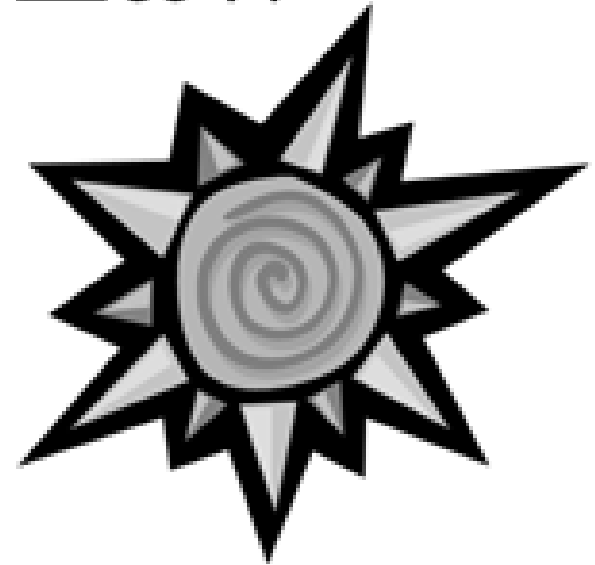


The Sunshine Law

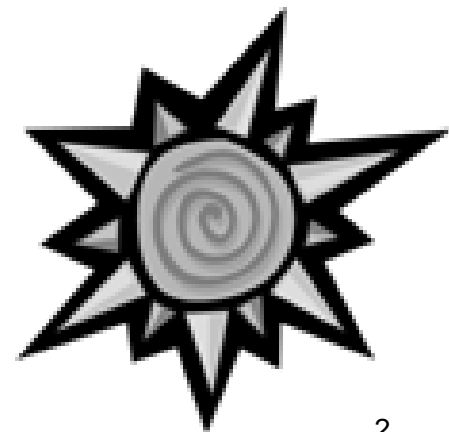
Part 2



Hawaii's Open Meetings Law
Part I of Chapter 92, HRS

Sunshine Law requires:

- Discussions, deliberations and decisions must be conducted at a meeting
- Every meeting must be open unless executive meeting is allowed
- Boards must accept testimony
- Boards must provide notice
- Boards must keep minutes



Minutes

- Written or recorded format

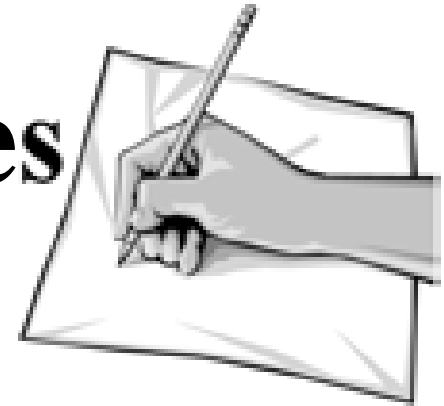


- Posted online within 40 calendar days
- Executive meeting minutes may be withheld for so long as publication would defeat lawful purpose of meeting

Recorded Minutes

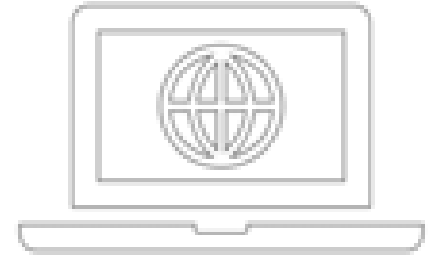
- Recorded minutes must include:
 - Recording of full meeting
 - Date, time and place
 - Members present/absent
 - Record, by member, of votes and motions
 - Time stamp or other reference for when board began each agenda item and when motions and votes happened

Written Minutes



- Written minutes must include:
 - Date, time and place
 - Members present/absent
 - Substance of all matters proposed, discussed or decided
 - True reflection of matters discussed and views of participants
 - Record, by member, of votes
 - Other information that a member requests be included
 - Link to recording, if available

