

HCDA's Kaka'ako Makai Community Outreach Program  
**ADVISORY WORKING GROUP - BYLAWS COMMITTEE**

Location: JABSOM

Date: April 26, 2007; 5:30 to 7:30 p.m.

From: Harmonee Williams, Townscape, Inc.

Participants: Bob Crone, Michelle Matson, Neal Morisato, Erik  
Takesheta, Elaine Tamashiro,  
Deepak Neupane (HCDA), Bruce Tsuchida & Harmonee Williams  
(Townscape)

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**APRIL 26, 2007 - MEETING NOTES**

**1. INTRODUCTIONS**

**2. GENERAL DISCUSSION/QUESTIONS ON BYLAWS**

- OMPO CAC Bylaws seems like a good model to start with.
- How long will the AWG be around?
  - It's envisioned it will be advising HCDA for the long-term (through planning and implementation; could be 10 years+)
- It might be a good idea to look at "old plans" for Kaka'ako Makai. The AWG could review them for good (and bad) ideas. It's important to know what's where now (givens), and any past controversies.

**3. NAME OF GROUP (AWG)**

- Possibilities:
  - "Kaka'ako Makai Planning Advisory Council"
  - "Cultural Park Advisory Committee"
  - "Planning Advisory Committee"
  - "Kaka'ako Makai Advisory Council"
- "Council" sounds more permanent than "Committee"
- We could consult with Peter Apo regarding a Hawaiian name.
- Do we want the word "Planning" in the name? Does that limit us?
  - "Future plans" is the purpose stipulated by the Legislature's HCR 30 in 2006.

**4. DEFINITION**

- Discussion on suggested draft bylaws provided by Michelle Matson, based on modifications to the OMPO

CAC Bylaws, but reflecting this advisory group's functions.

- Some objectives:
  - Form consensus for public land use
  - Advise HCDA and communicate back
  - Develop plan elements: uses, buildings
  - Address contaminated soils, financing, maintenance
  - Will we have a non-profit structure?
  - What about the Farmers Market? Cultural Market?
- We need to keep the "Purpose" as broad as possible - general objectives vs. specific tasks
  - Advise the HCDA Board regarding public purposes for Kaka'ako planning
- What are the boundaries of Kaka'ako Makai?
  - Ala Moana Boulevard? Ilalo Street?
  - Will we be advising on the planning for KS lands? JABSOM?
  - We could say "As defined by the Legislature, per HCDA statute or HCR 30"

## **5. MEMBERSHIP - COMPOSITION**

- If we include individuals and organizations, then how do we vote? One vote for each interest group or each individual? Individuals that are not part of a formal organization could form a separate group.
- Michelle presented the idea to form "interest groups" or "caucuses" (e.g., Ocean Recreation, Park Recreation, Hawaiian Cultural, Educational, etc. - see draft bylaws), then give each group one vote. In this situation, each group could work out recommendations for their respective interests and convey their recommendations and positions to the whole. Overall, people would need to agree to work together for the greater public good.
  - Would this format tend to reinforce "special interests"?
    - The interest groups would be derived from the public interest issues concerning the state public land.
  - Would it be ok for one individual or organization to participate in more than 1 interest group or caucus?
    - Yes

- o We may need a process for adding new participants and interest groups
- o This would make it ok for individuals to join, and it would be ok if people missed some meetings because the interest groups would remain constant.
- If we don't use the caucus format then how will we define the various interested and affected groups, individuals, organizations, residents, local businesses, etc. who will want to participate now and in the future?

#### **6. MEMBERSHIP - ATTENDANCE**

- What about attendance credits such as those required in the OMPO Bylaws version?
  - o This would not be necessary if voting is by caucuses.

#### **7. OFFICERS**

- Consider adding a Secretary to the officers in the bylaws to take meeting notes, since we would need a clear record that is consistently familiar with the issues.
- Another option is to have the Facilitator provide a Recorder, but that could lead to misinterpretation of the group's ideas.
- Or the Facilitator could provide a Recorder, who types up notes, and then the Secretary could review and approve.

#### **8. OTHER ITEMS**

- Do we need a policy for removal of disruptive person(s)?
  - o This could be addressed when or if necessary.
- Voting Procedures - what constitutes a quorum? Is the rule of "50% plus one of the total number of members" too difficult to attain a quorum in a large group? Would poor attendance stop us from being able to carry out business/make decisions?
  - Poor attendance by individuals and organizations would not be a problem when they are represented by sustained interest groups.

- O The "50% plus one" majority may be too low for a quorum to hold a meeting since we want to encourage full attendance so everyone is able to keep up and on track.
- O We could set a higher quorum, such as requiring 2/3 of the interest groups to be present at regular meetings, and then maintain the "50% plus one majority" vote rule for the voting requirement when a consensus cannot be attained.

#### **9. NEXT BYLAWS COMMITTEE MEETING**

- It was agreed that the Bylaws Committee members would communicate additional ideas by email and then schedule a meeting if necessary closer to the May 8 AWG meeting date.