



**STATE OF HAWAII**  
**BOARD OF EDUCATION**  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

July 18, 2019

TO: Board of Education

FROM: Catherine Payne  
Chairperson, Board of Education

AGENDA ITEM: Action on amendment of the By-Laws of the Hawai'i State Board of Education: general business meetings, community meetings, and standing committees and officers

---

**I. BACKGROUND**

The Board of Education ("Board"), as reconstituted as an appointed body by the ratification of a constitutional amendment in 2010, approved the original By-Laws of the Hawai'i State Board of Education ("By-Laws") on April 26, 2011. The Board amended the By-Laws six times since then with the most recent amendment occurring on November 21, 2017.

The proposal contained herein is to further amend the By-Laws based on Board members' suggestions. The publication of this memorandum constitutes previous written notice to Board members as required by Section 8.1 of the By-Laws.<sup>1</sup>

**II. PROPOSED AMENDMENTS**

The proposed amendments to the By-Laws, as suggested by Board members, seek to:

1. Combine the Audit Committee and Finance and Infrastructure Committee;
2. Hold general business meetings once a month and only during business hours and hold community meetings in place of the reduced number of general business meetings;
3. Hold all committee meetings once a month on the same day and, if practical, on the same day as the general business meeting;

---

<sup>1</sup> Section 8.1 of the By-Laws states, "These bylaws can be amended at any General Business or Special Meeting provided that previous written notice was given to all Board members, including the specific language for the proposed amendment, and the matter was properly placed on the Board's agenda."

4. Reinforce the scope of authority and mission of each standing committee by including adherence to and enforcement of the committee charter as a duty of the committee chairpersons; and
5. Align the voting requirement to enter into executive session with administrative rules.

Combining the Audit Committee and Finance and Infrastructure Committee. Of the four standing committees, the Audit Committee and Finance and Infrastructure Committee (“FIC”) have the most significantly overlapping purposes. According to its committee charter, one of FIC’s purposes is to assist the Board in fulfilling its policymaking, support, and oversight responsibilities relating to “financial operations.” Similarly, the Audit Committee’s charter states that the committee’s purposes include assisting the Board in fulfilling its policymaking, support, and oversight responsibilities relating to “financial statements, accounting, and financial reporting process” and “systems of internal controls over financial reporting.” Combining the two committees would streamline the Board’s work related financial operations, including financial reporting and internal controls.

The Audit Committee also has responsibilities related to “compliance with legal and regulatory requirements” and “compliance with the code of conduct and ethical standards adopted by the Department of Education.” The Internal Audit Office typically assists with compliance monitoring and oversight through internal program audits and reviews and reports the findings of such audits and reviews to the Audit Committee. The Board could streamline its work by having the Internal Audit Office report findings from program audits and reviews to the standing committee responsible for relevant subject matter of the respective audit or review.

The proposed amendments shown below would reduce the number of the Board’s standing committees from four to three by eliminating the Audit Committee. The Board would have to review and revise its remaining standing committees’ charters to cover the major responsibilities of the Audit Committee.

Section 5.1 Standing Committees. The Board shall have ~~four~~three standing committees: ~~Audit,~~ Finance and Infrastructure, Student Achievement, and Human Resources.

Once-a-month general business meetings. Some board members have suggested holding general business meetings only once a month to focus business on the most relevant topics and support more productive and efficient meetings. Additionally, some Board members argue that the evening general business meetings are not fulfilling the original intent of the meetings, which was to increase public access and engagement. Instead, the argument is that the Board should use evening community meetings to increase access and engagement with the public while keeping general business meetings focused on advancing the Board’s priorities. Therefore, the Board should hold community meetings in place of evening general business meetings and fewer general business meetings overall.

The Board considered a similar proposal twice before but ultimately declined to accept each respective proposed amendment.<sup>2</sup> In declining to accept the most recent of the proposals,

---

<sup>2</sup> At its December 1, 2015 general business meeting, the Board considered a similar, but distinct proposal to amend the By-Laws to allow for one general business meeting a month with all committee meetings occurring on one day and the general business meeting on the other day. Board Chairperson Lance Mizumoto’s memorandum, dated December 1, 2015, describes the proposal in more detail and is

the Board concurred that the Board Chairperson could already use the discretion provided in the By-Laws to hold only one general business meeting per month whenever two meetings are unnecessary.<sup>3</sup>

The proposed amendments shown below would reduce the required number of general business meetings per month from two to one and repeal the requirement for evening general business meetings. No changes to the By-Laws are necessary to schedule community meetings in place of general business meetings, only commitment from Board members to attend, engage in, and host community meetings.

