



**REAPPORTIONMENT COMMISSION
CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII 96813/TELEPHONE (808) 523-4293**

2001 RULES OF PROCEDURE

1. **Meetings.** All meetings shall be open to the public.
2. **Public Testimony.** Pursuant to State law, any interested person shall be afforded the opportunity to submit data, views, or arguments, in writing, and or to present oral testimony on any agenda item. Any person wishing to testify orally shall register with the clerk no later than the time posted on the agenda for the meeting. Testimony by members of the public shall be limited to three minutes; however, by a vote of the majority of members present, time may be extended.
3. **Chairperson's Duties.** The Chairperson shall preside at all meetings of the Commission.
4. **Vice Chairperson's Duties.** The Vice Chairperson shall preside over meetings and have the authority of the Chairperson when the Chairperson is absent.
5. **Quorum.** Five members present at a meeting shall constitute a quorum.
6. **Voting.** Voting shall be by open ballot. The affirmative vote of a majority of the entire membership shall be necessary to take any action.
7. **Reapportionment Plan.** In accordance with the report of the Charter Commission, the reapportionment plan shall not be subject to the approval by the council. Upon completion, the reapportionment plan shall be published in newspapers to inform the public of changes in council district boundaries. At least one public hearing shall be held as decided upon by members of the Commission.
8. **Minutes.** The minutes of all meetings of the Commission shall be in summary form setting forth the major decisions and actions. Drafts of minutes shall be distributed upon completion by staff.
9. **Staff Instructions.** Instructions to staff shall be given only through the chair with notification to the members.
10. **Agenda.** The agenda for each meeting shall be discussed at the end of the previous meeting. Additional items may be added at the direction of the chair upon until the time the agenda is published. After the agenda is published, additional items may be added in accordance with Chapter 92, Hawaii Revised Statutes.

11. **Additional Rules.** Robert's Rules of Order shall be used at all meetings except where rules of procedure are specified in the City Charter. The Commission shall follow all applicable provisions of Chapter 92, Hawaii Revised Statutes.

Date of Adoption: July 18, 2001
Amended: August 22, 2001