

DRAFT Hawaii Statewide Independent Living Council (SILC)

Policies and Procedures Manual

Table of Contents

About This Manual

Section 1 - General Policies and Procedures

- Accessibility Policy and Procedures
- Communications Policy and Procedures
- Dispute Policy and Procedures
- Financial Policy and Procedures
- Conference Attendance Policy
- Expense Reimbursement Policy and Procedures
- Human Resource Policy and Procedures

Section 2 - Member Policies and Procedures

- Membership Policy and Procedures
- Member Training Event Procedures
- Professional Conduct and Respectful Workplace Policy and Procedures
- Conflict of Interest Policy and Procedures
- Committee Policy and Procedures

Section 3 - State Plan for Independent Living (SPIL) Policies and Procedures

- SPIL Policy and Procedures

Section 4 - Code of Ethics and Member Standards

Appendices

- Appendix A: Incompatible Activities Statement
- Appendix B: Federal Regulations Regarding Lobbying
- Appendix C: Member Acknowledgment and Agreement Form

About This Manual

Mission Statement: The Hawaii Statewide Independent Living Council (HI SILC) promotes choice, equal access, and full inclusion of people with disabilities throughout the State of Hawaii.

Legal Authority: The Hawaii SILC is established as an autonomous government entity under Title VII, Chapter I, Part B of the Rehabilitation Act, as amended by the Workforce Innovation and Opportunity Act (WIOA) of 2014. The Council operates in compliance with federal regulations governing SILCs and applicable Hawaii state policies.

Document Purpose: This manual defines Council policies (which require formal Council adoption) and procedures (which are approved by the Executive Committee). Proposed changes to policies or procedures must be provided to the approving body at least two weeks prior to adoption.

Hierarchy of Authority: The Council bylaws serve as the foundation for all policies and procedures. In case of conflict between the bylaws and other Council policies, the bylaws take precedence.

For additional information about the Hawaii SILC, visit:
<https://independentlivinghawaii.org/>

Section 1 - General Policies and Procedures

ACCESSIBILITY POLICY

The Hawaii SILC shall provide equal access and full inclusion for persons with disabilities by arranging reasonable accommodations for physical, communication, and transportation access at Council events, within available resources.

Physical Meeting Space Access Council meetings and events shall be held at facilities that comply with ADA guidelines and promote inclusion of people with disabilities.

Communication Access The Hawaii SILC shall provide virtual participation options (video conferencing) for Council meetings and Executive Committee meetings, recognizing Hawaii's inter-island geography.

Upon reasonable advance notice, the Council shall provide appropriate communication accommodations, including:

- Sign language interpreters
- Real-time captioning services
- Assistive listening devices
- Materials in alternative formats (Braille, large print, electronic formats)

All Council materials shall be made available in requested accessible formats and comply with Section 508 accessibility standards.

Presenters are responsible for ensuring their presentations and materials are accessible to individuals with various disabilities, including mobility, hearing, vision, and cognitive disabilities.

The Council may defer action on agenda items when information is not provided to SILC staff in accessible formats as soon as practicable before the event.

Communication access includes reasonable accommodation for individuals with limited English proficiency within available resources.

Transportation Access The Council shall make reasonable efforts to conduct meetings in locations with accessible public transportation while balancing the need to hold events across Hawaii's islands for statewide outreach.

Environmental Access - Fragrance-Free Policy To support the Council's mission of inclusion, the Council maintains a fragrance-free policy. Individuals using scented products that interfere with others' participation will be asked to address the issue.

Approved: [Date] **Revised:** [Date]

ACCESSIBILITY PROCEDURES

Accommodation Request Process

1. Public requests for accommodations may be submitted by phone, email, or written correspondence to the Council office.

Presenter Requirements Items for presentation shall be provided in accessible electronic format to Council staff as soon as practicable before the event.

The Council shall provide guidance to presenters on accessibility requirements and resources for alternative format materials upon request.

Remote Participation Procedures

1. All meeting participants except Council members and staff shall remain muted during proceedings except during the public testimony portion of Council meetings.

