

COUNTY COUNCIL
COUNTY OF KAUAI

Resolution

**RESOLUTION ADOPTING RULES OF
THE COUNCIL OF THE COUNTY OF KAUAI FOR
THE ORGANIZATION OF COMMITTEES AND
THE TRANSACTION OF BUSINESS**

BE IT RESOLVED BY THE COUNCIL OF THE COUNTY OF KAUAI, STATE OF HAWAII:

SECTION 1. The attached Rules of the Council of the County of Kauai are hereby adopted.

SECTION 2. In interpreting the rules, the intent of the Council shall be deemed to have been to: (a) carry out the majority view of the Council, yet provide the minority fair opportunity to express its view; (b) provide a written guide for an efficient and defined parliamentary procedure for Council deliberations so that its actions may be based on an informed and reasoned discussion of issues.

SECTION 3. All meetings and deliberations of the Council shall be governed by the rules. All rules of all prior Councils are hereby repealed.

SECTION 4. The approved rules shall be subject to amendment as provided for therein.

SECTION 5. This resolution shall take effect upon its approval.

Introduced by:

BILL "KAIPO" ASING

	<i>Aye</i>	<i>Nay</i>	<i>Exc</i>	<i>Recused</i>
Asing				
Bynum				
Chang				
Furfaro				
Kaneshiro				
Kawahara				
Kawakami				
Total				

Certificate Of Adoption

We hereby certify that Resolution No. _____
was adopted by the Council of the County of Kauai, State of
Kawai'i, Lihue, Kauai, Kawai'i, on

County Clerk
Dated

Chairman & Presiding Officer

RULES OF THE COUNCIL OF THE COUNTY OF KAUAI

RULE NO. 1 MEETINGS

(a) Recommended Procedure for Initial Convening of the Council.

(1) When the time specified by law arrives for the first convening of the newly elected Council, the Mayor, as the temporary Chair, shall call the Councilmembers-elect to order and shall appoint a temporary clerk.

(2) The Mayor, as the temporary Chair, shall appoint a credentials committee of not less than three members. The credentials committee shall immediately examine the credentials of the members elected. If a majority of the credentials are in order, the credentials committee shall so report and the oath of office shall be administered to the Councilmembers-elect by some person duly qualified to administer oaths.

(3) The oath having been administered, the Council shall then elect a Chair and Vice-Chair as provided by Section 3.07 of the County Charter.

(4) The Chairperson shall assume the chair of the presiding officer immediately after being elected and the Council shall then appoint the County Clerk, adopt the Rules of the Council, and appoint the Chair, Vice-Chair and members of the several Standing Committees by resolution.

(b) Regular Council Meetings; Relocation. Regular meetings of the Council shall be held in the County Building or Lihue Civic Center in Lihue, County of Kauai, State of Hawaii, or at a location designated by the Council, at 9:00 a.m. or other time designated by the Council, at least twice a month on a Wednesday, or on such day as the Council may designate. The Council by majority concurrence of its members may designate other locations, days, or times for its meetings.

(c) Standing Committee Meetings. When Standing Committees meet, they shall meet on Wednesday in the week after the regular meeting date, or on such other day if such Wednesday is untimely. The Budget & Finance Committee shall convene first, and shall be followed by the Economic Development/Housing Committee, the Parks/Transportation Committee, the Planning Committee, the Public Works/Elderly Affairs Committee, the Public Safety/Energy/Intergovernmental Relations Committee, and the Committee of the Whole.

(d) Special Meetings. Pursuant to the Charter and Chapter 92, H.R.S., special meetings may be called at any time by the Mayor, the Chair, or by five or more members of the Council. Written public notice shall be given as required by Chapter 92, H.R.S.

(e) Executive Sessions. All Council and Council Committee meetings shall be open to the public, except as provided by the Charter or Chapter 92, H.R.S.

(f) Emergency Meetings. If the Council finds that an imminent peril to the public health, safety, or welfare requires a meeting in less time than is provided for in Chapter 92, H.R.S., the Council may hold an emergency meeting or add an emergency item to a posted agenda provided:

(1) The Council states in writing the reasons for its findings;

(2) Two-thirds of all members agree that the findings are correct and an emergency exists;

(3) An emergency agenda and the findings are filed with the Office of the County Clerk; and

(4) Persons requesting notification are contacted by mail or telephone as soon as practicable.

