

Presentation Created by
The Office of Rep. Jeanné Kapela

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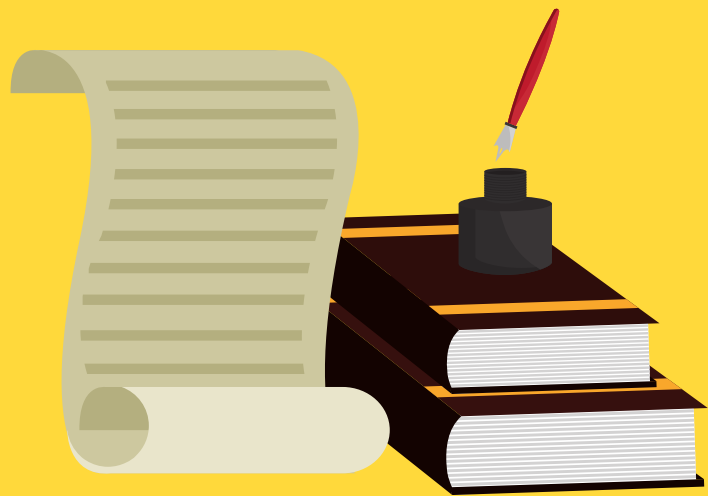
A Guide To The Legislative Process

And How to Effectively Advocate for the Issues that Matter to YOU



What are the 3 Branches of the Hawai'i State Government, and what do they do?

Legislative Branch WRITES THE LAWS



Who holds these positions?

- State House Reps
- State Senators

Executive Branch CARRIES OUT THE LAWS



Who holds these positions?

- Governor
- Lieutenant Governor

Judicial Branch INTERPRETS THE LAWS



Who holds these positions?

- State Supreme Court Justices

CB Hawaii Civics 101: How A Bill Becomes A Law

Watch later Share

EXPECTATION

REALITY

Watch on YouTube

The diagram is split into two panels. The left panel, labeled 'EXPECTATION', shows a Governor at the top with a sun and flags behind them. Below are two podiums labeled 'H' and 'S'. Dashed arrows point from both podiums to the Governor. The right panel, labeled 'REALITY', shows the same Governor and podiums. Dashed arrows show a complex path: from the Governor to the House, from the House to the Senate, from the Senate back to the Governor, from the Governor to the Senate, from the Senate to the House, and from the House back to the Governor.



How a Bill Becomes Law



So how can YOU help change state law?

Effective Advocacy Starts with Education

4 Part Process:

1. Learn how to Navigate the Capitol Website
2. Learn how to Read Legislation
3. Formulating your Opinion
4. Learn how to Testify in Support of or Opposition to Legislation

Step 1: Navigating the Capitol Website

To start, go to www.Capitol.Hawaii.Gov

Search for legislation here using the bill or resolution numbers i.e "HB25" for House Bill 25

Search for legislation here using key words like "taxes" or "sidewalks" or "Mauna Kea" etc.

