

	Section	Current	Change	Reason
AMENDMENTS				
	Entire Plan			Various clerical errors can be found in the current plan and must be fixed.
1	2-11-103(e)	Any person that requests to receive notice of the meetings of the commission or a specific board shall be placed on an appropriate mailing list to be maintained by the commission office. The commission office and boards may periodically update the mailing list by inquiring whether those persons on the mailing list wish to continue to receive notices, and may remove from the mailing list any person that does not respond to the inquiry. [Eff 10/20/08] (Auth: RCH §§4-105(4), 14-102) (Imp: RCH §§4-105(4), 14-102)	Any person that requests to receive notice of the meetings of the commission or a specific board shall be placed on an appropriate mailing list to be maintained by the commission office. The commission office and boards may periodically update the mailing list by inquiring whether those persons on the mailing list wish to continue to receive notices, and may remove from the mailing list any person that does not respond to the inquiry. <u>Wherever possible electronic messaging shall be the primary communication method.</u> [Eff 10/20/08] (Auth: RCH §§4-105(4), 14-102) (Imp: RCH §§4-105(4), 14-102)	Reduce cost of mailing documents when appropriate electronic address is available.
2	2-11-110	Transition. (a) This subtitle supersedes the Rules of the Neighborhood Commission adopted December 19, 1974, amended May 12, 1998, and effective June 29, 1998, and the Revised Neighborhood Plan 1986 (1998 edition), as amended. Both sets of rules are expressly repealed upon the effective date of this subtitle. (b) All proceedings pending before the commission including initiative petitions, other petitions, hearings and investigations not completed by the effective date of this subtitle shall continue in accordance with the rules in effect when the proceedings were initiated. [Eff. 10/20/08; ren §2-11-110 2/5/11] (Auth: RCH §§4-105(4), 14-102) (Imp: RCH §§4-105(4), 14-102)	Transition. (a) This subtitle supersedes the Rules of the Neighborhood Commission adopted December 19, 1974, amended May 12, 1998, and effective June 29, 1998, and the Revised Neighborhood Plan 2008 (June 2015 version), as amended. Both sets of rules are expressly repealed upon the effective date of this subtitle. (b) All proceedings pending before the commission including initiative petitions, other petitions, hearings and investigations not completed by the effective date of this subtitle shall continue in accordance with the rules in effect when the proceedings were initiated.	
3	2-11-203		§2-11-203 Conference of chairs. (c) The commission may <u>direct the executive secretary</u> to assemble the conference at any time or location. [Eff. 12/17/16; am 10/20/08] (Auth: RCH §§4-105(4), 14-102) (Imp:	203 should be amended to allow an annual conference of chairs. The rationale is that board officers can change annually, while the conference also allows boards to identify and

				collaborate on common issues.
4	2-14-102	Board term. (a) The term of office for the members of the boards shall be for a period of two years, from July 1 of an odd numbered year to June 30 of the next successive odd numbered year. (b) All board members shall serve non-staggered terms of office, and all board seats shall be up for election at the same time in odd numbered years. (c) The Neighborhood Commission may extend the term of all Neighborhood Board members by one two-year term. [Eff. 10/20/08; am 2/5/11] (Auth: RCH §14-103(a)) (Imp: RCH §14-104)	Board term. (a) The term of office for the members of the boards shall be for a period of four years, from July 1 of an odd numbered year to June 30 of the next successive odd numbered year. (b) All board members shall serve non-staggered terms of office, and all board seats shall be up for election at the same time in odd numbered years. (c) The Neighbourhood Commission may extend the term of all Neighbourhood Board members by one four-year term. (d) If elections are conducted with the State General Elections the Neighbourhood Commission shall determine the term start date.	Election costs and staff effort required to support an election every two years are excessive. Should be 4-year terms.
5	2-14-111	(d) The Executive Secretary shall maintain a list of names and addresses of persons who request notification of meetings and shall mail a copy of the notice to such persons at their last known address no later than six days prior to the meeting date	(d) The Executive Secretary shall maintain a list of names and addresses of persons who request notification of meetings and shall mail a copy of the notice to such persons at their last known address no later than six days prior to the meeting date. <u>Use of current electronic mailing is preferred.</u>	Allows NCO to utilize current electronic capability to save postage and printing funds.
6	2-14-120	Officers. (a) The officer of a board shall consist of the chair, one or more vice chairs, the secretary, the treasurer, and any other officer the board determines it needs to conduct its business.	Officers. (a) The officer of a board shall consist of the chair, one or more vice chairs, the secretary, the treasurer , and any other officer the board determines it needs to conduct its business.	Removes “the treasurer” as a necessary board officer.
7	2-14-124	Committees. (a) The board may establish committees from among its membership and the public without regard to place of residence. The committee chair shall be a member of the board. The committee members shall be appointed by the board. (b) Committee responsibilities shall include, but not be limited to, the evaluation of matters presented to the board, information gathering, and initiation of proposals for the consideration of the full board. (c) The board chair shall be a non-voting ex-officio member of all committees unless otherwise directed by the board.	Committees. (a) The board may establish committees from among its membership and the public without regard to place of residence. The committee chair shall be a member of the board. The committee members shall be appointed by the board. The board chair may <u>establish committees and appoint members when none exist and none are established or appointed by the board at a duly noticed meeting.</u> (b) Committee responsibilities shall include, but not be limited to, the evaluation of matters presented to the board, information gathering, and	should be amended to clarify when committees are dissolved. This section should also be amended to allow the board chair to establish a committee when the board does not take action. The rationale is to have at least one committee to allow for board business to be handled more effectively, especially if the board has difficulty achieving quorum and cannot act on the item.

