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## **POLICY ON FILING WRITTEN PUBLIC NOTICE FOR STATE BOARD MEETINGS PURSUANT TO CHAPTER 92, HAWAII REVISED STATUTES**

Pursuant to section 92-7, Hawaii Revised Statutes, the Office of the Lieutenant Governor shall accept filings of public meetings of state boards, as defined by Chapter 92, Hawaii Revised Statutes, at least six days prior to the meeting date. This policy is being formalized and adopted by this office for application under the new Administration that went into effect on December 1, 2014 at noon. The policy reflects a pre-existing office policy that had been implemented under the prior Administration(s). Filings will be accepted either by mail, in person or may be transmitted via facsimile to the Office of the Lieutenant Governor on the 5<sup>th</sup> floor of the State Capitol during regular business hours. All notices shall be received no later than 4:30pm on the sixth day prior to the meeting date. A hard copy of the meeting notice shall be posted for public viewing at the chamber level of the State Capitol at least six days prior to the date of the meeting.

Boards and/or departments shall be notified as soon as possible when a meeting notice has not been timely filed with the Office of the Lieutenant Governor. Meetings conducted when notices have not been timely filed may be subject to challenges under the law.

### **Purpose**

To adopt a pre-existing office policy regarding the manner and means by which notices for public meetings of state boards, as defined under Chapter 92, Hawaii Revised Statutes, may be filed with the Office of the Lieutenant Governor under the new Administration, which began December 1, 2014.

### **Scope**

This policy applies to all meeting notices to be filed with the Office of the Lieutenant Governor under Chapter 92, Hawaii Revised Statutes.



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**Policy**

1. The Office of the Lieutenant Governor shall accept filings of public meeting notices of state boards, as defined by Chapter 92, Hawaii Revised Statutes, by three methods:
  - a. MAIL- Filings may be made by mail to the Office of the Lieutenant Governor and must be received at least six days prior to the date of the meeting; provided that two (2) copies of the notice are submitted; provided further that a third copy shall be submitted, as well as a self-addressed stamped envelope, if the board wishes to receive a date/time-stamped copy of the notice;
  - b. IN PERSON/WALK-IN- Filings may be made in person by a representative of the board or department no later than six days prior to the date of the meeting; provided that the representative shall bring two (2) copies of the agenda, which the representative himself/herself shall date/time-stamp and place in the agenda tray at the Office of the Lieutenant Governor on the 5<sup>th</sup> floor of the State Capitol from Monday through Friday between 7:45am-4:30pm, excluding state holidays; provided further that if the representative wishes to have a date/time-stamped copy for the board, a third copy must be brought to the office; or
  - c. FACSIMILE- Filings may be made by facsimile to the Office of the Lieutenant Governor at 808-586-0231; provided that such must be received with a header or footer that includes the date, time and phone number of the sending party no later than 4:30pm on the sixth day prior to the meeting date.
2. A hard copy of the meeting notice shall be posted for public viewing at the chamber level of the State Capitol at least six days prior to the date of the meeting.
3. A board and/or department shall be notified as soon as possible when a meeting notice has not been filed within the above time specifications. Should a board conduct a meeting for which a notice was not filed according to the above time specifications, the board shall be



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considered to proceed at its own risk and the meeting and decisions made thereunder may be subject to challenges under the law.

**Effective Date**

This policy shall be in effect from July 14, 2015.