Remote Meetings



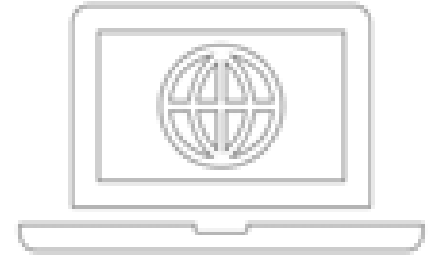
- Platform allows audio-visual interaction between members and public
- Members and public access from anywhere via internet or phone
- Must offer at least one physical public meeting location
- Record meeting ‘when practicable’

Remote Meetings: Notice



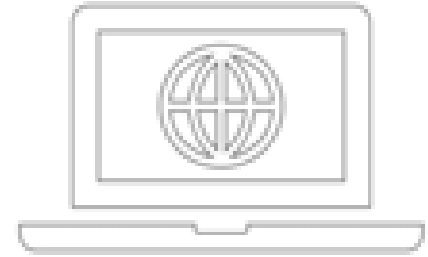
- Notice gives link to join remote meeting
- Notice also gives link to testify, if separate
- Notice lists physical location
- Notice may list “additional locations” – not guaranteed to stay connected

Remote Meetings: Quorum



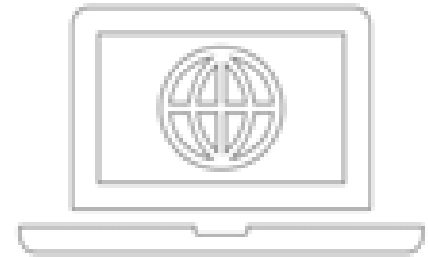
- Quorum of members generally must be visible
- Announce who's there
- Roll call votes unless unanimous
- In executive meeting, audible-only ok, but confirm no unauthorized person connected

Remote Meetings: Dropped Connection



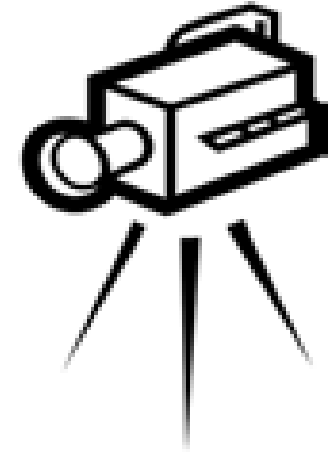
- Dropped connection: recess to restore
- Applies to
 - Hosting platform
 - Public broadcast (if separate)
 - Quorum of members visible
 - Public physical site
 - NOT additional sites (if notice says so)

Remote Meetings: Restore Connection



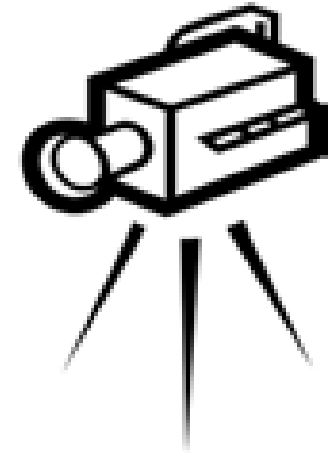
- 30 minute time limit to restore
- If cannot restore audio-video, can continue audio-only with conditions
- Notify public how to rejoin or how meeting will be continued
- If no restoration after 30 minutes, terminate

Multi-site Meetings



- Audio interaction at all locations
- Notice lists all locations where non-disabled board members will be
- Can also list “additional” locations - no board members, could lose connection
- Public can attend at any listed location

Multi-site Meetings: Restore Connection



- Meeting recessed to restore connection if audio interaction not maintained at all official locations
- As with remote meetings, 30 minute time limit to restore
- If no restoration, terminate (or continue at another time if notice given)

Limited Meetings

- Dangerous location OR public attendance impracticable
- OIP concurrence
- 2/3 Vote
- Show video next time
- No decisions made
- Other type:
 - ‘guest meeting’



Emergency Meetings

- imminent peril to public health, safety and welfare, or
- unanticipated event
- requires meeting in less than 6 calendar days



A Meeting in the Life of the Shrimp Board




Meet the Shrimp Board

- œ Giovanni Brine, Chair
- œ Goby Maguire
- œ Tiger Shrimp
- œ Prawn Travolta
- œ S. Scampi

