

CITIZEN PARTICIPATION FACTSHEET

1. *When does the Legislature convene in regular session? And how long is a legislative session?*

The Legislature convenes annually in regular session at 10:00 a.m. on the third Wednesday in January. Regular sessions are limited to a period of 60 working days, which excludes Saturdays, Sundays, holidays, and designated recess days, and state law requires a recess of five days between the 20th and 40th days of the regular session. The current legislative calendar, available on the Hawaii State Legislature's website, sets forth the legislative session and its milestones and deadlines in calendar form.

2. *When does each house of the Legislature meet in floor session?*

During the regular session, the floor sessions of each house of the Legislature generally take place at either 11:30 a.m. or 12:00 noon daily unless otherwise ordered by the House Speaker or Senate President. Floor sessions are held in the respective house chambers, located on the entry level of the State Capitol.

3. *When do the standing committees of the House and Senate meet?*

House morning bracket standing committees (B bracket committees) usually begin their meetings at 8:30 a.m. on designated meeting days and may meet at 9:00 a.m. on Saturdays, if necessary. The afternoon bracket standing committees (A bracket committees) usually meet at 2:00 p.m. or 7:00 p.m. on their designated meeting days and may meet at 1:00 p.m. on Saturdays, if necessary.

Senate A bracket standing committees usually begin their meetings at 8:30 a.m., Monday through Friday. Senate B bracket standing committees usually meet at 1:15 p.m. or 2:45 p.m. on Monday, Wednesday, and Friday. Senate C bracket committees usually meet on Tuesday and Thursday at 1:15 p.m. or 2:45 p.m. and may meet on Saturdays at the same times, if necessary.

All House committees convene in accordance with hearing notices issued at least 48 hours prior to each committee hearing. Senate committees with the first referral are required to publicly post hearing notices at least 72 hours before their meetings. Subsequent referral committees in the Senate are required to publicly post hearing notices at least 48 hours before their meetings.

4. *Can I use the internet to retrieve the text of bills and other documents electronically?*

Yes. For access to legislative information, log on to the Hawaii State Legislature's website at: www.capitol.hawaii.gov.

5. How can I get on a committee's e-mail, mailing, or fax list?

You may sign up to receive hearing notices through email by creating an account on the Hawaii State Legislature's website at www.capitol.hawaii.gov. Click on the button marked Hearing Notification and follow the on-screen instructions. You can use this account to sign up to receive hearing notices for specific bills or from selected committees, to create personalized measure tracking lists, and to make electronic submission of testimony easier. Internet access for this purpose is available free of charge at the State Capitol in the Hawaii Public Access Room.

If you do not have internet access, you may call or write a letter to the appropriate committee chair's office requesting to be placed on the committee's mailing list. The Senate Sergeant-at-Arms Office also provides delivery of testimony via fax. Please contact the Senate Sergeant-at-Arms at (808) 586-6725 to be placed on the committee's mailing or fax list.

6. Where do I obtain copies of bills and resolutions if I do not have internet access? Is there a charge for copies?

Free copies of **House** bills and resolutions can be obtained by contacting:

House Printshop

State Capitol, Room 012B

Hours of Operation:

Session (January through April):

Monday - Friday 8:00 a.m. - 6:00 p.m.

Saturday 9:00 a.m. - 1:00 p.m.

Interim (May through December):

Monday - Friday 8:00 a.m. - 5:30 p.m.

Telephone:

Oahu: 586-6590/6591

Neighbor Islands: 1-800-468-4644 then press "66590" or "66591"

Free copies of **Senate** bills and resolutions can be obtained by contacting:

Senate Document Center

State Capitol, Room 012A

Hours of Operation:

Session (January through April):

Monday - Friday 8:00 a.m. - 6:00 p.m. (closed on holidays)

Saturday 9:00 a.m. - 1:00 p.m. (subject to change)

Interim (May through December):
Monday - Friday 8:00 a.m. - 4:30 p.m.

Telephone:

Oahu: 586-6755

Neighbor Islands: 1-800-468-4644 then press "66755"

Fax: 586-6739

By FAX. Both houses will fax legislative documents to individuals, organizations, and government agencies. A maximum of ten pages will be faxed per request. Requests for faxed copies to out-of-state fax numbers will be made if a toll-free number is provided. Contact the House Print Shop or the Senate Document Center to request a faxed document.

