

**INTERNAL MANAGEMENT POLICIES
OF THE RATE COMMISSION
OF THE CITY AND COUNTY OF HONOLULU**

- I. **NAME.** The name of the Commission under the Revised Charter of the City and County of Honolulu 1973 (2017 Edition) (Charter) shall be the Rate Commission.

- II. **AUTHORITY.** Authority for the Rate Commission is provided by the following:
 - A. Section 6-1704 of the Charter, specifying the selection and terms of the members of the Transportation Commission.
 - B. Section 6-1705 of the Charter, specifying the powers, duties, and functions of the Rate Commission.

- III. **PURPOSE AND APPLICABILITY.** The purpose of these internal management policies is to prescribe the procedures under which the Commission will operate. The internal management policies are applicable to all activities of the Commission.

- IV. **DEFINITIONS.**
 - A. "Commission" means the Rate Commission.
 - B. "Department" means the Department of Transportation Services of the City and County of Honolulu.
 - C. "Director" means the Director of the Department.
 - D. "Charter" means the Revised Charter of the City and County of Honolulu 1973 (2017 Edition), as most recently revised.

V. MEMBERSHIP.

- A. The Commission shall consist of seven members appointed in accordance with Section 6-1704 of the Charter. Vacancies on the Commission shall be filled in conformity with the same Section.
- B. Each member of the Commission shall be a registered voter of the City and County of Honolulu.
- C. Members of the Commission shall receive no remuneration for attendance at Commission meetings or other official functions, but shall be entitled to reimbursement for authorized travel and for other necessary expenses incurred in the performance of official duties.

VI. POWERS, DUTIES AND FUNCTIONS.

A. The Commission shall:

- 1. Adopt internal management policies for the conduct of its business.
- 2. When requested by the director of transportation services, or when otherwise deemed necessary and appropriate, but in no event less frequently than annually, review the fares, fees, rates, tolls and other charges for the use of any and all modes of the multimodal municipal transportation system. The rate commission shall recommend adjustments thereto, such that the revenues derived therefrom, in conjunction with any other revenues allocated to the multimodal municipal transportation system, shall be sufficient or as nearly sufficient as possible, to support the operation and maintenance of the multimodal municipal transportation system. In making recommendations on such fares, fees, rates, tolls and other charges, the rate commission may also consider factors such as transportation equity, accessibility, sustainability, availability, and effect on ridership.
- 3. Submit an annual report to the director of transportation services, mayor and council.
- 4. The rate commission shall make the recommendations authorized under this subsection to the mayor, through the director of transportation services. The mayor will transmit the recommendations to council, with or without amendments. After receiving the recommendations from the mayor, the council shall fix and adjust reasonable fares, fees, rates, tolls and other charges for the use of any and all modes of the multimodal municipal transportation system so that the revenues derived therefrom, in conjunction with any other revenues allocated to the multimodal municipal transportation system, shall be sufficient or as nearly sufficient as possible, to support the operations and maintenance of the multimodal municipal transportation system. In setting fares, fees, rates, tolls and other

charges, the council may also consider factors such as transportation equity, accessibility, sustainability, availability, and effect on ridership.

5. Except for purposes of inquiry, neither the rate commission nor its members shall interfere in any way with the administrative affairs of the department of transportation services or the authority.

VII. OFFICERS.

A. The Chair of the Commission shall be appointed in accordance with Section 6-1704 of the Charter. The duties and responsibilities of the Chair shall include, but not be limited to the following:

1. To prepare the agenda and program of the Commission.
2. To preside at meetings of the Commission.
3. To create such committees and make such special assignments as the Chair deems necessary for the expeditious and smooth discharge of the Commission's responsibilities.
4. To carry out other duties and responsibilities incident to such office, including the preparation and presentation of speeches and testimonies.

B. The Commission may select a Vice Chair to facilitate the conduct of its activities. The Chair shall appoint the Vice Chair for a term of up to two years subject to a confirmation vote by the Commission before going into effect. In the absence of the Chair, the Vice Chair shall assume the duties and responsibilities of the Chair.

VIII. MEETINGS.

A. Commission meetings shall be conducted in accordance with these internal management policies and the provisions of Chapter 92, Hawaii Revised Statutes.

B. The presence of a majority of all members to which the Commission is entitled shall constitute a quorum for the transaction of business. The only motions which the Chair shall entertain without a quorum are motions to adjourn or recess.

C. Public testimony shall be allowed at all Commission meetings. A public testifier may have up to three minutes on each Commission agenda item.

D. The Commission will accept written and oral testimony but public testifiers are not allowed to read testimony other than their own.

- IX. COMMITTEES. The Chair may establish and dissolve standing and ad hoc committees, and designate their members and chairs.
- X. STAFF ASSISTANCE. The Commission may request staff assistance from the Director.
- XI. CONFLICTS OF INTEREST. Commissioners who have interest in matters before the Commission or its Committees shall disclose the nature of the interest, which disclosure shall be a part of the Commission's records. Commissioners making such disclosures may, at their discretion, choose either to vote or abstain from voting on the matters in which they have declared an interest. In this and similar matters, the Commission shall follow criteria for conflicts of interest established by the Ethics Commission pursuant to Article XI of the Charter and Chapter 3, Article 8 of the Revised Ordinances of Honolulu.
- XII. AMENDMENT OF COMMISSION INTERNAL MANAGEMENT POLICIES. These internal management policies may be revised or amended by a majority vote of the Commission.

I, Cheryl Soon, Chair of the Rate Commission, hereby certify that the foregoing internal management policies of the Commission were adopted by the Commission at its regular meeting on the 5th day of December 2017.


CHERYL SOON, CHAIR

APPROVED AS TO FORM AND LEGALITY


Deputy Corporation Counsel