



Hawaii Legislature WEBSITE GUIDE

~ A Gateway to the Capitol ~

capitol.hawaii.gov



The **Hawaii State Legislature's website is a great resource.** The data systems' offices continue to redesign and improve it, enabling the public to more easily access information, track bills, and deliver testimony. This handout provides an initial orientation and introduces you to some of the website's many useful features.

Please don't hesitate to contact **PAR** if you need assistance! We're always happy to help you.

HOME PAGE: capitol.hawaii.gov



- The home page serves as a "dashboard," allowing you to access just about anything you will need.
- As you navigate the site, you can return to the home page at any time by clicking anywhere on the website's headline (blue area, pictured above) or the "**Home**" icon in the upper right-hand corner. (Note: If you've requested a report, you may need to use your browser's "back" button to return to a page where the headline and Home button appear.)
- Keep an eye out for announcements and timely information that will be posted in the shaded "**Recent Updates**" box.
- There are **6 Handy Icons** that appear in the center of the home page.

Submit Testimony, Hearing Notification, and Measure Tracking. This top row of buttons is for features you can access once you've signed into the website. They can help by ensuring you don't miss anything, as well as by saving you time. See pages 6 and 7 of this guide for additional information on these interactive features.



Legislators, Committees, Reports and Lists. On the second row, clicking on the first two buttons presents lists of legislators and committees. The third button, "**Reports and Lists**," brings you to a wealth of information – lists of all bills introduced, bill packages, and numerous specialized search functions. Additional information appears on page 8. You'll want to be sure to take a moment and explore this key portal to the website.



Often-Used Features of the Home page capitol.hawaii.gov

Hawaii State Legislature

28th Legislature, 2015
[View Legislative Calendar](#)

Floor session convene times for Thursday, March 5, 2015:
Senate: 11:30 a.m. | House of Representatives: 12:00 p.m.

Find Your Legislator

District Maps: [Senate](#) [House](#)

Search

How to use the Searchboxes

Bill Status/Measure Status

Keywords

Hearings by Date

Hearings by Measure

Order of the Day

Hawaii Revised Statutes (contains 2014 Acts)

[Browse HRS Sections](#)
[Table of Contents](#)
[Index](#)
[Supplement Index](#)

Recent Updates

Aloha!
If you are a first-time user, you may visit the [General Information and FAQs page](#) for additional help navigating the website.
You may also [see the help page](#) for assistance in creating an account.

- [Senate Advise and Consent Procedures](#)
- [House Special Committee to Consider Miscellaneous Communication No. 1003](#)
- [Legislative Timetable](#)
- [Grant-In-Aid](#)
- [House and Senate Directory](#)
- [Senate Leadership and Committee Assignments](#)

More information on these features on pp. 6-7

Submit Testimony | Hearing Notification | Measure Tracking

Legislators | Committees | Reports and Lists

More info on p.8

Current Hearings (view full screen)

Date/Time	Room	Notice
Fri Mar 6, 2015 9:30AM	016	HEARING JDL 03-06-15 DM
Fri Mar 6, 2015 2:55PM	325	HEARING JUD 03-06-15
Fri Mar 6, 2015 3:00PM	325	HEARING CPC 03-06-15
Mon Mar 9, 2015 3:00PM	309	HEARING EDN-EDU 03-09-15 INFO
Wed Mar 11, 2015 10:00AM	229	HEARING WTL 03-11-15
Fri Mar 13, 2015 2:00PM	309	HEARING EDN-EDU 03-13-15 INFO
Tue Mar 17, 2015 1:15PM	229	HEARING PSM 03-17-15

Senate
House
Archives
Legislative Information
Special Studies
Links

About the Capitol (video)

Hawaii State Capitol
415 South Beretania St.
Honolulu, HI 96813

Help and Information

- Testimony and Login Help
- Citizen's Guide to the Legislative Process
- Maps & Directories
- General Information and FAQs
- Legislative Glossary
- Broadcasts
- Calendar
- RSS Feeds
- Contact Us

Browse Document Directories

[/bills and resolutions/](#)
[/committee reports/](#)
[/hearing notices/](#)
[/testimony/](#)
[/order of the day/](#)
[/referral sheets/](#)
[/house action sheets/](#)
[/house journal/](#)
[/house attendance/](#)
[/senate daily floor actions/](#)

