

# PUBLIC ACCESS ROOM

A division of the Legislative Reference Bureau

# NEWSLETTER

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### 2016 Legislative Timetable

#### February

19<sup>th</sup> First Lateral (Bills): Bills must be moved to final committee in originating chamber  
25<sup>th</sup> to March 2<sup>nd</sup>: Mandatory 5-Day Recess

#### March

4<sup>th</sup> First Decking: Last day to file non-budget bills for Third Reading in originating chamber  
10<sup>th</sup> First Crossover (Bills)  
11<sup>th</sup> Last day to introduce Substantive Resolutions  
14<sup>th</sup> Budget Decking  
16<sup>th</sup> Budget Crossover  
17<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  
25<sup>th</sup> Holiday: Kuhio Day; Good Friday  
29<sup>th</sup> First Lateral for Concurrent Resolutions

#### April

7<sup>th</sup> First Crossover for Concurrent Resolutions  
8<sup>th</sup> Second Decking (Bills): Last day to file bills for Third Reading in non-originating body  
14<sup>th</sup> Second Crossover (Bills) & Last day to disagree  
22<sup>nd</sup> Constitutional Amendments: Deadline for final form  
25<sup>th</sup> Second Crossover for Concurrent Resolutions  
28<sup>th</sup> Last day to file Non-Fiscal Bills to deck for Final Reading  
29<sup>th</sup> Last day to file Fiscal Bills to deck for Final Reading

#### May

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

### Tips for Talking with Your Legislator

There are some tips to communicating with legislators that apply whether you're writing, speaking one-on-one, or in a group.

- First off, be courteous and respectful. This is key to effective communication and establishing relationships.
- If you live in their district and are a constituent, let them know.
- Legislative staff can be invaluable in helping you with a situation or in delivering your message to the legislator.
- If you're referring to legislation, specify the number of the bill or resolution.
- You may want to familiarize yourself with the legislator prior to contacting them. Knowing which committees they serve on or their areas of expertise can be beneficial in developing a dialogue.

#### When Sending an Email or Writing a Letter

- Explain why you are writing. Be brief, concise, and to the point.
- Use terms that the legislator or staff member will understand; jargon and acronyms may cloud your message.
- Remember to provide your name and contact information so they can get back to you!

#### When Making a Call

- Be mindful that the majority of calls to legislative offices are answered by a staff member. Consider speaking with them about your issue. Staff often

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## "Tips for Talking with Your Legislator" (Continued from page 1)

work closely with legislators and may provide some influence.

- If you'd like to speak with a legislator, be prepared to leave a brief message with your name and contact number.
- If leaving voicemail, speak slowly and clearly. Repeat your name and phone number at the end of the call.

### **When Meeting in Person**

- If you are meeting with a legislator or staff member, prepare an outline of what you want to talk about. Bring along any supplemental information to help make your case.
- Know your issue and be clear and factual when making your presentation.
- If you are bringing a small group of people with you, choose a spokesperson who is reliable, articulate, and knowledgeable on the issue being presented.
- Legislative offices are not overly large, so limit the number of people in your group. Also, do not surprise the legislator by bringing someone who is not expected.
- Be ready to answer questions or provide more information if it's requested. If you don't know, say so, and agree to follow up.
- Before you leave, try to get a sense from the legislator on how they feel about the issue presented. Are they supportive? In opposition? Non-committal? If appropriate, ask for their support or action.
- Consider "leave behinds" that summarize your position and specify what action you want the legislator to take.

## *Writing Effective Testimony*

A founding block of the democratic process is giving testimony on proposed legislation. Here are a few tips.

- Prepare the core of your testimony in advance. Hearing notices are posted at least 48 hours in advance and written testimony is often required to be submitted at least 24 hours prior to the hearing -- details appear on the hearing notice. A concise paragraph summing up your position will ensure you're ready to go. Things move quickly so the earlier you prepare, the better.
- Late testimony *may* be accepted by the committee and becomes part of the written record on the legislation. If in doubt, contact the committee clerk for advice or instructions.
- Introduce yourself, your position, and the reason you are testifying. This is your chance to convey your support or concerns, so don't lose your audience with run-on narratives and details that are difficult to sift through. This applies to both written and oral testimony.
- If the bill has been heard before, find testimony on the bill's status page on the Legislature's website. Read the testimony of your opponents so that you can present countering data or perspective.
- The format of your testimony is up to you. It is customary to address it to the committee chair and members, include the bill number, and state whether you "Support" or "Oppose" the legislation. For the "bare basics" on how to format your testimony, see "[Written Testimony: The Bare Basics](#)" on the [Information Sheets Page](#) of the [PAR website](http://lrhawaii.org/par/) (<http://lrhawaii.org/par/>).
- Last but not least, follow the instructions on the hearing notice on how and where to submit your testimony. A misrouted testimony means your voice may not be heard. Questions? PAR's happy to help.

## **The Handy Directory Has Arrived!**

The incredibly handy, pocket-sized "**Hawaii Directory of Public Officials 2016**" (which includes contact information for Hawaii's legislators) is here! And once again, its publisher, the Hawaii Institute for Public Affairs (HIPA), has generously provided the Public Access Room with an ample supply of the Directory for distribution to our patrons.

HIPA's website also provides an online version at [hipaonline.com](http://hipaonline.com).

**Stop by (Room 401, State Capitol) and pick up a directory — and feel free to take a few more to distribute to your family, neighbors, and colleagues.**



## The Anatomy of a Bill

Now is the time of year when you find yourself wading in and out of bill after bill. Here are a few fundamentals.

