Hawaiʻi State Legislature's
WEBSITE GUIDE

~ A Gateway to the Capitol ~

capitol.hawaii.gov

The Hawaiʻi State Legislature's website is a great resource, helping the public easily access information, track bills, and deliver testimony. This handout introduces you to some of the website's many useful features.

**HOMEPAGE: capitol.hawaii.gov**

Masthead

- As you navigate the site, you can **return to the homepage at any time by clicking on the Hawaiʻi state seal or the "Hawaiʻi State Legislature" title** in the upper left-hand corner.
- Use the links at upper right to register and then log in to the website, so that you can use the interactive features (submit testimony, hearing notification, and measure tracking). See pages 6-7 for more information.
- There's a powerful search box that you can use throughout the site – more on that on page 8.

Tabs

The new web design uses a **tab structure** to allow you to quickly navigate the site.
See pages 2-3 for more details on what you'll find under each of the tabs.

Shortcuts on the Homepage
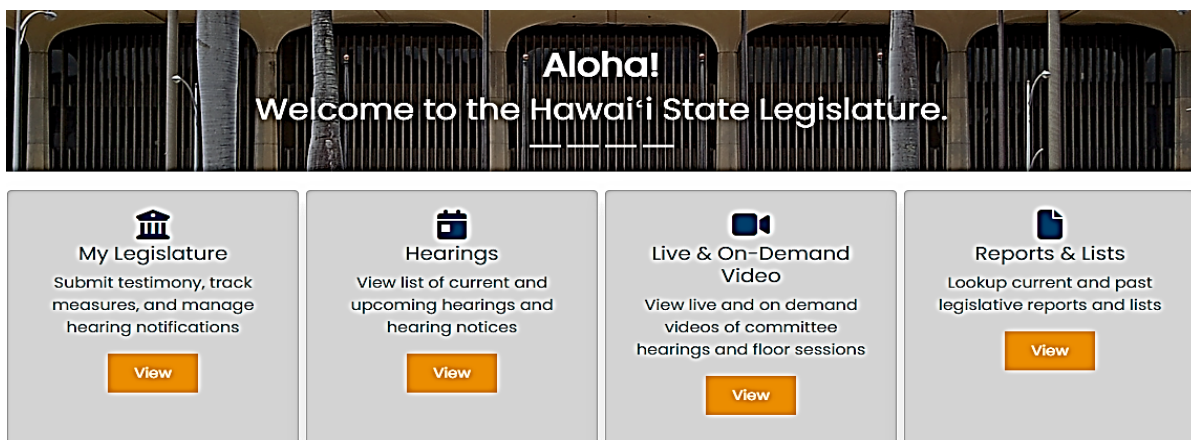
- **"My Legislature"** provides you with a shortcut to the interactive features of the website, allows you to edit your account, and offers the "Find Your Legislator" feature.
- **"Hearings"** is a shortcut to the list of upcoming events, as well as a search tool for finding past hearings.
- **"Live & On-Demand Video"** brings you to links for the House and Senate YouTube channels, where you can watch current and past events.
- **"Reports & Lists"** is an easy shortcut to one of the "go to" pages of the website – where you can find all the bills and other measures, and various lists and reports. It's also got a great search feature!

Tabs
capitol.hawaii.gov

The tabs at the top of the website allow you to quickly find what you're looking for.
Here are the drop-down menus that appear by clicking on the tabs and brief descriptions of what you'll find there.
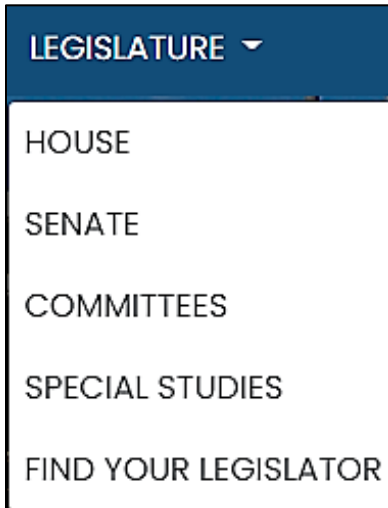
Legislature
House and **Senate**: Easy access to legislators, leadership, special committees, employment information, other links the chambers have provided, and the House or Senate journal (which documents all the activity on the chamber floor).
Committees: View just the House committees, just the Senate, or both. Select a committee for contact information for chair, vice chair, and committee membership. Also, find committee contact information.
Special Studies: Links to special studies and information on special legislative committees and task forces. (For other reports, use "Reports & Lists," accessible through a shortcut on the homepage or under the "Laws & Research" tab.)
Find Your Legislator: Enter an address and find the representative and senator who represent that area.