These file directories may be helpful to more advanced users

- A Legislative Calendar:** Click on the link to view the current Legislative Calendar. This will show you deadlines, session days (when House and Senate actually convene in their chambers), recess days, and holidays. After you've followed the link, click the "**Printable PDF Version**" button – it brings you to PAR's calendar, which provides additional internal deadlines as well as information on what they all mean.
- B Session Convene Times:** This is where you can find out when the Senate and House will next convene (meet in formal session). If it is interim (the time between regular legislative sessions), it will note that here.
- C Find Your Legislator:** A handy feature to quickly find out who represents you (or a friend, colleague, or anyone else!) in the House and Senate. Just enter the name of the street you live on – do *not* put in your

C (Cont.) house number or whether it is a street, drive or avenue. Just type in the street name, and click on "Go." The results will provide your House and Senate districts as well as the names of your legislators, which are hyperlinked to their home pages – allowing you to easily find their contact information and much more.

- D** **Searchboxes**
- In the top searchbox, "**Bill Status/Measure Status**," enter the bill or resolution you're interested in – just enter the prefix and the number – no draft numbers and no spaces. (For example, enter "HB123" rather than "H.B. 123 HD1 SD1.") This will bring you to the measure's status sheet (more about what you'll find there on pages 4-5).
 - You can use the "**Keywords**" box to search through bills, resolutions, and committee reports for words or phrases. For help and examples, click on the "**How to Use the Searchboxes**" link that appears above the boxes.
 - Use the "**Hearings by Date**" box to find hearings taking place on a particular day. In viewing the results, you can click on the column headers to sort by committee, measure, or time of hearing. Links allow you to easily view particular hearing notices (where you'll find information on how to offer testimony) or bill status sheets.
 - Use the "**Hearings by Measure**" to find all the hearings (past and present) that were held or are scheduled to be held for a bill. As noted in the instructions for the "**Bill Status/Measure Status**" searchbox, just enter the bill number – no periods or draft numbers.
 - The "**Order of the Day**" box allows you to view the agendas for the floor sessions taking place in the House and Senate on any particular day. (Note that if it is a recess day, no Order of the Day will be available.)

E **Recent Updates:** It's always worth a quick glance to see if there's anything new in the "**Recent Updates**" box. The webmasters make a point of providing helpful links and timely information.

- F** **Chamber Pages, Archives, Legislative Information, Special Studies, Links**
- The bars in the upper right of the home page offer a wealth of information. The **Senate and House** bars will bring you to each chamber's page, where you can find their rules, special procedures, pilot projects, majority and minority caucus sites, and much more.
 - The "**Archives**" bar provides access to measures introduced in previous sessions as far back as 1999. After you select a year, you can search by keyword or bill number to find measures, or use one of the many reports links to find lists of bills, resolutions, Governor's Messages or acts.
 - A variety of information can be found under "**Legislative Information**," including budget worksheets, Grant-in-Aid applications, and Opening Day remarks. If a special legislative committee has convened, you may find its reports under "**Special Studies**." Finally, the "**Links**" bar provides easy access to other useful resource pages.

- G** **Hawaii Revised Statutes (HRS)**
- Use the **searchbox** within this section to look in the HRS for specific words or phrases. (For help, use the "**How to Use Searchboxes**" link that appears above the column of searchboxes.)
 - To find a specific section number, it's usually faster to use the "**Browse HRS Sections**" link to zero in on it.
 - The "**Table of Contents**" link allows you to glance through the structure of the HRS and find the area of law you're looking for.
 - The "**Index**" and "**Supplement Index**" links provide additional search tools which are especially helpful if you are not certain of the terminology used in the law.

H **Icons:** These handy icons provide quick access to lists of legislators and committees. On the resulting pages, you may choose to limit your selections to display only the House or Senate. You'll find additional information by clicking on particular legislators or committees. Explore! (*Info on the other icons can be found on pp. 6-8.*)

I **Current Hearings:** Notices for upcoming hearings and informational briefings are listed here. See the full list (which is searchable and sortable) by clicking on the "**view full screen**" link at the top of the window.

- J** **Help and Information (and Broadcasts)**
- The icons in this box are mostly pretty self-explanatory. Take a moment to click through to see the wide variety of information available.
 - Note that this is where you can find archived "**Broadcasts**" of selected hearings and floor sessions, as well as numerous House and Senate floor sessions that have previously been recorded.

Bill Status Sheet – Easy-to-Access Features

(see next page for details)

Hawaii

State Legislature

[Sign In](#) | [Register](#)

28th Legislature, 2015 Floor session convene times for Friday, March 13, 2015
Senate: 11:30 a.m. | House of Representatives: 12:00 p.m.

