

THE SUNSHINE LAW
A BRIEF PRIMER

HAWAII REVISED STATUTES
CHAPTER 92, PART 1



THE SUNSHINE LAW – A BRIEF PRIMER

- ✓ Key Requirements
 - Meeting Notices
 - Testimony
 - Deliberations & Decision-Making
 - Minutes
- ✓ Other Resources & References



THE SUNSHINE LAW

- Hawaii's Open Meeting Law
- Hawaii Revised Statutes, Part 1, Chapter 92
 - Open & Accessible Government
 - **Official City Boards and Commissions**
 - *EX: Planning Commission, City Council*



PUBLIC NOTICE

- Meeting Notice
- Six Calendar Days Ahead
- Date, Time, Location
- County Clerk's Office
- Meeting Site
- Agenda



PUBLIC NOTICE - AGENDA

- Agenda
 - All Items Included
 - Reasonably Describe Items
 - Unfinished Business – Discouraged
 - Add Items – 2/3 Votes
- Insufficient Notices = Cancelled Meetings

TESTIMONY

- Public Testimony – Must Be Allowed
- Written and Oral – Must Be Accepted
- Time limits – Allowed
- Non-Agenda Items – Testimony Unnecessary
- Loss of Quorum - Cancelled Meeting



DECISION-MAKING

- Properly Noticed Meeting
- Permitted Interactions – 2 Members ONLY
- Prohibited – Serial Communication, Vote Commitment
- Permitted Interactions Groups (PIG) - Special Provisions



MINUTES

- ❖ Written Minutes Required
- ❖ Date, Time, Place, & Attendance
- ❖ Substance of All Discussions & Testimony
- ❖ Votes & Decisions
- ❖ Available in 30 days



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Resources & References

- HRS Chapter 92, PART I
- Office of Information Practices - <http://oip.hawaii.gov/>
- Sunshine Law Training & Guidelines



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END

