HONOLULU CITY COUNCIL

KE KANIHELA O KE KALANA O HONOLULU

CITY AND COUNTY OF HONOLULU

No. 26-68

RESOLUTION

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

WHEREAS, Section 3-301, Revised Charter of the City and County of Honolulu 1973 (Amended 2017 Edition), as amended ("Charter"), provides that the City Council ("Council") shall appoint and fix the salary of the City Clerk and that the primary duties of the City Clerk are to:

1. Be the Clerk of the Council;

2. Take charge of, safely keep, and dispose of all books, papers, and records that may properly be filed in the City Clerk's office and keep, in separate files, all ordinances and resolutions and cumulative indices of the same or exact copies thereof, enacted or adopted by the Council, and all rules and regulations;

3. Have custody of the seal of the City and County of Honolulu ("City"), which shall be used to authenticate all official papers and instruments requiring execution or certification by the City Clerk;

4. Conduct all elections held within the City and perform voter registration functions pursuant to the Charter or the laws of the State of Hawai'i; and

5. Perform such other functions as required by the Charter or by law; and

WHEREAS, Section 4-9.1(a), Revised Ordinances of Honolulu 2021, provides that the City Clerk shall serve for a term of six years and thereafter until a successor is appointed, and that the Council, by two-thirds vote of its entire membership, may remove or suspend the City Clerk from office, but only for cause; and

WHEREAS, under Rule 4.C(2) of the Rules of the Council of the City and County of Honolulu ("Council Rules"), the Chair of the Council, acting as its chief executive officer, exercises direct supervision over agencies and staff of the legislative branch of the City; and

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WHEREAS, the Council has been notified of the City Clerk's retirement and resignation effective April 1, 2026, by way of Council Communication 32 (2026); and

WHEREAS, the impending vacancy of the position of City Clerk makes it necessary for the Council to appoint a qualified individual to fill the vacancy and serve as City Clerk; and

WHEREAS, the Council recognizes that qualified candidates may be reluctant to apply for the position of City Clerk if their applications would be prematurely disclosed to the public; and

WHEREAS, the Council believes it would be useful to have the input of knowledgeable members in the evaluation of applicants for the position of City Clerk; and

WHEREAS, pursuant to Rule 9B of the Council Rules, the Council may, by resolution, create a selection 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, permits City boards, including Council-established committees, to meet in executive session 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 Rule 9B of the Rules of the Council of the City and County of Honolulu, a Selection Advisory Committee to assist the Council in the appointment of the City Clerk, which shall:

1. Solicit or recruit qualified applicants for the position of City Clerk;

2. Investigate the qualifications of and interview the applicants; and

3. Make findings and recommendations to the Council based on the investigation; and

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

1. Council Chair Tommy Waters;

2. Council Floor Leader Esther Kiaʻāina; and

3. Councilmember Scott Nishimoto; and

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

BE IT FINALLY RESOLVED that copies of this resolution be transmitted to the Chair of the Council of the City and County of Honolulu and the Chief Election Officer of the State of Hawaiʻi.

INTRODUCED BY:

Tommy Waters

DATE OF INTRODUCTION:

MAR 18 2026

Honolulu, Hawaiʻi

Councilmembers

CITY COUNCIL
CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII

CERTIFICATE

RESOLUTION 26-68

Introduced: 03/18/26 By: TOMMY WATERS Committee: COUNCIL (CCL)

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

Voting Legend: * = Aye w/Reservations

03/18/26	INTRO	Introduced.
03/25/26	CCL	Adopted. 7 AYES: CORDERO, DOS SANTOS-TAM, KIA'ĀINA, NISHIMOTO, OKIMOTO, TUPOLA, WATERS 2 ABSENT: TULBA, WEYER

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