

THE LEGISLATIVE PROCESS

A PROCESS OF THE PEOPLE



**An Abridged
Citizens' Guide
to Participation
in the
Legislative Process**

(Sixth Edition)

2008

prepared by the
House Majority Staff Office
State House of Representatives

with contributions from the
Senate Majority Office
State Senate

This is the sixth edition of an "*Abridged Citizens' Guide*". This guide was designed as a condensed, yet informational, form of "*A Citizen's Guide to Participation in the Legislative Process*".

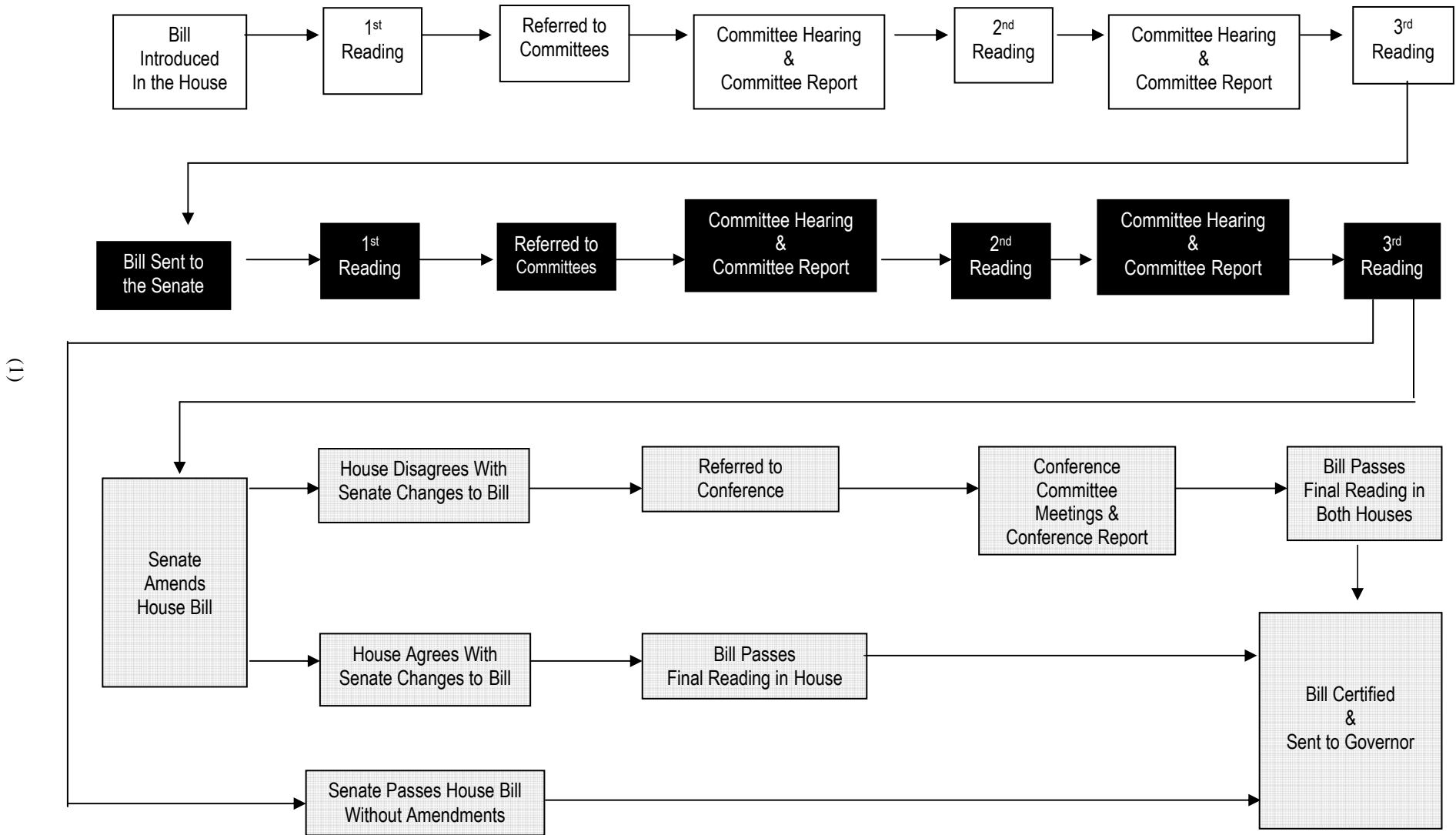
We hope that you will find this compact guide useful in your participation with the legislative process. Although this guide is much shorter, it contains a wealth of relevant information. This guide includes, among other things, an overview of the legislative process, the legislative timetable, testimony guidelines, committee information, contact information for legislators, and resource center information.

We believe that knowledge and effective and timely communication are keys to successful participation. Your participation in the legislative process is essential to the preservation of democracy. We hope that you will use this guide to maximize your effectiveness in the legislative process. You really can make a difference!

TABLE OF CONTENTS

How a House Bill Becomes Law	1
Types of Bills and Resolutions	3
Bills	3
Resolutions	4
Legislative Timetables	6
Legislative Process.....	11
Committee Testimony.....	15
Written Testimony Outline	17
Sample Written Testimony	18
Leadership and Standing Committees.....	19
Committee Bracket System of the House and Senate	21
House Standing Committee Bracket System	22
House "A" Bracket Standing Committees and Members.....	23
House "B" Bracket Standing Committees and Members.....	24
Senate Standing Committee Bracket System	25
Senate Standing Committees and Members	26
Committee Acronyms	27
House Conference Room Schedule	28
Senate Committee Hearing Schedule.....	29
House Directory	31
Senate Directory	37
Legislative Resource and Reference Centers	41
Citizen Participation Factsheet.....	45
State Capitol Maps	49
Helpful Legislative Acronyms and Abbreviations.....	55

HOW A HOUSE BILL BECOMES LAW



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TYPES OF BILLS AND RESOLUTIONS

BILLS

The Hawaii State Constitution requires that every law enacted be introduced in the form of a bill. The bill title must encompass the entire subject matter of the bill and each bill can encompass only one subject. Bills are the most important of all vehicles available to the Legislature because, if passed, bills have the force and effect of law.

Some of the major functions of a bill include:

- Adding, amending, or deleting a law in the Hawaii Revised Statutes (HRS)

The vast majority of bills introduced in the Legislature propose to amend the HRS by adding a new law, deleting a law, or both. Most laws are regarded as being of a "general and permanent nature" and thus are codified into the HRS.

- Adding, amending, or deleting a law in the Session Laws of Hawaii (SLH)

The SLH is an annual compilation of all laws enacted by the Legislature each session, including laws amending the HRS and those that have no statutory references. Laws belonging in the latter category include laws that appropriate funds, authorize the issuance of bonds, and establish temporary commissions.

- Proposing amendments to the Hawaii State Constitution

The Hawaii State Constitution sets forth the basic principles and laws of the State that determine the powers and duties of government and guarantee certain rights to its people. The Hawaii Constitution allows the Legislature to propose amendments to the Constitution by adopting proposals through bills. These proposals are then submitted to the electorate for approval or disapproval at the next general election.

Special Types of Bills

Short-form Bills

Most bills are drafted in a form that contains the necessary details to accomplish their purposes. Occasionally, short-form bills are introduced to serve as a vehicle for later consideration of a topic before the details of that topic have been developed. Thus, a short-form bill typically contains only a reference to the general idea of the bill.

Companion Bills

Companion bills are identical versions of the same bill that are introduced in both the House and the Senate to increase their chances of passage.

Administration Bills

Administration bills are prepared by executive branch agencies for consideration by the Legislature.

Carryover Bills

The Hawaii State Constitution provides that any bill pending at the adjournment of a regular session in an odd-numbered year will carryover to the next regular session with the same status. Before the carried-over bill can be enacted, it must pass at least one floor vote in the house of origin.

RESOLUTIONS

Two types of resolutions--concurrent resolutions and single-house resolutions--are used to express the position of the Legislature or a single house, respectively. Resolutions do not have the force and effect of law. They may request that an agency study a proposal or problem and report back to the Legislature. They may also request action by the President of the United States, Hawaii's congressional delegation, the governor, or officials or agencies of other governmental jurisdictions. Although resolutions may be adopted immediately upon introduction, they are typically referred to an appropriate committee and are treated in a similar manner as bills.

Concurrent Resolutions

Concurrent resolutions require adoption in each house and are used to officially state the position of the Legislature. Sometimes the adoption of a concurrent resolution is required by law. For example, the approval of a leasehold development project (Section 171-60, HRS) and the authorization to lease submerged lands (Section 171-53, HRS) both require adoption of concurrent resolutions.

Concurrent resolutions adopted by one house are transmitted to the other house for consideration. If the measure is amended by the second house, it must be returned to the house of origin for its concurrence. On rare occasions, a concurrent resolution may even be referred to a conference committee.

Single House Resolutions

Single-house resolutions, which only require adoption by a single house, are used to state the position of the House or Senate.

Both concurrent and single-house resolutions may be transmitted to a specific individual, agency, or concerned party upon adoption.

Resolutions do not carry over from one session to the next.

2008 LEGISLATIVE TIMETABLE

JANUARY

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
		NEW YEAR'S DAY	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16 OPENING DAY	17	18 NON-ADMIN. BILL PACKAGE CUTOFF	19
20	21 MARTIN LUTHER KING, JR. DAY	22 STATE-OF-THE-STATE ADDRESS; & ADMIN. BILL PACKAGE CUTOFF	23 BILL INTRO. CUTOFF	24 RECESS #1	25	26
27	28	29	30	31 GRANTS/SUBSIDIES CUTOFF		

FEBRUARY

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH


SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL

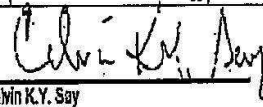
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
				1	2	3


 Colleen Hanabusa
 Senate President

12/27/07
 Date


 Calvin K.Y. Say
 Speaker of the House

12/27/07
 Date

2008 LEGISLATIVE TIMETABLE

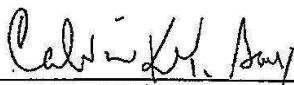
DATE	LEG. DAY	DEADLINE
Jan. 16th (Wed)	1st	Opening Day.
Jan 18th (Fri)	3rd	Last day to introduce all packages of bills except for the administration's (State Executive Branch).
Jan 22nd (Tue)	4th	State-of-the-State Address. Last day to introduce the administration's package of bills (State Executive Branch).
Jan 23rd (Wed)	5th	Last day for bill introductions.
Jan. 24th (Thur)		One-day recess.
Jan. 31st (Thur)	10th	Last day for organizations to submit grant and subsidy requests to the Legislature.
Feb. 19th (Tue)		One-day recess.
Feb. 21st (Thur)		Mandatory 5-day recess.
Through Feb. 27th (Wed)		
Feb. 29th (Fri)	24th	Filing deadline for First Decking. Last day to deck non-budget bills for Third Reading in the originating body.
March 3rd (Mon)		One-day recess.
March 5th (Wed)		One-day recess.
March 6th (Thur)	26th	First Crossover. Last day for Third Reading of bills in the originating body.
March 10th (Mon)	28th	Filing deadline for budget bills.
March 12th (Wed)	30th	Last day for Third Reading of budget bills in the originating body. Last day to introduce substantive resolutions.
April 4th (Fri)	45th	Filing deadline for Second Decking. Last day to deck bills that were amended by the receiving (non-originating) body.
April 7th (Mon)		One-day recess.
April 9th (Wed)		One-day recess.
April 10th (Thur)	47th	Second Crossover. Last day for Third Reading of bills that were amended by the receiving (non-originating) body. Disagree. Last day to disagree with the other body's drafts of bills.
April 11th (Fri)	48th	First Crossover for concurrent resolutions. Last day to pass concurrent resolutions to the non-originating body.
April 18th (Fri)	53rd	Deadline for final form of constitutional amendments.
April 21st (Mon)	54th	Second Crossover for concurrent resolutions. Last day to pass concurrent resolutions that were amended by the receiving (non-originating) body.
April 24th (Thur)	57th	Last day to file non-fiscal bills to deck for Final Reading.
April 25th (Fri)	58th	Last day to file fiscal bills to deck for Final Reading.
April 28th (Mon)		One-day recess.
April 30th (Wed)		One day recess.
May 1st (Thur)	60th	Adjournment Sine Die.



