



Democratic Party of Kaua'i

GENERAL BYLAWS & RULES

**Amended April 30, 2009
Approved by the State Central Committee
August 1, 2009**

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Section 1. Organization.

There shall be a County Committee which will consist of the following:

The Chairperson of each District Council, two youth representatives (one male and one female), members of the State Central Committee from the 7th Senatorial District (one male and one female), members of the State Central Committee from the County of Kaua'i (one male and one female) and the officers of the County Committee.

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

Section 2. Officers, Eligibility and Nominations.

Any member of the Party residing in the County may be elected an officer of the County Committee including County Chairperson, with the requirement that any member seeking the office of County Chairperson shall have been a member of the Party for at least one (1) year prior to the County Committee Officers election. Elected officials, individuals appointed to fill an elected office, or candidates for elected office are not eligible to become County Chairperson. If a member has resigned from the Party in the two years prior to re-enrollment, the re-enrolled member must be a member in good standing for at least one year prior to the County Committee Officers election prior to being elected an officer of the County Committee. If a District Chairperson, Precinct President, Precinct First Vice-President or a Precinct District Councilperson is elected as a county officer, that person shall automatically vacate the lesser office.

Any person who wishes to be a candidate for Chairperson, Vice-Chairperson, Secretary, Treasurer or Information Technician shall file nomination papers at least ten (10) days prior to the Kaua'i County Convention in even-numbered years. Any person wishing to be a candidate for Youth Representative shall file nomination papers at least ten (10) days prior to the Kaua'i County Convention in even-numbered years. Members of the State Central Committee are elected in even numbered years in accordance with the General Laws of the Democratic Party of Hawaii.

2A. Officers of the Kaua'i County Committee shall be a Chairperson, one (1) or more Vice-Chairpersons, a Secretary, Treasurer, Information Technician and two (2) Youth Representatives, one (1) male and one (1) female, and such other officers as may be provided in the rules of the Kaua'i County Committee.

2B. The duties of officers of the County Committee shall be those usually pertaining to the office concerned and specifically include any duties imposed by the General Laws of the Democratic Party of Hawai'i or duties specific to the Kaua'i County Committee.

2C. The Chairperson of the County Committee shall have the power and duty to appoint the Chairperson and members of all special and standing committees unless otherwise specified, with the advice and consent of the County Committee. The Chairperson shall be responsible for the calling of all special meetings of the County Committee, and the giving of proper notice and the arranging for meeting places for both special and regular meetings. The Chairperson shall also be responsible for attending meetings of the State Central Committee, or of its select committees, and reporting the proceedings at such meetings to the next regular meeting of the County Committee. The Chairperson shall automatically vacate his/her office upon appointment to fill the vacancy of an elected office or upon filing as a candidate for elected office.

2D. The various Vice-Chairpersons shall be responsible in the order of their designation for carrying on the functions of the Chairperson in the absence of the Chairperson.

2E. The Secretary will be charged with keeping accurate minutes of all meetings of the County Committee and its Executive Committee. These minutes shall be properly typewritten and entered along with all written reports of officers and special and standing committees, in a book maintained for that purpose and turned over intact to the succeeding Secretary.

2F. The Treasurer shall be primarily responsible for all fundraising activities within the County, shall have custody of the County Treasury which shall be deposited at a commercial bank in the name of the County Committee and shall submit a report in writing at each regular meeting of the County Committee. The Treasurer shall be responsible for seeing that all money is collected by duly authorized and identified persons, that receipts are given to all contributors, and that a strict accounting is kept of all funds so collected. The Treasurer may be bonded in a reasonable amount determined by the County Committee and the premium will be paid from County funds. The Treasurer shall submit a biennial financial report of County Committee finances to the State Central Committee Treasurer and District Council finances to the State Central Committee Treasurer one (1) week prior to the County Convention in every even-numbered year.

2G. The Information Technician shall be responsible for maintaining the Democratic Party of Kaua'i's webpage, to include updating the calendar and telephone mailbox, keeping and maintaining the electronic mailing list, sending electronic mail, updating membership records in the database and other duties related to the position as may be assigned.

Section 3. Term of Office.

The Kaua'i County Committee shall organize and take office immediately after the adjournment of the County Convention which shall have elected the County Committee officers who shall hold office for the following two (2) years.

Section 4. Vacancy of County Chairperson.

In the event of a vacancy in the office, an interim County Chairperson shall be elected by the County Committee in accordance with the following procedures:

4A. The County Secretary shall notify all members of the County Committee within ten (10) days of notification of the occurrence of the vacancy. Any member of the County Committee who wishes to nominate a person to fill the vacancy may select a nominee from any member of the Party, and may nominate such person to fill the vacancy by forwarding a statement to that effect, signed by the nominee, to the County Secretary within the deadline established by the County Secretary in the notice of vacancy or within ten (10) days after notification, whichever is greater. It is required that any member seeking the office of County Chairperson shall have been a member of the Party for at least one (1) year prior to the County Committee Officers election. Elected officials, individuals appointed to fill an elected office, or candidates for elected office are not eligible to become County Chairperson. If a member has resigned from the Party in the two years prior to re-enrollment, the re-enrolled member must be a member in good standing for at least one year prior to the County Committee Officers election prior to being elected an officer of the County Committee.

4B. The County Secretary shall then prepare a notice of election meetings, designating the time, place, and purpose of the meeting, which shall include the names of all nominees for the office of County Chairperson. Such notice shall be mailed ten (10) days prior to the meetings, and will be mailed to all members of the County Committee.