“Emergency” is generally confined to natural disasters where immediate relief is needed for the public.

(g) Adjournment. Meetings may be adjourned at any time by vote, and unless otherwise specified in the motion, every adjournment shall be deemed to be to the next regular meeting of the body.

RULE NO. 2 QUORUM AND VOTE: EXCEPTIONS LISTED

(a) Council. A physical majority (4) of the entire membership of the Council shall constitute a quorum and the physical majority (4) vote of the entire membership shall be necessary to take any action; provided, that an affirmative vote of at least two-thirds (5) of the Council shall be required for the following:

(1) To authorize the issuance of general obligation bonds;

(2) To override the Mayor's veto; and

(3) To suspend without pay for not more than one month any member for disorderly or contemptuous behavior or for personal vilification in its presence.

(4) In the absence of a physical quorum during any official meeting of the Council, the Council shall:

(A) Recess its meeting to seek out a quorum; or

(B) Adjourn its meeting for lack of a quorum to a specified time and place.

(b) Committee. A physical majority of the membership of a Committee shall constitute a quorum, and a physical majority vote of the membership entitled to vote shall be necessary to take any action.

In the absence of a physical quorum during any official meeting of the Committee, the Committee shall:

(1) Recess its meeting to seek out a quorum; or

(2) Adjourn its meeting for lack of a quorum to a specified time and place.

(c) A physical majority of less than a quorum may adjourn from day to day and shall have power to compel the attendance of absent members.

RULE NO. 3 OFFICERS AND THEIR DUTIES

(a) Council Chair. The Chair shall be the Presiding Officer of the Council. In the absence or disability of the Chair, the Vice-Chair shall act as the Presiding Officer. In the event of the absence or disability of both the Chair and Vice-Chair, the chairperson of the Budget & Finance Committee shall act as the Presiding Officer. In his or her absence or disability, the chairperson of the Planning Committee shall act as the Presiding Officer.

It shall be the duty of the Presiding Officer:

(1) To open all meetings of the Council at the appointed hours by taking the Chair and calling the Council to order;

(2) To call for the approval of the minutes of the preceding meeting when a quorum shall be present;

(3) To maintain order and proper decorum;

(4) To announce the business before the Council in the order prescribed by these rules;

(5) To receive and to determine for disposition all matters properly brought before the Council, to call for votes upon the same, and to announce the results;

(6) To authenticate by signature all acts of the Council as may be required by law;

(7) To make known all Rules of Order when so requested and to decide all questions of order, subject to an appeal to the Council;

(8) To announce the result on any matter voted on by the Council, and in case of a tie vote, to order that the matter be made the special order of the day for the next regular meeting.

(9) To act as the Council's liaison in dealing with Clerk's Office functions and perform such other duties as may be required by law, or such as may properly appertain to such office; and

(10) To approve Councilmembers' travel requests.

(b) Committee Chair. The Chair of each Committee may call any meetings or hearings of the Committee subject to the approval of the Committee, and shall preside at such meetings or hearings. The Vice-Chair shall perform the duties of a Chairperson who is absent.

(c) County Clerk. It shall be the duty of the County Clerk or an authorized representative, in addition to those duties prescribed by law:

(1) To read bills, resolutions, and other matters to the Council, if so required;

(2) To forward at once to the proper parties all communications and other matters, either directly or through a Committee, as the case may be;

(3) To deliver to the appropriate Committee all petitions, resolutions, bills or other matters, as may be duly referred to such Committee;

(4) To note all questions of order with the decision thereon, collect the same together and append them to the Journal;

(5) To make a list of all bills, resolutions, petitions, communications and other matters set for consideration on particular dates;

(6) To have charge of all records of the Council and be responsible for same; and

(7) To serve in all matters as Clerk of the Council and to perform all clerical duties and offices pertaining to such position as the Council shall from time to time direct, as well as other duties as shall by law or these rules,

or rules hereafter adopted, be assigned to the Clerk, or such as properly pertain to such position.

