



CITY COUNCIL
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July 5, 2019

MEMORANDUM

TO: COUNCILMEMBERS

FROM: COUNCIL CHAIR IKAIKA ANDERSON 

SUBJECT: DIGITAL MINUTES FOR LEGISLATIVE BRANCH BOARDS AND COMMISSIONS

In 2017, the Hawaii State Legislature, in its effort to improve public engagement and government transparency, amended Hawaii's Sunshine Law to allow the digital or analog posting of Boards' and Commissions' minutes, in lieu of preparing "hard copy" minutes on paper.

The committee report from the House Judiciary Committee stated:

[T]hat the public is best served by increased government transparency, understanding, and participation. Modernizing the Sunshine Law to include electronic postings and communication will increase public access to valuable information regarding public agency meetings. This measure increases access to board materials via the accessibility of board packets to allow for more meaningful public testimony at meetings, and further increases the quality of public participation in civic life.

Under Hawaii Revised Statutes §92-9(b), "[t]he minutes shall be made available to the public by posting on the board's website," and "[a] written summary shall accompany any minutes that are posted in a digital or analog recording format."

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Council Chair Ikaika Anderson
July 5, 2019
Page 2 of 2

With the Honolulu City Council this year becoming the first council in the State to change from written minutes to a digital minutes format for its Standing Committees, I am hereby directing that the several boards and commissions established by Council Resolution (e.g. the Real Property Tax Advisory Commission and Agricultural Task Force), as well as the Salary Commission, utilize the digital minutes option.

This change will assist OCS in completing the board's or commission's minutes in a more timely and efficient manner (since only "summaries" will be required), spare the boards' and commissions' members from having to waste their precious volunteer time on the preparation of minutes, and provide the public with a more accurate digital representation of what took place at the boards' or commissions' meetings.