Click here to see what pieces of legislation have been scheduled for hearings



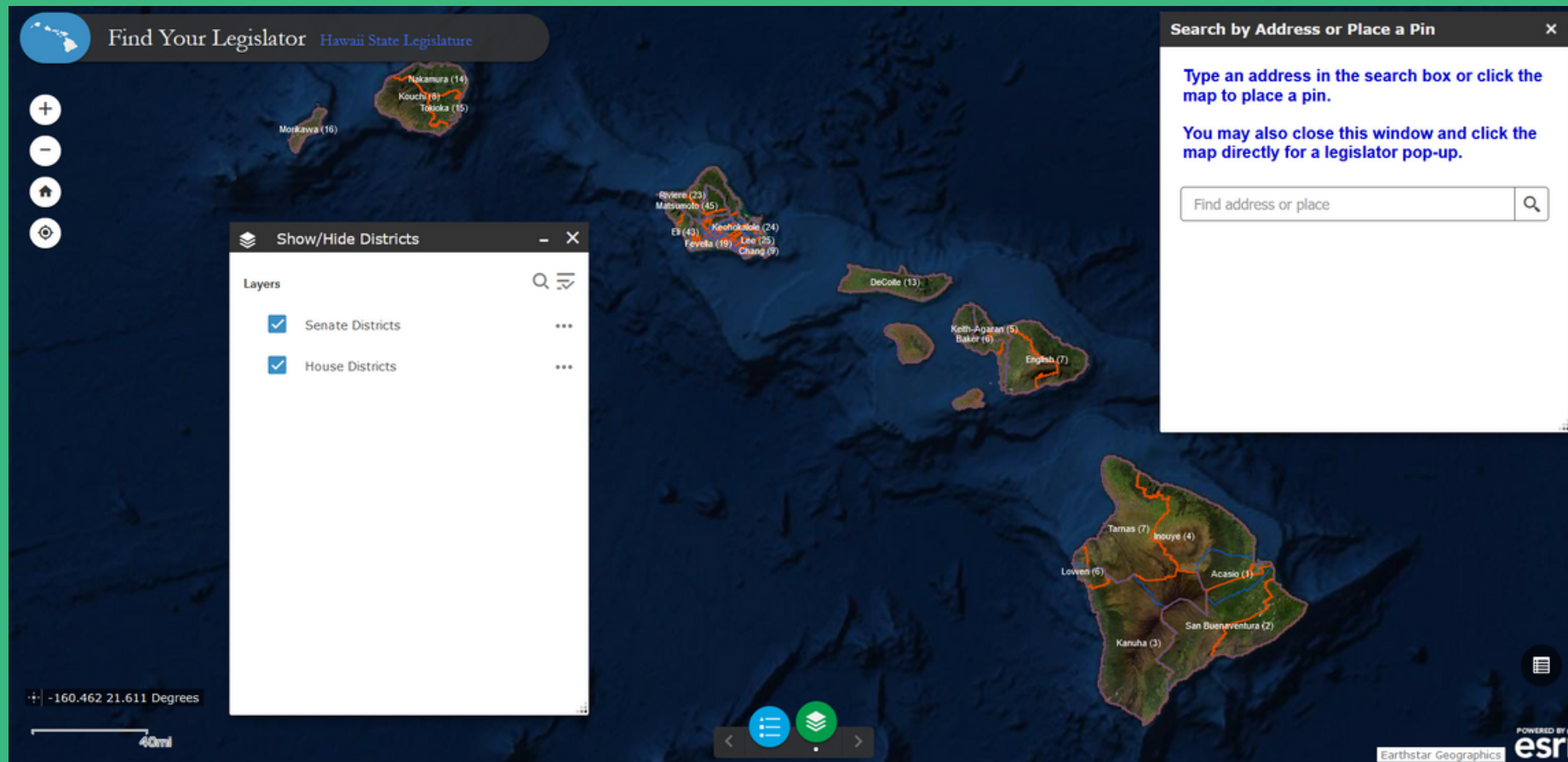
Click here to Sign in or Register for an account. You will need an account in order to Submit Testimony! All you need is an email address

Click here to find out who your State House Rep. and Senator are!

Click here to see which Reps and Senators sit on each Committee. Committee Chairs decide which pieces of Legislation they will consider in Hearings

So, who are your Legislators?

As an advocate, it's imperative that you know who your legislators are, and how to find out which legislators chair each committee!



The screenshot shows the Hawaii State Legislature website for the 31st Legislature, 2021. The page is titled 'Hawaii State Legislature' and features a navigation bar with the text '31st Legislature, 2021' and 'View Legislative Calendar'. The main content area is titled 'EDN House Committee on Education'. Below this, there are two sections: 'Chair' and 'Vice Chair'. The Chair section features a photo of Justin H. Woodson and his contact information: House District 9, Hawaii State Capitol, Room 405, phone: 808-586-6210, fax: 808-586-6211, and email: repwoodson@Capitol.hawaii.gov. The Vice Chair section features a photo of Jeanne Kapela and her contact information: House District 5, Hawaii State Capitol, Room 310, phone: 808-586-9605, fax: 808-586-9608, and email: repkapela@Capitol.hawaii.gov. To the right of these sections is a table titled 'EDN Measures Scheduled for I' with columns for 'Committee' and 'Measure'. The table lists the EDN committee and the measure HCR153, which is titled 'URGING THE BOARD CONSIDER HAWAII R THE QUALIFIED CAND SUPERINTENDENT OF PUBLIC SCHOOL SYST'. The table also lists HCR156.

What can your District Legislators do for you?



Advocate for the issues that matter to you

If you'd like to create a piece of legislation, you can ask your District Representative or Senator to propose it!

