

Commissioners

Albi P.S. Mateo, Chair
Rey Graulty, Vice Chair
Rodney Funakoshi
C. Mike Kido
Kerry M. Komatsubara
John R. Monis
Tito Montes
Nathan T. Okubo
Arthur Y. Park

2011 COUNCIL REAPPORTIONMENT COMMISSION
City & County of Honolulu
c/o Office of the City Clerk
530 S. King St, Rm. 100
Honolulu, Hawaii 96813

2011 COMMISSION RULES

1. **Meetings.** All meetings shall be conducted pursuant to (the Sunshine Law) Chapter 92, Part I, Hawaii Revised Statutes. The presence of a quorum of the Commission is required for a meeting.
2. **Public Testimony.** Pursuant to State law, any interested person shall be afforded the opportunity to present oral testimony on any agenda item. Interested persons may also submit data, views, or arguments, in writing on any agenda item.

Any person wishing to present oral testimony may register with the City Clerk no later than the time posted on the agenda for the meeting. Any person who has not registered to testify will be afforded the opportunity to present oral testimony on any item after those persons who have registered to speak have testified,.

Testimony shall be limited to three minutes; however, by a vote of the majority of members present, time may be extended. No person may read another person's testimony or statement.

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 shall constitute a quorum of the Commission.
6. **Voting.** The affirmative vote of a majority of the entire membership shall be necessary to take any action.
7. **Reapportionment Plan.** In accordance with the City Charter, the Reapportionment Plan shall not require the approval of the City Council. At least one public hearing on the proposed Reapportionment Plan shall be held at a time and location decided upon by the Commission. Upon adoption of the Reapportionment Plan by the Commission, the Plan shall be made available to the public on a City website or in hard copy upon request.

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 the staff.
9. **Staff Instructions.** Instructions to the 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 discretion of the chair until the time the agenda is posted. After the agenda is posted, additional items may only be added in accordance with Chapter 92, Part I, Hawaii Revised Statutes.
11. **Additional Rules.** When these Rules are silent, Robert's Rules of Order shall be used as guidance except where rules of procedure are specified in the City Charter.
12. **Effective Date.** These rules shall be effective upon the date of adoption by the Commission.

Date of Adoption: July 27, 2011