



EXECUTIVE CHAMBERS

HONOLULU

NEIL ABERCROMBIE  
GOVERNOR

September 15, 2011

EXECUTIVE MEMORANDUM

MEMO NO. 11-11

To: All Agencies, Boards and Commissions Subject to Chapter 92, Part I,  
Hawai'i Revised Statutes

Subject: Posting Meeting Notices on the State Online Calendar

All State agencies, boards and commissions that are subject to HRS Chapter 92, Part I (the Sunshine Law) are required to file all meeting notices with the Lieutenant Governor's Office at least six (6) days prior to said meetings, under HRS Section 92-7(a) and (b).

Although many State boards and commissions also post these notices on their websites or on the State Online Calendar, not all do, and as a result, the public cannot easily obtain information on all board and commission meetings and misses opportunities to participate in them.

To provide the public with as many opportunities to participate in government as we can, all state agencies, boards, commissions, authorities, committees, councils and the like that are subject to the Sunshine Law, are to post all meeting notices and agendas on the State Online Calendar <http://calendar.ehawaii.gov/calender/html/event> (<http://calendar.ehawaii.gov/calendar/html/event>) as soon as such notices are filed with the Lieutenant Governor's Office. The electronic posting of meeting notices on the State Online Calendar will make the information more readily available and the business of boards and commissions more transparent to the public.

It is important to note that posting meeting notices and agendas on the State Online Calendar is in addition to, and not a substitute for filing meeting notices with the Office of the Lieutenant Governor. Please designate someone in your department, agency, board or commission who will be responsible for posting meeting notices and agendas onto the State Online Calendar. If an account to post items on the State Online Calendar has not been established, follow the attached protocol to establish one.

Sincerely,

NEIL ABERCROMBIE  
Governor, State of Hawai'i