

A Citizen's Guide to Participation in the Legislative Process

Prepared by the
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Hawaii State House of Representatives
with contributions from the
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June 2013

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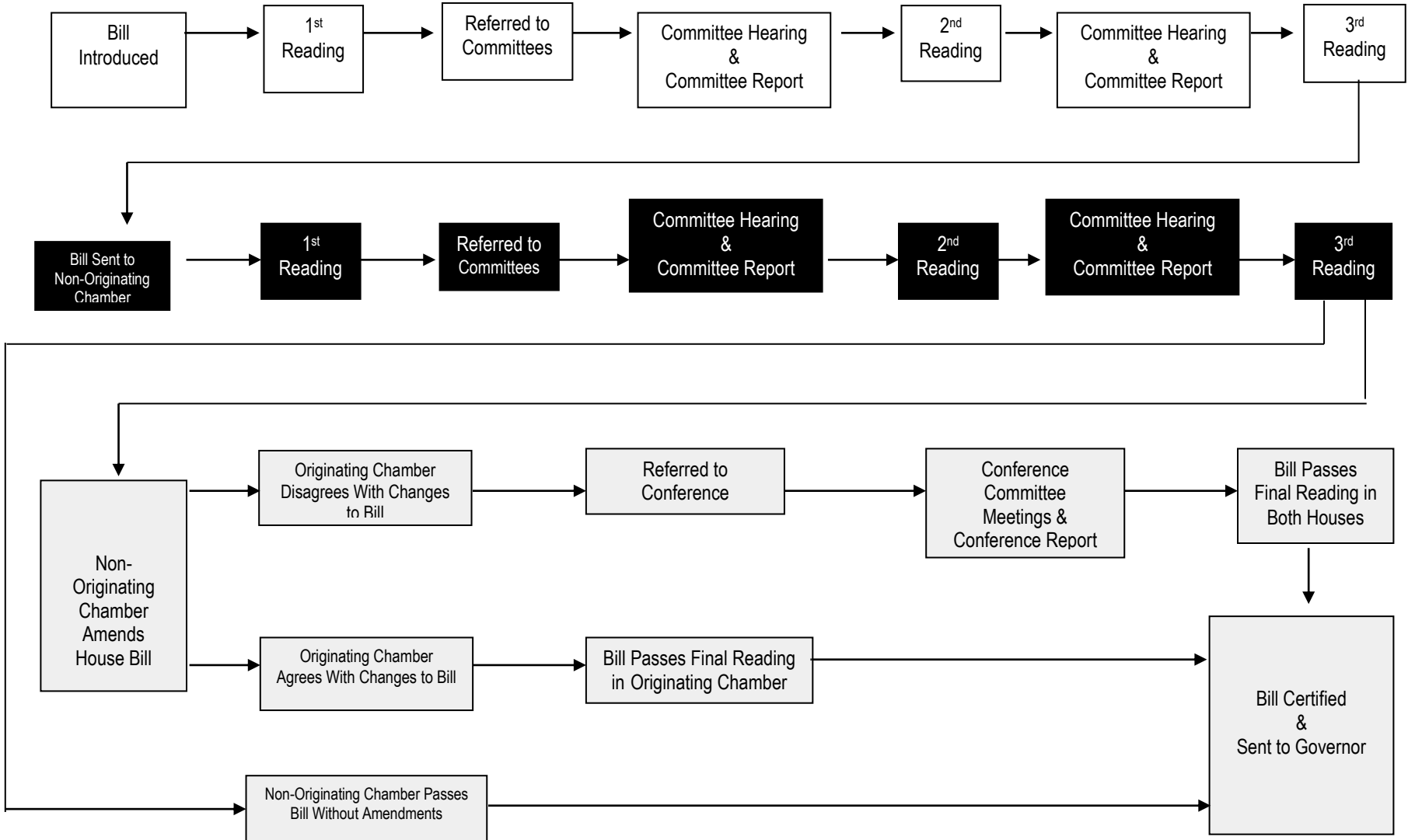
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PREFACE

Your participation in the legislative process is essential to the preservation of democracy. You really *can* make a difference!

A Citizen's Guide to Participation in the Legislative Process contains an overview of the legislative process, testimony guidelines, committee information, and resource center information. Additional information, including committee membership, hearing schedules, legislators' contact information, and State Capitol maps is available through links to the public websites of the [Hawaii State Legislature](#) and the [Hawaii Public Access Room](#) found throughout this Guide. A helpful glossary of frequently-used terms that may be helpful to understanding the legislative process and this Guide is available on the Hawaii State Legislature's [website](#).

HOW A HOUSE BILL BECOMES LAW*



* Senate bills go through the same process, starting with bill introduction in the Senate.

BILLS AND RESOLUTIONS

Bills

The Hawaii State Constitution requires that every law enacted by the Legislature be introduced in the form of a bill. The bill title must encompass the entire subject matter of the bill and each bill can encompass only one subject. Bills are the most important of all vehicles available to the Legislature because, if passed, bills have the force and effect of law.

