HAWAI'I STATE ASSOCIATION OF PARLIAMENTARIANS (HSAP)
EXECUTIVE BOARD

Standing & Special Rules of Order

1. Specific dollar amounts of money shall be omitted from the minutes.
   (Adopted October 10, 2009.)

2. The minutes of a meeting may be approved immediately prior to adjournment of the meeting subject to the inclusion of the adjournment time.
   (Adopted November 7, 2026.)

3. Website Management Policy *(Adopted November 7, 2026)*:

   a. The Executive Board of the Hawai‘i State Association of Parliamentarians (HSAP) shall have sole and full authority to control the HSAP website including its domain and subdomains, (units, folders, etc.), the hosting, management, and appointment of anyone chosen to manage or act as the website’s webmaster.

   b. The primary function of the webmaster is to maintain the HSAP website and oversee its design and development so that the HSAP maintains a positive public image, while conveying important information with prospective and current members. The Webmaster also supports and maintains web-based applications.

   c. Only one webmaster at a time by HSAP Executive Board shall be charged with the design, updates or edits of any of the files on the HSAP.org website in order to prevent over-writing of existing files.

   d. Requests to update or edit any of the files on the HSAP.org website must be directed to the appointed webmaster.