

# Which 2020 Deadlines Apply to Your Bill?

Determining which legislative deadlines apply to a particular bill can be a challenge. This diagram should help!  
Deadlines appear in purple. To become law, a bill must meet each relevant legislative deadline.

*Other deadlines and circumstances may apply. For more information and advocacy tips, contact the Public Access Room (PAR).*

## **January 23<sup>rd</sup> – Bill Introduction Cutoff**

Last day for a bill to be filed with the House or Senate Clerk. After being filed, a bill is given a number (with an HB or SB prefix) and scheduled for First Reading in the originating chamber. Bills must survive at least three Readings (votes) on the floor of each chamber. Following First Reading, each bill is referred to committee(s).

### **How many committee referrals did the bill receive?**

A joint committee referral (delineated by a slash between two committees, i.e. "AGR/CPC") counts as one referral.

Three

Two

One

#### **February 6<sup>th</sup> – Triple Referral Filing**

Last day for a bill referred to three committees to be heard, passed, and filed by the first committee. This enables the bill to move to its second-to-last committee the following day.

#### **February 14<sup>th</sup> – First Lateral**

Last day for a bill referred to more than one committee to move to its final committee.

#### **February 28<sup>th</sup> – First Decking**

Last day for a bill to pass Second Reading and be heard, passed, and filed by the final committee in its originating Chamber. This ensures legislators have at least 48 hours to review the bill prior to Third Reading. *(Exception: The Budget Bill has a later deadline.)*

#### **March 5<sup>th</sup> – First Crossover**

Last day for a bill to pass Third Reading in its originating chamber so it can "cross over" to the other chamber. After crossing over, the bill passes First Reading and is referred to committee(s) again. *(Exception: The Budget Bill has a later deadline.)*

### **How many committee referrals did the bill receive in its non-originating chamber?**

Three

Two

One

#### **March 12<sup>th</sup> – Triple Referral Filing**

Last day for a bill referred to three committees to be heard, passed, and filed by the first committee in the non-originating chamber. This enables the bill to move to its second-to-last committee the following day.

#### **March 20<sup>th</sup> – Second Lateral**

Last day for a bill referred to more than one committee to move to its final committee in the non-originating chamber.

#### **April 3<sup>rd</sup> – Second Decking**

Last day for a bill to pass Second Reading and be heard, passed, and filed by the final committee in the non-originating chamber. This ensures legislators have at least 48 hours to review the bill prior to Third Reading.

Continued on back



## April 9<sup>th</sup> – Second Crossover & Deadline to Disagree with Bill Amendments

Last day for a bill to pass Third Reading in the non-originating chamber so it can "cross back" to its originating chamber. Last day for the originating chamber to disagree with amendments made in the non-originating chamber.

### Did the non-originating chamber amend the originating chamber's last draft?

Confirm this by looking at the bill number. Drafts are denoted by "HD" for House Drafts and "SD" for Senate Drafts, followed by a number that tells you how many times the bill was amended in that chamber. For example, you know a bill that started out in the House was amended by the non-originating chamber if "SD" appears in the bill's number (such as "HB123 HD1 SD1"). Likewise, a bill that started out in the Senate was amended in the other chamber if "HD" appears in its number.

Yes

No

### Did the originating chamber agree or disagree with amendments made to the bill by the non-originating chamber?

Disagree

Agree

The House and Senate must agree upon a version of the bill before sending it to the Governor for consideration. The Senate President and House Speaker appoint members from both chambers to Conference Committees whose task it is to agree on a final version of the bill. Conference Committee drafts are denoted "CD."

### Is the bill a fiscal bill or a non-fiscal bill?

Fiscal bills are those that received referrals to the Senate Ways and Means (WAM) Committee and/or the House Finance (FIN) Committee.

Non-Fiscal

Fiscal

#### April 29<sup>th</sup> –

##### *Final Decking for Non-Fiscal Bills*

Last day for the final version of a non-fiscal bill to be filed for Final Reading.

#### April 30<sup>th</sup> –

##### *Final Decking for Fiscal Bills*

Last day for the final version of a fiscal bill to be filed for Final Reading.