RULE NO. 4 COMMITTEES

There shall be four kinds of committees; namely, (a) Standing Committees; (b) Joint Committees; (c) Sub-Committees; (d) Special Advisory Committees.

(a) Standing Committees. There shall be seven Standing Committees consisting of both voting members and ex-officio members, except for the Budget & Finance Committee and the Committee of the Whole which shall consist of seven (7) voting members. Ex-officio members of a committee shall have a voice, but no vote, in all committee proceedings, and are not counted in determining the number required for a physical quorum or whether a physical quorum is present. Ex-officio members shall also not have the right to make motions.

(1) **A Committee on Budget & Finance** consisting of all members of the Council. The Committee on Budget & Finance shall consider all matters pertaining to preparation of the annual County Operating and Capital Improvement Projects (CIP) budgets, finances, revenues, taxes, real property tax, appointments to boards and commissions relating to the Committee, and budget amendment requests and legislation relating to the Committee.

(2) **A Committee on Economic Development/Housing** consisting of five (5) voting members and two (2) ex-officio members. The Economic Development/Housing Committee shall consider all matters pertaining to agriculture, visitor industry, tourism, military, small business, employment, economic promotional efforts, housing, appointments to boards and commissions relating to the Committee, and budget amendment requests and legislation relating to the Committee.

(3) **A Committee on Parks/Transportation** consisting of five (5) voting members and two (2) ex-officio members. The Parks/Transportation Committee shall consider all matters pertaining to parks, beaches, recreational and neighborhood centers and convention hall services and facilities, Wailua Golf Course, promotion and initiation of recreational programs and events, youth and elderly recreational programs, public transportation, appointments to boards and commissions relating to the Committee, and budget amendment requests and legislation relating to the Committee.

(4) **A Committee on Planning** consisting of five (5) voting members and two (2) ex-officio members. The Planning Committee shall consider all matters pertaining to land use, general plan, zoning, shoreline

protection, subdivision controls, environmental concerns, historic preservation, appointments to boards and commissions relating to the Committee, and budget amendment requests and legislation relating to the Committee.

(5) **A Committee on Public Works/Elderly Affairs** consisting of five (5) voting members and two (2) ex-officio members. The Public Works/Elderly Affairs Committee shall consider all matters pertaining to highways and roads, utilities, water development, solid waste, wastewater, county buildings and baseyards, elderly affairs, outreach, appointments to boards and commissions relating to the Committee, and budget amendment requests and legislation relating to the Committee.

(6) **A Committee on Public Safety/Energy/Intergovernmental Relations** consisting of five (5) voting members and two (2) ex-officio members. The Committee on Public Safety/Energy/Intergovernmental Relations shall consider all matters pertaining to energy, police, fire, prosecutor's office, civil defense, legal issues relating to public safety, personnel, liquor, Constitutional changes, Federal and State programs and legislation, the Hawaii State Association of Counties (HSAC), the National Association of Counties (NACo), appointments to boards and commissions relating to the Committee, and budget amendment requests and legislation relating to the Committee.

(7) **Committee of the Whole** consisting of all members of the Council. The Committee of the Whole shall consider all matters pertaining to establishment of new committees, policies of the Council, goals and objectives of the Council and its Committees, rules of the Council, screen questions of ethics, internal matters dealing with the Council and the Clerk's office, charter amendments, appointments to boards and commissions relating to the Committee, and budget amendment requests and legislation relating to the Committee.

(b) Joint Committees. The Council may, through motion duly adopted, refer items to Joint Committees. Such referral shall be sufficient to establish such Joint Committees. Such Joint Committees shall consist of any combination of Standing Committees and shall be presided over by the Chair of the first named Standing Committee. Such Joint Committees shall meet and report on all matters referred to them in the same manner as Standing Committees.

(c) Sub-Committees. Sub-Committees shall report to a Standing Committee from time to time as the occasion requires, serving until discharged after final reporting on the special matter referred to it.

(d) Special Advisory Committees. Special Advisory Committees shall be appointed by the Council, and such committees shall perform studies as requested by the Council.

