



# Hawaii Legislature WEBSITE GUIDE

~ A Gateway to the Capitol ~  
[capitol.hawaii.gov](http://capitol.hawaii.gov)



The **Hawaii State Legislature's website is a great resource.** The data systems' offices continue to redesign and improve it, enabling the public to more easily access information, track bills, and deliver testimony. This handout provides an initial orientation and introduces you to some of the website's many useful features.

HOME PAGE: [capitol.hawaii.gov](http://capitol.hawaii.gov)



- The home page serves as a "dashboard," allowing you to access just about anything you will need.
- As you navigate the site, you can return to the home page at any time by clicking anywhere on the website's headline (blue area, pictured above) or the "**Home**" icon in the upper right-hand corner.
- Keep an eye out for announcements and timely information that will be posted in the shaded "**Recent Updates**" box.
- There are **9 Handy Icons** that appear in the center of the home page.

**Submit Testimony, Hearing Notification, and Measure Tracking.** This top row of buttons is for features you can access once you've signed into the website. They can help by ensuring you don't miss anything, as well as by saving you time. See pages 6 and 7 of this guide for additional information on these interactive features.

Legislators, Committees, Reports and Lists. On the second row, clicking on the first two buttons presents lists of legislators and committees. The third button, "Reports and Lists," brings you to a wealth of information – lists of all bills introduced, bill packages, and numerous specialized search functions. Additional information appears on page 8. You'll want to be sure to take a moment and explore this key portal to the website.

**Hearings, Order of the Day, Broadcasts/Video.** Find hearing notices and the agendas for House and Senate floor sessions (Orders of the Day). Find what has been scheduled for broadcast, as well as videos of archived hearings and floor sessions.



# Often-Used Features of the Home page [capitol.hawaii.gov](http://capitol.hawaii.gov)

(see below and next page for details)

The screenshot shows the Hawaii State Legislature website home page. At the top, the header includes the logo, navigation links for 'Sign In', 'Register', and 'help', and a 'Home' button. Below the header, there are three callouts: (A) '30th Legislature, 2019 View Legislative Calendar', (B) 'The Legislature has adjourned sine die for 2019.', and (C) 'Find Your Legislator' with a search box for 'Enter Street Name' and a 'Go' button. The main content area is divided into several sections: 'Search' with a 'How to use the Searchboxes' guide and four search categories (Bill Status/Measure Status, Bills/Committee Reports, Hawaii Revised Statutes, and Session Laws (Acts)); 'Recent Updates' with an 'Aloha!' message and a list of legislative actions; 'Browse Document Repositories' with a list of document types; and a central navigation area with icons for 'Submit Testimony', 'Hearing Notification', 'Measure Tracking', 'Legislators', 'Committees', 'Reports and Lists', 'Hearings', 'Order of the Day', and 'Broadcasts/Video'. On the right side, there are buttons for 'Senate', 'House', 'Archives', 'Legislative Information', 'Special Studies', and 'Links', along with a video link 'About the Capitol (video)' and contact information for the Hawaii State Capitol. A 'Help and Information' box at the bottom right lists various resources like 'Testimony and Login Help', 'Information and FAQs', 'Maps & Directories', 'Legislative Glossary', 'RSS Feeds', and 'Contact Us'.

- (A) Legislative Calendar:** Click on the link to view the current Legislative Calendar. This will show you deadlines, session days (when House and Senate actually convene in their chambers), recess days, and holidays. After you've followed the link, click the "**Printable PDF Version**" button – it brings you to PAR's calendar, which provides additional internal deadlines as well as information on what they all mean.
- (B) Session Convene Times:** This is where you can find out when the Senate and House will next convene (meet in formal session). If it is interim (the time between regular legislative sessions), it will note that here.
- (C) Find Your Legislator:** A handy feature to quickly find out who represents you (or a friend, colleague, or anyone else!) in the House and Senate. Just enter the name of the street you live on – do *not* put in your house number or whether it is a street, drive or avenue. Just type in the street name, and click on "Go." The results will provide your House and Senate districts as well as the names of your legislators, which are hyperlinked to their home pages – allowing you to easily find their contact information and much more.

