



HAWAII STATE LEGISLATURE
STATE CAPITOL
HONOLULU, HAWAII 96813

April 2, 2008

**2008 Legislative Session House-Senate Conference Committees Room Scheduling
Procedures and Guidelines**

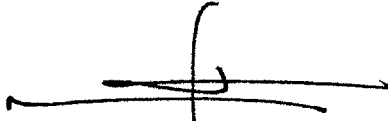
Priority for use of the conference rooms will be given in the following order:

- 1st Priority Standing Committee Bill Hearings**
- 2nd Priority Conference Committee Meetings**
- 3rd Priority Committee Hearings for Resolutions and Governor's Messages**

Please note the following procedures and guidelines for the use of rooms for conference purposes:

1. If your committee is designated to use one of the House conference rooms (i.e., rooms 309, 312, 325, 329 or 423), please contact Ronie Low of the House Sergeant-at-Arms office at 586-6104 to reserve the room.
2. If your committee is designated to use one of the Senate conference rooms (i.e., rooms 016, 224, 225, 229, or 414), please contact Senator Tsutsui's office at 586-7344 to reserve the room.
3. Committees assigned to a specific conference room will be given first priority in using that particular room for conference committee meetings.
4. Committees may not "sublease" their assigned rooms or allotted times to another committee. All room assignments must be coordinated through and made by either the House Sergeant-at-Arms or Senator Tsutsui's office.
5. For those committees which must share assigned conference rooms, it is strongly recommended that you meet as soon as possible with other committee chairs who are also assigned to that room to formulate a basic timetable for sharing the room.
6. In consideration of the other committee chairs, do not reserve a block of specific times unless a timetable has been agreed to.

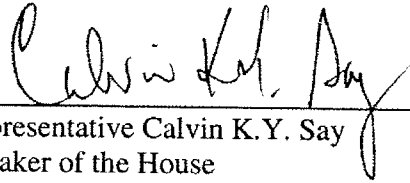
7. If you have reserved a particular time slot which subsequently you will not be using, please notify either the House Sergeant-at-Arms or Senator Tsutsui's office as soon as possible so that those room times can be assigned to someone else if needed.
8. If your conference committee needs to meet but your assigned room is reserved or in use by one of the other committees also assigned to that room, contact either the House Sergeant-at-Arms or Senator Tsutsui's office to locate a vacant conference room for your temporary use.
9. Conference committees are encouraged to give as much advanced notice of meetings as possible. However, since things do get very hectic during conference, please be aware that any lower priority room requests may be "bumped" or reassigned with only a short notice. Hopefully, these inconveniences will be kept to a minimum.
10. Exceptions to these House-Senate Conference Committee Room Scheduling Procedures and Guidelines may only be made with the joint approval of President Colleen Hanabusa and Speaker Calvin K.Y. Say.



Senator Colleen Hanabusa
President of the Senate

4/2/08

Date



Representative Calvin K.Y. Say
Speaker of the House

4/2/08

Date