Help you find services and get your questions answered

Your legislators can help you find services for housing, unemployment, educational resources, and so much more!

When should you contact Committee Chairs instead of your District Legislators?

Once a bill has been written and assigned to committees, you contact the committee chair to **REQUEST a HEARING**

Then, once the bill has a hearing scheduled, you should contact ALL members of the committee to request that the bill be PASSED.



How to know which Committees a bill has been Referred to...

A bill can be referred to more than 1 committee.
The more committees a bill is referred to, the more time and effort it takes to get the bill passed.

Let's look at an example...

The webpage for each bill also shows you who introduced the bill, if any hearings have been scheduled, and has links to the hearing reports.

You can see here that HB11 has been referred to Education and Ways & Means

Hawaii State Legislature [Sign In](#) | [Register](#)  Home

31st Legislature, 2021 [View Legislative Calendar](#) Floor session convene times for Wednesday, March 17, 2021:
Senate: 11:30 a.m. | House of Representatives: 12:00 p.m. [Try our new Find Your Legislator app!](#)

HB11 HD1

  (2) [Submit Testimony](#)

Search for another measure [Go](#)

All Versions of this Measure

- [HB11_HD1](#) 
- [HB11](#) 

Committee Reports

- [HB11_HD1_HSCR346](#) 

Measure Title: RELATING TO EDUCATION.
Report Title: Statewide Performance Standards; Standards-Based Curriculum; Nondiscrimination; Education Equality
Description: Requires the board of education to develop statewide performance standards to be culturally relevant, historically and scientifically accurate, and nondiscriminatory. Requires a standards-based curriculum and its related educational materials to be nondiscriminatory. Establishes certain requirements for school complexes when developing standards-based curricula. Requires reports to the legislature. Effective 7/1/2050. (HD1)
Companion:
Package: None
Current Referral: EDU, WAM
Introducer(s): KAPELA, GANADEN, ICHIYAMA, MARTEN, MIZUNO, PERRUSO, TAM, McKelvey

Step 2: Reading Legislation

Types of Legislation



Bills

Enacts a Law

- If not vetoed, can carryover from the first year of the biennium to the second.
- Prefixes: HB = House Bill
SB = Senate Bill
- Not enrolled to the government
- Once passed by the legislature, bills are enrolled to the Governor

Resolutions

Used to state the legislature's official position on an issue or to request action from a separate body

- Cannot carry over from one session to the next.
- Prefixes: HCR = House Concurrent Resolution
SCR = Senate Concurrent Resolution
HR = House Resolution
SR = Senate Resolution
- Once adopted, resolutions are transmitted to individuals, agencies, or other concerned parties

Reading a Resolution

Click the image below to see the full version of House Resolution 41 (HR41) Relating to Bullying

HOUSE OF REPRESENTATIVES
THIRTY-FIRST LEGISLATURE, 2021
STATE OF HAWAII

H.R. NO. 41

HOUSE RESOLUTION

REQUESTING THE OFFICE OF THE GOVERNOR TO CONVENE A TASK FORCE TO ASSESS WHETHER STATE AGENCIES' ANTI-BULLYING POLICIES AND RECORDS OF INCIDENCES OF BULLYING ARE PROPERLY UPDATED AND EFFECTIVELY UTILIZED.

1 WHEREAS, all students have the right to fully participate
2 in the educational process free from bullying, including
3 cyberbullying and harassment; and
4

5 WHEREAS, a safe and civil environment is necessary for
6 students to learn and meet high academic standards; and
7

8 WHEREAS, because of the central role that data collection
9 occupies in virtually every aspect of government decision-making
10 and resource allocation, failure to maintain accurate
11 demographic data brings about very real and dire consequences

Pieces of a Resolution

1. Resolution Number
2. Request to a specific body or individual
3. "Whereas" Statement(s)
4. "Be it Resolved" Statement(s)

Reading a Bill

Click the image to see the full version of Senate Bill 676
(SB676) Relating to Minimum Wage

Pieces of a Bill

1. Bill Number
2. "Relating To" Statement
3. "Be it Enacted" Statement
4. Section 1: Typically the Purpose of the bill
5. Second to Last Section: Statutory or Constitutional Material Changes
6. Last Section: Provides the date the law will take effect

THE SENATE
THIRTY-FIRST LEGISLATURE, 2021
STATE OF HAWAII

S.B. NO. 676
S.D. 1

A BILL FOR AN ACT

RELATING TO THE MINIMUM WAGE.

