

2015-2016 HONOLULU CHARTER COMMISSION
CHARTER AMENDMENT PROPOSAL FORM

1. Please provide a brief description of the proposed Charter amendment, the purpose of the proposed Charter amendment, the issue or problem to be addressed by the proposal, and how the proposal would address the issue or problem.

“Executive Director” Title for Head of Neighborhood Commission Office.

The title of the “executive secretary” position for the Neighborhood Commission should be changed to “executive director” in recognition that the position serves the neighborhood system as a whole, not just the neighborhood commission, and for consistency as this is the only position in the City presently using the term executive secretary for the agency head.

As the responsible director and administrator of the Neighborhood Commission Office and neighborhood board system, the executive secretary serves the public, the City Administration, the Neighborhood Commission, the Neighborhood Commission Office (NCO) staff, and the 33 neighborhood boards with their 437 elected members. In fact, the NCO is also responsible for conducting the biennial neighborhood board elections.

2. If applicable, list the Charter provision(s) affected by the proposal.

RCH Section 14-105.

3. If the proposal is based on a provision or provisions in the charter or laws of another jurisdiction, name the jurisdiction and, if possible, attach a copy of each provision or law.

Not applicable.

4. If the proposal is based on any written materials you have, please attach a copy of each with a citation to its source.

Not applicable.

5. Attach the text of the proposed Charter amendment in Ramseyer format.

Section 14-105. Executive [Secretary] Director –

There shall be an executive [secretary] director for [to] the neighborhood commission office who shall be appointed by the mayor and confirmed by the council, and may be removed by the mayor.