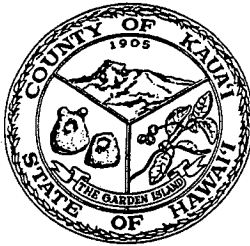



COUNTY COUNCIL
BILL "KAIPO" ASING, CHAIR
MEL RAPOZO, VICE CHAIR
TIM BYNUM
JAY FURFARO
SHAYLENE ISERI-CARVALHO
RONALD D. KOUCHI
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OFFICE OF THE COUNTY CLERK
Council Services Division
Elections Division
Records Division
PETER A. NAKAMURA, County Clerk
ERNESTO G. PASION, Deputy County Clerk
Telephone: (808) 241-6371
Facsimile: (808) 241-6349

March 8, 2007

TO: COUNCIL CHAIR BILL "KAIPO" ASING
FROM: COUNCILMEMBER TIM BYNUM 
SUBJECT: FOLLOW-UP ON DISCUSSIONS

Aloha Kaipo,

As a follow up to our recent conversation I would like to summarize what my assumptions are regarding timely access to information.

I understand that it is prudent that communication on behalf of the council is coordinated through the Chair and that communication on behalf of committees is coordinated through the respective Committee Chairs. I feel whenever practical members should be able to review and contribute to the communication prior to it being sent.

I feel it should be standard procedure for council members to be copied communication that is sent on behalf of the council or committees at the time of transmission and that responses are time stamped in and copied to council members upon receipt. I prefer distribution be via email although physical distribution to council members boxes could be an option.

Our adopted Council rules state: "It shall be the duty of the County Clerk or an authorized representative, in addition to those duties prescribed by law: (3) To forward at once to the proper parties all communications and other matters, either directly or through committee, as the case may be;". A review of the rules from other Hawaii counties reveals that the council rules of Hawai'i County state that the County Clerk shall "Forward at once to the Chair and Council Members all official reports, communications and other matters related to the Council's business." The council rules on Maui state that the County Clerk responsibility is: "To transmit upon receipt all communications or other matters to the proper parties."

So I am specifically asking that all communication sent or received on behalf of the council or committees be routinely distributed to me and all council members immediately upon transmission or receipt.

Please feel free to see me if you have any questions on these items.

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