Public Testimony Procedures

Public testimony during Council meetings shall be limited to three (3) minutes per speaker. Reasonable accommodations for additional time shall be provided upon request for individuals with disabilities, including those using assistive technology such as closed captioning who may need additional time to read and respond.

Staff Responsibilities

1. Respond to all reasonable accommodation requests regardless of advance notice provided.
2. Maintain current records of accommodation preferences for all Council members.
3. Coordinate events to ensure full participation opportunities for members across Hawaii's islands.

Approved: [Date] **Revised:** [Date]

COMMUNICATIONS POLICY

The Hawaii SILC values transparency in formal internal and external communications.

The Council does not consider public meetings appropriate venues for resolving operational issues. When issues arise, the Council shall address them promptly at the appropriate administrative level.

Meeting notices shall comply with Hawaii Sunshine Law (Hawaii Revised Statutes Chapter 92) and Council bylaws. Individual Council members may not speak or act on behalf of the Council without specific authorization.

Approved: [Date] Revised: [Date]

COMMUNICATIONS PROCEDURES

Public Meeting Procedures

1. Staff shall prepare agendas with input from appropriate chairpersons and distribute them with public meeting notices in compliance with Hawaii Sunshine Law.
2. Information regarding agenda submission and member materials shall be posted on the Hawaii SILC website (<https://independentlivinghawaii.org/>).

Official Council Communications

1. Official Council communications must be authorized by the Council Chairperson or designated representative.
2. Council members or committee chairpersons requesting official correspondence must obtain Chairperson approval prior to issuance.
3. All official Council correspondence shall be maintained in Council files and reported to members as appropriate.

External Testimony and Representation

Council members shall not provide testimony or represent the SILC at external meetings (including but not limited to State Legislature hearings, City Council meetings, federal agency proceedings, or other governmental bodies) without prior authorization.

Authorization to represent the SILC at external meetings requires approval from both the Council Chairperson and Vice Chairperson. In the absence of either the Chairperson or Vice Chairperson, approval may be granted by the remaining officer in consultation with and approval from the Executive Director. Members seeking authorization should contact the Executive Director in advance of the external meeting whenever practicable.

Members providing testimony as private individuals must clearly state they are not representing the SILC and that their views are their own.

Incoming Correspondence Management

1. Staff shall review all correspondence for response requirements and urgency.
2. Issues requiring substantive responses shall be reported to the Chairperson, Vice-Chairperson, and Executive Director.
3. Response protocols shall be determined by the Chairperson in consultation with staff and the Executive Committee as appropriate.

Approved: [Date] Revised: [Date]

Sign-On Letter Procedures

Approval Process

Sign-on requests must be approved by both the Council Chairperson and Vice Chairperson.

In the absence of either the Chairperson or Vice Chairperson, approval may be granted by the remaining officer in consultation with and approval from the Executive Director.

Documentation and Reporting

The Executive Director shall sign all approved documents on behalf of the Hawaii SILC.

The Executive Director shall maintain records of all sign-on activities, including copies of signed documents and approval documentation.

All SILC sign-on activity shall be reported at quarterly Council meetings.

Approved: [Date] Revised: [Date]

DISPUTE POLICY

The Hawaii SILC recognizes that addressing potential and actual disputes directly and constructively serves the best interests of the Council, its partners, and individuals served by Independent Living programs.

The Council values diverse perspectives and honest dialogue to promote understanding and prevent disputes when possible.

When disputes cannot be avoided in the following areas, the Council shall implement established resolution procedures:

1. Disputes within the Council or with State Plan for Independent Living signatories affecting plan submission or implementation
2. Disputes regarding Council compliance with Independent Living program laws and regulations
3. Disputes regarding legality of Council actions

Approved: [Date] Revised: [Date]

DISPUTE PROCEDURES

Dispute Resolution Process

1. When potential or actual disputes are identified, the Chairperson and Vice-Chairperson shall be informed of the dispute's nature and circumstances.
2. Council leadership shall jointly document the situation through direct communication with involved parties.
3. The Council shall collaborate with involved parties to review relevant laws and regulations, utilizing staff expertise in program policy.
4. If legal and regulatory review does not resolve the matter, the Council shall seek technical assistance from appropriate authorities, including the Federal Project Officer and Administration for Community Living.

