

Guidelines for Red Hill Community Representation Initiative Selection Meeting

Background:

Ten (10) members will be selected to serve on the Red Hill Community Representation Initiative (CRI) as required by the 2023 Consent Order.

Between August 23 and September 6, individuals interested in being representatives on the CRI were asked to submit self-nominations and confirm that they will serve as liaisons to represent the following groups: 1) Impacted Residents, 2) O'ahu Residents, 3) Community Based Organizations/Activists, and 4) Individuals Representing Native Hawaiian Interests. Nominees selected one type of seat to represent. This selection process is designed to ensure fair and transparent selection of CRI members and was developed based on input from a broad range of community interests.

Instructions:

- 1. Eligibility for CRI Members:** Only individuals who have submitted self-nominations by the September 6th deadline and confirmed their willingness to serve as liaisons for one of the specified groups are eligible for appointment to the CRI.
- 2. Voting Period:** Selection of the 10 CRI members will take place during the Selection Meeting on September 16, 2023 from 1:30 pm – 4:00 pm HT. Participants may cast their vote anytime between 1:30 pm and 4:00 pm HT; ballots will not be accepted after 4:00pm. We depend on the public to help uphold vote integrity by ensuring only people participating in the meeting in person or online can vote.
- 3. Ballot Preparation:** A numbered paper ballot with all eligible nominees will be made available for in person attendees and an electronic ballot will be provided for online attendees. The ballot will be prepared listing all eligible candidates for the CRI, along with their bios and affiliations.
- 4. Nominee Introductions:** Each nominee will have an opportunity to give a short speech (2 minutes) about their qualifications and goals for participating in the CRI. This will be conducted alphabetically by CRI seat type and the last name of Nominees. This is an opportunity for nominees to speak, the nominees will not be asked questions from the audience.
- 5. Voters:** All participants at the in-person or online meeting age 16 and older are eligible to vote. Each voter must register for a single physical or digital ballot. A list of all individuals who registered to vote will be maintained and publicly available.
- 6. Casting Votes:** In-person voters will mark their preferences on the ballot by selecting up to ten candidates they believe should serve on the CRI. The number of votes should match the number of available positions. Each participant may vote once and can select two candidates for categories 1, 3 and 4; and select 4 candidates for category 2. Online voters will submit vote using Mentimeter website provided via the zoom link. Voters can only vote using one platform, either online or in-person.
- 7. Disruptions:** The purpose of the Selection Meeting is to allow all nominees an opportunity

to make their case for CRI consideration and for the community to be able to cast their votes in a fair and accessible process. Any disruptions to speakers, voters attempting to fill out and cast their ballots, or election officials will not be tolerated and may result in removal from the event.

8. Electioneering: Campaigning for specific nominees will not be allowed within the facility and may result in removal from the event. Campaigning includes handing out informational material about candidates or any form of active solicitation.

9. Ballot Counting: Members of EPA staff will count the votes in the presence of 3 poll watchers selected by the Interim CRI. Transparency and accuracy are essential to this step and designated poll watchers will not include nominees. In the event of a tie, the tiebreaker will be determined by a coin toss conducted by Amy Miller, per Roberts Rules or Order.

10. Results Announcements: Once the votes have been counted and verified, the EPA and poll watchers will announce the results. The two candidates with the highest number of votes in categories 1, 3 and 4 and four candidates with the highest number of votes in category 2 will be selected as members of the CRI.

11. Alternates: A list of the runner ups from the Selection Meeting voting will be shared with the selected CRI members so they may identify alternates for their positions in a manner the CRI chooses.

12. Appeals: If any individual would like to contest the results of the election, they may email Amy Miller (Miller.Amy@epa.gov) with the basis of their appeal no later than September 18th.

13. Commencement of CRI: The elected members will officially begin their roles as representatives upon the announcement of their selection at the commencement of the Selection Meeting. They will meet individually with the facilitator and then as a group to develop ground rules and meeting protocols.