Events
Upcoming Hearings: View all of the hearings and informational briefings currently scheduled. Also a tool to find particular events and past hearings. (This page is also accessible through a shortcut on the homepage.)
Order of the Day: View the day's session agenda, or search for the agendas for a different date. Also quick links to YouTube coverage of the sessions.
Live and On-Demand Video: Brings you to links for the House and Senate YouTube channels, as well as the schedule for any cable broadcasts. (There's also a shortcut to this webpage on the homepage.)
Legislative Calendar: This is where you'll find the calendar for the current Regular Session, which shows all the legislative deadlines.

Participate
(find more information about some of these features on pages 6-7)
Submit Testimony: Log in to the website and enter the bill number you'd like to testify on – then just fill out the form, indicate whether you'll also be offering oral testimony, and write or attach your written testimony.
Hearing Notification: Don't miss a chance to testify! Log in and subscribe by bill number and/or by committee to receive an email when a hearing is scheduled.
Measure Tracking: If you're following more than one or two bills, measure tracking will save you time and help you stay on top of things. Just log in, create a list, put the bills you're interested in on it, and generate a report.
Contact Legislators: Directory and access to legislators' contact information and their webpages.
Public Access Room (PAR): A link to PAR's website, lrb.hawaii.gov/par. The website provides resources to help you learn more about the legislative process and how to get involved. On PAR's "Current Legislature" page you can find helpful handouts (for example, a list of office managers, the "Which Deadlines Apply to My Bill?" chart, and a sheet listing leadership and committees).

Tabs
capitol.hawaii.gov

| LEGISLATURE ▼ | EVENTS ▼ | PARTICIPATE ▼ | LAWS & RESEARCH ▼ | HELP & INFO ▼ |

LAWS & RESEARCH ▼

- HAWAIʻI REVISED STATUTES
- SESSION LAWS
- REPORTS AND LISTS
- SPECIAL STUDIES
- LEGISLATIVE INFO
- BUDGET
- GRANT-IN-AID
- ARCHIVES
- 2022 DOCUMENT INDEX

Laws & Research

Hawaii Revised Statutes: Access the codified laws of the state of Hawaiʻi. (Note: To search within the HRS, use the search box at the top right corner of the website.)

Session Laws: Find any act since statehood through this handy feature. Also provides great indexes, if you're not sure of the act number. (Note: To search within the Session Laws, use the search box at the top right corner of the website.)

Reports and Lists: A wealth of information to be found here – everything from lists of all of the measures being considered, to measures by package or introducer, to vetoed items. And a great search feature! Use the drop down menu at the top of the page to select past years. (There's also a shortcut to this webpage on the homepage.) More information on page 8.

Special Studies: Links to special studies and information on special legislative committees and task forces. (For other reports, use "Reports and Lists.")

Legislative Info: Links to special sessions, conference committee memos, and helpful documents like committee hearing schedules.

Budget: This is where you'll find budget worksheets.

Grant-in-Aid: Find the grant-in-aid application, review applicants' submissions, and view awardees. Current year application usually appears in December/January.

Archives: Looking for a bill from a previous session? This is where you can input the bill number and find the status sheet. Can also subject search in past years.

[2022] Document Index: Current year document index – usually only helpful in case of website glitches, allows access to the backend of the more user-friendly lists available elsewhere on the website.

HELP & INFO ▼

- TESTIMONY AND LOGIN
- FAQs
- MAPS & DIRECTORIES
- LEGISLATIVE GLOSSARY
- RSS FEEDS
- PUBLIC ACCESS ROOM
- CONTACT US

Help & Info

Testimony and Login: Assistance for some common problems encountered in using the interactive features of the website, and where to go for assistance. Also, ADA assistance.