Approved: [Date] Revised: [Date]

FINANCIAL POLICY

The Hawaii SILC shall align with financial requirements for State Independent Living Councils as outlined in:

- Rehabilitation Act Sections 704 and 705
- Federal SILC indicators and assurances
- Code of Federal Regulations 45 CFR 1329

As a federally funded entity, the Council shall comply with applicable federal financial management requirements and relevant Hawaii state financial policies.

The Council shall annually prepare and approve a SILC Resource Plan following confirmation of resources provided by other entities.

Council members shall not receive compensation except as specified in the Member Compensation Policy and Expense Reimbursement Policy.

Approved: [Date] Revised: [Date]

FINANCIAL PROCEDURES

1. The Executive Director shall work with the Council Chairperson to secure annual resources necessary for Council operations and statutory duties.
2. Council resources shall be evaluated against SPIL requirements annually and referred to the SPIL Committee for action as needed.

3. The Executive Director and the Council Chair Person shall provide the Council with a proposed annual budget prior to the federal fiscal year, including revenues and expenditures.
4. The Executive Director (or designee) has authority to approve expenditures consistent with the approved budget, required federal approvals, and Council direction.
5. Payment authorization authority shall be as follows, consistent with Bylaws Section 4.1:
 - a. The Executive Director has single-signature authority for payments up to \$500.00
 - b. Payments over \$500.00 require authorization by any two of the following: Chair, Vice Chair, Treasurer, Secretary, or Executive Director
 - c. Authorization may be provided in writing or by electronic signature
 - d. This authorization requirement applies to all payment methods, including checks, credit card transactions, ACH transfers, and other electronic payments
6. Staff shall maintain comprehensive financial records in accordance with federal and state retention requirements.
7. Staff shall provide quarterly financial reports and annual financial reports for Council approval.

Approved: [Date] **Revised:** [Date]

CONFERENCE ATTENDANCE POLICY

Conference attendance is generally considered professional development and is not eligible for member compensation. Conference attendance may be approved for expense reimbursement when the Council assigns a member to attend for purposes of official representation, reporting, or specific Council business. Expense reimbursement for conference attendance must be approved in advance by the Council Chairperson.

EXPENSE REIMBURSEMENT POLICY

The Council shall reimburse members for reasonable and necessary expenses incurred while attending Council meetings when travel is needed and performing official duties, excluding alcoholic beverages.

When Council activities coincide with non-SILC events, partial cost reimbursement may be provided if the Council has assigned participation in the concurrent activity, with reimbursement scope determined at assignment.

Approved: [Date] **Revised:** [Date]

EXPENSE REIMBURSEMENT PROCEDURES

General Reimbursement Requirements

1. Expense requests must be submitted on the Hawaii SILC Travel & Expense Reimbursement form within 30 days of the event
2. When travel advances are provided, expense claims must be submitted within seven days of event completion
3. Organizational representatives must submit invoices including required documentation

Lost Receipt Reimbursement

When a Council member has incurred a legitimate Council-related expense but has lost the receipt, reimbursement may be obtained through the following procedure:

The Council member must complete a Lost Receipt Reimbursement Form detailing the expenditure, including date, vendor, amount, and purpose.

The form shall be reviewed and signed by both the Council Chairperson and Treasurer to verify the expense was reasonable and appropriate for Council business.

Upon approval by both signatories, the member may submit the approved form for reimbursement processing.

Lost receipt reimbursements should be the exception rather than the rule. Council members are expected to make every effort to retain receipts for all Council-related expenses.

Travel Expense Guidelines

1. Travel expenses shall be reimbursed according to federal travel policies for official meetings
2. Personal attendant and driver accommodations shall be reimbursed per federal travel policies
3. Receipts are required for all expenses except meal per diem
4. Inter-island travel shall include approved airfare, ground transportation, and lodging
5. Multiple travelers should coordinate through staff for cost efficiency

Disability-Related Accommodations The Council reserves the right to negotiate reasonable rates for accommodation services.

Personal Attendant Services: Actual costs for standard attendant rates during work hours, supported by receipts or invoices.