D

## Searchboxes

- In the top searchbox, "[Bill Status/Measure Status](#)," enter the bill or resolution you're interested in – just enter the prefix and the number – no draft numbers and no spaces. (For example, enter "HB123" rather than "H.B. 123 HD1 SD1.") This will bring you to the measure's status sheet (more about what you'll find there on pages 4-5).
- You can use the "[Bills/Committee Reports](#)" box to search through the content of bills, resolutions, and committee reports for words or phrases. For help and examples, click on the "[How to Use the Searchboxes](#)" link that appears above the boxes. (Note: See page 8 for another search method for bills – Subject Search.)

E

**Recent Updates:** It's always worth a quick glance to see if there's anything new in the "[Recent Updates](#)" box. The webmasters make a point of providing helpful links and timely information.

F

## Chamber Pages, Archives, Legislative Information, Special Studies, Links

- The bars in the upper right of the home page offer a wealth of information. The [Senate and House](#) bars will bring you to each chamber's page, where you can find their rules, special procedures, pilot projects, majority and minority caucus sites, journals, archived webcasts, and much more.
- The "[Archives](#)" bar provides access to measures introduced in previous sessions as far back as 1999. After you select a year, you can search by keyword or bill number to find measures, or use one of the many reports links to find lists of bills, resolutions, Governor's Messages or acts.
- A variety of information can be found under "[Legislative Information](#)," including budget worksheets, Grant-in-Aid applications, and Opening Day remarks. If a special legislative committee has convened, you may find its reports under "[Special Studies](#)." Finally, the "[Links](#)" bar provides easy access to other useful resource pages.

G

## Hawaii Revised Statutes (HRS)

- Use the [searchbox](#) within this section to look in the HRS for specific words or phrases. (For help, use the "[How to Use Searchboxes](#)" link that appears above the column of searchboxes.)
- To find a specific section number, it's usually faster to use the "[Browse HRS Sections](#)" link to zero in on it.
- The "[Table of Contents](#)" link allows you to glance through the structure of the HRS and find the area of law you're looking for.
- The "[Index](#)" and "[Index Supplement](#)" links provide additional search tools which are especially helpful if you are not certain of the terminology used in the law.

H

**Session Laws (Acts):** New feature! Search for session laws (bills that were enacted) back to 1959, or select "Browse SLH Sections by Year" to access a particular year's acts of law. Each year includes a great subject index for help in searching.

*(Information on using the top row of icons, the interactive features, can be found on pages 6-7. Additional information on the "Reports and Lists" feature can be found on page 8.)*

I

**Legislators and Committees:** Quick access to lists of "[Legislators](#)" and "[Committees](#)." On the resulting pages, you may choose to limit your selections to display only the House or Senate. You'll find additional information by clicking on particular legislators or committees.

J

**Hearings:** Notices for upcoming "[Hearings](#)" and informational briefings are listed here (as well as access to past hearings by date or by measure). Note: You may want to sign up to receive hearing notices by email on measures you're interested in – see interactive feature on pp. 6-7.

K

**Order of the Day:** Allows you to view the agendas for the floor sessions taking place in the House and Senate (note that if it is a recess day, no Order of the Day will be available). Usually only available an hour or so before convene time. Use calendar to select previous dates.

L

**Broadcasts/Video:** Brings you to the upcoming broadcast schedule, as well as House and Senate Webcasts pages where you can view previously recorded and/or broadcast hearings and floor sessions.

M

**Help and Information:** The icons in this box are mostly pretty self-explanatory. Take a moment to click through to see the wide variety of information available.

# Bill Status Sheet – Easy-to-Access Features

(see next page for details)

## Hawaii State Legislature

28th Legislature, 2015  
[View Legislative Calendar](#)

Floor session convenes times for Friday, March 13, 2015  
Senate: 11:30 a.m. | House of Representatives: 12:00 p.m.