Some of the major functions of a bill include:

- Amending the Hawaii Revised Statutes (HRS) by adding a new law, or amending or deleting an existing law. Note that as a general rule, laws that are of a "general and permanent nature" are codified into the HRS.
- Amending the Session Laws of Hawaii (SLH) by adding a new law, or amending or deleting an existing law. Note that the SLH is an annual compilation of all laws enacted by the Legislature each session, including laws amending the HRS and those that are not codified in the HRS. Laws in the latter category include laws that appropriate funds, authorize the issuance of bonds, and establish temporary commissions.
- Proposing amendments to the Hawaii State Constitution. The Hawaii State Constitution sets forth the basic principles and laws of the State that determine the powers and duties of government and guarantee certain rights to the people. The Legislature may propose a change to the Hawaii State Constitution by adopting a bill containing the proposed amendments. Proposed amendments are then submitted to the electorate for approval or disapproval at the next general election.

Short-form Bills. Most bills are introduced in a form that contains the necessary details to accomplish the bill's purposes. A short-form bill is introduced with only a reference to a general idea, which is expressed in its title. A committee to which a short form bill has been referred may fill in the details of the general idea by inserting substantive provisions into the bill. However, timely notice of decision making to insert the substantive provisions must be given and all amendments made to the bill must thereafter be affirmed by committee vote. The amended bill must then be recommitted to the committee by a floor vote for purposes of holding a public hearing on the contents inserted.

Companion Bills. Companion bills are identical versions of the same bill that are introduced in both the House and the Senate to increase the chance of passage.

Administration Bills. Administration bills are prepared and proposed by executive branch agencies for consideration by the Legislature.

Carryover Bills. The Hawaii State Constitution provides that any bill pending at the adjournment of a regular session in an odd-numbered year will automatically carry over with the same bill number and status for consideration in the next regular session.

Resolutions

There are two types of resolutions – concurrent resolutions and single-house resolutions.

A **concurrent resolution** expresses the position of both houses of the Legislature or requests action on behalf of both houses of the Legislature; therefore it must be adopted by both houses of the Legislature.

A **single-house resolution** expresses the position of the house in which it was introduced or requests action on behalf of the house in which it was introduced; therefore it need only be adopted by the house in which it was introduced.

Unlike enacted bills, adopted resolutions do not have the force and effect of law. Therefore, many of them *request* or *urge* action, rather than *require* action. For example, a resolution may request an agency to study a proposal or problem and report back to the Legislature or may urge action by the President of the United States, Hawaii's congressional delegation, the Governor, or officials or agencies of other government jurisdictions.

For some actions, the adoption of a concurrent resolution is required by law. For example, authorization of the Legislature by concurrent resolution is required to approve a development project under Section 171-60, Hawaii Revised Statutes, or to lease state submerged lands and lands beneath tidal waters under Section 171-53, Hawaii Revised Statutes.

Although resolutions may be adopted immediately upon introduction, they are typically referred to a committee, whereupon they proceed through the legislative process in a manner similar to bills. The legislative timetable sets forth milestones and deadlines applicable to concurrent resolutions.

THE LEGISLATIVE TIMETABLES AND THE LEGISLATIVE PROCESS

This overview of the legislative timetables and legislative process is meant to give you a general idea of the Legislature's work schedule throughout the legislative session.

The **legislative timetable** sets forth, among other things, the milestones and filing and voting deadlines that different types of legislative measures must meet to progress successfully through the legislative process. It is customarily a two-page document with information presented in calendar form on the first page and in a more detailed list form on the second page.

Measures can die if they fail to meet the milestones and deadlines established by the legislative timetable, so familiarity with the timetable is of critical importance. Keep in mind that deadlines set by the timetable represent the *last day* upon which an action must occur; accordingly, a measure can proceed through the legislative process at a much quicker pace ahead of these milestones and deadlines.

In addition to the legislative timetable, each house has an **internal legislative timetable** that sets forth additional requirements established by each house, such as limits on the number of bills that may be introduced and the triple referral filing deadline which applies to bills that are referred to three or more successive committees.

A new legislative timetable is established for each annual regular session by agreement between the Speaker of the House and the President of the Senate. A new internal legislative timetable is adopted by each house for each annual regular session. Make sure the timetables you rely on are current.

The current legislative timetable may be accessed on the Hawaii State Legislature's website by following the ["Calendar"](#) link on the home page and clicking on the button marked "Printable PDF version" at the top of the page.

Following are brief descriptions of some of the major events, milestones, and deadlines that will occur in the legislative process for the annual regular legislative session.

Opening Day

Opening Day marks the official commencement of the annual legislative session, i.e., the regular session. Pursuant to Article III, section 10, of the Hawaii State Constitution, the legislature convenes annually in regular session at 10:00 a.m. on the third Wednesday in January.