**Bill Number:** The designation of a bill is abbreviated by either "HB" for House Bill or "SB" for Senate Bill, depending on where it was introduced. The Clerk's office of the chamber of origin then assigns a bill number to each bill introduced, usually in the order in which it was received. The HB or SB designation, and the bill number assigned, remains unchanged during the bill's path through the legislature. If the bill itself is revised, that's noted by a new draft number (e.g., H.D.1, S.D. 2, etc.).

**Title:** "A Bill For An Act Relating To Emergency Health Powers" ... The "bill for an act" phrase means that if the bill passes the Legislature and becomes law, it becomes an "act" of law and receives an "act number." In fact, the Constitution of the State of Hawaii specifies that every law enacted must be introduced in the Legislature in the form of a bill ([Article III, Section 14](#)). The title of the bill must encompass the entire subject matter contained in the bill, and it is not changed or amended as the bill moves forward. The title is often intentionally broad to allow leeway for changes in the bill's content during the course of the session.

**Sections:** Bills are divided into sections. The first section may be a purpose section, which states the purpose of the bill and may describe the situation or problem that gives rise to the measure or describe the need for and intent of the legislation. Sections may specify the action mandated by the legislation, including clear instructions for changes to the Hawaii Revised Statutes. They may also provide definitions of terms, provide remedies and penalties, and specify how long the legislation will be in effect. Some bills will contain a "severability clause," which instructs the court that if one section of the act is found unconstitutional, the remainder of the act will remain intact, or a "savings clause," which states that the bill is not retroactive.

**2<sup>nd</sup> to the Last Section:** If the bill provides for changes in statutory or constitutional material, the second to the last section typically will be the Ramseyer provision. This section explains that in the previous sections of the bill, all statutory material that is to be added is underscored, and all statutory material that is to be *repealed* is bracketed and stricken [~~like this~~]. (This ensures that if the bill is enacted there will be no confusion as to how the Hawaii Revised Statutes or State Constitution is amended.)

**Last Section:** The last section of the bill will provide the effective date – i.e., the date the law will take effect. This may be a specific date or may read, "This Act shall take effect upon its approval." In some cases, more than one effective date may be provided – for example, the act will take effect on one date, provided that section 3 will take effect on another date. (Sometimes during session, bills are amended to have far-in-the-future effective dates, such as 2099. While not invalid if enacted, such "defective dates" are actually inserted to ensure further discussion. Typically, such changes ensure the bill will have to go to conference committee if successful.)

H.B. NO. 2000

### A BILL FOR AN ACT RELATING TO INCOME TAX.

SECTION 1. Section 235-102.5, Hawaii Revised Statutes, is amended by amending subsection (d) to read as follows:

*(text here)*

SECTION 3. Statutory material to be repealed is bracketed and stricken. New statutory material is underscored.

SECTION 4. This Act shall take effect on July 1, 2016.

# Legislative Crossword Puzzle

Answers can be found on our website:  
<http://lrhawaii.org/par/>

## Across

3. Another name for where the House or Senate members convene.
4. When a committee postpones further action on a bill until a later date or indefinitely, the bill gets \_\_\_\_\_.
7. Senators are elected to \_\_\_\_\_-year terms.
8. Citizens do this to elect legislators.
14. When a committee meets to consider legislation and solicit public opinion, it is called a \_\_\_\_\_.
16. Members of the Legislature are chosen through an \_\_\_\_\_.
18. "Towards the mountain" in Hawaiian. Used when giving directions (i.e. The Damien statue is on the \_\_\_\_\_ side of the capitol building).
20. The head of a committee.
21. The statue of the Queen is on the \_\_\_\_\_ side of the capitol building. Hawaiian word for "towards the sea."
22. The chandelier in the House chamber symbolizes this star.
23. The branch of government that makes laws.
26. To be an elected official, a candidate must first \_\_\_\_\_ for office.
28. Before the capitol building was built in 1969, the Legislature convened here.
29. People give this when they want to show support or opposition to a bill.
32. Acronym for Senate committee on Commerce, Consumer Protection, and Health.
34. Hawaii has a \_\_\_\_\_ Legislature, meaning there are two chambers.
36. Name of the large, circular mosaic in the center of the capitol that represents the changing colors of the Pacific Ocean. (Hint: Also a Zodiac sign.)
37. A break in a meeting. (Hint: Kids look forward to this part of school.)
38. An action by the Legislature that does not have the force of law but expresses the will of the Legislature. (Hint: People make these at the start of a new year.)
39. The party with fewer members is called the \_\_\_\_\_.
42. The name of Hawaii's last monarch, whose statue is at the capitol.

## Down

1. Acronym for House Committee on Higher Education.
2. The leader of the House of Representatives.
5. After a bill is introduced, it gets \_\_\_\_\_ to committees.
6. This chamber has 51 members.
9. The branch of government that implements the laws.
10. A deadline in which bills must be submitted to the clerk's office at least 48 hours prior to third reading. (Hint: Also a term for patio building materials.)

11. The time of year when the Legislature is not in session.
12. The chandelier on the Senate floor symbolizes this object in the sky.
13. Bills do this when they are sent to the other chamber.
15. A group of legislators who hear bills related to a particular theme.
17. A proposed change to a bill.
19. A bill that becomes law is called an \_\_\_\_\_.
24. This Senate committee hears bills related to money. (Hint: Its counterpart in the House is the Finance Committee.)
25. This chamber has 25 members.
27. A type of resolution that must be adopted by both the House and Senate.
30. The time of year when the Legislature meets to pass laws. (Hint: The Legislature is "in \_\_\_\_\_" from January to early May.)
31. Acronym for House committee on Ocean, Marine Resources & Hawaiian Affairs.
33. Acronym for Senate committee on Public Safety, Intergovernmental, and Military Affairs.
35. A legislative deadline when a bill must move to its last committee. (Hint: Also a football term for a sideways pass.)
40. House members are elected to \_\_\_\_\_-year terms.