		<p>(d) Committees shall report to the board at board meetings the committees' activities, findings, recommendations, and the means by which any recommendation was determined.</p> <p>(e) No committee may speak for the board unless specifically authorized by the board.</p> <p>(f) 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.</p> <p>(g) Committees shall prepare meeting notices, agendas, and minutes, and shall hold meetings at places reasonably accessible to the public. Committee minutes shall be filed with the NCO within thirty days after the Committee meeting.</p> <p>(h) The term of a committee member shall begin upon appointment and end the following June or until the appointment of a successor, unless directed to expire earlier by the Board. [Eff 4/19/15; am 10/20/08; am 2/5/11] (Auth: RCH §14-103(a)) (Imp: RCH §14-104)</p>	<p>initiation of proposals for the consideration of the full board.</p> <p>(c) The board chair shall be a non-voting ex-officio member of all committees unless otherwise directed by the board.</p> <p>(d) Committees shall report to the board at board meetings the committees' activities, findings, recommendations, and the means by which any recommendation was determined.</p> <p>(e) No committee may speak for the board unless specifically authorized by the board.</p> <p>(f) 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.</p> <p>(g) Committees shall prepare meeting notices, agendas, and minutes, and shall hold meetings at places reasonably accessible to the public. Committee minutes shall be filed with the NCO within thirty days after the Committee meeting.</p> <p><u>(h) Committees expire at the end of each board term, unless directed to expire earlier by the Board.</u> [Eff 4/19/15; am 10/20/08; am 2/5/11] (Auth: RCH §14-103(a)) (Imp: RCH §14-104)</p>	
8	2-15-108	<p>Number of board members. (a) The number of members on a board, from each district or subdistrict, as applicable, and the designation of board members as representing subdistricts or the district at large, shall be based on the population and the geographical definition of the neighborhood, and on the involvement of the neighborhood members.</p> <p>(b) Notwithstanding other provisions set forth in this chapter, the commission may, by an affirmative vote of at least two-thirds of the entire membership to which the commission is entitled:</p>	<p>Number of board members. (a) The number of members on a board, from each district or subdistrict, as applicable, and the designation of board members as representing subdistricts or the district at large, shall be based on the population and the geographical definition of the neighborhood, and on the involvement of the neighborhood members.</p> <p>(b) Notwithstanding other provisions set forth in this chapter, the commission may, by an affirmative vote of at least two-thirds of the entire membership to which the commission is entitled:</p> <p>(1) Increase or decrease the amount of board members on a board, from each</p>	<p>reflects a major change to board composition and should be amended to specify that a decrease in board seats or board seats changing to subdistricts take effect the following board term to avoid conflicts during the existing term. These changes would be reflected in the next election.</p>

