



# **Honolulu County**

## **Precinct Election Meeting Packet**

Updated December 2020

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### Attachments:

- Delegate Allocation
- Voter Registration Form
- HRP Membership Card
- OahuGOP Donation Form
- HRP Reimbursement Form
- Precinct Election Meeting Sign Up Form
- Raising and Spending Money
- District & Precinct Election Results Forms
- District Members List

**A. Summary**

1. Each precinct shall meet once during the first fourteen days of February every year to elect delegates and alternates to the Convention that year and, in every odd-numbered year, also to elect precinct officers and two district committee representatives to serve with the precinct chair on the district committee.

2. Time, Place and Notice of Meeting. The election meetings are to be held at a reasonable and convenient time.

3. Eligibility to Vote. Any Republican living in the precinct whose name appears on the membership list maintained at Party Headquarters (GOP Data Center) is eligible to vote. Additions to the list of eligible voters must be received by Party Headquarters no later than 5:00p.m. at least 10 days prior to the day of the scheduled election.

4. Nominations and Elections. Any Republican who is eligible to vote may, without a second, nominate any Republican eligible to vote, including himself or herself. Whenever there are more candidates for a position than there are seats to be filled, the election shall be by secret ballot.

5. Reporting Election Results. The precinct secretary shall report the election results, in writing, to Party Headquarters (copy to the County Chair) within seven (7) days after the election. The elected alternates shall be listed in the order of the number of votes cast for them. The alternate with the largest number of votes is first on the list, and the alternate with the lowest number of votes is last.

6. Vacancies. When an office is vacant, an election to fill the position shall be conducted at the next meeting of the body.

7. Precincts elect officers to any vacancies. Precinct officers include:

- 1 president
- 2 district representatives
- Secretary and Treasurer if desired.
- Convention Delegates and Alternates

8. Combined Precincts meet as a District to elect officers to any vacancies. District Officers include:

- 1 chair
- 1 Rules Committee representative and alternate
- 1 Platform Committee representative and alternate
- 1 Credentials Committee representative and alternate
- A secretary
- A treasurer
- Any optional vice-chairs

9. The State Convention is scheduled annually in the month of May. Venue and time of

the State Convention will alternate, even numbered years it will be held on Oahu, and in odd numbered years it will be rotated between Maui, Kauai, West Hawaii and East Hawaii counties.

10. The Standing Committee on Rules may propose rule changes for debate and adoption by the delegates.

11. The Standing Committee on Issues, Programs and Platform may propose platform changes and/or resolutions for debate and adoption by the delegates.

## **B. Election Meetings**

1. Requirements. To be elected to any position within the Precinct or District the individual must be:

- a. Registered to vote in Hawaii,
- b. A member of the Hawaii Republican Party\* as listed in the GOP Data Center,
- c. A resident of the precinct for which they are seeking election.

**\*Eligibility to Vote. Any Republican living in the precinct whose name appears on the membership list maintained in GOP Data Center is eligible to vote. Additions to the list of eligible voters must be received by Party Headquarters no later than 5:00 p.m. at least 10 days prior to the day of the scheduled election.**

### **2. Meeting Set-Up**

a. Familiarize yourself with the blank Election Results Form enclosed. This form indicates the District and Precinct offices and how many delegates and alternates are allocated to your precincts. Delegate allocation is based on the number of votes for President Trump in the 2020 election.

b. Set-up a registration table and verify the following for all of your attendees:

- (1) Republican Party Membership (use printed list provided in packet).
- (2) Whether the individual belongs to that district.
- (3) Which precinct the individual belongs to within your district.

c. Use printed Party list to check off individuals as they arrive. Note any changes to their information.

d. As the names are checked off make sure that each individual is given a piece of paper with their precinct number (name tags may also be used). Everyone in your district should be divided according to precinct number by separate tables or other indications.

e. Walk-ins who are not on the Party list should be welcomed and accommodated. Membership cards and voter registration forms are included in your packet. They may fill out a membership card and be given seat and voice, but they have no vote in their precinct election. They may wish to serve and may be appointed to any vacancies remaining after the election.

