

Mission Statement

The Mission of the Honolulu County Republican Party is to make it easier for Republicans on Oahu to win by advancing Republican philosophies to all citizens on Oahu. We will accomplish this by being the pre-eminent county Republican Party organization in Hawaii. We will be considered as the bellwether for the state by:

- Increasing Republican Voter Registration.
- Identifying, recruiting and supporting Republican candidates for office.
- Establishing ongoing efforts to raise money to promote Republican candidates.
- Concentration on grassroots efforts in local communities to reach out to the disillusioned, the undecided and the uninformed.
- Participation in community functions so the Republican brand is better understood.
- Increasing Republican voter turnout by increasing voter awareness and reaching out to voters.
- Always being well organized and professional.

Expectations

1. We are all volunteers, some of us have been elected and some have been appointed, regardless, we must never take our volunteers for granted.
2. Elected or appointed each of you have accepted your positions. The expectation is you do the work, as defined by our rules and with the guidance of leadership. For our party to succeed, it is crucial that each of you realize you're not placeholders, but champions we need to count on.

County Guidance from State and County Party Rules

Messaging & Membership Growth

1. Develop, promote and carry out programs to provide information and create interest in politics and government at all levels. (Section 201, county rules)
2. Carry out a public relations program relative to the City and County of Honolulu.
3. (Section 201, county rules)
4. Assist in the development and promotion of the philosophy, policies and platform of the Party by promoting and carrying out programs to create interest in politics and government at all levels. (Section 301, State Rules)
5. Develop and promote the Hawaii Republican Party's philosophy, policies and platform. (Section 201, county rules)
6. Promote a County platform consistent with the Party. (Section 201, county rules)
7. Operate the County's Standing "Resolutions Committee". (Section 501, county rules)
8. Submit resolutions approved at county conventions to the State Issues, Program and
9. Platform/Resolutions Committee for adoption at state platform conventions. (Section 414, State Rules)

10. Provide a communication link between the members and supporters, the Party and its officers, Republican elected officials, and other Republicans in government. (Section 201, county rules)
11. Provide a communication link between the people, the Party, and Republican elected
12. public officials. (Section 301, State Rules)
13. Operate the County’s Standing “Membership Committee”. (Section 501, county rules)
14. Operate the County’s Standing “Community Activities Committee”. (Section 501, county rules) Advance the purpose of the Party as set forth in these Rules and the State Rules. (Section 201, county rules)
15. Officially recognize any other Republican auxiliary or association when, in the opinion of the committee, the auxiliary or association will contribute to the strength of the Party. (Section 329, State Rules)

Supervision & Coordination

1. Supervise the affairs of the Honolulu County Republican Party. (Section 201, county rules)
2. Supervise Oahu’s 35 District Committees. (Section 325, State Rules)
3. Assist and supervise all House Districts within the County. (Section 201, county rules)
4. Ensure that each district in the county is organized and holds its biennial district
5. election meeting. (Section 328, State Rules) 18. Hold regular County Committee meetings. (Section 328, State Rules)
6. The County Committee will hold a bi-monthly meeting at a time and place established by the County Chair. Additional meetings may be called by the Chair or upon the written request of three members of the County Committee. (Section 203)
7. Assist and supervise the activities of the district committees. (Section 328, State Rules)
8. Be subject to the supervision of the State Committee. (Section 328, State Rules)

Candidate Recruitment & Support

1. Identify, recruit, and train potential candidates for elective office. (Section 328, State Rules)
2. Recruit and train candidates and provide analysis and management for the Party on campaigns within the City and County of Honolulu. (Section 201, county rules)
3. Assist campaign activities of Republican candidates. (Section 301, State Rules)
4. Assist with the campaign activities of Republican candidates within the City and County of Honolulu. (Section 201, county rules)
5. Be subject to the supervision of the State Vice-Chair for Candidate Recruitment and Training, who serves as a voting ex- officio member of each county committee. (Section 407, State Rules) Assess and endorse candidates running in Oahu’s nonpartisan races, to help voters choose the more conservative candidates. (Section 303, State Rules)
6. Operate the County’s Standing “Candidates Advisory Committee”. (Section 501, county rules) The County Chair will approve any funds for individual campaigns subject to State Rules and State Party approval. (Section 702, county rules)

