

# HAWAII STATE SENATE CAUCUS WEBSITE POLICY

## **Section 1. Purpose.**

This policy, which establishes rules for the Senate Majority and Minority Caucuses, is intended to:

- (a) Enhance the ability of the Senate Majority and Minority Caucuses to disseminate information to the general public;
- (b) Provide general guidelines for the content of web pages, use of web pages, and general design of web pages for Senators and their staff; and
- (c) Make Senators and Senate staff aware of their rights and responsibilities regarding the website.

## **Section 2. Scope.**

- (a) The Senate caucus websites may only be used for official government purposes. The use of a Senate caucus website for personal, promotional, commercial, or partisan political or campaign purposes is prohibited.
- (b) Senators may have posted on a Senate caucus website files relating to their official business, activities, and duties.
- (c) It is acceptable to use a web page to disseminate public information and provide the public with the means to contact officials and staff.

## **Section 3. Responsibility.**

- (a) It is the responsibility of each Senator to oversee the content posted on their individual web pages, and to ensure that the use of their individual pages is consistent with the requirements established by this policy and applicable laws and rules.
- (b) It is the responsibility of the Majority Caucus Leader and the Minority Leader to oversee the content posted on the Majority and Minority Caucus websites, respectively, and to ensure that the use of caucus websites is consistent with the requirements established by this policy and applicable laws and rules.
- (c) Ultimate responsibility for the proper use of the Senate caucus websites lies with the Senate President.

## **Section 4. Prohibited use.**

Posting or linking to the following matter is prohibited:

- (a) Political Matter:
  - (1) Matter which specifically solicits political support for the sender or any other person or political party, or a vote or financial assistance for any candidate for any political office is prohibited.
  - (2) Matter which mentions a Senator or an employee of a Senator as a candidate for political office, which constitutes electioneering, or which advocates the election or defeat of any individuals is prohibited.

- (b) Personal Matter:
  - (1) Matter which by its nature is purely personal and is unrelated to the official business activities and duties of the sender is prohibited.
  - (2) Matter which constitutes or includes any article, account, sketch, narration, or other text laudatory and complimentary of any Senator on a purely personal or political basis rather than on the basis of performance of official duties as a Senator is prohibited.
  - (3) Reports of how or when a Senator, the Senator's spouse, or any other member of the Senator's family spends time other than in the performance of, or in connection with, the legislative, representative, and other official functions of that Senator is prohibited.
  - (4) Harassment or other harmful activity towards others is prohibited.
  
- (c) Promotional Matter:
  - (1) The solicitation of funds for any purpose is prohibited.
  - (2) The placement of logos or links used for personal, promotional, commercial, or partisan political or campaign purposes is prohibited; provided that, as described below, one link will be provided to a privately-run website of a Senator, with its full Internet address, when requested by the Senator, provided that the private site does not hold itself out to be, or imply that it is, an official website of the State Senate.

#### **Section 5. Design of individual member pages.**

- (a) Each Senator is entitled to one biographical and one enhanced web page. The biographical webpages shall be standard in format with each other and placed on the main Senate site. The enhanced pages, at the desire of the respective caucus, may be created and placed on the caucus' site. The enhanced pages shall be standard in format with each other.
  
- (b) Photographs:
  - (1) No images depicting commercial logos, other politicians or political candidates, or other promotional advertisement.
  
- (c) Page content:
  - (1) Design shall be consistent with other Senate or Senate caucus web pages, as applicable.
  
- (d) Pages may include:
  - (1) Biographical pages may include the following information in accordance with this policy and subject to the approval of the leader of each caucus:
    - (A) Mailing address(es);
    - (B) Phone and FAX number(s);
    - (C) E-mail address(es);
    - (D) Photograph(s) provided by individual Senator;
  - (2) Enhanced pages may include the foregoing as well as the following:
    - (A) Press releases;
    - (B) Newsletters;

- (C) Speeches;
- (D) Other pertinent information;
- (E) One link will be provided to a privately-run website of a Senator, with its full Internet address, when requested by the Senator, provided that the private site does not hold itself out to be, or imply that it is, an official website of the State Senate.

**Section 6. Design of caucus web pages.**

Caucus websites shall follow the following design:

- (a) Each caucus is entitled to one website, and the two caucuses shall maintain a similar style.
- (b) Graphics:
  - (1) Suitable graphics that comply with the content policy are permitted on individual caucus web pages, subject to size restrictions set by the Senate Clerk. Audio and video content are currently prohibited due to bandwidth restrictions.
- (c) Page content:
  - (1) The content of each caucus' site shall comply with these rules and shall be used only for official Senate business.
  - (2) The Senate and the House site design shall be consistent in design with each other, and the Senate Majority and Minority sites shall be consistent in design with each other.
  - (3) On their respective home page, each caucus shall identify at least one individual who shall be responsible for the caucus and individual web pages and act as liaison between the caucus and Senate Data Systems.

**Section 7. Dissemination of policy.**

- (a) This policy shall be posted on the Senate website.