§3-1-203 Conference of chairs. (a) The commission shall at least biennially assemble a conference of chairs, to include the chair and one vice chair, or their designees, of each board. Not more than two representatives of each board shall attend any conference except if a commissioner is a board member, the board may designate two members besides the commissioner to attend.

(b) The purpose of the conference includes:

1. Evaluation of the administration and operations of the neighborhood board system;
2. Evaluation of the plan; and
3. Promotion of communication, cooperation, and collaboration among the commission, the commission office and the boards.

(c) The commission may assemble the conference at any time or location. [Eff. 12/17/16; am

10/20/08] (Auth: RCH §§4-105(4), 14-102) (Imp: RCH §§4-105(4), 14-102)

[At Oct meeting, suggested to add following to end of section: “on a regional or island wide basis.”]

SUBCHAPTER 3

# RULES OF THE COMMISSION

§3-1-301 Attendance of commissioners. (a) Commissioners shall be expected to attend all meetings of the commission. If a commissioner cannot attend a meeting, the commissioner should promptly notify the commission chair or the executive secretary before the meeting.

1. The absence of any commissioner shall be noted as such and not as excused or unexcused.
2. The commission shall keep a record of attendance of all commissioners. [Eff. 10/20/08]

(Auth: RCH §§4-105(4), 14-102) (Imp: RCH §§4-105(4), 14-102)

§3-1-302 Resignation. A commissioner may resign from the seat held at any time and for any reason in writing to the commission chair, executive secretary, and the appointing authority. [Eff. 4/19/15 am 10/20/08] (Auth: RCH §§4-105(4), 14-102) (Imp: RCH §§4-105(4), 14-102)

§3-1-303 Meetings. (a) The commission shall hold a regular meeting on a pre-established day of the month in not less than six of the twelve months within a one year period, beginning July 1 and ending June 30.

1. The commission shall hold an annual meeting in July to elect officers, present an annual review of the neighborhood board system, and consider any other commission business.
2. A special meeting may be called at any time by the commission chair or by the commission.
3. All commission meetings shall be open public meetings held within the city on the island of Oahu except for executive meetings as provided in section 3-1-304.
4. All or any part of a meeting, except an executive meeting, may be recorded by any person in attendance by means of a tape recorder or any other means of sonic reproduction; provided the recording does not interfere with the conduct of the meeting. [Eff. 10/20/08; am 01/06/13] (Auth: RCH §§4-105(4), 14-102) (Imp: RCH §§4-105(4), 14-102)

§3-1-304 Executive meetings. The commission may hold executive meetings closed to the public in accordance with section 92-4, HRS. [Eff. 10/20/08] (Auth: RCH §§4-105(4), 14-102) (Imp: RCH §§4-105(4), 14-102)

§3-1-305 Meeting notice and agenda. (a) The commission shall give written public notice of any and all regular, special, or anticipated executive meetings. The notice shall state the day, date, time, and place of the meeting, and include an agenda which lists all of the items to be considered. In the case of an anticipated executive meeting, the purpose shall be stated on the agenda.

1. The meeting notice and agenda shall be prepared by the commission chair or presiding officer and shall be filed with the office of the city clerk and the commission office for public inspection at least six calendar days before the meeting. The notice and agenda shall also be posted at the site of the meeting whenever feasible.
2. Each commissioner shall be sent a meeting notice and agenda. Commissioners may also request receipt of meeting notices and agendas by fax, e-mail, or other reasonable means. [Eff. 10/20/08] (Auth: RCH §§4-105(4), 14-102) (Imp: RCH §§4-105(4), 14-102)

§3-1-306 Priority of business.(a) The commission may designate any matter properly placed on the agenda to be a special item of business, which may take precedence over other business.

(b) All questions relating to the priority of business to be acted upon by the commission shall be decided without debate. [Eff. 10/20/08] (Auth: RCH §§4-105(4), 14-102) (Imp: RCH §§4-105(4), 14-102)

§3-1-307 Meeting minutes.(a) The commission shall keep written minutes of all meetings. Unless otherwise required by law, neither a full transcript nor a recording of the meeting is required, but the written minutes shall give a true reflection of the matters discussed at the meeting and the views expressed by the commissioners and participants. The minutes shall include, but need not be limited to:

1. The day, date, time, and place of the meeting;
2. The commissioners recorded as either present or absent;
3. The time of arrival or departure of any commissioner;
4. The substance of all matters proposed, discussed, or decided; and a record, by individual commissioner, of any vote taken and any recusal (and related disclosure) made; and
5. Any other information that any commissioner, during the applicable meeting, requests be included or reflected in the meeting minutes.
6. The minutes shall be publicly available within thirty calendar days after the meeting, except where disclosure would be inconsistent with chapter 92F, HRS; provided that minutes of executive meetings may be withheld so long as their publication would defeat the lawful purpose of the executive meeting, but for no longer.
7. If quorum is not attained to convene a meeting, the commission shall prepare a memorandum for the record of the absence of quorum and the status of the noticed meeting.
8. The commission may approve or amend the minutes at a subsequent meeting of the commission. [Eff. 10/20/08] (Auth: RCH §§4-105(4), 14-102) (Imp: RCH §§4-105(4), 14-102)

§3-1-308 Quorum and majority vote. (a) The presence of a majority of all the commissioners to which the commission is entitled shall constitute a quorum to do business.