 Colleen Hanabusa
 Senate President

12/27/07

Date




 Calvin K.Y. Say
 Speaker of the House

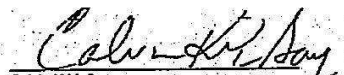
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2008 LEGISLATIVE TIMETABLE (Internal to the House)

	SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
JANUARY			NEW YEAR'S DAY	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	MARTIN LUTHER KING, JR. DAY	22	23	24	25	26
	27	28	29	30	31		
FEBRUARY						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	PRESIDENT'S DAY	19	20	21	22	23
	24	25	26	27	28	29	30
MARCH							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
APRIL			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			
MAY					1	2	3


 Kirk Caldwell
 Majority Leader
 Date: 12/27/07


 Calvin K.Y. Say
 Speaker of the House
 Date: 12/27/07


2008 LEG. TIMETABLE (HOUSE INTERNAL CALENDAR) - BASE (D)

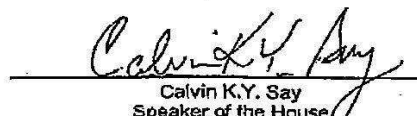
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2008 LEGISLATIVE TIMETABLE (Internal)

(underlined dates are internal to the House)

DATE	LEG. DAY	DEADLINE
<u>Jan. 9th (Wed)</u>		<u>Pre-Filing of bills begin.</u>
Jan. 16 th (Wed)	1 st	Opening Day. <u>Filing of 5 bills per day limit begins.</u>
Jan 18 th (Fri)	3 rd	Last day to introduce all packages of bills except for the administration's (State Executive Branch).
Jan 22 nd (Tue)	4 th	State-of-the-State Address. Last day to introduce the administration's package of bills (State Executive Branch).
Jan 23 rd (Wed)	5 th	Last day for bill introductions. <u>Filing of 5 bills per day limit ends.</u>
Jan. 24 th (Thur)		One-day recess.
Jan. 31 st (Thur)	10 th	Last day for organizations to submit grant and subsidy requests to the Legislature.
<u>Feb. 7th (Thur)</u>	<u>15th</u>	<u>Filing deadline for triple referral bills for Second Reading.</u>
<u>Feb. 14th (Thur)</u>	<u>20th</u>	<u>Filing deadline for First Lateral.</u>
<u>Feb. 15th (Fri)</u>	<u>21st</u>	<u>First Lateral. All bills to final committee in the originating body.</u>
Feb. 19 th (Tue)		One-day recess.
Feb. 21 st (Thur)		Mandatory 5-day recess.
Through Feb. 27 th (Wed)		
Feb. 29 th (Fri)	24 th	Filing deadline for First Decking. Last day to deck non-budget bills for Third Reading in the originating body.
March 3 rd (Mon)		One-day recess.
March 5 th (Wed)		One-day recess.
March 6 th (Thur)	26 th	First Crossover. Last day for Third Reading of bills in the originating body.
March 10 th (Mon)	28 th	Filing deadline for budget bills.
March 12 th (Wed)	30 th	Last day for Third Reading of budget bills in the originating body. Last day to introduce substantive resolutions.
<u>March 13th (Thur)</u>	<u>31st</u>	<u>Filing deadline for triple referral bills for Second Reading.</u>
<u>March 19th (Wed)</u>	<u>35th</u>	<u>Filing deadline for Second Lateral.</u>
<u>March 20th (Thur)</u>	<u>36th</u>	<u>Second Lateral. All bills to final committee in the non-originating body.</u>
<u>April 1st (Tue)</u>	<u>42nd</u>	<u>First Lateral for concurrent resolutions. All concurrent resolutions to final committee in the originating body.</u> <u>Last day for floor presentations.</u>
April 4 th (Fri)	45 th	Filing deadline for Second Decking. Last day to deck bills that were amended by the receiving (non-originating) body.
April 7 th (Mon)		One-day recess.
April 9 th (Wed)		One-day recess.
April 10 th (Thur)	47 th	Second Crossover. Last day for Third Reading of bills that were amended by the receiving (non-originating) body. Disagree. Last day to disagree with the other body's drafts of bills.
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April 18 th (Fri)	53 rd	Deadline for final form of constitutional amendments.
April 21 st (Mon)	54 th	Second Crossover for concurrent resolutions. Last day to pass concurrent resolutions that were amended by the receiving (non-originating) body.
April 24 th (Thur)	57 th	Last day to file non-fiscal bills to deck for Final Reading.
April 25 th (Fri)	58 th	Last day to file fiscal bills to deck for Final Reading.
April 28 th (Mon)		One-day recess.
April 30 th (Wed)		One day recess.
May 1 st (Thur)	60 th	Adjournment Sine Die.


 Kirk Caldwell
 Majority Leader
12/27/07
 Date


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 Speaker of the House
12/27/07
 Date

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LEGISLATIVE PROCESS

The legislative timetable determines the pace of the legislative session. It sets forth a series of hurdles or deadlines that all measures must meet. The rules of this game are firm: a measure is "dead" if it fails to meet the deadlines established by the legislative timetable.

The legislative timetable must be jointly approved by the Speaker of the House and the President of the Senate. This is the official calendar of the Legislature. Because the timetable specifies various deadlines in chronological order, the timetable may be somewhat confusing at first glance. However, if you keep in mind that the timetable represents the cumulative deadlines for various types of measures, from budget bills to substantive resolutions, then the timetable will be easier to understand. The categories of major deadlines in the legislative timetable include the following:

- Deadlines set by the Hawaii State Constitution; and
- Deadlines set by agreement between the House and the Senate.

Visualizing the legislative timetable as consisting of these different types of deadlines may help you to understand the legislative process and to prepare for legislative deadlines.

Keep in mind that these are only deadlines. In actuality, bills can go through the legislative process quickly. For example, for legislative session staffers to be paid on a timely basis, the bill providing for legislative expenditures must be approved by the Legislature and signed into law during the beginning weeks of session.

The following section discusses in greater detail each of the deadlines that could be included in the legislative timetable.

OPENING DAY

This day marks the official commencement of a new legislative session. Article III, section 10, of the Hawaii State Constitution states, "The legislature shall convene annually in regular session at 10:00 a.m. on the third Wednesday in January."

BILL CUTOFF: LAST DAY TO INTRODUCE BILLS

During the 1984 General Election, voters approved a proposal to delete a constitutional requirement mandating the cutoff date for bill introduction to be after the 19th day of the session. As a result, the Legislature now has the flexibility to establish the deadline for introducing bills.

Both houses of the Legislature may set additional deadlines before Bill Cutoff that affect the introduction of bills, such as a deadline after which the number of bills each legislator may introduce per day is limited.

FIRST LATERAL: LAST DAY TO MOVE BILLS TO A FINAL COMMITTEE

Most bills are referred to more than one committee. If the lead referral committee decides to move a measure out of committee, then the measure must go to the next referral committee for further consideration. To ensure that all referral committees have time to review the bill, a "lateral" deadline is established ("lateral" because the bills move "sideways"--from one committee to another within each house--rather than "forward" from the House to the Senate or vice versa). Bills with more than one referral must move to the final committee by this date to remain alive.

There are two bill lateral deadlines for each house during session. First Lateral refers to the deadline by which all bills with more than one referral in the house of origin must move to their final referral committees. Second Lateral refers to the deadline by which all bills that have crossed over from one house to the other and have been given more than one referral must move to their final referral committees in their respective houses.

Not all standing committees serve as final referral committees. Traditionally, the House Committees on Finance; Judiciary; and Consumer Protection and Commerce; and the Senate Committees on Ways and Means; Judiciary and Labor; and Commerce, Consumer Protection, and Affordable Housing serve as final referral committees. The remaining standing committees usually receive first or second referral assignments.

MANDATORY FIVE-DAY RECESS

The mandatory recess runs for five consecutive days and is intended to encourage the public to review the bills still moving through the Legislature. It provides legislators an opportunity to schedule public meetings in their districts to brief their constituents on the major issues facing the Legislature. No formal floor action takes place during this recess.

In addition to the Mandatory Recess, the Legislature may schedule additional recess days anywhere in the legislative timetable.

FIRST DECKING: LAST DAY TO DECK BILLS FOR THIRD READING IN THE ORIGINAL HOUSE

Decking refers to the time when a bill in the final form in which it is intended to be passed is made available to members of the Legislature (i.e. "Decking"--placed on the deck) for 48 hours prior to being voted on for passage. Any bill not submitted in its final form by the decking deadline no longer can be considered for passage during the session.

However, bills introduced during the session of an odd-numbered biennium year (e.g. the 2007 session) that fail to meet this deadline can be considered again during the session of an even-numbered biennium year (e.g. the 2008 session). That means all bills introduced in the 2007 session that did not become law can still be considered in the 2008 session.

FIRST CROSSOVER: LAST DAY FOR THIRD READING OF BILLS IN THE ORIGINATING HOUSE

This is the deadline for bills to pass Third Reading and then move (or "cross over") to the other house for consideration. For this reason, this is called the crossover deadline. First Crossover is the last day for a final vote to be taken in the house of origin before passing a bill on to the second house. Second Crossover is the last day for a final vote in the non-originating house. Remember, bills can cross over before this deadline.

SECOND LATERAL

All Senate bills with House referrals, and all House bills with Senate referrals, must move to their final referral committees by Second Lateral to remain alive.

SECOND DECKING: LAST DAY TO DECK BILLS AMENDED BY THE RECEIVING (NON-ORIGINATING) BODY

Because we have a bicameral system, if one house amends a measure, the other house must have the opportunity to agree or disagree with the amendments made by that house. The convening of a House-Senate conference committee is used to resolve differences if there is formal disagreement. To provide sufficient time for the house that drafted the bill to consider the other body's amendments and, if necessary, to convene a conference committee, this deadline is set to deck all bills that were amended by the non-originating (or receiving) house.

SECOND CROSSOVER: LAST DAY FOR THIRD READING OF BILLS AMENDED BY THE RECEIVING (NON-ORIGINATING) BODY

Second Crossover is the deadline by which all bills amended by the non-originating body are returned to the chamber from which they originated. Forty-eight hours must have elapsed from the time these bills were decked. The only bills that need not comply with this deadline are bills that have not been amended by the non-originating body because they need not return to the originating body.

DISAGREE: LAST DAY TO DISAGREE WITH THE OTHER CHAMBER'S DRAFTS OF BILLS

Either house can agree or disagree to the amendments made to its bill by the non-originating body. If either house chooses to disagree, it must do so by this deadline.

CROSSOVER: LAST DAY TO PASS CONCURRENT RESOLUTIONS TO THE NON-ORIGINATING BODY

For concurrent resolutions to remain alive, they must be adopted in their originating houses by this deadline. If adopted, these concurrent resolutions then cross over to the other house for further consideration.

FINAL DECKING: LAST DAY TO DECK BILLS FOR FINAL READING

The Final Decking deadline applies to bills amended by the non-originating body and whose differences have been resolved either by a conference committee or reconsideration by the originating body.

