

Chairperson Selection Process (PROPOSED)

1. Timing

- The chairperson shall be selected annually.
 - Selection should occur at the first meeting of the calendar year.
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2. Eligibility

- The chairperson shall be selected from among all council members, including:
 - Voting members
 - Nonvoting (ex officio) members
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3. Nomination Process

1. The Chairperson nomination process is agenized as an action item and published in the public notice.
 2. The meeting is called to order.
 3. The presiding Chair opens the floor for nominations.
 4. Members may nominate any eligible member (self-nominations allowed).
 5. Members may choose to follow a rotational order of annual Chairperson rotating among members (example provided below), but the Council is not bound to following this order.
 6. Nominations do not require a second.
 7. The facilitator asks if there are further nominations and, hearing none, closes nominations.
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4. Voting Process

- Only voting members of the council may vote.
 - Voting shall be conducted in accordance with Robert's Rules of Order, using:
 - Voice vote, or
 - Show of hands, or
 - The chairperson shall be selected by a majority vote of voting members present.
 - If no nominee receives a majority:
 - Additional rounds of voting shall occur (runoff between top candidates, if needed).
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5. Rotation Requirement

- The chairperson shall be selected on an annual and rotating basis.
- To support rotation:
 - The council should avoid consecutive terms when practicable.
 - An annual rotation schedule may be maintained for continuity.
 - Members may choose to follow a rotational order of annual Chairperson rotating among members, but the Council is not bound to following this order.

The following is a suggested member rotation order for reference:

2026 – DLNR Division of Aquatic Resources (Chair) (Government)
2027 – Kahalu‘u Neighborhood Board Representative (Community)
2028 – DLNR Division of Boating and Ocean Recreation Representative (Government)
2029 – Kāne‘ohe Neighborhood Board Representative (Community)
2030 – Office of Planning and Sustainable Development Representative (Government)
2031 – Kāne‘ohe Bay Commercial Operators Representative (Community)
2032 – Hawai‘i Institute of Marine Biology Representative (Government)
2033 – Kāne‘ohe Bay Fishing Panel Representative (Community)
2034 – Director of Health Representative (Government)
2035 – Kāne‘ohe Bay Recreational Boating Association Representative (Community)
2036 – Office of Hawaiian Affairs Representative (Government)
2037 – Kāne‘ohe Marine Base Hawai‘i Representative (Government)

6. Term

- The chairperson serves a one-year term, until a successor is selected.
 - The term is intended to align with the calendar year, when practicable.
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7. Recordkeeping

- DLNR staff shall ensure meeting minutes reflect:
 - Nominations
 - Voting results
 - Selected chairperson
 - Term period
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Basic Responsibilities of the Chairperson

1. Meeting Leadership (Procedural)

- Preside over council meetings in accordance with Robert's Rules of Order
 - Maintain orderly discussion and recognize speakers
 - Ensure fair participation by all members
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2. Coordination with DLNR

- Work in coordination with DLNR staff, who are responsible for:
 - Administering meetings
 - Providing staff support
 - Preparing public notice, agendas and materials
 - Drafting minutes
 - The chairperson provides direction and priorities, while DLNR handles administrative duties.
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3. Agenda Oversight

- Collaborate with DLNR to:
 - Identify agenda items
 - Sequence topics appropriately
 - Ensure timely distribution of materials
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4. Decision Facilitation

- Guide discussion toward clear outcomes
 - Call for motions, seconds, and votes (per Robert's Rules)
 - Announce results of votes
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5. Compliance

- Ensure meetings are conducted in accordance with:
 - Chapter 92, HRS (Sunshine Law)

- Applicable statutes and council procedures
 - Robert's Rules of Order (for parliamentary procedure)
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6. Representation

- Serve as the council's representative or spokesperson when authorized
 - Coordinate external communications with DLNR as appropriate
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7. Transition

- Assist with onboarding the incoming chairperson
- Provide continuity on ongoing issues and priorities