



The Senate

STATE CAPITOL
HONOLULU, HAWAII 96813

Senate Paperless Initiative Frequently Asked Questions

January 2008

What is the Senate's paperless initiative?

The Hawai'i State Senate has adopted an initiative to: (1) improve the public's access to the legislative process, and (2) limit the number of paper documents generated and consumed by the Senate and the community. The initiative will replace many printed documents with electronic copies in an effort to improve Senate operations, provide enhanced access to legislative information, and reduce waste.

What changes are being proposed in this initiative?

Many changes and improvements to the Senate's internal operations and public access efforts are being implemented, including the following:

- The Legislature recently expanded wireless capability in the Capitol building to include all Senate and House offices, conference rooms, and chambers. You will be able to access the Internet with a wireless-enabled laptop computer in most locations throughout the building.
- Senate committee hearing notices and Orders of the Day will include links to the bills, resolutions, messages, committee reports, and testimony. Anyone attending a Senate committee hearing or floor session with a wireless-enabled laptop computer will be able to access the agenda via the Internet and retrieve relevant documents.
- A digest of measures introduced will be available in electronic and printed formats to assist users in reviewing legislative documents. The digests are updated in real time and will include the measure number, title, description, and introducer(s) with links to the measure text and status.
- Really Simple Syndication (RSS) feeds are available for the status of individual measures. This is an easy way to receive electronic notification when new information is available on any bill you are tracking.
- Public testimony submitted to Senate committees before the submission deadline will be scanned and posted online at the start of each hearing.
- Members of the public will be required to submit only one printed copy of testimony to committee offices. Previously, individuals interested in testifying

were required to submit from 15-45 copies of their testimony. We will continue to accept testimony by fax (808-586-6659 or 1-800-586-6659) and e-mail (testimony@capitol.hawaii.gov).

- The Committee on Ways and Means and Committee on Health will be conducting pilot "paperless hearings" during the upcoming session. All committee members and staff will use laptop computers to access hearing agendas and documents during the hearing. With the wireless capability in the Capitol, members of the public will also be able to follow the hearing in the same manner.
- The Senate is eliminating print shop subscriber boxes and limiting the number of printed copies of legislative documents that can be requested from the Senate Print Shop. In lieu of printed copies, compact discs (CDs) of legislative documents in a text-searchable format will be available daily.
- All Senate offices are encouraged to transmit internal communications electronically to reduce printing and distribution of printed copies.

How can I access the wireless network at the State Capitol?

You can access the internet via the free wireless network called **HISTATELEG** in most areas of the Capitol Building, including Senate and House member offices, conference rooms, and chambers.

How do I access legislative documents on the Internet?

Log on to the Legislature's website at www.capitol.hawaii.gov for information about the legislative process. To access legislative documents, click on [Bill Status and Documents](#) on the website's home page. From here, you can review information in HTML and/or PDF formats:

- a specific measure and any associated committee reports and testimony by entering a specific measure number. Please note that testimony will be available only for measures heard during the 2008 session;
- the status of any measure introduced in the 2008 session or carried over from 2007. committee hearing notices, which include links to the measures being considered;
- Governor's messages and other communications, daily session agenda (Order of the Day), and Hawai'i Revised Statutes; and
- various reports, including bill and resolution digests with brief descriptions of the measures and links to the status and text.

A list of House and Senate standing committee reports with links to the reports will be available shortly.

How can I receive updated information about legislation I am tracking?

There are two ways you can receive notification and updates on legislation:

- Really Simple Syndication (RSS)
- E-mail notification of committee hearings

RSS feeds are an easy and efficient way to receive notification when new information is available on a website. RSS feeds save time, allowing users to receive notification only when new content is available. You can choose the information you wish to subscribe to and can unsubscribe from any feed at any time. The Hawai'i Legislature currently provides RSS feeds for the status of individual measures. To learn more and to subscribe, please [click here](#).

E-mail notification enables you to receive electronic notices when committees schedule public hearings on measures you are tracking. The Legislature's website offers users the opportunity to select the committees from which they will receive electronic notification. To subscribe, please [click here](#).

Beginning this session, all hearing notices will include links to the bills, resolutions, Governor's messages, and committee reports under consideration as well as any testimony received. You can quickly review a hearing notice and immediately link to the measure text with the click of your mouse.

A word of caution: when you subscribe to e-mail notification of committee hearings, you may receive a large number of e-mails because of the number of hearings scheduled by each standing committee. Managing your e-mail in a timely manner is important.

Another way to access hearing notice information is to check the [Current Hearing Notice](#) link on the [Bill Status and Documents](#) page of the website. This page provides an up-to-date list of all measures scheduled for hearing in chronological order, with links to the notice and measure text.

How do I submit testimony on a bill or resolution?