ADJOURNMENT SINE DIE

This is the last day for votes to be taken on bills up for Final Reading and on resolutions up for adoption. It is the last day of session.

SUMMARY

This overview of the legislative timetable gives you a general idea of when you can expect the workload of the Legislature to escalate. Actual work schedules will depend on your individual interests and responsibilities as a spectator or lobbyist. Therefore, use the information contained in this section only as a general guide to predict the Legislature's workload over the course of the session.

COMMITTEE TESTIMONY

Information may be easily obtained from the Hawaii State Legislature website: www.capitol.hawaii.gov. Find out which committees your bills have been referred to by checking this website or by contacting your district representative's or senator's office, the Chief Clerk's Office of either the House (Ph: 586-6400/Fax: 586-6401) or the Senate (Ph: 586-6720/Fax: 586-6719).

To get on a committee mailing list to receive copies of agendas, public hearing notices, and informational briefing notices, inform the appropriate committee chair of your interest. The most timely and cost-effective method, however, is to be placed on an automatic e-mail list through the Hawaii State Legislature website listed above.

You may have an opportunity to influence the decision of a committee chair to consider a bill and to schedule the bill for a public hearing by contacting the committee chair or committee clerk as soon as the bill has been referred to the committee. At this time, you should provide the committee chair or committee clerk with background information on the bill and answer any questions that they may have. You may also want to send a letter to the committee chair to raise your concerns about the bill or express your support or opposition to the bill, either as an individual or on behalf of your group or organization.

For the most part, committee chairs control their committee's agenda and schedule the bills that they feel should move through the legislative process. However, you may want to consider communicating your views to the individual members of each committee who may then voice your concerns to the committee chair.

If your bill is scheduled for a public hearing, keep these guidelines in mind:

- When submitting testimony on a bill, the committee may require you to present a minimum number of copies of written testimony to be inserted into individual committee folders for distribution to committee members and staff. Written testimony should be submitted to the appropriate office at least 24 hours prior to the hearing. Testimony may also be delivered via email to House Committees using the appropriate committee email address (see pages. 23 - 24 for House Committee email addresses).
- If you are unable to prepare and submit written testimony in time for a hearing, some committee chairs may allow the presentation of oral comments at the public hearing. However, you should be prepared to submit written testimony summarizing your oral comments as soon as possible after the public hearing.
- Generally, each committee chair follows the order of the bills listed on the agenda.
- As a courtesy to departmental and other government officials who must testify before a number of committees each day, most committee chairs allow government representatives to present their testimony before the general public presents its testimony.

Prepare your oral testimony in advance and be brief unless asked to elaborate. Do not read your written testimony. If you are asked to summarize your oral testimony, comply with the committee chair's request. There may be a large number of bills scheduled and many testifiers. When presenting oral testimony, it helps to:

- Be specific and to the point regarding the bill on which you are testifying.
- Be prepared to answer questions from committee members about your testimony or your position on the bill. If you don't know the answer to the question, just say so. You can always get the information to the committee later.

WRITTEN TESTIMONY OUTLINE

CHAIR OF THE HOUSE OR SENATE COMMITTEE
NAME OF THE HOUSE OR SENATE COMMITTEE

Your name
The group or organization that you represent (if any)
A contact number or address

Day and Date of Hearing

Your position on the measure and
the bill or resolution number, and draft number (if any)

Introduction:

- (1) Introduce who you are and/or the group or organization that you represent;
- (2) State the measure you are testifying on; and
- (3) State your position on the measure (e.g., "*I am testifying in favor of/in support of*" or "*I am testifying against/in opposition to*" or "I am providing comments on...")

Content:

State or list the reasons for taking your position, starting with the most important or compelling reasons. Include any facts, figures, statements, and experiences to support your position.

Closing:

- (1) Include any closing remarks; and
- (2) Reiterate your position on the measure (especially if you did not state your position previously within the testimony).

SAMPLE WRITTEN TESTIMONY

Representative Dwight Y. Takamine, Chair
Representative Noboru Yonamine, Vice-chair
Committee on Labor and Public Employment

Hawaii Healthy Mothers, Healthy Babies Coalition

Tuesday, March 19, 1991

Support of SB 818 S.D. 1, Relating to Family Leave

The Hawaii Healthy Mothers, Healthy Babies Coalition is part of a national cooperative group of private and non-profit organizations and individuals committed to improving maternal and infant health in the State of Hawaii through educational and advocacy efforts. We strongly support S.B. No. 818, S.D. 1, Relating to Family Leave, which would give employees working for employers of fifty or more employees, the right to 3 months of unpaid parental leave for the birth or adoption of a son or daughter of the employee.

People should not be forced to choose between work and family. We have a situation in the U.S. of supporting children and family in our popular culture, but not fully supporting them in our social policies. Compared to other industrialized nations, the U.S. ranks poorly in several key indicators of children's and families' quality of life. We need to develop social and working policies that adequately support new lives, and the mental and physical health of families.

Even though a number of businesses are beginning to provide parental leave options, this act would broaden this protection to more of Hawaii's workforce. Some will argue that such a policy need not be mandated. Child labor laws had to be mandated, and we are all glad they were. Our society decided that in some cases the family needed legal protection. Unpaid parental leave is a modest but vital step toward recognizing the relationship between job security and family security.

In expanding the options for Hawaii's labor force, we are creating a health-promoting atmosphere and a foundation for future generations of healthy people and healthy families. We urge the committee to pass S.B. No. 818, S.D. 1. Thank you for this opportunity to testify.

LEADERSHIP AND STANDING COMMITTEES

LEADERSHIP

Major officers of the House and Senate are selected by their fellow members following the November elections. The presiding officer for the House is the Speaker of the House, who is addressed as "Mr. Speaker" or "Madam Speaker." The presiding officer for the Senate is the Senate President, who is addressed as "Mr. President" or "Madam President."

The presiding officers of each house conduct floor sessions in their respective chambers and exercise control over their house's operations, facilities, and property, including the appointment of the various subject matter committee chairs and conference committee members, and the scheduling of the legislative timetable in cooperation with the other house. In addition, the presiding officers represent their respective houses in dealing with the public and other agencies. In the absence of the Speaker or President, the Vice Speaker or the Vice President assumes all the duties and responsibilities of the Speaker or the President, respectively.

Both houses are also organized along partisan lines into a Majority Caucus and Minority Caucus, composed of all majority party and minority party representatives, respectively. Each caucus elects its own official leaders.

STANDING COMMITTEES

The subject matter standing committees of the Legislature initiate inquiries and ascertain facts in preparation of the enactment of laws. This is done through public hearings, receipt of data, review of reports and studies, staff research and investigation, and other activities. The standing committees vary in size, number, and subject area.

Standing committees are the main working committees of the Legislature as distinguished from interim committees, ad hoc committees, special committees, and other committees deemed necessary by the Speaker or the President.

The scope of a standing committee's jurisdiction is set by the organizational rules of each house. In addition, a committee may review budget requests, financial plans and programs, and other pertinent matters relating to the committee's subject matter jurisdiction.

Meetings of the committee are called by the committee chair, who prepares the agenda and presides at each meeting. The committee chair is also responsible for preparing files for committee members and the leadership of that house, keeping a record of documents and information presented to the committee, and drafting the reports of the committee's findings and recommendations.

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COMMITTEE BRACKET SYSTEM OF THE HOUSE AND SENATE

House and Senate committees encompassing related subject areas generally have similar memberships and are grouped under broad program areas. This committee organization, known as the "bracket system," enables committee members to consider related bills, programs, and budgetary issues that may be raised in any of the program area committees. The bracket system also facilitates the joint referral and hearing of bills and allows chairs in the same bracket to exchange meeting times to accommodate their respective workloads as the need arises.

For example, during the 2007 and 2008 legislative sessions, the House of Representatives has 17 standing committees and the Senate has 14 standing committees. Under this system, each representative or senator sits on several standing committees. The House and Senate bracket systems were implemented to avoid overlapping meeting schedules so that all members will have a greater opportunity to participate in their committees' activities.

The House committee bracket system operates as follows:

- All committees are organized either under the "A" or "B" bracket. Meetings and public hearings for all committees in the "A" bracket are held in the afternoons and evenings, while "B" bracket committees meet in the mornings. Most representatives are assigned to one program area in the "A" bracket to fill their afternoon and evening schedules, and one program area in the "B" bracket to fill their morning schedules.
- Standing committees within each bracket are grouped under major program areas, such as "Economic Opportunities" or "Justice & Consumer Protection," each consisting of two to four committees. For example, the Economic Opportunities program area consists of the committees on Agriculture; Economic Development & Business Concerns; and Tourism & Culture.
- In some cases, committees within the same program area have similar memberships, allowing a representative to serve on a number of different though related committees.

The Senate committees are organized under the "A," "B," or "C" bracket system. Meetings and public hearings for all committees in the "A" bracket are usually held in the mornings, Monday through Friday, and may extend into the afternoons, if additional meetings are necessary. Senate "B" bracket standing committees usually meet in the afternoons, Monday, Wednesday, and Friday. The Senate "C" bracket standing committees usually meet in the afternoons, Tuesday and Thursday, and Saturday, if necessary.

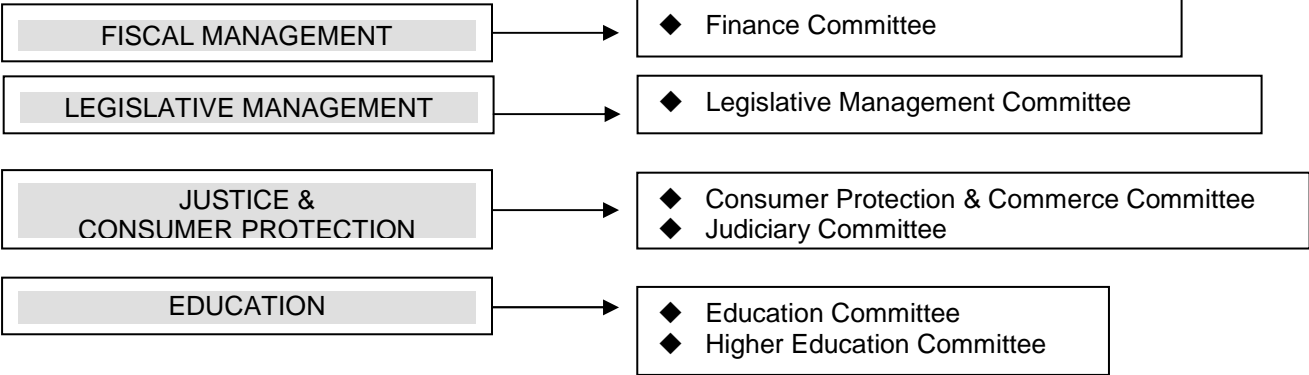
For the Twenty-fourth Legislature (2007 and 2008 legislative sessions), the committee organizations of the House of Representatives and the Senate are as follows:

HOUSE STANDING COMMITTEE BRACKET SYSTEM

Major Program Areas

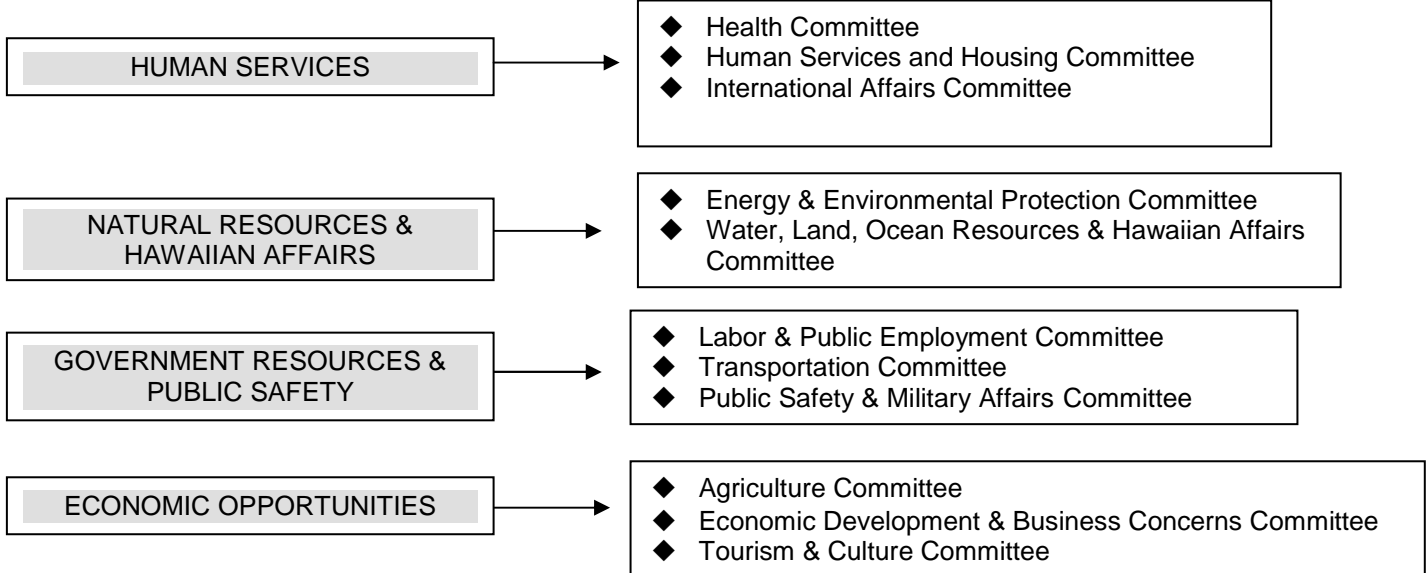
Standing Committees

"A"
BRACKET



(22)

"B"
BRACKET



HOUSE "A" BRACKET STANDING COMMITTEES AND MEMBERS

FISCAL MANAGEMENT		EDUCATION		JUSTICE & CONSUMER PROTECTION	
Finance Committee (FIN) FINtestimony@capitol.hawaii.gov		Education Committee (EDN) EDNtestimony@capitol.hawaii.gov		Judiciary Committee (JUD) JUDtestimony@capitol.hawaii.gov	
1. Marcus R. Oshiro, Chair 2. Marilyn B. Lee, Vice-Chair 3. Karen Leinani Awana 4. Della Au Belatti 5. Tom Brower 6. Mele Carroll 7. Faye P. Hanohano 8. Sharon E. Har 9. Jon Riki Karamatsu 10. Michael Y. Magaoay 11. Joey Manahan 12. John Mizuno 13. Bob Nakasone 14. Karl Rhoads	15. Roland D. Sagum, III 16. James Kunane Tokioka 17. Colleen Rose Meyer 18. Kymberly Marcos Pine 19. Gene Ward, Ph.D. Conference Rm 308	1. Roy M. Takumi, Chair 2. Lyla B. Berg, Ph.D, Vice-Chair 3. Joe Bertram, III 4. Rida T.R. Cabanilla-Arakawa 5. Jerry L. Chang 6. Scott Y. Nishimoto 7. Scott K. Saiki 8. Maile S.L. Shimabukuro 9. K. Mark Takai 10. Dwight Y. Takamine 11. Glenn Wakai 12. Corinne W.L. Ching	13. Lynn Finnegan Conference Rm 309	1. Tommy Waters, Chair 2. Blake K. Oshiro, Vice-Chair 3. Cindy Evans 4. Josh Green, M.D. 5. Ken Ito 6. Sylvia Luke 7. Angus L.K. McKelvey 8. Hermina M. Morita 9. Alex M. Sonson 10. Joseph M. Souki 11. Clift Tsuji 12. Ryan I. Yamane	13. Kyle T. Yamashita 14. Barbara C. Marumoto 15. Kymberly Marcos Pine 16. Cynthia Thielen Conference Rm 325
Legislative Management Committee (LMG) LMGtestimony@capitol.hawaii.gov		Higher Education Committee (HED) HEDtestimony@capitol.hawaii.gov		Consumer Protection & Commerce Committee (CPC) CPCtestimony@capitol.hawaii.gov	
1. Michael Y. Magaoay, Chair 2. James Kunane Tokioka, Vice-Chair 3. Pono Chong 4. Blake K. Oshiro	5. Lynn Finnegan Conference Rm 423	1. Jerry L. Chang, Chair 2. Joe Bertram, III, Vice-Chair 3. Lyla B. Berg, Ph.D. 4. Rida T.R. Cabanilla-Arakawa 5. Scott Y. Nishimoto 6. Scott K. Saiki 7. Maile S.L. Shimabukuro 8. K. Mark Takai 9. Dwight Y. Takamine 10. Roy M. Takumi	11. Glenn Wakai 12. Corinne W.L. Ching 13. Lynn Finnegan Conference Rm 309	1. Robert N. Herkes, Chair 2. Angus L.K. McKelvey, Vice-Chair 3. Cindy Evans 4. Josh Green, M.D. 5. Ken Ito 6. Sylvia Luke 7. Hermina M. Morita 8. Alex M. Sonson 9. Joseph M. Souki 10. Clift Tsuji	11. Ryan I. Yamane 12. Kyle T. Yamashita 13. Barbara C. Marumoto 14. Cynthia Thielen Conference Rm 325

HOUSE "B" BRACKET STANDING COMMITTEES AND MEMBERS

HUMAN SERVICES	NATURAL RESOURCES & HAWAIIAN AFFAIRS	ECONOMIC OPPORTUNITIES	GOVERNMENT RESOURCES & PUBLIC SAFETY
Health Committee (HLT) HLTtestimony@capitol.hawaii.gov	Energy & Environmental Protection Committee (EEP) EEPtestimony@capitol.hawaii.gov	Agriculture Committee (AGR) AGRtestimony@capitol.hawaii.gov	Transportation Committee (TRN) TRNtestimony@capitol.hawaii.gov
1. Josh Green, M.D., Chair 2. John Mizuno, Vice-Chair 3. Karen Leinani Awana 4. Della Au Belatti 5. Joe Bertram, III 6. Rida T.R. Cabanilla-Arakawa 7. Karl Rhoads 8. Maile S.L. Shimabukuro	9. James Kunane Tokioka 10. Gene Ward, Ph.D. Conference Rm 329 11. Cynthia Thielen Conference Rm 312	1. Clift Tsuji, Chair 2. Tom Brower, Vice-Chair 3. Lyla B. Berg, Ph.D. 4. Jerry L. Chang 5. Faye P. Hanohano 6. Robert N. Herkes 7. Joey Manahan 8. Glenn Wakai 9. Ryan I. Yamane 10. Kyle T. Yamashita	11. Corinne W.L. Ching 12. Colleen Rose Meyer Conference Rm 325 1. Joseph M. Souki, Chair 2. Scott Y. Nishimoto, Vice-Chair 3. Cindy Evans 4. Sharon E. Har 5. Marilyn B. Lee 6. Sylvia Luke 7. Angus L.K. McKelvey 8. Bob Nakasone 9. Alex M. Sonson 10. Dwight Y. Takamine
Human Services & Housing Committee (HSH) HSHtestimony@capitol.hawaii.gov	Water, Land, Ocean Resources, & Hawaiian Affairs Committee (WLH) WLHtestimony@capitol.hawaii.gov	Economic Development & Business Concerns Committee (EDB) EDBtestimony@capitol.hawaii.gov	Labor & Public Employment Committee (LAB) LABtestimony@capitol.hawaii.gov
1. Maile S.L. Shimabukuro, Chair 2. Karl Rhoads, Vice-Chair 3. Karen Leinani Awana 4. Della Au Belatti 5. Joe Bertram, III 6. Rida T.R. Cabanilla-Arakawa 7. Josh Green, M.D. 8. John Mizuno	9. James Kunane Tokioka 11. Gene Ward, Ph.D. Conference Rm 329 1. Ken Ito, Chair 2. Jon Riki Karamatsu, Vice-Chair 3. Mele Carroll 4. Michael Y. Magaoay 5. Hermina M. Morita 6. Roland D. Sagum, III 7. Scott K. Saiki	8. Cynthia Thielen Conference Rm 312 1. Kyle T. Yamashita, Chair 2. Glenn Wakai, Vice-Chair 3. Lyla B. Berg, Ph.D. 4. Tom Brower 5. Jerry L. Chang 6. Faye P. Hanohano 7. Robert N. Herkes 8. Joey Manahan 9. Clift Tsuji	10. Ryan I. Yamane 11. Corinne W. L. Ching 12. Barbara C. Marumoto Conference Rm 325 1. Alex M. Sonson, Chair 2. Bob Nakasone, Vice-Chair 3. Cindy Evans 4. Sharon E. Har 5. Marilyn B. Lee 6. Sylvia Luke 7. Angus L. K. McKelvey 8. Scott Y. Nishimoto 9. Joseph M. Souki 10. Dwight Y. Takamine
International Affairs Committee (INT) INTtestimony@capitol.hawaii.gov		Tourism & Culture (TAC) TACtestimony@capitol.hawaii.gov	Public Safety & Military Affairs Committee (PSM) PSMtestimony@capitol.hawaii.gov
1. Rida T.R. Cabanilla-Arakawa, Chair 2. Karen Leinani Awana, Vice-Chair 3. Della Au Belatti 4. Joe Bertram, III 5. Josh Green, M.D. 6. John Mizuno 7. Karl Rhoads	8. Maile S.L. Shimabukuro 9. James Kunane Tokioka 10. Gene Ward, Ph.D. Conference Rm 329	1. Ryan I. Yamane, Chair 2. Joey Manahan, Vice-Chair 3. Lyla B. Berg, Ph.D. 4. Tom Brower 5. Jerry L. Chang 6. Faye P. Hanohano 7. Robert N. Herkes 8. Clift Tsuji 9. Glenn Wakai	10. Kyle T. Yamashita 11. Corinne W.L. Ching 12. Barbara C. Marumoto Conference Rm 325 1. Cindy Evans, Chair 2. Sharon E. Har, Vice-Chair 3. Marilyn B. Lee 4. Sylvia Luke 5. Angus L.K. McKelvey 6. Bob Nakasone 7. Scott Y. Nishimoto 8. Alex M. Sonson 9. Joseph M. Souki 10. Dwight Y. Takamine

SENATE STANDING COMMITTEE BRACKET SYSTEM

Brackets

Standing Committees

"A" Bracket →

- ◆ Commerce, Consumer Protection, and Affordable Housing Committee
- ◆ Judiciary and Labor Committee
- ◆ Ways and Means Committee

"B" Bracket →

- ◆ Education Committee
- ◆ Intergovernmental and Military Affairs Committee
- ◆ Health Committee
- ◆ Transportation and International Affairs Committee
- ◆ Water and Land Committee

"C" Bracket →

- ◆ Agriculture and Hawaiian Affairs Committee
- ◆ Economic Development and Taxation Committee
- ◆ Energy and Environment Committee
- ◆ Human Services and Public Housing Committee
- ◆ Public Safety Committee
- ◆ Tourism and Government Operations Committee

SENATE STANDING COMMITTEES AND MEMBERS

Agriculture and Hawaiian Affairs (AHW)

