



HAWAII STATE LEGISLATURE

STATE CAPITOL
415 SOUTH BERETANIA STREET
HONOLULU, HAWAII 96813

**31st LEGISLATURE, REGULAR SESSION
OF 2021 JOINT HOUSE and SENATE**

**COMMITTEES ON CONFERENCE
CONFERENCE ROOM SCHEDULING PROCEDURES AND GUIDELINES**

The following conference room scheduling procedures and guidelines shall apply to Senate conference rooms 016, 211, and 229 and House conference rooms 308, 309, 325, and 329 beginning 8:00 a.m. on Monday, April 19, 2021, until 9:00 p.m. on Friday, April 23, 2021.

Priority for the use of conference rooms will be given in the following order:

- First Priority: Standing Committee Bill Hearings
- Second Priority: Conference Committee Meetings
- Third Priority: Committee Hearings on Resolutions and Governor's Messages

Committees shall meet in House and Senate conference rooms pursuant to the attached Room Assignment Schedule. Committees sharing a conference room timeslot should coordinate the use of the room to avoid conflicts.

Advance reservations are required prior to scheduling a meeting during the evening open timeslot or outside a committee's assigned room or timeslot.

- To schedule a reservation for House conference rooms 309, 325, and 329: contact the House Sergeant-at-Arms office at 586-6500.
- To schedule a reservation for Senate conference rooms 016 and 229, contact the Senate Sergeant-at-Arms office at 586-6725.

Committees shall not allocate their assigned conference room or timeslot to another committee without first contacting the House or Senate Sergeant-at-Arms office.

Conference committees are encouraged to give as much advance public notice for meetings as possible.

Exceptions to the Conference Room Scheduling Procedures and Guidelines may be made only with the advance written approval of both the Senate President and the Speaker of the House.



Ronald D. Kouchi
President of the Senate



Scott K. Saiki
Speaker of the House of Representatives

4.13.21

Date

4-13-21

Date