

RULES OF PROCEDURE
OF THE KAILUA VILLAGE DESIGN COMMISSION

RULE 1

MEETINGS

- 1-1 The Kailua Village Design Commission (hereinafter called "Commission") shall hold regular meetings for the transaction of public business at a time and place scheduled by the Commission on every other Tuesday of each month or on the following day if such Tuesday be a public holiday, provided, that regular meeting date may be changed to another day by motion duly adopted at a regular or special meeting at least one week prior to the rescheduled meeting date.
- 1-2 Special meetings may be called by the Chair of the Commission or a majority of the Commission, pursuant to section 13-20(c) of the County Charter.

Rule 2

ADJOURNMENTS

- 2-1 Meetings may be adjourned at any time by motion and vote. Unless otherwise specified in the motion, every meeting shall be considered adjourned to the usual hour of meeting on the next meeting date.

Rule 3

QUORUM

- 3-1 A majority of all the members to which the Commission is entitled shall constitute a quorum to do business and the concurrence of a majority of all the members to which the Commission is entitled shall be necessary to make any action of the Commission valid.

Rule 4

MEETINGS OPEN TO THE PUBLIC

- 4-1 All meetings of the Commission shall be open to the public and held in public places, unless an executive meeting is necessary.

Rule 5

RECORDS OF THE MEETING

- 5-1 All records and minutes of the Commission shall be open for inspection by any person at any time during business hours, except as otherwise provided by law, pursuant to Sec. 13-20 of the County Charter.

Rule 6

OFFICERS AND THEIR DUTIES

- 6-1 Presiding Officer. The Chair of the Commission shall be the presiding officer of the Commission. In the absence of the Chair, the Vice-Chair shall preside. In the absence of the Vice- Chair the Commission shall appoint a presiding officer from its own members who shall have the same right to vote as other members; HOWEVER, that when and so long as the Chair is temporarily unable to perform his/her duties, the Vice-Chair shall have all the powers and be subject to all the duties of such Chair.

It shall be the duty of the Chair

- a. To open the meeting of the Commission at the appointed hour by calling the meeting to order.
- b. To call for the approval of the minutes of the preceding meeting when a quorum shall be present.
- c. To maintain order and proper decorum in debate. The Chair shall not engage in debate or discussion of any issue by the Commission. If he/she wishes to do so, he/she shall first be required to relinquish the chair to the Vice- Chair.
- d. To announce the business before the Commission in order prescribed by the rules.

- e. To authenticate by his/her signature all acts of doings by the Commission when necessary.
- f. To make known Rules of Order when so requested, and to decide all questions of order.
- g. To receive all communications from the Mayor, various departments of the government and the public and have such communications placed on the meeting agenda.
- h. In case of disturbance or disorderly conduct, the Chair may have the room cleared of all persons except the members of the Commission and officers of the County of Hawai'i.
- i. He/she shall vote in case of a tie, or when the "Aye" and "No" vote is demanded.

Rule 7

VOTING

- 7-1 There shall be (6) methods of voting:
 - 1st by voice vote;
 - 2nd by raising of hands;
 - 3rd by roll call;
 - 4th by ballot;
 - 5th by rising; and
 - 6th by unanimous consent.
- 7-2 Except on procedural motions, all voting shall be by roll call.
- 7-3 On procedural matters, the Chair after stating the question, shall call upon those in favor of the question to say "aye" after which the Chair shall call upon those in the negative to say "no"; and thereupon he/she shall announce the result to the Commission.
- 7-4 If any member shall doubt the result as announced, the Chair shall again state the question and call upon the members to vote by raising their hands, and they shall

keep their hands raised until counted by the secretary, after which the result shall again be announced.

- 7-5 Upon request of any member of the Commission and on every resolution, or non-procedural motion, the secretary shall call the Roll. Each member, when called, shall answer in a clear voice “Aye,” if voting in the affirmative; or “No” if voting in the negative. The secretary shall record each vote in the minutes and report to the Chair, who shall announce the result to the Commission.
- 7-6 No member shall refrain from voting unless excused by the presiding officer and unless excused from voting his/her silence shall be recorded as an affirmative vote.
- 7-7 Any member who knows that he/she has a personal interest, direct or indirect, in any action proposed or pending before the Commission shall disclose such interest prior to taking of any vote thereon.
- 7-8 Whenever the ayes and the noes are called, no one, without the unanimous consent of the Commission shall be permitted to explain his/her vote; and after the announcement of the result, no one shall be permitted to vote or to change his/her vote.

Rule 8

RESOLUTIONS, MOTIONS AND AMENDMENTS

- 8-1 All resolutions shall be in writing upon legal size paper dated and signed by the introducer.
- 8-2 Motions and amendments may be made verbally but shall be reduced to writing if requested by the Chair and shall be read from the desk if so desired.
- 8-3 No motion shall be received and considered by the Commission unless the same has been recorded.
- 8-4 Whenever any question shall be under discussion, the only motions relative thereto shall be:
 - a. To lay on the table;
 - b. To postpone to a certain time;
 - c. To postpone indefinitely
 - d. To commit; or
 - e. To amend.