[View Legislative Calendar](#) Find Your Legislator [Go](#)

L

SB364 SD2

Bill Title (never changes)

Measure Title: **RELATING TO ELECTIONS.**

Report Title: Elections; Recount; Supreme Court; Contests for Cause

Description: Establishes a process for the recounting of ballots in an election. Authorizes that contests for cause challenging an election result may also be based upon unlawful activity or force majeure. Effective 01/07/2015. (SD2)

Companion: [HB125](#)

Package: None

Current Referral: JUD, FIN

Introducer(s): KEITH-AGARAN, BAKER, ENGLISH, GALUTERIA, SHIMABUKURO, TOKUDA, Kahala, Riviere, Wakai

Handy feature if you'd like to go straight to another bill status page

 [Go](#)

View On Demand Media

All Versions of this Measure

[SB364 SD2](#)

[SB364 SD1](#)

[SB364](#)

Committee Reports

[SB364 SD1 SSCR158](#)

[SB364 SD2 SSCR804](#)

Testimony

Filename

[SB364 TESTIMONY_JDL_02-04-15](#)

[SB364 TESTIMONY_JDL_02-04-15_LATE](#)

[SB364 SD1 TESTIMONY_WAM_02-27-15](#)

[SB364 SD2 TESTIMONY_JUD_03-20-15](#)

Hearing Notices

Comm	Room	Date/Time	Notice
JDL	016	2/04/2015 9:00 AM	View
WAM	211	2/27/2015 9:00 AM	View
JUD	325	3/20/2015 2:00 PM	View

Submit Testimony

Description (changes as the bill changes)

Everything that happens to the bill will appear here

Sort by	Status	Text
Date		
1/23/2015	S	Introduced.
1/26/2015	S	Passed First Reading.
1/26/2015	S	Referred to JDL, WAM.
1/30/2015	S	The committee(s) on JDL has scheduled a public hearing on 02-04-15.
2/4/2015	S	The committee(s) on JDL recommend(s) that the measure be PASSED, WITH AMENDMENTS. The votes in JDL were as follows: 6 Aye(s); Senator(s) Keith-Agaran, Shimabukuro, Espero, Ihara, L. Thielen, Slom; Aye(s) with reservations: none ; 0 No(es); none; and 1 Excused: Senator(s) Gabbard.
2/13/2015	S	Reported from JDL (Stand. Com. Rep. No. 158) with recommendation of passage on Second Reading, as amended (SD 1) and referral to WAM.
2/13/2015	S	Report adopted; Passed Second Reading, as amended (SD 1) and referred to WAM.
2/24/2015	S	The committee(s) on WAM will hold a public decision making on 02-27-15 9:00AM in conference room 211.
2/27/2015	S	The committee(s) on WAM recommend(s) that the measure be PASSED, WITH AMENDMENTS. The votes in WAM were as follows: 11 Aye(s); Senator(s) Tokuda, Kouchi, Chun Oakland, Dela Cruz, English, Galuteria, Harimoto, Inouye, Riviere, Ruderman, Slom; Aye(s) with reservations: none ; 0 No(es); none; and 0 Excused: none.
3/6/2015	S	Reported from WAM (Stand. Com. Rep. No. 804) with recommendation of passage on Third Reading, as amended (SD 2).
3/6/2015	S	48 Hrs. Notice 03-10-15.
3/10/2015	S	Report adopted; Passed Third Reading, as amended (SD 2). Ayes, 24; Aye(s) with reservations: none . Noes, 0 (none). Excused, 1 (Senator(s) Shimabukuro). Transmitted to House.
3/10/2015	H	Received from Senate (Sen. Com. No. 117) in amended form (SD 2).
3/12/2015	H	Pass First Reading
3/12/2015	H	Referred to JUD, FIN, referral sheet 30
3/17/2015	H	Bill scheduled to be heard by JUD on Friday, 03-20-15 2:00PM in House conference room 325.

S = Senate | H = House | D = Data Systems | \$ = Appropriation measure | ConAm = Constitutional Amendment

Some of the above items require Adobe Acrobat Reader. Please visit [Adobe's download page](#) for detailed instructions.

SB364 SD2

Please be advised that these pages may contain links to external Internet sites established by other entities. The Hawaii State Legislature does not maintain, review, or endorse these sites and is not responsible for their content.