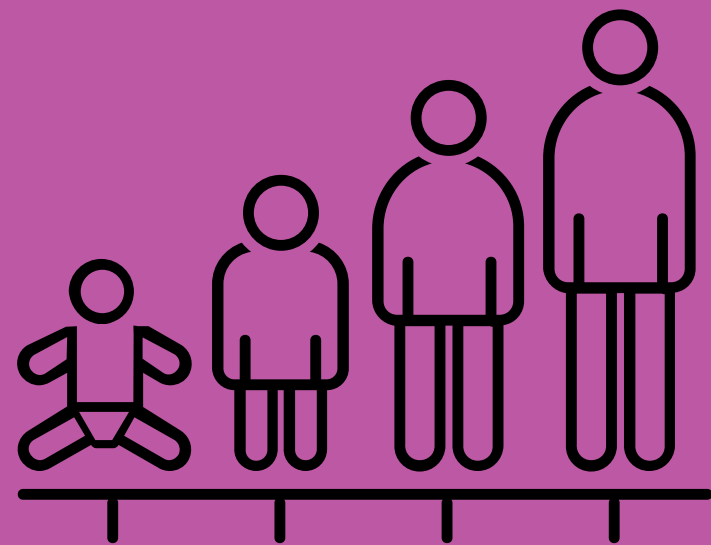
BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF HAWAII:

- 1 SECTION 1. Section 387-2, Hawaii Revised Statutes, is
2 amended by amending subsection (a) to read as follows:
3 "(a) Except as provided in section 387-9 and this section,
4 every employer shall pay to each employee employed by the
5 employer, wages at the rate of not less than:
6 (1) \$6.25 per hour beginning January 1, 2003;
7 (2) \$6.75 per hour beginning January 1, 2006;
8 (3) \$7.25 per hour beginning January 1, 2007;
9 (4) \$7.75 per hour beginning January 1, 2015;
10 (5) \$8.50 per hour beginning January 1, 2016;
11 (6) \$9.25 per hour beginning January 1, 2017; [and]
12 (7) \$10.10 per hour beginning January 1, 2018[-]; and
13 (8) \$12.00 per hour beginning July 1, 2022."
14 SECTION 2. Statutory material to be repealed is bracketed

