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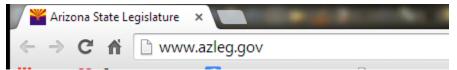
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# **Status Inquiry**

## **GETTING STARTED**

- Go to the Internet
- Enter **azleg.gov** in the address bar

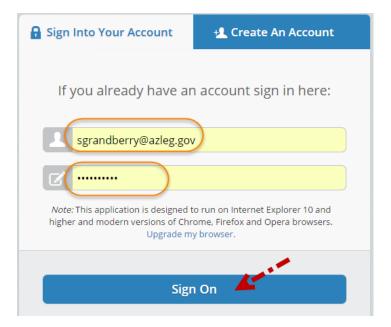


- Click on the link at the top on the left that says New Request to Speak
- Click on Sign On

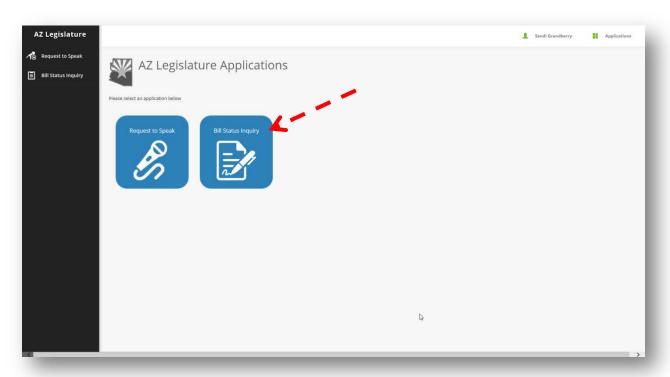


- Enter your email address and password
- Press Sign On

Bill Status Inquiry Page | 1



Select Bill Status Inquiry



# SWITCH APPLICATIONS

Once you are logged in you can change to the other application (from Bill Status to Request to Speak or from Request to Speak to Bill Status) by clicking on

Request to Speak

Bill Status Inquiry

**Bill Status Inquiry** 

Applications at the top right-hand side of the window.

After logging into Bill Status Inquiry you can do all the things you used to do in ALIS Tracking. It just looks a little different.

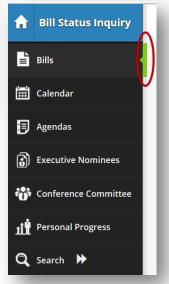
# In this window

## THE FIRST SCREEN IN BILL STATUS INQUIRY ALLOWS YOU TO:

- 1. Enter a bill number
- 2. Change the session
- 3. Select an action



Notice the green slider on the left sidebar. It tells you which option you have chosen.

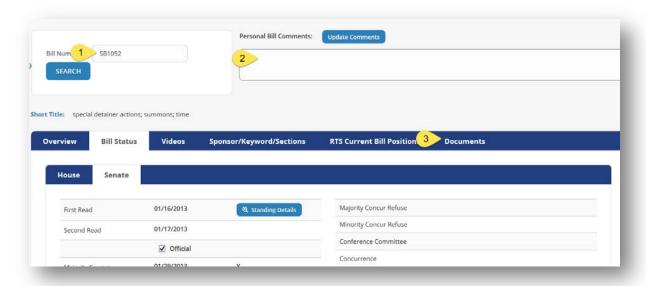


Bill Status Inquiry Page | 3

# Bills



- 1. Enter the bill number for which you want to see details and press search
- 2. **NEW**-Enter personal comments at the *top of the screen*-comments are now connected to bills not lists. To add a comment click on Update Comments, then enter your text
- 3. **NEW**-all *documents* for the bill selected are listed under the *document tab* at the top

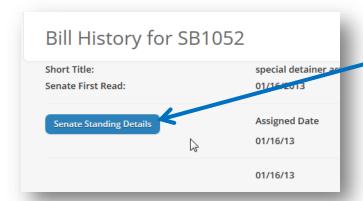




When you click on the Documents tab a window will pop up with the option to open the document in a version of your choice.

