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HAWAII STATE LEGISLATURE

*ʻAhaʻōlelo Mokuʻāina ʻO Hawaiʻi*



OFFICE OF THE  
COUNTY COUNCIL

STATE CAPITOL  
415 SOUTH BERETANIA STREET  
HONOLULU, HAWAII 96813

October 24, 2023

**MEMORANDUM**

**TO:** Maui County Council  
Councilmember Alice L. Lee, Council Chair  
200 South High Street, 8th Floor  
Wailuku, Hawaii 96793

**FROM:** Senate President Ronald D. Kouchi   
House Speaker Scott K. Saiki 

**SUBJECT:** **2024 Non-Administration Bill Package Deadline – Friday, December 29, 2023**

As 2023 comes to an end and we approach opening day of the 2024 Legislative Session, the Hawaii State Legislature offers the following policies and procedures for the submission of all non-administration bill packages for introduction during the Regular Session of 2024. “Non-administration bill packages” include bill packages of the Judiciary, Counties, government agencies, and private organizations representing government entities.

Please submit your bill package **by 4:30 P.M. on Friday, December 29, 2023** to:

**Office of Speaker Scott K. Saiki**  
**Hawaii State Capitol**  
**415 South Beretania Street, Room 431**  
**Honolulu, Hawaii 96813**

All bill packages must include the following:

1. One (1) printed copy of each bill or resolution; **and**,
2. One (1) portable USB flash-drive containing PC compatible Microsoft Word file(s) of each measure.

Should you choose to submit your bill(s) and/or resolutions electronically, you may do so by emailing PC compatible Microsoft Word file(s) to Mr. Albert Vargas ([a.vargas@capitol.hawaii.gov](mailto:a.vargas@capitol.hawaii.gov)) **AND** Mr. Frank Rogozienski ([f.rogozienski@capitol.hawaii.gov](mailto:f.rogozienski@capitol.hawaii.gov)). Be sure to include the following in the subject field, "**2024 Bill Package for (Name of Entity)**", e.g. **2024 Bill Package for the County of Kauai – Mayor's Office**.

We are anticipating a large number of submissions. To assist our office and the drafting agency in processing all non-admin package bills efficiently, we ask that you submit your package as soon as possible. All timely submitted bill packages will be distributed to both the House and Senate for introduction.

**The deadline for submittal of non-administration bill packages to the Speaker's Office is 4:30 P.M. on Friday, December 29, 2023.**

Should you have any questions with regard to the foregoing, please contact Mr. Frank Rogozienski at (808) 586-6100, or via email at [f.rogozienski@capitol.hawaii.gov](mailto:f.rogozienski@capitol.hawaii.gov).

cc: Ms. Charlotte Carter-Yamauchi, Legislative Reference Bureau  
Ms. Carol Taniguchi, Senate Chief Clerk  
Mr. Brian Takeshita, House Chief Clerk