

Using the Legislature's Website. Presented by the Public Access Room (PAR), 808/587-0478, par@capitol.hawaii.gov. Our website is lrb.hawaii.gov/par.

Public Access Room Your Office



4th Floor, Room 401

808/587-0478 par@capitol.hawaii.gov



at the State Capitol



Our physical office – the public's office – is in Room 401 of the State Capitol building (at 415 South Beretania Street, Honolulu, Hawaii 96813) at the corner of Beretania and Punchbowl streets.

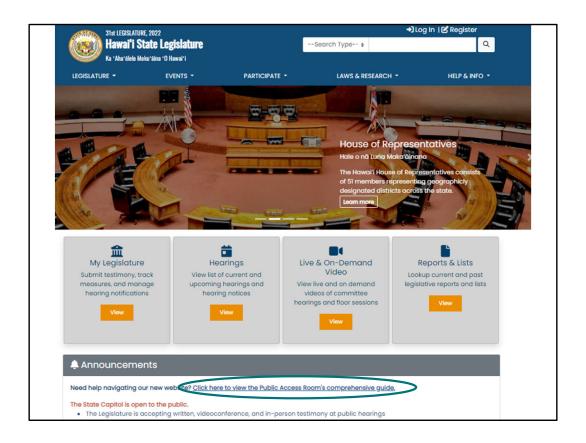
When there are no COVID-19 concerns, we fan out across the islands to offer workshops like this one. Now, we offer the workshops virtually.

(By the way, the Hawaii State Capitol is a beautiful building with a lot of symbolism built into its open architecture. Check out the virtual tour that's available on the governor's website:

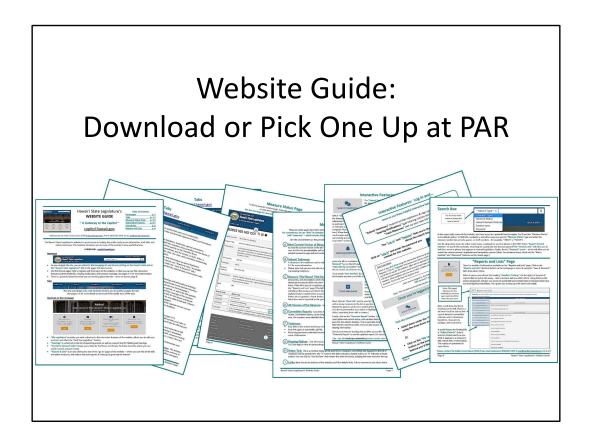
https://histategis.maps.arcgis.com/apps/MapJournal/index.html?appid=25a003ed53c5404 eadddbab1561745b1)



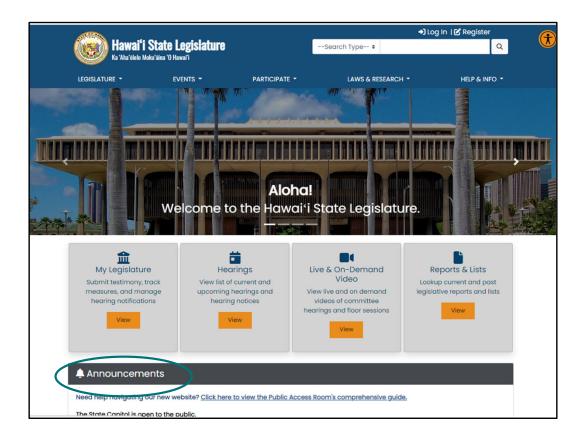
The legislature's website, capitol.hawaii.gov, is a portal to all sorts of helpful information. You can always come back to the home page by clicking on the State Seal or the "Hawaii State Legislature" header at upper left.



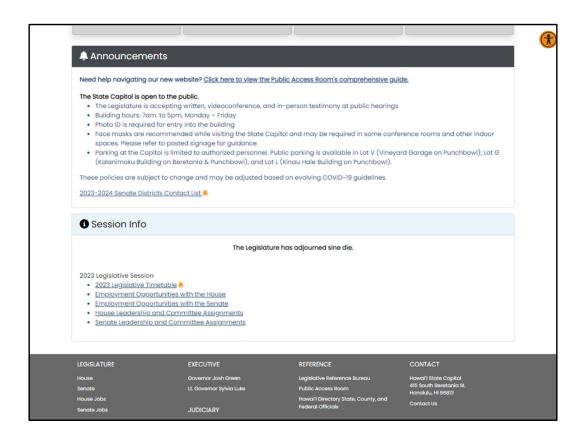
The website was given a new look near the end of 2022. It's designed to be a bit more intuitive than the old site and lays the ground for future enhancements. We'll go through a number of features of the website, but for more information refer to the guide PAR has created. There's a link under the "Announcements" tab.



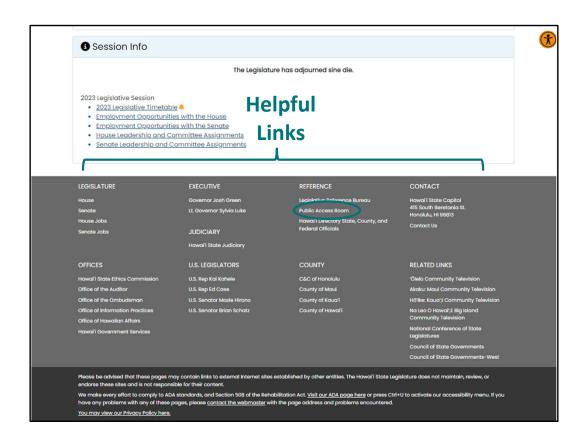
The guide goes through the tab structure of the website, examines the bill status page, and provides an overview of the interactive features. Download one from the website or pick one up at PAR in room 401.



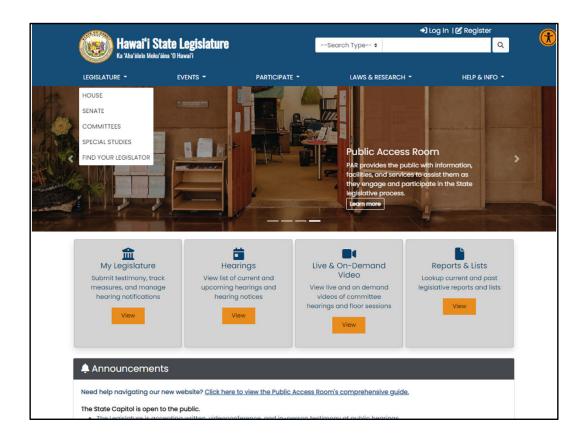
There's more to be found under "Announcements" and it's not a bad idea to visit there to make sure there aren't any major items being posted.



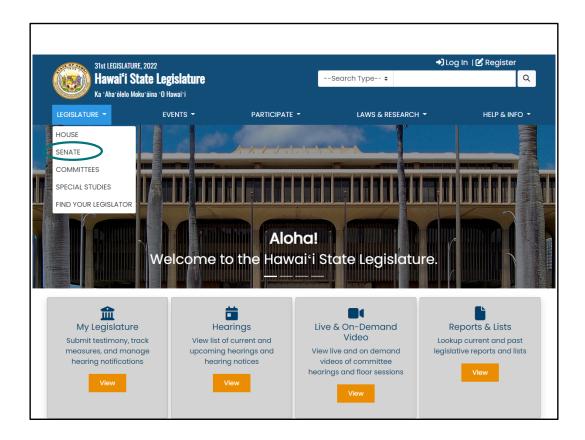
Here's what it looks like... There's also a "Session Info" area which may have some helpful information and links.



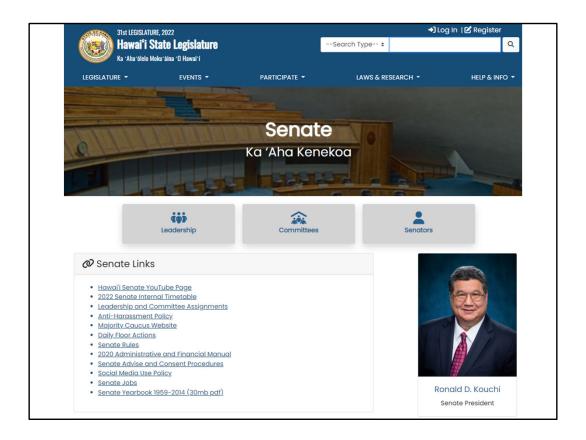
Always to be found at the bottom of the site are helpful links to other branches and levels of government, as well as legislative service offices. You can find a link to the Public Access Room (PAR) website here.



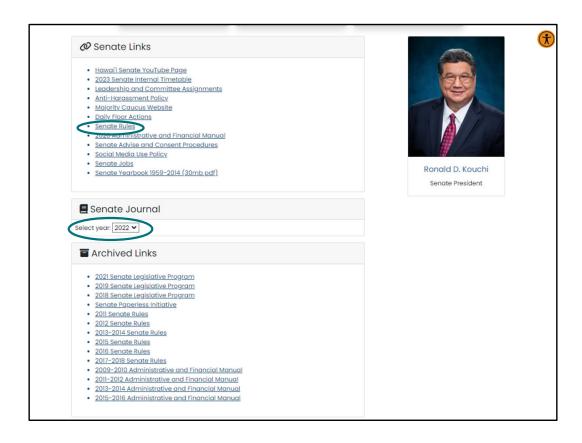
Back up at the top of the homepage, let's see what's available under the "Legislature" tab.



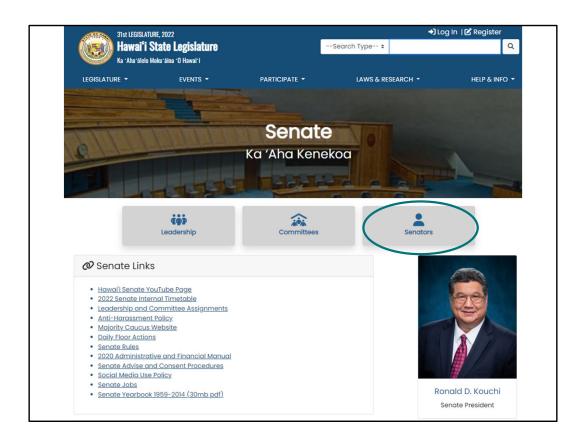
To view the legislators, on the "Legislature" tab and select either House to view all the Representatives, or Senate to view all the Senators.



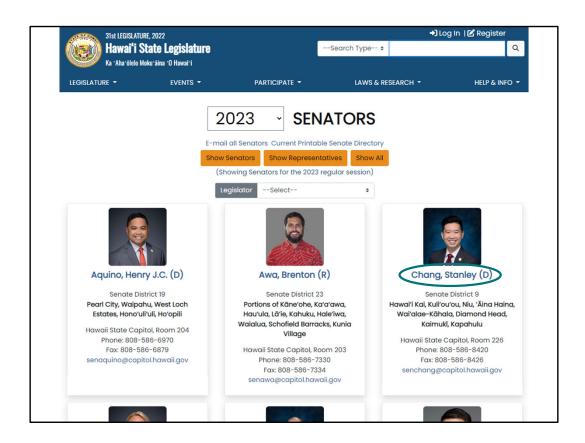
From this page, you can view leadership information, committees, and all members by clicking on the tabs you want to view.



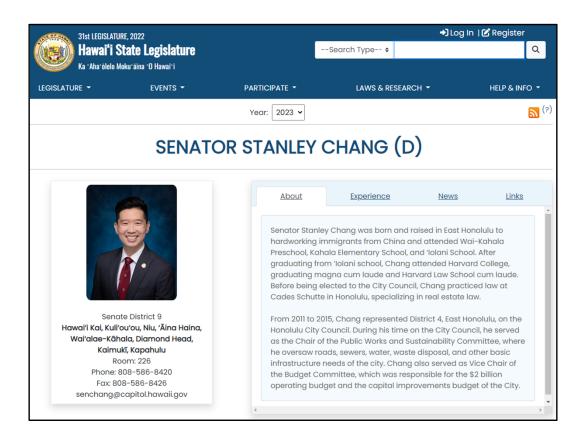
If you scroll down you'll notice this is also where you can find the Rules and the Journal.



If we click on "Senators"...



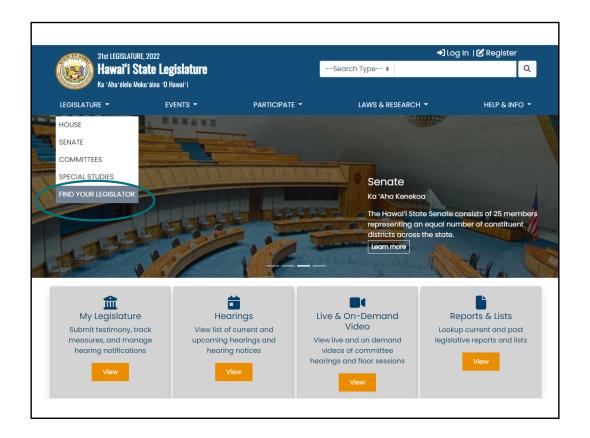
Here's the page we get when we select "Senators." We can click on their name to get to their own web page.



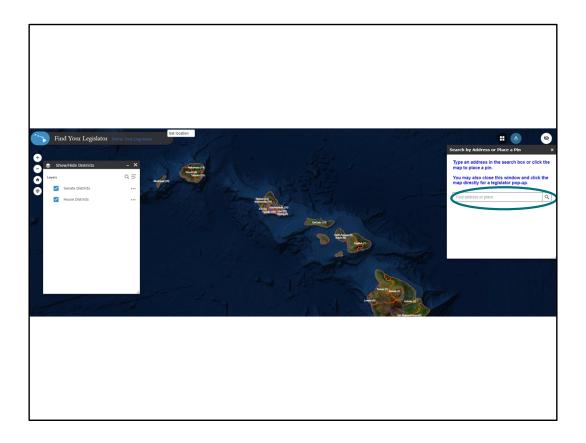
And find information about them, their experience, and other helpful information.



To find out who your own representative and senator are, it's as simple as going to the legislature's website, capitol.hawaii.gov .



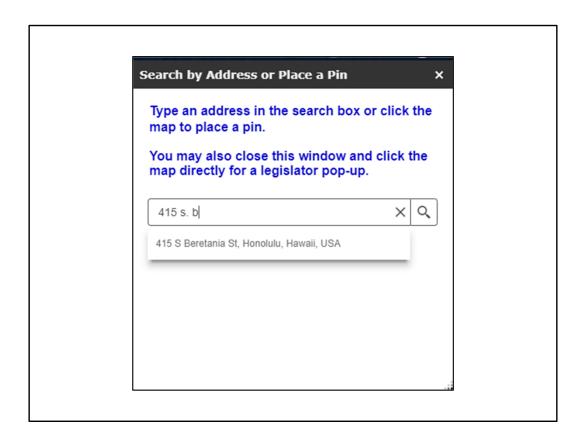
From the capitol homepage, click on the "Legislature" tab. Then select "Find your legislator" from the drop-down menu.