FAQs: Provides some general information and answers frequently asked questions.

Maps & Directories: Floor maps, chamber seating maps, and helpful directories.

Legislative Glossary: A list of commonly used acronyms as well as a dictionary of legislative vocabulary. Note also the link to HRS abbreviations available at top of page.

RSS Feeds: A quick guide to Real Simple Syndication (RSS) feeds available on the website.

Public Access Room (PAR): Another link to the Public Access Room (PAR) website (also available under the "Participate" tab), lrb.hawaii.gov/par. PAR provides a variety of resources to help you participate effectively in the legislative process.

Contact Us: Contact information for PAR, the clerks, the Legislative Reference Bureau (LRB) library, and webmaster. Also, handy links to contact lists of legislators.

Measure Status Page

To find a measure's status page, enter the measure number in the search box
or click the hyperlinked measure number in a report.
See the next page for descriptions of the features noted below with circled letters.

31st LEGISLATURE, 2022
Hawai'i State Legislature
Ka 'Aha'ōlelo Moku'āina 'O Hawai'i

→] Log In | ☑ Register

--Search Type-- ⬍ 🔍

LEGISLATURE ▾   EVENTS ▾   PARTICIPATE   LAWS & RESEARCH ▾   HELP & INFO ▾

(A) (B)

SB2822 SD1 HD1 CD1 📄 🔗 ❓

Submit Testimony

	(C)
Measure Title:	RELATING TO ASTHMA.
Report Title:	Asthma; Department of Education; Training; Teachers; Instruction
Description:	Authorizes the Department of Education to offer optional asthma education instruction to students and provide asthma training to teachers and other department employees who interact with students. (CD1)
Companion:	HB1799
Package:	None
Current Referral:	EDN, HHH, FIN
Introducer(s):	KIDANI, CHANG, DECOITE, FEVELLA, KANUHA, LEE, MISALUCHA, Baker, Dela Cruz, Gabbard, Ihara, Keith-Agaran, Moriwaki, Nishihara, San Buenaventura, Wakai
Act:	147

Sort by Date		Status Text
1/21/2022	S	Introduced.
1/24/2022	S	Passed First Reading.
1/24/2022	S	Referred to EDU/HTH, WAM.
2/4/2022	S	The committee(s) on EDU/HTH has scheduled a public hearing on 02-09-22 3:30PM; Conference Room 229 & Videoconference.

(H)

All Versions of this Measure

SB2822_SD1
SB2822_HD1
SB2822_CD1   (D)
SB2822

Committee Reports

SB2822_SD1_SSCR2428_
SB2822_SD1_SSCR30[..]
SB2822_HD1_HSCR[..]2_   (E)
SB2822_HD1_HSCR1375-22_
SB2822_HD1_HSCR1874-22_
SB2822_CD1_CCR150-22_

Testimony

SB2822_TESTIMONY_EDU-HTH_02-09-22_
SB2822_SD1_TESTIM[..] WAM_02-23-22_
SB2822_SD1_TESTIM[..] EDN_03-15-22_   (F)
SB2822_HD1_TESTIMONY_HHH_03-22-22_
SB2822_HD1_TESTIMONY_FIN_04-05-22_

Hearing Notices

| EDU/HTH | 2/0[..] :30P CR 229 & [..] onference | View 📺 |
| WAM | 2/23/22 10:05A CR 211 & Videoconference | View 📺 | (G)
| EDN | 3/15/22 2:00P 309 Via Videoconference | View 📺 |
| | 3/22/22 9:30A | |

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LEGISLATURE	EXECUTIVE	REFERENCE	CONTACT
House	Governor David Ige	Legislative Reference Bureau	Hawai'i State Capitol
Senate	Lt. Governor Josh Green	Public Access Room	415 South Beretania St. Honolulu, HI 96813
House Jobs		Hawai'i Directory State, County, and [Fed]eral Officials (I)	Contact Us
Senate Jobs			
OFFICES	**U.S. LEGISLATORS**	**COUNTY**	**RELATED LINKS**
Hawai'i State Ethics Commission	U.S. Rep Kai Kahele	C&C of Honolulu	'Ōlelo Community Television
Office of the Auditor	U.S. Rep Ed Case	County of Maui	Akaku Maui Community Television

Measure Status Page

Measure status pages have been designed to offer easy access to up-to-date and relevant information.
For convenience, we use "bills" in examples and references throughout this guide, but you can substitute the word with "measures" – which includes bills, resolutions, Governor's Messages, and Judicial Communications.