1. The vote of not less than the majority of the entire membership to which the commission is entitled shall be necessary to take any official action, unless otherwise provided by law.
2. A commissioner who is present at the meeting shall be counted for the purpose of determining quorum. [Eff. 12/17/16; am 10/20/08] (Auth: RCH §§4-105(4), 14-102) (Imp: RCH §§4105(4), 14-102)

§3-1-309 Voting.(a) Each commissioner shall have a duty to participate in a vote except when the commissioner is recused or otherwise unable to vote. To participate in a vote on any matter, a commissioner shall be personally present at the meeting when the vote is taken. No proxy shall be allowed.

1. A commissioner may choose to be recused and not participate in the discussion and vote on any matter, provided the reason is disclosed and announced to the commission.
2. Four voting methods shall be allowed to ascertain the decision of the commission upon any matter: roll call; by show of hands; by voice vote; and by unanimous consent. The

commissioners shall vote in the affirmative, negative, or may abstain. [Eff. 10/20/08] (Auth: RCH §§4-105(4), 14-102) (Imp: RCH §§4-105(4), 14-102)

§3-1-310 Disclosure. (a) Any commissioner who knows he or she has a personal or private interest, direct or indirect, in any proposal before the commission shall disclose the interest either orally or in writing to the commission. The disclosure shall also be made a matter of public record before the commission takes any action on the proposal.

(b) A commissioner who makes any disclosure shall not be disqualified from participation in the discussion or vote on the matter. A commissioner may choose to be recused. A recused commissioner shall not participate in the discussion or vote. The recusal shall be recorded in the meeting minutes. [Eff. 10/20/08] (Auth: RCH §§4-105(4), 14-102) (Imp: RCH §§4-105(4), 14-102)

§3-1-311 Order and decorum. (a) All commissioners shall promote and preserve the order and decorum of the commission’s proceedings.

(b) The presiding officer of the commission or the commission may expel any individual whose conduct at the commission meeting is disruptive, disorderly, contemptuous, or improper for the conduct of business at the commission meeting. [Eff. 10/20/08] (Auth: RCH §§4-105(4), 14-102) (Imp: RCH §§4-105(4), 14-102)

§3-1-312 Adjournment. A meeting is adjourned when:

1. A motion to adjourn is adopted;
2. There is no further business on the agenda;
3. The presiding officer adjourns the meeting due to exigent circumstances that require immediate attention; or
4. Quorum is lost pursuant to section 3-1-308(d).

[Eff. 10/20/08] (Auth: RCH §§4- 105(4), 14-102) (Imp: RCH §§4-105(4), 14-102)

§3-1-313 Officers. (a) The officers of the commission shall consist of the chair, one or more vice chairs, and any other officers the commission determines it needs to conduct its business.

1. All officers shall be elected annually by and from the membership of the commission. The term of an officer shall be for one year, beginning in July and ending the following June, or until the election of a successor.
2. The usual duties of a secretary and treasurer may be performed by the executive secretary or designee. [Eff. 10/20/08] (Auth: RCH §§4-105(4), 14-102) (Imp: RCH §§4-105(4), 14-102)

§3-1-314 Removal of an officer. An officer may be removed from office by the commission, with or without cause, at a meeting of the commission. [Eff. 10/20/08] (Auth: RCH §§4-105(4), 14-102) (Imp: RCH §§4-105(4), 14-102)

§3-1-315 Officer vacancy. (a) If the office of chair becomes vacant before the expiration of the term of office, the vice chair shall serve as the temporary presiding officer until a successor is elected to serve the remainder of the term.

(b) If a vacancy in any officer position occurs, the commissioners shall promptly elect a successor to serve the remainder of the term at a meeting of the commission. [Eff. 10/20/08] (Auth: RCH §§4-105(4), 14-102) (Imp: RCH §§ 4-105(4), 14-102)

§3-1-316 Duties of officers. (a) The chair shall be the presiding officer of the commission. In the absence or disability of the chair, the vice chair shall act as the presiding officer. If the chair and vice chair(s) are absent or otherwise disabled, the commissioner present with the longest continuous membership with the commission shall convene the meeting and the commission shall elect a chair pro tem to serve temporarily as the presiding officer.