Section 6.1 General Business Meetings. The Board shall ~~1) meet~~ at least once regularly on the first ~~and or~~ third Thursday of each month, ~~2) with one general business meeting scheduled to begin on or after 5:00 p.m. once a quarter and that meeting shall be scheduled in each of the counties once a year, and may be held in conjunction with a community meeting, provided, however that the Board has sufficient funds to hold meetings in each of the counties,~~ as determined by the Board Chairperson. Any Board general business meeting date, time, or location may be changed or canceled by the Board Chairperson, subject to statutory notice requirements.

Same-day standing committee meetings. In conjunction with holding one general business meeting a month, some Board members suggest holding all standing committee meetings once a month on the same day, either on the same day as the general business meeting, if practical, or on the first or third Thursday of the month at which the general business meeting is not scheduled. This proposal ties into the argument for more focused, productive, and efficient meetings.

The proposed amendments shown below would continue to provide committee chairpersons with discretion to schedule meetings as necessary but would set a regular schedule of standing committee meetings that fall on the same day, which would either be the first or third Thursday of the month. The proposed amendments would still allow committees to hold meetings in conjunction with the general business meetings.

---

available here: [http://boe.hawaii.gov/Meetings/Notices/Documents/2015-12-01%20GBM/GBM\\_20151201\\_Action%20on%20Board%20By-Law%20Amendments.pdf](http://boe.hawaii.gov/Meetings/Notices/Documents/2015-12-01%20GBM/GBM_20151201_Action%20on%20Board%20By-Law%20Amendments.pdf). Later, at its November 21, 2017 general business meeting, the Board considered another similar, but distinct proposal to amend the By-Laws to have both the general business meeting and all committee meetings occurring on one day each month. Board Chairperson Lance Mizumoto's memorandum, dated November 7, 2017, describes the proposal in more detail and is available here: [http://boe.hawaii.gov/Meetings/Notices/Meeting%20Material%20Library/GBM\\_20171121\\_Action%20on%20By-Law%20Amendment%20%28One%20Meeting%20and%20Ex-Officio%29.pdf](http://boe.hawaii.gov/Meetings/Notices/Meeting%20Material%20Library/GBM_20171121_Action%20on%20By-Law%20Amendment%20%28One%20Meeting%20and%20Ex-Officio%29.pdf).

<sup>3</sup> An investigative committee of the Board found that general business meetings averaged fewer than two hours per meeting and removing a general business meeting could "provide more time for committees to have content-rich discussions on strategic priorities." The investigative committee recommended that "the Board Chairperson use the discretion provided by the Board's by-laws to hold only one general business meeting per month whenever two meetings are unnecessary, provided that standing committee meetings are not stacked on a single day." Investigative Committee Chairperson Brian De Lima's memorandum, dated February 15, 2018, describes the findings and recommendations in more detail and is available here:

[http://boe.hawaii.gov/Meetings/Notices/Meeting%20Material%20Library/GBM\\_20180313\\_Board%20Action%20on%20engagement%2c%20strategy%2c%20and%20efficiency%20recommendations.pdf](http://boe.hawaii.gov/Meetings/Notices/Meeting%20Material%20Library/GBM_20180313_Board%20Action%20on%20engagement%2c%20strategy%2c%20and%20efficiency%20recommendations.pdf).

Section 6.3 Committee Meetings. All committees shall meet at the discretion of the Committee Chairperson, provided that all regularly scheduled standing committee meetings shall be held on the same day on the first or third Thursday of the month. ~~Meetings and~~ may be held in conjunction with ~~regular Board general business~~ meetings ~~on the first and third Thursday of the month or at the call of the Committee Chairperson~~. The Committee Chairperson may change or cancel any committee meeting date, time, or location, subject to statutory notice requirements.

Committee chairpersons' adherence to and enforcement of committee charters. Pursuant to the By-Laws, the standing committee charters memorialize the scope of authority and mission of each standing committee. Some Board members suggest reinforcing the importance of the charters and emphasizing the focus on the stated committee responsibilities by making it the duty of the committee chairpersons to adhere to and enforce the respective committee charters.

The proposed amendments shown below would add this additional duty to the responsibilities of committee chairpersons.