A bill must pass Final Reading in both chambers *unless* a previous House or Senate draft is agreed to. If the final Senate draft is agreed to, the bill only needs to pass Final Reading in the House, and vice versa.

#### May 7<sup>th</sup> – Sine Die

The last day of the 2020 Legislative Session, and the last day for Final Reading in both chambers.

### Bills Go to the Governor for Consideration

If the bill is sent to the Governor on or before April 16<sup>th</sup> (10 or more days before *sine die*), then...

- If the Governor signs the bill within 10 days, the bill becomes law.
- If the Governor neither signs nor vetoes the bill within 10 days, the bill becomes law without the Governor's signature.
- If the Governor vetoes the bill within 10 days, the bill does not become law unless the Legislature reconsiders the bill before *sine die* and overrides the veto by a 2/3 vote in each chamber.

If the bill is sent to the Governor after April 16<sup>th</sup> (less than 10 days prior to *sine die*), then...

- If the Governor signs the bill by July 14<sup>th</sup> (the 45<sup>th</sup> day after *sine die*), the bill becomes law.
- If the Governor neither signs nor vetoes the bill by July 14<sup>th</sup> (the 45<sup>th</sup> day after *sine die*), the bill becomes law without the Governor's signature.
- If the Governor intends to veto the bill, the Governor must inform the Legislature by June 29<sup>th</sup> (the 35<sup>th</sup> day after *sine die*) and deliver the veto by July 14<sup>th</sup>. If the bill is vetoed, it will not become law unless the Legislature successfully overrides the veto in special session by a 2/3 vote in each chamber. The Legislature must convene in special session at or before noon on July 14<sup>th</sup> to override the Governor's veto.

Enactment procedures and deadlines are outlined in Article III, Section 16 of the Hawaii State Constitution.

Saturdays, Sundays, holidays, and any days in which the Legislature is in recess prior to its adjournment are excluded in the calculation of days.



# Finding Measures to Track



**SEARCH TITLES, KEYWORDS, AND DESCRIPTIONS ONLY:** Use the "Subject Search" feature to search *just* titles, keywords, and descriptions.

**RESULTS:** > limited search of titles, keywords, and description, doesn't search measure content; > helpful in looking for a measure you already know exists; > orderly presentation

**HOW TO:** On the Legislature's website, click on the "Reports and Lists" button appearing in the center of the page. The page opens in "Deadline Tracking" mode, but you'll want to select the "Subject Search" bar in the column on the left. Enter the word or string of words you'd like to find.

**KEYWORDS SEARCH:** Search for measures using the "Keywords" search box on the home page.

**RESULTS:** > searches measure content, very thorough search; > lots of duplication -- presents multiple drafts; > remember to use a variety of key words or phrases -- nomenclature used in measures vary!

**HOW TO:** Go to the Legislature's website ([capitol.hawaii.gov](http://capitol.hawaii.gov)), and on the left side of the page, you'll find the "Keywords" search box is the second one down. Tips on searching appear above the boxes. Click on the "status" link in the results to view the measure's description and the bill status page.

**SCAN ALL MEASURES INTRODUCED:** Browse the unfolding list of measures, an especially thorough method to use at the beginning of session.

**RESULTS:** > able to catch items using unfamiliar terms; > orderly presentation; > can be tedious (keep track of where you left off...do bit by bit...)

**HOW TO:** On the Legislature's website, click on the "Reports and Lists" button appearing in the center of the page. You'll find yourself on a page that offers numerous features; it opens in "Deadline Tracking" mode, which is where you want to be. On the right side of the screen, you should see links to House and Senate bills, and resolutions that have been introduced to date. Click on the link you want to explore and browse the report -- you'll be able to quickly scan bill titles and descriptions, and click on links for further information. Take it in chunks (make note of where you left off), and you'll find it a great way to build a thorough tracking list.

**MONITOR PARTICULAR COMMITTEES' HEARING NOTICES:** As session unfolds, routinely browse particular committees' hearing notices for measures of interest.

**RESULTS:** > able to catch items that may be off your radar, but present valuable opportunities to testify; > supplemental to your main measure tracking list; > comes to you by email

**HOW TO:** On the Legislature's website, click on the "Hearing Notification" button appearing in the center of the page. You'll be prompted to sign in. (See footnote on reverse side for information on registering and signing in.) Select the committees you'd like to email you hearing notices. When they arrive at your inbox, scan them for items of interest.