Fundraising

1. Raise necessary funds for Honolulu County Republican Party operations and activities and assist in State fund-raising programs. (Section 201, county rules)
2. Raise the funds needed for its own operation and assist fund-raising programs of all other Republican bodies within the State. (Section 301, State Rules)
3. All monies raised within the County by members of the County Republican Party shall be used for Honolulu County Republican Party activities. All monies raised must be reported to the State Party a minimum of two weeks prior to the filing deadlines for all campaign spending reports. (Section 701, county rules)
4. Work with the State Committee to coordinate fund-raising programs of the county
5. and district committees. (Section 403, State Rules)

Election Support

1. Develop and implement a ballot security program, including the recruitment of election workers and poll watchers. (Section 328, State Rules)
2. Advise and assist with the implementation within Honolulu County of an action plan, during each two-year period between public elections. (Section 201, county rules)
 - a. A voter identification and preference survey.
 - b. Registration of voters favorable to Republican governmental policies, programs and candidates.
 - c. Delivery of any absentee ballot applications to identified voters.
 - d. Transportation of voters to the polls on Election Day.
 - d. Provide staffing of polling places as permitted by law and provide for ballot security.

County Conventions

1. Hold regular County Conventions for the purpose, among others, of establishing rules consistent with the State Rules for the governing of Honolulu County and the House Districts within the County. (Section 201, county rules)
2. Hold a County Convention in each odd-numbered year to elect County officers and to make amendments to the County Rules. (Section 201, county rules)
3. Call and conduct county conventions, as provided in these Rules. (Section 328, State Rules)
4. Operate the County's Standing "Rules Committee." (Section 501, county rules)

Job Descriptions

SECTION 401. DUTIES AND RESPONSIBILITIES OF THE COUNTY CHAIR.

The Chair shall:

1. Preside at all meetings of the County Committee.
2. Appoint all County Committee standing and special committee chairs with approval of the County Committee.
3. Be an ex- officio member of all committees, except nominating.
4. Perform the duties usual to the office or as required by the County Committee.
5. Be an ex-officio voting member of all organized bodies of the County.
6. Serve as a member to the State Committee.

Additional duties

- A. Prepare a detailed order of business and agenda for each meeting.
- B. Open meetings on time as designated.
- C. Conduct the meetings of the Executive Committee and County Committee.
- D. Know the rules of correct procedure.
- E. Enforce rules and policies.
- F. Conduct business in a manner that ensures the right of every member.
- G. Select chairmen, committees and appointive officers for qualification for the particular assignment.
- H. Leave the chair to debate.
- I. Vote as other members in ballot vote; may vote to break tie in voice vote only.
- J. Observe and supervise the basic program of work of the local and the parent organizations.
- K. Where Party rules designate, serve as ex-officio member of committees.
- L. Sign all necessary orders, reports or financial transactions as defined in the rules of the M. organization.
- N. Acquire and use all tools necessary to the conduct of the office. (Bylaws and other rules of the group and parent organization; a copy of recognized parliamentary authority; appropriate handbooks, yearbooks, publications, list of officers, chairmen and members.)

SECTION 402. DUTIES AND RESPONSIBILITIES OF THE VICE CHAIR AND REGIONAL VICE CHAIRS.

The Vice Chair and Regional Vice Chairs shall

1. Assist the Chair at the direction of the Chair.
2. Assume the duties, responsibilities and authority of the County Chair in his or her absence, or in the event of a vacancy, until the position is filled or until otherwise directed by the County Committee.
3. Recruit and assist Republican candidates.
4. Assist with fundraising in his/her geographical area.
5. Promote the Party by participating in civic organizations.
6. Carry out the Party's public relations program and promote effective communications among
7. the people, the Party and public officials.

Additional responsibilities

- A. Assist District Chairs in respective region at organizing district.
- B. Supervise District Chairs and Precinct Presidents in respective region, ensuring they are performing their duties according to Party rules.