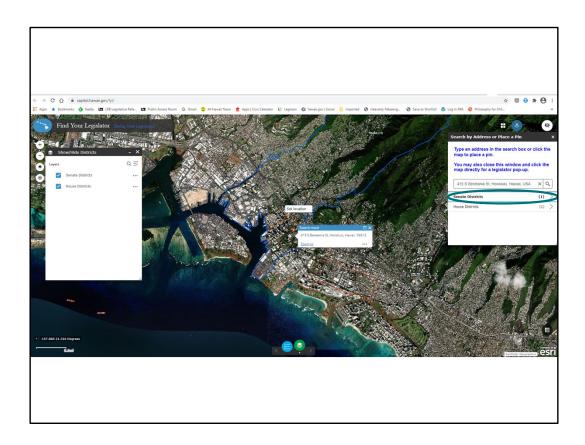
You'll come to this screen where you can type in your address or navigate on the map to a particular location



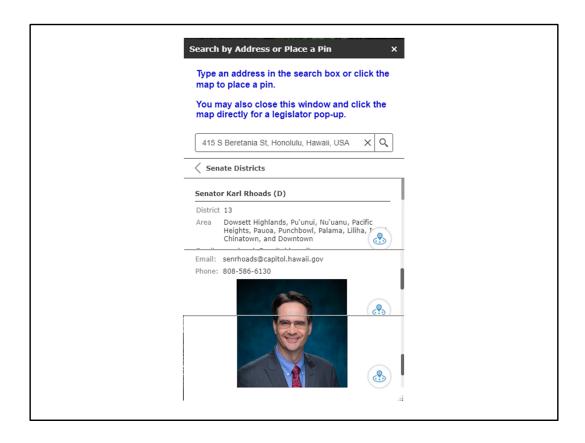
Let's put in an address



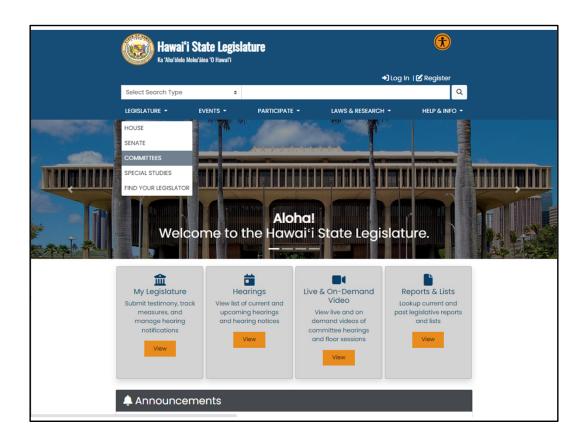
We'll pretend we live at the state capitol, 415 S. Beretania Street



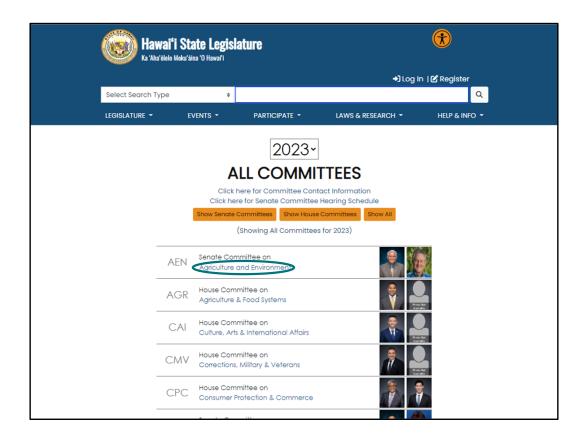
As soon as we put in the address, the map locates the address and shows us the boundaries of the House and Senate districts it falls in. To see who our elected officials are, just click on "Senate Districts" or "House Districts" in the box on the right.



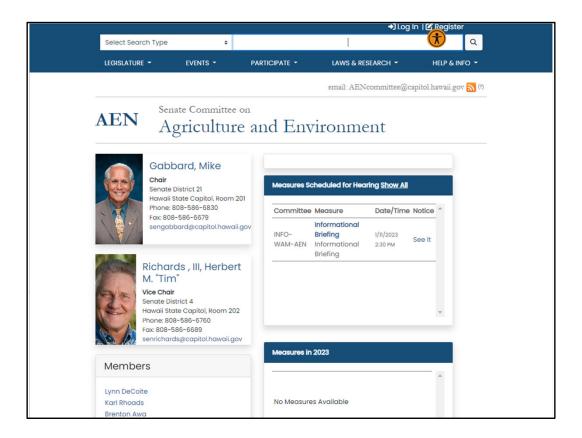
When we click on Senate Districts, we find that our senator would be Sen. Karl Rhoads, and are provided with his contact information and even a photo.



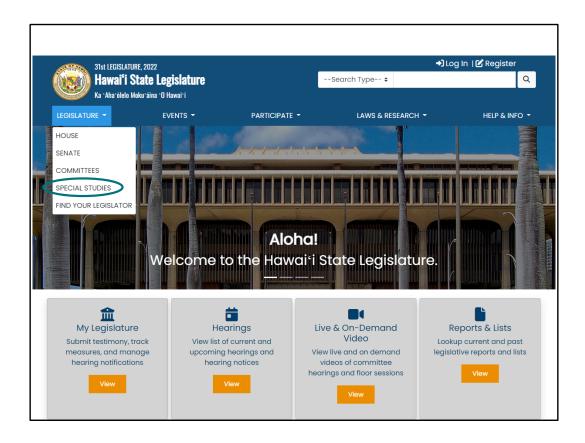
Also under the "Legislature" tab is a link to "Committees"



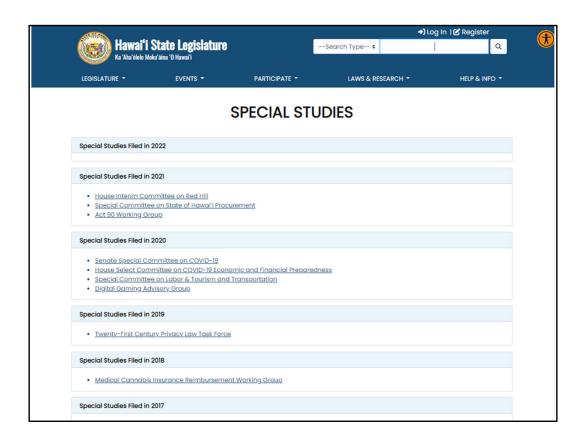
Select one...



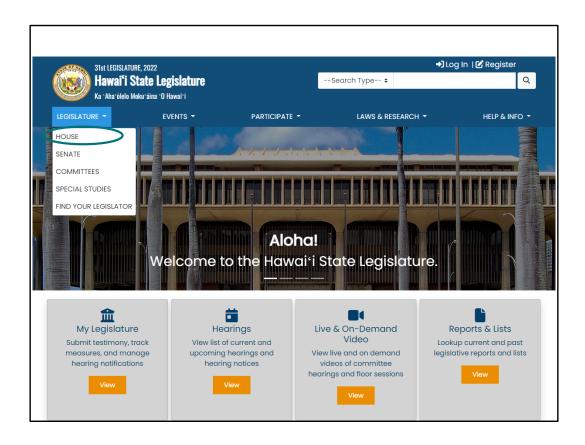
And up will come the chair, the vice chair, and members of the committee.



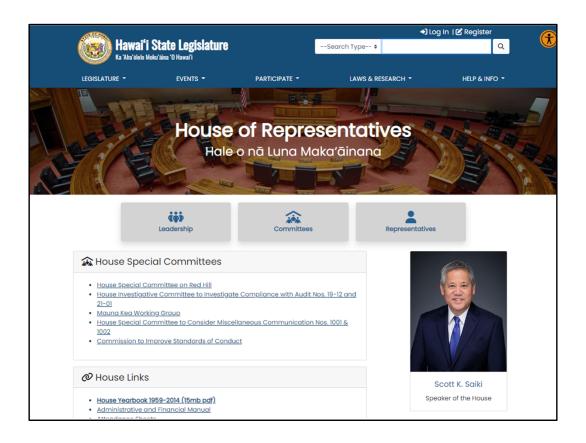
Also under the "Legislature" tab is "Special Studies"



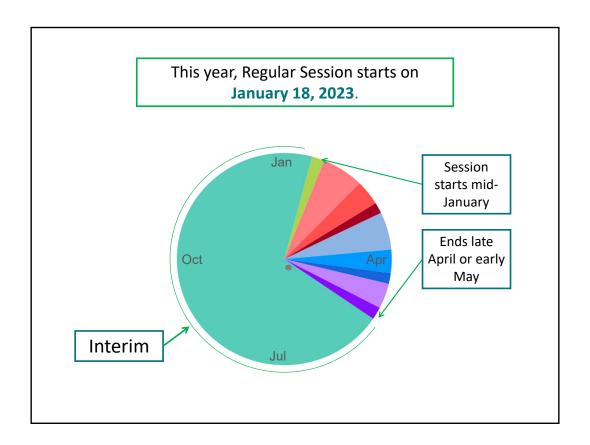
This isn't a page you'll visit often, and if you're looking for something like the House Commission to Improve Standards of Conduct report, you'll have to look elsewhere



To find that report, click on "House" under the "Legislature" tab



And there you'll find links to House Special Committees, including a link to the Commission where you'll find the report.

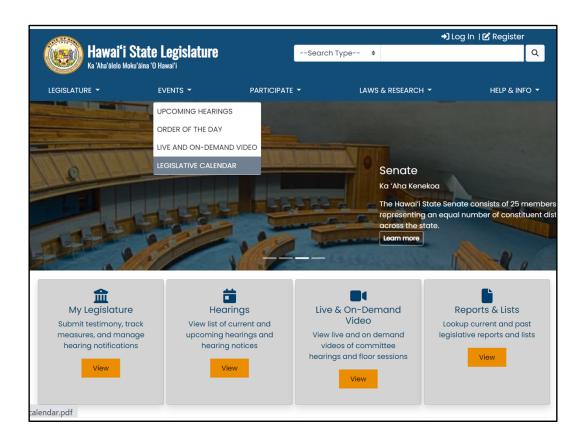


The legislature always starts its Regular Session on the 3^{rd} Wednesday in January – this year, that will be January 18, 2023.

The Legislative Calendar Usually in late December or early January THE 2015 SESSION CALENDAR Note: On the 60 session days (days when members convene in their respective chambers), the session day count appears in a box on the lower-right, like this. \Longrightarrow UIDE TO THE DEADLINES on starts at 10:00 a.m. on the third Wednesday of January. d together by common interest groups and accepted and la code: ■ = bills ■ = resolutions ■ = budget FRI 23 Non-Admin. Bill Package Cutoff JANUARY Opening Day 26 State-of-the-State Address & Admin. Bill Package Cutoff 4 28 State-of-the-Judiciary Address 30 Grants/Subsidie Cutoff & The House of Striage Gen, was grown to grow the Reading, it is given its committee referrals which specify which introduce bills. [Note: At Introduction, each bill is given a "Sill waveil gov) and used to track all the measure's activity.] refers to an award of appropriated state funds by the legislatu. "Grant-in-Aid." "Subsidy" refers to a similar award to a recipie FEBRUARY 12 Triple Referral Filing (Bills) with multiple referrals) must move to their final committee in the 18 MARCH e Governor which estimates expenditures for the fiscal year or

The legislative calendar with the specific dates that will rule our lives during session is published prior to the beginning of a session – and usually not *much* before-hand.

The calendar is established by the Senate President and the House Speaker, working together.



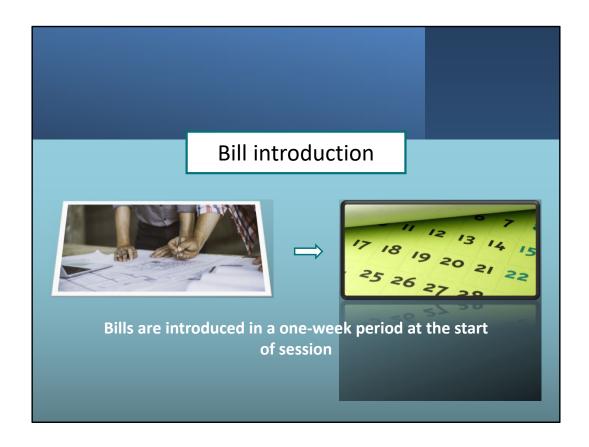
You'll find the "Legislative Calendar" under the next tab heading, "Events"

| 2023 SESSION CALENDAR NOTE: ON THE 60 SESSION DAYS (DAYS WHEN MEMBERS CONVENE IN THEIR RESPECTIVE CHAMBERS), THE SESSION DAY COUNT APPEARS IN A BOX ON THE LOWER-RIGHT, LIKE THIS. # | | | | | |
|---|------------|----------------------|-----------------|------------------|-----|
| de: = bills = = | TUE | WED | THU | FRI | SAT |
| | IUE | 18 | 19 | 20 | 21 |
| JARY | | Opening Day | 13 | Non-Admin Bill | 21 |
| | | Opening Day | | Package Cutoff & | |
| | | | | Grants/Subsidies | |
| | | 1 | 2 | Cutoff 3 | |
| 3 State-of-the- | 24 | 25 State-of-the- | 26 | 27 | 28 |
| State Address & | | Judiciary Address | | | |
| dministration Bill | Recess #1 | Bill Introduction | Recess #2 | | |
| ackage Cutoff | | Cutoff | | _ | |
| 4 | | 5 | | 6 | |
| , | 31 | | | | |
| 7 | 8 | - | | | |
| RUARY | | 1 | 2 | 3 | 4 |
| | | 9 | 10 | 11 | |
| | 7 | 8 | 9 | 10 | 11 |
| | | Triple Referral | Triple Referral | 100,000 | |
| _ | | Filing (House Bills) | | _ | |
| 12 | | 14 | 15 | 10 | |
| 3 | 14 | 15 | 16 | 17 | 18 |
| | | | First Lateral | First Lateral | |
| 17 | 18 | 19 | Filing (Bills) | (Bills) | 1 |
| 20 | 21 | 22 | 23 | 24 | 25 |
| HOLIDAY | ~ . | | Mandatory 5-Day | | 20 |

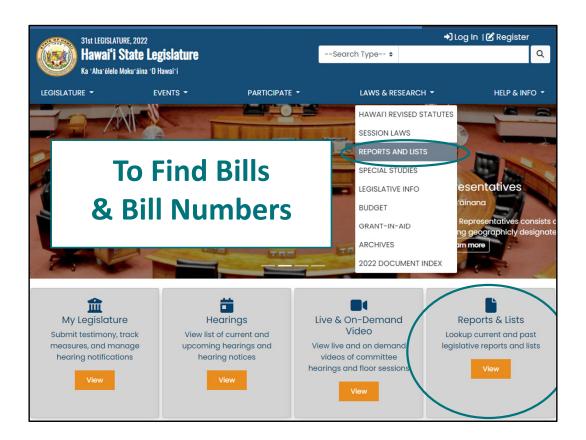
You'll find all the deadlines that rule us for the next few months



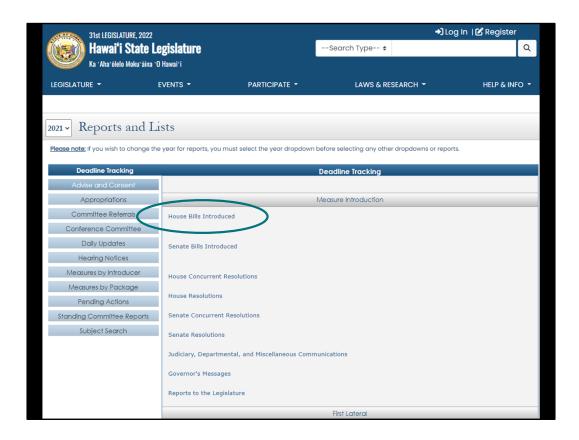
But first comes Opening Day which has often been rather festive



Approximately 2,500-3,000 bills are introduced each year (Senate and House combined). There is a narrow window when bills can be introduced, beginning with the first day of session and usually lasting about a week. This year's deadline for bill introduction is January 25, 2023.



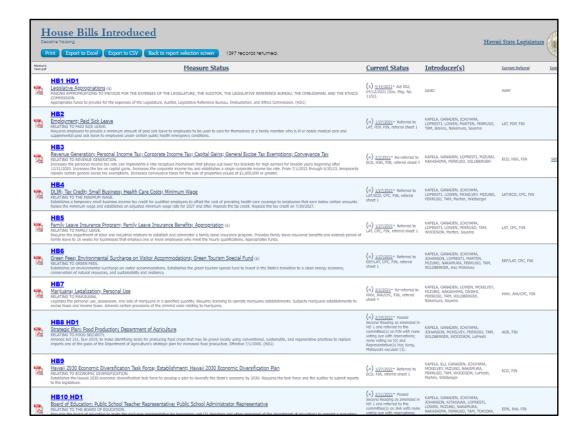
Now, say session's begun, where are all the bills? You'll find them on the "Reports and Lists" page – which you can reach by clicking on the short cut in the large gray box, or selecting it under the "Laws & Research" tab.



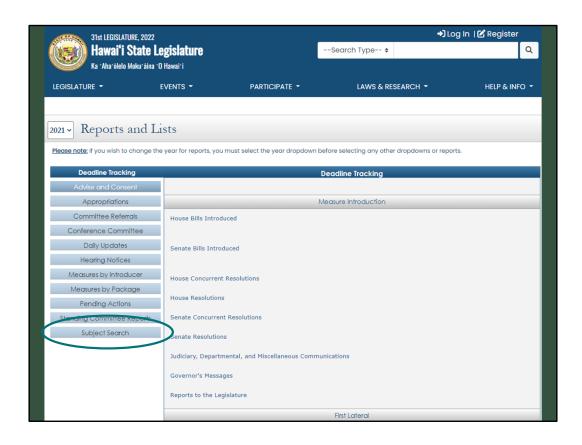
After clicking on "Reports and Lists," on the right side of the screen, you will see the heading "Deadline Tracking."