Interpreter Services: Direct billing arrangements for interpreter services, fees, travel, and reasonable expenses.

Approved: [Date] **Revised:** [Date]

Travel Authorization

Members requesting reimbursement for inter-island travel or travel outside Hawaii shall submit a Travel Authorization Request Form in advance of travel when practicable.

The Travel Authorization Request Form shall include:

Purpose of travel (required Council meeting, committee meeting, community outreach, training, liaison assignment, or other official duty)

Estimated expenses (airfare, ground transportation, lodging, meals)

Expected outcomes or deliverables

Travel authorization may be expedited for time-sensitive travel needs.

Members combining Council travel with personal or other professional travel should indicate this on the form. Reimbursement shall be limited to the portion attributable to Council business.

HUMAN RESOURCE POLICY

As an autonomous government entity, the Hawaii SILC determines staffing requirements while complying with applicable federal and state human resource policies.

Council procedures shall align with Rehabilitation Act Section 705(e)(2) and Federal SILC Assurances regarding staff supervision and performance evaluation for Council duties.

The Chairperson and Executive Director serve as primary Council contacts for personnel management matters.

The Council and staff shall maintain an environment of mutual respect and professional support.

Approved: [Date] Revised: [Date]

Performance Evaluation Process

1. The Council Chairperson and Vice Chairperson are responsible for Executive Director supervision and annual performance evaluation
2. The Executive Director conducts annual performance evaluations for additional Council staff

Executive Director Annual Performance Evaluation The Chairperson and Vice Chairperson shall conduct the Executive Director's annual performance evaluation using established evaluation instruments and procedures.

Approved: [Date] Revised: [Date]

MEMBER LIABILITY AND INSURANCE POLICY

Council members serving in their official capacity shall be provided liability protection consistent with applicable Hawaii state law and federal regulations governing volunteer service on federal advisory councils.

The Council shall maintain appropriate insurance coverage for Council members, staff, and volunteers engaged in official Council activities.

Members should be aware that personal liability protection applies only to actions taken within the scope of official Council duties and in accordance with Council policies and applicable law.

Approved: [Date] Revised: [Date]

MEMBER LIABILITY AND INSURANCE PROCEDURES

Staff shall provide information to Council members regarding:

Coverage scope and limitations

Actions covered under liability protection

Actions not covered under liability protection

Additional insurance options available to members

Members with questions regarding liability protection or insurance coverage should contact the Executive Director.

Approved: [Date] Revised: [Date]

Section 2 - Member Policies and Procedures

MEMBERSHIP POLICY

Council membership shall comply with section 705(b) of the Rehabilitation Act of 1973, as amended by WIOA.

Council members serve in a volunteer capacity and are not considered employees of the State of Hawaii or any state agency. Members may receive compensation and expense reimbursement as specified in Council policies, but such payments do not constitute an employment relationship.

Ex Officio Members

Ex Officio members are individuals who serve on the Council by virtue of holding another position, rather than through gubernatorial appointment. The term “ex officio” means “from the office” and refers to membership that automatically follows from holding a designated position.

As specified in the Council bylaws and consistent with the Workforce Innovation and Opportunity Act (WIOA), ex officio members are nonvoting members. Ex Officio members may participate fully in Council discussions and deliberations but do not have voting privileges. Ex Officio members must act in the Council’s best interest at all times.

When an individual loses the position that made them an Ex Officio member, their Ex Officio status on the Council ends. The newly designated individual in that position becomes the Ex Officio member.

As specified in the Council bylaws, ex officio nonvoting members include: a representative from the Designated State Entity (DSE); and representatives from other State agencies that provide services for individuals with disabilities, including but not limited to the Disability Communications Access Board (DCAB), Hawaii Disability Rights Center (HDRC), State Education Advisory Council (SEAC), Deaf and Hard of Hearing Board (DHHB), State Mental Health Council, DOH/DD Council, Public Housing, and Public Transportation.

Consistent with the Council bylaws, a majority of voting SILC members constitutes a quorum. Ex Officio nonvoting members are not counted when determining the number needed for a quorum and are not counted when determining if a quorum is present.

