

Brian Gibson, Executive Director  
Oahu Metropolitan Planning Organization  
707 Richards Street, Suite 200  
Honolulu, HI 96813-4623

Fax: (808) 587-2018

Dear Mr. Gibson:

**RE: Change in Organization Representation**

As of \_\_\_\_\_, I hereby designate the following person(s) to represent the  
Date

\_\_\_\_\_ at meetings of the OahuMPO  
Organization Name

Citizen Advisory Committee (CAC) by checking and filling in all that apply:

\_\_\_ **Representative**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Prefer to receive meeting notices by email? Yes No

\_\_\_ **Alternate**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Prefer to receive meeting notices by email? Yes No

\_\_\_ **Organization Head (e.g., Chair, President, Director)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Prefer to receive meeting notices by email? Yes No

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

**\*\*\*See back of form for instructions\*\*\***

## **Instructions:**

Print neatly or type the requested information. The fields should be completed as follows:

- **Date** – The date the change is effective.
- **Organization** – The name of the member organization.
- **Representative Name and Contact Information** – The name of the designated representative. Each member organization should have one designated representative who will attend most of the meetings. Contact information is required to send meeting notices and agendas to representatives. If the representative's preference is to receive meeting notices by email, circle "Yes"; a mailing address is still required for mailing of other CAC information, as only meeting notices will be emailed.
- **Alternate Name(s) and Contact Information** – The name of the designated alternate(s). Member organizations are not required to have alternates. However, if the representative cannot attend a meeting, only the designated alternate(s) or organization head may take their place for attendance credit. OahuMPO sends meeting notices and agendas to alternates. If there is no alternate, do not fill out this section. If there are additional alternates, use another sheet of paper and attach it to this form. If the alternate's preference is to receive meeting notices by email, circle "Yes"; a mailing address is still required for mailing of other CAC information, as only meeting notices will be emailed.
- **Organization Head Name and Contact Information** – The contact information for the head of the organization (e.g., chair, president, director, etc.). OahuMPO sends meeting notices and agendas to the organization head. If the head of the organization's preference is to receive meeting notices by email, circle "Yes"; a mailing address is still required for mailing of other CAC information, as only meeting notices will be emailed.
- **Signature** – Only the heads (e.g. chairs, presidents, directors) of member organizations can designate representatives and alternates. The organization head should sign this letter.
- **Print Name** – The name of the organization head should be printed under the signature line.
- **Title** – The title of the organization head.

Fax the completed form to OahuMPO at (808) 587-2018, or mail the completed form to:

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For questions regarding this form, call the OahuMPO office at 587-2015.