To the right (also under the heading "Deadline Tracking"), you will see a long list of reports that are just a click away. Using these as the session progresses will give you access to sortable and downloadable lists of measures that have survived significant deadlines. It's a great way to keep up with what's still viable.

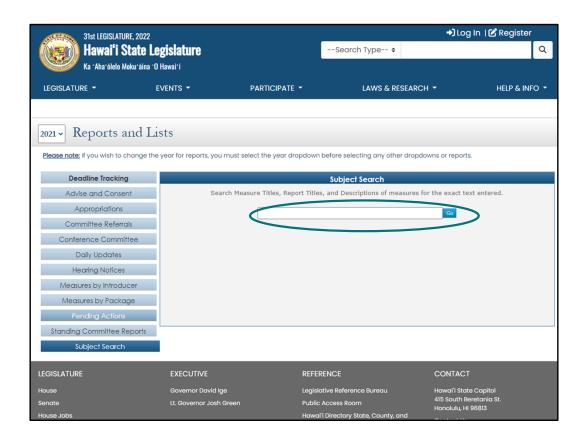
Here, for example, you can find all the House bills introduced, or later in the session, only the bills that survived first crossover.



Here's what a report on House Bills Introduced looks like. You can scan the bills' descriptions. You can click in and out of the bill's status page by clicking on the bill number. The .pdf symbol on the left brings up the most current version of the measure.



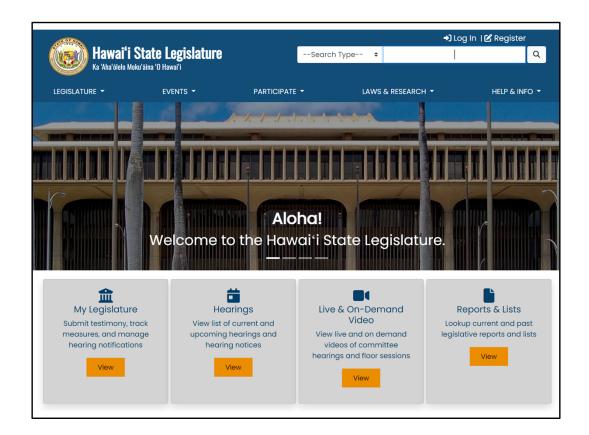
After you click on "Reports and Lists" you can use the "Subject Search" bar...



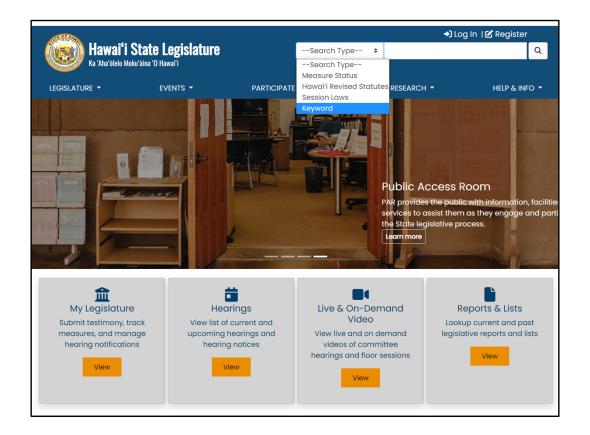
Which brings up a search box for finding a word or phrase that appears in a bill's title, description, or key words



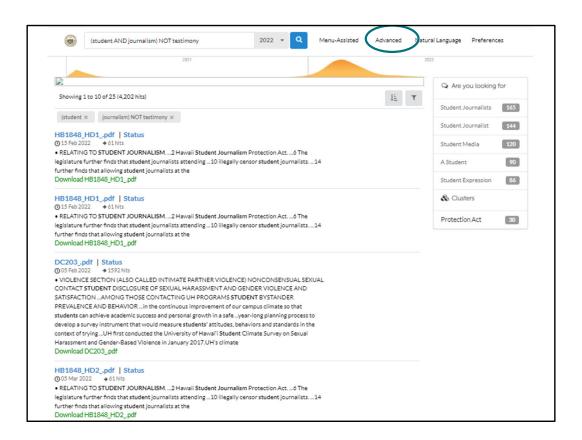
Here are the results from searching the word "student" – the results are presented in an orderly report, easy to view the keywords and descriptions, or to further refine the results using your web browser's search tool (often <Ctrl><F>). I could search for the word "food" for example.



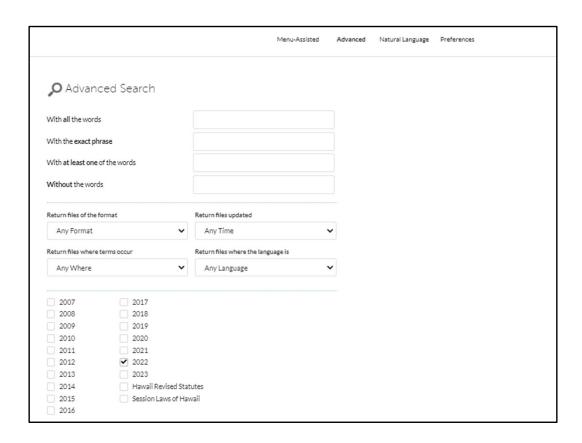
Another way to search for bills on a certain subject is to use the search bar at the top of the website.



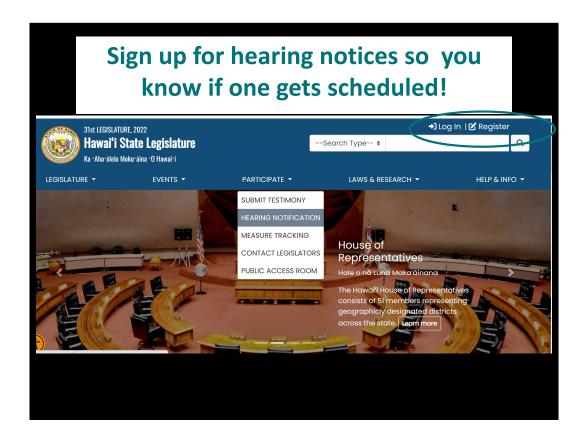
The other option is to use the "Keyword" search type for the search bar at the top of the site. This is a more thorough search, and will look through not just the description, title, and keywords, but also the content of the legislation, committee reports, and testimony.



The results take a bit to dig through if you get a lot of results. Use the suggested subheadings on the right to refine your search or use the "Menu Assisted" or "Advanced" menus to get more focused in your search.



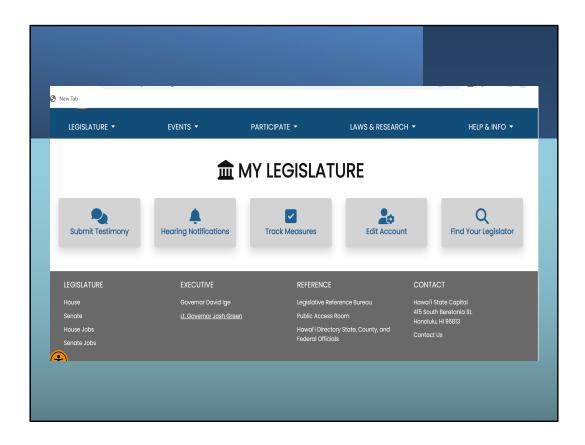
Here's what the "Advanced" form looks like – it makes it easy for you to search for particular words or phrases in the content of legislation.



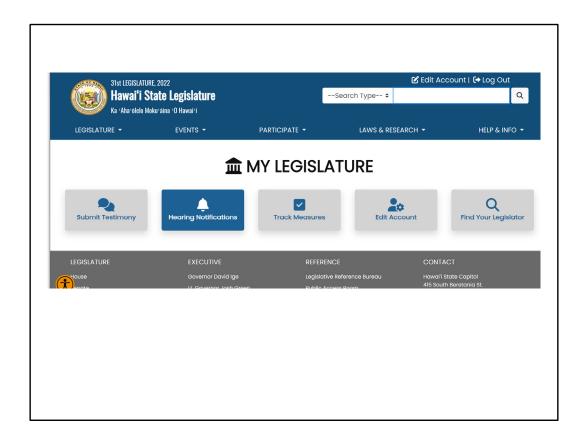
One of the first things to do when you find a bill that interests you is to sign up for hearing notices. Go to the legislature's website (capitol.hawaii.gov) and "Sign In" – we'll enter our email address and the password we created. We'll then be presented with shortcuts to our interactive features. If you've traveled away from that page, just select the interactive buttons that appear under the "participate" tab. Here, we'll select "Hearing Notification."

First Time Users:

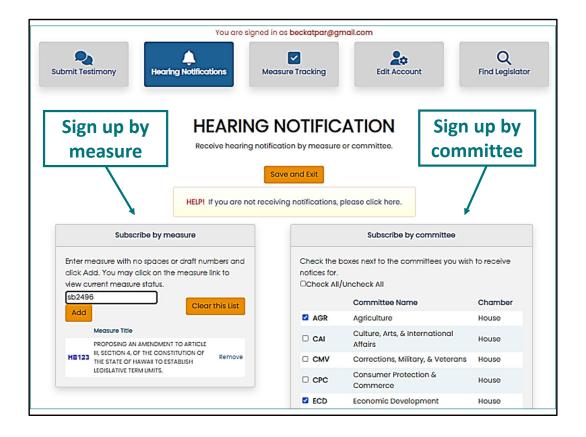
If this is your **first time** using the interactive features of the website, you'll have to Register. Click on "**Register**" and enter your name, email address, and the password you'd like to use for the website. After you've agreed to the terms and conditions, you will be directed to go to your email 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 sign in, you can use the interactive features.



So, if we want to sign up for hearing notices to be emailed to us, we just click on the icon, "Hearing Notification".

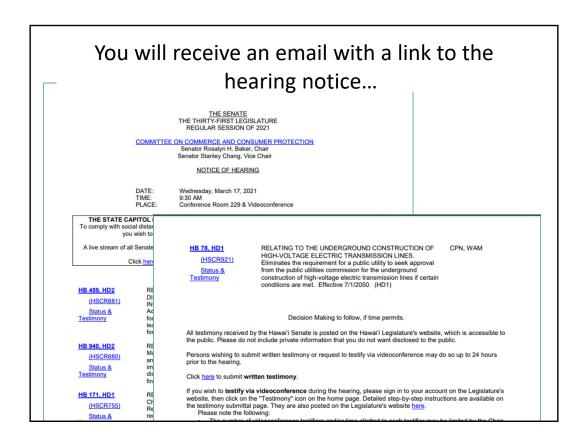


This page appears. You can choose to receive hearing notices for certain bills or committees.

Just enter the bill number in the "Subscribe by Measure" box. Add as many bills or resolutions as you'd like. Any time one of them is scheduled for a hearing, you'll get an email with a link to the hearing notice telling you when and where the hearing is taking place and how to offer testimony.

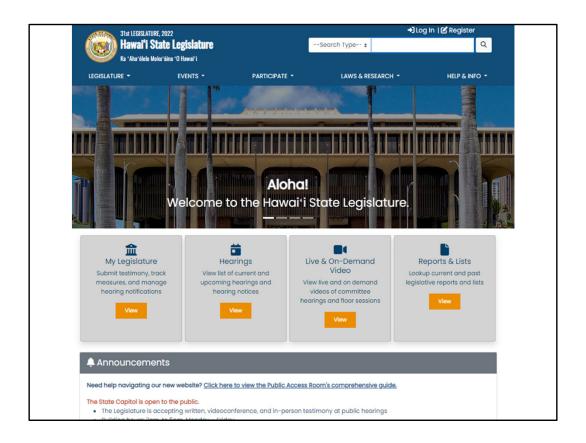
You may also want to subscribe to receive all the hearing notices issued by a particular committee. In the "Subscribe by Committee" area to the right, just click the boxes next to the committees you'd like to subscribe to. Be sure to select both the House and Senate committees!

Be sure to click on the "Save and Exit" button, and you're all set. It's easy to come back to this page and change your selections as session progresses.

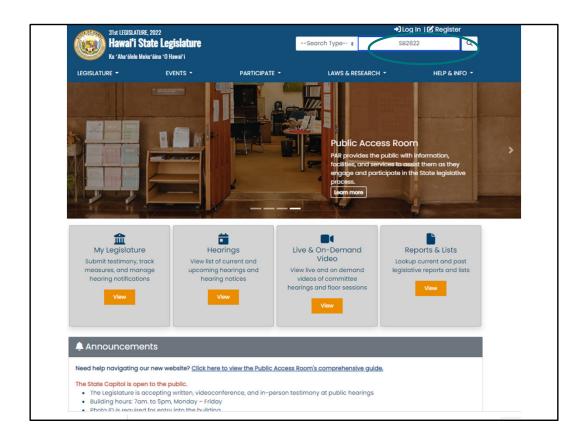


The hearing notice lists the time and place it will meet and which measures are being considered.

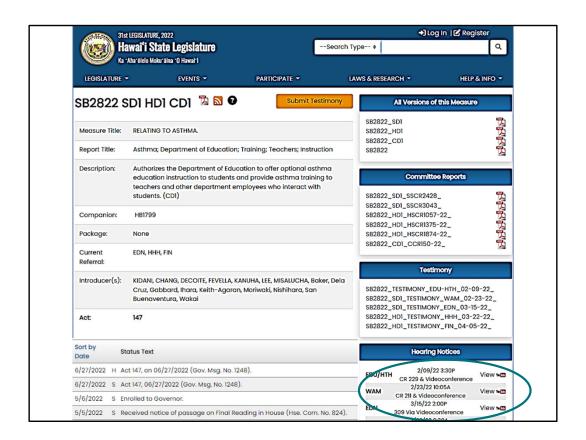
Guidelines and the testimony deadline appear at the end of the hearing notice.



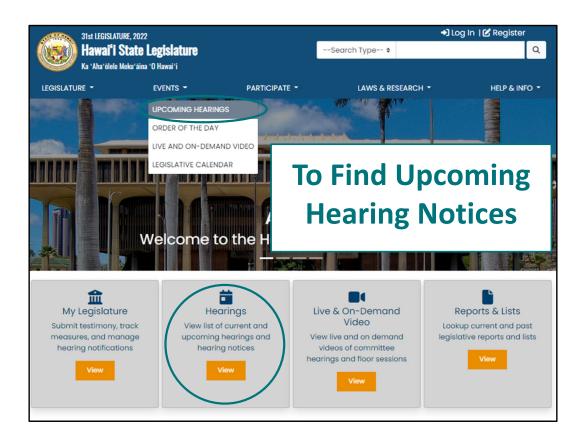
If we want to visit a bill's status page, we can use the search box up at the top of the screen.



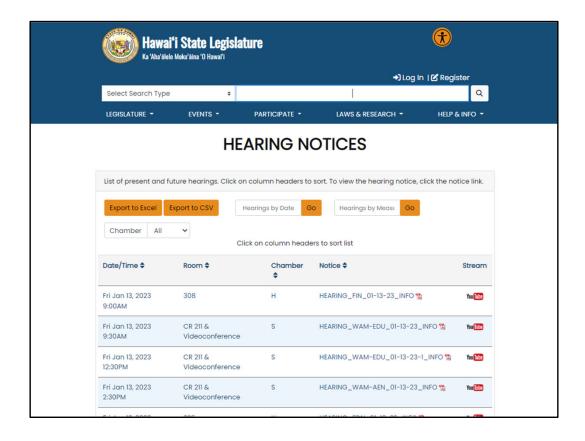
We can select search type "Measure Status" or just type in the bill number... the default if no search type is selected is "Measure Status"



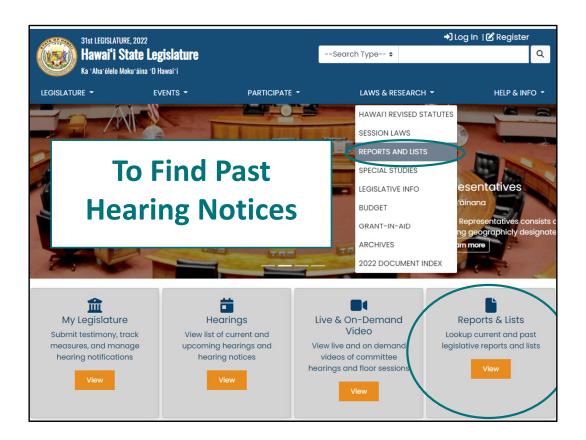
On the bill status page, you'll find a wealth of information — including the committee reports, testimony, and hearing notices. You can click on the YouTube symbol to view the hearing in real time or after the fact. The most recent version of the bill is always available by clicking on the bill number at the top of the page or the .pdf symbol next to it. The page hasn't changed much in the recent re-design except that 1) if enacted, there will be a link to the governor's message and the enacted legislation underneath the list of introducers, and 2) status updates under "Status Text" will appear in reverse chronological order, with the most recent action at the top (note: if you'd like it to appear chronologically instead, just click on "Sort by Date" to reverse it).