(e) Formation by Resolution. Sub-Committees and Special Advisory Committees shall be established by resolution which shall state:

- (A) the purpose of the committee;
- (B) the members of the committee;
- (C) the committee's scope of work; and
- (D) the timetable under which the committee will complete its work.

(f) Committee Reports. Committees shall report from time to time upon all matters referred to them.

(1) Whenever any matter shall be referred to a Committee it shall be the duty of such Committee to make diligent inquiry into all of the facts and circumstances connected with such matter. If necessary, the County Attorney may be consulted, witnesses may be summoned and examined, documents and records searched and everything done to bring all facts pertaining to such matter before the Council.

(2) The report of a Committee on a bill or resolution shall state clearly the amendments, if any, proposed. If a substitute bill or resolution shall be reported in place of the one referred to such Committee, the same must agree with the subject of the one submitted and returned to the Council.

(3) Whenever a Committee fails to agree, the majority of voting members shall report and the same shall be the report of the Committee. The minority of voting members of the Committee may file a separate report or simply note on the report of the majority of voting members of the Committee the words, "I (or we) do not concur."

RULE NO. 5 VOTING, ATTENDANCE, AND ABSENCE

(a) Voting Methods. There shall be four methods of ascertaining the decision of the Council or Committees upon any matter:

- 1st, by a call of the roll of the voting members and a record made of the vote of each voting member. The vote on any bill or resolution shall be by roll call. In addition, upon the request of any voting member, a roll call vote shall be taken.

2nd, by voice vote;

3rd, by rising; and

4th, by unanimous consent

(b) Silent Vote. Unless a member is absent from voting, the member's silence shall be recorded as an affirmative vote for the motion. Each vote shall be recorded in the Journal and reported to the Presiding Officer, who shall announce the result to the Council or Committee.

(c) Voting Required. No member shall refrain from voting unless absent.

(d) Attendance. No member may be absent from a meeting of the Council or Committee, or from the service of the Council or the Committee, unless the member has so advised the Council Chair in the event of a Council Meeting, or the Committee Chair in the event of a Committee Meeting, prior to or during the course of the meeting.

(e) Council Absence, Tie Vote. At a Council meeting, if members are evenly divided on any main motion or if there are insufficient votes to carry any main motion because of the absence of a member, the item shall be made the special order of the day for the next regular meeting.

(f) Committee Absence, Tie Vote. At a Committee meeting, if Committee members entitled to vote are evenly divided on any main motion or if there are insufficient votes to carry any main motion because of the absence of a voting member, the item shall be automatically referred to the next agenda of the Committee for disposition.

(g) Explaining Vote; Changing Vote. Whenever the ayes and noes are called, no one, without the unanimous consent, shall be permitted to explain their vote; and after the announcement of the result, no one shall be permitted to vote or to change their vote without unanimous consent.

RULE NO. 6 MOTIONS

(a) No motion may be received and considered until the same has been seconded.

(b) After a motion is stated or read by the Presiding Officer, it is deemed in the possession of, and shall be disposed of by vote. However, any motion may be withdrawn by the movant with consent of the second at any time before a decision or amendment.

(c) Whenever any question whatsoever is under discussion, the motions relative thereto shall be:

1st, to lay on the table; (no debate)

2nd, to postpone to a certain time; (no debate)

3rd, to commit or refer;

4th, to amend; or

5th, to postpone indefinitely; when a question is postponed indefinitely, the same shall not be acted upon again or revised at any subsequent meeting in the calendar year in which such question was so disposed; or

6th, to receive for the record, to receive, or to file, which means to take final action to close the file on the item;

which motions shall have precedence in the order named. The first two motions shall be decided without debate and shall be put as soon as made.

d) When any of said motions is decided in the negative, the same shall not be revived at the same meeting relative to the main question under discussion. If all are negative as aforesaid, the only remaining question shall be as to the passage or adoption of the bill, resolution, or other main question.

(e) When any matter before the Council or Committee is postponed to a certain time, the period of postponement shall be specifically stated. If not, the matter shall be an order of business for the next Committee or Council meeting.

