





HAWAII STATE LEGISLATURE

STATE OF HAWAII
415 SOUTH BERETANIA STREET
HONOLULU, HAWAII 96813

April 28, 2015

MEMORANDUM

TO: All Senate Members and Staff
All House Members and Staff

FROM: Senate President Donna M. Kim 
House Speaker Joseph M. Souki 

SUBJECT: Conference Deadlines – No Exceptions

Decision-making Deadlines for Conference Committees have been established by the *Joint House and Senate Committees on Conference Procedures* (Conference Rules) which were agreed to by the Senate President and House Speaker on April 6, 2015. **There will be no exceptions.**

11. Decision-making Deadlines

On the deadline nights for Final Decking of both non-fiscal and fiscal bills:

- a. *Conference Committees shall conclude their negotiations by **6:00 p.m.** to allow adequate time for final preparation of the bills and Conference Committee Reports.*
- b. *To provide all chairs with ample opportunity to review and sign the Conference Committee Reports before filing, all Conference Committee Reports shall be available for review and signature by **9:00 p.m.***
- c. *All Conference Committee Reports and Conference Drafts of measures shall be filed with the respective Chief Clerk by **11:30 p.m.***

We remind Conference Committee Chairs and Co-Chairs that you should conclude your conference meetings on a timely basis to give your staff and the staff of the drafting agencies adequate time to prepare and process conference documents.

We also encourage Conference Committee Managers to be available for quorum and vote on conference measures.

The final week of Conference is hectic and fast-paced. We thank you for your cooperation.

c: Charlotte Carter-Yamauchi, LRB Director