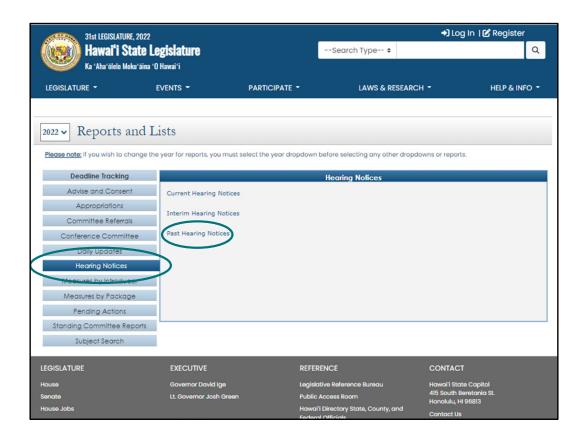
Under "Events" you'll find a link to "Upcoming Hearings" (there's also a shortcut – see the big gray box below the photo).



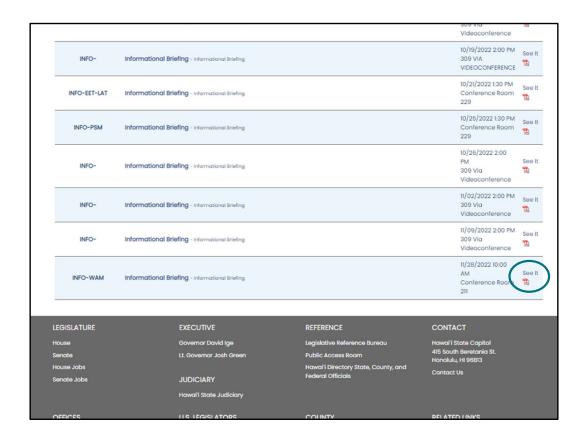
You'll get a list of hearing notices – just click on the notice to view it, or click on the YouTube symbol to watch it.



Sometimes you need to find hearing notices that have already happened, including informational briefings not associated with bill numbers. How to find them? Go to "Reports and Lists"



And then select "Hearing Notices" and choose "Past Hearing Notices"



A list of past hearing notices appears, and you can view the one you're interested in.

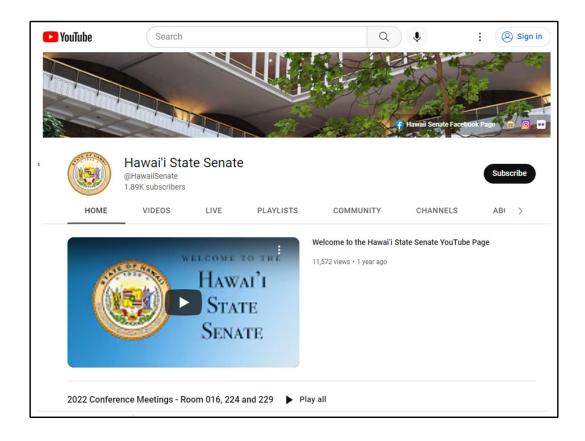
THE SENATE
THE THRTY-SECOND LEGISLATURE

COMMITTEE ON WAYS AND MEANS
Senator Obnoran M. Dela Cruz. Chair
Senator Gilbert S.C. Keth-Agaran, Voe Chair

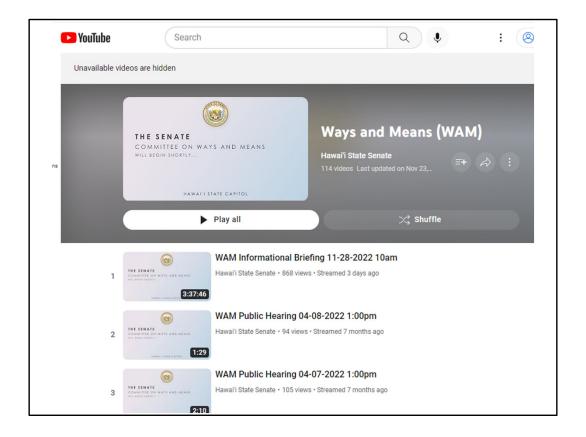
NOTICE OF INFORMATIONAL BRIEFING

DATE: Monday, November 28, 2022
10.A.M.
PLACE: MONDAY, Nov

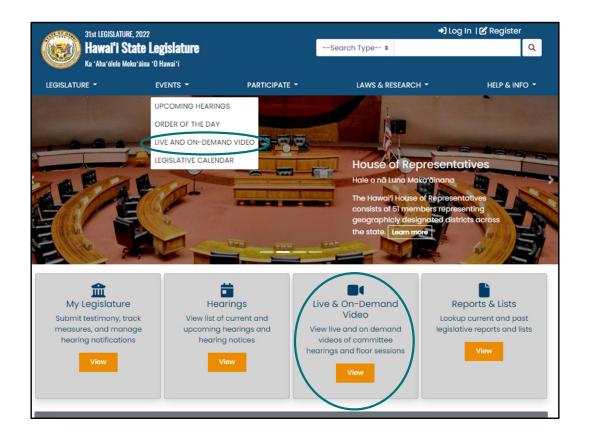
The hearing notice will always provide a link to the YouTube channel or the particular event.



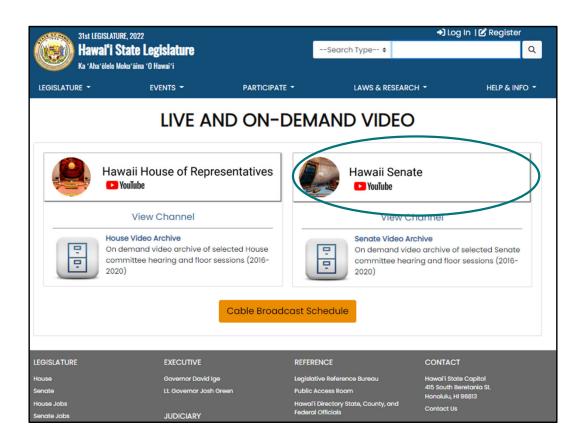
On the YouTube page it's often helpful to use "Playlists" to find particular proceedings



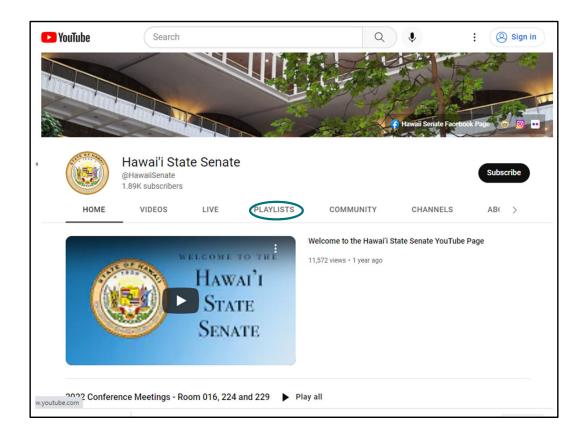
You can then find a particular committee and the event you're interested in.



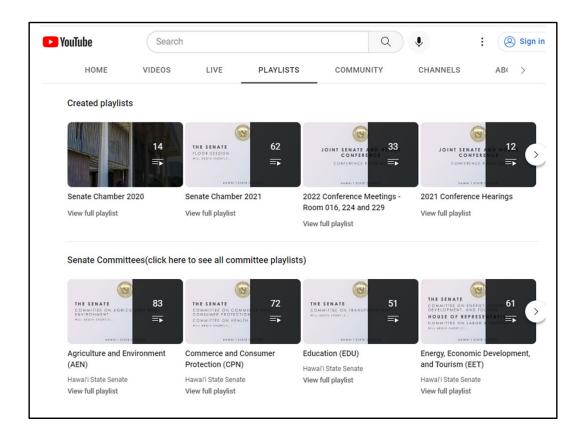
How to reach those YouTube pages if you're not starting on a hearing notice? Select "Live & On-Demand Video" from under "Events" or use the short cut under the photo.



Then just select the chamber you want to watch

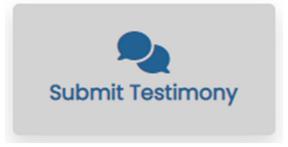


Again, playlists can be helpful to sort things out



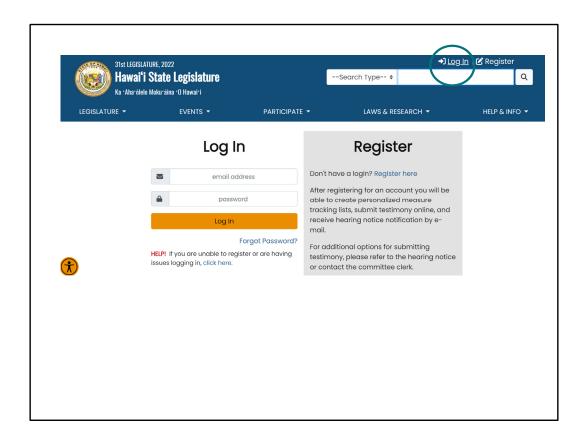
So that you can select floor proceedings or committee hearings...

Use the web form to submit testimony...



And to sign up for oral testimony – in person or via Zoom

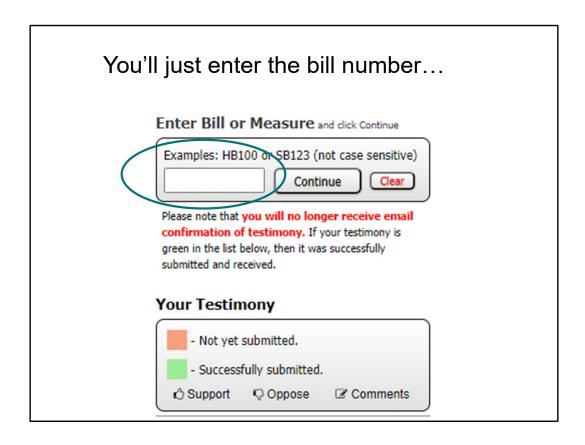
The "Submit Testimony" feature provides an easy and efficient way to submit testimony online – you just attach the file that contains your testimony, and in it goes. If you don't want to type up your testimony as a separate document, there's an option to add it to the testimony form instead. This is also where you'll be able to request the opportunity to provide in person testimony or remote oral testimony via Zoom.



Go to the legislature's website (capitol.hawaii.gov). To use the "Submit Testimony" feature, first we "Log In" to the website – we'll enter our email address and the password we created.



And we've got shortcuts to our interactive features. If you've navigated away from this page, remember, you can always find them under the "Participate" tab.



Then, enter the bill number you want to testify on. Don't put in any spaces between the letters and numbers, and don't add on any draft numbers. Click on "Continue".

| | Submit Testimony | |
|--|--|--|
| | To submit written testimony and register to testify at the hearing via videoconference, click for instructions. NOTE: Cookies MUST be enabled in your browser to use our online submission feature. | |
| Enter Information | Select a Different Measure | |
| Testimony for: Hearing Date/Time: Testifier's Full Name: | GMI 0/17/2022 11:00:00 AM John Citizen | |
| Your Position: | ○ Support ○ Oppose ◆ Comments Only | |
| Testäying: | As an individual citizen On behalf of an organization (write a government aperis, arganization to bushness you are representing). Public Access Room | |
| How will you be testifying? | In person & submitting written testimony Remotely via Zoom & submitting written testimony Written testimony only | |
| Attachments 10MB r | - Acceptable document Retype extensions: doc, docx, pdf, txt - Attachments 10MB max - If file is passward protected, we may not be able to process your testimony # File upload: Choose File GMR testimony for JOC.docx | |
| 0.00 | numeric and punctuation characters only) | |
| | Next | |

The bill's hearing information will appear along with a submission form.

Proceed to fill out the form that appears. The next screen shows it a bit larger...

| | Submit Testimony | |
|--|--|--|
| | timony and register to testify at the hearing via videoconference, click for instructions. be enabled in your browser to use our online submission feature. | |
| Enter Information | Select a Different Measure | |
| Testimony for: | GMI | |
| Hearing Date/Time: | IO/17/2022 II:00:00 AM | |
| Testifier's Full Name: | John Citizen *11 planning on twistlying via Zoom, this name must match your Zoom name exactly | |
| | ○ Support | |
| Your Position: | O Oppose | |
| | Comments Only | |
| | As an individual citizen | |
| Testifying: | On behalf of an organization (name of government agency, organization, or business you are representing): | |
| | Public Access Room | |
| How will you be ■ In person & submitting written testimony | | |
| testifying? | O Remotely via Zoom & submitting written testimony | |
| | O Written testimony only | |

You'll need to indicate your position on the measure, whether you're testifying as an individual or on behalf of an organization, and whether you'll just be submitting written testimony or if you wish to also offer oral testimony, either in person or remotely via Zoom.

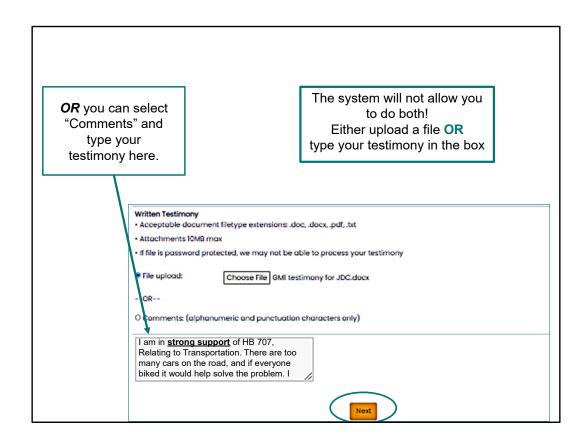
If you are requesting the opportunity to testify remotely, make sure that the "Testifier's Full Name" field at the top of the form has the name of the person who will be offering Zoom testimony – the Zoom identity must match this field.

| You can then "attach" your written testimony file. | |
|--|--|
| Attachments 10MB max If file is password protein File upload: -OR | cited, we may not be able to process your testimony Choose File neric and punctuation characters only) |

Then you can attach or upload your testimony file to the form. Just click on the button "Choose File" (it may say "Browse" or "Select") and locate the file on your computer. This is like you add a file to an email message.

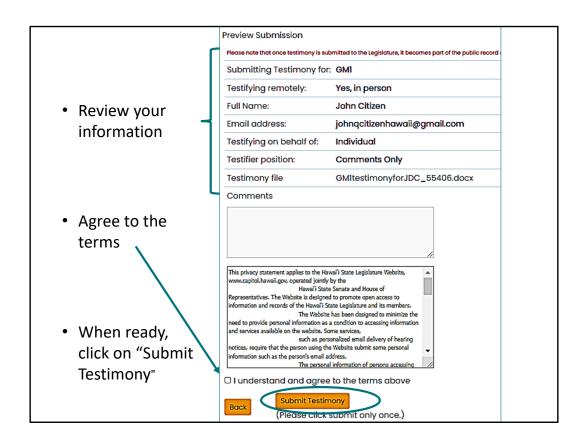
| The nan | ne of |
|--|--|
| the file | you |
| uploade | ed will \ |
| appear | here \ |
| Attachmen If file is pas File uploadOR | document filetype extensions .doc, .docx, .pdf, .txt ts IOMB max sword protected, we may not be able to process your testimony |
| | Next |

After you've uploaded the file, its name appears to the right of the button.



Another option: You may type your testimony directly into the "Comments" box.