The Council may allocate budget resources for member training and technical assistance.

Council members seeking Council employment must resign from membership. Non-hired applicants may reapply for Council membership.

Member Conduct Standards Members shall support Council effectiveness through:

- Regular meeting attendance
- Advance review of meeting materials
- Active participation in Council discussions
- Compliance with Council policies
- Ethical resource utilization
- Respectful professional behavior
- Timely disclosure of conflicts of interest
- Responsive communication

The Hawaii SILC promotes inclusivity and respects Hawaii's cultural diversity. The Council, members, and staff shall not discriminate based on race, color, religion, sex, national origin, disability, or age.

Approved: [Date] **Revised:** [Date]

Each Council member, upon gubernatorial appointment, will serve a three-year term. Members may serve a maximum of two consecutive terms. Persons who have served two consecutive full terms may be recommended for reappointment at the next appropriate or available opportunity

Note on Ex Officio Members: The term limitations above apply to gubernatorially appointed voting members who serve fixed three-year terms. Ex officio nonvoting members, as defined in the Bylaws and explained in the Ex Officio Members section of this policy, serve by virtue of holding designated positions rather than through term-limited gubernatorial appointments. Their Council membership is tied to their underlying position, not to a term of appointment.

Members appointed to fill unexpired terms may complete that term and then serve two additional consecutive full terms.

MEMBERSHIP PROCEDURES

Member Recruitment and Appointment

1. The Council shall actively recruit applicants representing diverse disabilities, geographic areas across Hawaiian islands, and Hawaii's ethnic and cultural communities through: a. Website posting (<https://independentlivinghawaii.org/>) b. Distribution to disability organizations across all islands c. Information sharing at SPIL hearings and Council meetings
2. All applications must be submitted through the Governor's appointment system
3. Staff shall provide recruitment packets to interested individuals containing:
 - o Cover letter with time commitment details

- o Council descriptive materials
- o Policies and bylaws
- o Council values statement
- o Member responsibility agreement
- o Independent living history and philosophy information

4. Staff shall monitor Council composition to ensure federal law compliance while promoting balanced representation across islands, disabilities, ethnicity, and skills
5. Engagement Committee shall conduct candidate interviews and reference checks
6. Candidates shall be invited to attend Council meetings with travel expenses provided, including inter-island transportation
7. The Council shall vote on candidate recommendations
8. Staff shall transmit Council recommendations to the Governor's office

Member Orientation and Training New members shall receive orientation materials and complete required training within six months, including state-mandated and Council-specific training.

Official SILC Email and Communications Tools

Council members may be provided with official SILC email addresses for use in conducting Council business. Members issued official SILC email addresses shall complete training on appropriate use prior to activation. Official SILC email addresses shall be used only for Council-related communications and in accordance with Council policies.

Council members may also be provided with business cards and other materials identifying them as SILC members for use in official Council activities.

Attendance and Participation Standards

1. The Vice Chairperson shall regularly monitor member engagement and attendance
2. Attendance issues that may require intervention include: a. Absence from two consecutive Council meetings b. Absence from one-third of Council or committee meetings within 18 months
3. Persistent participation deficiencies may result in Council corrective action or resignation requests

Note: Consistent with Bylaws Section 2.4, a recommendation for removal of a SILC Member may be forwarded to the Governor if a member has two unexcused absences within a given appointed year, or as otherwise determined by the SILC Members.

Approved: [Date] Revised: [Date]

PROFESSIONAL CONDUCT AND RESPECTFUL WORKPLACE POLICY

The Hawaii SILC is committed to maintaining a professional, respectful, and inclusive environment that supports the dignity and wellbeing of all individuals involved in Council activities.

All Council members, committee members, staff, contractors, volunteers, partners, and members of the public participating in Council activities are expected to conduct themselves in a manner that promotes mutual respect and professionalism.

The Council does not tolerate conduct that creates an intimidating, hostile, or offensive environment or that interferes with an individual's ability to participate fully in Council activities.

This policy applies to all Council-related settings, including meetings, events, trainings, informal gatherings related to Council business, and all forms of communication including phone, email, video conferencing, and social media.

