

ENVIRONMENTAL ADVISORY COUNCIL (EAC)  
POLICIES AND PROCEDURES

I. GENERAL

- a. **Attendance.** Attendance at EAC meetings is mandatory. EAC members made a commitment to participate. It is expected that members clear their schedules on EAC meeting days and that EAC meetings take priority. Three unexcused absences is cause for removal from the EAC.
- b. **Meetings.** Meetings of the EAC are generally hybrid meetings held via Zoom with a location open to the public in person pursuant to Act \_\_ (2022). The EAC aims to have two (2) to four (4) meetings in person annually, as the budget allows.
- c. **Agendas.** EAC and Committee agendas are due to ERP staff no later than 12:00 pm HST one week prior to the scheduled meeting. All meeting materials to be reviewed at the meeting should also be provided with the agenda. Members of the EAC wishing to have an item on the agenda may contact the EAC Chair or the applicable Committee Chair.
- d. **Travel.** For in-person meetings, EAC members requiring travel are responsible for booking their own flights and transportation to and from the meeting. EAC members will coordinate with ERP staff for travel reimbursement.
- e. **Budget Requests.** Budget requests for the year should be made to the OPSD Director no later than \_\_\_\_\_.

II. APPEARING BEFORE THE EAC

- a. **Public attendance of EAC meetings.** Members of the public are welcome at all EAC meetings and may provide verbal or written testimony on any agenda item.
- b. **Correspondence to the EAC.** Members of the public may direct correspondence to the EAC Chair and email or mail the same to ERP staff. Individuals or groups may also contact the EAC Chair to request certain items be considered on the EAC agenda no later than ten (10) days before the next scheduled EAC meeting.<sup>1</sup> The decision on whether to include the agenda item is at the EAC Chair's discretion.
- c. **Individuals Requiring Special Assistance or Auxiliary Aids or Services** (e.g., sign language interpreter, computer-assisted note taking, wheel chair accessibility, or parking designated for the disabled) at the meeting, please contact the Environmental Review Program office at least three working days prior to the meeting at 808-586-4185 so that arrangements can be made.

III. ANNUAL REPORT PROCEDURES

- a. **Deadline.** The EAC's Annual Report is due to the OPSD Director no later than December 1 of each year. The EAC's Annual Report will be included in OPSD's

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<sup>1</sup> The EAC currently meets on the first Tuesday of each month.

annual report to the Legislature due on January 31 of each year.

- b. **Annual Report Committee.** The Annual Report (AR) Committee is responsible for drafting the Annual Report. A draft of the Annual Report will be due to the full EAC for review and approval no later than the October meeting of each year to allow for any necessary revisions. If the EAC requests revisions at the October meeting, the AR Committee shall make all required revisions and present them to the EAC for final review and approval at the November meeting.
- c. **Annual Report Topics.** The Annual Report shall be consistent with the EAC's mandates in Hawai'i Revised Statutes § 341-6.

IV. RULES / EAC GUIDANCE PROCESS  
[TO BE DRAFTED]

V. INFORMATION & OUTREACH COMMITTEE PROCEDURES  
SEE ATTACHMENT \_\_.

VI. LEGISLATIVE COMMITTEE PROCEDURES  
SEE ATTACHMENT \_\_.

VII. EXEMPTION COMMITTEE  
SEE ATTACHMENT \_\_.

## **PROCEDURES AND CHECKLIST FOR ENVIRONMENTAL ADVISORY COUNCIL PUBLIC FORUMS AND PRESENTATIONS**

### A. Purpose

A goal of the Environmental Council (EC) is to promote public outreach to disseminate helpful information related to protection of the environment and encourage discussion of environmental issues among stakeholders and the general public.

The purpose of this document is to assist EC members in planning and executing successful public forums and presentations.

### B. Initial Planning

1. Identify the purpose and objectives of the forum or presentation and the target audience. Identify delivery method (in-person, virtual, or both). Identify tentative date/time and duration.
2. Identify appropriate speakers. Provide speakers representing various perspectives and expertise on subjects being addressed, including controversial issues. When planning a forum with multiple speakers, evaluate time constraints and potential for duplication of material.
3. For live in-person forums, secure an appropriate venue. Factors to consider include: location, room capacity, cost, parking, availability of required audio-visual (AV) equipment, and suitability to serve refreshments and food (if applicable). Consider simultaneously conducting a virtual web-based forum to increase participation.
4. For virtual forums, coordinate with OEQC for use of OEQC's platform (such as the OEQC Zoom account). Use OEQC staff to conduct the virtual forum or be thoroughly familiar with the procedures, limitations, potential technical issues, etc.
5. Make arrangements to record the event if possible. Confirm with the speakers that there are no objections to recording the presentation. Evaluate the potentially very large size of the recording and the logistics of downloading and making the recording available to others.
6. Designate an EC member responsible for the event and coordination. If assisted by outside organizations, establish a primary contact and closely coordinate the effort.
7. Identify budget requirements. Secure funding as needed, such as through the EC budget or donations. Donations shall be approved by the Department of the Attorney General representative for appropriateness.

