

**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; OR
- public attendance is impracticable

2. (Attach relevant portion of draft or adopted minutes showing board's deliberation and vote to adopt the determination, including applicable timestamps if minutes were recorded.) After sufficient public deliberation at a prior regular meeting, and by vote of two-thirds of all members to which it is entitled, the Board has adopted a determination that:

- the limited meeting is necessary and the location would be dangerous to health or safety; OR
- the on-site inspection is necessary and public attendance is impracticable.

As shown in its minutes, 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 \_\_\_\_\_, 20\_\_; OR
- will be filed by \_\_\_\_\_, 20\_\_.

4. Required Videotape of the Limited Meeting:

- will be made; OR
- Board requests a waiver of this requirement because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CONCURRENCE

The Director of the Office of Information Practices concurs with the request made for a Limited Meeting and:

does not waive the videotape requirement; OR

waives the videotape requirement, with the following conditions:

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If concurrence is granted, the Board must:

1. provide notice of the Limited Meeting 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 Limited Meeting and make the videotape available at its next regular meeting, unless this requirement is fully waived above.

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Carlotta Amerino  
Acting Director

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Date