SECTION 403. DUTIES AND RESPONSIBILITIES OF THE SECRETARY

The Secretary shall

1. Keep records and transmit minutes of the County Committee proceedings.
2. Maintain the County Committee files.
3. Perform additional duties as prescribed by the Chair with approval of the County Committee.

Additional duties per Robert's Rules of Order

- A. Keep a precise permanent record of the proceedings.
- B. Keep a file of reports.
- C. Prepare a list of unfinished business for the Chair.
- D. Have for ready reference in meetings minutes, bylaws and policy references, roll of members, other pertinent lists.
- E. Take accurate notes of proceedings and transcribe them into permanent form immediately
- F. following the meeting.
- G. Request that complicated motions be provided in writing, signed by the maker of the motion.
- H. Write minutes in brief, carefully worded sentences.
- I. Sign minutes with the name used in the membership roster (no "respectfully submitted"). When approved or corrected, initial or sign with date of approval. Write corrections in the margins.
- J. Send a copy of minutes to the President within a reasonable time (7 days after meeting).
- K. Read correspondence if there is no Corresponding Secretary; read reports of absentee members.
- L. Present recommendations of the Board or Executive Committee. The Secretary may make motions, debate and vote.
- M. Sign with other officers official papers and documents as prescribed.
- N. Call a meeting to order in the absence of the presiding officers and preside over the election of a temporary Chair.

SECTION 404. DUTIES AND RESPONSIBILITIES OF THE TREASURER.

The Treasurer shall

1. Receive, safeguard and expend all monies subject to the approval of the County Chair and act as one of the signatories on all checks and documents.
2. Prepare an annual financial statement, filing a copy with the County Committee. Any Republican in good standing may examine this copy.
3. Perform the usual duties of the office or as required by the County Committee.
4. Be responsible for the timely submission of campaign spending reports required of the Party and by Federal and State laws.

Additional duties from Robert's Rules of Order

- A. Be custodian of all funds.
- B. Receive funds systematically and according to the rules.
- C. Deposit all monies in such financial institutions as may be approved by the organization or its Board.
- D. Disburse funds as designated and keep a schedule of payment obligations.
- E. Expend only on proper authority.
- F. Keep an accurate account and make such reports as may be desirable. Be prepared to have books audited, and deliver records to successor on time.
- G. Include in the report the balance at the beginning of the period, receipts, disbursements and balance on hand at close of period. The Treasurer's report is never adopted; it is referred for audit or placed on file.
- H. Provide copies of the report to the President and the Secretary.
- I. Where large amounts of money are involved, the Treasurer should be bonded for protection of the officer and the security of the organization.

SECTION 325. DUTIES OF THE DISTRICT COMMITTEE.

Each district committee shall [led by District Chair]

1. Ensure 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;
2. Assist and supervise the activities of the precinct committees;
3. Identify and recruit potential candidates for elective office;
4. Conduct the biennial district committee election meeting; and
5. Be subject to the supervision of the county committee

Additional responsibilities

- A. Represent district on State Committee.
- B. Elect or appoint members to the two State Standing Committees of Rules and Platform.
- C. Elect or appoint members to the Credentials Committee when tasked by State Leaders.
- D. Keep your County Regional Vice Chair informed of District happenings.

SECTION 319. DUTIES OF THE PRECINCT COMMITTEE.

Each precinct committee shall [led by Precinct President]

1. Seek to identify and register voters favorable to Republican governmental policies and candidates;
2. Assist with and develop get out the vote programs aimed at Republican voters, which may include delivery of absentee ballot applications, arranging for transportation of voters to the polls, and similar programs;
3. Provide election workers and poll watchers on election days;
4. Conduct the annual precinct election meeting;
5. Be subject to the supervision of its district committee; and
6. Regularly contact and update contact information for Republican members in their precinct, including telephone numbers, addresses and email addresses.

DISTRICT AND PRECINCT CHAIR ROLE

As a District or Precinct Chair, you are key to the success of the Honolulu County and Hawaii Republican Party. You will lead the volunteers in your State House Legislative District or Precinct, proactively raising up a grassroots volunteer army.