Bill Introduction; Bill Introduction Cutoff Deadline

The lawmaking process commences with the introduction of a bill. All bills must be introduced before the applicable bill introduction cutoff deadline on the legislative timetable in order to progress through the legislative process.

Note, however, that any bill pending at the adjournment of a regular session in an odd-numbered year, i.e., the first year of a legislative biennium, will automatically carry over to the regular session of the next even-numbered year, i.e., the second year of the legislative biennium, with the same bill number and bill status; therefore, for these **carry-over** or **carried-over bills**, reintroduction in the second year of the legislative biennium may not be necessary.

Be aware that each house may set additional internal deadlines relating to bill introduction. A house may set forth deadlines after which only a limited number of bills may be introduced by each legislator. Each house may also require that bills be filed by a certain time on a deadline day. It may be helpful to check the Hawaii State Legislature's website for updated information.

First Lateral Deadline: Last Day to Move Bills to a Final Committee in the Originating House

Many bills are referred to more than one committee. The first committee to which a bill is referred is called the **lead committee**. If a bill has a joint committee referral, then the first committee in the joint committee designation is the lead committee. As an example, an "HUS/HLT, FIN" referral means that the Human Services and Health committees will convene as joint committees with the Human Services Committee being the lead committee. The Finance Committee in this committee referral is the final committee and this bill would be subject to the double referral filing deadline.

Certain committees traditionally serve as final committees. For example, in the House, the committees on Finance, Judiciary, and Consumer Protection and Commerce traditionally serve as final committees.

In the house in which they were introduced, i.e., the originating house, all bills with multiple referrals must move to the final committee to which they are referred on or before the **first lateral deadline** to remain alive for consideration by that committee. This ensures that the final committee will have enough time to consider the bill.

Bills with triple referrals must meet an additional deadline prior to the first lateral deadline. These bills must, among other things, be reported out of the first committee or joint committees to which they are referred on or before the **triple referral filing deadline**.

Note that there are two lateral deadlines in each legislative session. The **first lateral deadline** applies to bills with multiple committee referrals when proceeding through their originating house. For bills that have passed in their originating house and have consequently crossed over to the non-originating house, the **second lateral**

deadline will apply as those bills proceed through the non-originating house if those bills are given a multiple committee referral in the non-originating house. These bills must move to the final committee to which they are referred on or before the **second lateral deadline** to remain alive for consideration by that committee. A **triple referral filing deadline** may also apply if the bill is given a triple committee referral in the non-originating house.

Mandatory Five-Day Recess

The mandatory recess runs for five consecutive days and is intended to encourage the public to review the bills moving through the Legislature. It also provides legislators an opportunity to schedule public meetings in their districts to brief their constituents on the major issues before the Legislature. No formal floor action takes place during this recess, but committees may still meet and conduct business, including public hearings.

In addition to the mandatory recess, the Legislature may schedule additional recess days anywhere in the legislative timetable.

First Decking Deadline: Last Day to Deck Bills for Third Reading in the Originating House

The Hawaii State Constitution provides that "[n]o bill shall pass third or final reading in either house unless printed copies of the bill in the form to be passed shall have been made available to the members of that house for at least forty-eight hours." The **first decking deadline** is the deadline by which a bill must be submitted, i.e., "decked," in its final form to be considered for passage on third reading by its originating house. As a general rule, any bill not submitted in its final form by a decking deadline can no longer be considered for passage during that session. The purpose of the decking deadlines is to give legislators sufficient time to read and understand bills they are considering for passage on third or final reading.

First Crossover Deadline: Last Day for Third Reading of Bills in the Originating House

First crossover is the deadline by which a final vote must be taken in the bill's originating house to pass the bill on third reading, thus enabling it to cross over to the non-originating house for consideration.

Second Lateral Deadline: Last Day to Move Bills to a Final Committee in the Non-Originating House

The **second lateral deadline** applies to bills that have crossed over from their originating house to the non-originating house, where they have been given a multiple committee referral. House bills with multiple committee referrals in the Senate must move

to the final Senate committee to which they are referred on or before the second lateral deadline to remain alive for consideration by that committee. Likewise, Senate bills with multiple committee referrals in the House must move to the final House committee to which they are referred on or before the second lateral deadline to remain alive. **A triple referral deadline** may also be applicable to bills with triple referrals in the non-originating house.

**Second Decking Deadline:
Last Day to Deck Bills Amended by the Non-Originating House**

The Hawaii State Constitution provides that "[n]o bill shall pass third or final reading in either house unless printed copies of the bill in the form to be passed shall have been made available to the members of that house for at least forty-eight hours." The **second decking deadline** is the deadline by which a bill that is amended by the non-originating house must be submitted, i.e., "decked," in its final form to be considered for passage on third reading by the non-originating house. The purpose of the decking deadlines is to give legislators sufficient time to read and understand a bill they are considering for passage on third or final reading. In addition, the second decking deadline also serves to give a bill's originating house notice of any amendments made by the non-originating house and time to consider whether to agree to the amendments or to refer the bill to a conference committee to resolve areas of disagreement.

