



**NEIGHBORHOOD COMMISSION**

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**Proposed Policy Regarding Neighborhood Board Regular Meeting Minutes**

In order to ensure Neighborhood Boards’ compliance with Hawaii Revised Statutes (HRS) § 92-9 **Minutes**, and to provide clarity and uniformity to all Neighborhood Boards, the Neighborhood Commission Office proposes the following policy to the Neighborhood Commission:

1. The Neighborhood Commission supports the Neighborhood Commission Office’s continued assistance to Neighborhood Boards by attending regular Neighborhood Board meetings for up to three (3) hours per meeting and that meetings should also not exceed three hours, including set up, breakdown and adjournment.
2. The Neighborhood Commission recognizes that the three (3) hour time limit is due to, but not limited to budgetary constraints, contractual agreements with meeting facilities, and video support.
3. The Neighborhood Commission supports that the Neighborhood Assistant will provide a draft of the meeting minutes; however, the Neighborhood Boards, not the Neighborhood Assistant or the Neighborhood Commission Office are ultimately responsible for keeping minutes of the meetings. Therefore, the Neighborhood Boards are responsible for incorporating any revisions and corrections to the minutes and providing the final approved minutes to the Neighborhood Commission Office for posting.
4. The Neighborhood Commission supports that the Neighborhood Assistant will provide a draft of the meeting minutes to the Neighborhood Board Chair or Secretary for review. The Chair or Secretary may make revisions and return the draft minutes to the Neighborhood Assistant for distribution to all Neighborhood Board members. The Neighborhood Board may take action to revise the draft minutes and approve the revised minutes at a regular meeting.
5. The Neighborhood Commission supports reaffirming guidance from the Office of Information Practices (OIP) that part I of Chapter 92, HRS (Sunshine Law) applies to Boards, not Board staff or staff at the Neighborhood Commission Office. Therefore, if Neighborhood Board minutes violate the Sunshine Law, the violation is against the Neighborhood Board as the Neighborhood Boards are responsible under the Sunshine Law for their minutes.
6. The Neighborhood Commission supports the Neighborhood Commission Office’s Neighborhood Board written meeting minutes transitioning to video recordings with written summaries in accordance with HRS § 92-9(b), which includes: (1) the date, time, and place of the meeting; (2) the members of the board recorded as either present or absent, and the times when individual members entered or left the meeting; (3) a record, by individual member, of motions and votes made by the board; and (4) a time stamp or other reference indicating when in the recording the board began discussion of each agenda item and when motions and votes were made by the board .
7. The Neighborhood Commission supports that the Neighborhood Commission Office will begin the transition to video recording minutes for each Neighborhood Board in 2023, with the order of board transitions determined by the Neighborhood Commission Office.

