



STATE OF HAWAII  
OFFICE OF HAWAIIAN AFFAIRS

BOARD OF TRUSTEES  
Carmen Hulu Lindsey, *Chairperson*  
Leina'ala Ahu Isa, *Vice Chairperson*  
Dan Ahuna, Kaua'i & Ni'ihau  
Kalei Akaka, O'ahu  
Keli'i Akina, At-Large  
Luana Alapa, Molokai/Lāna'i  
Brendon Kalei'āina Lee, At-Large  
Keola Lindsey, Jr., Hawai'i Island  
John Waihe'e IV, At-Large

**WORKSHOP OF THE BOARD OF TRUSTEES**

**DATE:** Wednesday, January 13, 2021

**TIME:** 10:00 am

**PLACE:** Virtual Meeting

Viewable at [www.oha.org/livestream](http://www.oha.org/livestream) OR

Listen by phone: (213) 338-8477, Webinar ID: 973 0299 0918

**Due to the threat of COVID-19, Governor Ige issued the most recent Emergency Seventeenth Supplementary Proclamation dated December 16, 2020 that suspend parts of Hawai'i Revised Statutes Chapter 92, Public Agency Meetings and Records to, among other things, enable boards to conduct business without any board members or members of the public physically present at the same location.**

**The OHA Board of Trustees will hold virtual meetings until further notice. The virtual meetings can be viewed and observed via livestream on OHA's website at [www.oha.org/livestream](http://www.oha.org/livestream) or listen by phone: (213) 338-8477, Webinar ID: 973 0299 0918**

**AGENDA**

- I. Call to Order
- II. Public Testimony on Items Listed on the Agenda\* (Please see pages 1 and 2 on how to submit written testimony or how to provide oral testimony online. Oral testimony by phone will **not** be accepted)
- III. Workshop on Parliamentary Procedures and Robert's Rules of Order – with Kamaka Gunderson
- IV. Community Concerns and Celebrations\* (Please see pages 1 and 2 on how to submit written testimony or how to provide oral testimony online. Oral testimony by phone will **not** be accepted)
- V. Announcements
- VI. Adjournment

If you require an auxiliary aid or accommodation due to a disability, please contact Raina Gushiken at telephone number 594-1772 or by email at: [rainag@oha.org](mailto:rainag@oha.org) no later than three (3) business days prior to the date of the meeting.

Meeting materials will be available to the public on Friday, January 8, 2021 and posted to OHA's website at: [www.oha.org/bot](http://www.oha.org/bot)

† Notice: The 72 Hour rule, pursuant to OHA BOT Operations Manual, Section 49, shall be waived for distribution of new committee materials.

\*Testimony during Public Testimony and/or Community Concerns and Celebrations:

Testimony for Public testimony and/or Community Concerns and Celebrations can be submitted to the OHA Board of Trustees either: (1) in writing emailed at least 24 hours prior to the scheduled meeting, or (2) as live, oral testimony online during the Public Testimony or Community Concerns and Celebration portion of the virtual meeting. **Public testimony must be limited to matters listed on the meeting agenda.**



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Community Concerns and Celebrations allows the public to provide testimony on matters not listed on the meeting agenda. It is optional and not a requirement of Hawai'i Revised Statutes (HRS), Chapter 92, Public Agency Meetings and Records. The Board members are not required to respond to matters not listed on the meeting agenda.


Please visit OHA's website for more detailed information on how to submit testimony for Public Testimony and Community Concerns and Celebrations at: <https://www.oha.org/how-to-submit-testimony-for-oha-bot-meetings/>

Persons wishing to provide *written testimony* should submit testimony via *email* to [BOTmeetings@oha.org](mailto:BOTmeetings@oha.org) at least **24 hours** prior to the scheduled meeting. Any testimony received after this deadline will be late testimony and distributed to the Board members after the scheduled meeting. **Due to COVID-19, please do not fax, mail, or hand-deliver written testimony.**

Persons wishing to provide *oral testimony online* during the virtual meeting must register here first:

[https://zoom.us/webinar/register/WN\\_sjdRbrUOReyXhF6JTWLcGw](https://zoom.us/webinar/register/WN_sjdRbrUOReyXhF6JTWLcGw)

The registration to provide oral testimony online will remain open; however, once the Public Testimony section has concluded, oral testimony online under Public Testimony will no longer be accepted. Once the Community Concerns and Celebration section has concluded, oral testimony online under Community Concerns and Celebration will no longer be accepted. You will need to register prior to this time if you would like to orally testify. Once you have completed your registration, a confirmation email will be sent to you with a link to join the virtual meeting and further instructions on how to provide oral testimony during the virtual meeting. To provide oral testimony online, you will need (1) a computer or mobile device to connect to the internet, (2) internet access, and (3) a microphone to provide oral testimony. Oral testimony online will be limited to five (5) minutes each under Public Testimony and Community Concerns and Celebrations. Oral testimony by phone will **not** be accepted at this time.