Approved: [Date] Revised: [Date]

PROFESSIONAL CONDUCT AND RESPECTFUL WORKPLACE PROCEDURES

Standards of Conduct

Council members, committee members, staff, and all individuals involved in Council activities shall refrain from:

Repeated or aggressive behavior intended to demean, intimidate, or undermine another individual's participation or contribution.

Unwelcome conduct based on an individual's race, ethnicity, gender, disability, age, sexual orientation, religion, national origin, or other protected characteristic.

Threats, intimidation, or actions that create fear or discomfort for others.

Retaliation against individuals who report concerns or participate in investigations of conduct violations.

Reporting Procedures

Individuals who experience or witness conduct inconsistent with this policy should report concerns promptly to:

The Council Chairperson or Vice Chairperson

The Executive Director or Council staff

Any member of the Executive Committee

Reports may be submitted in writing or verbally. The Council shall accept reports submitted anonymously.

Investigation and Response

All reports shall be reviewed promptly and addressed through a fair and respectful process.

The Council shall maintain confidentiality to the extent possible while conducting thorough reviews.

When investigations substantiate policy violations, the Council may implement corrective measures appropriate to the circumstances, which may include:

Informal resolution through dialogue or mediation

Formal warnings documented in Council records

Removal from committee assignments or leadership positions

Termination of contracts or working relationships

Recommendation for removal from Council membership following applicable procedures

Prevention and Education

The Council shall distribute this policy annually to all Council members, committee members, staff, and partners.

Council leadership shall model respectful behavior and maintain an inclusive environment across Hawaii's diverse island communities.

Annual Acknowledgment

All Council members shall annually review and sign an acknowledgment of this policy.

Policy Review

This policy shall be reviewed biennially and updated as necessary to reflect best practices and legal requirements.

Approved: [Date] Revised: [Date]

CONFLICT OF INTEREST POLICY

Council members, committee members, and staff shall maintain transparency regarding conflicts between personal, professional, and business interests and Council interests.

Conflict of interest procedures apply immediately upon recognition of actual or potential conflicts.

All Council members, committee members, and staff shall complete an annual disclosure statement affirming review of the conflict of interest policy and disclosing any actual or potential conflicts of interest.

Failure to disclose conflicts of interest or violation of conflict of interest procedures may result in corrective action as determined by the Executive Committee

Examples of situations that may constitute conflicts of interest include, but are not limited to:

Having a financial interest in an organization subject to Council decisions or oversight.

Serving in a leadership or employment role with an organization involved in matters before the Council.

Having immediate family members employed by or financially interested in entities doing business with the Council.

Maintaining professional affiliations that create divided loyalties regarding Council matters.

These examples are illustrative and do not constitute an exhaustive list. Members should disclose any situation where personal interests may conflict with Council duties to the Council Chair and Vice Chair.

Approved: [Date] Revised: [Date]

CONFLICT OF INTEREST PROCEDURES

General Restrictions:

Council members, staff, and committee members are prohibited from contracting with the Council during tenure and for six months following separation.

Annual Disclosure Requirements:

All Council members, committee members, and staff shall complete an annual Conflict of Interest Disclosure Statement.

The annual disclosure statement shall affirm that the individual has received, reviewed, and understands the conflict of interest policy.

The annual disclosure statement shall require disclosure of any actual or potential conflicts of interest, including financial interests, employment relationships, and professional affiliations that may create conflicts.

Staff shall distribute annual disclosure statements to all Council members, committee members, and staff at the beginning of each calendar year.

Completed disclosure statements shall be maintained in Council records.

Current Member and Committee Procedures:

Members with conflicts of interest must publicly disclose the conflict before related discussions to the Council Chair and Vice Chair.

Members with potential conflicts may participate in discussion and voting.

Members with actual conflicts must abstain from discussion and voting.

Conflicts of interest shall be recorded in meeting minutes.

Staff Conflict Procedures:

Staff members with conflicts of interest must provide written notification to the Executive Director and Council Chair describing the conflict's nature.

Violation of Conflict of Interest Policy:

When a conflict of interest is discovered that was not properly disclosed, the Council Chairperson and Vice Chairperson shall be informed immediately.