Section 4.4 Committee Chairpersons. Committee Chairpersons shall adhere to and enforce their respective committee charters, report activities and decisions of their respective committees to the full Board, and ~~shall~~ inform the Board Chairperson when items need to be placed on the agenda for the Board general business meeting or special meeting.

Voting requirement for entering executive session. As a housekeeping matter, while Section 6.6 of the By-Laws aligns with statute, it conflicts with Section 8-1-3(c), Hawaii Administrative Rules, which is more restrictive than statute and states, in pertinent part, "The [B]oard may meet in executive session, from which the public may be excluded, by a recorded vote of not less than two-thirds of the total membership of the [B]oard." The By-Laws should align with both statute and administrative rules. The Board should review its administrative rules in the future to identify any other inconsistencies with its By-Laws and determine whether there are rules that the Board should amend or repeal.

The proposed amendments shown below would align the voting requirements in the By-Laws with those found in administrative rules.

Section 6.6 Executive Session. An affirmative vote, taken at an open meeting, of two-thirds of the total membership of the Board ~~members present~~ shall be required to convene an executive session; provided that the affirmative vote constitutes a majority of the members to which the Board is entitled. A meeting closed to the public may be convened only as provided by law.

### **III. RECOMMENDATION**

I recommend approving the amendments to the By-Laws shown in **Exhibit A** and adopting the By-Laws attached as **Exhibit B**.

**Proposed Motion: Move to approve the amendments to the By-Laws of Hawai'i State Board of Education as shown in Exhibit A of Board Chairperson Catherine Payne's memorandum dated July 18, 2019.**

**Exhibit A**

**Proposed By-Laws of the Hawai'i State Board of Education (redlined proposed changes)**

**BY-LAWS OF THE  
HAWAI'I STATE BOARD OF EDUCATION**

ARTICLE I

**PREAMBLE**

Section 1.1 The Constitution of the State of Hawai'i provides that the State shall establish, support and control a statewide system of public schools and libraries, free from sectarian control and discrimination.

ARTICLE II

**BOARD MEMBERS**

Section 2.1 The Board consists of nine voting members appointed by the Governor, with the advice and consent of the Senate, in accordance with Article X, Section 2, of the Hawai'i State Constitution and Chapter 302A, Hawai'i Revised Statutes, each of whose term shall be three years, except as provided for in the initial appointment.

Section 2.2 The members of the Board shall serve without pay, but shall be entitled to reimbursement for necessary expenses, including travel and lodging expenses, while attending meetings of the Board or when actually engaged in business relating to the work of the Board.

Section 2.3 There shall be a student member and a military representative as provided by law.

ARTICLE III

**OFFICERS AND TERM OF OFFICE**

Section 3.1 The officers of the Board shall be the Chairperson and Vice Chairperson.

Section 3.2 The governor shall select the Chairperson as provided by law.

Section 3.3 The Vice Chairperson shall be elected from among and by the Board membership and shall serve as interim chairperson in the event the chairperson's seat becomes vacant. A vacancy in the office of Vice Chairperson shall be filled by the Board at the next regular or special meeting of the Board.

Section 3.4 The term of Chairperson shall be set by the Governor. The term of Vice Chairperson shall be for one (1) year, commencing immediately following the election, except that the term of the first Vice Chairperson elected shall expire on June 30, 2012.

## ARTICLE IV

### DUTIES OF OFFICERS AND BOARD MEMBERS

Section 4.1 Chairperson. The Board Chairperson shall call meetings of the Board and shall preside at all meetings of the full Board. The Board Chairperson shall delegate assignments and duties to other Board members, manage all matters of the Board, and perform such other duties as are incident to the office or are required by the Board or by law.

Section 4.2 Vice Chairperson. In the absence or unavailability of the Chairperson, the Vice Chairperson shall perform all of the duties of the Chairperson, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice Chairperson shall assist the Chairperson as the Chairperson deems necessary and shall have such powers and perform such other duties as from time to time may be prescribed by the Chairperson or the Board.

Section 4.3 Board Members. Board members shall fulfill duties and responsibilities as provided by law and delegated by the Board Chairperson and shall comply with the Code of Conduct attached hereto as Attachment A and with Conflicts of Interest provisions provided by law.

