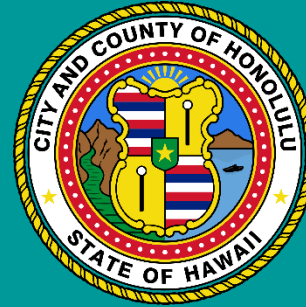


**Neighborhood  
Commission  
Office**



Charter Commission  
Presentation  
July 30, 2015

# History of the Neighborhood Board System

*Created to assure & increase community participation in the decision-making process of government.*

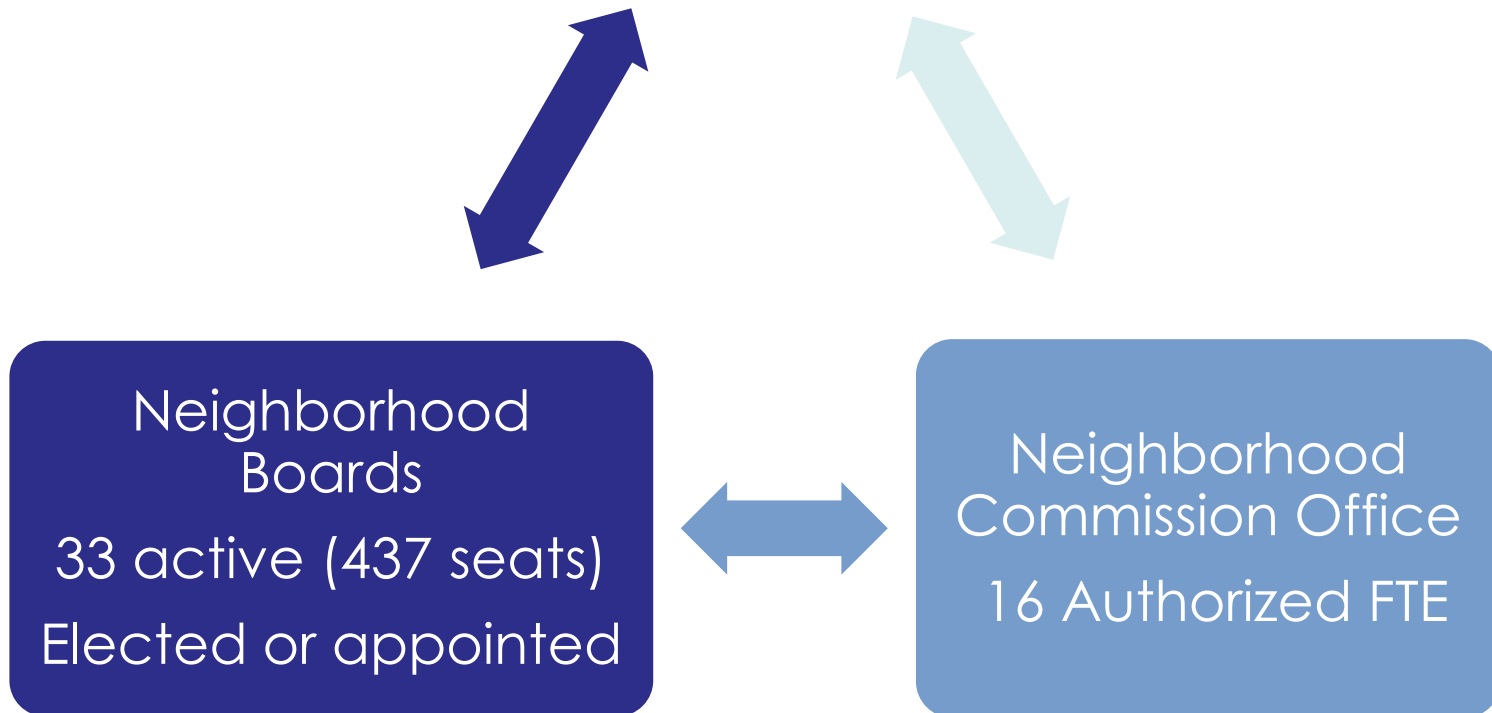
- **1973:** Created by City Charter.
- Required creation of the Neighborhood Commission to develop and implement a plan with policies to govern the Neighborhood Board System.
- **1975:** First board established- Mililani/Waipio/Melemanu.
- **Currently** 33 neighborhood boards with 437 seats.
- Elections are held every two years. Qualified residents are eligible to cast a ballot or run as candidates.
- **2009:** Held the nation's first all-digital (online & telephone) governmental election. This election method was utilized in 2011, 2013, and 2015 as well.