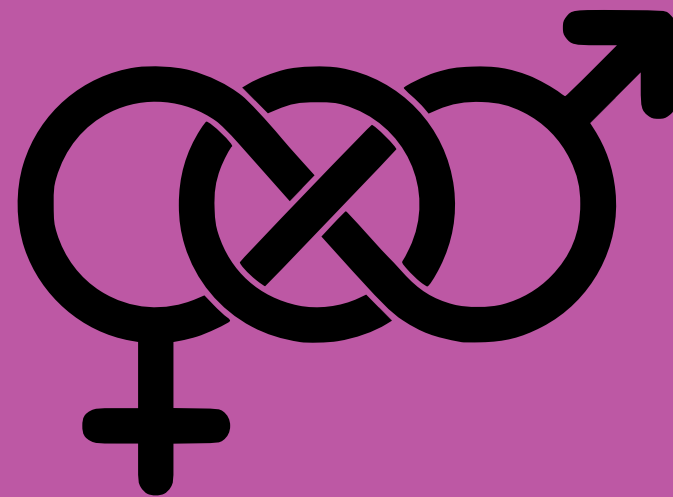
Step 3: Formulating Your Opinion

There are many factors that affect political opinions

**What factors do
you think affect
people's opinions?**



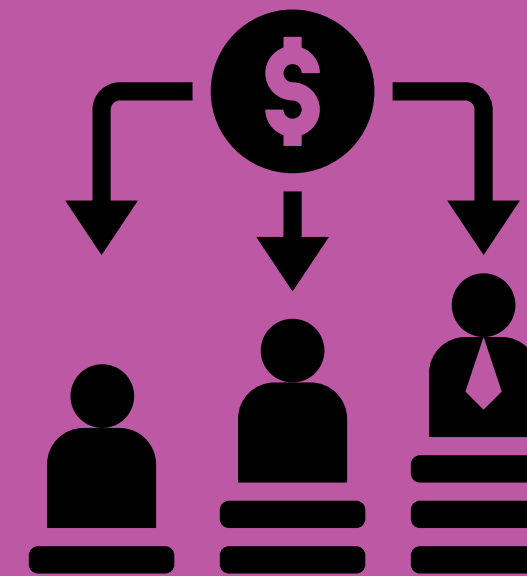
Age



Gender/Sexuality



Education



Socioeconomics



Religion & Ethics



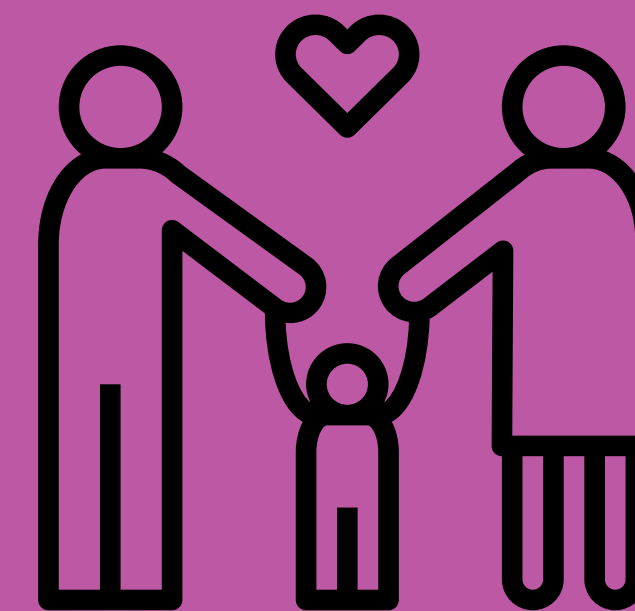
Location



Finances



Health



Family & Heritage

+ SO MUCH MORE!

**Why is it
important to
acknowledge
your
differences
when
expressing
your opinion?**

**It helps you communicate with
empathy and efficiency**

**It builds community even when you
disagree with your peers**

**It enhances the learning experience
for everyone**



Formulating a Quality Political Opinion Requires Research

Research should be done using Primary Sources:

- Legal Documents & Political Texts
- Speeches and Interviews
- Verified Photo & Video of an Event
- Professionally Produced Datasets & Surveys
- Scientific Papers written by Professionals in the Field

Do NOT use the following to back up your opinion:

- Facebook Posts & Comments
- Articles that do not show their sources
- Online encyclopedias (Wikipedia etc.)
- Blogs or Vlogs



Step 4: Testifying on Legislation

First, you'll need to sign up for an Account on the Capitol website

[Click here to Make an Account](#)

* denotes a required field

name	<input type="text" value="Keoni"/>	*
organization	<input type="text"/>	
phone number	<input type="text" value="808-555-4200"/>	
email address	<input type="text" value="KeoniJones@Email.Org"/>	*
verify email address	<input type="text" value="KeoniJones@Email.Org"/>	*
create password	<input type="password" value="••••••••••"/>	*

This privacy statement applies to the Hawaii State Legislature Website, www.capitol.hawaii.gov, operated jointly by the Hawaii State Senate and House of Representatives. The Website is designed to promote open access to information and records of the Hawaii State Legislature and its members. The Website has been designed to minimize the need to provide personal information as a condition to accessing information and services available on the website. Some services, such as personalized email delivery of hearing notices, require that the person using the Website submit some personal information such as the person's email address. The personal information of persons accessing the website for information and services is stored in a protected manner and is not disclosed.

Personal information, namely a user's name and email address, is required to submit testimony through the Legislature's website to ensure that testimony is being submitted by a real person and not an automatic generator.

I understand and agree to the terms above.

Create User

No need to add an organization ←

Make sure to use an email address you can access so you can verify the account ←

Click "I understand" and then "Create User" ←

Once completed, verify your account by checking your email, and then Sign In!

Once you've signed in, your home page will look like this...

The screenshot shows the Hawaii State Legislature website home page. At the top, it says "Hawaii State Legislature" with a logo of the state. Navigation links include "Edit Account", "Log Out", "(help)", and "Home". The page is for the "31st Legislature, 2021" and provides session dates for Wednesday, March 17, 2021. A "Find Your Legislator" link is also present.

