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Quick Reference Guide

COUNCIL ADVISORY BODIES

Advisory Member

Honolulu City Council

MISC. COM. 678

Agricultural Development Task Force (ADTF)

Key Legislation

Resolution 04-288, CD1 - Establishes the Agricultural Developement Task Force.

Resolution 07-052 - Extends the ADTF for an indefinite time period.

Resolution 08-31 - Amends the membership number and appointment process.

Mission

To examine and undertake the actions necessary to enhance the viability of the agricultural industry on Oahu.

Membership

Not more than nine and not less than five members, with the appointment of new members by a majority vote of the task force, subject to final approval of the Council Chair. No term limits.

Report

The ADTF shall report its findings and recommendations in writing to the Council on a semi-annual basis.

Meetings*

- Notices Issued Six Days Ahead
- Meetings at Committee Room
- Agenda is Standardized
- Public Testimony Received
- Minutes Kept

**Not required by resolution.*

Clean Water and Natural Lands Commission (CWNLC)

Key Legislation

Resolution 07-355, CD1 - Establishes the Clean Water and Natural Lands Commission.

Resolution 08-246, CD1 - States that the funding priorities of the CWNL Fund are all of the purposes stated in Resolution 07-355, which shall be considered equally and not ranked in any particular order.

Mission

To advise and assist the Council in its efforts to set priorities and policies for expenditures and the Council's efforts to ultimately approve specific expenditures from the CWNL Fund.

Membership

Nine members selected by the Council Chair, with vacancies filled by appointment by the Council Chair. Appointees shall serve a maximum of three three-year terms. At least one member must meet the following special criteria: 1) Academic degree in biology or botany; 2) A member of an environmental or land conservation organization; 3) A member of an agricultural organization; 4) Knowledge about preserving freshwater quality and supply; outdoor recreation and education; Hawaiian culture; preservation of historic or culturally important land areas/sites. Any individual may fulfill multiple membership requirements.

Report

No reporting requirements. Typically a report and/or recommendations submitted to the Council during annual budget review period.

Meetings

- Notices Issued Six Days Ahead
- Meetings at Committee Room
- Agenda is Standardized
- Public Testimony Received
- Minutes Kept

Oahu Real Property Tax Advisory Commission (ORPTAC)

Key Legislation

Resolution 11-143 - Establishes the Oahu Real Property Tax Advisory Commission.

Mission

To advise and assist the Council by conducting a biannual review of the City's real property tax system.

Membership

Seven members selected by the Council Chair, with any vacancy filled by appointment by the Council Chair. A commission shall be appointed on or before July 1, 2011, and a new commission shall be appointed on or before July 1 every other year thereafter.

Report

The commission shall submit its written recommendations to the Council by December 1 of the year in which they are convened and shall dissolve on June 30 of the following year.

Meetings

- Notices Issued Six Days Ahead
- Meetings at Committee Room
- Agenda is Standardized
- Public Testimony Received
- Minutes Kept

Interesting Facts for All Commissions

- Vacancies Filled by Chair
- Nominees Resumés are Public

COUNCIL ADVISORY BODIES

Thank you for volunteering to serve on a Council advisory body! This guide is intended to provide you with a general overview of the role, importance and requirements of Council advisory bodies.

Over the years, the City Council has established a number of advisory bodies, often referring to them as boards, commissions or task forces. These advisory bodies are most often established by Council resolutions that stipulate their primary objective, member composition, method of operation, and duration.

Council advisory bodies, which may be temporary in nature, assist the Council by exploring specific issues, conducting research, and reporting their findings and recommendations to the Council on a timely basis.

Members of advisory bodies are public volunteers, like you, who often have expertise and experience in a specific field that is beneficial to the work of the advisory body and, ultimately, the Council.

When stipulated by Council resolution, advisory bodies are required to issue public meeting notices six days in advance of meetings, maintain minutes, and afford the public opportunities to testify.

The Office of the Council Chair provides operational oversight, assistance and establishes policies applicable to all advisory bodies.

RESOURCE INFORMATION

Meeting notices, agendas, and minutes for Council Advisory Boards and Commissions:

http://www4.honolulu.gov/docushare/dsweb/View/Collection-867

Sign up to receive advisory e-notices:

https://www1.honolulu.gov/honolulu_list/optin.asp?form_id=70

Council Advisory Bodies e-mail:

cclbc@honolulu.gov

Council Advisory Group Aide:

Phone: 768-5078

Honolulu City Council:

http://www.honolulu.gov/council

DISCLAIMER

The information contained herein or available on the websites listed above is subject to updating and change without notice.

City and County of Honolulu

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