**Second Crossover Deadline:
Last Day for Third Reading of Bills Amended by the Non-Originating House**

Second crossover is the deadline by which all bills amended by the non-originating house must be returned to the originating house. Bills that have not been amended by the non-originating house are not subject to this deadline because they are not required to be returned to the originating house.

**Disagree:
Last Day to Disagree with the Non-Originating House's Amendments**

Either house can agree or disagree to the amendments made to its bill by the non-originating house. If either house chooses to disagree, it must do so by the last-day-to-disagree deadline. Such bills may be referred to a conference committee for further consideration of areas of disagreement. If the originating house agrees to the amendments made to its bill by the non-originating house, that bill is considered to be passed by the Legislature, and is sent to the Governor.

**First Crossover for Concurrent Resolutions:
Last Day to Pass Concurrent Resolutions to the Non-Originating Body**

Concurrent resolutions must be adopted in their originating houses on or before the first crossover deadline to remain alive. Upon adoption, these concurrent resolutions will cross over to the non-originating house for consideration.

**Final Decking Deadline:
Last Day to Deck Bills for Final Reading**

The final decking deadline applies to bills amended by the non-originating house and whose differences have been resolved either by a conference committee or reconsideration by the originating body. All such bills must be submitted or decked on or before this deadline to be considered for passage on final reading.

Adjournment Sine Die

This is the last day for votes to be taken on bills up for Final Reading and on resolutions up for adoption. It is the last day of the regular legislative session.

COMMITTEE TESTIMONY

You may find information on the status of all bills and other matters currently before the Legislature on the Hawaii State Legislature's website, www.capitol.hawaii.gov. The website contains links to hearing notices, information on past legislative actions, and testimony. You may also use the website to create an account that will enable you to receive hearing notices by email, create personalized measure tracking lists, and submit testimony electronically. The website also contains searchable archives of information from past legislative sessions.

If you cannot or choose not to use the Hawaii State Legislature's website, you can also access information on currently pending matters through your district Representative or Senator's office or through the office of the Chief Clerk of either house. You may receive paper copies of hearing notices, agendas, and informational briefing notices via US Mail by contacting the appropriate committee chair's office.

All citizens have the opportunity to influence the legislative process by expressing concerns and voicing opinions in support of or opposition to legislation. Opportunities to participate in the legislative process start as soon as a bill has been referred to its committees. If you wish to contact a committee chair or committee clerk, either on behalf of yourself or an organization you represent, about scheduling a bill for public hearing, you should provide background information on the bill and answer any questions that the chair or the committee clerk may have on the contents of the bill and why it is important to you. You may also want to send a letter to the chair or committee clerk expressing your support of or opposition to the bill. For the most part, committee chairs schedule bills for hearing and otherwise control the committee's agenda. However, it may help to contact other individual committee members to express your opinion.

Once a measure has been scheduled for public hearing and notice is given therefor, members of the public are invited to submit testimony expressing support, opposition, or comments at the hearing. If you would like to submit testimony on a measure scheduled for public hearing, keep these guidelines in mind:

- Follow instructions on the hearing notice regarding the procedure and minimum number of copies for submitting written testimony. Written testimony should be submitted to the appropriate office at least 24 hours prior to the hearing. Testimony may also be delivered electronically to committees using the Submit Testimony link or the appropriate committee e-mail address, which may be found on the Hawaii State Legislature's website.
- If you are unable to prepare and submit written testimony in time for a hearing, some committee chairs may allow the presentation of oral comments at the public hearing. However, be prepared to submit written testimony summarizing your oral comments as soon as possible after the public hearing.

- All testimony submitted to committees is posted on the Legislature's website as submitted. Be aware that if you include personal information, such as your address, in your testimony, that information will be posted online as you submitted it.
- Generally, each committee chair follows the order of the bills listed on the hearing notice agenda.
- As a courtesy to departmental and other government officials who must testify before a number of committees each day, most committee chairs allow government representatives to present their testimony before the general public presents its testimony.
- When testifying at the public hearing, be brief unless asked to elaborate. It is not necessary to read your written testimony aloud. If you are asked to summarize your oral or written testimony, comply with the committee chair's request. There may be a large number of measures scheduled and many testifiers. When presenting oral or written testimony, it helps to be specific and to the point regarding the measure on which you are testifying and prepared to answer questions from committee members about your testimony or your position on the measure. If you don't know the answer to a question, just say so. You can always get the information to the committee later.