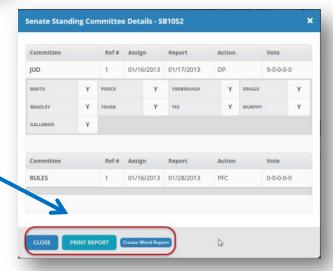
Only versions available will be displayed.

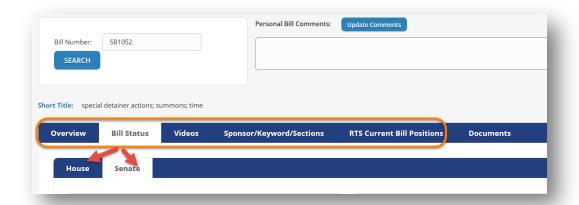
# In this window



Any place you see a blue button on Bill Status or Overview more information is available in a *detail* window when you click on the button. See below:

On this *detail* window you can send the information directly to the printer or create a Word document. Close this window and you are returned to the Bill Status window.





There is a top bar with the selections for Overview, Bill Status, videos, Sponsor/Keyword/Sections, and RTS Current Bill Position. Overview still gives details in order. Bill Status still allows you to view either the House or Senate information separately. Videos are all videos archived that relate to the selected bill. Sponsor/Keyword/Section gives the same

valuable information found under this tab in the old Bill Status Inquiry program. *The change noted above is where you will find the Documents option, which has been added to this bar.* 

The RTS Current Bill Position, gives the most current position someone has entered on that bill.



# **RTS Committee Position**

is the position the person entered at the time of the

committee meeting. This position does not change even if the person later changes his or her mind. If a change is entered it goes under RTS Current Position and is the position seen when a bill is viewed outside of the committee.

# **RTS Current Position**

is the position the person currently has. A position may change based on amendments and personal

opinion. This allows a person to change his or her position, but does not change the Committee Position.

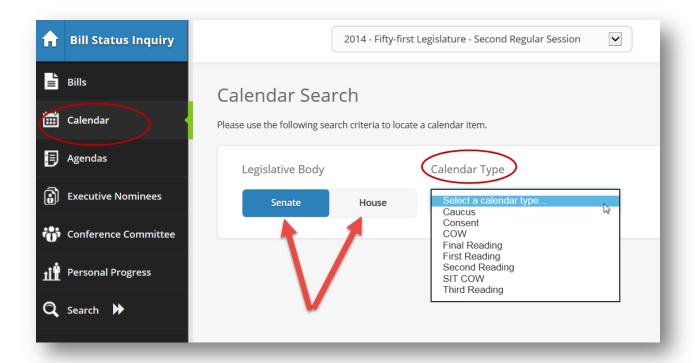
If the Committee Position does not change it will be shown in the Current Position as well.