		<p>(1) Increase or decrease the amount of board members on a board, from each district or subdistrict, as applicable</p> <p>(2) Change the representation of the members on a board from subdistricts to the district at large;</p> <p>(3) Change the representation of the members on a board from the district at large to subdistricts_based on any change in the factors set forth in subsection (a).</p> <p>(c) For purposes of determining the factors set forth in subsection (a), the commission shall consider objective sources, including the United States census on population and housing, the commission's neighborhood boundary maps, and the amount of candidates for the neighborhood in the prior board elections. [Eff. 10/20/08] (Auth: RCH §14-103(a)) (Imp: RCH §14-104)</p>	<p>district or subdistrict, as applicable, <u>provided that a decrease in board members will take effect the following board term</u>;</p> <p>(2) Change the representation of the members on a board from subdistricts to the district at large;</p> <p>(3) Change the representation of the members on a board from the district at large to subdistricts, <u>which will take effect the following board term</u>; based on any change in the factors set forth in subsection (a).</p> <p>(c) For purposes of determining the factors set forth in subsection (a), the commission shall consider objective sources, including the United States census on population and housing, the commission's neighborhood boundary maps, and the amount of candidates for the neighborhood in the prior board elections. [Eff. 10/20/08] (Auth: RCH §14-103(a)) (Imp: RCH §14-104)</p>	
9	2-18	No section to address withdrawal of complaints	2-18-101(b) The complainant may officially withdraw their complaint by written notice to the NCO. The Commission will be notified of the withdrawal within 3 business days and shall be placed on the Commission's next regular meeting agenda. The withdrawal of the complaint will be acted upon by the Commission at the next regular meeting.	Clarifies a process for withdrawing complaints.
10	2-18-101(b)	...If a complaint does not meet the criteria of the Neighborhood Plan, it shall be forwarded to the Neighborhood Commission with a recommendation it be dismissed.	...If a complaint is determined to be unjustified, or was filed to embarrass or cause harm to an individual it shall be forwarded to the Neighborhood Commission with a recommendation it be dismissed.	Language should be included to address the vague nature of "does not meet the criteria of the Neighborhood Plan"
11	2-18-103	Hearings initiated by a board, board member, or the public. (a) This section shall apply to all hearings initiated in accordance with section 2-18-101(a)(2) [and] (3),	Hearings initiated by a board, board member, or the public. (a) This section shall apply to all hearings initiated in accordance with section 2-18-101(a)(2) [and] (3), and (4)."	Technical clarification
2	2-18-103 (d)(10)(b)	Any party who objects to any portion of the hearing officer's written report and recommendation must file and serve	Any party who objects to any portion of the hearing officer's written report and recommendation must file and serve	Technical clarification

		written objections to such report and recommendation within fifteen after the date of the mailing	written objections to such report and recommendation within fifteen business days after the date of the mailing	
13	2-20-101	Periodic comprehensive review. On or before July 31, 2018 and at intervals of not more than ten years thereafter, the commission shall appoint a committee to conduct a review of this plan. The committee shall consist of members of the commission, members of the boards, and the executive secretary. The committee shall comprehensively study, review, and evaluate the plan, solicit public comments thereon, and report the committee's activities and findings to the commission and recommend any amendment necessary to improve the plan and to promote the efficient and effective conduct of the duties and business of the Neighborhood board system.	Periodic comprehensive review. On or before July 31, <u>2028</u> and at intervals of not more than ten years thereafter, the commission shall appoint a committee to conduct a review of this plan. The committee shall consist of members of the commission, members of the boards, and the executive secretary. The committee shall comprehensively study, review, and evaluate the plan, solicit public comments thereon, and report the committee's activities and findings to the commission and recommend any amendment necessary to improve the plan and to promote the efficient and effective conduct of the duties and business of the Neighborhood board system.	Administrative
14	2-20-102	2-20-102 Petition for adoption, amendment, or repeal of rules. (a) Any interested person may petition the commission in writing to request the adoption, amendment or repeal of any rule under this subtitle. (b) The petition shall be filed with the commission through the commission office. It shall include: (1) The name, address, and telephone number of the petitioner. (2) A statement of the nature of the petitioner's interest. (3) A draft or the substance of the proposed rule or amendment or a designation of the provision sought to be repealed. (4) An explicit statement of the reasons in support of the proposed rule, amendment or repeal. (c) The commission shall <u>notify the petitioner</u> within thirty days [after the filing] of <u>receiving the petition and place the petition on the commission's next regular meeting agenda for consideration.</u> [either	(a) Any interested person may petition the commission in writing to request the adoption, amendment or repeal of any rule under this subtitle. (b) The petition shall be filed with the commission through the commission office. It shall include: (1) The name, address, and telephone number of the petitioner. (2) A statement of the nature of the petitioner's interest. (3) A draft or the substance of the proposed rule or amendment or a designation of the provision sought to be repealed. (4) An explicit statement of the reasons in support of the proposed rule, amendment or repeal. (c) The commission shall <u>notify the petitioner</u> within thirty days [after the filing] of <u>receiving the petition and place the petition on the commission's next regular meeting agenda for consideration.</u> <u>The commission may</u> either deny the petition in writing, stating its reasons for the denial, or initiate proceedings in accordance with 20-2 chapter 91, HRS,	This amendment clarifies that the commission can only take action on a petition at a meeting.