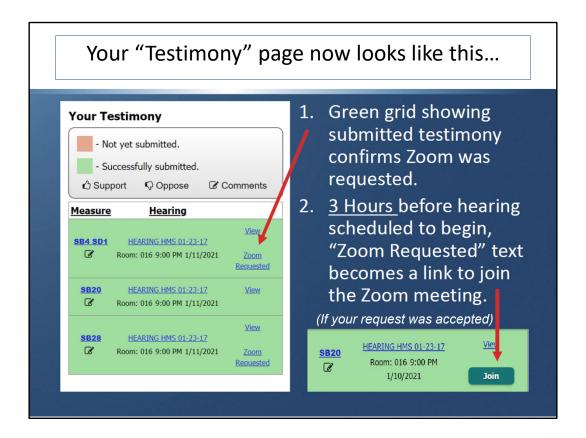
So, one way or the other, once you've either attached or typed your testimony, you can click on "Next."



Review your information. Once you submit your testimony, you won't be able to change it, so double check that you've uploaded the right file, have correctly identified your position, how you'll be testifying, etc. If you need to change something, use the "Back" button.

Since the testimony will be public and posted online, make sure you're comfortable with the information you'll be sharing.

Agree to the terms, and when you're ready, click "Submit Testimony."



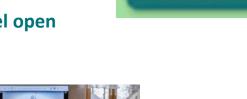
You'll be returned to the original "Submit Testimony" page. A green box on the left corresponding to your hearing will appear. This indicates that your written testimony has been successfully transmitted to the committee.

If, in addition to written testimony, you requested the opportunity to testify via Zoom, a "Zoom Requested" notation will appear in your box. Sign back into the legislature's website 3 hours prior to the hearing to see if your request to testify remotely was accepted. If it was, the "Zoom Requested" will have transformed into a "Join" button. At hearing time, you'll sign into the website, click on the "Submit Testimony" button, and use the "Join" button to Zoom into the hearing.

So, if you're Zooming... when hearing time rolls around...

- Sign into the website
- Click "Submit Testimony" button
- Click "Join" button
- Keep the "Chat" panel open
- Wait for your turn...





Join

If you're Zooming...

- Keep "chat" panel open -- this is how legislative staff will communicate with you.
- Your <u>microphone should be muted</u>, and your video stopped, unless it is your turn to testify.
- You will receive a request to share your video shortly before it is your turn. Accept the request.
- When the Chair calls on you, unmute your microphone and then begin addressing the committee.
- If you do not respond when the Chair calls on you, you may miss your chance to testify.

The Committee may...

- Vote
 - pass the bill <u>without</u> changes
 - pass the bill with changes
- Not vote! Defer or hold



- 1) The committee may vote to pass the bill just as it is, without any changes.
- 2) The committee may vote to pass the bill "as amended," with changes.
- 3) The committee may choose <u>not</u> to vote instead, the chair announces that they will "defer" or "hold" the bill. If they haven't set a date for decision making, this means the bill will stay in the committee and miss the upcoming deadlines.

If the committee votes to pass the bill, the bill survives and moves forward in the legislative process.

The person who decides which of these paths to go on? The chair of the committee.

NOTE: On rare occasions, the committee may vote on the bill and the bill fails to win the vote; the bill would then be dead. It is much more common for a vote to be avoided if the chair knows there will not be enough support to pass it.

If changed, it gets a new draft number...





RELATING TO STATE RECOGNITION OF THE NATIVE HAWAIIAN P Measure Title:

HEALTH, EDUCATION, WELFARE, HERITAGE, AND CULTURE.

Report Title: Native Hawaiians; Qualified Native Hawaiian Roll; Appropriation

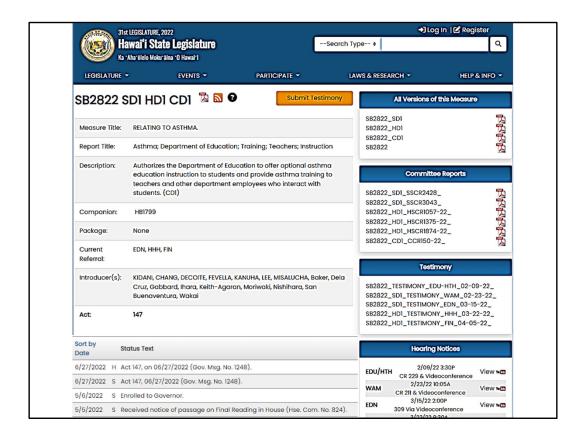
> Establishes a commission to prepare and maintain a roll of qualified to publish the roll for the purpose of organizing a convention of gu governor to dissolve the commission after the commission publishe

unspecified funds. Effective January 7, 2059. (SB1 HD2)

The amended bill will be given a new draft number.

Description:

It has still got its bill number, but now there is a new suffix indicating which draft (or version) of the bill we're looking at. HD = House Draft, SD = Senate Draft – the number indicates the number of times it's been changed by that chamber. This can look a bit confusing at first, but it really does help to make sure we're looking at the same version of the bill.



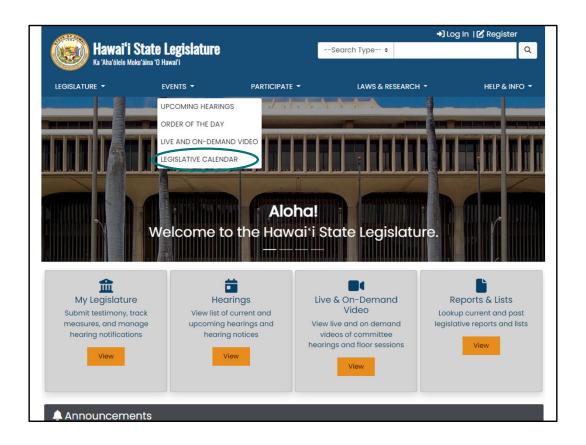
Here's a status page of a bill that's been changed three times. Click on the bill number at the top of the page to view the latest version of the bill itself. (Use the .pdf symbol to view the same draft but showing page and line numbers.)

On the right side of the page, you'll find links to previous versions of the measure. To get a quick glimpse of what changes were made, check out the committee reports that are published as the committees move the bill forward. Each committee report will summarize the changes, if any, that were made.

You can also view the written testimony that was received at each hearing. Just click on the links, and you'll be able to view .pdf files that present one page of testimony after another.

Under Hearing Notices, you can view the hearing notices as well as watch the proceedings – in real time, or after the fact – by clicking on the YouTube logo.

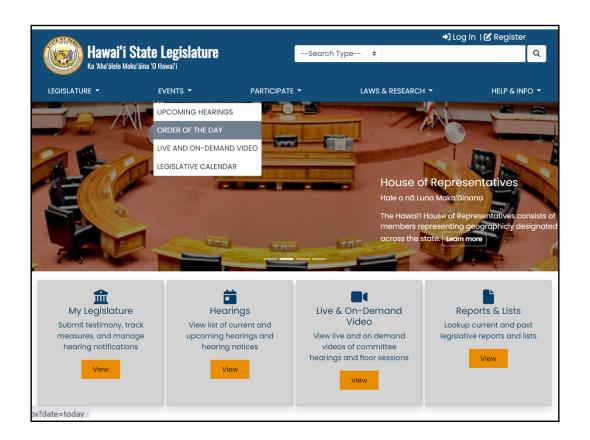
Everything that happens to the bill gets listed on its website under "Status Text". (Unfortunately, the site will not say "this bill is dead because it has now missed a crucial deadline." To determine that, you'll need to know your calendar of deadlines – or call or email PAR, and we'll be happy to help you out.)



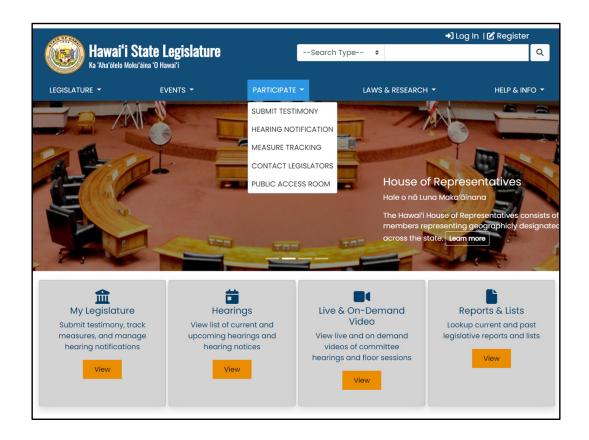
The legislative calendar – again – is located under "Events"

| | MOTE! ON THE | 60 SESSION DAVE (D | AVC | WILLY MEMBERS CO | NVENE IN THEIR RESPEC | TIVE CHAMPERS) | |
|----------|---------------------|----------------------|--------|------------------------|-----------------------------|--------------------------|---------|
| | THE S | ESSION DAY COUNT A | PPE | EARS IN A BOX ON THE | LOWER-RIGHT, LIKE TH | IS. # | |
| | code: = bills = MON | = resolutions = = bu | udge | et or fiscal bills WED | See reverse side for THU | r more deadline inform | |
| SUN | | TUE | | 18 | 19 | 20 FRI | SA 2 |
| JA | NUARY | | | Opening Day | 1.5 | Non-Admin Bill | _ |
| | | | | Opening Day | | Package Cutoff & | |
| | | | | | | Grants/Subsidies | |
| | | | | 1 | 2 | Cutoff 3 | |
| 22 | 23 State-of-the- | 24 | | 25 State-of-the- | 26 | 27 | 2 |
| | State Address & | _ | | Judiciary Address | _ | | |
| | Administration Bill | Recess #1 | | Bill Introduction | Recess #2 | | |
| | Package Cutoff | 1 | | Cutoff | | 6 | |
| 29 | 30 | 31 | \neg | [3] | | | |
| | · | 7 | 8 | | | | |
| FEBRUARY | | | 1 | 2 | 3 | 4 | |
| | | | | 9 | 10 | П | ıl |
| 5 | 6 | 7 | \neg | 8 | 9 | 10 | 1 |
| | | | | Triple Referral | Triple Referral | 0.5 | |
| | _ | | ↲ | Filing (House Bills) | Filing (Senate Bills) | _ | 1 |
| | l I | fe. | 13 | 14 | 1.0 | | |
| 12 | 13 | 14 | | 15 | 16 | 17 | 1 |
| | | | | | First Lateral | First Lateral (Bills) | |
| | l li | 7 | 18 | 19 | Filing (Bills) | (Bills) | |
| 19 | 20 | 21 | | 22 | 23 | 24 | 2 |
| | HOLIDAY | | | | Mandatory 5-Day | | |
| | Presidents' Day | | 22 | 23 | Recess Begins | | |
| 26 | 27 | 28 | 22 | [23] | | | |
| | A1 | 20 | - 1 | | | | |

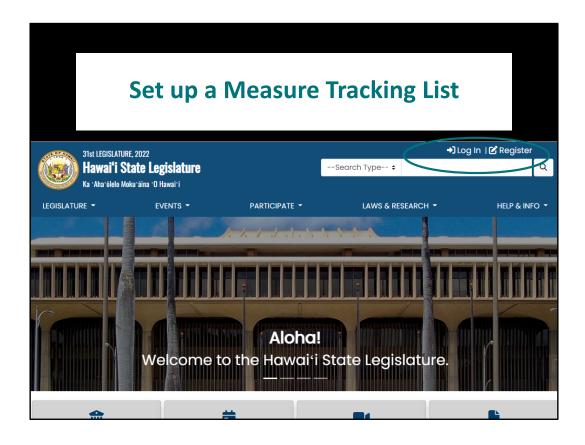
You can also find it (and another helpful handout called "Which Deadlines Apply to My Bill?") on the Public Access Room website under "Current Legislature"



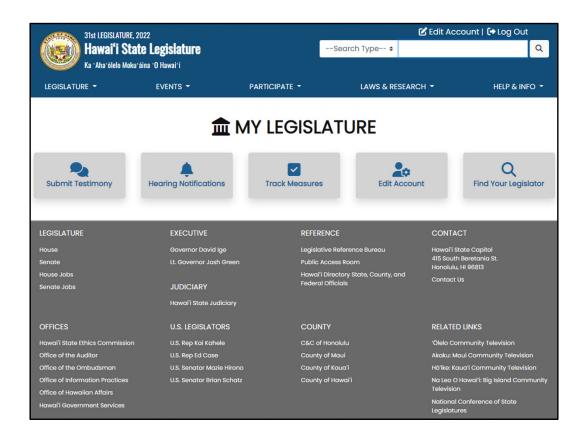
If you're looking for the agenda for activity on the floor on a session day, find the Order of the Day under "Events"



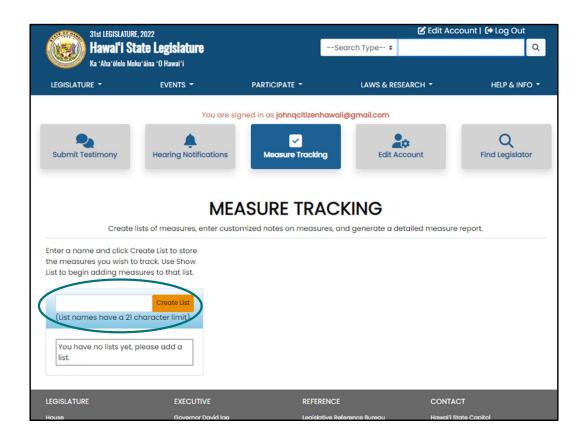
Under "Participate" we've already covered submitting testimony and getting hearing notices. What about measure tracking?



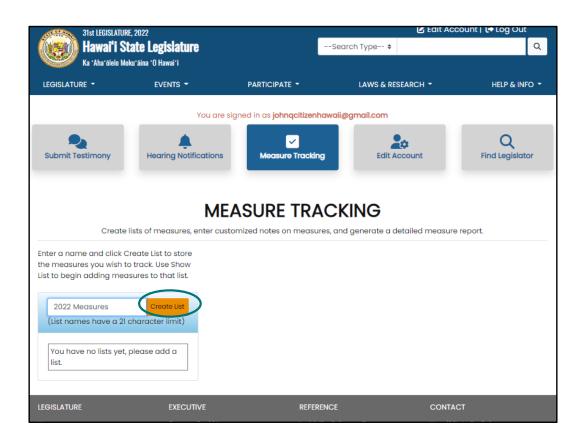
To set up a measure tracking list, you'll have to log in



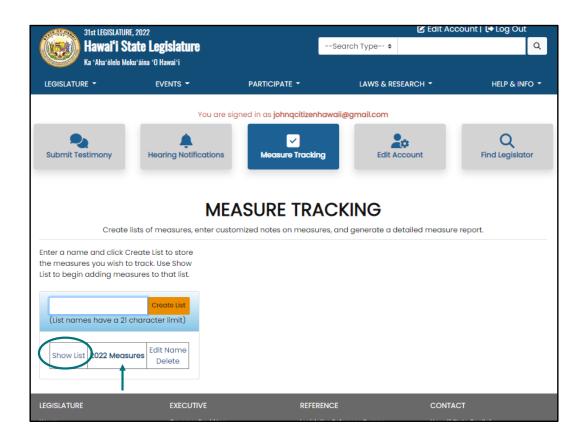
Once you sign in, you can use the interactive features.



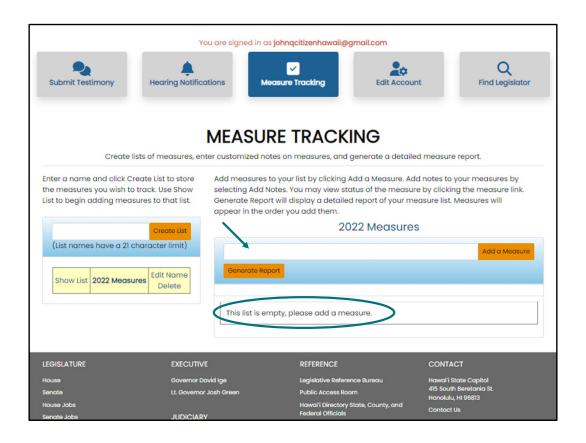
The first thing you need to do is name a list – you can name it whatever you like.