The main content area is divided into several sections:

- Search:** Includes a search bar and links for "How to use the Searchboxes", "Bill Status/Measure Status", "Keyword Search", "Hawaii Revised Statutes", and "Session Laws (Acts)".
- Recent Updates:** Features a "Aloha!" message for first-time users, a notice that "The State Capitol building remains closed," and a list of recent legislative updates, including committee assignments and hearing schedules.
- Navigation:** A vertical list of buttons for "Senate", "House", "Archives", "Legislative Information", "Special Studies", and "Links".
- User Profile:** A message stating "You are signed in as info@clairmason.com and have member access to the orange items below." with a link to "Edit Account Information or Unsubscribe".
- Document Repositories:** A list of links for "Bills and Resolutions", "Committee Reports", and "Hearing Notices".
- Footer:** A row of icons for "Testimony", "Hearing Notification", "Measure Tracking", and "Help and Information".

A red circle highlights the "Testimony" icon, and a red arrow points from it towards the right side of the image.

Click on the orange Testimony button!

Next, choose a piece of legislation to testify on!

Enter the bill/measure number here and click "Continue"

This section will show you which pieces of legislation you've testified on already

Hawaii State Legislature

31st Legislature, 2021
[View Legislative Calendar](#)

Floor session convene times for Wednesday, March 17, 2021:
Senate: 11:30 a.m. | House of Representatives: 12:00 p.m.

[Edit Account](#) | [Log Out](#) | [Home](#)

[Try our new Find Your Legislator app!](#)

Submit Testimony

Testimony being submitted by Clair Mason (info@clairmason.com)

Enter Bill or Measure and click Continue

Examples: HB100 or SB123 (not case sensitive)

Please note that **you will no longer receive email confirmation of testimony.** If your testimony is green in the list below, then it was successfully submitted and received.

Your Testimony

- Not yet submitted.
 - Successfully submitted.

Support Oppose Comments

Measure	Hearing	
HB553 HD2	HEARING AEN-WTL 03-17-21 Room: CR 229 & Videoconference 1:10 PM	View
SB338 SD2	HEARING AGR 03-17-21 Room: 325 Via Videoconference	View

Submitting Testimony Part 1

Enter Bill or Measure and click Continue

Examples: HB100 or SB123 (not case sensitive)

SCR100 Continue Clear

Please note that **you will no longer receive email confirmation of testimony**. If your testimony is green in the list below, then it was successfully submitted and received.

Please Submit testimony, Save Progress, or click Clear above to show Your Testimony list.

Upcoming Hearing for SCR100

Bill	Committee	Room	Date/Time	
SCR 100 REQUESTING THE DEPARTMENT OF EDUCATION TO PROVIDE FREE MENSTRUAL PRODUCTS TO STUDENTS ON ALL HAWAII PUBLIC SCHOOL CAMPUSES.	EDU	CR 229 & Videoconference	Mar 19, 2021 3:21 PM	View Notice

Testifier's Full Name Required field

(First and Last)

*If planning on testifying via Zoom, this name must match your Zoom name exactly.

Your position on SCR100

Support

Oppose

Comments Only

Testifying:

As an individual citizen

On behalf of an organization (name of government agency, organization, or business you are representing)

Add your Name ←

Choose whether you support, are opposed to, or would just like to provide some comments ←

Click "As an Individual Citizen" unless you're testifying for an organization ←

Submitting Testimony Part 2

Choose whether you'd like to testify virtually via Zoom or with written testimony only. Note: virtual testimony is always more effective when expressing your opinion to legislators

Regardless of how you are testifying, you should upload or type a written message explaining your opinion. Use a message template like the one typed here.

How will you be testifying? [more info](#)
Zoom option disables 24 hrs before hearing

Remotely via Zoom during the hearing & submitting written testimony
 Written testimony only

Please submit your written testimony using ONE of the two options listed below.

- Acceptable document filetype extensions: .doc, .docx, .pdf, .rtf, .txt, .odt
- Attachments 20MB max
- Attachments will NOT be saved and must be attached at time of submission

File Upload: No file selected.

-- OR --

Your testimony/comments on SCR100

|

B I S Ix | | Styles - | Normal - | ?

Aloha Chair, Vice Chair, Members of the Committee,
My name is _____ and I support SCR100.
I support this measure because _____
Mahalo for your consideration,

body p Characters (with HTML): 243/20000

Once you submit, you are no longer able to edit testimony.

With that, you've officially
become an advocate!

Any Questions?



Presentation Created by
The Office of Rep. Jeanne Kapela