Section 4.4 Committee Chairpersons. Committee Chairpersons shall adhere to and enforce their respective committee charters, report activities and decisions of their respective committees to the full Board, and ~~shall~~ inform the Board Chairperson when items need to be placed on the agenda for the Board general business meeting or special meeting.

## ARTICLE V

### COMMITTEES

Section 5.1 Standing Committees. The Board shall have ~~four~~three standing committees: ~~Audit~~, Finance and Infrastructure, Student Achievement, and Human Resources.

Section 5.2 Scope, Authority and Mission. The scope of authority and mission of each of the Board's standing committees shall be memorialized in a committee charter. Each charter shall be recommended for approval to the full Board by the chairperson of the respective committee.

Section 5.3 Standing Committee Members and Officers. Each Standing Committee shall have a Committee Chairperson and a Committee Vice Chairperson who shall be elected from among and by the Board membership. The Board shall vote on the appointment of Standing Committee members. All Board members not appointed to a Standing Committee shall be an *ex-officio* member of that Standing Committee. Board members participating *ex-officio* may engage in discussion and deliberation at the Standing Committee, but shall not have and other rights or privileges, including the right to make motions or vote; they shall not be counted for quorum purposes.

Section 5.4 Advisors/Consultants to Committees. Each committee may consult with or be advised by non-BOE members, as determined appropriate by the Committee Chairperson.

Section 5.5 Ad Hoc Committees. The Board Chairperson may, as circumstances warrant, authorize the creation of an ad hoc committee for a discrete and specific purpose of interest to the Board and shall appoint all members and officers of such ad hoc committee(s). The Board shall approve the charge of any ad hoc committee. Such committee may be created for a definite time period or until its specific function has been completed, but shall not exist longer than one year from the date of authorization unless specifically authorized by its charge.

Section 5.6 Investigative Committees. The Board, as provided by law, may designate two or more Board members, but less than the number of members that would constitute a quorum of the Board, to investigate matters concerning Board business. The Board members designated by the Board are required to report their resulting findings and recommendations to the entire Board at a properly noticed meeting.

Section 5.7 Committee Reports. Committees may submit written reports in advance of any regular meeting in lieu of an oral report unless the report contains action items.

## ARTICLE VI

### MEETINGS OF THE BOARD

Section 6.1 General Business Meetings. The Board shall ~~1) meet~~ at least once regularly on the first ~~and or~~ third Thursday of each month, ~~2) with one general business meeting scheduled to begin on or after 5:00 p.m. once a quarter and that meeting shall be scheduled in each of the counties once a year, and may be held in conjunction with a community meeting, provided, however that the Board has sufficient funds to hold meetings in each of the counties,~~ as determined by the Board Chairperson. Any Board general business meeting date, time, or location may be changed or canceled by the Board Chairperson, subject to statutory notice requirements.

Section 6.2 Special Meetings. The Board Chairperson may call a special meeting of the Board at any time, subject to statutory notice requirements.

Section 6.3 Committee Meetings. All committees shall meet at the discretion of the Committee Chairperson, provided that all regularly scheduled standing committee meetings shall be held on the same day on the first or third Thursday of the month. Meetings ~~and~~ may be held in conjunction with ~~regular Board~~ general business meetings ~~on the first and third Thursday of the month or at the call of the Committee Chairperson.~~ The Committee Chairperson may change or cancel any committee meeting date, time, or location, subject to statutory notice requirements.

Section 6.4 Community Meetings and Notice. The Board shall hold not less than six community meetings annually which shall include one community meeting in each county in addition to regular meetings to discuss and receive input from the community on public education and public library issues. The Board Chairperson shall designate Board members to attend the community meetings. These community meetings shall not be held for the purpose of formulating educational policy. As provided by law, the community meetings shall be exempt from sections 91-2.5, 92-7, 92-9, and 92-41, Hawai'i Revised Statutes; provided that the Board shall give written public notice of each community meeting indicating the date, time, and place of the meeting, and such notice shall be filed in the Office of the Lieutenant Governor and in the Board's office for public inspection six calendar days before the meeting. The notice shall also be posted at the site of the meeting.

Section 6.5 Meeting Agenda. The Agenda shall be promulgated by the Board Chairperson, with input from the Superintendent, State Librarian, Committee Chairpersons, and Board members, and shall docket items in the order received, provided that Board member recommendations are placed on an agenda for Board review within ninety (90) days of written request and Committee recommendations are placed on an agenda for Board review within ninety (90) days of Committee approval. All meetings of the Board and its committees shall be held in accordance with the law.