We make every effort to comply to ADA standards, and Section 508 of the Rehabilitation Act. [Visit our ADA page here.](#) If you have any problems with any of these pages, please [contact the webmaster](#) with the page address and problems encountered.

[You may view our Privacy Policy here.](#)

Archives

[2014](#)

[2013](#)

[2012](#)

Senate

[Committees](#)

[Leadership](#)

[Members](#)

House

[Committees](#)

[Leadership](#)

[Members](#)

Special Studies

Legislative Information

Links

[Hawaii Government Services](#)

[Hawaii State Judiciary](#)

[Legislative Reference Bureau](#)

Bill Status Sheet – Easy-to-Access Features

Bill status sheets have been designed to offer easy access to up-to-date and relevant information. Related documents are listed and quickly accessible with just a click!

K Submit Testimony

- A short-cut to the webform used to submit testimony appears on each bill's status page.
- Please note that you are only able to submit testimony if the bill is scheduled for a hearing and if the committee is accepting testimony.

L Most Current Version of Measure: Just click on the bill number at the top of the page and you'll be able to read the bill. It will appear in a web-based format – click on the Adobe Acrobat symbol next to it for the downloadable .pdf version. (While the content is identical, the .pdf version will show you the printed measure's page and line numbers.)

M Measure Title/Report Title/Description/etc.: This top section shows the measure title (which never changes for a bill), description (which changes as the bill changes), and the legislator(s) who introduced the measure (the first name is considered the author of the bill). You can also see at a glance whether the bill was submitted as a part of a package of legislation.

N Status Text: This is a timeline listing all the activity for a measure. Everything that happens to the bill or resolution will be posted here.

O On Demand Media

- If one or more of the hearings for the measure have been broadcast, this link will bring you to the on-demand video page which has links to the videos.
- Only select hearings are filmed and broadcast; the vast majority are not. For more information on the Legislative Broadcast Project, contact the Public Access Room.

P All Versions of this Measure: Easy links to previous versions of the bill are listed in chronological order, from most recent to the original version of the measure.

Q Committee Reports: Easy links to Committee Reports are also listed chronologically, though this time from oldest to most recent. Committee reports are very helpful since they summarize the changes made to the measure from one version to the next.

R Testimony

- Easy links to the written testimony received at each hearing.
- Each link opens a searchable .pdf file.
- Reviewing previously submitted testimony can be helpful in preparing your own, or understanding previous areas of discussion.

S Hearing Notices: Lists all hearing notices for the measure. Instructions for submitting testimony can be found at the end of each hearing notice.

T Links back to other features on the Home page

- Handy navigation back to certain home page features.
- This includes a helpful list of "[Links](#)" to other government pages and websites.

Interactive Features: Sign In and...

Learn to use these helpful interactive features:

"Submit Testimony,"
"Hearing Notification," and
"Measure Tracking."

The "[Sign In](#)" and "[Register](#)" links are in the upper right-hand corner next to the "Home" button.

Click on "[Sign In](#)" and enter the password you created for this website.

First Time Users:

If this is your **first time** using the interactive features of the website, you'll have to Register. Click on "[Register](#)" and enter your name, email address, and the password you'd like to use for the website. After you've agreed to the terms and conditions, you will be directed to go to your email account and open the email sent to you by the website. (This confirms you are not a robot.) Follow the instructions for confirming your account. You'll only have to register once.

Once you've signed in, the links convert to "[Edit Account](#)" and "[Log Out](#)."



After you sign in, **the top three buttons in the center of the page turn into orange, round icons** -- this indicates that you now have access to the interactive features!

For example:



More information on these three interactive features appears on the next page.

Interactive Features: Sign In and...



Submit Testimony

The "**Submit Testimony**" feature provides an easy and efficient way to submit testimony online -- you'll upload the file that contains your testimony, or type it into the comments box on the form.

After signing in, click on this button. Then, enter the bill number you want to testify on and its hearing information will appear along with a submission form. Proceed to **fill out the form** that appears (you'll be asked if you are testifying as a group or individual, opposed or supporting the measure, and whether you'll be present at the hearing). Use the "**Choose File**" or "**Browse**" button to upload the file you've saved on your computer that includes your testimony. (Another option: you may type your testimony directly into the "Additional Comments" box -- but this option provides no formatting, and the resulting testimony prints out as an email message.)

You'll have the opportunity to confirm your submission. Don't forget to acknowledge that you've read the privacy terms and conditions! You'll receive an email confirmation that your testimony was successfully submitted.