7. How can I get information on the status of a bill or resolution?

The Hawaii State Legislature's website, www.capitol.hawaii.gov, contains links to bill and resolution status information as well as to prior drafts, committee reports, and testimony. If you know the number of the measure that you are tracking, you can enter it into the search box marked Bill Status/ Measure Status. If you do not know the bill number, you can perform a text search using the search box marked Keywords. If you have created an account on the Hawaii State Legislature's website, you can arrange to receive automatic updates on bills and resolutions, including hearing notifications, by clicking on the buttons marked Measure Tracking or Hearing Notification and following the on-screen instructions. Internet access for this purpose is available free of charge at the State Capitol in the Hawaii Public Access Room.

If you do not have internet access, you may contact the appropriate committee chair's office, your district Representative or Senator, the House Chief Clerk's Office for House measures (586-6400), or the Senate Chief Clerk's Office for Senate measures (586-6720). You may also call the Hawaii Public Access Room at the phone numbers listed in item 9 below. From the Neighbor Islands call 1-800-468-4644, then press the last five digits of the phone number of the office that you wish to contact.

8. How do I submit testimony for a public hearing?

Testimony for legislative measures scheduled for hearing by the House or Senate should be delivered at least 24 hours prior to the hearing and may be submitted in person, by fax, or electronically as indicated on the hearing notice.

Testimony for legislative measures scheduled for hearing by the House or Senate may be submitted electronically through the Hawaii State Legislature's website at www.capitol.hawaii.gov by clicking on the button marked Submit Testimony and following the on-screen instructions.

Testimony for legislative measures scheduled for hearing by the Senate may also be faxed to 586-6659 (Oahu) or 1-800-586-6659 (Neighbor Islands).

9. *While I am at the State Capitol, are there any work areas available for me to use to prepare testimony or to organize my materials?*

The Hawaii Public Access Room located in Room 401 of the State Capitol is equipped with computer terminals, copies of legislative documents, reference materials, a fax machine, telephones, a Telecommunications Device for the Deaf/text teletypewriter (TDD/TTY) telephone, and a copy machine. Copies can also be made in the Legislative Reference Bureau Systems Office located in room 413 of the State Capitol.

The Hawaii Public Access Room hours are:

Session: 8:00 a.m. - 7:00 p.m., Monday-Friday

Interim: 9:00 a.m. - 5:00 p.m., Monday-Friday

The Hawaii Public Access Room staff holds classes on the legislative process, reading legislative documents, writing and presenting testimony, and using relevant legislative websites. To obtain a class schedule or to request special training for your group or organization, call:

Phone: 587-0478

TTY: 587-0749

Toll-free from the Neighbor Islands:

Hawaii: 974-4000

Maui: 984-2400

Kauai: 274-3141

Molokai/Lanai: 1-800-468-4644

(followed by the extension 7-0478)

10. *Are there any services for the physically challenged during public hearings of the Legislature?*

If you require special assistance or auxiliary aids and/or services to participate in the public hearings of the Legislature (e.g., a sign language interpreter, wheelchair accessibility, or parking designated for the disabled), contact the committee clerk of the committee that is holding the hearing at least 24 hours before the hearing. There is also a TDD/TTY in the Hawaii Public Access Room. For TDD/TTY services, call 587-0749.

The TDD/TTY number can also be accessed via the toll-free Neighbor Island numbers, using 7-7049 as the extension. (*Please see the neighbor island numbers listed above.*)

Please deliver or e-mail testimony AT LEAST 24 hours prior to the scheduled public hearing even if you plan to attend in person.

11. *Where can I park when I want to visit the State Capitol?*

There are a limited number of metered parking stalls in the State Capitol underground parking garage (accessible via Miller Street off of Punchbowl Street). Be sure to park only in the metered stalls. All other stalls are reserved and unauthorized vehicles are subject to towing at the owner's expense. If the public metered parking at the State Capitol is full, there are outdoor metered stalls on the nearby Iolani Palace grounds, accessible by turning left from King Street, between Richards Street and Punchbowl Street, just before the Hawaii State Library.