20 days out

👍 **Annual shrimp parade: not board business**

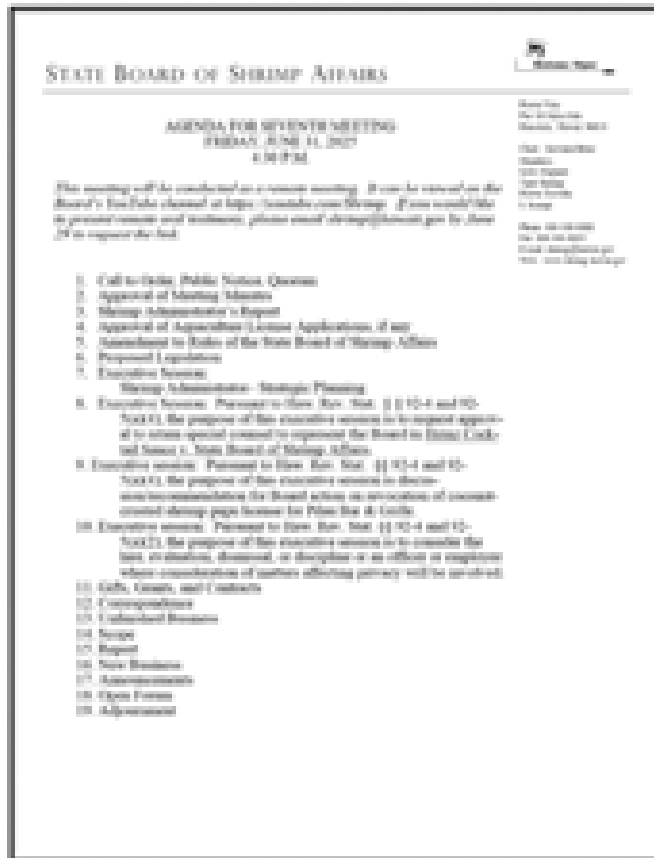
13-14 days out: E-mail

-  **Request to include something on agenda**
-  **E-mail attaching factual material about an item**
-  **Communication about merits of an agenda item**

10 days out: Teleconference meeting?

- 1) **Can S. Scampi attend by phone?**
- 2) **What kind of equipment is needed?**

8 days out: Agenda



7 days out: Agenda ok?

Problems discovered!

6 days out: New Agenda

STATE BOARD OF SHRIMP AFFAIRS

AGENDA FOR MAY 15TH MEETING
FRIDAY, 10:00 AM, 2021
8:30 PM



Meeting Location:
 Physical Location – Large Exhibit, Commerce Mall, 802 N. King Street, Mobile, AL 36617
 Link to View Remotely –
<https://connect.com/shrimpboard/mobile>
 Link to Shrimp Remotely –
<https://zoom.us/j/968447418>

Additional meeting information and instructions follow agenda on page 2.

1. Call to Order, Public Notice/Queries
2. Approval of Meeting Minutes of April 1, 2021
3. Shrimp Administrator's Report:
 - Illegal power fishing
 - Shell recruitment efforts
 - Proposed shrimp economic activity in 2021
 - Strategic Planning for 2021
4. Approver's License Applications:
 - Review with the Wild Shrimp Fund, South Point
 - Open to the Sky Shrimpboat Farm, Mississippi
 - Shrimp 501c (R)-Mobile Aquaculture, Kalbarin in Mississippi
5. Amendment to Rules of the State Board of Shrimp Affairs:
 - Revised Fish Administration Rule-201A(3) 12. Shrimp Size Designations – to prohibit use of the term "jumbo" 201A(3) 17. "Salt and Pepper Shrimp" – to allow restrictions to use live website set in preparation
6. Proposed Legislation:
 - House Bill 5615, Relating to Crustaceans: Appropriation funding for treatment programs for incarcerated crabs, lobsters, and shrimp
 - Senate Bill 6179, Relating to Education: Requires public schools to teach students with a focus on shrimp
7. Approval to retain special commit to represent the Board in House Criminal Justice & State Board of Shrimp Affairs
8. Reversion of common created shrimp page license for Peter Bar & Grill
9. Hiring of Secretary-Fry Cook II position. The board anticipates convening an executive meeting to interview candidates for the position pursuant to House Bill Stat. §§ 40-1 and 40-2A(2)(2).

