

Checklist for a Temporary Investigative Group (TIG)  
(HRS § 92.2.5(b))

1. First Board meeting

- a. Agenda sufficiently reflects creation of a TIG
- b. Designate Board members

The designated members of the TIG are \_\_\_\_\_

(may be more than two but less than a quorum = \_\_\_\_\_)

The Chair of the TIG will be \_\_\_\_\_

- c. Scope of Investigation

The designated Board members will fully investigate and gather all information on \_\_\_\_\_ (issue or topic area). This inquiry will include, but not be limited to, meetings with \_\_\_\_\_, review of any relevant documents, staff input, and interviews with other persons who can provide relevant information.

- d. Scope of Authority of each Board member:

Each designated Board member will have all the powers and authority vested in the Board member under \_\_\_\_\_ and all powers and authority to carry out the investigation as defined in the scope of investigation above.

- e. While there is no time limit to the TIG, it is expected to be of a shorter duration than a standing committee.

2. Second Board meeting

If listed on the agenda, the TIG may report its findings and recommendations. There cannot be any discussion, deliberation or vote.

3. Third Board meeting

The Board may deliberate and discuss the TIG's findings and recommendations.