

# PUBLIC ACCESS ROOM

A division of the Legislative Reference Bureau

# NEWSLETTER

Hawaii State Capitol ♦ 415 South Beretania Street ♦ Room 401 ♦ Honolulu, Hawaii 96813

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### CONTACT US!

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**Neighbor Islands (Toll Free):** Use these numbers, and then enter extension 7-0478 followed by the # sign.

Hawai'i ..... 974-4000      Kaua'i ..... 274-3141  
Maui ..... 984-2400      Moloka'i/Lana'i ... (800) 468-4644



## A New Legislative Session is Upon Us...

### 2017 Legislative Timetable

#### February

- 9<sup>th</sup> Triple Referral Filing (Bills)
- 17<sup>th</sup> First Lateral (Bills): Bills must be moved to final committee in originating chamber
- 20<sup>th</sup> Holiday: Presidents' Day
- 23<sup>rd</sup> to March 1<sup>st</sup>: Mandatory 5-Day Recess

#### March

- 3<sup>rd</sup> First Decking: Last day to file non-budget bills for Third Reading in originating chamber
- 9<sup>th</sup> First Crossover (Bills)
- 10<sup>th</sup> Last day to introduce Substantive Resolutions
- 13<sup>th</sup> Budget Decking
- 15<sup>th</sup> Budget Crossover
- 16<sup>th</sup> Second Triple Referral Filing (Bills)
- 24<sup>th</sup> Second Lateral (Bills): Bills must be moved to final committee in non-originating chamber
- 27<sup>th</sup> Holiday: Kuhio Day
- 29<sup>th</sup> First Lateral for Concurrent Resolutions

#### April

- 6<sup>th</sup> First Crossover for Concurrent Resolutions
- 7<sup>th</sup> Second Decking (Bills): Last day to file bills for Third Reading in non-originating body
- 13<sup>th</sup> Second Crossover (Bills) & Last day to disagree
- 17<sup>th</sup> Second Lateral for Senate Concurrent Resolutions
- 14<sup>th</sup> Holiday: Good Friday
- 21<sup>st</sup> Constitutional Amendments: Deadline for final form
- 24<sup>th</sup> Second Crossover Concurrent Resolutions
- 27<sup>th</sup> Last day to file Non-Fiscal Bills to deck for Final Reading
- 28<sup>th</sup> Last day to file Fiscal Bills to deck for Final Reading

#### May

- 4<sup>th</sup> Adjournment *sine die* (Session pau!)

**It's time to shake off the interim and get back to work. Whether you're new to the legislative process, or just need a refresher, here are some tips.**

Where to start? Well, the Legislature's website at [capitol.hawaii.gov](http://capitol.hawaii.gov), of course. You'll find plenty of resources to help you:

**search for bills,**



**keep a watchful eye** on measures you're interested in, and



**scan the legislative landscape** for surprises.



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## SEARCH

### Find the Bills that Interest You

In addition to the "Keywords" search box on the Legislature's [homepage](#), try exploring the resources on the ["Reports and Lists"](#) page. (The Reports and Lists button appears center screen on the homepage.) Note: Once you've called up any of these reports, you can browse through the descriptions or search through the results to find bills of interest. [Use your computer's search feature (usually the keys <CTRL> <F>).]

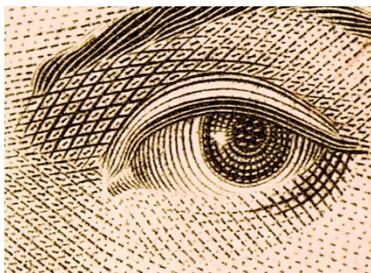


- Looking for bills relating to a particular subject? Use the **"Subject Search"** function -- it's the last bar down on the left. It allows you to search for a word or phrase appearing in any bill's title, keywords, or description. (Note: Unlike the keywords search on the homepage, it does not search through the body of the bill.)
- You can use the **"Committee Referrals"** bar to find all the bills currently in a committee. Especially at the start of session, this can be a helpful way to identify bills in a particular subject area.
- Another handy search tool is the **"Measures by Package"** bar. Use the drop down menu to select a particular package of legislation introduced by a Legislative caucus (group of legislators). Interested in supporting kupuna issues? Take a look at what's in the Kupuna Caucus package. Want to advocate for women's issues? There's a Women's Caucus package. You can also view the Governor's package of legislation (bills supported by the administration and introduced by the Senate President and House Speaker).
- Finally, you may want to go to the **"Deadline Tracking"** bar and click on the ["House Bills Introduced"](#) and ["Senate Bills Introduced"](#) links. These reports provide a listing of **every** bill. (There are 2,918 of them!) You can scroll through the descriptions to find bills of interest.

## WATCH

### Keep an Eye on Them: Hearing Notification and Measure Tracking Lists

Once you have identified legislation that interests you, make sure to add those bills to your hearing notification and measure tracking lists -- two of the interactive features on the Legislature's website. For those new to the process, visit the Public Access Room website ([LRBhawaii.org/PAR](http://LRBhawaii.org/PAR)) for "How To" videos and information sheets that can help you get started. (Or call us - we'll be happy to walk you through the process.)