### 3. Running the Election Meeting

a. Begin by calling the meeting to order and getting everyone's attention. Introduce yourself and summarize the agenda for the meeting.

b. Introduce any elected officials, party officers, or other VIPs in attendance.

c. Encourage each person to introduce themselves by name.

d. Explain the purpose of the Precinct and District Election Meeting, the general procedure, and allow attendees to clarify the details of the process by asking questions.

e. You can also read the prepared explanation below if you feel more comfortable:

*"The purpose of the Precinct/District Election Meeting is to fill vacancies and elect delegates and alternates from our precincts to the Honolulu County Convention; and the Republican Party of Hawaii State Convention. Attending the County and State Conventions provides us the opportunity to represent Republicans in our district at a county and state forum.*

*"We have been divided into precincts of this House District and are accordingly allotted a certain number of delegates to the County and State Conventions per precinct. The number of delegates allotted to each precinct varies, depending on the number of votes for the Republican candidates for President or Governor in the last election. Within these precinct groups, we will be selecting our district delegates to represent us at the Hawaii State and Honolulu County Conventions. All who wish to be delegates must understand that they will need to pay for all convention- related expenses. Anyone wishing to be a delegate must also understand that they are committing to represent Republicans in their district and should try to maximize their time at the State & County Conventions."*

f. Now you are ready to break into precincts, fill vacancies, and elect delegates and alternates based on the number allocated to each precinct. Refer to election results forms for delegate allotment.

### 4. Precinct Election Procedures

a. A precinct organization may transact business, and by majority vote of those present adopt any action, with less than one-third of its members present, provided that at least

three members are present.

b. Except as otherwise provided in Party Rules, officers, committee representatives and delegates shall be elected to office by majority vote of those present. Whenever there are more candidates for a position than there are seats to be filled, the election shall be by secret ballot. If no candidate receives a majority of the votes cast there shall be a run-off election held between the top two vote-getters. After each round, the vote total for each candidate shall be announced to those present.

c. In the event of a tie vote between two or more candidates, an initial tie-breaker round shall be held immediately after the vote total is announced. If the tie remains after the initial tie-breaker round, then, notwithstanding any Rule to the contrary, the election of that office may be deferred to another day, provided that the deferral last no more than a reasonable amount of time.

d. Election Process for Small Group (20 people or less): If you have a small group, voting by secret ballot will probably not be necessary unless there are more individuals who want to fill the vacancies or be delegates than openings.

(1) A simple show of hands from precinct members would constitute a valid election of officers and delegates.

(2) You must also select delegate alternates in case any of your delegates are not able to attend the convention for any reason.

(3) Your precinct does not have to fill all the allotted number of delegate positions as long as everyone who wants to be a delegate has the opportunity. If you have fewer delegates than your precinct is allotted, the Precinct President and/or District Chair may later appoint individuals to fill the remaining slots based on the provisions of the Party Rules.

(4) In the case of an absent person wishing to be a delegate to the State Convention, he/she should have notified the Precinct President or District Chair in writing prior to the actual election meeting in order to be considered.

**Note: immediately have elected officers, and the elected delegates and alternates fill out their contact information on the election results form.**

e. Election Process for Large Groups (20 people or more):

(1) Have blank slips of paper available to have a vote by secret ballot.

(2) After electing the delegates, you must also select alternates in case any of your delegates are not able to attend the convention for any reason.

(3) Your precinct does not have to fill all the allotted number of delegate positions as long as everyone who wants to be a delegate has the opportunity. If you have fewer delegates

than your precinct is allotted, the Precinct President and/or District Chair may later appoint individuals to fill the remaining slots based on the provisions of the Party Rules.

(4) In the case of an absent person wishing to be a delegate to the State Convention, he/she should have notified the Precinct President or District Chair in writing prior to the actual election meeting in order to be considered.

