

COUNTY OF HAWAII PLANNING DEPARTMENT  
NORTH KOHALA COMMUNITY DEVELOPMENT PLAN STEERING COMMITTEE

GUIDELINES  
(WORKING DRAFT)

- I. NAME: North Kohala Community Development Plan Steering Committee (North Kohala CDPSC)
- II. ROLES: The roles of the North Kohala CDPSC include (1) promotion of the community involvement process by maintaining a neutral, approachable posture in the community; (2) monitoring the CDP's development to ensure that the best interests of the health and welfare of the North Kohala region as a whole are incorporated; and (3) contributing ideas and direction to the development of the CDP.
- III. RESPONSIBILITIES:
  - a. Assist in identifying stakeholder interests throughout the planning process and suggest methods to effectively reach out to these groups;
  - b. Review the results of the focus groups work and provide staff and consultant(s) with a draft statement of North Kohala's "Core Values"/Vision to be discussed in future workshops and incorporated into the CDP;
  - c. Monitor the process and suggest improvements to enhance community outreach and evaluate the effectiveness of various techniques and methods;
  - d. Encourage community participation;
  - e. Be accessible and respond to community members who request information about the CDP;
  - f. Attend training opportunities and workshops connected to the CDP, whenever possible;
  - g. Assist in the formation and development of focus groups
  - h. Work constructively towards effective and acceptable conflict resolution, when needed;
  - i. Review work products for clarity, layman's comprehension, and reasonable incorporation of community input;
  - j. Provide guidance to staff and consultant(s) at crucial steps in the process;
  - k. Review the plan and recommend approval or denial of the plan, supported by reasonable findings, to the Planning Director; and
  - l. Assist in the preparation of the implementation phase by suggesting next steps to ensure community participation in the implementation phase of the North Kohala CDP.
- IV. MEMBERSHIP
  - a. Representation. The membership should reflect a broad cross section of the community, and shall include community-minded individuals providing varying points of view, including, residents, business owners, landowners, educators, environmentalists and others from the planning area.
  - b. Number. The maximum number of members shall be 11.
  - c. Ex-officio members. The Planning Director or his authorized representative(s) and the Corporation Counsel or his authorized representative(s) shall be non-voting, ex-officio members.

- d. Termination/replacement. The Steering Committee will address reasons for termination that will include at a minimum, meeting attendance. Replacement procedures will be handled internally by the Planning department and at the discretion of the Planning Director.
- e. Term. The Steering Committee terminates upon adoption of the plan.

## V. OFFICERS

Officers shall consist of a Chairperson First Vice Chairperson and Second Vice-Chairperson elected from the Steering Committee membership. The members will decide what the terms of office will be, and how officers will be replaced.

## VI. DUTIES AND RESPONSIBILITIES OF THE CHAIRPERSON

- a. Preside over and assist each meeting, following the set agenda.
- b. Sign and certify all official acts of the Steering Committee.
- c. Act as Spokesperson for the Steering Committee.

## VII. DUTIES AND POWERS OF THE FIRST AND SECOND VICE-CHAIRPERSON

- a. In the order listed above, the First then Second Vice-Chairperson shall be empowered and responsible to perform the duties of the Chairperson in the absence or inability of the Chairperson to act.

## VIII. Focus Groups

Focus groups may be organized at the consultant's discretion with guidance and input from the Steering Committee and the prior approval of the Project Manager. Focus group topics shall be relevant to the CDP. Not more than two Steering Committee members may attend any focus group meeting at a given time. Either a Steering Committee member or a representative of the focus-group will keep the Steering Committee regularly informed of the focus group's progress.

## IX. MEETINGS OF THE NORTH KOHALA CDPSC

- a. Rules of practice. The Steering Committee shall operate under the Consensus Building Approach or CBA, that involves five steps: convening, assigning roles and responsibilities, facilitating group problem solving, and reaching agreement and holding people to their commitments.
- 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 suggest and establish ground rules for their meetings.
- c. Regular meetings of the Steering Committee will be held at least once a month at a time and place pre-set and determined by the project manager with input from the committee.
- d. Special meetings of the Steering Committee may be called by the presiding officer of the Steering Committee or the Planning Director or his representative .

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

#### X. 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, and 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.

#### XI. QUORUM AND TRANSACTION OF BUSINESS

- a. Seven members shall constitute a quorum for the transaction of business.
- b. The affirmative vote of a majority of those members present 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.

#### XII. 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.

#### XIII. PUBLIC INFORMATION

- a. The Steering Committee shall make every effort to put as much information about its activities on a 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.

#### XIV. 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. 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, or 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.
  - v. 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.

#### XV. STAFF SUPPORT PROVIDED TO THE NORTH KOHALA CDPSC

- a. Administrative. The Planning Department will provide administrative support such as preparation and distribution of agenda, meeting notice requirements, 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 and focus group meetings, as needed. The Hawai'i County Resource Center of the Department of Research and Development will assist with the coordination and facilitation of focus group meetings.