Your Mission is to:

1. Reach - Develop a base of 15+ “active” Republican volunteers in your district/precinct
2. Teach - Educate your team and community about Republican values and principles.
3. Activate - Your team to fulfill the Honolulu County and Hawaii Republican Party mission.

Responsibilities

- A. Develop a team of engaged volunteers to meet your district/precinct objectives, duplicate yourself by teaching, training, supporting, and engaging your volunteers. One out of four people say they don't volunteer because no one asked them to; so don't be afraid to ask!
- B. Identify Voters: Get to know as many voters in your district/precinct as possible. Be the first to welcome new neighbors and let them know you are their Republican District or Precinct Chairman, this can be a good way to start a conversation, which can determine their political leanings. Learn who are your consistent Republican voters so you can count on their support. Learn who is a "swing or independent voter" or who does not usually vote, so that you might persuade them to vote Republican. Also know who the Democrats are, so that you can make relationships and have conversations which might switch their views, or so that you can leave them alone when it comes to Republican Party politics. You can download a list of party members and all voters by way of GOP Data Center to help you with this process, but the data center needs your input. Identifying voters and recording this information is also called "canvassing".
- C. Data, Data, Data. District/Precinct Chairmen are responsible for updating GOP Data Center directly on voters in their district/precinct. This information is confidential and for Party purposes only. Our data is only as good as the current updates and corrections you provide in your district/precinct canvasses and other activities!
- D. Inform Voters. You need to be a political leader in your neighborhood. Keep in touch with Republicans in your area to let them know of current political events and issues, upcoming elections, and opportunities for involvement with the local party, clubs or candidates. Hold regular meetings and be sure all Republicans in your district/precinct know they are welcome to join in. Distribute campaign literature, bumper stickers and yard signs during campaign season, organize sign waving and other events for your candidates.
- E. Recruiting Candidates. Seek out good candidates for State and County offices from your district/precinct. In doing so, confer and coordinate with your County Chair, Vice-Chair, Regional Vice-Chair for your area, and the State Vice-Chair for Candidate Recruitment and Training. Learn what makes for a good or poor candidate. Identify and get acquainted with good prospects and develop relations with likely persons who could be groomed for future races.
- F. Develop a Campaign Calendar. Work backward from the key dates in the upcoming campaign season. Calendar all your preparatory activities planned with your State, County, District and Precinct leaders so that member events, member recruitment, voter ID canvassing and registration, finding yard sign locations, community event participation, and fundraiser and community service activities of your district can be done at the right time. Know when the major and even many of the minor events occur in your community. Attend or follow the meetings of community civic organizations or Neighborhood Board and keep up with community calendars so you'll know what's happening.

- G. Get-Out-The-Vote. All the prior steps mentioned lead up to this one. Once you have identified your voters, registered them to vote, and kept them politically informed, it's time to make all of that count – get them to the polls to vote Republican! The most common activities that remind voters to go vote are walking door-to-door (“block walking”) and making phone calls (“phone banking”). Lead your Precinct Committee as they track and encourage our supporters to vote early at walk-in sites or by mail. Offer to accompany neighbors to their polling place or drive people that need a ride. Focus on the “Absentee Ballot” holders early, as soon as ballots go out. Contact them to be sure they’ve voted.
- H. Primary Election – Campaigning. If your candidates are running uncontested encourage them, and assist them, nevertheless, to continue to campaign vigorously. Door to door canvassing takes a lot of time but has proven the most cost-effective and best vote-getting method for the smaller State and County races. If you have a contested primary keep district and precinct meetings neutral. There is no rule against supporting one of the candidates yourself but do it as an individual. However, no Party committee will endorse any candidate in a contested Republican primary.
- I. General Election – Campaigning. District Chairs should be eager to assist Republican candidates in whatever way possible. Becoming involved in a campaign may include going door-to-door (“block walking”), making phone calls (“phone banking”) or handing out campaign material for a candidate. It is particularly important for District/Precinct Chairs to lead their committees to be involved in these efforts: alone you can be helpful, but as a leader of 8, 12, 16, 25 active Republicans multiply your effectiveness. Action is the best example, and people will follow if encouraged and included in the planning, asked to volunteer, and kept informed.