CITY COUNCIL
CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAI'I

No. 23-163

RESOLUTION

ESTABLISHING A SELECTION ADVISORY COMMITTEE TO ASSIST THE COUNCIL IN THE APPOINTMENT OF THE DIRECTOR OF COUNCIL SERVICES AND APPOINTING THE MEMBERS THEREOF.

WHEREAS, Section 3-601, Revised Charter of the City and County of Honolulu 1973 (Amended 2017 Edition), as amended ("Charter"), establishes an Office of Council Services consisting of a Director, Deputy or Assistant Director, and necessary staff; and

WHEREAS, pursuant to Charter Section 3-602, the purposes of the Office of Council Services are:

1. To conduct research, including legal research, as may be necessary for the formulation, consideration, adoption, and enactment of legislation;

2. To serve as professional staff to the City Council ("Council") and its Committees to assist them in compliance with all procedural requirements applicable to the legislative process established by law or Council rule;

3. To draft legislative measures requested by the Council, Council Committees, and Councilmembers;

4. To provide advice, including legal advice, to the Council, Council Committees, and Councilmembers on all legislative matters brought before them, including proposals for legislation submitted by Councilmembers, the Executive Branch, other Legislative Branch Agencies, or the public;

5. To serve as special counsel to the Council consistent with Charter Section 3-605;

6. To serve as the Revisor of Ordinances, preparing, at least twice annually, an ordinance supplement:

   (a) The printed version of which must be provided to all Councilmembers and be available for purchase to the public; and

   (b) The electronic version of which must be available online, prior to the end of the third month following the end of the calendar year and end of the fiscal year; and

7. To perform such other duties as may be assigned to the office by the Council or its Presiding Officer; and

WHEREAS, pursuant to Charter Section 3-603, the Council shall appoint and fix the salary of the Director of Council Services, who shall serve for a term of six years, and thereafter until a successor is appointed; and

WHEREAS, pursuant to Charter Section 3-603, either the Director of Council Services or the Director's Deputy or Assistant Director must be an attorney licensed to practice law in the State of Hawai'i and in good standing before the Supreme Court of the State of Hawai'i; and

WHEREAS, the term of office for the Director of Council Services appointed pursuant to Resolution 17-63 expired on March 1, 2023, making it necessary for the Council to appoint an individual to serve as the successor Director of Council Services; and

WHEREAS, pursuant to Rule 9B of the Rules of the Council of the City and County of Honolulu, the Council may, by resolution, create an advisory committee to assist the Council in the hiring or selection of the City Clerk, the Director of Council Services, or the City Auditor; and

WHEREAS, Section 92-5(a)(2), Hawaii Revised Statutes ("HRS"), permits City boards, including Council-established committees, to meet in executive session as may be necessary to consider the evaluation and hiring of a City officer or employee; now, therefore,

BE IT RESOLVED by the Council of the City and County of Honolulu that it hereby establishes, pursuant to Council Rule 9B, a Selection Advisory Committee to assist the Council in the appointment of the Director of Council Services, which shall:

1. Solicit or recruit qualified applicants for the position;

2. Investigate the qualifications of and interview applicants; and

3. Make findings and recommendations to the Council; and

RESOLUTION

BE IT FURTHER RESOLVED that the Selection Advisory Committee be composed of the following members:

1. Council Chair Tommy Waters;

2. Council Vice Chair Esther Kia'āina; and

3. Councilmember Calvin Say; and

BE IT FURTHER RESOLVED that the Selection Advisory Committee is directed to pursue its charge diligently, so that the Council may appoint a Director of Council Services as expeditiously as possible; and

BE IT FINALLY RESOLVED that copies of this resolution be transmitted to the members of the Honolulu City Council.

INTRODUCED BY:

DATE OF INTRODUCTION:

JUL 6 2023
Honolulu, Hawai'i

Councilmembers

CITY COUNCIL
CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII

CERTIFICATE

RESOLUTION 23-163

Introduced: 07/06/23 By: TOMMY WATERS Committee: COUNCIL (CCL)

Title: ESTABLISHING A SELECTION ADVISORY COMMITTEE TO ASSIST THE COUNCIL IN THE APPOINTMENT OF THE DIRECTOR OF COUNCIL SERVICES AND APPOINTING THE MEMBERS THEREOF.

Voting Legend: * = Aye w/Reservations

07/06/23	INTRO	Introduced.
07/12/23	CCL	Adopted. 8 AYES: CORDERO, DOS SANTOS-TAM, KIA'ĀINA, OKIMOTO, SAY, TULBA, WATERS, WEYER 1 ABSENT: TUPOLA

I hereby certify that the above is a true record of action by the Council of the City and County of Honolulu on this RESOLUTION.

GLEN I. TAKAHASHI, CITY CLERK

TOMMY WATERS, CHAIR AND PRESIDING OFFICER