[Sign In](#) | [Register](#)

Home

### SB364 SD2

Measure Title: **RELATING TO ELECTIONS.**

Report Title: Elections; Recount; Supreme Court; Contests for Cause

Description: Establishes a process for the recounting of ballots in an election. Authorizes that contests for cause challenging an election result may also be based upon unlawful activity or force majeure. Effective 01/07/2059. (SD2)

Companion: [HB125](#)

Package: None

Current Referral: JUD, FIN

Introducer(s): KEITH-AGARAN, BAKER, ENGLISH, GALUTERIA, SHIMABUKURO, TOKUDA, Kahele, Riviere, Wakai

Handy feature if you'd like to go straight to another bill status page

[Submit Testimony](#)

Search for another measure

[View On Demand Media](#)

Sort by Date	Status Text
1/23/2015	S Introduced.
1/26/2015	S Passed First Reading.
1/26/2015	S Referred to JDL, WAM.
1/30/2015	S The committee(s) on JDL has scheduled a public hearing on 02-04-15 at 10:00 AM in conference room 216.
2/4/2015	S The committee(s) on JDL recommend(s) that the measure be PASSED, WITH AMENDMENTS. The votes in JDL were as follows: 6 Aye(s): Senator(s) Keith-Agaran, Shimabukuro, Espero, Ihara, L. Thielen, Slom; Aye(s) with reservations: none ; 0 No(es): none; and 1 Excused: Senator(s) Gabbard.
2/13/2015	S Reported from JDL (Stand. Com. Rep. No. 158) with recommendation of passage on Second Reading, as amended (SD 1) and referral to WAM.
2/13/2015	S Report adopted; Passed Second Reading, as amended (SD 1) and referred to WAM.
2/24/2015	S The committee(s) on WAM will hold a public decision making on 02-27-15 9:00AM in conference room 211.
2/27/2015	S The committee(s) on WAM recommend(s) that the measure be PASSED, WITH AMENDMENTS. The votes in WAM were as follows: 11 Aye(s): Senator(s) Tokuda, Kouchi, Chun Oakland, Dela Cruz, English, Galuteria, Harimoto, Inouye, Riviere, Ruderman, Slom; Aye(s) with reservations: none ; 0 No(es): none; and 0 Excused: none.
3/6/2015	S Reported from WAM (Stand. Com. Rep. No. 804) with recommendation of passage on Third Reading, as amended (SD 2).
3/6/2015	S 48 Hrs. Notice 03-10-15.
3/10/2015	S Report adopted; Passed Third Reading, as amended (SD 2). Ayes, 24; Aye(s) with reservations: none . Noes, 0 (none). Excused, 1 (Senator(s) Shimabukuro). Transmitted to House.
3/10/2015	H Received from Senate (Sen. Com. No. 117) in amended form (SD 2).
3/12/2015	H Pass First Reading
3/12/2015	H Referred to JUD, FIN, referral sheet 30
3/17/2015	H Bill scheduled to be heard by JUD on Friday, 03-20-15 2:00PM in House conference room 325.

S = Senate | H = House | D = Data Systems | \$ = Appropriation measure | ConAm = Constitutional Amendment  
Some of the above items require Adobe Acrobat Reader. Please visit [Adobe's download page](#) for detailed instructions.

### All Versions of this Measure

[SB364 SD2](#)

[SB364 SD1](#)

[SB364](#)

### Committee Reports

[SB364 SD1 SSCR158](#)

[SB364 SD2 SSCR804](#)

### Testimony

Filename

[SB364 TESTIMONY JDL 02-04-15](#)

[SB364 TESTIMONY JDL 02-04-15 LATE](#)

[SB364 SD1 TESTIMONY WAM 02-27-15](#)

[SB364 SD2 TESTIMONY JUD 03-20-15](#)

### Hearing Notices

Comm	Room	Date/Time	Notice
JDL	016	2/04/2015 9:00 AM	<a href="#">View</a>
WAM	211	2/27/2015 9:00 AM	<a href="#">View</a>
JUD	325	3/20/2015 2:00 PM	<a href="#">View</a>

Please be advised that these pages may contain links to external Internet sites established by other entities. The Hawaii State Legislature does not maintain, review, or endorse these sites and is not responsible for their content.

We make every effort to comply to ADA standards, and Section 508 of the Rehabilitation Act. [Visit our ADA page here.](#) If you have any problems with any of these pages, please [contact the webmaster](#) with the page address and problems encountered.

[You may view our Privacy Policy here.](#)

**Archives**

2014

2013

2012

**Senate**

Committees

Leadership

Members

**House**

Committees

Leadership

Members

**Special Studies**

**Legislative Information**

**Links**

Hawaii Government Services

Hawaii State Judiciary

Legislative Reference Bureau

Page 4 Overview of Hawaii State Legislature's Website (June 2019)

# Bill Status Sheet – Easy-to-Access Features

Bill status sheets have been designed to offer easy access to up-to-date and relevant information. Related documents are listed and quickly accessible with just a click!

