# Website Guide Hawaii State Legislature

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capitol.hawaii.gov

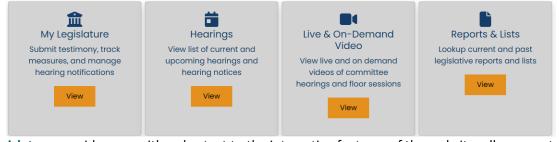


Welcome to the Hawaii State Legislature website, <a href="https://www.capitol.hawaii.gov">https://www.capitol.hawaii.gov</a>. As you navigate the site, you can return to the homepage at any time by clicking on the Hawai'i state seal or the "Hawai'i State Legislature" title in the upper left-hand corner.

Use the <u>Log In & Register</u> links at upper right of the website to register and log in to your account to use interactive features (submit testimony, hearing notification, and measure tracking). See page 6 for more info!

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

The web design uses a **tab structure** with dropdown menus 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. There are **shortcut buttons** to frequently used content:



- 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 scheduled hearings, 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 bills and other measures by year, and various lists and reports. It's also got a great search feature!



## **Tabs**

## capitol.hawaii.gov

LEGISLATURE • EVENTS - PARTICIPATE • LAWS & RESEARCH • HELP & INFO •

The tab options at the top of the website allow you to quickly find what you're looking for. The tabs provide drop-down menus that appear by clicking on each tab. Read more for a description of what you'll find on each:

#### LEGISLATURE -

HOUSE

House Members

SENATE

Senate Members

COMMITTEES

FIND YOUR LEGISLATOR

#### **Legislature**

<u>House</u> and <u>Senate</u>: Easy access to legislators, leadership, special committees, and other links the chambers have provided, as well the House or Senate journal (which documents all the activity on the chamber floor).

<u>House Members</u> and <u>Senate Members</u>: Alphabetical listing of legislators by chamber with contact information.

<u>Committees</u>: View just the House committees, just the Senate, or both. Select a committee for contact information for chair, vice chair, and committee membership. Also, provides committee contact information.

<u>Find Your Legislator</u>: Enter an address and find the representative and senator who represent that area.

<u>Upcoming Hearings</u>: View upcoming hearings and informational briefings. Also find past events and hearings. (This page is also a shortcut on the homepage.)

<u>Order of the Day</u>: View the day's chamber session agenda, or search for the agendas for a past date. Also, quick links to YouTube coverage of the sessions.

<u>Live and On-Demand Video</u>: Brings you to links for the House and Senate YouTube channels. (There's also a shortcut to this webpage on the homepage.)

<u>Legislative Calendar</u>: This is where you'll find the calendar for the current Regular Session, which shows all the legislative deadlines.

### Events EVENTS -

UPCOMING HEARINGS

ORDER OF THE DAY

LIVE AND ON-DEMAND VIDEO

LEGISLATIVE CALENDAR

#### PARTICIPATE -

## <u>Participate</u>

SUBMIT TESTIMONY

HEARING NOTIFICATION

MEASURE TRACKING

CONTACT LEGISLATORS

PUBLIC ACCESS ROOM

(find more information about some of these features on page 6)

<u>Submit Testimony</u>: 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 in person or via zoom, and write or attach your written testimony.

<u>Hearing Notification</u>: 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.

<u>Measure Tracking</u>: 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, enter the bills you're interested in, and generate a report.

<u>Contact Legislators</u>: Contact information for PAR, the clerks, the Legislative Reference Bureau (LRB) library, and webmaster. Also, links to contact lists of legislators.

provides resources to help you learn more about the legislative process and how to participate. On PAR's <u>Current</u> <u>Legislature</u> page you can find helpful handouts (for example, a list of office managers, the "Which Deadlines Apply to My Bill?" chart, and a handouts listing leadership and committees).

## **Tabs**

## capitol.hawaii.gov

LEGISLATURE → EVENTS - PARTICIPATE - LAWS & RESEARCH - HELP & INFO -

#### LAWS & RESEARCH +

## HAWAI'I REVISED STATUTES

REPORTS AND LISTS

SESSION LAWS

SPECIAL STUDIES

LEGISLATIVE INFO

BUDGET

GRANT-IN-AID

**ARCHIVES** 

2025 DOCUMENT INDEX

#### Laws & Research

<u>Hawaii Revised Statutes</u>: Access the codified laws of the state of Hawai'i. (Note: To search within the HRS, use the primary search box at the top right corner of the website.)

<u>Session Laws</u>: Find any act since statehood through this handy feature. Also provides indexes by year, if you're not sure of the act number.

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 searching for bills on page 7.

