

Kaka‘ako Makai Community Planning Advisory Council By Laws Committee

Operating Procedures Presentation Agenda October 25, 2007

I. CPAC Reference Documents

- A. CPAC Organizational Structure and Operating Procedures to Date, as attached
- B. CPAC Participating Members Survey Comments

II. CPAC Endorsement and Adoption of Remaining Survey Results*

The By Laws Committee recommends that the full CPAC endorse and adopt the remaining survey points supported by the vast majority of CPAC participating members, as attached.

III. Outstanding Organizational Questions to be Addressed

The interim Steering Committee has been designated by the CPAC to work with the facilitators to set CPAC meeting agendas during the next 6 months. The By Laws Committee has identified remaining organizational questions that the CPAC will need to address in this 6-month window to ensure the structural and procedural credibility of CPAC, and the Committee recommends that the Steering Committee and facilitators identify the appropriate time and method for the CPAC to address the following outstanding questions:

- A. Further refinement of Membership definition: CPAC should discuss if further refinement of the Membership definition for voting purposes will be needed in the future, and if so, how to address it.
- B. Leadership: CPAC should discuss the addition of operational officers.
- C. Committees: As supported by the vast majority of CPAC participating members, there will be a need for Standing and Special Purpose Committees over time. The CPAC should address the establishment of such committees and their functions.

IV. CPAC Approval to Forward CPAC Progress Report to HCDA*

* **Action Items**

Kaka‘ako Makai Community Planning Advisory Council

Organizational Structure and Operating Procedures

(As of October 25, 2007)

Kaka‘ako Makai Advisory Working Group Name

The name of the Kaka‘ako Makai advisory working group shall be the “Kaka‘ako Makai Community Planning Advisory Council” (CPAC).

Purpose

The CPAC shall be a working group that “meaningfully participates in the development, acceptance, and implementation of any future plans for Kaka‘ako Makai.” (See HCR 30, 2006). This long-term planning process will begin with establishing a Vision, Guiding Principles and an Action Plan for implementing the Vision and Guiding Principles of the planning process.

Open Meetings and Public Participation

All CPAC meetings shall be open to the public and conducted in accordance with the Sunshine Law. The general public will be invited to participate in CPAC discussions, with the opportunity to speak and be heard over the long-term, and may be polled for community feedback.

Framework for Conducting Business

The CPAC has agreed by consensus that there needs to be a framework for conducting business:

Membership

Participating members attend CPAC meetings and sign in on the HCDA CPAC participant registration list.

Voting

Participating members will strive to reach consensus in decision-making. In the absence of a consensus, a 2/3 majority vote of those present will be required, with affirmation of the vote at the following meeting.

Meeting notices and agendas will specify any decision-making actions and will be posted well in advance of CPAC meetings in accordance with the Sunshine Law.

Leadership

An interim steering committee of ten (10) members will represent the CPAC at HCDA meetings. Those nominated and volunteering for the Steering Committee are the following:

Bob Crone
Mike Dang
Nancy Hedlund
Ron Iwami
Michelle Matson
Wayne Takamine
Erik Takeshita
Jennifer Thompson
John Thorpe
Mark Wong

Duties of the Steering Committee members will include:

- A) Representing the CPAC at the HCDA Board meetings as follows:
- Being available to attend Board meetings on the first Wednesday of the month from 9 am until approximately 12 pm
 - Reporting to the HCDA Board on the progress of the CPAC
 - Representing the CPAC with an unbiased viewpoint, not an individual position
 - Not advocating anything that the CPAC has not discussed and agreed upon
 - Not being afraid to speak before the HCDA Board, gather information from them and report this information to the CPAC.
- B) Assisting with the development of meeting agendas;
- C) Reviewing CPAC meeting summaries prior to posting on the HCDA website as final drafts pending approval at the next CPAC meeting;
- D) Serving in this capacity for an interim period of 6 months.

Endorsement and Adoption of Remaining CPAC Survey Results

Proposed Action for October 25, 2007

Membership

Participating members may include any member of the general public who wishes to meaningfully participate as a working group member. (94%)

Participating members share a commitment to work together in the public interest for the good of the whole. (98%)

Participating members regularly attend CPAC meetings to become informed on Kaka‘ako Makai planning issues. (94%)

Decision Making

Participating members develop informed recommendations based on comprehensive evaluation of information and in consideration of public input. (98%)

Standing Committees

Standing committees may be needed over time to facilitate the organization and operations of the CPAC. (98%)

Special Purpose Committees

Special Purpose Committees may be needed to assist the CPAC with research, expert consultations, and presentations on specific areas of interest as may be determined to be appropriate by the CPAC membership. (96%)