## **N** Submit Testimony

- A short-cut to the webform used to submit testimony appears on each bill's status page.
- Please note that you are only able to submit testimony if the bill is scheduled for a hearing and if the committee is accepting testimony.

**O** Most Current Version of Measure: Just click on the bill number at the top of the page and you'll be able to read the bill. It will appear in a web-based format – click on the Adobe Acrobat symbol next to it for the downloadable .pdf version. (While the content is identical, the .pdf version will show you the printed measure's page and line numbers.)

**P** Measure Title/Report Title/Description/etc.: This top section shows the measure title (which never changes for a bill), description (which changes as the bill changes), and the legislator(s) who introduced the measure (the first name is considered the author of the bill). You can also see at a glance whether the bill was submitted as a part of a package of legislation, and its latest referral.

**Q** Status Text: This is a timeline listing all the activity for a measure. Everything that happens to the bill or resolution will be posted here. (An "S" indicates a Senate action; an "H" indicates a House action.)

## **R** On Demand Media

- If one or more of the hearings for the measure have been broadcast, this link will bring you to the on-demand video page which has links to the videos.
- Only select hearings are filmed and broadcast; the vast majority are not. For more information on the Legislative Broadcast Project, contact the Public Access Room.

**S** All Versions of this Measure: Easy links to current and previous versions of the bill are listed.

**T** Committee Reports: Easy links to Committee Reports are listed chronologically, from oldest to most recent. Committee reports are very helpful since they summarize the changes made to the measure from one version to the next.

## **U** Testimony

- Easy links to the written testimony received at each hearing.
- Each link opens a searchable .pdf file.
- Reviewing previously submitted testimony can be helpful in preparing your own, or understanding previous areas of discussion.

**V** Hearing Notices: Lists all hearing notices for the measure. Instructions for submitting testimony can be found at the end of each hearing notice.

## **W** Links back to other features on the Home page

- Handy navigation back to certain home page features.
- This includes a helpful list of "[Links](#)" to other government pages and websites.

# Interactive Features: Sign In and...

Learn to use these helpful interactive features:

"Submit Testimony,"  
"Hearing Notification," and  
"Measure Tracking."

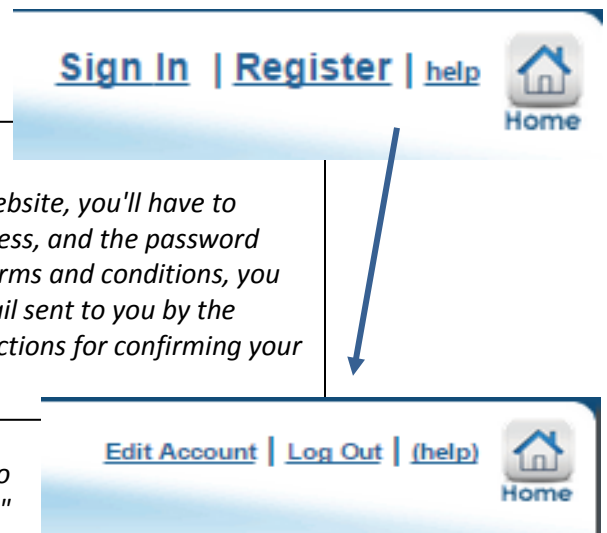
The "[Sign In](#)" and "[Register](#)" links are in the upper right-hand corner next to the "Home" button.

Click on "[Sign In](#)" and enter the password you created for this website.

