Request for the Office of Information Practices’ Concurrence for a Limited Meeting
(HRS § 92-3.1)

Date: __________________________

Name of Board: ____________________________________________________________
Contact Person: ___________________________ Tel: ______________________________
Fax: ______________________ Email: _________________________________________
Board’s Attorney: __________________________ Tel: _____________________________
Fax: ______________________________ Email: _______________________________
Date of Proposed Limited Meeting: ________________________________________
Place/Location of Proposed Limited Meeting: __________________________________

1. Type of Limited Meeting:

☐ location is dangerous to health or safety of the public
☐ public attendance is impracticable

2. (Attach relevant portion of draft or adopted minutes.) Board has, after sufficient public deliberation at a prior regular meeting, determined by vote of two-thirds of all voting members that:

☐ the limited meeting is necessary and the location would be dangerous to the health or safety of the attending public, or
☐ the on-site inspection is necessary and public attendance is impracticable

The Board has made this determination based upon the following reasons:
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

3. Notice of the Limited Meeting under HRS § 92-7 (attach agenda):

☐ was filed on ______________________________
☐ will be filed by ______________________________

4. Required Videotape of the Limited Meeting:

☐ will be made
☐ Board requests a waiver of this requirement because:
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
CONCURRENCE

The Director of the Office of Information Practices has reviewed the request made for a Limited Meeting and:

☐ concurs
☐ does not concur
☐ waives the videotape requirement

If concurrence is granted above, the Board must:

1. provide notice in accordance with HRS § 92-7;
2. make no decisions at the Limited Meeting;
3. comply with all requirements of HRS § 92-9; and
4. videotape the meeting and make it available at its next regular meeting, unless this requirement is waived above.

_________________________________
Cheryl Kakazu Park
Director