

**U. S. Department of the Interior  
National Park Service**

**Na Hoa Pili O Kaloko-Honokohau “The Friends of Kaloko-Honokohau”  
National Historical Park Advisory Commission**

**Charter**

1. **Committee’s Official Designation.** The official designation of the Commission is the Na Hoa Pili O Kaloko-Honokohau “The Friends of Kaloko-Honokohau” National Historical Park Advisory Commission (Commission).
2. **Authority.** The Commission was established by 16 U.S.C. § 396(d), and in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., App. 2.
3. **Objectives and Scope of Activities.** The Commission shall advise the Director, National Park Service, with respect to the historical, archeological, cultural, and interpretive programs of the Park. The Commission shall afford particular emphasis to the quality of traditional native Hawaiian culture demonstrated in the park.
4. **Description of Duties.** The duties of the Commission are solely advisory and stated above in paragraph 3.
5. **Agency or Official to Whom the Committee Reports.** The Commission reports to the Director, National Park Service through the Designated Federal Officer (DFO).
6. **Support.** Support for the Commission is provided by the National Park Service.
7. **Estimated Annual Operating Costs and Staff Years.** The annual operating costs associated with supporting the Commission’s functions are estimated to be \$20,000 including all direct and indirect expenses and .10 staff year support.
8. **Designated Federal Officer.** The DFO is a full-time Federal employee appointed in accordance with Agency procedures. The DFO will approve or call all Commission or subcommittee meetings, prepare and approve all meeting agendas, attend all Commission and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the Secretary.
9. **Estimated Number and Frequency of Meetings.** The Commission will meet at least 2 times annually, and at such times as designated by the DFO.
10. **Duration.** Continuing.

11. **Termination.** The Commission will terminate 2 years from the date the Charter is filed, unless, prior to that date, it is renewed in accordance with the provisions of Section 14 of the FACA. The Commission will not meet or take any action without a valid current charter.
12. **Membership and Designation.** The Commission shall consist of nine members, each appointed by the Secretary of the Interior, and four ex officio non-voting members, as follows:

All Members of the Commission shall be residents of the State of Hawaii, and at least six members will be native Hawaiians.

At least five members shall be selected from nominations provided by native Hawaiian organizations.

Members will be appointed for 5-year terms. No member may serve more than one term consecutively. Any vacancy will be filled in the same manner in which the original appointment was made.

The four ex officio non-voting members include the Park Superintendent; the National Park Service State Director, Hawaii; one person appointed by the Governor of Hawaii; and one person appointed by the Mayor of the County of Hawaii.

The Secretary shall designate one member of the Commission to be Chairperson.

Members of the Commission and its subcommittee members serve without compensation. However, while away from their homes or regular places of business, Commission and subcommittee members engaged in Commission or subcommittee business, approved by the DFO, may be allowed travel expenses, including per diem in lieu of subsistence, in the same manner as persons employed intermittently in Government service under Section 5703 of Title 5 of the United States Code.

13. **Ethics Responsibilities of Members.** No Commission or subcommittee member shall participate in any specific party matter including a lease, license, permit, contract, claim agreement, or related litigation with the Department in which the member has a direct financial interest.
14. **Subcommittees.** Subject to the DFO's approval, subcommittees may be formed for the purpose of compiling information or conducting research. However, such subcommittees must act under the direction of the DFO and must report their recommendations to the full Commission for consideration. Subcommittees must not provide advice or work products directly to the Agency. The Commission Chair, with the approval of the DFO, will appoint subcommittee members. Subcommittees will meet as necessary to accomplish their assignments, subject to the approval of the DFO and the availability of resources.

15. **Recordkeeping** . The records of the Commission, and formally and informally established subcommittees of the Commission, shall be handled in accordance with General Records Schedule 26, Item 2 or other approved Agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

  
Secretary of the Interior

OCT 26 2011

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Date

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Date Filed