### First Time Users:

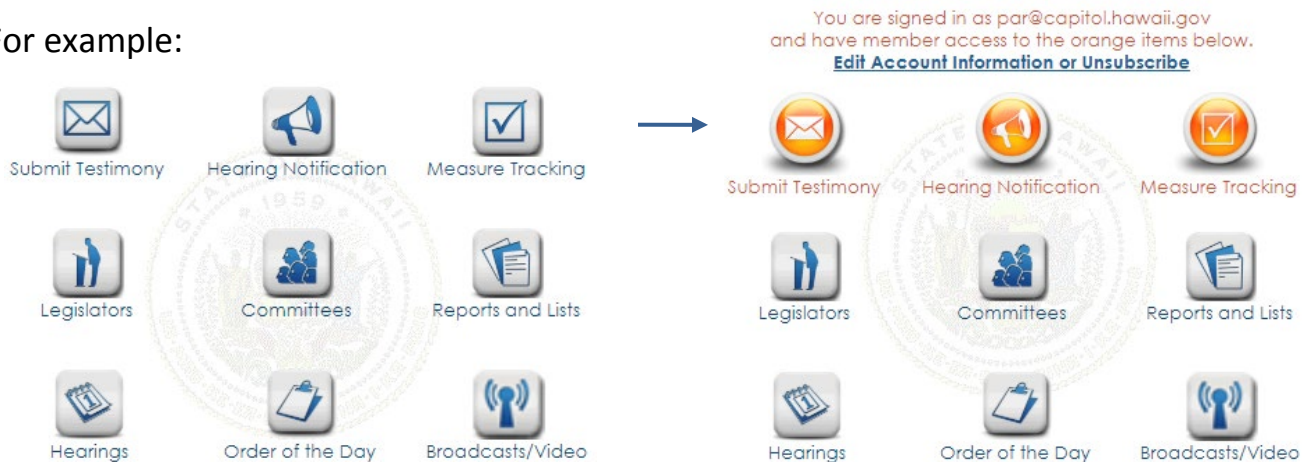
If this is your **first time** using the interactive features of the website, you'll have to Register. Click on "[Register](#)" and enter your name, email address, and the password you'd like to use for the website. After you've agreed to the terms and conditions, you will be directed to go to your email account and open the email sent to you by the website. (This confirms you are not a robot.) Follow the instructions for confirming your account. You'll only have to register once.

Once you've signed in, the links convert to "[Edit Account](#)" and "[Log Out](#)."



After you sign in, **the top three buttons in the center of the page turn into orange, round icons** – this indicates that you now have access to the interactive features!

For example:



More information on these three interactive features appears on the next page.

## Interactive Features: Sign In and...



Submit Testimony

The "**Submit Testimony**" feature provides an easy and efficient way to submit testimony online – you'll upload the file that contains your testimony, or type it into the comments box on the form.

After signing in, click on this button. Then, enter the bill number you want to testify on and its hearing information will appear along with a submission form. Proceed to **fill out the form** that appears (you'll be asked if you are testifying as a group or individual, opposed or supporting the measure, and whether you'll be present at the hearing). Use the "**Choose File**" or "**Browse**" button to upload the file you've saved on your computer that includes your testimony. (Another option: Instead, you may type your testimony directly into the "Testimony/Comments" box.)

Click "**Submit**." Your testimony confirmation will appear in the left-hand column, highlighted in green, showing it was successfully processed and submitted.



Hearing Notification

The "**Hearing Notification**" icon allows you to receive email notification of hearings for specific measures or committees. It's a great way to make sure you don't miss the chance to testify!

After you sign in, click on this button to go to a page where you may "**Subscribe by Measure**" and/or "**Subscribe by Committee**." To receive a hearing notice whenever a particular bill or resolution is scheduled for a hearing, simply enter the bill or resolution number in the "**Subscribe by Measure**" box and click "**Add**." Repeat for all the measures you'd like to receive notices for. You may also use the "**Subscribe by Committee**" feature – just click the box next to any committee whose hearing notices you'd like to receive.

Then "**Save and Exit**" by clicking the button centered near the top of the page and you'll be good to go.

Return to this feature any time you'd like to cancel or change your selections.



Measure Tracking

"**Measure Tracking**" is an incredibly useful feature introduced by popular demand. After you sign in, click this button to go to a page where you'll be able to create, modify, or view your lists.

If you're just starting, you'll need to create a list. You can name it anything – simply enter a name and click "**Create List**." (You can create many different lists, if you like. This is helpful if you have certain distinct areas of interest – for example, you can create separate lists for environmental legislation, education measures, housing, etc.)

Next, click on "**Show List**." The list's name will appear in the right column. Then, add as many measures to the list as you like – just enter a bill number in the space and click on "**Add a Measure**." Repeat the process until you've added all the bills you'd like to appear on that list. If you'd like, you can "Add Notes" for any item to personalize your list or highlight an item.