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

Rule 9

LIMIT OF DEBATE

- 9-1 No member shall speak longer than five (5) minutes, nor shall he/she speak more than twice on the same question without leave of the Commission unless he/she be the mover of the matter pending, in which case, he/she shall be permitted to speak in reply, but not until every member choosing to speak shall have spoken.

Rule 10

INDEFINITE POSTPONEMENT

- 10-1 When a question is postponed indefinitely, the same shall not be acted upon again or revived at any subsequent meeting of the Commission which so disposed of such question unless by consent of the majority of the Commission.

Rule 11

PREVIOUS QUESTION

- 11-1 The object of the motion for the previous question is to cut off debate. Whenever the motion is carried, the author or introducer of the main subject under discussion shall be permitted to close debate after which the main question shall be put; provided, however, that the author or introducer may delegate to another such right to close.

Rule 12

RECONSIDERATION

- 12-1 If a motion has been either adopted or defeated during a meeting, and at least one member who voted on the winning side wants to have the vote reconsidered, such a member may make the motion to reconsider. However, such a motion can be made only on the same day on which the vote sought to be reconsidered was taken.

Rule 13

MOTION TO ADJOURN

- 13-1 A motion to adjourn is always in order and shall be decided without debate, provided the time for the next meeting has been established.

Rule 14

ORDER OF BUSINESS

- 14-1 The following shall be the order of business:
- a. Welcoming Remarks and Explanation of Procedures.
 - b. Roll Call.
 - c. Approval of Minutes.
 - d. Call for Testimony from members of the public.
 - e. Unfinished Business.
 - f. New Business.
 - g. Administrative Matters.
 - h. Announcements.
 - i. Adjournment.

Rule 15

ATTENDANCE

- 15-1 No member shall be absent from the meetings of the Commission unless the member is sick and/or is unable to attend with prior notice given to the Planning Department staff.

Rule 16

SUSPENSION OF RULES

- 16-1 No rule of the Commission shall be suspended unless by a majority vote of the members of the Commission.

Rule 17

DECORUM

- 17-1 If any member shall conduct himself/herself in a disorderly manner during any session of the Commission, the Presiding Officer shall order such member to keep his/her seat and preserve the peace; and if he/she shall then persist, the Chair shall order his/her designee to remove him/her from the meeting and he/she shall not be permitted to take his/her seat during the remainder of the sessions, except upon a pledge given by him/her to the Commission of good behavior.
- 17-2 When any member is about to speak, he/she shall address himself/herself to the Chair-and when recognized, confine himself/herself to the question under debate and avoid personalities.
- 17-3 Any person not a member of the Commission, who is disrespectful of the Commission by any disorderly or contemptuous behavior in its presence, or who disrupts the exercise of any Commissioner's function, may be removed from the meeting at the discretion of the Presiding Officer.
- 17-4 It shall be the duty of the Chair or his/her designee to maintain order amongst those present as spectators, and to remove any person found in violation of Rule 17, item 3 above.

Rule 18

NEWS REPORTERS

- 18-1 News reporters wishing to take notes of the business of the Commission may be assigned such places by the Presiding Officer as will affect their object without interfering with the convenience of the meeting.

Rule 19

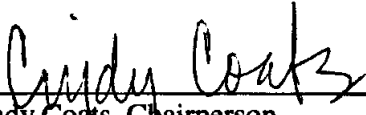
WHEN RULES ARE SILENT

- 19-1 The rules of parliamentary practice as laid down by Robert's Rules of Order, Revised, where not inconsistent with these rules, shall govern the Commission.

- 1) Amended – December 23, 2010

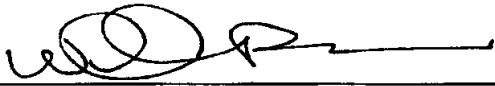
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KAILUA VILLAGE DESIGN COMMISSION


Cindy Coats, Chairperson

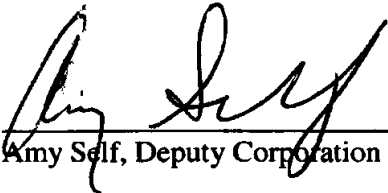
2/28/11
Date

APPROVED:


Willaim P. Kenoi, Mayor

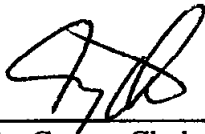
MAR 16 2011
Date

APPROVED TO AS FORM AND LEGALITY:


Amy Self, Deputy Corporation Counsel

MAR 23 2011
Date

I hereby certify that these rules were received and filed in my office on this 24th
day of March, 2011.


for County Clerk, County of Hawaii

3/29/11
Date