(f) No member may speak longer than five minutes, nor may a member speak more than twice on the same question without leave of the Presiding Officer, subject to an appeal to the body, unless the member is the maker of the motion or sponsor of the matter pending, in which case the member may speak in reply, but not until every other member choosing to speak has spoken.

(g) Motion to Adjourn. A motion to adjourn is always in order and shall be decided without debate. One motion to adjourn shall not follow another without intervening business.

(h) Previous Question. The object of the motion for the previous question is to cut off debate. It shall always be in order and shall require a two-thirds vote to carry it. Whenever such motion prevails, the main question, subject to the order of priority, shall be put.

(i) Reconsideration. When a motion has been made and carried in the affirmative or negative, only a member who voted with the majority may move, at the same meeting or at the next regular meeting, to reconsider it and such motion shall take precedence over all other questions except a motion to adjourn; except that pursuant to the Charter, when a bill fails to pass on final reading and a motion is made to reconsider, the vote on such motion shall not be acted upon before the expiration of 24 hours.

(j) Point of Order. A Point of Order may be raised at any stage of the proceedings, except during a calling of the roll when the ayes and noes are called for.

(1) When the Chair or any member thinks that the rules are being violated, the Chair or member can make a Point of Order (or "raise a question of order"), thereby calling upon the Chair for a ruling and an enforcement of the regular rules. Such question shall be decided by the Chair, without debate, subject to an appeal to the Council. In addition, the Chair may call for the sense of the body on any question of order.

(2) Whenever any person is called to order while speaking, that person shall be in possession of the floor after the question of order is decided, and may proceed with the matter under discussion within the ruling made on the question of order.

RULE NO. 7 APPEAL

The Council or Committee may, by a majority vote, overrule the decision of the Chair upon a motion of appeal which is duly seconded.

RULE NO. 8 DISCLOSURE OF INTEREST

Whenever a possible conflict of interest to any matter pending before the Council or any of its Committees becomes apparent to a member, the member shall promptly make a written disclosure to such body.

RULE NO. 9 PETITIONS

Any person may petition the Council. Petitions and other matters shall be in writing, with at least the name of the petitioner signed and printed. The petition shall be disposed of by the Chair, including its referral to the proper agenda.

RULE NO. 10
GENERAL PROVISIONS REGARDING BILLS, RESOLUTIONS,
MOTIONS AND AMENDMENTS

(a) Introduction. Any bill or resolution may be introduced by any member. The original copy of any bill or resolution shall be written, dated, and signed by the introducer; otherwise it shall not be considered.

(b) Manager. Each legislation shall have a manager. The introducer and/or appropriate Committee Chair shall serve as manager of the legislation and may delegate this function to another Councilmember. The manager shall be responsible for the management of such legislation including the securing of all pertinent information regarding the matter.

(c) Placement on Agenda. All bills and resolutions must be initialed by the Council Chair or, in the Chair's absence, the Vice Chair (or other designated chair as stated in Rule 3) in order to be placed on the agenda.

(d) Amendment of Bills and Resolutions. No bill or resolution may be amended so as to change its original purpose. On the demand of at least four members, any bill shall, after amendment, be laid over for one week before its final reading. Every bill or resolution, as amended, shall be in writing before final passage.

(e) Motions and Amendments. Motions and amendments may be verbal, but shall be reduced to writing, if requested by the Presiding Officer, and shall be read by the County Clerk upon request by any member.

(f) Bill Readings. Pursuant to the Charter, bills shall be passed only after two readings on separate days. No bill shall become an ordinance unless passed on second and final reading by a majority of all Councilmembers or by at least five Councilmembers, as the case may be.

(g) Resolution Readings. Except as otherwise provided by the County Charter, resolutions shall be adopted on one reading by the affirmative vote of a majority of the entire membership of the Council.

(1) Eminent Domain Resolutions. Pursuant to the Charter, resolutions authorizing proceedings in eminent domain shall not be acted upon on the date of introduction, but shall be laid over for at least fourteen days before adoption. Such resolutions shall be advertised once in a newspaper of general circulation in the County at least fourteen days before adoption by the Council. Not less than three copies of such resolutions shall be filed for use and examination by the public in the Office of the County Clerk at least fourteen days prior to the adoption thereof.