(b) It shall be the duty of the chair to:

1. Serve as the spokesperson and representative of the commission;
2. Prepare the agenda;
3. Review or cause to be reviewed, the draft meeting minutes before distribution to the commissioners and availability to the public;
4. Open all meetings of the commission at or after the appointed time once quorum is present by taking the chair and calling the commission to order;
5. Call for the approval of the minutes as appropriate;
6. Maintain order and decorum, with the assistance of all commissioners;
7. Make known any standing or special rule of order when necessary or so requested;
8. Make known any rule governing the neighborhood board system when necessary or requested;
9. Announce the business before the commission;
10. Receive and submit all appropriate matters properly brought before the commission, to call for votes upon the same, and to announce the results;
11. Receive and promptly present or report all communications to the commission;
12. Appoint and remove committee chairs and members, unless otherwise directed by the commission;
13. Appoint and remove commission delegates, unless otherwise directed by the commission;
14. Refer matters to committees as appropriate;
15. Authenticate all acts of the commission as may be required;
16. Maintain records of the commission’s proceedings with the assistance of the commission office; and
17. Perform any other duties as may be assigned by the commission, as may properly appertain to the office, or as may be required by law. (c) It shall be the duty of the vice chair(s) to:
18. Assist the chair with conducting meetings and the administration of the commission’s activities;
19. Serve as the presiding officer and perform all duties and exercise all powers of the chair in the absence or disability of the chair;
20. Ensure accurate minutes of commission meetings are taken;
21. Assist the chair with the maintenance of records of the commission’s proceedings; and
22. Perform other duties as may be assigned by the commission.

(d) The duties of any other officer shall be as directed by the commission. [Eff. 10/20/08]

(Auth: RCH §§4-105(4), 14-102) (Imp: RCH §§4-105(4), 14-102)

§3-1-317 Committees. (a) The commission may establish committees.

1. Committees shall prepare meeting notices, agendas, and minutes, and shall hold meetings at places reasonably accessible to the public. Committee meeting notices and agendas shall be distributed to the commissioners and persons on the mailing list.
2. The manner of committee conduct and decision making, whether by consensus, voting, or some other means, may be established by the commission or the specific committee.
3. Committees shall report to the commission at commission meetings the committee’s activities, findings, recommendations, and the means by which any recommendation was determined.
4. No committee may speak for the commission unless specifically authorized by the commission.
5. The presiding officer of the committee or the committee may expel any individual who engages in disruptive, disorderly, contemptuous, or improper conduct at any committee meeting. [Eff. 10/20/08] (Auth: RCH §§4-105(4), 14-102) (Imp: RCH §§4-105(4), 14-102)

§3-1-318 Appointment of delegates. (a) The commission may appoint delegates from among its membership to represent the commission as necessary and appropriate to perform its duties.

1. The commission shall define the scope of representation granted and duties assigned to the delegate. Delegate responsibilities may include, but not be limited to, information gathering, attendance at meetings relevant to commission business, evaluation of matters presented to the commission, and initiation of proposals to the commission.
2. No delegate shall exceed the scope of representation granted by the commission.
3. Delegates shall report to the commission at commission meetings the delegates’ activities, findings, proposals, and the means by which any proposal was determined. [Eff. 10/20/08] (Auth: RCH §§4-105(4), 14-102) (Imp: RCH §§4-105(4), 14-102)

§3-1-319 Parliamentary authority. The most current edition of Robert’s Rules of Order Newly Revised shall be the parliamentary authority of the commission when the Hawaii Revised Statutes, the charter, the Revised Ordinances of Honolulu, and this chapter are silent. [Eff. 10/20/08] (Auth: RCH §§4-105(4), 14-102) (Imp: RCH §§4-105(4), 14-102)

SUBCHAPTER 4

# REVIEW OF ACTIONS AND ACTIVITIES

§3-1-401 Request for review.(a) Any person may seek the review of:

1. Any commission action or activity; or
2. The official action or activity of any current commissioner; by written request to the commission within forty-five calendar days after the action or activity.
3. The commission chair or any duly authorized representative of the commission may, where practicable, seek to resolve with the requester any issue set forth in the request.
4. If the commission chair or the authorized representative of the commission:
5. Does not seek to resolve the issues in the request; or
6. Is unable to obtain a voluntary resolution of the issues under review; the request, and any recommendation for resolving the issues set forth in the request, if any, shall be presented to the commission at a meeting.

(d) The commission may authorize the executive secretary to perform the actions set forth in subsections (b) and (c). [Eff. 10/20/08] (Auth: RCH §§4-105(4), 14-102) (Imp: RCH §§4-105(4), 14102)

§3-1-402 Review process of the commission. (a) The commission shall initiate a review of any request presented pursuant to section 3-1-401. The commission may seek any additional relevant information in furtherance of its review.

1. The commission shall resolve the matter in the best interests of fairness and adherence to law.
2. If the commission finds that the actions or activities of the commission were inappropriate, the commission may determine appropriate actions for resolving the matter.
3. If the commission finds that the actions or activities of a commissioner were inappropriate, the commission may provide written notice to the commissioner or the appropriate appointing authority or both. The notice shall set forth:
4. The actions or activities reviewed by the commission;
5. The commission’s conclusions on the review; and
6. The appropriate actions recommended by the commission for resolving the matter. [Eff. 10/20/08] (Auth: RCH §§4-105(4), 14-102) (Imp: RCH §§4-105(4), 14-1