



OFFICE OF THE LIEUTENANT GOVERNOR

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LIEUTENANT GOVERNOR

July 29, 2024

TO: All Agencies, Boards, and Commissions Subject to Chapter 92, Part 1,
Hawaii Revised Statutes

SUBJECT: Filing Meeting Notices with the Lieutenant Governor's Office

All State agencies, boards, and commissions subject to HRS Chapter 92, part 1 (the Sunshine Law) are required to file all meeting notices with the Lieutenant Governor's Office at least six (6) days prior to said meetings, pursuant to HRS section 92-7(a) and (b).

Filings will be accepted by the Office of the Lieutenant Governor by the following two methods:

1. Email: Filings may be provided by electronic mail (email) to the email address: ltgov.notices@hawaii.gov.
 - Notices must be received by the ltgov.notices@hawaii.gov email inbox by 4:30pm on the sixth (6th) day prior to the date of the noticed meeting date.
 - The email subject line must include the sending board/agency/commission's name and date of the meeting.
2. Walk-in: Filings may be dropped off in person to the Office of the Lieutenant Governor on the 5th floor of the Hawaii State Capitol, during office hours Monday through Friday (except state Holidays) between the hours of 7:45am through 4:30pm.
 - Notices must be provided no later than six (6) days prior to the date of the noticed meeting.
 - One (1) hard copy of each notice is provided.
 - The notice must be time stamped and placed in the tray marked "agenda drop-off".

This policy shall be in effect from August 12, 2024.