

**INTERNAL MANAGEMENT POLICIES
OF THE CLIMATE CHANGE 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 Climate Change Commission.

- II. **AUTHORITY.** Authority for the Commission is provided by the following:
 - A. Section 6-107(h) of the Charter, specifying the powers, duties, and functions of the Commission.

 - B. Section 13-103 of the Charter, specifying the selection and terms of the members of all boards and commissions established by the Charter.

- 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 Climate Change Commission.

 - B. “CCSR” means the Office of Climate Change, Sustainability and Resiliency of the City and County of Honolulu.

 - C. “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 five members appointed in accordance with Section 13-103 of the Charter. Vacancies on the Commission shall be filled in conformity with the same Section.
- B. Consistent with Section 13-103 of the Charter, 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. Meet, no less than twice annually, for the purpose of gathering the latest science and information on climate change effects in the City and County of Honolulu and providing advice as is deemed appropriate to the executive for climate change and sustainability, the mayor, council and executive departments of the city.
- 2. Submit an annual report of its activities to the mayor no later than ninety days after the close of the fiscal year, in accordance with Section 13-104 of the Charter.
- 3. Pursuant to Section 13-103.2 of the Charter, submit for periodic evaluation and review as provided by applicable ordinance to determine whether the Charter provisions establishing the Commission shall be retained, amended, or repealed.

VII. OFFICERS.

- A. The Chair of the Commission shall be elected annually in accordance with Section 13-103(f) of the Charter.
- B. The Commission may select a Vice Chair to facilitate the conduct of its activities.

VIII. MEETINGS.

- A. Commission meetings shall be conducted in accordance with these internal management policies, Section 13-106 of the Charter, 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. Testimony shall be limited to three minutes per agenda item.
- D. The Commission shall accept written and oral testimony, but public testifiers are not allowed to read testimony other than their own.

IX. CONFLICTS OF INTEREST. Members of the Commission who have interest in matters before the Commission shall disclose the nature of the interest, which disclosure shall be a part of the Commission's records. Members of the Commission 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.

X. AMENDMENT OF COMMISSION INTERNAL MANAGEMENT POLICIES. These internal management policies may be revised or amended by a majority vote of the Commission.

I, Makena Coffman, Chair of the Climate Change Commission, hereby certify that the foregoing internal management policies of the Commission were adopted by the Commission at its regular meeting on the 19th day of April, 2018.



MAKENA COFFMAN, CHAIR

APPROVED AS TO FORM AND LEGALITY



Deputy Corporation Counsel