(h) Full oral readings of bills and resolutions are hereby waived and may be by title and/or number only unless a full reading is requested by any of the members present.

(i) Publication of Bills. Bills embracing: (a) the fixing of special assessments for the costs of improvements, (b) the appropriation of public funds or the authorization for the issuance of general obligation bonds, or (c) the imposition of a duty or penalty on any person, shall pass first reading by a vote taken by ayes and noes, and digests of such bills shall be advertised once in a newspaper of general circulation in the County, with the vote noted, at least seven days before final reading by the Council. Not less than three copies of such bills shall be filed for use and examination by the public in the Office of the County Clerk at least seven days prior to the final reading thereof.

(j) Submission to Mayor. Every bill or resolution authorizing proceedings in eminent domain which shall have passed the Council and which shall have been duly authenticated, shall be presented to the Mayor for his approval. Thereafter, action on the same shall be governed by the procedure set forth in Section 4.03 of the County Charter.

RULE NO. 11 CERTIFICATES

Certificates are non-legislative in nature and are intended to recognize people or organizations for outstanding achievements, to offer thanks, to honor retirees, to offer condolences, or to support the observance of certain time periods in recognition of certain causes.

(a) These certificates are approved upon signing and require no other formal Council action.

(b) The sponsoring Councilmember shall be responsible for securing the signatures of the other Councilmembers.

(c) Any conflicts such as sponsorship, duplicate requests, or whether the subject matter should be in certificate or resolution form shall be decided by the Council Chair, subject to appeal to the Council.

RULE NO. 12 PUBLIC HEARINGS

(a) Committee Hearings. Public hearings of Council matters initiated by or referred to a Committee shall be chaired by the Chair or Vice Chair of that Committee.

(b) Council Hearings. Public hearings initiated by the Council shall be chaired by the Chair or Vice Chair of the Council.

(c) Upon the conclusion of any public hearing, the matter shall remain within the jurisdiction of the appropriate body for amendments, recommendations or Committee disposition.

(d) Location of Hearings. All public hearings of the Council or Committees shall be held in the County Building or Lihue Civic Center and during normal working hours of the County, unless otherwise provided by law or majority concurrence of the Council or Committee.

If a petition signed by at least 50 people requests the public hearing to be held at another available public facility related to the subject matter of the public hearing and/or another available time, and the petition is submitted to the Office of the County Clerk and time-stamped before 12:00 noon on the day before the meeting at which the public hearing date is established, then the public hearing shall be held at the requested available public facility and/or time, unless otherwise provided by law.

(e) Conduct of Public Hearings.

(1) Public hearings are held to receive testimony from the public and Councilmembers should reserve their opinions and arguments for the appropriate Council or Committee meeting.

(2) The Council Chair or Committee Chair shall be the Presiding Officer, and shall be responsible for conducting a fair, expeditious and orderly hearing.

(3) The notice and purpose of the hearing shall be clearly stated at the beginning of each hearing.

(4) The following rules shall be read or be available for distribution by the Clerk:

(A) Persons wishing to testify are requested to register with the Clerk prior to the Chair calling the meeting to order.

(B) Persons testifying are entitled to the floor only when recognized by the presiding chair.

(C) Persons testifying shall clearly state their name, address, whom they represent, and whether they are a registered lobbyist, in compliance with H.R.S. Chapter 97, Lobbyist Law.

(D) Persons testifying shall testify only on the subject matter under consideration and shall refrain from direct questioning of the Councilmembers and staff personnel and shall direct any remarks or questions to the Chair.

(E) Persons with written testimony may be given priority at the discretion of the Chair.

(F) Oral presentation shall be limited to three (3) minutes per speaker; extended time may be granted by the Chair. The Chair shall have the prerogative to set the speaking time for each witness and may also set the order of speakers, speaking for or against any proposition, and may notify the speaker of the expiration of his speaking time, 30 seconds before such expiration.

(G) Members of the public shall be allowed to speak a second time on the same question or subject. Such speakers shall be allowed an additional three (3) minutes to present testimony. After all such speakers have testified, the Chair may allow an additional four (4) minutes to conclude the testimony.