  
\_\_\_\_\_  
Trustee Carmen Hulu Lindsey  
Chairperson, Board of Trustees

\_\_\_\_\_  
1/6/2021  
Date

Office of the Hawaiian Affairs  
Workshop of the  
Board of Trustees  
January 13, 2021  
10:00 A.M.

**III. Workshop on Parliamentary Procedures and  
Robert's Rules of Order – with Kamaka  
Gunderson**

## ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

## PROCEDURE FOR HANDLING A MAIN MOTION

**NOTE:** Nothing goes to discussion without a motion being on the floor.

### Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

### How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

### Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

### The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.) Those abstained please say 'Aye'.*

### The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

### WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

# HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

## MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that \_\_\_\_\_."

## AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words \_\_\_\_\_."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words \_\_\_\_\_."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, \_\_\_\_\_, and adding in their place the following words \_\_\_\_\_."

## REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

## POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until \_\_\_\_\_."

## PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

## LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

## **POSTPONE INDEFINITELY**

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

## **POSTPONE INDEFINITELY**

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

## **RECESS**

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

## **ADJOURNMENT**

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

## **PERMISSION TO WITHDRAW A MOTION**

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

## **CALL FOR ORDERS OF THE DAY**

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

## **SUSPENDING THE RULES**

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

## **POINT OF PERSONAL PRIVILEGE**

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

## COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

## POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

## POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

## POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

## APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

### Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote



**Robert's Rules of Order Workshop**  
**Office of Hawaiian Affairs**  
**January 8, 2021**  
 Personal Worksheet

Inoa: \_\_\_\_\_

Subject	Focus and Process	Materials needed	RROR Reference – if applicable
Purpose	Personal:    Corporate:		
Expectations and Outcomes	3-5 Takeaways from today's workshop 1.  2.  3.  4.  5.		

<p>Inventory of Competencies</p>	<p>What do I bring to the table?</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol> <p>What do I need to improve upon on regarding Robert's Rules?</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>		
<p>Scenario 1  Script</p>	<p style="text-align: center;">Before the meeting: What do you need?</p> <ol style="list-style-type: none"> <li>1. _____</li> <li>2. _____</li> <li>3. _____</li> </ol> <p style="text-align: center;">Anything else? Approach Preparation Knowledge Listening Understanding OHA's kuleana/purpose/mission</p>		
<p>Scenario 2</p>	<p style="text-align: center;">Opening the meeting! Let's practice:</p> <p>Chairs: Open a meeting!</p> <p>Checking: How did we do? How do we improve? What positives were there?</p>		

Scenario 3	<p>Minutes Who reads it?</p> <p>How is it accepted?</p> <p>A. Make a motion to accept the minutes. B. Your name is spelled incorrectly. What do you do? How do you correct this situation? C. Is there a second?</p> <p>Let's Practice!</p>		
Scenario 4	<p>THE MOTION (and everything in between!) Procedure for handling a motion Practice it: Refer to RROR book Motion: A motion to adopt a resolution to distribute stated funds to the building of a health care center on Maui. Amendment: Increase the amount of funding.</p>		
Scenario 5	<p>What is a Subsidiary Motion? Name them. How do we deal with it?</p> <p>Let's practice!</p>		
	How are we doing?		
Scenario 6	<p>Refer to Committee/Table a Motion Chairs:</p>		
Scenario 7	<p>Vice Chair becomes the Chair</p> <p>How is transition handled?</p> <p>How does the Vice Chair relinquish the Chair back to the Chair</p>		
Scenario 8	<p>Appeal the Ruling of the Chair</p> <p>Why?</p>		

	<p>When?</p>		
Scenario 9	<p>Taking a Recess</p> <p>How do you do it?</p>		
Scenario 10	<p>Adjourn a Meeting</p> <p>Who does it?</p> <p>What does it mean?</p> <p>What does it mean regarding the next meeting?</p>		
	<p>Is this a lot to take in? Of course.</p> <p>Keep it simple.</p> <p>How do you do that?</p> <p>With whom do you refer to when you are in a “pickle?”</p>		
	<p>What now?</p> <p>What do I need to do before the next OHA meeting?</p>		