**BROWSE SURVIVING LEGISLATION AFTER MAJOR DEADLINES:** As session unfolds, use the "Deadline Tracking" feature to search for bills that are still alive after major deadlines. (The list of surviving legislation will shrink at every deadline, and some measures may have changed considerably.)

**RESULTS:** > able to catch measures that have morphed; > orderly presentation; > good to review after each major deadline; > supplemental to your main measure tracking list

**HOW TO:** On the Legislature's website, click on the "Reports and Lists" button appearing in the center of the page. The page opens in "Deadline Tracking" mode. On the right side of the screen, scroll down to the most recent deadline. You'll see links to measures that have survived. Click on a link and scan the results.



# Tracking Bills at the Legislature




A few things to keep in mind...

- Your tracking list shows what's *already happened* -- to track what's *going to happen*, you'll want to know the process and focus on developing good lines of communication and relationships.
- Take time out for a more global view -- you want to not just track measures, but keep track of the idea or issue, no matter where it pops up during session.
- Remember to keep an eye out for companions (same bill, different chamber) and similar bills.
- Your tracking list and the status reports are never going to say "this bill is dead" (the closest you'll get is the bill being "deferred" or "held" with no date indicated). The calendar published by PAR (the Public Access Room) can help you understand the deadlines, and PAR is happy to help if you'd like assistance.

## Creating Measure Tracking Lists

*The online "Measure Tracking" feature proves to be incredibly helpful. It allows you to create lists of bills and resolutions you're interested in, easily view the current status of numerous measures, and create easy-to-read reports. It's easy to make changes as session progresses. And it's a great tool for sharing information with colleagues.*

1. Go to the Legislature's website ([capitol.hawaii.gov](http://capitol.hawaii.gov)) and click on "Sign In" (upper right corner of the page). Enter your email address and password. \*
2. Click on the orange "Measure Tracking" icon located in center screen.
3. First, you'll need to create a list. You can name it anything. Just enter the name in the column on the left and then click on "Create List."
4. 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.  
*Option: You can "Add Notes" for each item to personalize or highlight items on your list.*
5. Finally, click on "Generate Report." Your list can be viewed as a handy report that shows each measure, its description and current status, and contains links to its status sheet and its current draft. (Note: The report is sort-able -- 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.)

Check your measure tracking lists as often as you like. It's easy to add or delete items from your lists as 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 want to export it as an Excel file for further options.*

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\* If this is your first time using the interactive features of the website, you'll have to **Register**. Click on "Register" (upper right corner of the page) 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 access your email account and open the email sent to you by the website. Follow the instructions for confirming your account. You'll only be asked to do this once. After that, just sign in and enter your password.



# Sample Written Testimony: The Basics

Address testimony to Chair and Committee (get the info from the top of the hearing notice)	→	CHAIR OF THE HOUSE OR SENATE COMMITTEE NAME OF THE HOUSE OR SENATE COMMITTEE
Specify the bill or resolution number	→	Bill or Resolution Number, Draft Number
Optional: Hearing date, time, and room number		Day and Date of Hearing
		Time and Place of Hearing
Make your position on the bill easily visible	→	IN SUPPORT (or IN OPPOSITION)
Introduce yourself and state whether you support or oppose the bill or resolution	→	<u>Introduction</u> 1) Introduce who you are and/or the group or organization you represent 2) State your position on the measure ("I am testifying in favor of..." or "I am testifying against...")
Explain the reasons for your position. May include facts, experiences, beliefs. Keep it short!	→	<u>Content</u> <ul style="list-style-type: none"><li>• Reasons for taking your position</li><li>• Start with most important or compelling</li><li>• Include facts, figures, experiences, or narratives to support your position</li></ul>
Optional: Emphasize your position by repeating it.		
Anonymous testimony is not accepted -- make sure to add your name!	→	<u>Closing</u> Include any summary remarks and re-state your position.
Optional: If you represent a group, emphasize it here		Your name
Optional: Remember that written testimony is posted on the Legislature's website, so any info will be public.		Group or organization you represent
		Contact information