(H) The Chair shall grant to persons who have not registered, time to speak following the registered speakers after their first speaking opportunity, in same manner as registered speakers.

(I) Speakers shall restrict themselves to the issues and avoid personalities.

(J) The Chair may restrict or terminate a speaker's right to the floor for intemperate or abusive behavior or language.

RULE NO. 13 ORDER AND DECORUM

(a) No person shall sit at the desk of the Presiding Officer of the Council or County Clerk, except by permission of the Presiding Officer, or at the desk of any Councilmember, except by permission of that Councilmember.

(b) While the Presiding Officer is putting any question or addressing the body, or when a member is speaking, no one shall entertain a private discourse, nor while a member is speaking shall anyone pass between that Councilmember and the Chair.

(c) A member about to speak shall address the Chair, with any remarks confined to the question under discussion while avoiding personalities.

(d) No unauthorized person shall enter the floor of the Council or Committee except by permission of the Presiding Officer.

(e) Members of the public shall be allowed to speak at Council and Committee meetings under the same rules as stated in Rule 12 (e), 'Conduct of Public Hearings'.

RULE NO. 14 ORDER OF BUSINESS

After roll call and the approval of the minutes, the Presiding Officer shall call for business in the following order:

- (a) Messages from the Mayor;
- (b) Reports and communications from County officers;
- (c) Petitions, memorials, and communications;
- (d) Reports of Standing Committees;
- (e) Reports of Other Committees;
- (f) Introduction of bills and resolutions;
- (g) Unfinished business;
- (h) Order of the Day, including adoption of resolutions and second reading of bills;
- (i) Miscellaneous business;
- (j) Public hearings may be held at the time set in previous meetings of Council.

RULE NO. 15 AGENDA AND PRIORITY OF BUSINESS

(a) All communications submitted to the Council shall be time-stamped upon receipt and presented to the Council Chair for disposition.

(b) All communications to be placed on the agenda must be initialed by the Council Chair and received by the Council or the Office of the County Clerk before 4:30 p.m. on the Friday two weeks preceding the day of the regular or Committee meeting.

(c) The Clerk shall prepare and post an agenda for all meetings of the Council and its Committees in compliance with the provisions of Chapter 92, H.R.S.

(d) Pursuant to Chapter 92, H.R.S., the Council or Committees shall not change the agenda, once filed, by adding items thereto without a two-thirds recorded vote of all members to which the body is entitled; provided that no item shall be added to the agenda in the manner provided herein if it is of reasonably major importance and action thereon by the body will affect a significant number of persons.

(e) The Council may, by previous motion, direct that any matter shall be made a special order of business, which shall take precedence of all business after the fifth order, or that it shall take any other position lower down on the calendar.

(f) The unfinished business in which the Council was engaged at the time of the last adjournment shall have preference in the Order of the Day, and no business shall be received until such unfinished business is disposed or, unless by special leave of the Council.

(g) All questions relating to the priority of business to be acted upon by the Council or Committee shall be decided without debate.

RULE NO. 16 MINUTES

(a) Pursuant to Section 92-9, Hawaii Revised Statutes, written minutes of all meetings and public hearings shall be kept.

(b) The written minutes shall give a true reflection of the matters discussed and the views of the participants.

(c) A full, verbatim transcript is not required, unless requested by a Councilmember prior to the meeting or public hearing.

(d) Upon approval of the written minutes, the tape recording shall be erased.

RULE NO. 17 NEWS REPORTERS

News reporters wishing to take notes of the business of the Council may be assigned such places by the Presiding Officer as will effect their object without interfering with the convenience of the Council or its Committees.

RULE NO. 18
NEW RULES AND AMENDMENTS

No rule of the Council may be altered or rescinded nor may any new rule be adopted without the affirmative vote of at least four Councilmembers. All amendments shall be by resolution.

RULE NO. 19
SUSPENSION OF THE RULES

None of these rules may be suspended, except by the affirmative vote of at least five Councilmembers.

RULE NO. 20
WHEN RULES ARE SILENT

The rules of parliamentary practice as laid down by the current edition of "Robert's Rules of Order, Newly Revised," shall govern the Council where the same are not inconsistent with these rules.