The individual who failed to disclose the conflict shall be provided an opportunity to explain the circumstances and reason for non-disclosure.

The Council may take appropriate corrective action, which may include:

- Requiring additional conflict of interest training
- Withdrawing from transactions when possible
- Requesting resignation from the Council or committee
- Other action as deemed appropriate by the Council

Violations shall be documented in Council records.

Approved: [Date] Revised: [Date]

COMMITTEE POLICY

The Hawaii SILC shall utilize standing committees and work groups to accomplish Council duties. The Council shall define committee duties, scope, authority, and budget allocations.

Standing committees are: Executive Committee, Engagement Committee, State Plan for Independent Living Committee, Finance Committee, Advocacy Committee, and other ad hoc committees as needed.

Committees shall meet on an as needed basis and the Committee Chair shall report out Committee Activities at SILC meetings.

The Council recognizes that non-member participants may enhance committee effectiveness, particularly representatives from Hawaii's diverse island communities.

The Council Chairperson shall appoint committee members and leadership, except for the Executive Committee.

All Council members must participate in committee or work group activities.

Approved: [Date] **Revised:** [Date]

COMMITTEE PROCEDURES

Committee Establishment

1. The Council shall annually determine necessary committees and work groups
2. The Council shall define committee scope and authority
3. The Chairperson shall appoint committee leadership and membership

Committee Operations

1. Committee chairs shall call meetings as required for goal achievement
2. Meetings should utilize video conferencing to accommodate Hawaii's inter-island geography
3. Public access must be provided for all decision-making meetings
4. All Council committees require quorum for official actions
5. Committee chairs shall ensure minute-taking and Hawaii Sunshine Law compliance
6. The Council shall establish committee budget allocations

Approved: [Date] **Revised:** [Date]

Section 3 - State Plan for Independent Living (SPIL) Policies and Procedures

SPIL POLICY

Hawaii's State Plan for Independent Living (SPIL) addresses barriers and issues affecting individuals with disabilities in Hawaii, considering the state's unique geographic, cultural, and demographic characteristics.

The Hawaii SILC commits to meaningful public engagement across all Hawaiian Islands in SPIL development, monitoring, review, and evaluation. The Council shall thoughtfully assess public input and incorporate feasible recommendations into implementation activities.

The Council shall ensure bidirectional information flow by providing opportunities for public input and sharing reports regarding input received and responsive actions taken.

Approved: [Date] Revised: [Date]

SPIL PROCEDURES

General Public Input Requirements

1. The Hawaii SILC shall provide 30-day advance notice for SPIL public events and written comment periods, consistent with Hawaii Sunshine Law requirements
2. Public input notices shall specify: a. Comment submission methods b. Comment submission deadlines c. SPIL and response report availability locations and timelines
3. Notices shall be distributed through: a. Hawaii SILC website (<https://independentslivinghawaii.org/>) b. Newspapers across Hawaiian islands c. Council social media platforms d. Email distribution to Council lists and disability organizations statewide

SPIL Development and Review Process

1. The Council shall designate a committee including Hawaii Centers for Independent Living (CIL) directors for SPIL review and development
2. The Designated State Entity shall provide verification of CILs meeting Section 725 compliance standards for SPIL signature eligibility
3. Prior to draft creation, the Council shall circulate the current SPIL and conduct at least one public meeting for disability needs input
4. The Council shall conduct outreach across multiple Hawaiian islands, including underserved areas, with targeted outreach to Native Hawaiian and minority communities
5. Additional engagement activities may include surveys, town halls, or focus groups utilizing video conferencing for inter-island participation

6. Council approval is required before draft release for public review
7. At least one public hearing shall be conducted for draft input prior to federal submission
8. Council members and CILs shall receive public input summaries
9. Final drafts incorporating public input shall be provided to the Council and CILs at least two weeks before adoption
10. An open public meeting shall be held for final SPIL review and signatory approval
11. Public input response reports shall be posted on the Hawaii SILC website