	<p>deny the petition in writing, stating its reasons for the denial, or initiate proceedings in accordance with chapter 91, HRS, for the adoption, amendment or repeal of the rule, as the case may be.</p> <p>[Eff. 10/20/08; am 2/5/11] (Auth: HRS §91-6; RCH §§4-105(4), 14-102) (Imp: HRS §91-6; RCH §§4-105(4), 14-102)</p>	<p>for the adoption, amendment or repeal of the rule, as the case may be.</p>	
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ELECTIONS

<p>These suggestions are no longer being considered for this year after consideration upon Corporation Counsel's (COR) opinion.</p> <p>Discussion may still be held on these items</p>	<p>Joint Neighborhood Board and State Elections</p>	<p>Currently HRS chapter 11 would seem to allow Neighborhood Board Elections to be held with State Elections.</p>	<p>The City Council may have to forward a change to the City Charter in the next election to allow all of the following.</p> <p>COR: The currently proposed combined elections has previously been proposed in a Resolution 10-24 by the City Council. The Office of the City Clerk explained why a combined election would not be logistically and financially feasible.</p> <p>Hawaii election law authorizes the administration of combined elections for elected public officers, proposed state constitutional amendments, proposed county charter amendments or proposed initiative or referendum issues. NB members are not considered public officers. If the Commission desires to hold NB elections concurrently with the regular elections, enabling statutory authorization is required. Furthermore, it is the State Office of Elections that determines the election resource allocations and the Office of the City Clerk does</p>
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				not have the financing, logistical information nor the expertise to plan and pay for the desired combined election. Finally, the Office of the City Clerk would be responsible for covering the increased workload that would be borne by the State Office of elections, the cost of which would be difficult to quantify.
15	2-12-102 Definitions	<p>“Legal resident alien” means any individual who is not a citizen or national of the United States of America, but who is allowed under federal law to reside in the United States and resides in the city.</p> <p>“Military family member” means an individual who: (1) is a spouse or child of a member of the uniformed forces of the United States of America who is stationed in and resides in the city, and (2) resides in the city even if registered to vote in another jurisdiction.</p> <p>“Military personnel” means an individual who: (1) is a member of the uniformed forces of the United States of America, and (2) is stationed in and resides in the city even if registered to vote in another state.</p>		As normal state and federal elections would not allow those identified to cast a ballot the Neighborhood Commission Office would have to mail a ballot to those registered.
16	2-17-202	<p>Voter eligibility and registration. (a) Any individual, including military personnel, military family members, and legal resident aliens:</p> <p>(1) Whose primary residence is in the neighborhood district and subdistrict, as applicable; and</p> <p>(2) Who is at least eighteen years of age by the third Friday in February of the election year; shall be entitled to register as a voter for the board election.</p> <p>(b) An individual officially listed by the city clerk as a registered active voter for the State election in the city as of the third Friday in February of the election year and cast a ballot in the immediately preceding</p>	<p>Voter eligibility and registration. (a) Any individual, including military personnel, military family members, and legal resident aliens:</p> <p>(1) Whose primary residence is in the neighborhood district and subdistrict, as applicable; and</p> <p>(2) Who is at least eighteen years of age by the third Friday in February of the election year; shall be entitled to register as a voter for the board election.</p> <p>(b) An individual officially listed by the city clerk as a registered active voter for the State election in the city as of the third Friday in February of the election year and cast a ballot in the immediately</p>	Dates would have to change to comply with State Election deadlines.