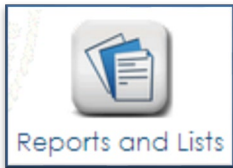
Finally, click on "**Generate Report**." Your list can be viewed as a handy report that shows each measure with its description and current status, and contains links to its status sheet and its current draft. (Note: The report is sortable – just click the column headers. This is especially helpful to find out which items have seen recent activity, or to have the bills listed in numerical order.) You can also export reports in Excel or database formats, which can be incredibly useful when sharing and/or presenting information.

Check your measure tracking lists as often as you like. It's easy to add or delete items from your lists as the session progresses.

*Tips: When printing the report, use the **landscape orientation** for best results. Save it as a **.pdf file** if you want to attach it to an email.*

# "Reports and Lists" Page

There's a wealth of tools available on the "**Reports and Lists**" page. These very useful tools were once available only to the legislative offices. Now the public is able to make good use of them as well.



Go to the Legislature's homepage (<http://capitol.hawaii.gov>), click on the "**Reports and Lists**" icon and start to explore.

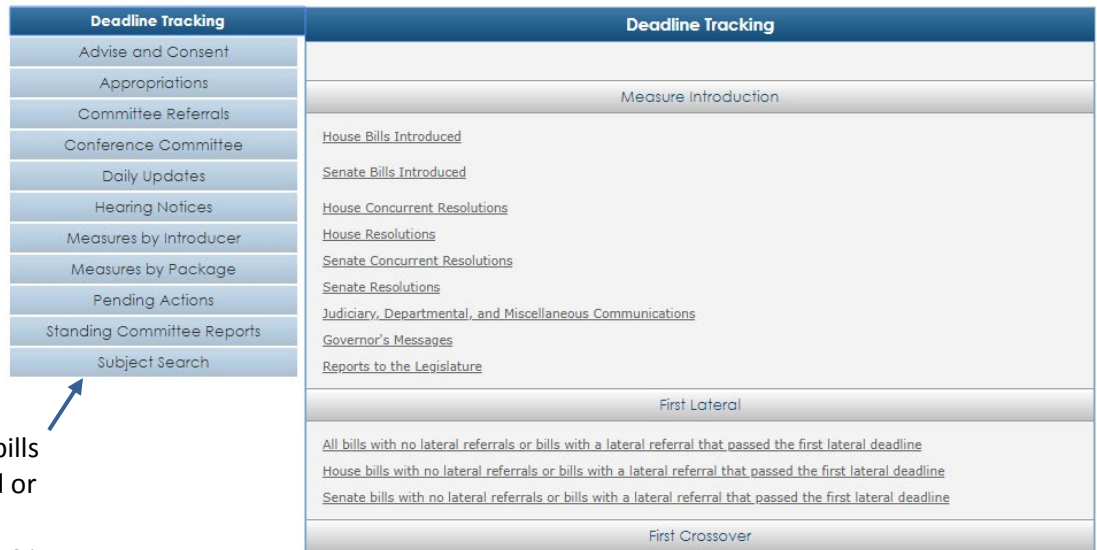
On the left side of the screen, you will see the heading "**Deadline Tracking.**" To the right of this is a long list of reports that are just a click away. Using these as the session progresses will give you access to searchable, sortable, and downloadable lists of measures that have survived significant deadlines. It's a great way to keep up with what's still viable.

*This page's features are available for previous years back to 2013 – select year here*



**Please note:** If you wish to change the year for reports, you must select the year dropdown before selecting any other dropdowns or reports.

Next, scroll down the list of headings on the left. There's a lot there! You'll be able to find and customize reports based on committee referrals, who's introduced legislation, measures by package, and much more.



A very useful feature for finding bills is "**Subject Search.**" Enter a word or phrase exactly how you think it appears in a bill's title, keywords, or description. The results are presented in report form.

Note: Unlike the "keywords" feature on the home page, the "**Subject Search**" feature does not search the entire content of bills; it only searches through bills' titles, keywords, and descriptions. That's usually ample, though, and this search feature can save loads of time. Just a click presents a report of the results which is easy to browse through to find what you're looking for. Try it!

**Take a few minutes now to familiarize yourself with some of the many Reports and Lists available. You'll quickly be adept at finding information (and creating easy-to-read, professional reports) at a moment's notice!**

**Please don't hesitate to contact PAR (587-0478 or [par@capitol.hawaii.gov](mailto:par@capitol.hawaii.gov)) if you need assistance!**

**We're always happy to help you.**

*[Revised 6/20/2019]*