See the circled letters on the preceding page and read more about the corresponding features here.

(A) 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 current version of 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, which is sometimes helpful when discussing the legislation.)

(B) Submit Testimony
- A shortcut to the webform used to submit testimony appears on each bill's status page. Log in to use – see pages 6-7 for more information.
- 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.

(C) Measure Title/Report Title/Description/etc.: This top section shows the measure title, report title (keywords), and description (which changes as the bill changes). While it may note a companion bill (an identically introduced bill in the other chamber at the start of session), there may be identical bills that are not listed. If the bill is part of a legislative package, it will be noted here. (Other bills in the package can be found on the "Reports and Lists" page.) The bill's current referral reflects its most recent referral. The legislator(s) who introduced the measure are listed: the first name is considered the author of the bill, other names listed alphabetically in capital letters are primary introducers, and names listed alphabetically in upper and lower case letters are co-sponsors. A new feature that has been added: if the bill has been enacted, the act number will be listed here with a hyperlink to the governor's message and the signed or stamped enacted legislation.

(D) All Versions of this Measure: Links to current and previous versions of the bill are listed.

(E) Committee Reports: Easy links to Committee Reports are listed chronologically, from oldest to most recent. Committee reports can be helpful in summarizing changes made to the measure from one version to the next. On occasion, more detailed discussion of the measure and additional considerations are noted.

(F) 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.

(G) Hearing Notices: Lists all hearing notices for the measure. Click on "View" to see notice. Click on the YouTube logo to view the proceedings – in real time, or after the fact.

(H) 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" nexts to the date indicates a Senate action; an "H" indicates a House action.) You can click to "Sort by Date" and reverse the order of events, bringing the most recent to the top.

(I) Links: Note that at the bottom of the website you'll find helpful links. Take a moment to see what's there.

Interactive Features: Log In and…

> **Learn to use these helpful interactive features:**
>
> **"Submit Testimony"** (submit written testimony & sign up to offer oral testimony)
> **"Hearing Notifications"** (get hearing notices sent to you by email)
> **"Track Measures"** (set up your own bill tracking list)

The "Log In" and "Register" links are in the upper right corner above the search box.

Click on "Log In" and enter the password you created for this website.

→] Log In | ☑ Register

> *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 logged in, the links convert to "**Edit Account**" and "**Log Out**."*

☑ Edit Account | [→ Log Out

Note: The site will automatically log you out after 60 minutes of inactivity.
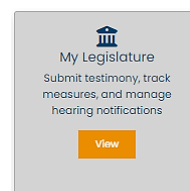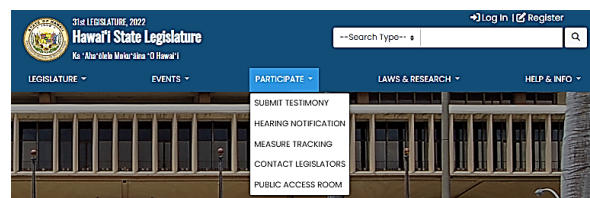
Once you're logged in, you can use these features…

Submit Testimony

Hearing Notifications

Track Measures
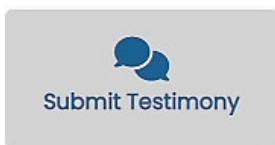
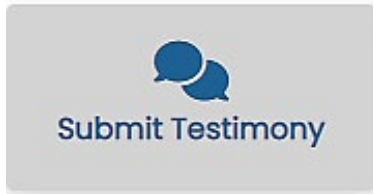**Find the interactive features** in two places on the website:

- **Select them under the "Participate" tab, using the drop-down menu**

  Or

- **Click on the "My Legislature" shortcut button on the homepage and select the feature you'd like**

Interactive Features: Log In and…

The **"Submit Testimony"** feature makes it easy to submit testimony. You'll upload the file that contains your testimony, or type it into the comments box on the form. You can also sign up to offfer oral testimony in person or on Zoom. Remember that all written testimony is public and will be posted online – don't include anything you don't want to share.

