maui County will comply with State Democratic Party rules.

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