10. Gifts, Grants, and Contracts:
 - Grant to test and compare shrimp truck's air-filters
 - Grant to film documentary, "The Natural Life of Shrimp" Contract with Crustacean Consultants to study feasibility of aquaculture industry on Kauai
 - Contract with Columbia Studies for Shrimp shrimp placement in "From Here to There" website
 - Request of \$25,000 from estate of Corveta Hamilton
 11. Correspondence from Kaitiaki (Crustacean) Seeking Board's comments on a proposed shrimp-themed event for fall
 12. Proposals to increase population of aquaculture shrimp
 13. Proposals to deal with guest issues shrimp in the Alabama Canal
 14. Report by designated investigators:
 - New shrimp gear
 - Crustacean Culture/Wholesalers: financial position
 15. Announcements:
 - New board website
 - Winner of student Shrimp Show
 - Next meeting date and time
 16. Open Forum: Public comments on issues not on the agenda, for consideration for Board's agenda at the next meeting
 17. Adjournment
- HOW TO LISTEN:**
 Written testimony can be emailed to the Board at shrimp@shrimp.gov, mailed or delivered in person to Process Room, Pier 20, Mobile Ship, Mobile, AL 36688 or placed in 001-200-0000
- Oral testimony will be accepted via the remote testimony link or in person at the physical meeting location, as listed on page 1.*
- HOW TO REQUEST ACCOMMODATION:**
 If you need an auxiliary service or other accommodation due to a disability, contact Customer Service at 001-200-0000 and shrimp@shrimp.gov as soon as possible, preferably by the June 29, 2021. Requests made as early as possible have a greater likelihood of being fulfilled.
- If you request, this notice is available in alternative accessible formats.*
- MEETING MATERIALS AND OTHER INFORMATION:**
 The Board packet will be posted on the Board's website or www.shrimpboard.gov at least three (3) business days before the meeting. Written testimony will also be posted on the Board's website as it is received. You can also find links to minutes, agenda, and meeting materials for the Board's past meetings on the website.

5 days out: News stories

-  **E-mail attaching factual material about an item**
-  **Editorials, position statements, and other communication about merits of an agenda item**

4 days out

Can Chair Brine file an amended agenda to add an item?

3 days out: Investigation

2 members carry out an investigation set up at the last meeting

2 days out

**2 members discuss an issue
that's on the agenda for the
meeting: OK?**

1 day out: Testimony

 **Anonymous testimony**

 **Sign-up sheets**

 **Timing of testimony**

At the meeting: Items raised in Open Forum

**For items not on the agenda, the
choice is:**

**Do not discuss the substance,
or**

**Add it to the agenda upon 2/3
vote of all board members, if
not of major importance or
affecting a significant number
of people**

After the meeting: Retreat

**Team-building, dining together,
finding common ground on
divisive issues:**

Is it a meeting?

Must it be public?



State of Hawaii Office of Information Practices

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ALOHA!

Welcome to the website of the Office of Information Practices (OIP), whose mission is "ensuring open government while protecting individual privacy."

OIP administers two laws to promote open and transparent government in Hawaii:

1. the [Uniform Information Practices Act \(UIIPA\)](#), HRS Chapter 92F, which requires open access to government records, and
2. the [Sunshine Law](#), part I of HRS Chapter 92, which requires open public meetings.

Both laws are intended to open up governmental processes to public scrutiny and participation by requiring government business to be conducted as transparently as possible, while balancing the privacy rights guaranteed under the Hawaii State Constitution.

OIP provides uniform interpretation, advice, and training on these laws to ensure all of Hawaii's state and county agencies and boards

Sunshine Law Part 2

Need Help?

- AOD -- 586-1400



- E-mail: qip@hawaii.gov
- OIP Website: qip.hawaii.gov