Select "Submit Testimony" using the "Participate" tab's drop-down menu (or by using the "My Legislature" shortcut on the homepage). Next, enter the bill number you want to testify on – its hearing information will appear along with a submission form. Proceed to **fill out the form** – you'll be asked if you are opposing or supporting the measure, testifying as a group or individual, and whether you'll just be submitting written testimony or also requesting to testify in person or remotely over Zoom. Then, use the **"Choose File"** or **"Browse"** button to upload the file you've saved on your computer that includes your testimony. (Another option: You can just type your testimony directly into the "Comments" box.) When done, click "**Next**" and then review your details. Once you're ready, click "**Submit**." That's it! Your testimony confirmation will appear in the left-hand column, highlighted in green, showing that your written testimony was successfully processed and submitted. If you requested the opportunity to testify via Zoom, you'll also find a "Zoom requested" notation that, three hours prior to the hearing, will change into a "Join" button if your request was accepted.
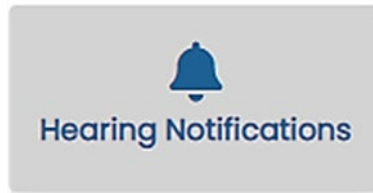
The **"Hearing Notifications"** feature lets you receive email notification of hearings for specific measures or committees. It's a great way to make sure you don't miss the chance to testify!

Once you've selected "Hearing Notifications", you'll see two columns: **"Subscribe by Measure"** and **"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 on the left and click **"Add**." Repeat for all the measures you'd like to receive notices for. To use the **"Subscribe by Committee"** feature on the right, just click the box next to any committee whose hearing notices you'd like to receive. Scroll down to see all of the committees.

Then simply **"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.
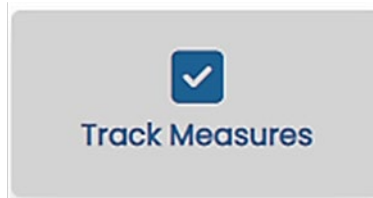
If you're following more than a couple of bills, **"Track Measures"** comes in handy. Once you've selected "Track Measures" you'll be on a page where you'll be able to create, modify, or view your tracking reports.

If you're just starting, you'll need to create a list. You can name it anything – simply enter a name in the box and click **"Create List."** (You can create more than one list, if you like, but usually one list is all you need.) Your list's name appears below.

Next, click on **"Show List"** next to your list's name. Now, the list's name will appear in the right-hand column. You can 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 report or highlight an item. (Tip: To add multiple bills at a time, type them in one after the other, separating them with a comma.)

Finally, click on the **"Generate Report"** button. Your list appears 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 sort-able – 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 useful when sharing information.

Check your measure tracking lists as often as you like. Just log in and select "Track Measures," then "Show List," and "Generate Report" to see the updated report. It's easy to add or delete items from your lists as the session progresses.

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

Search Box

Use the drop down menu to choose the type of search

In the upper right corner of the website, you have access to a powerful search engine. You'll see that "Measure Status" is the default option. To find bills, resolutions, and other measures use the "**Measure Status**" type and enter the measure number (no periods, spaces, or draft numbers – for example, "HB123" or "SCR25").

Use the drop down menu for other search types. Looking for a word or phrase in the HRS? Select "**Hawaiʻi Revised Statutes**" to search the law books. Searching for a particular law that was passed? The "**Session Laws**" will allow you to look for a word or phrase that appears in enacted legislation. Finally, there's "**Keyword**" search – which will allow you to search the current session's legislation and committee reports. (Note: For advanced users, check out the "Menu Assisted" and "Advanced" features on the results page.)

"Reports and Lists" Page

There's a wealth of information available on the "Reports and Lists" page. Click on the "**Reports and Lists**" shortcut button on the homepage or select it using the "Laws & Research" tab's drop-down menu.

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

Note: This page's features are also available for previous years (back to 2013). Select the year here.

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

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

Please contact the Public Access Room (PAR) if you need assistance! 808/587-0478 or par@capitol.hawaii.gov *[10/14/22]*

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