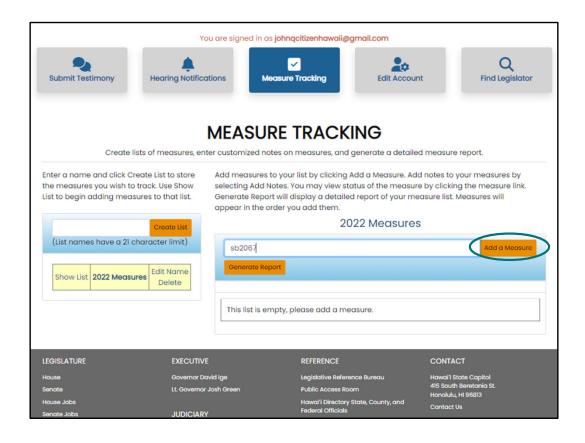
Then click on "Create List"



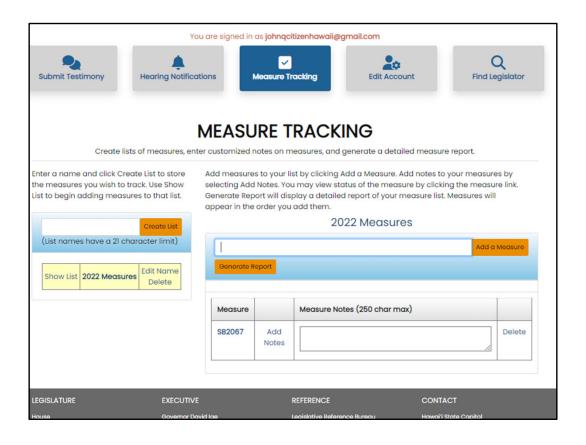
The list name appears below. Then click on "Show List"



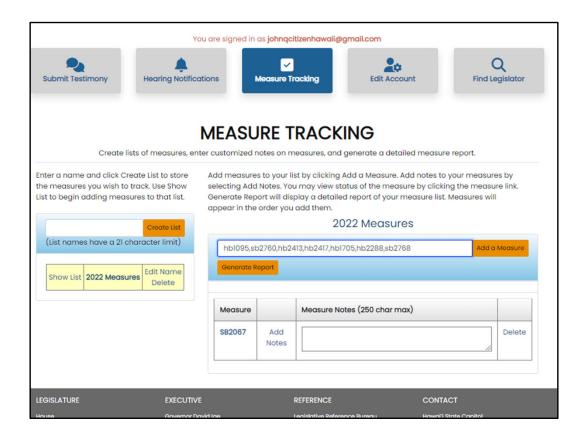
Your list name appears on the right side with a box for adding measures.



Put in a bill number and click "Add a Measure"



The bill appears below the box.



If you want to add more than one bill at a time, list them with commas separating them.

| | MEASU | JRE T | RACKING | | |
|--|-----------------|--------------|---|---------|---------|
| Create lists of measures, en | nter customized | notes on m | neasures, and generate a detailed measure repo | ort. | |
| Enter a name and click Create List to store the measures you wish to track. Use Show List to begin adding measures to that list. | selecting Add | Notes. You | st by clicking Add a Measure. Add notes to your u may view status of the measure by clicking the play a detailed report of your measure list. Meas add them. | measure | |
| Create List | | | 2022 Measures | | |
| (List names have a 21 character limit) | | | | Add a N | Measure |
| Show List 2022 Measures Edit Name Delete | Generate F | eport | | | |
| | Measure | | Measure Notes (250 char max) | | |
| | SB2067 | Add Notes | | | Delete |
| | нв1095 | Add Notes | | | Delete |
| | SB2760 | Add Notes | | | Delete |
| | HB2413 | Add Notes | | | Delete |
| | HB2417 | Add | | | Delete |

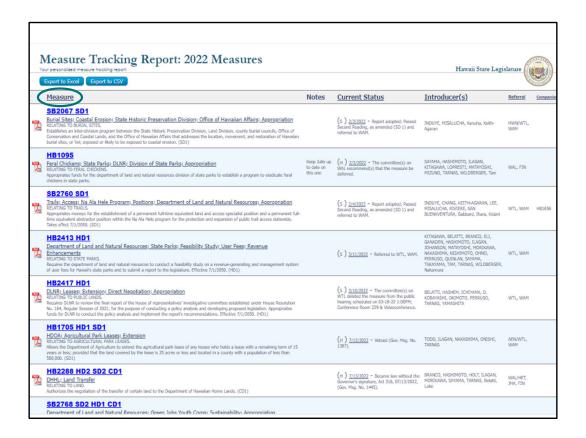
They'll be added in one batch. You can also "Add Notes" that will appear as a column on your report.

| | MEASL | JRE T | RACKING | | | |
|--|----------------|--------------|--|---------|--|--|
| Create lists of measures, en | ter customized | notes on m | easures, and generate a detailed measure report. | | | |
| Enter a name and click Create List to store the measures you wish to track. Use Show List to begin adding measures to that list. Add measures to your list by clicking Add a Measure. Add notes to your measure selecting Add Notes. You may view status of the measure by clicking the measure for measure is the measure will display a detailed report of your measure list. Measures will appear in the order you add them. | | | | | | |
| (List names have a 21 character limit) Show List 2022 Measures Edit Name Delete | Generate F | Report | | Measure | | |
| Delete | Measure | | Measure Notes (250 char max) | | | |
| | SB2067 | Add Notes | | Delete | | |
| | нв1095 | Cancel | Keep Julie up to date on this one | Delete | | |
| | SB2760 | Add Notes | | Delete | | |
| | HB2413 | Add Notes | | Delete | | |
| | HB2417 | Add | | Delete | | |

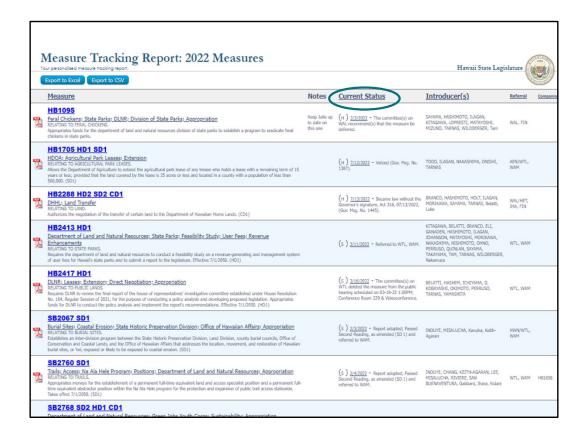
Just type in your note and click "Save"

| | | | RACKING | | | | | |
|--|---|--------------|-----------------------------------|---------|--|--|--|--|
| Create lists of measures, enter customized notes on measures, and generate a detailed measure report. | | | | | | | | |
| Enter a name and click Create List to store the measures you wish to track. Use Show List to begin adding measures to that list. | Add measures to your list by clicking Add a Measure. Add notes to your measures by selecting Add Notes. You may view status of the measure by clicking the measure link. Generate Report will display a detailed report of your measure list. Measures will appear in the order you add them. | | | | | | | |
| Create List | 2022 Measures | | | | | | | |
| (List names have a 21 character limit) | Generate R | eport | Adda | Measure | | | | |
| Show List 2022 Measures Edit Name Delete | Comoration | | | | | | | |
| | Measure | | Measure Notes (250 char max) | | | | | |
| | SB2067 | Add Notes | | Delete | | | | |
| | HB1095 | Add Notes | Keep Julie up to date on this one | Delete | | | | |
| | SB2760 | Add Notes | | Delete | | | | |
| | HB2413 | Add Notes | | Delete | | | | |
| | HB2417 | Add | | Delete | | | | |

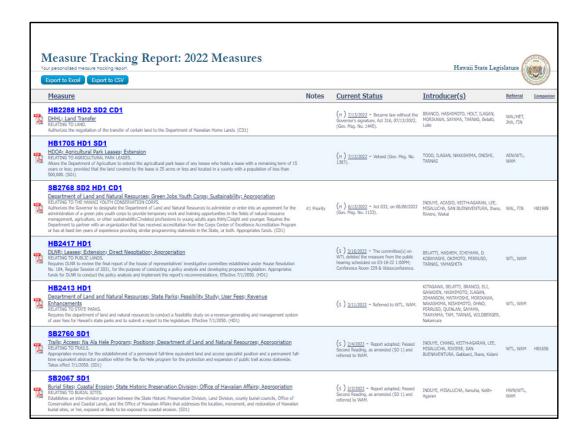
When you're done adding measures, click on "Generate Report"



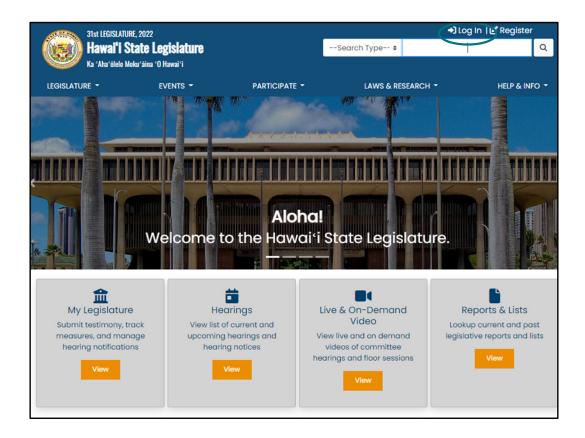
Your report will list the measures in the order you entered them. To sort the list alphanumerically, click on the "Measure" column header



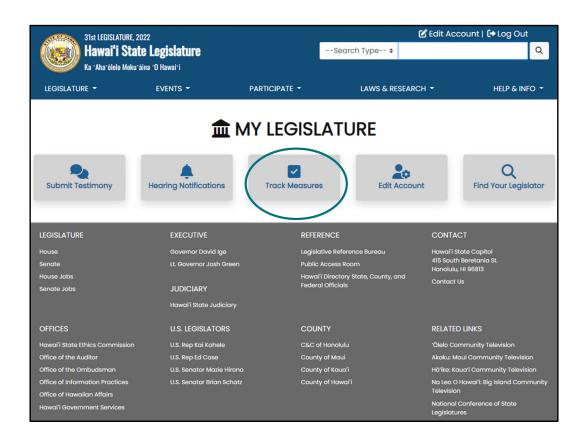
And the list is ordered by bill number. If you want to sort your list so that whatever's had action most recently comes to the top of the report, double-click on the "Current Status" heading



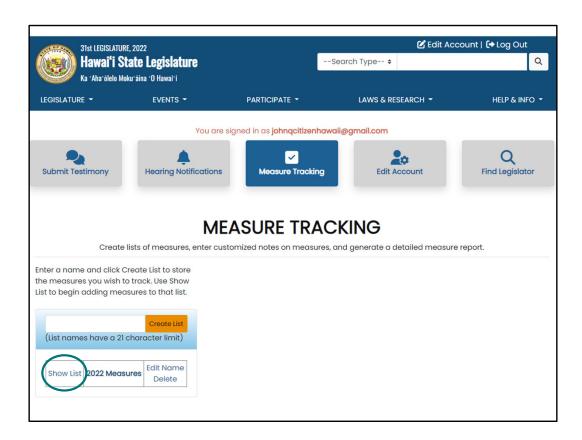
You can then review the status of the most recently active bills at a glance.



To check on your list, you'll just come to the website and Log In



Select "Measure Tracking"



Then "Show List"

| Create lists of measures, enter customized notes on measures, and generate a detailed measure report. | | | | | | | | |
|---|---------------|-----------------------------|--|-------------|--|--|--|--|
| inter a name and click Create List to store he measures you wish to track. Use Show list to begin adding measures to that list. | selecting Add | Notes. You port will dis | st by clicking Add a Measure. Add notes to your meas a may view status of the measure by clicking the mea play a detailed report of your measure list. Measures v add them. | sure link. | | | | |
| Create List | | | 2022 Measures | | | | | |
| (List names have a 21 character limit) | | | Ade | d a Measure | | | | |
| Edit Name | Generate R | Report | | | | | | |
| Show List 2022 Measures Delete | | | | | | | | |
| | Measure | | Measure Notes (250 char max) | | | | | |
| | SB2067 | Add Notes | | Delete | | | | |
| | нв1095 | Add Notes | Keep Julie up to date on this one | Delete | | | | |
| | SB2760 | Add Notes | | Delete | | | | |
| | HB2413 | Add Notes | , | Delete | | | | |
| | HB2417 | Add Notes | | Delete | | | | |

And "Generate Report"

| | Measure Tracking Report: 2022 Measures | | | Hawaii State Legi | slature (| | | | |
|----|---|---|--|--|----------------------|-----------|--|--|--|
| | Export to Excel Export to CSV | | | | | | | | |
| | <u>Measure</u> | Notes | Current Status | Introducer(s) | Referral | Companion | | | |
| 7 | SB2067 SD1 Burial Sites: Coastal Erosion: State Historic Preservation Division: Office of Hawaiian Affairs: Appropriation SEATUNE TO BURIA, SITES. Establishes an inter-division program between the State Historic Preservation Division, Land Division, county burial councils, Office of Commention and Coastal Lands, and the Office of Hawaiian Miss that addresuses the location, movement, and restoration of Hawaiian burial sites, or "wi, exposed or likely to be exposed to coastal erosion. (501) | | (S) 2/3/2022 - Report adopted; Passed Second Reading, as amended (SD 1) and referred to WAM. | INOUYE, MISALUCHA, Kanuha, Kelth- Agaran | HWN/WTL, WAM | | | | |
| 7 | HB1095 Feral Chickens: State Parks: DLNR: Division of State Parks: Appropriation REATING TO FERAL CHICKENS. Appropriates funds for the department of land and natural resources division of state parks to establish a program to eradicate feral chickens in state parks. | Keep Julie up to date on this one | (H) 2/3/2022 - The committee(s) on WAL recommend(s) that the measure be deferred. | SAYAMA, HASHIMOTO, ILAGAN, KITAGAWA, LOPRESTI, MATAYOSHI, MIZUNO, TARNAS, WILDBERGER, Tam | WAL, FIN | | | | |
| 7 | SB2760 SD1 Trailer Access: Na Ala Hele Programy Positions: Department of Land and Natural Resources: Appropriation REA/THG TO TRAILS. REA/THG TO TRAILS. REA/THG TO TRAILS. The establishment of a permanent full-time equivalent land and access specialist position and a permanent full-time equivalent abstracts position within the Na Ala Hele program for the protection and expansion of public trail access statewide. Takes effect 7(1):2606, (2011) | | (S) 2/4/2022 - Report adopted; Passed Second Reading, as amended (SD 1) and referred to WAM. | INOUYE, CHANG, KEITH-AGARAN, LEE, MISALUCHA, RIVIERE, SAN BUENAVENTURA, Gabbard, Thara, Kidani | WTL, WAM | HB1656 | | | |
| 7 | HB2413 HD1 Department of Land and Natural Resources: State Parks: Feasibility Study: User Fees: Revenue Enhancements EXAMBLE OF SIATE PARKS. Requires the department of sind and natural resources to conduct a feasibility study on a revenue-generating and management system of our feets for fermins state parks and to submit a report to the legislature. Effective 77(7):2050. (1901) | | (s) <u>3/11/2022</u> - Referred to WTL, WAM. | KITAGAWA, BELATTI, BRANCO, ELI, GANADEN, HASHIMOTO, ILAGAN, JOHANSON, MATAYOSHI, MORIKAWA, NAKASHIMA, NISHIMOTO, OHNO, PERRUSO, QUINLAN, SAYAMA, TAKAYAMA, TAM, TARNAS, WILDBERGER, Nekamura | WTL, WAM | | | | |
| 7 | HB2417 HD1 DLNR; Leases: Extension: Direct Negotiation: Appropriation REUTING TO FUBIC LANCE. REQUISITION TO FUBIC LANCE. Requise DLNR to review the final report of the house of representatives' investigative committee established under House Resolution No. 164, Regular Session of 2021, for the purpose of conducting a policy analysis and developing proposed registration, Appropriates funds for DLNR to conduct the policy available and implement the reports recommendation. Effective 7:17(255, (RD1)) | | (\$) 3/16/2022 - The committee(s) on WTL deleted the measure from the public hearing scheduled on 03-18-22 1:00PM; Conference Room 229 & Videoconference. | BELATTI, HASHEM, ICHIYAMA, D. KOBAYASHI, OKIMOTO, PERRUSO, TARNAS, YAMASHITA | WTL, WAM | | | | |
| 7 | HB1705 HD1 SD1 HD0A: Agricultural Park Leases: Extension RELITINE TO AGRICULTURAL PARK LEASES. However, the second of the second park Lease of any lessee who holds a lease with a remaining term of 15 years or less and located in a county with a population of less than 50,000. (501) | | (H) 7/12/2022 - Vetoed (Gov. Msg. No. 1387). | TODO, ILAGAN, NAKASHIMA, ONISHI, TARNAS | AEN/WTL, WAM | | | | |
| 12 | HB2288 HD2 SD2 CD1 DHHL; Land Transfer RELITING TO LIVIO. Althories the reputation of the transfer of certain land to the Department of Havasian Home Lands. (CD1) | | (H) 7/13/2022 - Became law without the Governor's signature, Act 316, 07/13/2022, (Gov. Msg. No. 1445). | BRANCO, HASHIMOTO, HOLT, ILAGAN, MORIKAWA, SAYAMA, TARNAS, Belatti, Luke | WAL/HET, JHA, FIN | | | | |
| | SB2768 SD2 HD1 CD1 Denartment of I and and Natural Recourses: Green John Youth Cornes: Sustainability: Anomoniation | | | | | | | | |

And you'll get to your list

Tracking Lists

- Can create more lists if you want
- Print the reports out landscape orientation
- Save report as .pdf and send to colleagues
- Check your report often

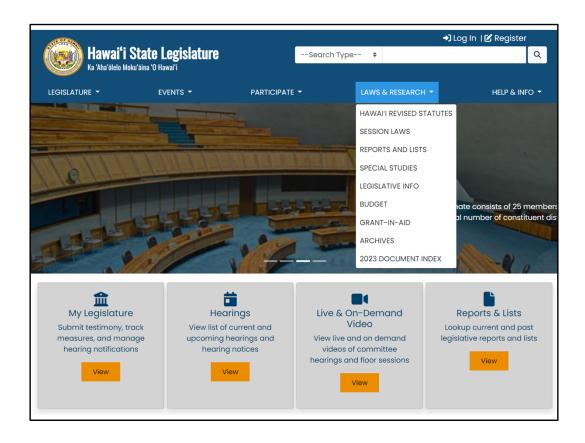
Make sure you've also signed up for hearing notices!