Hearing Notification

The "**Hearing Notification**" icon allows you to receive email notification of hearings for specific measures or committees. It's a great way to make sure you don't miss the chance to testify!

After you sign in, click on this button to go to a page where you may "**Subscribe by Measure**" and/or "**Subscribe by Committee**." To receive a hearing notice whenever a particular bill or resolution is scheduled for a hearing, simply enter the bill or resolution number in the "**Subscribe by Measure**" box and click "**Add**." Repeat for all the measures you'd like to receive notices for. You may also use the "Subscribe by Committee" feature -- just click the box next to any committee whose hearing notices you'd like to receive.

Then "**Save and Exit**" by clicking the button centered near the top of the page and you'll be good to go.

Return to this feature any time you'd like to cancel or change your selections.



Measure Tracking

"**Measure Tracking**" is an incredibly useful feature introduced by popular demand. After you sign in, click this button to go to a page where you'll be able to create, modify, or view your lists.

If you're just starting, you'll need to create a list. You can name it anything -- simply enter a name and click "**Create List**." (You can create many different lists, if you like. This is helpful if you have certain distinct areas of interest -- for example, you can create separate lists for environmental legislation, education measures, housing, etc.)

Next, click on "**Show List**." The list's name will appear in the right column. Then, add as many measures to the list as you like -- just enter a bill number in the space and click on "**Add a Measure**." Repeat the process until you've added all the bills you'd like to appear on that list. If you'd like, you can "Add Notes" for any item to personalize your list or highlight an item.

Finally, click on "**Generate Report**." Your list can be viewed as a handy report that shows each measure with its description and current status, and contains links to its status sheet and its current draft. (Note: The report is sortable -- just double-click the column headers. This is especially helpful to find out which items have seen recent activity, or to have the bills listed in numerical order.) You can also export reports in Excel or database formats, which can be incredibly useful when sharing and/or presenting information.

Check your measure tracking lists as often as you like. It's easy to add or delete items from your lists as the session progresses.

*Tips: When printing the report, use the **landscape orientation** for best results. Save it as a .pdf file if you want to attach it to an email. You may also want to export it as an Excel file for further options.*

"Reports and Lists" Page

There's a wealth of tools available on the "Reports and Lists" page. These very useful tools were once available only to the legislative offices. Now the public is able to make good use of them as well.



Go to the Legislature's homepage (<http://capitol.hawaii.gov>), click on the "Reports and Lists" icon and start to explore.

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

Next, scroll down the list of headings on the left. There's a lot there! You'll be able to find and customize reports based on committee referrals, who's introduced legislation, measures by package, and much more.

A screenshot of the Hawaii State Legislature website's "Reports and Lists" page for 2015. The page has a blue header with the logo and navigation links like "Sign In", "Register", and "help". Below the header, there's a navigation bar with a year dropdown set to "2015" and the title "Reports and Lists". A "Please note" message is displayed. The main content area is divided into two columns. The left column is a "Deadline Tracking" sidebar with a list of categories: Advise and Consent, Appropriations, Committee Referrals, Conference Committee, Daily Updates, Hearing Notices, Measures by Introducer, Measures by Package, Pending Actions, Standing Committee Reports, and Subject Search. An arrow points from the "Subject Search" link to the text below. The right column is a "Deadline Tracking" table with sections: Measure Introduction (with links for House and Senate Bills Introduced, House and Senate Concurrent Resolutions, Judiciary, Departmental, and Miscellaneous Communications, Governor's Messages, and Reports to the Legislature); First Lateral (with links for bills with no lateral referrals or those that passed the first lateral deadline); First Crossover (with links for Senate Bills, House Bills, Senate Concurrent Resolutions, and House Concurrent Resolutions crossed over to the other chamber, and all measures introduced in both chambers); and Second Lateral (with a link for bills with no lateral referrals in the nonoriginating chamber or those that passed the second lateral deadline).

A very useful feature for finding bills is "Subject Search." Enter a word or phrase exactly how you think it appears in a bill's title, keywords, or description. The results are presented in report form.

Note: Unlike the "keywords" feature on the home page, the "Subject Search" feature does not search the content of bills; it only searches through bills' titles, keywords, and descriptions. That's usually ample, though, and this search feature can save loads of time. Just a click presents a report of the results which is easy to browse through to find what you're looking for. Try it!

Take a few minutes now to familiarize yourself with some of the many Reports and Lists available. You'll quickly be adept at finding information (and creating easy-to-read, professional reports) at a moment's notice!

[Revised 3/27/2015]