1. Jill N. Tokuda, Chair
2. J. Kalani English, Vice Chair
3. Mike Gabbard
4. Clayton Hee
5. Russell S. Kokubun
6. Sam Slom

Conference Rm. 224

Commerce, Consumer Protection and Affordable Housing (CPH)

1. Russell S. Kokubun, Chair
2. David Y. Ige, Vice-Chair
3. Will Espero
4. Les Ihara, Jr.
5. Norman Sakamoto
6. Brian T. Taniguchi
7. Gordon Trimble

Conference Rm. 229

Economic Development and Taxation (EDT)

1. Carol Fukunaga, Chair
2. Will Espero, Vice-Chair
3. Rosalyn H. Baker
4. J. Kalani English
5. David Y. Ige
6. Sam Slom

Conference Rm. 224

Education (EDU)

1. Norman Sakamoto, Chair
2. Jill N. Tokuda, Vice-Chair
3. Suzanne Chun Oakland
4. Mike Gabbard
5. Clayton Hee
6. Clarence K. Nishihara
7. Brian T. Taniguchi
8. Sam Slom

Conference Rm. 225

Energy and Environment (ENE)

1. Ron Menor, Chair
2. Gary L. Hooser, Vice-Chair
3. Les Ihara, Jr.
4. Russell S. Kokubun
5. Gordon Trimble

Conference Rm. 414

Health (HTH)

1. David Y. Ige, Chair
2. Carol Fukunaga, Vice-Chair
3. Rosalyn H. Baker
4. Ron Menor
5. Paul Whalen

Conference Rm. 016

Human Services and Public Housing (HSP)

1. Suzanne Chun Oakland, Chair
2. Les Ihara, Jr., Vice-Chair
3. Gary L. Hooser
4. Norman Sakamoto
5. Fred Hemmings

Conference Rm. 016

Intergovernmental and Military Affairs (IGM)

1. Lorraine R. Inouye, Chair
2. Shan S. Tsutsui, Vice-Chair
3. Fred Hemmings

Conference Rm. 229

Judiciary and Labor (JDL)

1. Brian T. Taniguchi, Chair
2. Clayton Hee, Vice-Chair
3. Mike Gabbard
4. Russell S. Kokubun
5. Lorraine R. Inouye
6. Clarence K. Nishihara
7. Sam Slom

Conference Rm. 016

Public Safety (PBS)

1. Will Espero, Chair
2. Clarence K. Nishihara, Vice-Chair
3. Norman Sakamoto
4. Paul Whalen

Conference Rm. 225

Tourism and Government Operations (TSG)

1. Clarence K. Nishihara, Chair
2. Donna Mercado Kim, Vice-Chair
3. Shan S. Tsutsui
4. Gordon Trimble

Conference Rm. 229

Transportation and International Affairs (TIA)

1. J. Kalani English, Chair
2. Mike Gabbard, Vice-Chair
3. Will Espero
4. Gary L. Hooser
5. Lorraine R. Inouye
6. Shan S. Tsutsui
7. Gordon Trimble

Conference Rm. 224

Water & Land (WTL)

1. Clayton Hee, Chair
2. Russell S. Kokubun, Vice-Chair
3. Carol Fukunaga
4. Jill N. Tokuda
5. Paul Whalen

Conference Rm. 414

Ways and Means (WAM)

1. Rosalyn H. Baker, Chair
2. Shan S. Tsutsui, Vice-Chair
3. Suzanne Chun Oakland
4. J. Kalani English
5. Carol Fukunaga
6. Gary L. Hooser
7. Lorraine R. Inouye
8. Donna Kim Mercado
9. Ron Menor
10. Jill N. Tokuda
11. Fred Hemmings
12. Paul Whalen

Conference Rm. 211

HOUSE COMMITTEE ACRONYMS


AGR	Agriculture
CPC	Consumer Protection & Commerce
EDB	Economic Development & Business Concerns
EDN	Education
EEP	Energy & Environmental Protection
FIN	Finance
HED	Higher Education
HLT	Health
HSH	Human Services & Housing
INT	International Affairs
JUD	Judiciary
LAB	Labor & Public Employment
LMG	Legislative Management
PSM	Public Safety & Military Affairs
TAC	Tourism & Culture
TRN	Transportation
WLH	Water, Land, Ocean Resources & Hawaiian Affairs

SENATE COMMITTEE ACRONYMS

AHW	Agriculture & Hawaiian Affairs	IGM	Intergovernmental and Military Affairs
CPH	Commerce, Consumer Protection, and Affordable Housing	JDL	Judiciary and Labor
EDT	Economic Development and Taxation	PBS	Public Safety
EDU	Education	TIA	Transportation and International Affairs
ENE	Energy and Environment	TSG	Tourism and Government Operations
HSP	Human Services and Public Housing	WTL	Water & Land
HTH	Health	WAM	Ways and Means

**House of Representatives
The Twenty-fourth Legislature
2008 CONFERENCE ROOM SCHEDULE**

	COMMITTEE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Human Services	HLT Room 329			HLT 8:30-12:00 noon		HLT 8:30-12:00 noon	
	HSH Room 329		HSH 8:30-12:00 noon		HSH 8:30-12:00 noon		
	INT Room 329	INT 8:30-12:00 noon					
Natural Resources & Hawaiian Affairs	EEP Room 312		EEP 8:30-12:00 noon		EEP 8:30-12:00 noon		Open EEP/Joint 9:00-12:00 noon
	WLH Room 312	WLH 8:30-12:00 noon		WLH 8:30-12:00 noon		WLH 8:30-12:00 noon	
Economic Opportunities	EDB Room 325		EDB 8:30-12:00 noon		EDB 8:30-12:00 noon		
	TAC Room 325	TAC 8:30-12:00 noon					TAC 8:30-12:00 noon
	AGR Room 325			AGR 9:00-12:00 noon		AGR 9:00-12:00 noon	
Government Resources & Public Safety	TRN Room 309	TRN 8:30-12:00 noon		TRN 8:30-12:00 noon			
	LAB Room 309		LAB 8:30-12:00 noon			LAB 8:30-12:00 noon	Open LAB/Joint 9:00-12:00 noon
	PSM Room 309				PSM 8:30-12:00 noon		
Justice & Consumer Protection	JUD Room 325		JUD 2:00-9:00 pm		JUD 2:00-5:00 pm	JUD 2:00-9:00 pm	Open JUD/Joint 1:00-4:00 pm
	CPC Room 325	Open CPC/Joint 2:00-9:00 pm		CPC 2:00-9:00 pm	CPC 7:00-9:00 pm		
Education	EDN Room 309	EDN 2:00-9:00 pm		EDN 2:00-9:00 pm		EDN 2:00-9:00 pm	Open EDN/HED/Joint 1:00-4:00 pm
	HED Room 309		HED 2:00-9:00 pm		HED 2:00-9:00 pm		Open EDN/HED/Joint 1:00-4:00 pm
Legislative Management	LMG Room 423					LMG 2:00-9:00 pm	
Fiscal Management	FIN Room 308	Assigned to FIN (All day)					


KIRK CALDWELL, Majority Leader

Date 1/3/08

1 CKYS 2008-1049

12/28/07

4:42 PM

SENATE COMMITTEE HEARING SCHEDULE
Amended 12-21-07

BRACKET	COMMITTEE		DAYS	STARTING TIME	CONFERENCE ROOM
A	Ways and Means	WAM	M, T, W, Th, F	8:30 a.m.	211
	Judiciary and Labor	JDL	M, T, W, Th, F	8:30 a.m.	016
	Commerce, Consumer Protection and Affordable Housing	CPH	M, T, W, Th, F	8:30 a.m.	229
B	Education	EDU	M, W, F	1:15 p.m.	225
	Intergovernmental and Military Affairs	IGM	M, W, F	1:15 p.m.	229
	Health	HTH	M, W, F	1:15 p.m.	016
	Transportation and International Affairs	TIA	M, W, F	2:45 p.m.	224
	Water and Land	WTL	M, W, F	2:45 p.m.	414
C	Tourism and Government Operations	TSG	T, Th, S	1:15 p.m.	229
	Economic Development and Taxation	EDT	T, Th, S	1:15 p.m.	224
	Human Services and Public Housing	HSP	T, Th, S	1:15 p.m.	016
	Agriculture and Hawaiian Affairs	AHW	T, Th, S	2:45 p.m.	224
	Public Safety	PBS	T, Th, S	2:45 p.m.	225
	Energy and Environment	ENE	T, Th, S	2:45 p.m.	414

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HOUSE DIRECTORY

HOUSE LEADERSHIP

SPEAKER Calvin K.Y. Say
SPEAKER EMERITUS Joseph M. Souki
VICE SPEAKER Pono Chong
MAJORITY LEADER Kirk Caldwell
MAJORITY FLOOR LEADER Blake K. Oshiro
MAJORITY WHIPS Mele Carroll Jerry L. Chang Robert N. Herkes Ken Ito Jon Riki Karamatsu Marilyn B. Lee Michael Y. Magaoay Bob Nakasone Alex M. Sonson Joseph M. Souki Tommy Waters Ryan I. Yamane Kyle T. Yamashita

ASSISTANT MAJORITY FLOOR LEADERS Della Au Belatti Joe Bertram, III Tom Brower Josh Green, M.D. Faye P. Hanohano Sharon E. Har Sylvia Luke Joey Manahan Angus L.K. McKelvey John Mizuno Karl Rhoads Roland D. Sagum, III Scott K. Saiki K. Mark Takai Dwight Y. Takamine James Kunane Tokioka
MINORITY LEADER Lynn Finnegan
MINORITY FLOOR LEADER Colleen Rose Meyer
ASSISTANT MINORITY LEADER Kymberly Marcos Pine
ASSISTANT MINORITY FLOOR LEADER Cynthia Thielen
MINORITY WHIPS Corinne W.L. Ching Gene Ward, Ph.D

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HOUSE MEMBERS

Awana, Karen Leinani	Room 319	586-8465
Honokai Hale-Nanakuli-Lualualei-Maili	Fax:.....	586-8469
District 44 (D)	<i>E-mail: repawana@capitol.hawaii.gov</i>	
Belatti, Della Au	Room 331	586-9425
Tantalus-Makiki-McCully	Fax:.....	586-9431
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Berg, Ph.D, Lyla B.	Room 324	586-6510
Hahaione-Kuliouou-Niu Valley-Hawaii Loa Ridge	Fax:.....	586-6511
Aina Haina-Wailupe-Kahala	<i>E-mail: repberg@capitol.hawaii.gov</i>	
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Cabanilla-Arakawa, Rida T.R.	Room 442	586-6080
Waipahu-Honouliuli-West Loch-Ewa	Fax:.....	586-6081
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Caldwell, Kirk	Room 439	586-8475
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District 24 (D)	<i>E-mail: repcaldwell@capitol.hawaii.gov</i>	
Carroll, Mele	Room 405	586-6790
Kahoolawe-Molokini-Lanai-Molokai-Keanae-Wailua-	Fax.....	586-6779
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Chang, Jerry L.	Room 435	586-6120
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Maunawili-Olomana-Enchanted Lake-Kaneohe	Fax:.....	586-9496
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North Kona-South Kohala	Fax:.....	586-8514
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Lower Pearlridge-Aiea-Halawa-Hickam-Pearl Harbor-	Fax.....	586-9476
Moanalua Garden	<i>E-mail: repfinnegan@capitol.hawaii.gov</i>	
District 32 (R)		
Green, M.D., Josh	Room 327	586-9605
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District 6 (D)	<i>E-mail: repgreen@capitol.hawaii.gov</i>	

