

Checklist and County Council's Request to Waive Videotaping of a Meeting as Guests of a Board or Community Group

Date of Request: _____

Name of County Council: _____

Contact Person: _____ Tel: _____

Fax: _____ Email: _____

Date of Proposed Limited Meeting: _____

Place/Location of Proposed Limited Meeting: _____

HRS § 92-3.1(b) allows a County Council to hold a limited meeting that is open to the public, as the guest of a board or community group holding its own meeting, without regard to the requirements for the Council to have a quorum or to accept public testimony, if **all** of the following provisions have been or will be met:

- A notice of the limited meeting was or will be provided in accordance with HRS § 92-7 and identifies the board or community group whose meeting the Council is attending, provided that no agenda of the items to be considered is required. The Council's notice of a limited meeting was or will be filed not less than six calendar days before the limited meeting is to be held on the date noted above. If the board or community group whose meeting the Council is attending is subject to the Sunshine Law, then that board or group shall comply with the requirements for a notice, agenda, testimony, minutes, and other requirements under Part I, chapter 92, HRS;
- Minutes of the limited meeting will be made available by the Council under HRS § 92-9, unless the host board or community group is subject to the Sunshine Law and will provide minutes of the meeting that will also serve as minutes of the Council.
- No decisions by Council members will be made at the limited meeting.
- No more than one limited meeting per month shall be held by the Council for any one board or community group.
- The limited meeting shall not be held outside the State of Hawaii.
- The limited meeting is not being used to circumvent the purpose of the Sunshine Law.

For the limited meeting identified above, check only one applicable box below:

- The limited meeting **will be videotaped** and the videotape will be available at the next regular Council meeting.
- The **Council requests a waiver of the videotape requirement** under HRS §92-3.1(c)(1) from the Director of the Office of Information Practices, based on the following reasons:

If a waiver of the videotape requirement is being sought, a copy of the notice of the limited meeting shall be attached and sent before the limited meeting is held to the state Office of Information Practices via email at oip.hawaii.gov, or via mail or in-person delivery to 250 South Hotel Street, Suite 107, Honolulu, Hawaii 96813, or via fax to (808) 586-1412. OIP's phone number is (808) 586-1400.

Print name of Requester

Signature of Requester

VIDEOTAPE OF THE COUNCIL'S LIMITED MEETING

The Director of the Office of Information Practices has reviewed the Council's request dated _____ and has decided that:

The **Council shall videotape** the limited meeting scheduled for _____ and make the videotape available at its next regular meeting. HRS § 92-3.1 (c).

The Council submitted to the Director of the Office of Information Practices a written request dated _____ for waiver of the videotape requirement. The Director reviewed and agrees to the waiver request. Therefore, the **Council is not required to videotape** the limited meeting scheduled for _____, **but must abide by the following conditions** for waiver of the videotaping requirement:

Date: _____

Director
Office of Information Practices