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

**<u>Legislative Info</u>**: Links to assorted documents.

<u>Budget</u>: This is where you'll find budget worksheets by year.

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

[2025] 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

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

<u>FAQs</u>: Provides some general information and answers frequently asked questions. <u>Maps & Directories</u>: Floor maps, chamber seating maps, and helpful directories. <u>Legislative Glossary</u>: 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.

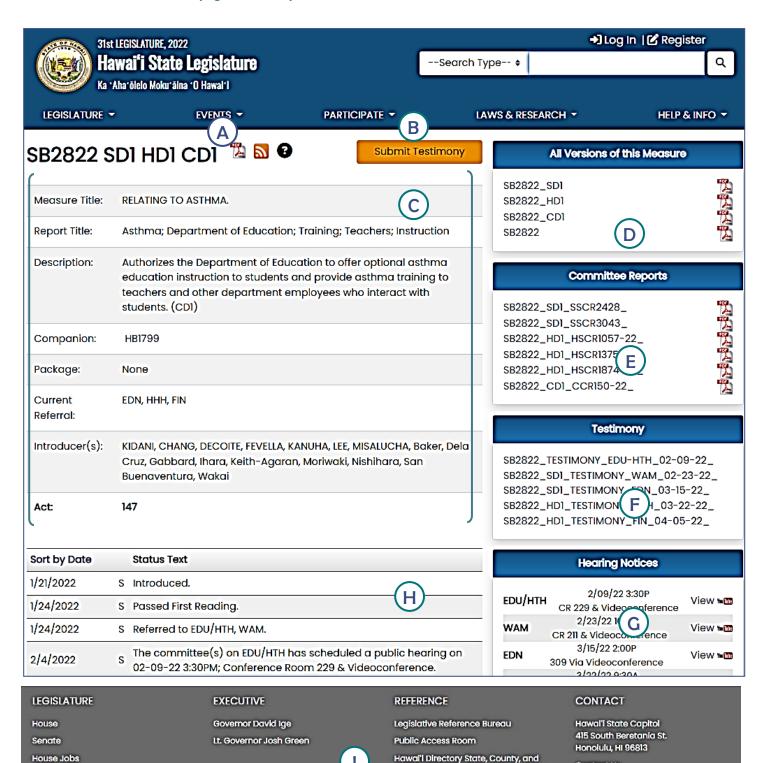
<u>Public Access Room (PAR)</u>: Another link to the Public Access Room (PAR) website (also available under the "Participate" tab), <u>Irb.hawaii.gov/par</u>. PAR provides a variety of resources to help you participate effectively in the legislative process.

<u>Contact Us</u>: Contact information for PAR, the clerks, the Legislative Reference Bureau (LRB) library, and webmaster. Also, 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.



Federal Officials

C&C of Honolulu

COUNTY

U.S. LEGISLATORS

U.S. Rep Kal Kahele

Senate Jobs

OFFICES

Hawai'l State Ethics Commission

Contact Us

RELATED LINKS

'Ōlelo 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: 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 helpful when discussing the legislation with others.)
- 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 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.
- Measure Title/Report Title/Description/etc.: This section shows the measure title, report title (keywords), and description (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. If the bill has been enacted, the act number will be listed here with a link to the governor's message and the enacted legislation.
- All Versions of this Measure: Links to current and previous versions of the bill are listed.
- E Committee Reports: 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 submitted written testimony received at each hearing.
  - Each link opens a searchable .pdf file (keyboard shortcut control+f or command+f).
  - Reviewing previously submitted testimony can be helpful in preparing testimony, or understanding previous areas of discussion.
- Hearing Notices: Lists all hearing notices for the measure. Click on "Agenda" to see the 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" next to the date indicates a Senate action; an "H" indicates a House action.) You can click on "Sort by Date" and reverse the order of events, bringing the first event to the top.
- Links: Note that at the bottom of the website you'll find helpful links. Take a moment to see what's there.



## Log In and...

## Get Hearing Notices, Submit Testimony, Track Measures

The Log In & Register links are in the upper right corner of https://www.capitol.hawaii.gov.



The **Submit Testimony** feature makes it easy to submit testimony on a measure. You can upload a file containing your written testimony or type it directly into the form's comment box. You may also sign up to provide oral testimony in person or via Zoom. **Remember:** all written testimony is public and will be posted online – don't include anything you don't want to share.

