



## OFFICE OF THE LIEUTENANT GOVERNOR

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**SYLVIA LUKE**  
LIEUTENANT GOVERNOR

July 29, 2024

TO: All Agencies, Boards, and Commissions Subject to Chapter 92, Part 1,  
Hawaii Revised Statutes

SUBJECT: Filing Meeting Notices with the Lieutenant Governor's Office

All State agencies, boards, and commissions subject to HRS Chapter 92, part 1 (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, pursuant to HRS section 92-7(a) and (b).

Filings will be accepted by the Office of the Lieutenant Governor by the following two methods:

1. Email: Filings may be provided by electronic mail (email) to the email address: [ltgov.notices@hawaii.gov](mailto:ltgov.notices@hawaii.gov).
  - Notices must be received by the [ltgov.notices@hawaii.gov](mailto:ltgov.notices@hawaii.gov) email inbox by 4:30pm on the sixth (6<sup>th</sup>) day prior to the date of the noticed meeting date.
  - The email subject line must include the sending board/agency/commission's name and date of the meeting.
2. Walk-in: Filings may be dropped off in person to the Office of the Lieutenant Governor on the 5<sup>th</sup> floor of the Hawaii State Capitol, during office hours Monday through Friday (except state Holidays) between the hours of 7:45am through 4:30pm.
  - Notices must be provided no later than six (6) days prior to the date of the noticed meeting.
  - One (1) hard copy of each notice is provided.
  - The notice must be time stamped and placed in the tray marked "agenda drop-off".

This policy shall be in effect from August 12, 2024.