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Royal Kunia-Makakilo-Kapolei-Kalaeloa	Fax:	586-8504
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Puna-Ka`u-South Kona-North Kona	Fax:	586-8404
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Ito, Ken	Room 420.....	586-8470
Heeia-Haiku Valley-Kapunahala-Kaneohe	Fax:	586-8474
District 48 (D)	E-mail: repito@capitol.hawaii.gov	
Karamatsu, Jon Riki	Room 427.....	586-8490
Waipahu-Village Park-Waikele	Fax:	586-8494
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Mililani-Mililani Mauka	Fax:	586-9466
District 38 (D)	E-mail: replee@capitol.hawaii.gov	
Luke, Sylvia	Room 332.....	586-8530
Dowsett Highlands-Pacific Heights-Pauoa-Punchbowl	Fax:	586-8534
District 26 (D)	E-mail: repluke@capitol.hawaii.gov	
Magaoay, Michael Y.	Room 432.....	586-6380
Kaena Point-Schofield-Mokuleia-Waialua-Haleiwa-	Fax:	586-6381
Waimea-Pupukea-Sunset-Kahuku	E-mail: repmagaoay@capitol.hawaii.gov	
District 46 (D)		
Manahan, Joey	Room 421.....	586-6010
Sand Island-Mokauea-Kalihi Kai-Kapalama	Fax:	586-6011
District 29 (D)	E-mail: repmanahan@capitol.hawaii.gov	
Marumoto, Barbara C.	Room 304.....	586-6310
Waialae Iki-Kalani Valley-Waialae Nui-Diamond Head-	Fax:	586-6311
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Lahaina-Kaanapali-Kapalua-Maalaea-Kihei	Fax:	586-6161
District 10 (D)	E-mail: repmckelvey@capitol.hawaii.gov	
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North Kohala-South Kohala-Hamakua-North Hilo-	Fax:.....	586-6684
South Hilo	<i>E-mail: reptakamine@capitol.hawaii.gov</i>	
District 1 (D)		
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MAILING ADDRESS:

<p>State House of Representatives <i>(Representative or Agency Name)</i> State Capitol, Room No. _____ Honolulu, Hawaii 96813</p>
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MAILING ADDRESS:

<p>State Senate (Senator or Agency Name) State Capitol, Room No. _____ Honolulu, Hawaii 96813</p>
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LEGISLATIVE RESOURCE & REFERENCE CENTERS

I. GOVERNMENTAL DEPARTMENTS AND AGENCIES

› GOVERNOR'S OFFICE OF CONSTITUENT SERVICES

For information relating to state agencies.

Phone: 586-0221
Hours: 8:00 a.m. – 5:00 p.m., Monday - Friday
Location: State Capitol, Room 415

› CITY INFORMATION

For information relating to Honolulu county agencies.

Phone: 523-4385
Web address: www.honolulu.gov
E-mail address: csd@honolulu.gov
Hours: 7:45 a.m. - 4:30 p.m., Monday - Friday
Location: Department of Customer Services
530 S. King Street, Room 302A

› FEDERAL INFORMATION CENTER

For information relating to the federal government.

Phone: 1-800-FED-INFO
Web address: www.firstgov.gov
Hours: 8 a.m. – 8 p.m. Eastern Standard Time
Monday - Friday except federal holidays

II. THE LEGISLATIVE REFERENCE BUREAU (LRB) LIBRARY

Maintains a collection of public documents and publications relating to governmental issues. Also has a comprehensive newspaper-clipping file.

Phone: 587-0690
Web address: www.hawaii.gov/lrb
E-mail address: lrb@capitol.hawaii.gov
Hours: Session:
7:45 a.m. - 6:00 p.m., Monday - Friday
8:30 a.m. - Noon Saturday

Interim:
7:45 a.m. - 4:30 p.m., Monday - Friday
Location: State Capitol Basement, Room 005

III. THE PUBLIC ACCESS ROOM, STATE LEGISLATURE

The public access room provides assistance to the public by enhancing their efforts in lobbying state lawmakers. This is the citizens' office in the Legislature, equipped with computer terminals, telephones, copies of legislative documents, reference materials, a fax machine, and a copy machine. Staff are available to assist those who come to Room 401 in the State Capitol, or who call in with questions. Classes are given on the legislative process, reading legislative documents, writing and presenting testimony, and using relevant legislative websites. Workshops can be provided on site for community and citizen groups. All public access room services are free of charge.

Phone: 587-0478
Web address: www.hawaii.gov/lrb/par
E-mail address: par@capitol.hawaii.gov
Hours: Session:
8:00 a.m.- 6:00 p.m., Monday-Friday
8:00 a.m. - 2:00 p.m., Saturdays

Interim:
9:00 a.m. - 5:00 p.m., Monday-Friday
Location: State Capitol, Room 401

IV. THE STATE ARCHIVES

The official depository of all public documents issued by the Hawaii government dating from Territorial days and earlier. Maintains public testimony on measures that received public hearings in the Legislature.

Phone: 586-0329
Web address: www.hawaii.gov/dags/archives
Email address: archives@hawaii.gov
Hours: 9:00 a.m. - 4:00 p.m., Monday-Friday
Location: Kekauluohi (Archives) Building on the Iolani Palace grounds

V. THE STATE SUPREME COURT LAW LIBRARY

The library has information on Hawaii law, and statutes and case law of other states and the federal government.

Phone: 539-4964/4976
Web address: www.courts.state.hi.us
E-mail address: lawlibrary@courts.state.hi.us
Hours: 7:45 a.m. - 4:15 p.m., Monday-Friday
Location: Ali'iolani Hale
417 S. King Street, Room 115

VI. THE CITY AND COUNTY OF HONOLULU MUNICIPAL LIBRARY, RECORDS MANAGEMENT, AND BOOKSTORE

Has information on City and County ordinances and publications.

Phone: Library: 523-4577
Records Management: 523-4044
Bookstore: 523-4780
Web address: www.honolulu/csd/lrmb
Hours: 7:45 a.m. – 4:15 p.m., Monday - Friday
Location: City Hall Annex
558 S. King Street

VII. THE STATE DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM LIBRARY

Phone: 586-2424
Web address: www.hawaii.gov/dbedt/info/economic/library
E-mail address: library@dbedt.hawaii.gov
Hours: Telephone service 8 a.m. to 4 p.m.
Walk-in service 8 a.m. to 1:00 p.m. and by appointment
Location: No. 1 Capitol District Building (Hemmeter Building)
250 South Hotel Street, 4th Floor, Ewa Wing

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CITIZEN PARTICIPATION FACTSHEET

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

According to Article III, section 10 of the Hawaii State Constitution, "The legislature shall convene annually in regular session at 10:00 o'clock a.m. on the third Wednesday in January." Regular sessions are limited to a period of 60 working days, which exclude Saturdays, Sundays, holidays, and designated recess days.

2. When does each house of the Legislature meet?

Generally, the floor sessions of each house of the Legislature take place at either 11:30 a.m. or 12:00 noon daily during the regular session 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?

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

The 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. The 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 time, if necessary.

House and Senate committees convene in accordance with hearing notices issued at least 48 hours prior to each committee hearing.

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 website at www.capitol.hawaii.gov.

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

An e-mail notification system is available through the Hawaii State Legislature website at www.capitol.hawaii.gov. Click on the link "Bill Status & Docs". Then click on "Hearing Notices by e-mail". If you do not have internet access, you may call or write a letter to the appropriate committee chair's office 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:

SESSION (January through April):

House Printshop
State Capitol, Room 012B
Hours of Operation:

Monday - Friday 8:00 a.m. - 6:00 p.m.
Saturday 9:00 a.m. - 1:00 p.m.

Telephone:

Oahu: 586-6590/6591
Neighbor Islands: 1-800-468-4644 then press "66590" or "66591"

INTERIM (May through December):

House Chief Clerk's Office
State Capitol, Room 027
Hours of Operation:

Monday - Friday 7:30 a.m. – 5:30 p.m.

Telephone:

Oahu: 586-6400
Neighbor Islands: 1-800-468-4644 then press "66400"

The public must call the House Printshop at least 24 hours in advance for orders of legislative bills, resolutions, or committee reports. Document requests will be filled in the order that they are received and must be picked up on the specified day and time. However, this service will not be available during deadline periods.

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

SESSION (January through April):

Senate Printshop
State Capitol, Room 012A
Hours of Operation:

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)

Telephone:

Oahu: 586-6755
Neighbor Islands: 1-800-468-4644 then press "66755"

INTERIM (May through December):

Senate Printshop
State Capitol, Room 012A
Hours of Operation:

Monday - Friday 8:00 a.m. - 4:30 p.m.

Telephone:

Oahu: 586-6755

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

The public may obtain copies of legislation from the Senate Printshop through its service window during normal hours of operation.

Also, 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 or Senate Printshop to request a faxed document.

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

To obtain online information on the status of measures, log on to the Hawaii State Legislature website at: www.capitol.hawaii.gov and click on "Bill Status & Docs" and follow the directions provided. If you don't know the bill number you can find it using a "text search."

If you know the measure's committee referral you may wish to contact the committee chair's office. You may also contact 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 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?

For the House, testimony should be delivered to the committee vice-chair's office or faxed to the number provided on the committee's hearing notice. Additionally, testimony for the House can be emailed to the lead committee's email address (please see pgs. 23 - 24 for House Committee testimony email addresses).

For the Senate, testimony should be delivered to the committee chair's office. Additionally, testimony for the Senate may be emailed to Testimony@capitol.hawaii.gov or it may be faxed to 586-6659 (Neighbor Islands: 1-800-586-6659).

Please deliver or email testimony at LEAST 24 hours prior to the scheduled public hearing even if you plan to be at the hearing.

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 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 (587-0749), and a copy machine. Copies can also be made in the Legislative Information Systems Office located in room 413 of the State Capitol.

The Public Access Room hours during the 2008 legislative session are:

Monday-Friday:	8:00 a.m. - 6:00 p.m.
Saturdays:	8:00 a.m. - 2:00 p.m.

The 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:

Oahu:	587-0478
Neighbor Islands:	1-800-468-4644 then press "70478"