		<p>State primary or general election may be declared by the chief elections officer to be registered as a voter for the board election in the neighborhood district and subdistrict the resident is registered in.</p> <p>(c) Any other individual qualified to register as a voter for a board election shall register by filing with the commission office a voter registration affidavit on a form provided by the commission office. The affidavit shall contain an oath or affirmation that the primary residence stated in the affidavit is the individual's primary residence and all other information provided is true and correct.</p> <p>(d) The voter registration deadline shall be the third Friday in February of the election year, unless otherwise directed by the commission. Any affidavit filed in person or delivered other than by United States mail must be received by the commission office by 4:30 p.m. on the voter registration deadline. When filed by United States mail, the envelope containing the affidavit shall be postmarked by the voter registration deadline and must be received by the commission office by 4:30 p.m. on the seventh calendar day thereafter to be accepted.</p>	<p>preceding State primary or general election may be declared by the chief elections officer to be registered as a voter for the board election in the neighborhood district and subdistrict the resident is registered in.</p> <p>(c) Any other individual qualified to register as a voter for a board election shall register by filing with the commission office a voter registration affidavit on a form provided by the commission office. The affidavit shall contain an oath or affirmation that the primary residence stated in the affidavit is the individual's primary residence and all other information provided is true and correct.</p> <p>(d) The voter registration deadline shall be the third Friday in February of the election year, unless otherwise directed by the commission. Any affidavit filed in person or delivered other than by United States mail must be received by the commission office by 4:30 p.m. on the voter registration deadline. When filed by United States mail, the envelope containing the affidavit shall be postmarked by the voter registration deadline and must be received by the commission office by 4:30 p.m. on the seventh calendar day thereafter to be accepted.</p> <p><u>(i) If election is conducted with State of Hawaii General Election dates would be same as State dates.</u></p>	
17	2-17-202	<p>(g) Except where a registered voter changes primary residence and obtains a new ballot for a different primary residence pursuant to section 2-17-203, registration to vote in the election shall be limited to the neighborhood district and subdistrict, as applicable, of the individual's primary residence as of the third Friday in February of the election year. A voter shall register for each succeeding election,</p>	<p>(g) Except where a registered voter changes primary residence and obtains a new ballot for a different primary residence pursuant to section 2-17-203, registration to vote in the election shall be limited to the neighborhood district and subdistrict, as applicable, of the individual's primary residence as of the third Friday in February of the election year. A voter shall register for each</p>	<p>Date would have to be changed to meet State Elections time frames.</p>

		except as otherwise provided by this plan or by law.	succeeding election, except as otherwise provided by this plan or by law. <u>(i) If election is conducted with State of Hawaii General Election dates would be same as State dates.</u>	
17(b)	2-17-204	Candidate eligibility and registration. (a) Any individual, including military personnel, military family members, and legal resident aliens: (d) The candidate registration deadline shall be the third Friday in February of the election year. Any affidavit filed in person or delivered other than by United States mail must be received by the commission office by 4:30 p.m. on the candidate registration deadline. When filed by United States mail, the envelope containing the affidavit shall be postmarked by candidate registration deadline and must be received by the office by 4:30 p.m. on the seventh calendar day thereafter to be accepted.	Candidate eligibility and registration. (a) Any individual, including military personnel, military family members, and legal resident aliens: (d) The candidate registration deadline shall be the third Friday in February of the election year. Any affidavit filed in person or delivered other than by United States mail must be received by the commission office by 4:30 p.m. on the candidate registration deadline. When filed by United States mail, the envelope containing the affidavit shall be postmarked by candidate registration deadline and must be received by the office by 4:30 p.m. on the seventh calendar day thereafter to be accepted. <u>(g) If election is conducted with State of Hawaii General Election dates would be same as State dates.</u>	Date would have to be changed to meet State Elections time frames.
18	2-17-302	Ballot distribution deadline. The commission shall distribute ballots to voters by the fourth Friday in April of the election year. [Eff. 10/20/08] (Auth: RCH §14-103(a)) (Imp: RCH §14-104)	Ballot distribution deadline. (a) The commission shall distribute ballots to voters by the fourth Friday in April of the election year. <u>(b) If election is conducted with State of Hawaii General Election dates would be same as State dates.</u>	Date would have to be changed to meet State Elections time frames.
19	2-17-309	Certification of election results. (a) The chief monitoring officer shall present the ballot tabulation results of the election to the chief elections officer for certification and presentation to the commission. The certified election results shall include uncontested race results under section 2-17-305. (b) The certified election results shall be made public no later than the first business day in June of the election year	Certification of election results. (a) The chief monitoring officer shall present the ballot tabulation results of the election to the chief elections officer for certification and presentation to the commission. The certified election results shall include uncontested race results under section 2-17-305. (b) The certified election results shall be made public no later than the first business day in June of the election year	Date would have to be changed to meet State Elections time frames.

			<u>(c)If election is conducted with State of Hawaii General Election dates would change to first business day following election.</u>	
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