**Note: immediately have elected officers, and the elected delegates and alternates fill out their contact information on the election results form.**

## **RECESS TO COMPLETE FORMS AND SOCIALIZE; RECONVENE AS DISTRICT MEETING.**

### **5. District Election Procedures**

a. A few districts may lack a District Chair or are being led by an appointed Chair. This and the offices of Secretary/Treasurer, and any Vice-Chairs as desired, should be filled by election when the meeting reconvenes as the District of Republicans after the precincts' delegates elections are completed. Our rules require that any officer appointed to a normally elected position shall be elected at the next regular meeting of the body, and this means that others may be nominated and run for the office. In the event no one is elected or volunteers at the meeting, the Honolulu County Chair shall appoint an interim District Chair until an election at the next District meeting.

b. Once the District Officers are elected, the District Chair will take nominations from the group to elect one Platform Representative and alternate, one Rules Representative and alternate, and one Credentials Representative and alternate.

c. The Platform and Rules Committees of the Hawaii Republican Party are standing committees. The State Chair appoints the chairman and vice-chairman of the standing committees. Each district shall elect one member and alternate to each of the Platform and Rules Committees as their Representative for a term lasting until the next regularly scheduled election.

d. Each District also appoints one member and alternate to serve on the Credentials Committee for the Hawaii Republican Party State Convention and Honolulu County Convention. The Credentials Committee reviews challenges to the credentials of any delegate or alternate to the conventions and presents its conclusions in the form of a report to the convention for the assembled delegates' approval. This appointment can be made by unanimous consent at the combined District meeting after the precincts have chosen their delegates and the District its officers.

e. Use the election process for small or large group above.

f. If there is a contested election it is customary to give each nominee a set number of minutes to speak to everyone on their own behalf, or to have someone speak for them, included in their allotted time, before the vote.

g. District Chair shall use their discretion, with the consent of the assembled members, to determine what procedure will be used to select alternates whether by another vote or having the person who received the second most votes in the original election process being named the Alternate.

h. In the case of an absent person wishing to be a District officer he or she should have notified the District Chair in writing prior to the actual meeting in order to be considered.

6. Concluding the Election Meeting

a. Ensure all information on the Election Results Form is provided, which includes:

- (1) First and Last name (per voter registration)
- (2) Mailing Address (per voter registration)
- (3) Email address
- (4) Primary contact number (Home or Cell phone)

b. Ensure the District Chairs signs at the bottom of each Election Results Form.

c. Make a copy of the forms for your records and mail the copies to Party Headquarters in the return envelope provided. Scanned copies of the forms can be emailed to Honolulu County Chair Brett Kulbis ([chair@oahugop.com](mailto:chair@oahugop.com)).

d. **Important Deadline: The District Chair or District Secretary has 7 days after the election meeting to submit the District's Election Results Form to Party Headquarters. This 7-day deadline is in accordance with Party Rules and shall not be extended for any reason. It is incumbent upon the district chairs to comply with this deadline to ensure the integrity of the process.**

e. **It is important to follow these procedures to ensure the integrity of the process and the proper election of officers, delegates and alternates in accordance with our rules.**

f. Mahalo for all of your hard work and for taking the initiative to organize your district for Honolulu County and the Hawaii Republican Party.

C. Frequently Asked Questions

Q: Can a person nominate himself?

A: Yes.

Q: Can a person not present be elected?

A: Yes, if the nominator vouches for their willingness.



Q: Is there a secret ballot?

A: Yes, but only if any office or delegate slot is contested (more than one nominee).

Q: How many precinct members must be present to hold an election?

A: At least three members must be present.

Q: What if no one shows up in a precinct, do other precincts get their delegates?

A: No.

Q: Do delegates pay their own way to State Convention?

A: Yes.

Q: Can precincts & districts raise and spend money?

A: Yes, but all money raised by the Districts are deposited in the state account and maintained by the County. Expenses must be pre-authorized by the County Chair and County Treasurer, then reimbursed upon submission of a reimbursement request.

Q: Can donations be restricted to use for the local precinct or district?

A: Yes, if it's clear and written at the time of the donation.

Q: What does the District Chair do?

A: Ensures that each precinct in the district is organized and holds its annual precinct election meeting; organization, time and location of said meeting is at the District Chair discretion; assist and supervise the activities of the precinct committees; identify and recruit potential candidates for elective office; assist Precincts in voter registration, voter canvassing, community outreach; conduct the biennial district committee election meeting; and be subject to the supervision of the county committee.

Q: What if no one wants to be District Chair?

A: The other District officers if any, or the County Committee, will recruit and appoint a Chair pending ratification at next regular County Committee meeting.

Q: Can we have co-chairs for the District?

A: That is not contemplated in the rules but could be done informally with a Chair & Vice-Chair working together.

Q: What if someone misses the meeting, or became a member too late to be elected, but still wants to be a delegate or officer?