4C. All members present at the election meeting may vote from among the nominees, and that nominee receiving the highest number of votes shall immediately assume office. Proxy voting shall be prohibited and voting by secret ballot may only be waived by a consensus of those present and eligible to vote.

4D. Only members of the respective County Committee will be eligible to vote to fill the vacancy in the office of the County Chairperson.

4E. Should the newly elected Chairperson be an existing County Committee officer, a replacement officer shall be elected at the election meeting.

Section 5. Quorum.

The County Committee shall determine its own quorum rules.

Section 6. Proxies.

6A. A District Officer may give his or her proxy to another officer of his or her District Council in accordance with Article III District Council of the General Laws of the Democratic Party of Hawai'i.

6B. All proxies must be in writing and shall be filed with the Secretary of the County Committee unless the designee is a Vice-Chairperson of the District Council.

Section 7. Standing and Special Committees.

There shall be standing committees on finance, organization, patronage and legislation.

7A. The County Committee Treasurer shall act as Chairperson of the Finance Committee and this Finance Committee shall be responsible for the raising of and accounting for funds within the County.

7B. The Patronage Committee shall be responsible for receiving, processing and forwarding to the proper persons all endorsements made in accordance with the General Laws of the Democratic Party of Hawai'i and for obtaining and compiling information on job openings and forwarding such information to the precincts.

7C. The Organization Committee shall help organize or reorganize new or inactive District Councils and Precinct Clubs, encourage the registration of voters and compile necessary and pertinent information on voting within the County.

7D. The Legislation Committee shall be charged with compiling information on worthwhile legislative projects in keeping with the Party Platform, drafting or having drafted appropriate measures and cooperating with the proper officials and members of the County Council in having such legislation introduced and passed. The Chairperson of the legislative Committee shall report to the County Committee at its regular meetings on the activities of the Legislative Committee and on the cooperation received from the various officials and board members.

Section 8. Duties and Responsibilities of the County Committee.

It shall be the duty of the County Committee to establish and maintain an active and effective Party organization within its County, to inform Democrats within the County or Party policy and activities and to insure as large a vote as possible for Party candidates in the elections.

8A. To effect these ends, the County Committee may adopt county platforms, consistent with the Party Platform adopted by the State Convention, and take such steps as are necessary to encourage officials of the County elected and appointed in the name of the Democratic Party to observe the platforms and principles of the Party.

8B. It shall be the duty of the County Committee to cooperate in the carrying out of the policies and programs of the State Central Committee.

Section 9. County Convention: Time, Place and Notice.

9A. The convention to elect officers of the Kaua'i County Committee shall be concluded no later than midnight of the first Sunday after the first Saturday in May of even numbered years or at such other times as may be determined by the State Central Committee, and the time and place of the meeting shall be fixed by the Kaua'i County Committee. Special conventions may be called in accordance with rules and procedures established by the Kaua'i County Convention.

9B. The time and place of the convention will be designated by the Chairperson and notice of the place and time thereof shall be sent to all delegates and alternates by mail at least thirty (30) days prior to the date of the Convention.

9C. The Precinct Officers, State Convention Delegates, members of the State Central Committee who reside in Kaua'i County, the Kaua'i Youth Representatives, elected Democratic Party officials currently holding office who represent Kaua'i County, or bona fide Democratic Party Candidates, whether running in a partisan or non-partisan race and who have filed their nomination papers, and the District Chairperson of each district, shall be the delegates to the County Convention. Officers of the County Committee upon election shall become members of the County Convention.

9D. All persons who are members of the County Convention are entitled to vote at the County Convention. The officers of the County Committee shall be elected at the County Convention.

9E. The names of the members of the County Committee on Rules, Affirmative Action, Platform, Credentials and Resolutions shall be available no later than the third Monday in April, or at least seven (7) days before the first meeting of said Committees.

Section 10. County Convention Rules.

The County Convention may adopt rules for the proper conduct of its business not inconsistent or in conflict with the General Laws of the Democratic Party of Hawai'i.

Section 11. Rules for the Adoption of Respective County Committee Rules.

11 A. It is the purpose and intent of this rule to authorize and require the respective County Committees to adopt their own rules to meet the desires and needs of the individual counties.

11 B. The County Committee shall submit proposed rules to the State Central Committee within ninety (90) days of adoption. The State Central Committee shall, within 120 days of receipt of the rules changes, notify the County and rule on their acceptability. Upon the determination by the State Central Committee that the proposed rules or rule changes are consistent with the General Laws of the Democratic Party of Hawai'i such County Committee rules or rule changes shall become effective. Once new rules for the County Committee are approved by the State Central Committee, Sections 1 through 10 of Article IV of the General Laws shall no longer apply to the Kauai County Committee; provided, there shall be a County Committee in Kauai County and provided that the rules and rule changes of the County Committee shall have first been ratified by the State Central Committee. If the State Central Committee fails to certify the rules and rule changes proposed by a County Committee, that County Committee may at the next State Convention appeal for ratification of such rule changes by the convention.

11 C. In the event that the County Committee fails to submit proposed rules for ratification, or if such rules are not ratified as foresaid, then the foregoing General Rules of the Democratic Party of Hawai'i of this Article shall remain applicable to the County Committee.

Section 12. Meetings, Notices, Attendance at Meetings.

12A. Regular meetings of the County Committee shall be held at least once every three months at such time and place as the members may decide in accordance with their own rules.

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

**Approved and Adopted by the Democratic Party of Kaua'i
April 30, 2009**