Section 6.6 Executive Session. An affirmative vote, taken at an open meeting, of two-thirds of the total membership of the Board ~~members present~~ shall be required to convene an executive session; provided that the affirmative vote constitutes a majority of the members to which the Board is entitled. A meeting closed to the public may be convened only as provided by law.

Section 6.7 Quorum and Voting. A majority of all the voting members to which the Board is entitled shall constitute a quorum to conduct business. At any time the Board has fewer than five voting members, three voting members of the Board shall constitute a quorum to conduct business and the concurrence of at least three voting members shall be necessary to make any action of the Board valid.

## ARTICLE VII

### **PUBLIC TESTIMONY AND SUBMISSION OF DATA, VIEWS OR ARGUMENTS**

Section 7.1 Submission of Data, Views, or Arguments. Any interested person may submit data, views, or arguments in writing to the Board on any agenda item. Said written submittals shall be considered by Board members before taking action on any agenda item. Written comments are strongly encouraged.

Section 7.2 Public Testimony. All interested persons shall be provided an opportunity to present testimony on any agenda item. An individual or representative wishing to testify should register prior to the meeting. Testimony must be related to an item that is on the agenda and such person shall be required to identify the agenda item to be addressed by the testimony. Each individual or representative of an organization is allotted four minutes, or an amount of time otherwise designated by the Chairperson, to provide testimony to the Board.

Section 7.3 Communication from the Public. Any member of the public or any organization may submit written communication to the Executive Director of the Board on any matter involving public education or the public library system. The communication shall be filed with the Board of Education and all members of the Board shall be advised of the communication.

## ARTICLE VIII

### **AMENDMENTS TO BYLAWS**

Section 8.1 Notice Regarding Proposed Amendments. These bylaws can be amended at any General Business or Special Meeting provided that previous written notice was given to all

Board members, including the specific language for the proposed amendment, and the matter was properly placed on the Board's agenda.

Section 8.2 Approval of Amendments. Any amendment to the Board's bylaws requires the approval of two-thirds of the total membership of the Board.

## ARTICLE IX

### LEGAL COUNSEL

Section 9.1 Advice. An Officer or Committee Chairperson may seek informal, verbal advice from the Board's assigned Deputy Attorney General as the Officer or Committee Chairperson deems necessary. The Committee Chairperson may request that the Board Chairperson seek formal written advice or opinion from the Attorney General. The Board Chairperson may seek formal written advice or opinion from the Attorney General.

Section 9.2 Written Opinion. Whenever a formal legal opinion is issued by the Attorney General or a Deputy Attorney General, such opinion and request shall be distributed to all members of the Board.

## ARTICLE X

### PARLIAMENTARY AUTHORITY

Section 10.1 The rules contained in *Robert's Rules of Order*, newly revised, shall govern meetings where they are not in conflict with the law, these bylaws, or other rules of the Board. In making a ruling or interpretation of the rules, the order of determination shall be 1) the law, 2) these bylaws, 3) Board policy, and 4) *Robert's Rules of Order*, newly revised.

Approved: 04/26/2011

Amended: 05/17/2011, 12/02/2014, 01/20/2015, 12/01/2015, 07/18/2017 (eff. 01/01/2018), 11/21/2017

**Exhibit B**

**Proposed By-Laws of the Hawai'i State Board of Education (clean)**

**BY-LAWS OF THE  
HAWAII STATE BOARD OF EDUCATION**

ARTICLE I

**PREAMBLE**

Section 1.1 The Constitution of the State of Hawai'i provides that the State shall establish, support and control a statewide system of public schools and libraries, free from sectarian control and discrimination.

ARTICLE II

**BOARD MEMBERS**

Section 2.1 The Board consists of nine voting members appointed by the Governor, with the advice and consent of the Senate, in accordance with Article X, Section 2, of the Hawai'i State Constitution and Chapter 302A, Hawai'i Revised Statutes, each of whose term shall be three years, except as provided for in the initial appointment.

Section 2.2 The members of the Board shall serve without pay, but shall be entitled to reimbursement for necessary expenses, including travel and lodging expenses, while attending meetings of the Board or when actually engaged in business relating to the work of the Board.

Section 2.3 There shall be a student member and a military representative as provided by law.

ARTICLE III

**OFFICERS AND TERM OF OFFICE**

Section 3.1 The officers of the Board shall be the Chairperson and Vice Chairperson.