WRITTEN TESTIMONY OUTLINE

CHAIR OF THE HOUSE OR SENATE COMMITTEE
NAME OF THE HOUSE OR SENATE COMMITTEE

Your name
The group or organization that you represent (if any)
A contact number or address

Day and Date of Hearing

Your position on the measure (support, oppose, or comment)
and the measure number, including draft numbers (if any)

Introduction:

- (1) Introduce who you are and/or the group or organization that you represent;
- (2) Identify the measure you are testifying on; and
- (3) State your position on the measure (e.g., "*I am testifying in favor of/in support of*" or "*I am testifying against/in opposition to*" or "*I am providing comments on. . .*")

Content:

State or list the reasons for your position, starting with the most important or compelling reasons. Include any facts, figures, statements, and experiences to support your position.

Closing:

- (1) Include any closing remarks; and
- (2) Reiterate your position on the measure (especially if you did not state your position previously within the testimony).

SAMPLE WRITTEN TESTIMONY

Representative Dwight Y. Takamine, Chair
Representative Noboru Yonamine, Vice Chair
Committee on Labor and Public Employment

Hawaii Healthy Mothers, Healthy Babies Coalition

Tuesday, March 19, 1991

Support for S.B. No. 818, S.D. 1, Relating to Family Leave

The Hawaii Healthy Mothers, Healthy Babies Coalition is part of a national cooperative group of private and non-profit organizations and individuals committed to improving maternal and infant health in the State of Hawaii through educational and advocacy efforts. We strongly support S.B. No. 818, S.D. 1, Relating to Family Leave, which would give employees working for employers of fifty or more employees the right to 3 months of unpaid parental leave for the birth or adoption of a son or daughter of the employee.

People should not be forced to choose between work and family. We have a situation in the U.S. of supporting children and family in our popular culture but not fully supporting them in our social policies. Compared to other industrialized nations, the U.S. ranks poorly in several key indicators of children's and families' quality of life. We need to develop social and working policies that adequately support new lives and the mental and physical health of families.

Even though a number of businesses are beginning to provide parental-leave options, this act would broaden this protection to more of Hawaii's workforce. Some will argue that such a policy need not be mandated. Child-labor laws had to be mandated, and we are all glad they were. Our society decided that in some cases the family needed legal protection. Unpaid parental leave is a modest but vital step toward recognizing the relationship between job security and family security.

In expanding the options for Hawaii's labor force, we are creating a health-promoting atmosphere and a foundation for future generations of healthy people and healthy families. We urge the committee to pass S.B. No. 818, S.D. 1. Thank you for this opportunity to testify.

MEMBERSHIP, LEADERSHIP AND STANDING COMMITTEES

Membership

Members of the House, called Representatives, and members of the Senate, called Senators, are elected by popular vote to represent designated geographic areas of the State, called districts. House and Senate districts are not congruent. Representatives serve two-year terms of office and Senators serve four-year terms. Hawaii does not have term limits for members of the Legislature.

A current list of all [members of the House and Senate](#) with contact information, committee assignments, and other information can be found on the Hawaii State Legislature's website.

Leadership

Major officers of the House and Senate are selected by their respective fellow members. The presiding officer for the House is the Speaker of the House, who is addressed as "Mr. Speaker" or "Madam Speaker." The presiding officer for the Senate is the Senate President, who is addressed as "Madam President" or "Mr. President."

The presiding officers of each house conduct floor sessions in their respective chambers and exercise control over their house's operations, facilities, and property, including by appointing conference committee members and scheduling the legislative timetable in cooperation with the other house. In addition, the presiding officers represent their respective houses in dealing with the public and other agencies. In the absence of the Speaker or President, the Vice Speaker or the Vice President assumes all the duties and responsibilities of the Speaker or the President, respectively.

Both houses are also organized along partisan lines into a Majority Caucus and Minority Caucus, composed of all majority-party and minority-party members, respectively. Each caucus elects its own official leaders.

Current lists of [the House leadership](#) and [the Senate leadership](#), with contact information, can be found on the Hawaii State Legislature's website.

Standing Committees

The subject-matter standing committees of each house of the Legislature initiate inquiries and ascertain facts in preparation for the enactment of laws. This is done through public hearings, receipt of data, review of reports and studies, staff research and investigation, and other activities. The standing committees vary in size, number, and subject area.

Current lists of all [House standing committees](#) and all [Senate standing committees](#), along with membership and contact information, can be found on the Hawaii State Legislature's website.

Standing committees are the main working committees of the Legislature. They are separate and different from interim committees, ad hoc committees, special committees, and other committees that may be convened by the Speaker or the President as circumstances require.

The scope of a standing committee's jurisdiction is set by the organizational rules of each house. In addition to its information-gathering function, a committee may review budget requests, financial plans and programs, and other pertinent matters relating to the committee's subject-matter jurisdiction.

Meetings of a standing committee are called by the committee chair, who prepares the agenda and presides at each meeting. The committee chair is also responsible for preparing files for committee members and the leadership of the committee's house, keeping a record of documents and information presented to the committee, and drafting the reports of the committee's findings and recommendations.

The current House Conference Room Schedule and Senate Committee Hearing Schedule, which show the respective time slots and locations for House and Senate [standing committee meetings](#), can be found on the website of the Legislative Reference Bureau's Public Access Room.