# Calendars

# In this window

#### The Calendar screen allows the following options:

- 1. Select House or Senate Calendars
- Choose the Calendar type desired

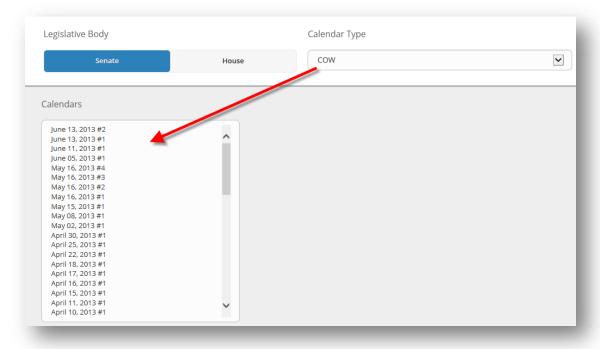


#### These options are available when *Calendar Type* is selected:

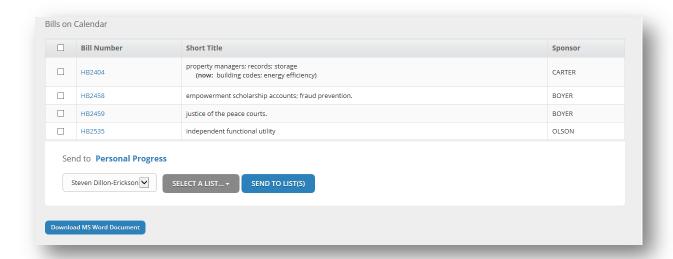
- Caucus Caucuses provide the political parties in each house with a forum for discussing and, if possible, achieving party consensus on legislation and various other issues such as the state budget and, in the Senate only, the Governor's nominations to state agencies, boards and commissions.
- 2. Consent A Consent Calendar (called a "Unanimous Consent Calendar" in the Senate) consisting of unamended bills reported out of all assigned committees.
- 3. COW Committee of the Whole (short for Committee of the Whole House or Committee of the Whole Senate, usually referred to simply as "COW") is made up of the entire membership of the House or the Senate.
- 4. Final Reading The roll call vote taken on a measure on the floor of each house after all amendments and committee reports have been adopted and incorporated into the measure.
- 5. First Reading The initial formal recitation on the chamber floor of a bill, resolution or memorial by number and sections by the reader in either house.
  - **Bill Status Inquiry**

- 6. Second Reading The second of the three formal readings of a measure introduced in each house required by the Constitution of Arizona.
- 7. SIT COW Occasionally an issue that requires attention or correction is discovered after a bill has already been "COWed." Normally, a bill once COWed cannot be further amended in that body. No amendments are allowed in third reading. However, the Senate and House Rules allow each body to address these matters by "sitting as in" Committee of the Whole ("sit COW"). The process basically returns the bill to an Active Calendar for amendment. Since sit COW breaks the routine order of business, it is allowed by leadership only in extraordinary circumstances and for limited corrective purposes.
- 8. Third Reading The third formal reading of a measure on the floor of the House or Senate, taken after all committee work on the measure is completed and all adopted amendments have been engrossed.

Once a calendar option is selected, the available calendars appear below--listed by date:

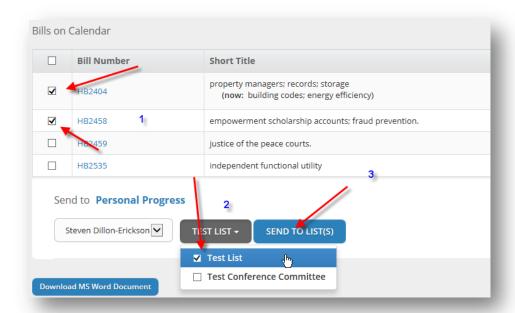


The bills on the selected calendar will be listed, as shown below:

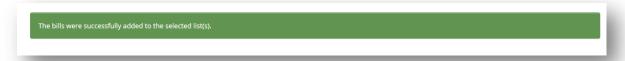


If desired, the bills may be added to a Personal Progress list by

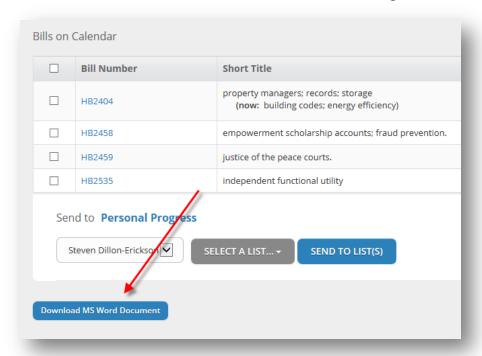
- 1. clicking the check box next to the bill(s),
- 2. selecting the list(s), and finally
- 3. clicking the button Send to List(s):



When the bill is successfully added to a list, this green bar will briefly appear below the Send to Personal Progress Boxes. More about Personal Progress lists can be found starting on page 18.



Each calendar can be downloaded to a word document by clicking on the Download MS Word Document Button at the bottom or added to a Personal Progress List.