Can create more lists if you want
Print the reports out landscape orientation
Save report as .pdf and send to colleagues
Check your report often

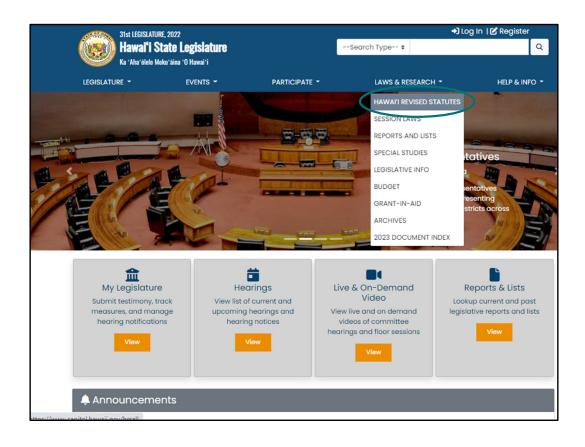
Make sure you've also signed up for hearing notices!

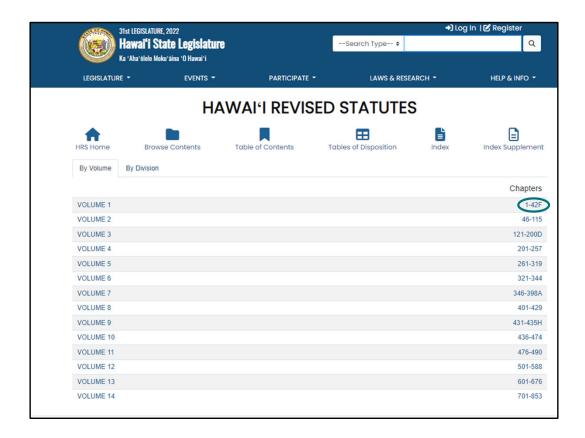
Rename first year's tracking list for second year of biennium to keep track of carry-over bills

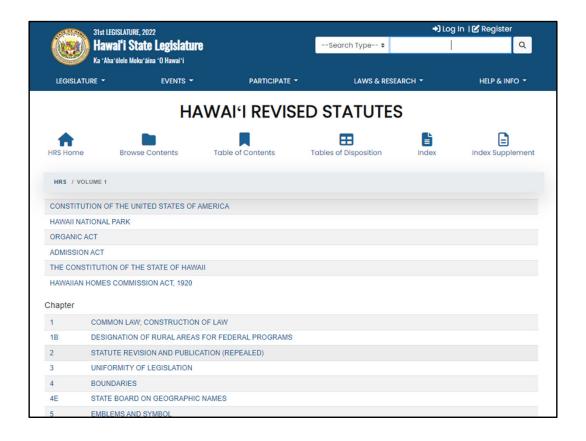
Rename first year's tracking list for second year of biennium to keep track of carry-over bills



To Find a Section in the Hawaii Revised Statutes (HRS)





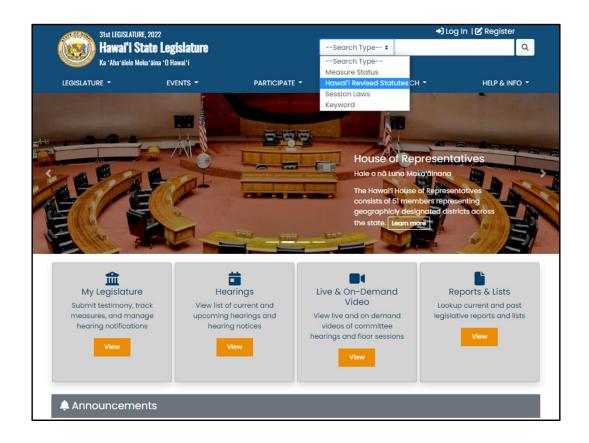


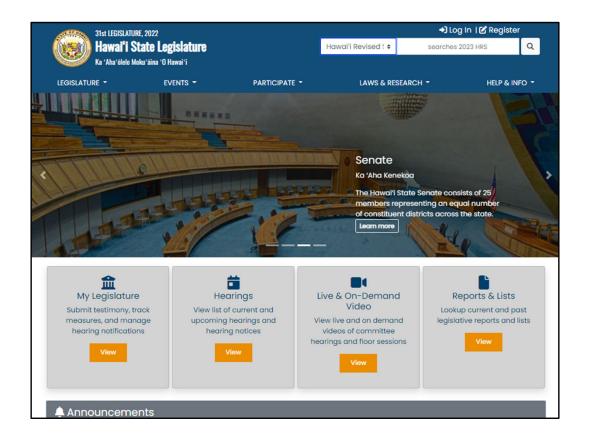
| 14D | AGREEMENT AMONG THE STATES TO ELECT THE PRESIDENT BY NATIONAL POPULAR VOTE |
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| 15 | ABSENTEE VOTING |
| 15A | VOTING BY MAILING BALLOT (REPEALED) |
| 15D | UNIFORM MILITARY AND OVERSEAS VOTERS ACT |
| 16 | VOTING SYSTEMS |
| 16A | UNIFORM ACT FOR VOTING BY NEW RESIDENTS IN PRESIDENTIAL ELECTIONS (REPEALED) |
| 17 | VACANCIES |
| 18 | DISTRICTING (REPEALED) |
| 19 | ELECTION OFFENSE |
| 21 | LEGISLATIVE HEARINGS AND PROCEDURE |
| 21D | ACCESS/LEGISLATIVE INFORMATION SERVICE |
| 21E | JOINT LEGISLATIVE MANAGEMENT COMMITTEE |
| 21F | LEGISLATIVE FISCAL AND BUDGET ANALYSIS |
| 21G | PUBLIC ACCESS |
| 22 | FRESHANG OFFICERS, CLERKS, AND STAFF |
| 23 | AUDITOR |
| 236 | OFFICE OF THE LEGISLATIVE REFERENCE BUREAU |
| 24 | ALLOWANCE AND SALARY FOR LEGISLATORS |
| 25 | REAPPORTIONMENT |
| 26 | EXECUTIVE AND ADMINISTRATIVE DEPARTMENTS |
| 26H | HAWAII REGULATORY LICENSING REFORM ACT |
| 27 | STATE FUNCTIONS AND RESPONSIBILITIES |
| 27C | STATE INFORMATION SERVICE |
| 27G | ACCESS HAWAII COMMITTEE |
| 28 | ATTORNEY GENERAL |

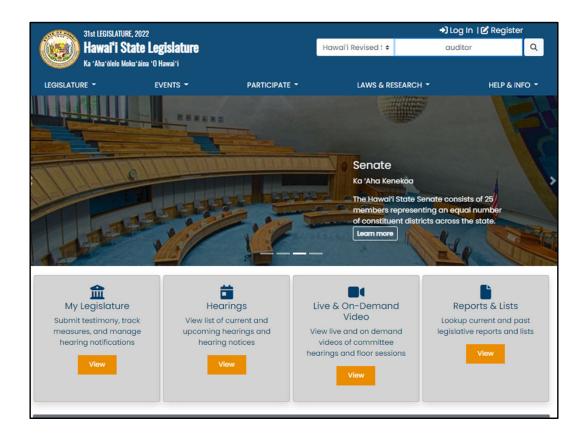
CHAPTER 23 AUDITOR Part I. Office of Auditor Proper Section 23-1 Definition 23-2 Auditor; appointment, tenure, removal 23-2.5 Acting auditor 23-3 Salary of the auditor and appropriations 23-3.5 Reimbursement moneys for financial audits 23-3.6 Audit revolving fund 23-4 Duties 23-5 Auditor; powers 23-6 Examination under oath 23-7 Discovery of irregularities 23-7.5 Audit recommendations; annual report 23-8 Assistance and staff 23-9 Reports 23-9.5 Confidentiality 23-10 Penalty for violation and false evidence 23-11 New special or revolving funds 23-12 Review of special, revolving, and trust funds 23-13 Hawaii tourism authority; audit 23-14 Rapid transportation authority; annual review Part II. Legislative Scientific Advisory Committee--Repealed 23-21 to 27 Repealed Part III. Legislative Economic Advisory Council--Repealed 23-41 to 47 Repealed Part IV. Social and Financial Assessment of Proposed Mandatory Health Insurance Coverage 23-51 Proposed mandatory health insurance coverage; impact assessment report 23-52 Assessment report; contents

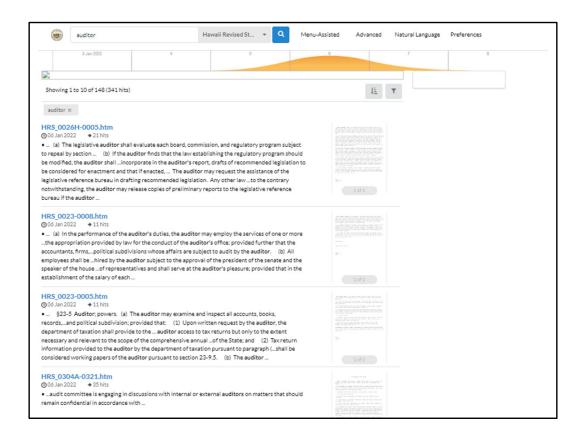
| [§23-9.5] Confidentiality. The auditor shall not be required to disclose any working papers. For the purposes of this section, "working papers" means the notes, internal memoranda, and records of work performed by the auditor on audits and other investigations undertaken pursuant to this chapter, including any and all project evidence collected and developed by the auditor. [L 1996, c 270, §1] | | | | | | | |
|--|------------|------|--|--|--|--|--|
| Previous | Chapter 23 | Next | | | | | |
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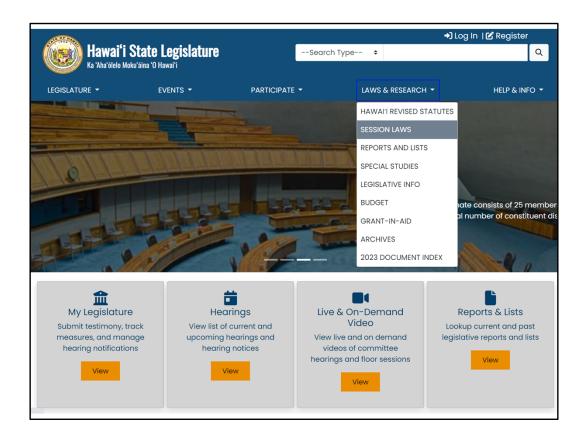
To Search the Hawaii Revised Statutes (HRS) for a Word or Phrase



