

Kaneohe Bay Regional Council  
New Procedures for Conduct of Meetings  
July 28, 2016

In order to have a more orderly process for conduct of its meetings, the Kaneohe Bay Regional Council (KBRC) will be asked to consider implementing new procedures. The intent of these new procedures is to provide for clarity in the discussions of items on the agenda so that open and complete discussions on each item may occur, to provide the public an opportunity to give their comments on all items for the KBRC prior to their decision making, and allow for the voting KBRC members to consider all relevant information prior to their decision making. The new procedures are intended to provide a clear process for when each of these discussions can occur and when the public would have an opportunity to provide their comments on all matters. This would reduce the temptation to have comments provided to the KBRC at a disorderly and confusing manner.

The new procedures are as follows:

- 1) The agenda items will be discussed in the order they are listed on the meeting agenda, unless the order of the items are changed by a majority vote of the members;
- 2) The KBRC Chair or their designated representative will manage the meeting;
- 3) Each item will be presented to the KBRC by its staff and the members may ask questions of staff;
- 4) After such KBRC discussions have completed, the chair will open the item and call for public comment;
- 5) Any person wishing to provide oral or written comments on the item would then be given the opportunity to provide such comments directly to the KBRC and to answer any questions the members might have;
- 6) After such public comments and discussions are completed, the Chair will close the public comment period for the item;
- 7) The Chair will then ask the members for motions to bring the item to a discussion and vote of the voting members;
- 8) If such motions are made, the chair will ask the members for any further discussion on the item;
- 9) After such KBRC discussions are completed, a vote of the members will be taken.
- 10) A majority vote of the voting members shall constitute an action by the KBRC.

Variations to the above procedures may occur, depending on the circumstances of the proceedings. The Chair or their representative shall conduct the KBRC meetings with the goal of having an orderly and efficient process. The Chair or their representative shall have the authority to make a final determination on any procedural matter before the KBRC. These procedures are subject to change by subsequent actions of the KBRC.