



HAWAII STATE LEGISLATURE

STATE CAPITOL  
HONOLULU, HAWAII 96813

**LANGUAGE ACCESS PLAN**  
**Hawaii State Legislature**  
**[2015-2016]**

Pursuant to Chapter 321C of the Hawaii Revised Statutes, the Language Access Plan developed for use by the Hawaii State Senate, the Hawaii State House of Representatives, and its attached agencies, the Office of the Auditor, the Legislative Reference Bureau, the Office of the Ombudsman, and the State Ethics Commission [hereinafter referred to as the Legislature], is as follows:

- (1) The Chief Clerk of the respective chambers are designated as the legislative language access coordinators by the Speaker of the House and the President of the Senate.
- (2) A language survey of Senate and House members and permanent and temporary staff, which inquires into the availability of written and oral skills if requested by a member of the public for an official legislative or agency meeting, hearing or briefing will be conducted prior to the convening of the Twenty-eighth Legislature.
- (3) A poster notifying the public of the foreign language accommodations will be posted on all public bulletin boards in the Capitol Chamber level, second, third and fourth floor areas occupied by the Legislature and in public common areas of attached legislative agencies. Poster text as follows:

***If you need interpretive services [oral or written] for official legislative or legislative agency activities or legislative committee meetings or briefings, please call the House Clerk's Office at 586-6400 or the Senate Clerk's Office at 586-6720.***


Languages to be utilized on the poster are as follows:

Burmese	Marshallese
Chinese	Samoan
Chuukese	Spanish
Ilocano	Tagalog
Japanese	Thai
Korean	Vietnamese
Laotian	Visayan

- (4) Hearing notice and briefing templates for legislative committee activities to inform the public that translation services will be provided by contacting the noted committee staff may be modified prior to the convening of the Twenty-eighth Legislature.
- (5) Third party vendors available for written and oral translation services will be contacted, when a language accommodation request is received.
- (6) The language service accommodation along with other special services [i.e., wheelchair accessibility, hearing interpreters] will be announced during all pre-session staff training for committee staff of the Legislature prior to the convening of the Twenty-eighth Legislature.
- (7) The respective chamber Clerk's Offices will be the central agency contacts whenever translation requests are received by the Legislature. These two offices will compile relevant usage data.

APPROVED:

  
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Joseph M. Souki  
Speaker of the House

  
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Donna Mercado Kim  
President of the Senate

CC: Office of the Auditor  
Legislative Reference Bureau  
Office of the Ombudsman  
State Ethics Commission