A: Any delegate vacancy which remains after all the elected alternatives have been promoted and any vacancy in a position of alternate may be filled by appointment by the precinct chair. Thirty days prior to convention, if the precinct delegations have not been filled, District Chairs may appoint delegates and alternates from their respective precincts to the maximum number allowed. In the absence of a District Chair, the County Chair may make the appointment. Any such appointment shall be coordinated with the precinct president (if any), and must be reported in writing to the respective County Chair, and the

State Chair no later than ten days before the convening of a convention.

Q: What are terms of office?

A: Delegates serve one year and is a delegate to the State and County Conventions. District Officers serve two years.

Q: Can one person hold two offices?

A: Yes, in anybody except the State Committee, but no one gets two votes on any committee.

Q: Where are the Party rules?

A: Go to [https://oahugop.com/party\\_rules/](https://oahugop.com/party_rules/)

#### **D. Calculating Delegate Allocation**

1. The allocation of delegates at Conventions shall be by precincts, based upon the number of votes cast for the Republican nominee for President of the United States or Governor of Hawaii in the preceding General Election, as published by the Office of Elections. The number of Republican votes cast in each precinct shall be divided by the total number of Republican votes cast statewide. The resulting figure shall be multiplied by 1,000 and rounded to the nearest whole number, not less than one, to determine the number of delegates to which each precinct is entitled.

#### **E. Voter Registration**

**Online:** Visit <https://olvr.hawaii.gov/>. You must have a current Hawaii Driver's License or State ID to complete an application online.

**Mail:** Print & submit a completed voter registration application to your County Clerk's Office.

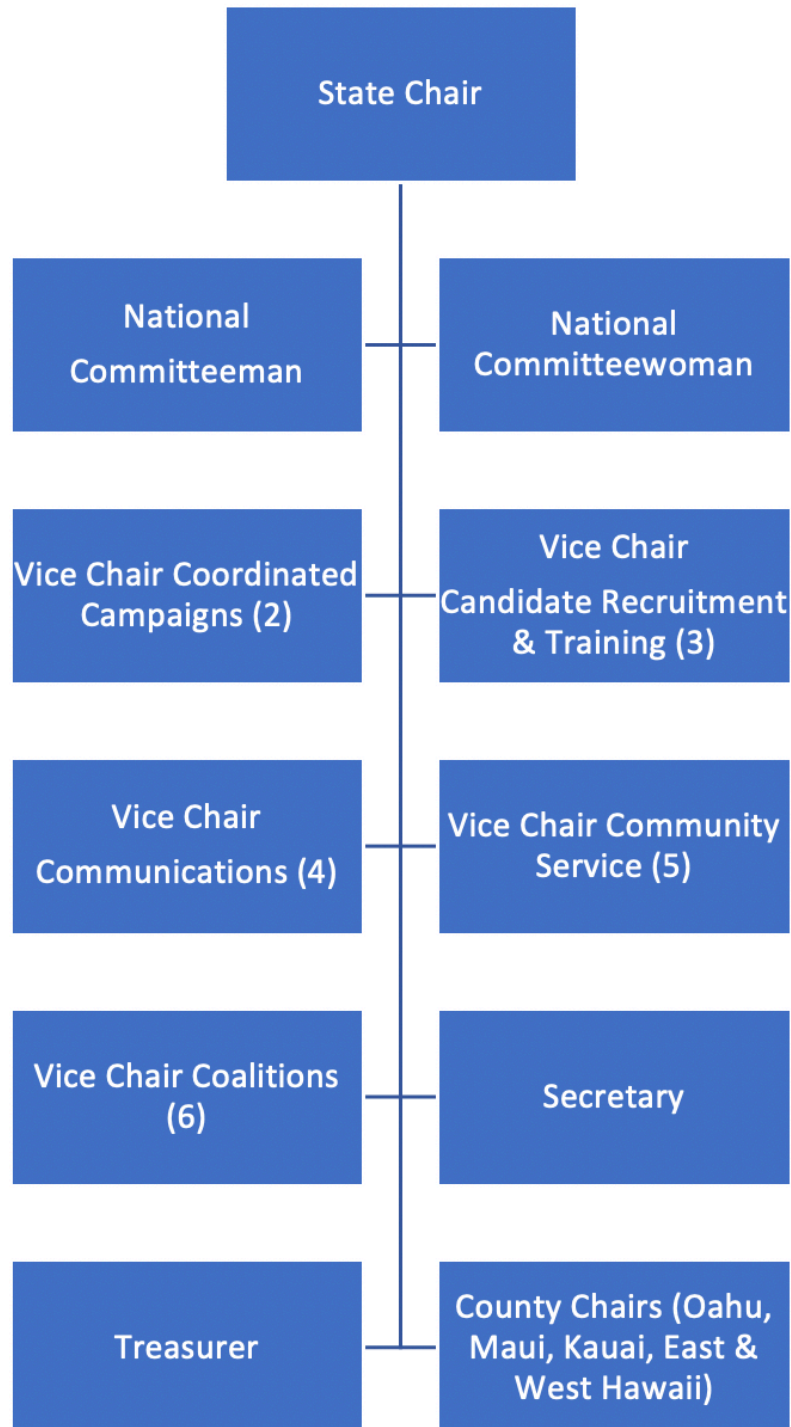
**In-person:** Visit the Office of Elections or your Clerk's Office to submit an application in person.

