

**KA'U COMMUNITY DEVELOPMENT PLAN STEERING COMMITTEE
ROLES, RESPONSIBILITIES, AND PROCEDURAL GUIDELINES**
Revised April 2009

- I. NAME: Ka'ū Community Development Plan (CDP) Steering Committee
- II. ROLES: The roles of the Ka`u CDP Steering Committee include
 - a. Help the County and its consultants tailor the planning process to the unique characteristics of Ka'ū and its stakeholders;
 - b. Promote the planning process within various sectors of the community to maximize participation while maintaining a neutral, approachable posture in the community;
 - c. Monitor the development of the CDP to ensure that the best interests of the Ka'ū region as a whole are incorporated;
 - d. Recommend approval of the CDP; and
 - e. Recommend amendments to the General Plan if the Steering Committee decides such amendments are needed to implement the CDP.
- III. RESPONSIBILITIES:
 - a. Attend a two-day, weekend orientation and training retreat;
 - b. Attend training opportunities and workshops related to the CDP;
 - c. Assist in identifying community stakeholders and their interests;
 - d. Encourage community participation and suggest improvements to enhance community outreach;
 - e. Be accessible and respond to community members who request information about the CDP process;
 - f. Provide guidance to staff and consultant(s) at crucial steps in the process;
 - g. Review community input and the staff/consultant synopsis of the community's values, visions, and priorities to be incorporated into the CDP;
 - h. Assist in the formation and development of research and action groups;
 - i. Review work products for clarity, layman's comprehension, and reasonable incorporation of community input;
 - j. Recommend amendments to the General Plan, as appropriate, to support the Ka`u CDP and its implementation;
 - k. Work constructively towards effective conflict resolution, when needed;
 - l. Review the CDP and recommend approval, supported by reasonable findings, to the Planning Director;
 - m. If the Planning Commission and/or the County Council propose substantive amendments to the CDP, review and comment on those amendments.
 - n. Carry out other duties in agreement with the Planning Department.

IV. MEMBERSHIP

- a. Representation. The membership should reflect a broad cross section of the affected communities and shall include community-minded individuals providing varying points of view.
- b. Number. The maximum number of members shall be 11.
- c. Ex-officio members. The Planning Director (or an authorized representative) shall be a non-voting, ex-officio member.
- d. Non-voting members: The Planning Director may appoint non-voting members to ensure representation from key stakeholders within affected communities.
- e. Termination. Termination from the Steering Committee may result from the following actions: three consecutive unexcused absences or three unexcused absences in a six month period. Members may be removed upon recommendation by the Mayor and the approval of the County Council.
- f. Term. The Steering Committee terminates upon adoption of the CDP by the County Council.

V. OFFICERS

- a. Officers shall consist of a Chairperson and a Vice-Chairperson elected by the Steering Committee membership. Officers shall serve for the duration of the Steering Committee.
- b. Duties and Responsibilities of the Chairperson
 - i. Preside over each meeting, following the set agenda.
 - ii. Sign and certify all official acts of the Steering Committee.
 - iii. Act as Spokesperson for the Steering Committee.
- c. Duties and Responsibilities of the Vice-Chairperson
 - i. The Vice-Chairperson shall perform the duties of the Chairperson in the absence or inability of the Chairperson to act.

VI. MEETINGS

- a. Rules of practice. The Steering Committee shall operate under a modified version of Robert's Rules of Order.
- b. Ground Rules. Ground rules can help group discussions move forward more smoothly and make a meeting more meaningful and efficient. The Steering Committee shall establish ground rules for its meetings.
- c. Regular meetings of the Steering Committee will be held once a month.
- d. Special meetings of the Steering Committee may be called by the presiding officer of the Steering Committee or the Planning Director (or an authorized representative).

- e. The agenda for the upcoming meeting shall be established at the end of each meeting by the Steering Committee. The Chairperson or the Planning Director (or an authorized representative) may add items to the agenda prior to the filing of public notice.