C. Follow-up Planning

1. Identify and confirm availability of appropriate presenters. Review the speaker qualifications and subject matter to be covered. Obtain bio or CV for speakers. Discuss and coordinate forum format, schedule and timing with presenters. Facilitate good coordination and communication between speakers and the material to be presented to minimize duplication of information and last-minute “surprises” among the speakers.
2. Produce informative and visually appealing promotional materials in coordination with appropriate State communications department personnel at least 30 days prior to event. Materials should include the event title, presenters, event partners, location, date, time and other event specifics. Consider including links to additional related information.
3. In coordination with State communications department personnel, OEQC and event presenters and partners, provide event publicity, including posting in The Environmental Notice, press releases, social media communication, personal contacts, physical posting of the flyer, and announcements through stakeholder organizations.
4. Finalize any arrangements for video recording and Internet posting of recording of event.
5. Establish and test links for on-line pre-registration.

D. Prior to Event (recommend no later than 14 days prior)

1. Designated EC member to confirm venue set up, such as podium and seating arrangement, audio visual equipment, etc.
2. Confirm presenters and coordinate transmittal of presentation (electronic computer file). Confirm back up computer for presentations and ascertain any specific presentation or speaker requirements.
3. Verify event technical support and arrangements for backup support.
4. Coordinate and finalize introduction logistics and information with presenters.
5. Coordinate food and refreshments, lei, appreciation gifts as applicable.
6. Coordinate and produce a forum sign-in sheet, program schedule, and any handouts as applicable.

E. Day Before Event (last business day before event)

1. Reconfirm Items D.1 through D.6 above.

F. Day of Event

1. If an in person event, arrive early to check venue and AV equipment. Rearrange tables and chairs as needed (have sufficient manpower to do this if required). Arrange food and refreshments.
2. If a digital event log in 30 minutes prior to admit presenters first and then attendees when the time for the event arrives.
3. Greet arriving speakers and guests. Have them to sign in and provide them with any handouts. Direct them to the refreshments if applicable.
4. Thank speakers and event assistants. Distribute gifts of appreciation if applicable.

G. Following the Event

1. Send out thank-you letter to event sponsors, key assistants and others as appropriate.
2. Coordinate editing of video recording. Post on appropriate websites and publicize availability (notify those on sign-in sheet).
3. Conduct post-event evaluation (what went well, what could be improved, etc.).

PROPOSED ENVIRONMENTAL ADVISORY COUNCIL (EAC)  
LEGISLATIVE COMMITTEE PROCEDURES/CHECKLIST/CALENDAR

September/October/November

- Full EAC discussion regarding possible legislative priorities, proposed changes
- Follow-up discussion in Legislative Committee
- Initial contact with key House & Senate committee leadership
- Exploration of possible inclusion of proposed legislation in Governor's legislative package

December

- Request permission for EAC Chair and Legislative Committee Chair to draft comments and testify on EAC-related legislation
- Full EAC discussion of priorities to be pursued

January

- Develop spreadsheet of legislation to be tracked (working with OPSD-ERP)
- Legislative Committee to review spreadsheet; determine priorities re:
  - Submitting Comments/Testimony
  - Tracking
- Present spreadsheet for discussion at full EAC meeting
- Meet with State House & Senate leaders

February

- Prepare and present testimony on selected legislation
- Ongoing update on progress of legislation

PROPOSED PROCEDURES FOR ENVIRONMENTAL ADVISORY COUNCIL (EAC) REVIEW AND  
CONCURRENCE WITH AGENCY EXEMPTIONS LISTS

**Procedures for Agencies to Review, Revise and Update Exemption Lists.**

- a) Chair of the Exemption Committee will have an agenda item periodically, at least once a year, to request Exemption Committee to review the state of agency lists; i.e., are there agencies with no lists or outdated list.
- b) Exemption Committee shall then undertake this effort by communicating with agencies, explaining the benefits of having updated lists and encouraging them to undertake the process, and providing a very brief outline of that process as it exists at the time.

**Procedures for EAC Review of and Concurrence with Exemption Lists.**

- a) Per procedures to be shared with agencies through process above, agency divides list into Part 1 and Part 2 and makes any other changes it considers appropriate. Agency is asked to designate a representative to the EAC with contact phone and email.
- b) Agency provides draft list to OPSD-ERP, who relays it to the EAC Chair, who relays it to the Exemption Committee Chair (ECC).
- c) ECC reviews draft list, provides feedback to Agency rep. via phone or email.
- d) Agency amends list if it deems it appropriate, provides it back to ECC. ECC Chair will place it on agenda for Committee action and will also request the EAC Chair to place it on EAC agenda for publication consideration. This process provides the draft list and notice of meeting to the EAC and the public.
- e) Exemption Committee reviews draft list in meeting, with Agency rep if Agency so chooses. Exemption Committee may recommend substantive further changes; if so, Agency may choose to amend list and then resume process at Step (b). If no changes, or if recommended changes are not substantive, Exemption Committee may choose to advance list to EAC for consideration to publish in *The Environmental Notice* (TEN) for a 15-day comment period with comments attn: to OPSD-ERP.
- f) EAC will be asked to vote to publish draft list. If vote is YES, move to Step (g). If no, agency may choose to go back to Step (b), or may choose to forego the public review process and use the list without concurrence.
- g) OPSD-ERP will provide copies of comments to the Agency rep and to the Exemption Committee.
- h) At the next EAC meeting, Exemption Committee will meet, also inviting Agency rep, to discuss comments, which will be included with the draft list in the agenda.
- i) Exemption Committee may recommend further changes; if so, Agency may choose to amend list and then resume process at Step (b). If no changes, Exemption Committee and Agency may choose to advance list to EAC for consideration of concurrence.
- j) If the EAC concurs, the list will be published on the OPSD-ERP website as a concurred list, with notice of such in TEN.
- k) If no EAC concurrence, Agency may choose to restart process, or may choose to use the list without concurrence.