LEGISLATIVE RESOURCES

HAWAII STATE LEGISLATURE WEBSITE at www.capitol.hawaii.gov

The Hawaii State Legislature's website is the key portal for those wishing to get involved in the legislative process. The site is geared toward providing quick and easy access to the information you need to participate in the lawmaking process.

A wealth of information is available on the home page. A search box can help you quickly determine who your Representative and Senator are and how to contact them; access, determine the current status, and submit testimony on legislative measures; find out when chamber sessions and committee meetings and hearings are scheduled; and research the Hawaii Revised Statutes and archived information on measures introduced in previous legislative sessions. There are tabs on the site's home page linking you to FAQs and general information on the Legislature, maps and directories, a legislative glossary, links to legislative broadcasts, and the legislative calendar, among many other things.

OFFICE OF THE GOVERNOR WEBSITE at governor.hawaii.gov

The website of the Governor of the State of Hawaii links you to a wealth of information on Hawaii's Executive Branch. Tabs on the site's homepage will provide you with frequently requested numbers and the state agency directory which includes links to all state departments and county government offices.

GOVERNOR'S OFFICE OF CONSTITUENT SERVICES

More information relating to state agencies can be obtained by contacting the Governor's Office of Constituent Services.

Phone: 586-0221
Fax: 586-0019
Hours: 7:45 a.m. - 4:30 p.m., Monday - Friday
Location: State Capitol, Room 415
Honolulu, HI 96813

CITY AND COUNTY OF HONOLULU WEBSITE at www.co.honolulu.hi.us

Information relating to Honolulu county agencies and the Honolulu City Council can be found on the official website of the City and County of Honolulu.

Phone: 768-4385
Fax: 768-3750
Web address: www.co.honolulu.hi.us
E-mail address: csd@honolulu.gov
Hours: 7:45 a.m. - 4:30 p.m., Monday - Friday

Location: Department of Customer Services
Mission Memorial Building, 550 S. King Street
Honolulu, HI 96813

FEDERAL INFORMATION – NATIONAL CONTACT CENTER

Contact this center for information relating to the federal government, federal offices, and federal programs.

Phone: 1-800-FED-INFO (1-800-333-4636)
Web address: www.usa.gov
Hours: 8:00 a.m. - 8:00 p.m. Eastern Standard Time
Monday - Friday except federal holidays

LEGISLATIVE REFERENCE BUREAU LIBRARY

The Legislative Reference Bureau (LRB) Library maintains a collection of public documents and publications relating to governmental issues and has a comprehensive newspaper-clipping file.

Phone: 587-0690
Fax: 587-0699
Web address: <http://lrbhawaii.org/>
E-mail address: lrb@capitol.hawaii.gov
Hours: Session:
7:45 a.m. - 6:00 p.m., Monday - Friday
Interim:
7:45 a.m. - 4:30 p.m., Monday - Friday
Location: State Capitol Basement, Room 005
Honolulu, HI 96813

HAWAII PUBLIC ACCESS ROOM, STATE LEGISLATURE

The Hawaii Public Access Room (PAR) provides assistance to the public in participating in the legislative process. This is the citizens' office in the Legislature, equipped with computer terminals, telephones, access to legislative documents and reference materials, a fax machine, and a copy machine. Staff are available to assist those who come to PAR at Room 401 in the State Capitol, or who call in with questions. The Hawaii Public Access Room conducts classes on the legislative process, reading legislative documents, writing and presenting testimony, and using relevant legislative websites. The Hawaii Public Access Room also conducts workshops on-site for community and citizen groups. All PAR services are provided free of charge.

The PAR website includes additional information to assist citizens who participate in the legislative process, including instructional videos, a regularly updated newsletter, and a blog about the legislative session.

Phone: 587-0478
TTY: 587-0749
Toll-free from the Neighbor Islands:
Hawaii: 974-4000
Maui: 984-2400
Kauai: 274-3141
Molokai/Lanai: 1-800-468-4644
(followed by the extension 7-0478 for phone or 7-7093
for fax)
Fax: 587-0793
Web address: <http://lrbhawaii.org/par/>
E-mail address: par@capitol.hawaii.gov
Hours: Session:
8:00 a.m. - 7:00 p.m., Monday - Friday
Interim:
9:00 a.m. - 5:00 p.m., Monday - Friday
Location: State Capitol, Room 401
Honolulu, HI 96813

HAWAII STATE ARCHIVES

The Hawaii State Archives collects, preserves, and makes available to the public Hawaii government records of permanent value. These records date from the monarchy to the current legislative session, and include the private collections of individuals and organizations, photographs, maps, artifacts, and library collections specializing in Hawaiian history, culture, and Pacific voyages. The Legislative Records Collection includes bills, committee reports, journals, testimonies, petitions, messages, communications and resolutions from 1840 to the present.