VII. NOTICE

- a. The Steering Committee shall give written public notice of any regular or special meeting which shall include an agenda listing all items to be considered at the meeting as well as the date, time, and place of the meeting. The notice shall be filed in the Office of the County Clerk for public inspection at least six (6) calendar days before the meeting and shall also be posted at the site of the meeting whenever feasible. Should the written notice be untimely filed, the meeting shall be canceled, a notice canceling the meeting shall be posted at the place of the meeting, and no meeting shall be held.
- b. In addition to the notice provided for in (a), notice of any special meeting shall be published in two newspapers of general circulation in the County at least twenty-four hours in advance of the meeting, unless the date, time, and place of the special meeting was announced prior to the adjournment of a regular meeting. Notice of any special meeting shall be conspicuously posted on the bulletin board of the Hawaii County Building. A brief resume of the principal business to be taken up at such meeting shall be stated in the posted notice as well as in the notice released to the news media.
- c. The Steering Committee shall not add items to the agenda, once filed, without eight affirmative votes, provided that no item shall be added to the agenda if it is of reasonably major importance and action thereon by the Committee will affect a significant number of persons.
- d. The Steering Committee 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 recorded address no later than the time the agenda is filed.

VIII. QUORUM AND TRANSACTION OF BUSINESS

- a. A majority of the voting members of the Steering Committee shall constitute a quorum for the transaction of business.
- b. The affirmative vote of a majority of voting members shall be necessary to take any action.
- c. Members shall inform the Planning Department when they are unable to attend a scheduled meeting at their earliest convenience to ensure that there will be a quorum to conduct a meeting.

IX. PUBLIC STATEMENTS

- a. Public participation shall be encouraged. The Steering Committee shall afford all interested persons an opportunity to submit data, views, or written testimony on any agenda item.
- b. The Steering Committee shall afford all interested persons an opportunity to speak on any agenda item. The presiding officer may limit the length of any person's presentation as long as each speaker is accorded a minimum of three minutes. The presiding officer may also give members of the public the opportunity to make comments at the beginning of the meeting if it would be inconvenient for them to wait for the agenda item to come up.

X. PUBLIC INFORMATION

- a. The Steering Committee shall make every effort to publish information about its activities on the Ka'ū CDP website.
- b. Any person may obtain information or make submittals or requests for information by writing to the Planning Director, 101 Pauahi Street, Suite 3, Hilo, HI 96720.

XI. MINUTES

- a. The Steering Committee shall keep written minutes of all meetings. 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 and action taken. The minutes shall include, but need not be limited to:
 - i. The date, time, and place of the meeting;
 - ii. The members of the Steering Committee recorded as either present, absent, or excused;
 - iii. The substance of all matters proposed, discussed, or decided and a record, by individual member, of any votes taken; and
 - iv. Any other information that any member of the Steering Committee requests be included or reflected in the minutes.
- b. The minutes shall be public records and shall be available within thirty days (30) after the meeting except where such disclosure would be inconsistent with Section 92-5, Hawai'i Revised Statutes, or Section 13-20 of the County of Hawai'i Charter, provided that minutes of executive meetings may be withheld so long as their publication would defeat the lawful purpose of the executive meetings but no longer.

XII. STAFF SUPPORT

- a. Administrative. The Planning Department will provide administrative support such as preparation and distribution of agendas and meeting notices, meeting logistics, correspondence, and recording/preparation of minutes.
- b. Technical. Depending on the agenda, the Planning Department will arrange to have relevant agency representatives attend Steering Committee meetings, as needed.

XIII. CONFLICTS OF INTEREST

- a. The Steering Committee members shall act at all times in the best interests of the people of Hawaii County. Whenever a member has a financial, professional, or personal interest in any matter coming before the Steering Committee, the affected person shall (1) fully disclose the nature of the interest and (2) withdraw from discussion and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested members determine that it is in the best interest of the people of Hawaii County to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.
- b. Disclosure shall be directed to the Steering Committee via the Planning Director (or an authorized representative) and shall include all relevant facts. Upon notification by a concerned party of a perceived conflict of interest, the Planning Director (or an authorized representative) shall inform the Steering Committee members of the issue.