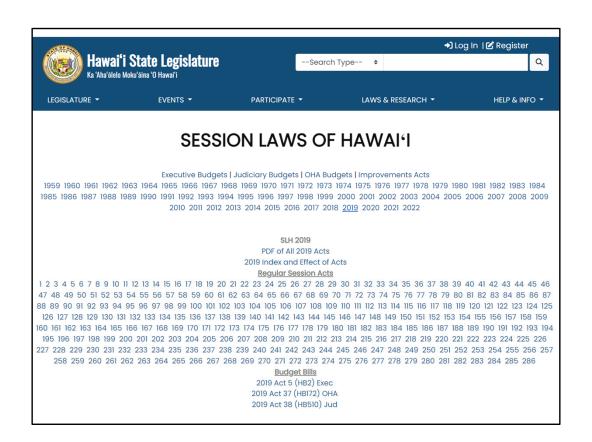


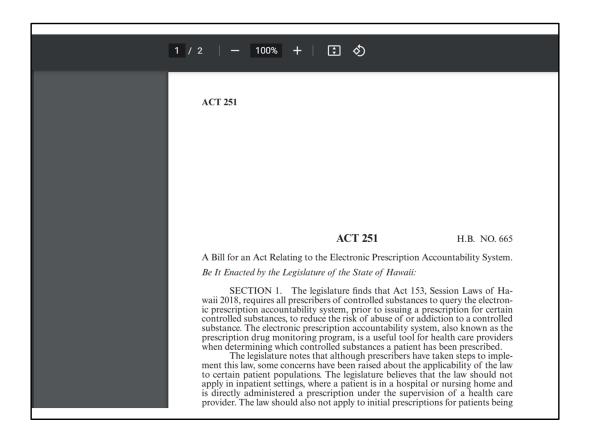


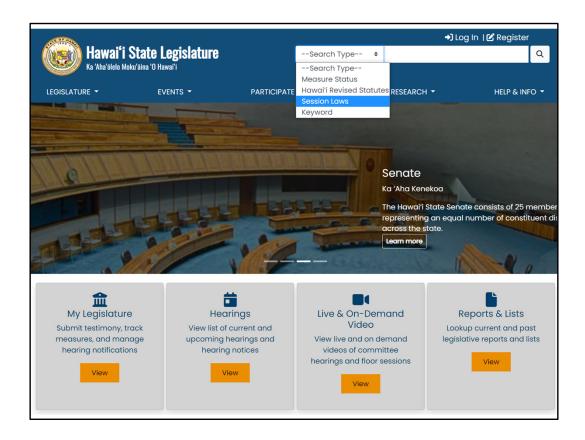


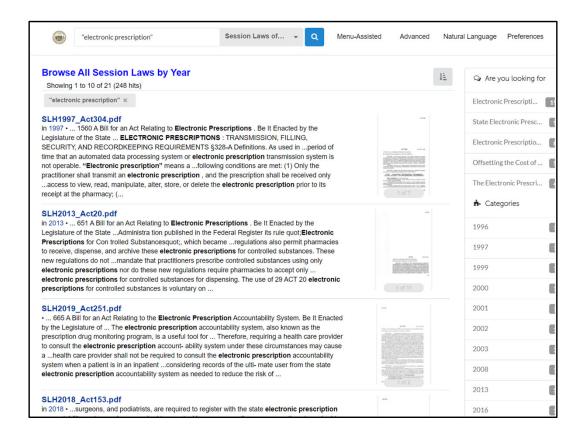


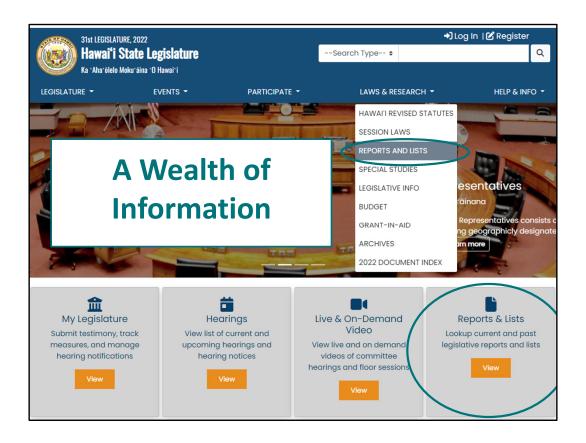


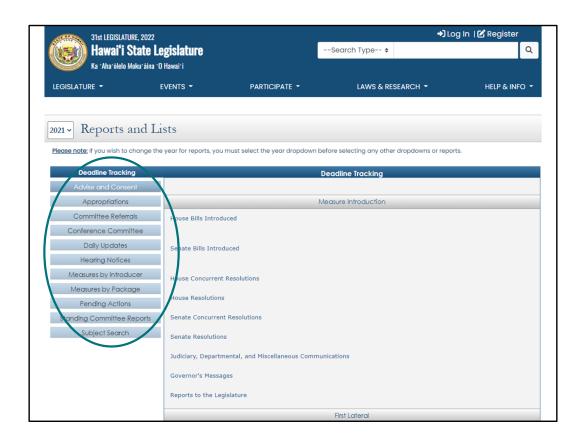




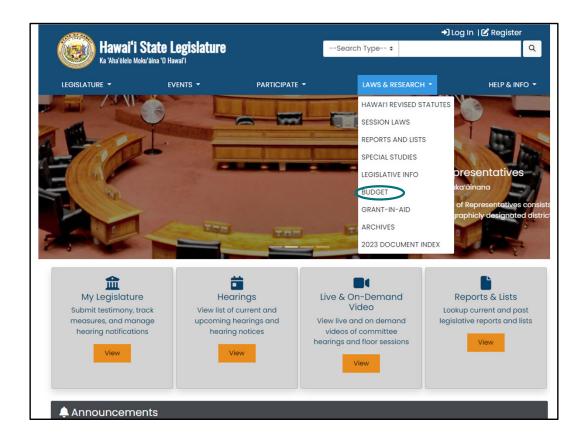


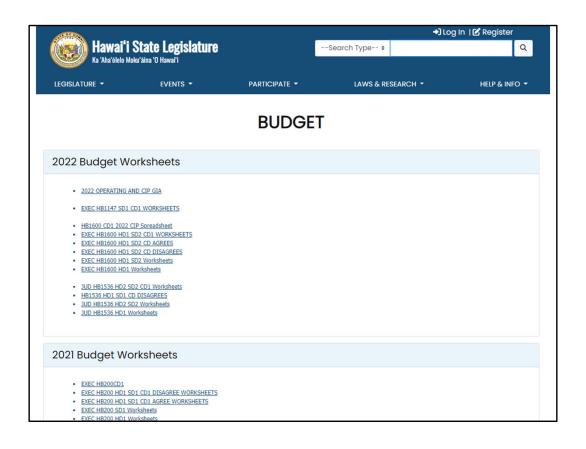


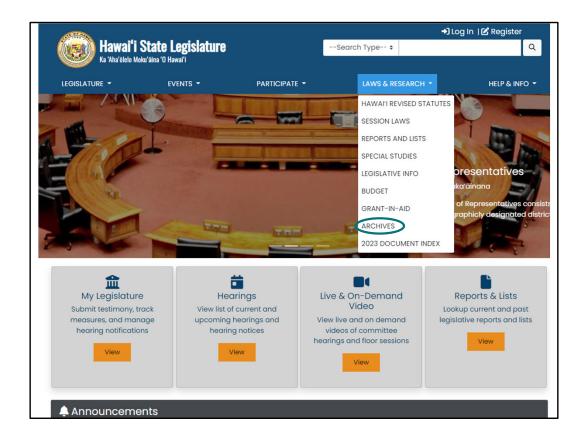


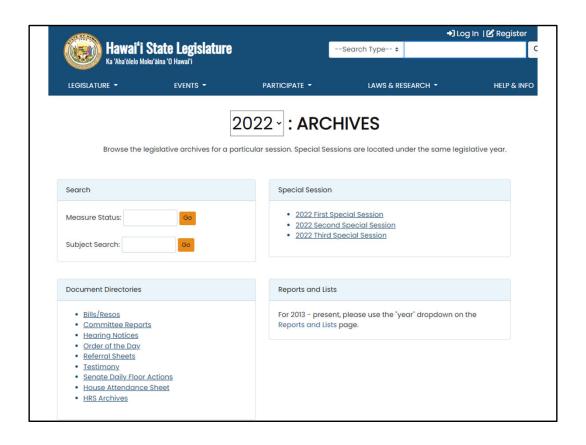


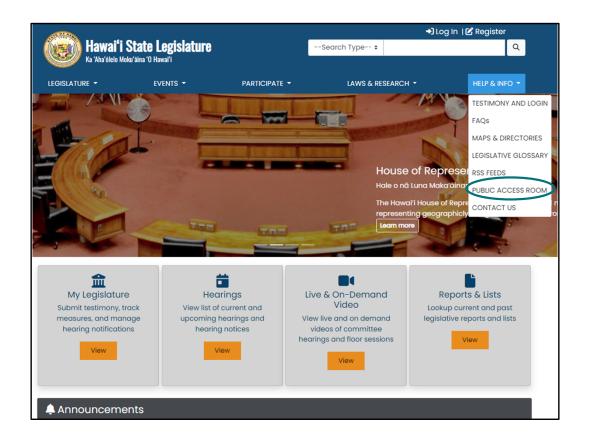
| | _ |
|----------------------------|---|
| Deadline Tracking | |
| Advise and Consent | |
| Appropriations | |
| Committee Referrals | |
| Conference Committee | |
| Daily Updates | |
| Hearing Notices | |
| Measures by Introducer | |
| Measures by Package | |
| Pending Actions | |
| Standing Committee Reports | |
| Subject Search | |





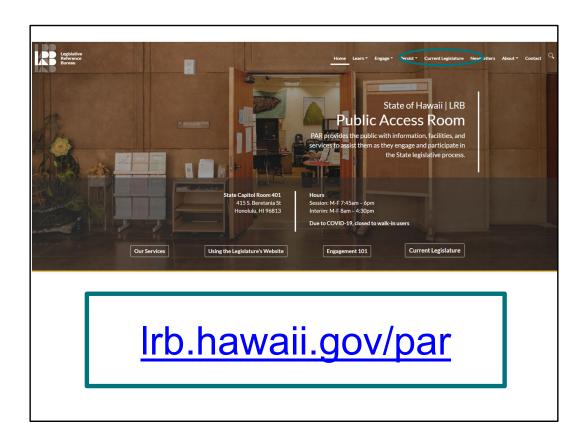




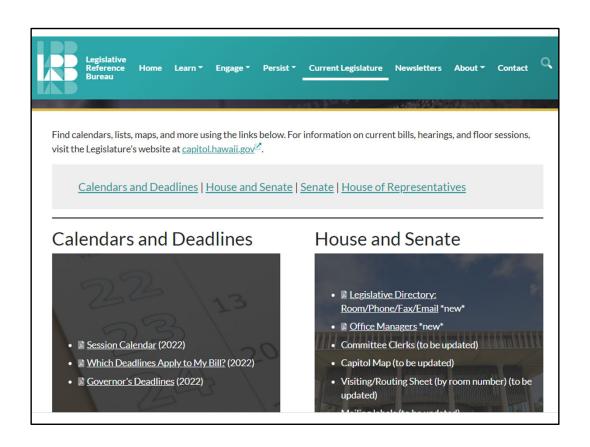


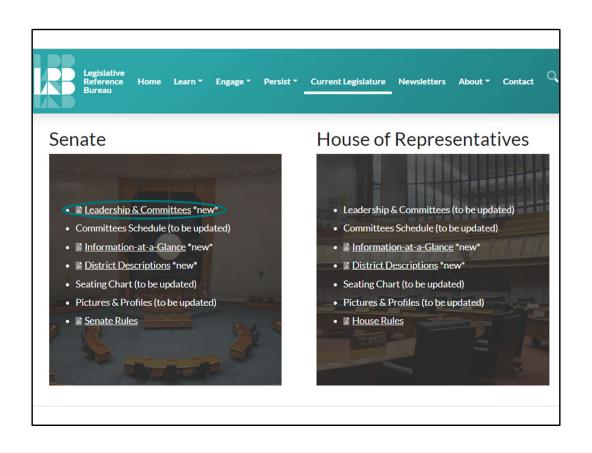


There are many helpful handouts on the PAR website, https://lrb.hawaii.gov/par/.



The "Current Legislature" shortcut or tab gives you up-to-date lists of deadlines, committees, and legislators.





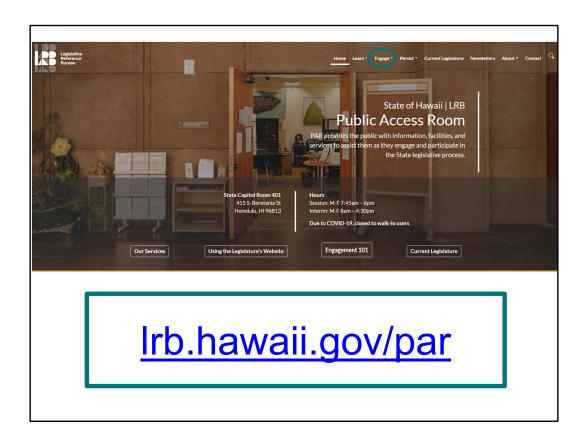
Thirty-Second Legislature, 2023–2024 SENATE: Leadership and Committee Assignments

President: Ronald D. Kouchi Vice President: Michelle N. Kidani

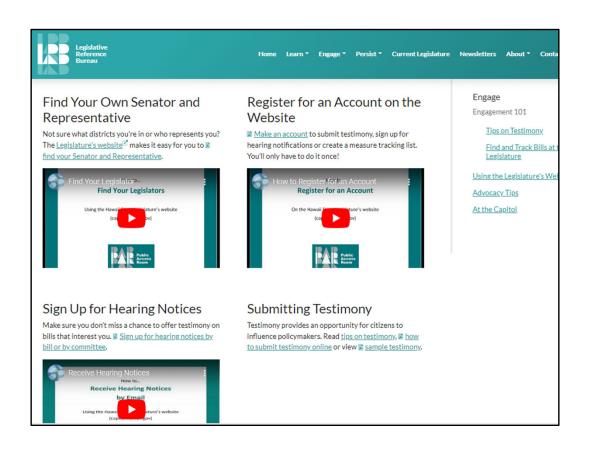
Majority Leader: Dru Mamo Kanuha Majority Floor Leader: Glenn Wakai Assistant Majority Floor Leader: Lynn DeCoite Majority Policy Leader: Les Ihara, Jr. Majority Whip: Lorraine R. Inouye Assistant Majority Whips: Henry J.C. Aquino, Gilbert S.C. Keith-Agaran, Jarrett Keohokalole, Chris Lee, Herbert M. "Tim" Richards III

Minority Leader: Kurt Fevella Minority Floor Leader: Brenton Awa

| AGRICULTURE AND ENVIRONMENT (AEN) Mike Gabbard (Chair) Herbert M. "Tim" Richards III (Vice Chair) Lynn DeCoite Karl Rhoads Brenton Awa | COMMERCE AND CONSUMER PROTECTION (CPN) Jarrett Keohokalole (Chair) Carol Fukunaga (Vice Chair) Angus L.K. McKelvey Herbert M. "Tim" Richards III Brenton Awa | EDUCATION (EDU) Michelle N. Kidani (Chair) Donna Mercado Kim (Vice Chair) Dru Mamo Kanuha Herbert M. "Tim" Richards III Kurt Fevella | ENERGY, ECONOMIC DEVELOPMENT, AND TOURISM (EET) Lynn DeCoite (Chair) Glenn Wakai (Vice Chair) Carol Fukunaga Donna Mercado Kim Kurt Fevella |
|--|--|--|---|
| GOVERNMENT OPERATIONS (GVO) Angus L.K. McKelvey (Chair) Mike Gabbard (Vice Chair) Joy A. San Buenaventura Glenn Wakai Brenton Awa | HAWAIIAN AFFAIRS (HWN) Maile S.L. Shimabukuro (Chair) Kurt Fevella (Vice Chair) Les Ihara, Jr. Jarrett Keohokalole Herbert M. "Tim" Richards III | HEALTH AND HUMAN SERVICES (HHS) Joy A. San Buenaventura (Chair) Henry J.C. Aquino (Vice Chair) Sharon Y. Moriwaki Maile S.L. Shimabukuro Brenton Awa | HIGHER EDUCATION (HRE) Donna Mercado Kim (Chair) Michelle N. Kidani (Vice Chair) Carol Fukunaga Gilbert S.C. Keith-Agaran Kurt Fevella |
| HOUSING (HOU) Stanley Chang (Chair) Dru Mamo Kanuha (Vice Chair) Henry J.C. Aquino Karl Rhoade | JUDICIARY (JDC) Karl Rhoads (Chair) Mike Gabbard (Vice Chair) Brandon J.C. Elefante Joy A. San Buenaventura Branton Awa | LABOR AND TECHNOLOGY (LBT) Sharon Y. Moriwaki (Chair) Chris Lee (Vice Chair) Les Ihara, Jr. Gilbart S.C. Keith Agazan | PUBLIC SAFETY, INTERGOVERNMENTAL, AND MILITARY AFFAIRS (PSM) Glenn Wakai (Chair) Regardon LC, Elefante (Vice |



Our website has a lot of helpful information! Check out the "Engagement 101" shortcut, or find it under the "Engage" tab.

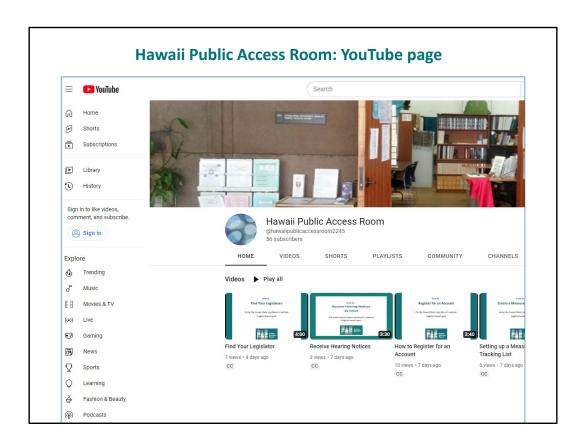




There's a wealth of information – check out "Learn," "Engage," and "Persist."



And there are links to our social media at the bottom of the page.



Our YouTube page will walk you through everything from how to use the interactive features, to how to read a bill, to this workshop itself.



If you can't find what you're looking for, contact the Public Access Room (PAR)... room 401, 808/587-0478, par@capitol.hawaii.gov.

Public Access Room (PAR)

- Help, information, and training at no charge
- Non-partisan
- · Lots of resources!
 - · Guidance on process
 - Computers with internet
 - Wireless access & recharge station
 - · Copies of testimony
 - Helpful handouts
 - · Website (Irb.hawaii.gov/par)
 - · Workshops and tutorials



We are **non-partisan**, dealing exclusively in **process** and never in **policy** considerations. There is never a fee for our services – we're supported by your tax dollars. You can come to PAR to use one of the public computers or the printer, have a small meeting, get copies of your testimony, or watch a hearing remotely. We have tables for you to work on your laptop (there's free wifi throughout the building) or recharge your devices. Or perhaps just sit and relax a while. We can answer your questions and point you to resources. We also offer workshops and tutorials so you can learn more.

Our office is one of the five divisions of the (also non-partisan) Legislative Reference Bureau (LRB), a legislative service agency. A brief overview of the other divisions of the LRB:

- **LRB Library** has extensive holdings that cover legislative matters, some of which date all the way back to the days of the Kingdom. The research librarians can be very helpful and are a resource available to the public. They're located in the Chamber level of the Capitol in Room 005 and can be reached at 808/587-0690.
- The Research Division is one of five drafting agencies in the Capitol; they are available to assist any of the 76 legislators. The staff provides research, drafts legislation and committee reports, and publishes specific studies as requested by the legislature.
- The Statute Revision Division integrates the newly-passed Acts into the fourteen volumes of the Hawaii Revised Statutes (the HRS), the codified book of laws governing the state of Hawaii.
- The Information Systems Offices maintains a data base of relevant legislative information for internal legislative use. The staff also provide technical support for the division. More information on LRB can be found on the website: https://lrb.hawaii.gov/par/

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https://lrb.hawaii.gov/par

Contact us with any questions, or if you'd like more information.

Public Access Room (PAR)

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room 401

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Website https://lrb.hawaii.gov/par