You can submit testimony in one of three ways:

- In person: Deliver one printed copy of your testimony to the appropriate committee office at the State Capitol.
- By fax: Testimony may be faxed if less than 5 pages in length, to the Senate Sergeant-At-Arms Office at 808-586-6659 or 1-800-586-6659 (toll free for neighbor islands). When faxing, please indicate to which committee the testimony is being submitted, the measure number, and the date and time of the hearing.
- By Email: Testimony may be emailed if less than 5 pages in length, to the Legislature's Public Access Room at testimony@capitol.hawaii.gov. Please indicate to which committee the testimony is being submitted, the measure number, and the

date and time of the hearing. Emailed testimony sent to individual offices or any other Senate office will not be accepted.

Will I be able to get any printed copies of legislative documents?

Printed copies of all legislative documents are available on a limited basis at the Senate Print Shop in the Capitol basement. You may request **one copy each of up to 20 measures per day** and, in addition, you may also request printed copies of the Order of the Day and hearing notices at no charge. Please complete the Request for Copies form available at the Senate Print Shop customer service window Monday-Friday from 8:00 am – 6:00 pm and on most Saturdays from 9:00 am – noon to make your request, which will be fulfilled while you wait. We ask for your cooperation in limiting the number of hard copy requests.

Is there any way to get printed copies of ALL bills, resolutions, committee reports, and other legislative documents?

The Senate is eliminating the print shop subscriber boxes by which members of the public were previously able to receive hard copies of every legislative document printed during the session. In lieu of hard copies, legislative documents and information will be available in the following ways:

- A compact disc (CD) of all bills, resolutions, committee reports, and Governor's messages in PDF* format will be available from the Senate Print Shop, located in the Capitol basement in room 12A.
*By installing the most current version of Adobe Acrobat Reader software on your personal computer, you can view and print the PDFs; please visit [Adobe's download page](#) for detailed instructions.
- Legislative documents are also available in HTML and PDF formats on the Legislature's website at www.capitol.hawaii.gov.
- A digest of all measures introduced is available on the Capitol website and is updated in real time, so information and documents are immediately accessible. The digest is a numerical list that will include the measure number, title, description, and introducer(s), with links to the measure status and HTML and PDF formats of the measure text. Printed copies of the digest will also be available at the Senate Print Shop.

How often will the CDs be available?

The CDs will be available at least once a day at about noon or in the early afternoon. Depending on the volume of documents filed, especially during the bill introduction period and other key deadlines, CDs may be created more than once a day. CDs can be picked up from the Senate Print Shop in the Capitol Basement, Room 12A.

Will the CD contain every bill introduced each day or continue with the last bill of the previous day?

To eliminate redundancy, each CD will contain only the documents received after the creation of the previous day's CD. For example, if Senate Bills 2001-2050 are available on the first CD on opening day of the Legislature on January 16th, the next CD will include Senate Bills 2051-2200. After the bill introduction deadline, a CD containing all Senate bills introduced will be available.

How do I sign up to get a set of CDs?

You do not need to sign up to get a set of CDs. The CDs are available from the Senate Print Shop in the Capitol basement, Monday-Friday from 8:00 am – 6:00 pm and on most Saturdays from 9:00 am – noon. There is no limit to the number of CDs an individual can pick up, but we ask for your cooperation in keeping your request to a reasonable number in order for us to fulfill all requests in a timely manner.

I don't have a computer or Internet access. How can I review the bills?

If you are visiting the State Capitol, there are several places to go for assistance:

The **Public Access Room (PAR)**, located on the fourth floor at Room 401. The PAR staffers are trained experts in assisting and educating the public about how to participate in the legislative process, both on-line and at the State Capitol. Contact them at 808-587-0478 to learn about their training sessions or for more information.

The **Legislative Reference Bureau (LRB) Library**, located at Room 005 in the chamber level (basement) on the Senate side of the building. The LRB Library staff includes librarians and library techs who offer information assistance to legislators, legislative staff, and the public.

Limited access to the Internet is also available at your local public library.

If you do not have a computer and would like to request a full set of printed documents, please contact the Senate Clerk's Office at 808-586-6720.

Who can I contact if I have questions or concerns?

As we make the transition to a more "paperless" environment, we would like to hear from you if you have any questions, comments, or concerns. Please contact us in one of the following ways:

- Send an e-mail to sclerk2@capitol.hawaii.gov.
- Call the Senate Clerk's Office at 808-586-6720.

Neighbor island calls to state government offices on Oahu are free. Dial the local toll free number for your island listed below. After the message and at the dial tone, enter the last 5 digits of the phone number you are trying to reach.

Hawaii: 974-4000

Kauai: 274-3141

Maui: 984-2400

Molokai / Lanai: 1-800-468-4644