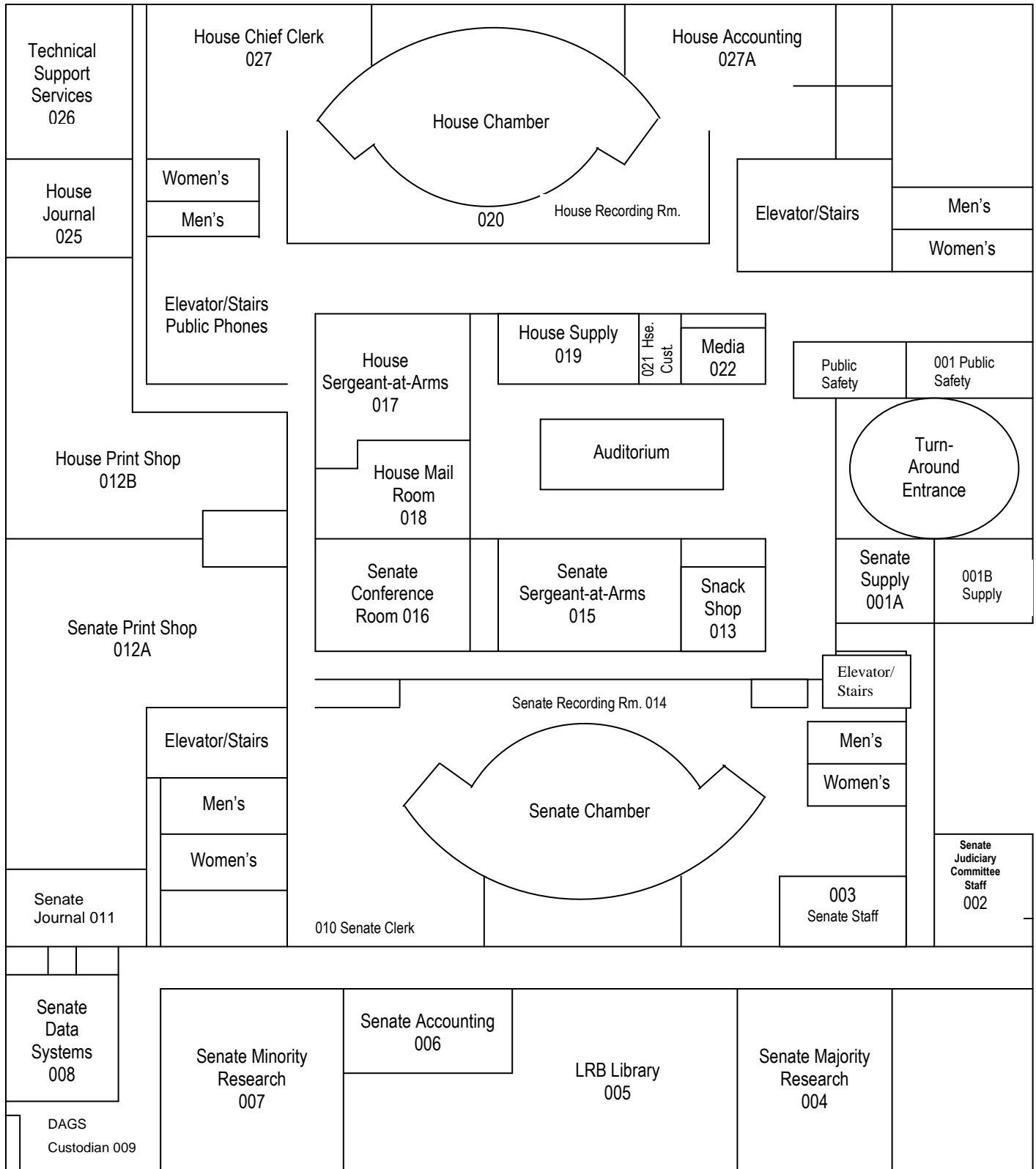
10. Are there any services for the physically challenged during public hearings of the Legislature?

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 particular committee that is holding the hearing at least 24 hours before the hearing. There is also a TDD/TTY in the Public Access Room. For TDD/TTY services, call 587-0749.

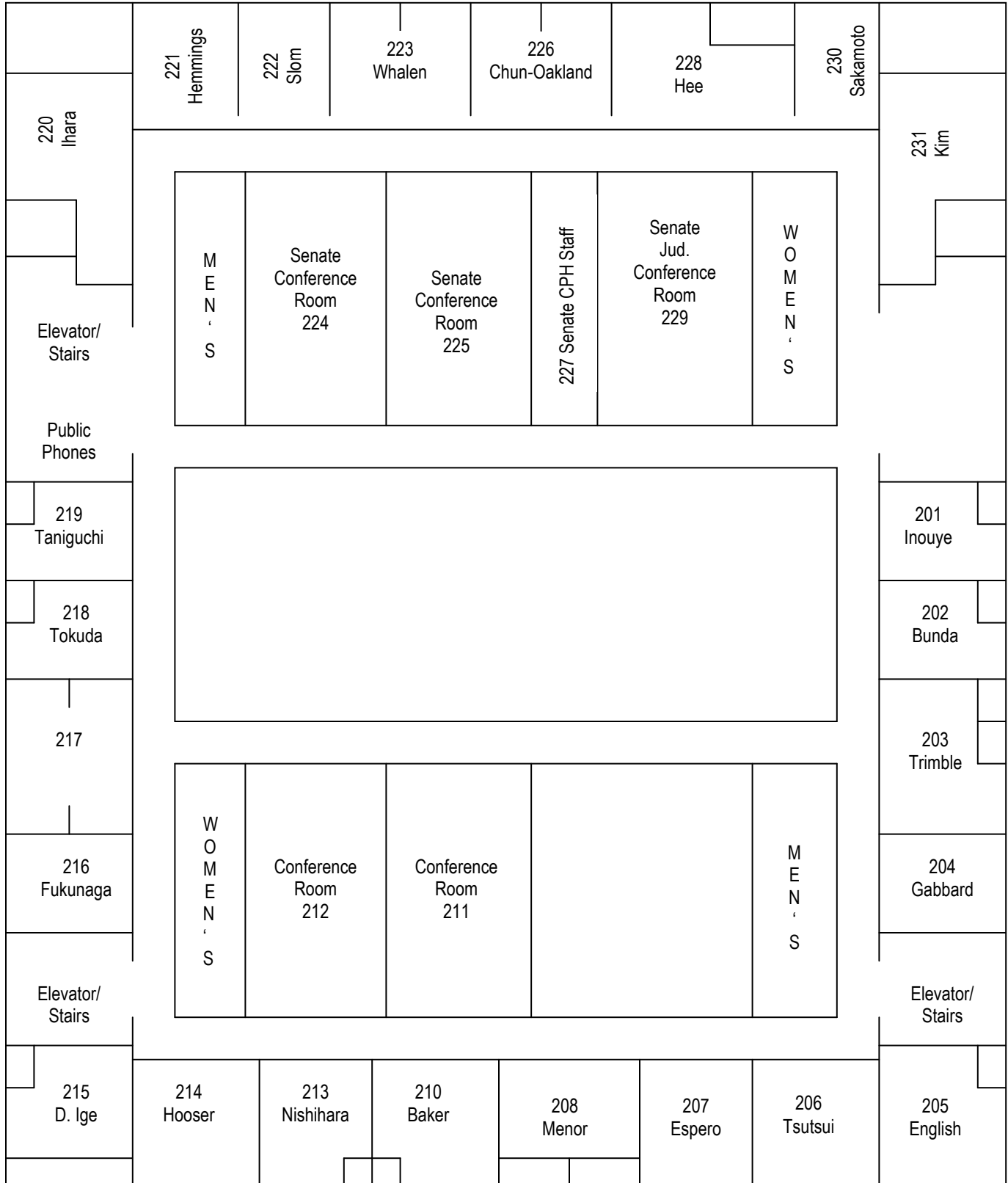
11. Where can I park if I want to visit the State Capitol?

There are limited 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 assigned to government officials and their staffs. Unauthorized vehicles are subject to towing at the owner's expense. If the public metered parking at the State Capitol is full, you may want to check the outdoor metered stalls on the nearby Iolani Palace grounds, accessible from the mauka side of King Street, right before the Hawaii State Library. There is also limited metered street parking on Punchbowl Street and Richards Street.