#### **HOW TO**

- 1. Select **Submit Testimony** from the **Participate** tab drop-down menu (or use the **My Legislature** shortcut on the homepage).
- 2. Enter the measure number you want to testify on. The hearing information and submission form will appear.
- 3. **Complete the form** by indicating:
  - Whether you **support** or **oppose** the measure
  - Whether you're testifying as an individual or organization
  - Whether you are submitting written testimony only or also requesting to testify in person or via Zoom
- 4. **Upload your testimony** using the **"Choose File"** or **"Browse"** button, *or* type your comments directly into the "Testimony/Comments" box.
- 5. Review your details, then click "Submit."



The **Hearing Notifications** feature lets you receive email alerts of hearings for specific measures or committees. It's a great way to make sure you don't miss the chance to testify!

#### **HOW TO**

- 1. Select Hearing Notifications. You'll see two sections: Subscribe by Measure and Subscribe by Committee.
- 2. Subscribe by Measure:
  - Enter the bill or resolution number in the box on the left. Click "Add."
  - Repeat for each measure you want to follow.
- 3. Subscribe by Committee:

On the right side, check the box next to each committee whose hearing notices you want to receive. Scroll down to view all available committees.

4. Click "Save and Exit" near the top of the page to finalize your selections. Return at any time to update or cancel subscriptions.



If you're following more than a couple of bills, **Track Measures** comes in handy. It lets you create custom tracking lists and generate reports that keep all your measures organized.

#### HOW TO

- 1. Select **Track Measures.** You'll arrive at a page where you can create, modify, or view tracking reports.
- 2 Create a List:

Enter a name in the box and click "Create List." You can create multiple lists if you wish, though most users need only one. Once you create your list name will appear below.

3. Add Measures:

Click "Show List" next to your list's name. Your list name will appear in the right-hand column. Enter a bill number and click "Add a Measure." Repeat for all measures you want to track.

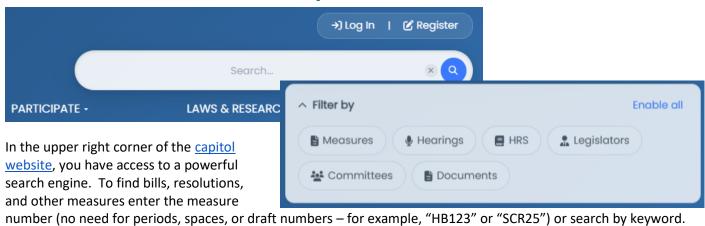
**Tip:** Add multiple measures at once by typing each separated by commas. Optional: Click "Add Notes" to add notes to any item. *New 2026:* you'll automatically receive hearing notices for any measures on your measure tracking list.

4. Generate a Report:

Click "Generate Report." The report displays each measure with its description, current status, and links to its status sheet and latest draft. The report is **sortable**—click any column header to reorder the list (especially useful for finding the most recent activity or viewing measures in numerical order). You can **export** reports in Excel or database formats for sharing.

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

## **Primary Search Box**



You can limit your search to a single or all content types. Once you are in the full primary search screen, you can also limit your search by content type, or filter by years, content type, chamber, introducer, and other filters depending on content type. Look for the Help box near the search box on the full **Primary Search** page for more

information.

## **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 available 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 (keywords), or description.



Judiciary, Departmental, and Miscellaneous Communications

Governor's Messages

Reports to the Legislature

## **On Your Phone**

The Legislature's website is also available on your cell phone! The phone-configured version of the website has the same functionality but is narrow and longer, so you may need to scroll down to get the full picture.



My Legislature

Submit testimony, track measures,

and manage hearing notifications

Hearings
View list of current and upcoming
hearings and hearing notices

Live & On-Demand Video

View live and on demand videos of

committee hearings and floor sessions

Reports & Lists

Lookup current and past legislative reports and lists

On the phone-configured website, click on the 3 lines icon to expand the menu – you'll see the same options as the tab view from the desktop-configured site.



If you need any assistance, please contact the Public Access Room (PAR)

(808) 587-0478 par@capitol.hawaii.gov

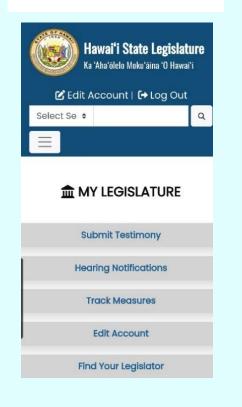
When you **Log In**, links to the interactive features appear.

Tip: Keep scrolling!

For Hearing Notifications,

remember to scroll down to see the "Subscribe by Committee" section underneath "Subscribe by Measure."

Similarly, when in the **Track Measures** feature, after you click "Show List" you will need to scroll down to see your list, and to click on "Generate Report" to bring up the report.



12/16/2025