Phone: 586-0329
Web address: ags.hawaii.gov/archives
E-mail address: archives@hawaii.gov
Hours: 9:00 a.m. - 4:00 p.m., Monday - Friday
(except on State holidays)
Location: Kekauloahi (Archives) Building on the Iolani Palace
grounds
364 S. King Street
Honolulu, HI 96813

SUPREME COURT LAW LIBRARY

The Supreme Court Law Library is a legal reference library available to all who have need of its resources for legal research and study. The library has materials covering primary law for all federal and state jurisdictions, as well as practice materials for all major areas of law. This includes information on Hawaii law, and statutes and case law of other states and the federal government.

Phone: 539-4964
Web address: <http://www.state.hi.us/jud/library/>
E-mail address: lawlibrary@courts.state.hi.us
Hours: 7:45 a.m. - 4:15 p.m., Monday - Friday
(except on State holidays)
Location: Ali'iolani Hale
417 S. King Street, Room 115
Honolulu, HI 96813

CITY AND COUNTY OF HONOLULU – MUNICIPAL REFERENCE CENTER

The Municipal Reference Center manages, preserves, and disposes of vital records of the departments of the City and County of Honolulu. This includes housing publications issued by and for the City and County of Honolulu agencies. Many items are available online via the City and County of Honolulu's [home page](#).

Phone: 768-3765
Web address: <http://www.honolulu.gov/government/>
E-mail address: csdaccess@honolulu.gov
Hours: By appointment only.
Location: City Hall Annex
558 S. King Street
Honolulu, HI 96813

CITIZEN PARTICIPATION FACTSHEET

1. *When does the Legislature convene in regular session? And how long is a legislative session?*

The Legislature convenes annually in regular session at 10:00 a.m. on the third Wednesday in January. Regular sessions are limited to a period of 60 working days, which excludes Saturdays, Sundays, holidays, and designated recess days, and state law requires a recess of five days between the 20th and 40th days of the regular session. The current legislative calendar, available on the Hawaii State Legislature's website, sets forth the legislative session and its milestones and deadlines in calendar form.

2. *When does each house of the Legislature meet in floor session?*

During the regular session, the floor sessions of each house of the Legislature generally take place at either 11:30 a.m. or 12:00 noon daily unless otherwise ordered by the House Speaker or Senate President. Floor sessions are held in the respective house chambers, located on the entry level of the State Capitol.

3. *When do the standing committees of the House and Senate meet?*

House morning bracket standing committees (B bracket committees) usually begin their meetings at 8:30 a.m. on designated meeting days and may meet at 9:00 a.m. on Saturdays, if necessary. The afternoon bracket standing committees (A bracket committees) usually meet at 2:00 p.m. or 7:00 p.m. on their designated meeting days and may meet at 1:00 p.m. on Saturdays, if necessary.

Senate A bracket standing committees usually begin their meetings at 8:30 a.m., Monday through Friday. Senate B bracket standing committees usually meet at 1:15 p.m. or 2:45 p.m. on Monday, Wednesday, and Friday. Senate C bracket committees usually meet on Tuesday and Thursday at 1:15 p.m. or 2:45 p.m. and may meet on Saturdays at the same times, if necessary.

All House committees convene in accordance with hearing notices issued at least 48 hours prior to each committee hearing. Senate committees with the first referral are required to publicly post hearing notices at least 72 hours before their meetings. Subsequent referral committees in the Senate are required to publicly post hearing notices at least 48 hours before their meetings.

4. *Can I use the internet to retrieve the text of bills and other documents electronically?*

Yes. For access to legislative information, log on to the Hawaii State Legislature's website at: www.capitol.hawaii.gov.

5. How can I get on a committee's e-mail, mailing, or fax list?

You may sign up to receive hearing notices through email by creating an account on the Hawaii State Legislature's website at www.capitol.hawaii.gov. Click on the button marked Hearing Notification and follow the on-screen instructions. You can use this account to sign up to receive hearing notices for specific bills or from selected committees, to create personalized measure tracking lists, and to make electronic submission of testimony easier. Internet access for this purpose is available free of charge at the State Capitol in the Hawaii Public Access Room.

If you do not have internet access, you may call or write a letter to the appropriate committee chair's office requesting to be placed on the committee's mailing list. The Senate Sergeant-at-Arms Office also provides delivery of testimony via fax. Please contact the Senate Sergeant-at-Arms at (808) 586-6725 to be placed on the committee's mailing or fax list.

6. Where do I obtain copies of bills and resolutions if I do not have internet access? Is there a charge for copies?

Free copies of **House** bills and resolutions can be obtained by contacting:

House Printshop

State Capitol, Room 012B

Hours of Operation:

Session (January through April):

Monday - Friday 8:00 a.m. - 6:00 p.m.

Saturday 9:00 a.m. - 1:00 p.m.

Interim (May through December):

Monday - Friday 8:00 a.m. - 5:30 p.m.