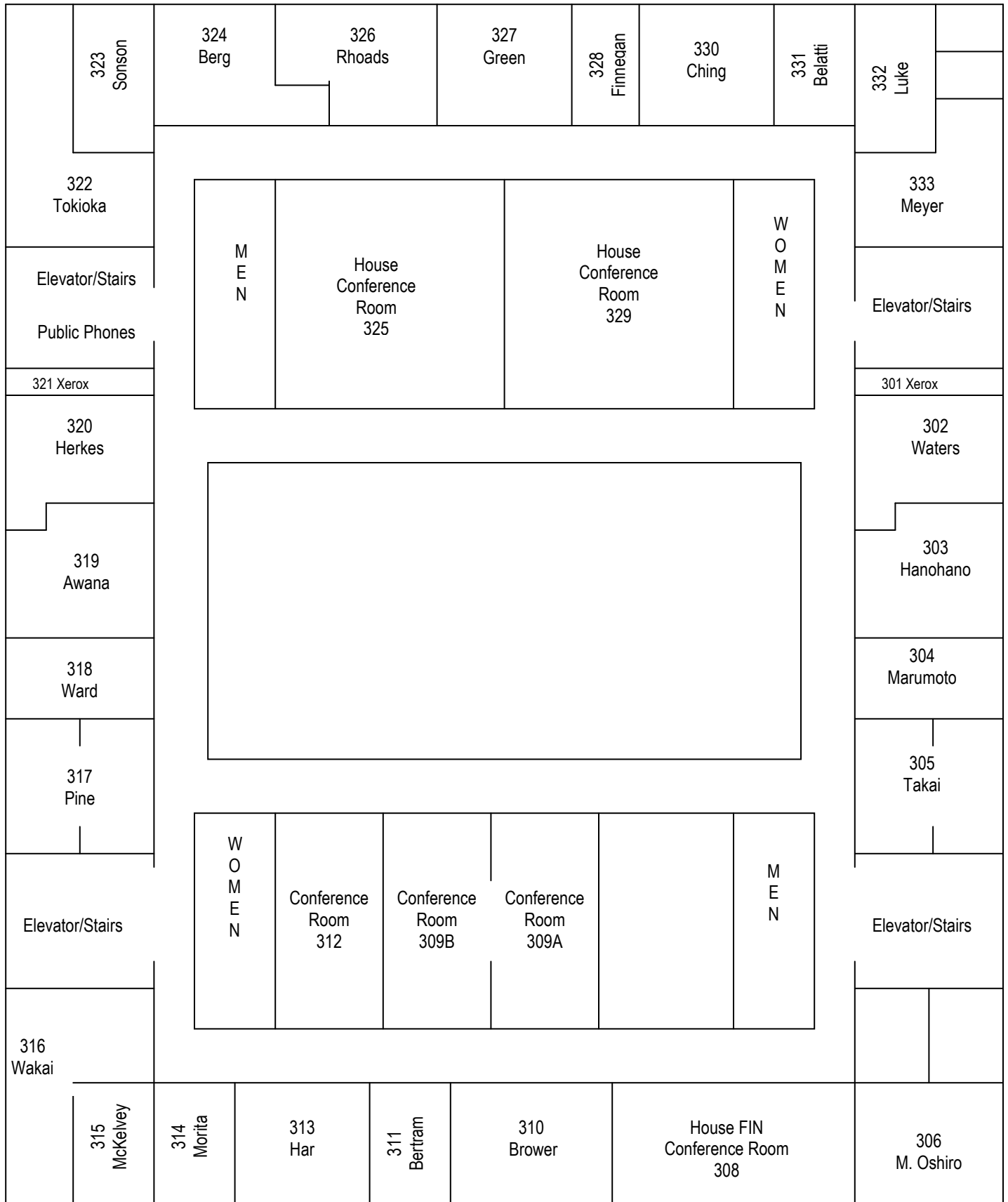
STATE CAPITOL CHAMBER FLOOR



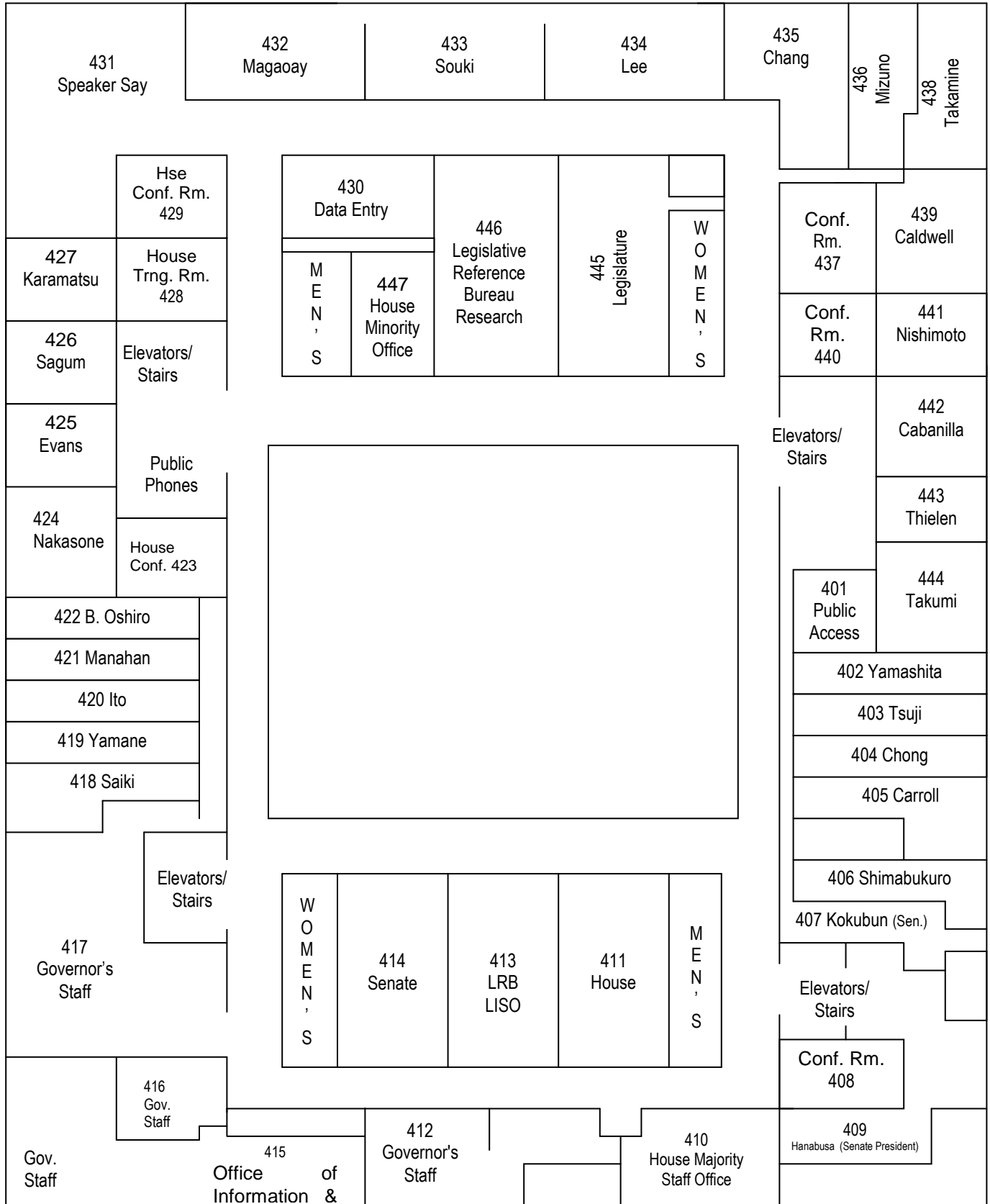
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STATE CAPITOL THIRD FLOOR



STATE CAPITOL FOURTH FLOOR

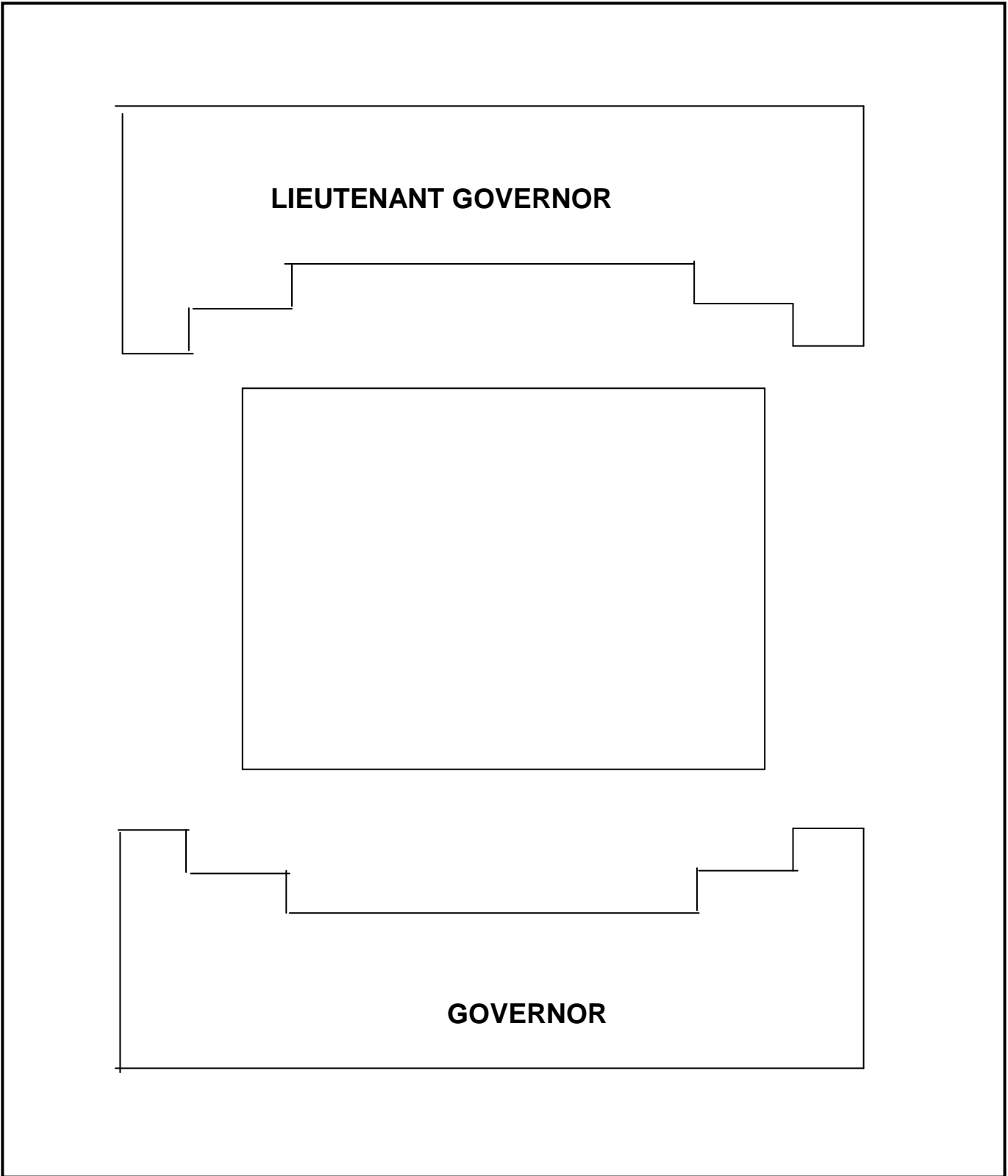


BERETANIA STREET

**STATE CAPITOL
FIFTH FLOOR**



RICHARDS STREET



PUNCHBOWL STREET

BERETANIA STREET

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HELPFUL LEGISLATIVE ACRONYMS AND ABBREVIATIONS

A

AG	Attorney General (Department of the Attorney General)
AGR	House Committee on Agriculture -OR- The budgetary program identification for the Department of Agriculture
AGS	The budgetary program identification for the Department of Accounting and General Services
AHW	Senate Committee on Agriculture and Hawaiian Affairs
ATG	The budgetary program identification for the Department of the Attorney General

B

B&F	Department of Budget and Finance
BED	The budgetary program identification for the Department of Business, Economic Development, and Tourism
BOE	Board of Education
BOH	Board of Health
BOR	Board of Regents (University of Hawaii)
BR	By Request
BUF	The budgetary program identification for the Department of Budget and Finance

C

CCA	The budgetary program identification for the Department of Commerce and Consumer Affairs
C.D.	Conference Draft
CIP	Capital improvement project
CPC	House Committee on Consumer Protection and Commerce
CPH	Senate Committee on Commerce, Consumer Protection, and Affordable Housing

D

DAGS	Department of Accounting and General Services
DBEDT	Department of Business, Economic Development, and Tourism
DCCA	Department of Commerce and Consumer Affairs
DEF	The budgetary program identification for the Department of Defense
DHHL	Department of Hawaiian Home Lands
DHRD	Department of Human Resources Development
DHS	Department of Human Services
DLIR	Department of Labor and Industrial Relations
DLNR	Department of Land and Natural Resources
DOA	Department of Agriculture
DOD	Department of Defense
DOE	Department of Education
DOH	Department of Health
DOT	Department of Transportation
DOTAX	Department of Taxation
DPS	Department of Public Safety

E

EDB	House Committee on Economic Development and Business Concerns
EDN	House Committee on Education
	-OR-
	The budgetary program identification for the Department of Education
EDU	Senate Committee on Education
EDT	Senate Committee on Economic Development and Taxation
EEP	House Committee on Energy and Environmental Protection
EIS	Environmental Impact Statement
ENE	Senate Committee on Energy and Environment
EOA	Executive Office on Aging

F

FB	Fiscal biennium
FIN	House Committee on Finance
FY	Fiscal year

G

GOV	The budgetary program identification for the Office of the Governor
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H

HAR	Hawaii Administrative Rules
H.B.	House Bill
HCDA	Hawaii Community Development Authority
H.C.R.	House Concurrent Resolution
H.D.	House Draft
HED	House Committee on Higher Education
HHL	The budgetary program identification for the Department of Hawaiian Home Lands
HLT	House Committee on Health
HMIA	House Minority Attorney's Office
HMS	The budgetary program identification for the Department of Human Services
HMSO	House Majority Staff Office
HPERB	Hawaii Public Employment Relations Board
H.R.	House Resolution
HRD	The budgetary program identification for the Department of Human Resources Development
HRS	Hawaii Revised Statutes
HSCR	House Standing Committee Report
HSH	House Committee on Human Services and Housing
HSP	Senate Committee on Human Services and Public Housing
HTH	Senate Committee on Health

-OR-

The budgetary program identification for the Department of Health

I

IGM Senate Committee on Intergovernmental and Military Affairs
INT House Committee on International Affairs

J

JDL Senate Committee on Judiciary and Labor
JUD House Committee on Judiciary

L

LAB House Committee on Labor and Public Employment
LBR The budgetary program identification for the Department of Labor and Industrial Relations
LG Lieutenant Governor
LISO Legislative Information Systems Office of the Legislative Reference Bureau
LMG House Committee on Legislative Management
LNR The budgetary program identification for the Department of Land and Natural Resources
LRB Legislative Reference Bureau
LTG The budgetary program identification for the Office of the Lieutenant Governor

O

OCCC Oahu Community Correctional Center
OHA Office of Hawaiian Affairs
OP Office of Planning

P

PBS	Senate Committee on Public Safety
PPB	Planning, Programming, and Budgeting
PSD	The budgetary program identification for the Department of Public Safety
PSM	House Committee on Public Safety and Military Affairs
PUC	Public Utilities Commission

S

S.B.	Senate Bill
S.C.R.	Senate Concurrent Resolution
S.D.	Senate Draft
SFCA	State Foundation on Culture and the Arts
SHPDA	State Health Planning and Development Agency
SLH	Session Laws of Hawaii
S.R.	Senate Resolution
SSCR	Senate Standing Committee Report

T

TAC	House Committee on Tourism and Culture
TAX	The budgetary program identification for the Department of Taxation
TRN	House Committee on Transportation
	-OR-
	The budgetary program identification for the Department of Transportation
TSG	Senate Committee on Tourism and Government Operations
TIA	Senate Committee on Transportation and International Affairs

U

UCC Uniform Commercial Code (Chapter 490, Hawaii Revised Statutes)
UH University of Hawaii
UOH The budgetary program identification for the University of Hawaii

W

WAM Senate Committee on Ways and Means
WLH House Committee on Water, Land, Ocean Resources, and Hawaiian Affairs
WR With reservations
WTL Senate Committee on Water and Land