Section 3.2 The governor shall select the Chairperson as provided by law.

Section 3.3 The Vice Chairperson shall be elected from among and by the Board membership and shall serve as interim chairperson in the event the chairperson's seat becomes vacant. A vacancy in the office of Vice Chairperson shall be filled by the Board at the next regular or special meeting of the Board.

Section 3.4 The term of Chairperson shall be set by the Governor. The term of Vice Chairperson shall be for one (1) year, commencing immediately following the election, except that the term of the first Vice Chairperson elected shall expire on June 30, 2012.

## ARTICLE IV

### DUTIES OF OFFICERS AND BOARD MEMBERS

Section 4.1 Chairperson. The Board Chairperson shall call meetings of the Board and shall preside at all meetings of the full Board. The Board Chairperson shall delegate assignments and duties to other Board members, manage all matters of the Board, and perform such other duties as are incident to the office or are required by the Board or by law.

Section 4.2 Vice Chairperson. In the absence or unavailability of the Chairperson, the Vice Chairperson shall perform all of the duties of the Chairperson, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice Chairperson shall assist the Chairperson as the Chairperson deems necessary and shall have such powers and perform such other duties as from time to time may be prescribed by the Chairperson or the Board.

Section 4.3 Board Members. Board members shall fulfill duties and responsibilities as provided by law and delegated by the Board Chairperson and shall comply with the Code of Conduct attached hereto as Attachment A and with Conflicts of Interest provisions provided by law.

Section 4.4 Committee Chairpersons. Committee Chairpersons shall adhere to and enforce their respective committee charters, report activities and decisions of their respective committees to the full Board, and inform the Board Chairperson when items need to be placed on the agenda for the Board general business meeting or special meeting.

## ARTICLE V

### COMMITTEES

Section 5.1 Standing Committees. The Board shall have three standing committees: Finance and Infrastructure, Student Achievement, and Human Resources.

Section 5.2 Scope, Authority and Mission. The scope of authority and mission of each of the Board's standing committees shall be memorialized in a committee charter. Each charter shall be recommended for approval to the full Board by the chairperson of the respective committee.

Section 5.3 Standing Committee Members and Officers. Each Standing Committee shall have a Committee Chairperson and a Committee Vice Chairperson who shall be elected from among and by the Board membership. The Board shall vote on the appointment of Standing Committee members. All Board members not appointed to a Standing Committee shall be an *ex-officio* member of that Standing Committee. Board members participating *ex-officio* may engage in discussion and deliberation at the Standing Committee, but shall not have and other rights or privileges, including the right to make motions or vote; they shall not be counted for quorum purposes.

Section 5.4 Advisors/Consultants to Committees. Each committee may consult with or be advised by non-BOE members, as determined appropriate by the Committee Chairperson.

Section 5.5 Ad Hoc Committees. The Board Chairperson may, as circumstances warrant, authorize the creation of an ad hoc committee for a discrete and specific purpose of interest to the Board and shall appoint all members and officers of such ad hoc committee(s). The Board shall approve the charge of any ad hoc committee. Such committee may be created for a definite time period or until its specific function has been completed, but shall not exist longer than one year from the date of authorization unless specifically authorized by its charge.

Section 5.6 Investigative Committees. The Board, as provided by law, may designate two or more Board members, but less than the number of members that would constitute a quorum of the Board, to investigate matters concerning Board business. The Board members designated by the Board are required to report their resulting findings and recommendations to the entire Board at a properly noticed meeting.

Section 5.7 Committee Reports. Committees may submit written reports in advance of any regular meeting in lieu of an oral report unless the report contains action items.

## ARTICLE VI

### MEETINGS OF THE BOARD

Section 6.1 General Business Meetings. The Board shall meet at least once regularly on the first or third Thursday of each month, as determined by the Board Chairperson. Any Board general business meeting date, time, or location may be changed or canceled by the Board Chairperson, subject to statutory notice requirements.

Section 6.2 Special Meetings. The Board Chairperson may call a special meeting of the Board at any time, subject to statutory notice requirements.

Section 6.3 Committee Meetings. All committees shall meet at the discretion of the Committee Chairperson, provided that all regularly scheduled standing committee meetings shall be held on the same day on the first or third Thursday of the month and may be held in conjunction with general business meetings. The Committee Chairperson may change or cancel any committee meeting date, time, or location, subject to statutory notice requirements.