# Neighborhood Board System

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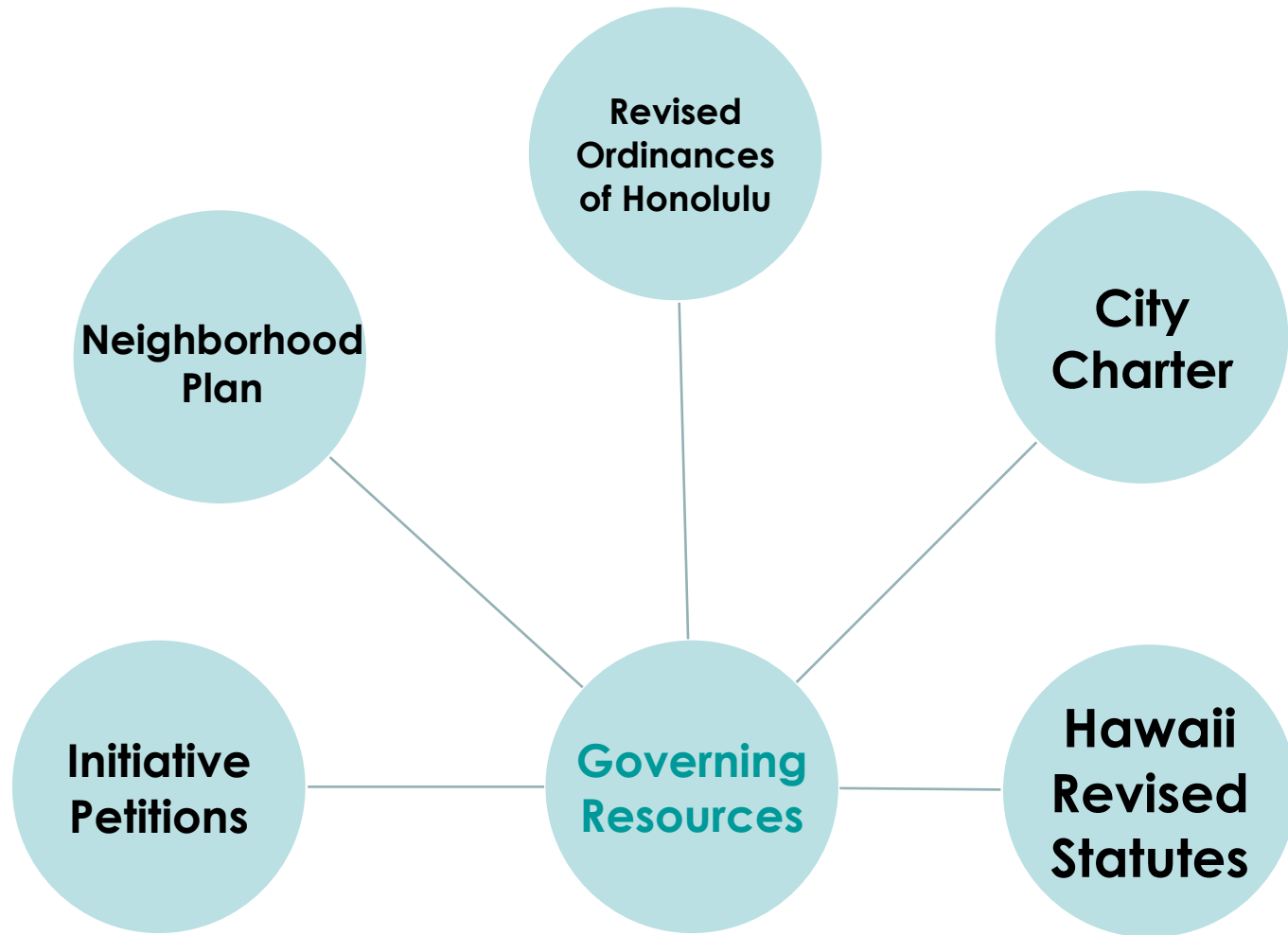
## Neighborhood Commission (RCH 14-102)

9 members (4 Mayoral, 4 Council, 1 Mayoral with Council confirmation). 3 with board service. Staggered 5 year terms.