SPIl Monitoring and Evaluation

1. The SPIl shall include measurable evaluation criteria for objective achievement
2. A designated Council committee shall annually oversee data collection and summary reporting
3. The committee shall gather annual information to identify implementation barriers and develop improvement recommendations
4. The committee shall initiate SPIl amendment requests when material changes occur in state law, organization, policy, or agency operations

Approved: [Date] **Revised:** [Date]

Section 4 - Code of Ethics and Member Standards

HAWAII SILC CODE OF ETHICS

All current and prospective members and staff shall acknowledge agreement with the following Code of Ethics:

Hawaii Statewide Independent Living Council Code of Ethics

1. I will uphold and enforce all laws, rules, and regulations applicable to federal fund recipients and the SILC.
2. I will make decisions that ensure equal access and independent living for people with disabilities and will work to develop, support, and maintain Independent Living Services throughout Hawaii.
3. I understand that the Council's role encompasses policy-making, planning, and evaluation. I will assist in developing policies and plans only after the Council has consulted affected stakeholders.
4. I will fulfill my responsibilities without interfering in day-to-day operations of Centers for Independent Living or SILC staff, while collaborating with fellow Council members to provide appropriate oversight and guidance.
5. I recognize that authority resides with the Council collectively. I will not make individual commitments or take private actions that may compromise the Council.

6. I will maintain independent judgment without influence from special interests or partisan political groups and will not use my Council position for personal gain or to benefit family or associates.
7. In all Council activities and decisions, I will demonstrate respect for all individuals, including Hawaii's diverse cultural communities, and will ensure protection of others' rights and dignity. I will not engage in bullying, threatening, or intimidating behavior toward Council members, staff, or stakeholders.
8. I will refer complaints to the SILC Executive Committee and will act on public complaints only after administrative resolution attempts have been unsuccessful.
9. I will respect Hawaii's unique cultural heritage and work to ensure Independent Living services are culturally appropriate and accessible to all communities across the Hawaiian islands.

Signature: _____ **Date:** _____

Printed Name: _____

Approved: [Date] **Revised:** [Date]

Appendices

Appendix A: Incompatible Activities Statement

Government regulations prohibit state officers and employees from engaging in employment, activities, or enterprises that are inconsistent, incompatible, or in conflict with their official duties.

Prohibited activities include but are not limited to:

- Using state prestige or influence for private gain
- Using state time, facilities, equipment, or supplies for personal benefit
- Using confidential information obtained through state employment for private gain
- Receiving compensation from non-state sources for performing official duties
- Accepting gifts from entities conducting business with or regulated by the state

Appendix B: Federal Regulations Regarding Lobbying

Federal law prohibits the use of appropriated funds for substantial grassroots lobbying campaigns and large-scale publicity campaigns designed to generate citizen contact with Congress.

Federal grant recipients may not use federal funds to pay individuals for influencing or attempting to influence federal agency personnel, Members of Congress, or Congressional staff regarding federal contracts, grants, loans, or cooperative agreements.

Appendix C: Member Acknowledgment and Agreement Form

Hawaii Statewide Independent Living Council (HI SILC) Member Acknowledgment and Agreement Form

Member Name: _____

Date: _____

As a member of the Hawaii Statewide Independent Living Council (SILC), I acknowledge and agree to the following:

1. **Policy and Procedure Review** I have received, reviewed, and understand the SILC's current Policies and Procedures. I agree to comply with the guidelines, expectations, and responsibilities outlined therein, as required by the Administration for Community Living (ACL) and applicable federal and state statutory provisions.
2. **Conflict of Interest Policy** I understand the SILC's Conflict of Interest policy, including the requirement to disclose actual or potential conflicts of interest

during my service. I agree to act in the Council's best interests and avoid personal, financial, or professional conflicts that could impair my objectivity.

3. **Ongoing Compliance** I agree to stay informed regarding Policy and Procedure changes and uphold principles of ethical governance and transparency throughout my Council tenure.

Signature: _____

Printed Name: _____

Date Signed: _____

This manual serves as the comprehensive operational guide for Hawaii SILC activities and member conduct. For questions or additional information, contact the Hawaii SILC office or visit <https://independentsilchawaii.org/>

Document Version: 1.0

Effective Date: [To be determined by Council approval]

Next Review Date: [Annual review required]