

From: Tim Bynum
Sent: Thursday, May 24, 2007 5:52 PM
To: COK Council
Cc: Peter Nakamura; Ricky Watanabe
Subject: Communication

Aloha All,

Pasted below is a memo I sent to Kaipo some time ago. There are numerous times when communication sent to the administration or correspondence back from the administration is not distributed to everyone routinely. I believe it is appropriate that all communications be distributed in a timely manner to each of us at the same time as called for in our Council rules. On a number of occasions communications have been discussed on the council floor when not all of the members have been copied. I respectfully request that we have a meeting of council members with Peter to discuss this issue.

Mahalo,
Tim

Aloha Kaipo,

As a follow up to our recent conversation I would like to summarize what my assumptions are regarding timely access to information.

I understand that it is prudent that communication on behalf of the council is coordinated through the Chair and that communication on behalf of committees is coordinated through the respective Committee Chairs. I feel whenever practical members should be able to review and contribute to the communication prior to it being sent.

I feel it should be standard procedure for council members to be copied communication that is sent on behalf of the council or committees at the time of transmission and that response are time stamped in and copied to council members upon receipt. I prefer distribution be via email although physical distribution to council members boxes could be an option.

Our adopted Council rules state: "It shall be the duty of the County Clerk or an authorized representative, in addition to those duties prescribed by law: (3) To forward at once to the proper parties all communications and other matters, either directly or through committee, as the case may be;". A review of the rules from other Hawaii counties reveals that the council rules of Hawai'i County state that the County Clerk shall "Forward at once to the Chair and Council Members all official reports, communications and other matters related to the Council's business." The council rules on Maui state that the County Clerk responsibility is: "To transmit upon receipt all communications or other matters to the proper parties."

So I am specifically asking that all communication sent or received on behalf of the council or committees be routinely distributed to me and all council members immediately upon transmission or receipt.