# Governing Resources

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# **RCH 14-101. Neighborhoods and Neighborhood Boards**

- Neighborhoods and neighborhood boards to increase and assure effective citizen participation in the decisions of government shall be established in accordance with a neighborhood plan.

# RCH 14-102. Neighborhood Commission

- There shall be a neighborhood commission which shall consist of nine members chosen from the city at large. The mayor shall appoint four members, one of whom shall have served on a neighborhood board for at least one full term. The presiding officer of the council, with the approval of the council, shall appoint four members, one of whom shall have served on a neighborhood board for at least one full term. The ninth member shall be appointed by the mayor and confirmed by the council. The ninth member shall have served on a neighborhood board for at least one full term. The commission shall elect a chair from among its members. Any vacancy in the commission shall be filled in the same manner as for an original appointment. The commission shall act by majority vote of its membership and shall establish its own procedures. Commission members shall be compensated and reimbursed for their necessary expenses as provided by ordinance. The council shall appropriate funds to the neighborhood commission necessary for the performance of its official duties. The terms of members initially appointed shall be for five years, and their successors shall serve for staggered terms of five years in the manner provided in Subsection 13-103(c) of this charter.

# RCH 14-103 Powers, Duties, Functions

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- The neighborhood commission shall:
  - (a) Develop, after public hearings, a neighborhood plan which shall be effective upon filing with the city clerk.
  - (b) Review and evaluate the effectiveness of the neighborhood plan and neighborhood boards and report thereon.
  - (c) Assist areas of the city in the formation and operation of their neighborhoods and neighborhood boards, upon their request.

## RCH Section 14-104. The Neighborhood Plan

- The neighborhood plan shall designate the boundaries of neighborhoods and provide procedures by which registered voters within neighborhoods may initiate and form neighborhoods and the manner of selection of the members of neighborhood boards, their terms of office and their powers, duties and functions. The plan may be amended by the commission, after public hearings to be held in various areas of the city, and amendments shall become effective upon filing with the city clerk.



# Duties and Functions Under the Plan

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## Commission:

- Periodic review, evaluation, and revision of the Neighborhood Plan.
- Review of system budgetary needs, monitor active boards, develop a training program for staff, chairs, board members and commissioners.
- Conduct hearings for formal complaints against boards or board members for violations of the Plan and decide on what sanctions, if any to impose.

## Boards:

- Serve in an advisory capacity.
- Identify and relay community concerns to the appropriate government officials and agencies.
- Review Capital Improvement Projects (CIP) and make recommendations based on community consensus.
- Convey community concerns regarding General Plan amendments, Developmental Plan amendments, Zoning Changes, Variances, and Conditional Use Permits.
- Monitor and evaluate government's delivery of service to citizens.

# RCH 14-105. Executive Secretary

- There shall be an executive secretary to the neighborhood commission who shall be appointed by the mayor and confirmed by the council, and may be removed by the mayor.

# Duties and functions of the Neighborhood Commission Office

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- Provide support to neighborhood boards at regular board meetings.
- Assist Chairpersons with development of compliant agendas. Distribute agendas as required.
- Prepare and distribute minutes of regular board meetings.
- Facilitate distribution of board correspondence.
- Maintain board mailing lists.
- Maintain files of neighborhood boards.
- Provide the public with information about the Neighborhood Board System.
- Coordinate facility rentals and Olelo broadcast on behalf of boards.
- Conduct the biennial board elections.

# RCH 13-119. Dual offices or Positions

- No person shall hold more than one public office or position under the city, except that city officers and employees shall not be precluded from membership on a neighborhood board. No city officer or employee shall be a member of the state civil service commission, nor shall any city officer or employee hold a public office or position under the federal or state government which would be inconsistent or incompatible with or would tend to interfere with the duties of the city office or position. The term “public office” as used in this section of the charter, shall not include notaries public, reserve police officers or officers of emergency organizations for civilian defense or disaster relief.

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**MAHALO**

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