Telephone:

Oahu: 586-6590/6591

Neighbor Islands: 1-800-468-4644 then press "66590" or "66591"

Free copies of **Senate** bills and resolutions can be obtained by contacting:

Senate Document Center

State Capitol, Room 012A

Hours of Operation:

Session (January through April):

Monday - Friday 8:00 a.m. - 6:00 p.m. (closed on holidays)

Saturday 9:00 a.m. - 1:00 p.m. (subject to change)

Interim (May through December):
Monday - Friday 8:00 a.m. - 4:30 p.m.

Telephone:

Oahu: 586-6755

Neighbor Islands: 1-800-468-4644 then press "66755"

Fax: 586-6739

By FAX. Both houses will fax legislative documents to individuals, organizations, and government agencies. A maximum of ten pages will be faxed per request. Requests for faxed copies to out-of-state fax numbers will be made if a toll-free number is provided. Contact the House Print Shop or the Senate Document Center to request a faxed document.

7. How can I get information on the status of a bill or resolution?

The Hawaii State Legislature's website, www.capitol.hawaii.gov, contains links to bill and resolution status information as well as to prior drafts, committee reports, and testimony. If you know the number of the measure that you are tracking, you can enter it into the search box marked Bill Status/ Measure Status. If you do not know the bill number, you can perform a text search using the search box marked Keywords. If you have created an account on the Hawaii State Legislature's website, you can arrange to receive automatic updates on bills and resolutions, including hearing notifications, by clicking on the buttons marked Measure Tracking or Hearing Notification and following the on-screen instructions. Internet access for this purpose is available free of charge at the State Capitol in the Hawaii Public Access Room.

If you do not have internet access, you may contact the appropriate committee chair's office, your district Representative or Senator, the House Chief Clerk's Office for House measures (586-6400), or the Senate Chief Clerk's Office for Senate measures (586-6720). You may also call the Hawaii Public Access Room at the phone numbers listed in item 9 below. From the Neighbor Islands call 1-800-468-4644, then press the last five digits of the phone number of the office that you wish to contact.

8. How do I submit testimony for a public hearing?

Testimony for legislative measures scheduled for hearing by the House or Senate should be delivered at least 24 hours prior to the hearing and may be submitted in person, by fax, or electronically as indicated on the hearing notice.

Testimony for legislative measures scheduled for hearing by the House or Senate may be submitted electronically through the Hawaii State Legislature's website at www.capitol.hawaii.gov by clicking on the button marked Submit Testimony and following the on-screen instructions.

Testimony for legislative measures scheduled for hearing by the Senate may also be faxed to 586-6659 (Oahu) or 1-800-586-6659 (Neighbor Islands).

9. *While I am at the State Capitol, are there any work areas available for me to use to prepare testimony or to organize my materials?*

The Hawaii Public Access Room located in Room 401 of the State Capitol is equipped with computer terminals, copies of legislative documents, reference materials, a fax machine, telephones, a Telecommunications Device for the Deaf/text teletypewriter (TDD/TTY) telephone, and a copy machine. Copies can also be made in the Legislative Reference Bureau Systems Office located in room 413 of the State Capitol.

The Hawaii Public Access Room hours are:

Session: 8:00 a.m. - 7:00 p.m., Monday-Friday

Interim: 9:00 a.m. - 5:00 p.m., Monday-Friday

The Hawaii Public Access Room staff holds classes on the legislative process, reading legislative documents, writing and presenting testimony, and using relevant legislative websites. To obtain a class schedule or to request special training for your group or organization, call:

Phone: 587-0478

TTY: 587-0749

Toll-free from the Neighbor Islands:

Hawaii: 974-4000

Maui: 984-2400

Kauai: 274-3141

Molokai/Lanai: 1-800-468-4644

(followed by the extension 7-0478)

10. *Are there any services for the physically challenged during public hearings of the Legislature?*

If you require special assistance or auxiliary aids and/or services to participate in the public hearings of the Legislature (e.g., a sign language interpreter, wheelchair accessibility, or parking designated for the disabled), contact the committee clerk of the committee that is holding the hearing at least 24 hours before the hearing. There is also a TDD/TTY in the Hawaii Public Access Room. For TDD/TTY services, call 587-0749.

The TDD/TTY number can also be accessed via the toll-free Neighbor Island numbers, using 7-7049 as the extension. (*Please see the neighbor island numbers listed above.*)

Please deliver or e-mail testimony AT LEAST 24 hours prior to the scheduled public hearing even if you plan to attend in person.

11. *Where can I park when I want to visit the State Capitol?*

There are a limited number of metered parking stalls in the State Capitol underground parking garage (accessible via Miller Street off of Punchbowl Street). Be sure to park only in the metered stalls. All other stalls are reserved and unauthorized vehicles are subject to towing at the owner's expense. If the public metered parking at the State Capitol is full, there are outdoor metered stalls on the nearby Iolani Palace grounds, accessible by turning left from King Street, between Richards Street and Punchbowl Street, just before the Hawaii State Library.