

## **Democratic Party of Hawai'i's Policy on Requirements for Calling a Party Meeting**

### **SCOPE**

A requirement from the Democratic National Committee (DNC) is that all Democratic Party of Hawai'i (DPH) meetings be made available and accessible to all DPH members as well as the general public. This policy outlines the minimum requirements that must be met for any DPH meeting to be declared an official meeting, allowing business to be conducted as long as the respective quorum requirements are met. Additionally, this policy provides suggestions to increase the DPH's exposure.

### **COVERAGE**

This policy applies to every State, and County Party Committees, including but not limited to Executive Committee, State Central Committee; Standing, Ad Hoc, Special Committees etc.; Caucuses; Regions; District Councils; and Precinct Clubs (if authorized by their County).

Only the following are exempt from this policy:

- Credentials Committees for State or County Conventions when they are administering their waiver programs.
- Meetings for the purposes of planning campaigns or strategic planning.

Talk-stories and trainings are not considered meetings and therefore not covered by this policy.

### **MEETING LOCATION REQUIREMENTS**

#### **In-person Only**

The location must be open to the public or arrangements have been made to let in anyone looking to attend the meeting and ADA compliant. Since all meetings are open to the public private homes are discouraged but not forbidden under this policy.

#### **Online Only**

Any online platform that does not require a person looking to join the meeting to pay a fee and has a dial-in option is acceptable. If using a different online platform than Zoom training or detailed instructions will need to be provided in the Call of the Meeting.

#### **Hybrid**

All of the 'In-person' and 'Online' requirements must be met, plus having the ability for all to see and hear the on-line participants at the in-person meeting location.

## **'CALL OF THE MEETING' REQUIREMENTS**

All 'Call of the Meeting' (meeting announcement) must be made in compliance with their respective bylaws, with a minimum of five (5) days notice, whichever is longer shall be the required notice. (Based on Constitution Art. V, Section 6E; & Bylaws Art. III, Section 2)

Every "Call of the Meeting" must include the following:

1. Date, time, & type of meeting (in-person, on-line only, or hybrid)
2. Agenda (All items that will be voted on should be included in the call of the meeting.)

### **For in-person meetings:**

Besides providing the address, if there is a code or instructions needed on how to access the meeting (i.e. telling the security guard you are here for the District that needs to be included as well).

### **For on-line meetings:**

Information on how to log-in, as well as training/instructions depending on the platform being used.

The "Call of the Meeting" must be posted to the DPH's online calendar.

The Call of the Meeting must be sent via email to all those being invited to attend the meeting – i.e the Committee; Caucus; Region; District; Precinct members, etc.

For Caucus, Region, District, District Council, and/or Precinct Club meetings, the DPH's email system must be used as the required email notification system. Caucuses using their own email program or e-list does not replace this requirement.

## **CHALLENGES FOR VIOLATING THIS POLICY**

Challenges shall be brought within thirty (30) days of the challenged meeting or vote with the Chair of the DPH, or the Chair's designee. The Chair shall review the challenge

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## **RECOMMENDATIONS**

After meeting the minimum notification requirements, one should also consider doing the following:

- Posting the Call of the Meeting to all available Social Media Platforms
- Use the meeting notification function in HiDems
- Posting to relevant County Calendars, if applicable
- Minutes should be taken at each meeting and approved at the next. Approved minutes should be made available to DPH members upon request.

This policy shall become effective sixty (60) days after its approval by the State Central Committee.