### Deadlines

Be mindful that the number of deadlines that apply to your bill varies depending on the number of referrals (committee assignments) your bill receives. You can find this information on the bill's status sheet. The [Legislative Calendar](#), coupled with the committee calendars, can help you figure out the last day a committee can pass a particular bill. We've also created a helpful handout on ["Which Deadlines Apply to Your Bill."](#) The calendars and deadline handout can be found on the information sheets page of our website. As always, let us know if we can help you work out the timetables and what they mean for your bill.

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## SCAN

### Keep Your Eyes Open for Other Measures: Subscribe to Committee Notices

There are thousands of bills, and no matter how diligent you are, sometimes things seem to come out of left field. Why not stay up on the action by signing up to receive hearing notices from committees in your area of interest? That way, any time they have a hearing, you will get an email, and you'll be able to scan the hearing notice to see if there are any items of interest being heard. (If it turns out to be too much information, just cancel the subscription.)

### Read / Watch Media

You may learn of an upcoming hearing or issue by reading a newspaper or blog, or watching the news. Sometimes they frustratingly leave out the bill number! Call or email us at PAR, and we'll be happy to help you track it down.

### Hyper Vigilance: Use the Daily Reports Feature

You'll be sure to see every changed bill if you review the new documents published each day at the Legislature. ([Reports and Lists](#) => Daily Updates) Just look for any HSCR (House Standing Committee Report) or SSCR (Senate Standing Committee Report) document -- it will state whether or not the bill passing forward was changed, and summarize the changes. This gets easier later in session -- at the outset, the volume of documents is high, so it can be quite an undertaking!

## Of course, don't just watch -- participate!

Make sure to communicate with the legislators who have power over your issue, and be sure to get your testimony in! As you engage with the Legislature, please let the Public Access Room know if we can be of any assistance. We're happy to help.

## Sometimes "One more piece of paper" Is Just What You Need!

[PAR's Session Calendar](#) - easy to read, with explanations of the deadlines for bills, resolutions, and the budget

[Hearing Notification](#) - Instructions on subscribing to hearing notices

[Bill Tracking](#) - Tips on searching for the bills you're interested in, and setting up a bill tracking list

Convenient one-page Lists:

- All State legislators' contact information - ([Email](#)) ([Room, phone, fax](#))
- [Senators](#) - contact information, party affiliation, and committee assignments
- [Representatives](#) - contact information, party affiliation, and committee assignments
- [Senate Committees and Leadership Assignments](#)
- [House Committees and Leadership Assignments](#)
- [Senate Committee/Room Schedules](#) - where and when committees meet
- [House Committee/Room Schedules](#) - where and when committees meet
- [Maps of the Capitol floors](#) - helps you find offices and conference rooms
- [Office Managers](#)
- [Committee Clerks](#)

These documents and others are available on [PAR's website \(Irbhawaii.org/par\)](http://Irbhawaii.org/par), on our [Information Sheets](#) page.



L-R: Keanu Young, Virginia Beck, Sydney Hart, Jasmine Humphries

## Your Office Staff!

All of us here in the Public Access Room are happy to help you as you participate at the Legislature.

### **New Staff**

**Sydney Hart** joins PAR as a Legislative Research Assistant for the session. She previously attended the University of Michigan and plans to return to finish her Bachelor's degree in Public Policy with a minor in Community Action and Social Change. Sydney appreciates the value of public service and has participated in political conferences, such as Girl's State and People's Congress Hawaii, in order to further her knowledge of the legislative process. She is ecstatic about the opportunity to work with PAR and looks forward to a future here in the Legislature.

**Jasmine Humphries** also joins PAR as a Legislative Research Assistant for the session. It is Jasmine's first time working session and she is excited to see what is yet to unfold this year at the capitol. She completed her AA with Leeward Community College and is currently pursuing her Bachelor's Degree in Business Management and Hospitality with University of Phoenix. She loves to learn and interact with people, and looks forward to helping our patrons learn, too. In her down time she enjoys writing, singing, spending quality time with her nephews, tanning on the beach, and exploring our island's beautiful hiking trails.

### **Returning Staff**

**Virginia Beck** continues her role as PAR Coordinator. She couples her Master's Degree in Public Administration with years of service in the Public Access Room and other government, educational, and nonprofit settings. She's an avid reader, crossword puzzler, and enjoys getting outdoors.

**Keanu Young** continues as the year-round Assistant Coordinator. He has worked in the legislative branch at both the state and county levels of government and has over a decade of legislative experience. Having worked for several Hawaii State Representatives in a variety of roles, Keanu is quite familiar with the legislative process and how things work at the Capitol. He enjoys spending his free time with his family.

*We're all glad to be here, and are ready to assist you!*

## **PAR Hours**

Monday - Friday

7:45 a.m. - 6:00 p.m.

(until May 4<sup>th</sup>)



## **Workshops**

Learn more about the legislative process and how you can participate easily and effectively. Attend one of PAR's free "Your Voice" workshops – offered in the Public Access Room (Room 401) on **Tuesdays at 12:00 noon.**

**Please call (587-0478) or email ([par@capitol.hawaii.gov](mailto:par@capitol.hawaii.gov)) to sign up!** Let us know your level of knowledge and experience, and we can tailor the workshop for you. **Have a group you'd like to get involved?** Contact us to set up a workshop specifically for your group. They're free (and we promise you'll learn something).