Applications are available at any of the following locations:

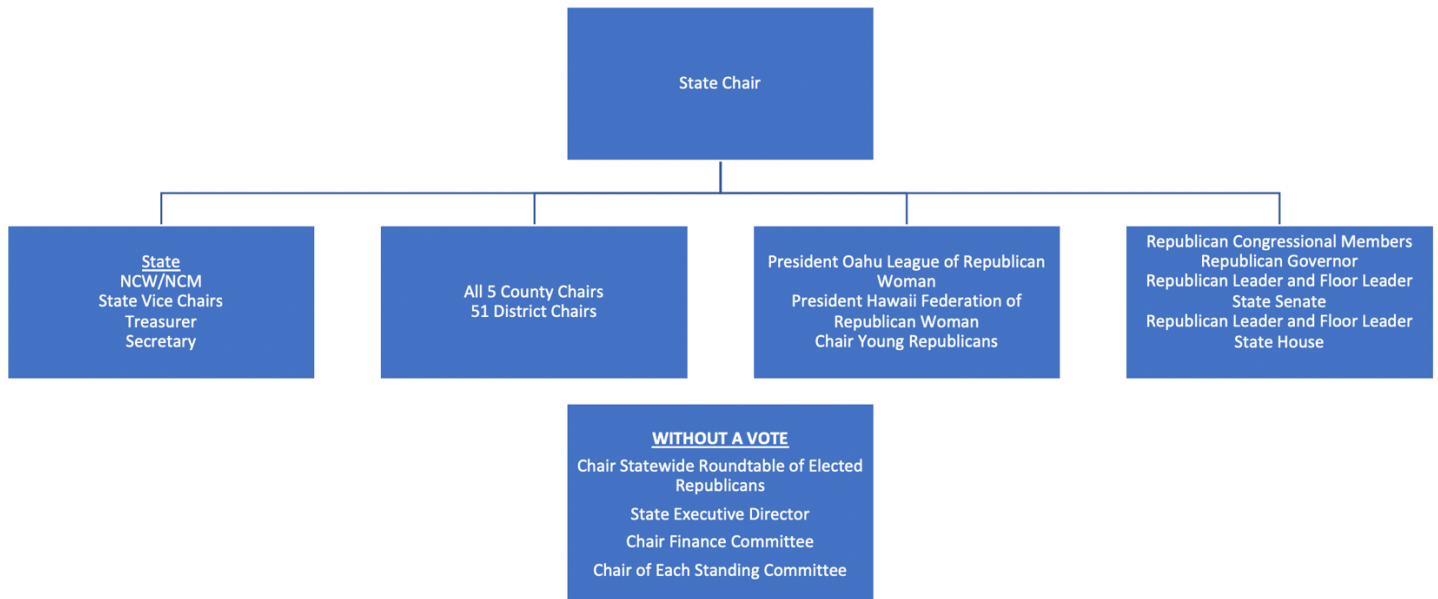
- Office of Elections
- County Clerk's Office
- State Libraries
- U.S. Post Offices
- State Agencies
- Satellite City Halls