Section 6.4 Community Meetings and Notice. The Board shall hold not less than six community meetings annually which shall include one community meeting in each county in addition to regular meetings to discuss and receive input from the community on public education and public library issues. The Board Chairperson shall designate Board members to attend the community meetings. These community meetings shall not be held for the purpose of formulating educational policy. As provided by law, the community meetings shall be exempt from sections 91-2.5, 92-7, 92-9, and 92-41, Hawai'i Revised Statutes; provided that the Board shall give written public notice of each community meeting indicating the date, time, and place of the meeting, and such notice shall be filed in the Office of the Lieutenant Governor and in the Board's office for public inspection six calendar days before the meeting. The notice shall also be posted at the site of the meeting.

Section 6.5 Meeting Agenda. The Agenda shall be promulgated by the Board Chairperson, with input from the Superintendent, State Librarian, Committee Chairpersons, and Board members, and shall docket items in the order received, provided that Board member recommendations are placed on an agenda for Board review within ninety (90) days of written

request and Committee recommendations are placed on an agenda for Board review within ninety (90) days of Committee approval. All meetings of the Board and its committees shall be held in accordance with the law.

Section 6.6 Executive Session. An affirmative vote, taken at an open meeting, of two-thirds of the total membership of the Board shall be required to convene an executive session; provided that the affirmative vote constitutes a majority of the members to which the Board is entitled. A meeting closed to the public may be convened only as provided by law.

Section 6.7 Quorum and Voting. A majority of all the voting members to which the Board is entitled shall constitute a quorum to conduct business. At any time the Board has fewer than five voting members, three voting members of the Board shall constitute a quorum to conduct business and the concurrence of at least three voting members shall be necessary to make any action of the Board valid.

## ARTICLE VII

### **PUBLIC TESTIMONY AND SUBMISSION OF DATA, VIEWS OR ARGUMENTS**

Section 7.1 Submission of Data, Views, or Arguments. Any interested person may submit data, views, or arguments in writing to the Board on any agenda item. Said written submittals shall be considered by Board members before taking action on any agenda item. Written comments are strongly encouraged.

Section 7.2 Public Testimony. All interested persons shall be provided an opportunity to present testimony on any agenda item. An individual or representative wishing to testify should register prior to the meeting. Testimony must be related to an item that is on the agenda and such person shall be required to identify the agenda item to be addressed by the testimony. Each individual or representative of an organization is allotted four minutes, or an amount of time otherwise designated by the Chairperson, to provide testimony to the Board.

Section 7.3 Communication from the Public. Any member of the public or any organization may submit written communication to the Executive Director of the Board on any matter involving public education or the public library system. The communication shall be filed with the Board of Education and all members of the Board shall be advised of the communication.

## ARTICLE VIII

### **AMENDMENTS TO BYLAWS**

Section 8.1 Notice Regarding Proposed Amendments. These bylaws can be amended at any General Business or Special Meeting provided that previous written notice was given to all Board members, including the specific language for the proposed amendment, and the matter was properly placed on the Board's agenda.

Section 8.2 Approval of Amendments. Any amendment to the Board's bylaws requires the approval of two-thirds of the total membership of the Board.

## ARTICLE IX

## LEGAL COUNSEL

Section 9.1 Advice. An Officer or Committee Chairperson may seek informal, verbal advice from the Board's assigned Deputy Attorney General as the Officer or Committee Chairperson deems necessary. The Committee Chairperson may request that the Board Chairperson seek formal written advice or opinion from the Attorney General. The Board Chairperson may seek formal written advice or opinion from the Attorney General.

Section 9.2 Written Opinion. Whenever a formal legal opinion is issued by the Attorney General or a Deputy Attorney General, such opinion and request shall be distributed to all members of the Board.

## ARTICLE X

### PARLIAMENTARY AUTHORITY

Section 10.1 The rules contained in *Robert's Rules of Order*, newly revised, shall govern meetings where they are not in conflict with the law, these bylaws, or other rules of the Board. In making a ruling or interpretation of the rules, the order of determination shall be 1) the law, 2) these bylaws, 3) Board policy, and 4) *Robert's Rules of Order*, newly revised.

Approved: 04/26/2011

Amended: 05/17/2011, 12/02/2014, 01/20/2015, 12/01/2015, 07/18/2017 (eff. 01/01/2018), 11/21/2017