F. Organization Charts

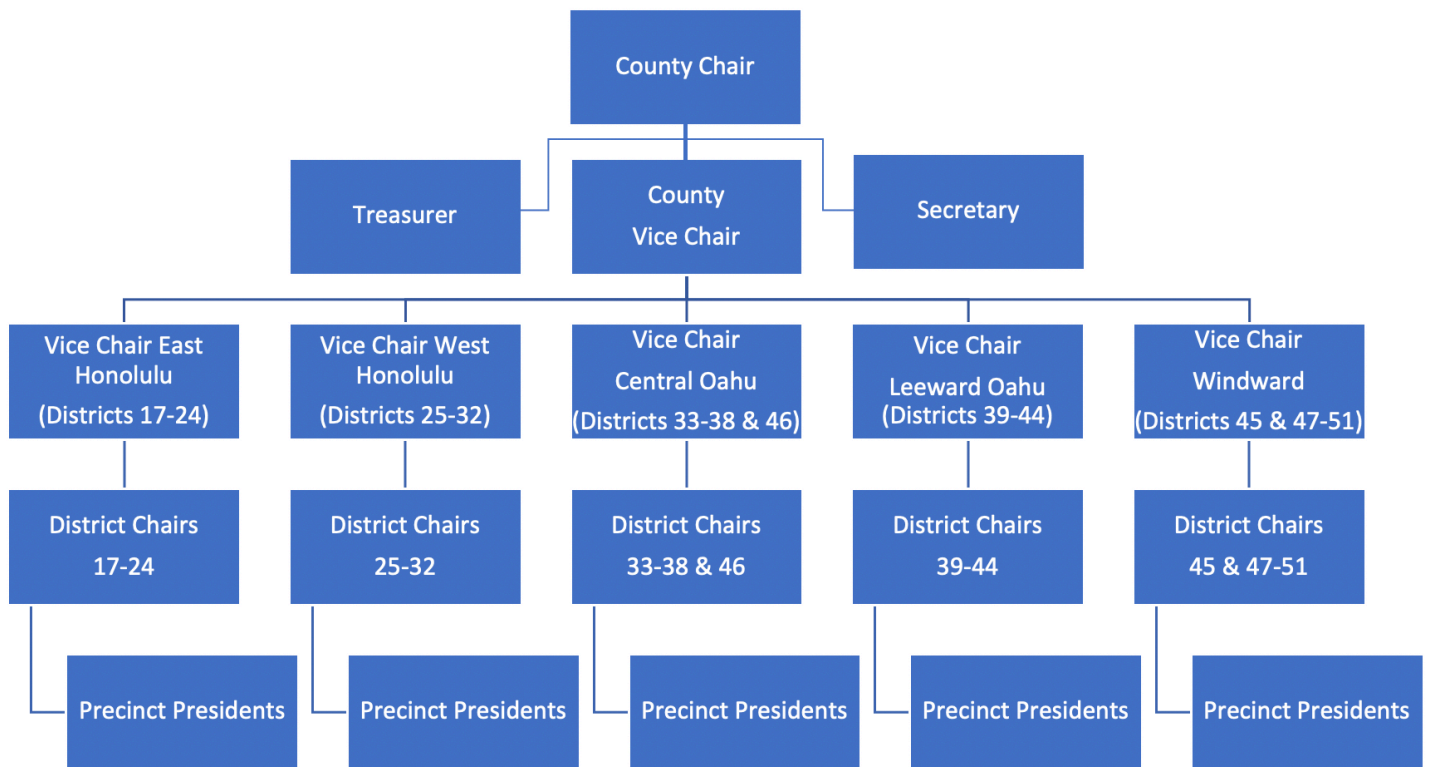
**State Executive Committee**



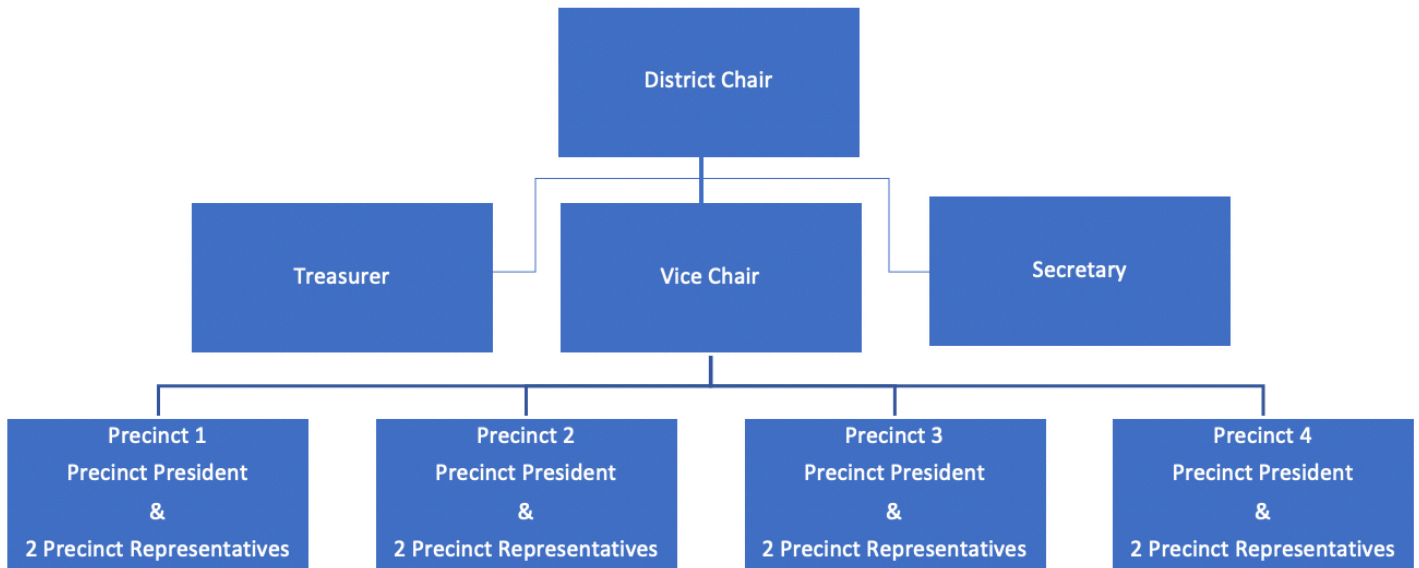
## **State Committee**



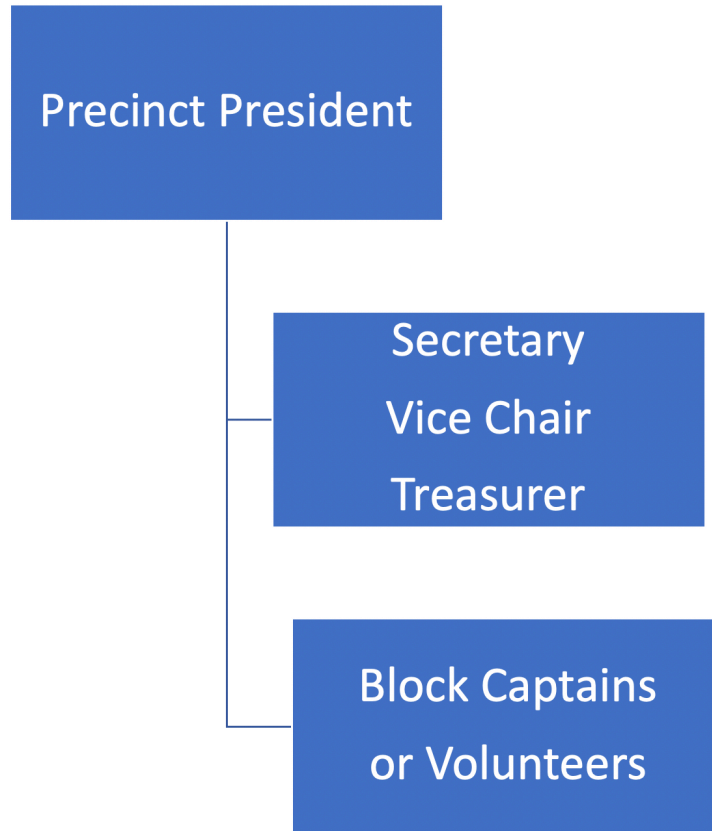
## County Committee



## District Committee



### **Precinct Committee**



**District Chair/Precinct President and Secretary are the only two required positions on these committees.**