When using Internet Explorer, a dialogue box of some type will appears to download an MS Word document:



Click on Open to see the file.

Here is an **EXAMPLE** of how the document opens:

Fifty-first Legislature First Regular Session

# **ARIZONA STATE SENATE**

# ACTIVE CALENDAR COMMITTEE OF THE WHOLE April 18, 2013

HB 2404 property managers; records; storage

(S/E: building codes; energy efficiency)

HB 2458 empowerment scholarship accounts; fraud prevention.

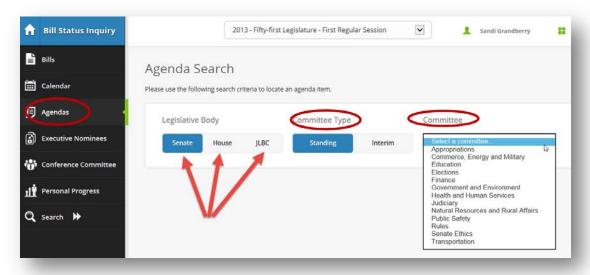
HB 2459 justice of the peace courts.

HB 2535 independent functional utility

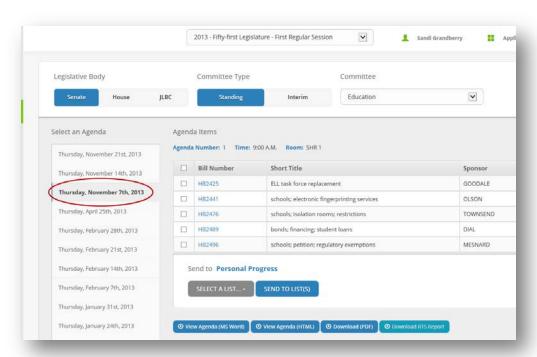
# Agendas

# In this window

- 1. Select the body (House, Senate, or JLBC).
- 2. Select Committee Type (Standing or Interim)
- 3. Then Select the committee you want from the drop-down menu.



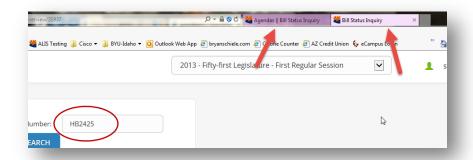
4. Choose your agenda based on the date for which you are looking.



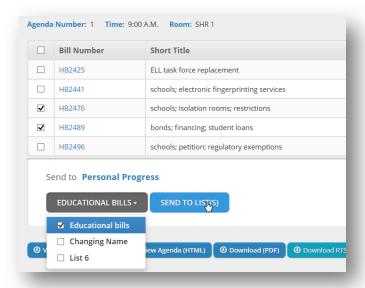
Once you select the Agenda the bills on the Agenda will appear in the box on the right.

# In this window

You will be able to click on a bill number to see the bill details. The bill details will open in a new tab so you can go immediately back to the full agenda bill list. In the example below, I clicked on bill HB2425 from the list of bills on the Agenda and it opened in a new tab, leaving the original tab open as well.



You have the option to add selected bills to Personal Progress.



You also have the options at the bottom of an Agenda window to:

- Download the Agenda in MS Word
- View the Agenda in HTML
- Download the Agenda in PDF
- Download the RTS Report



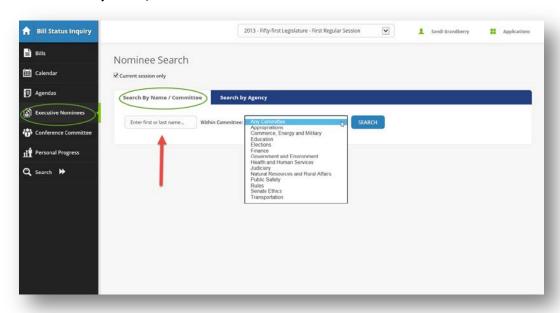
# **Executive Nominees**

Among the checks and balances that the Legislature possesses is the power of the Senate to confirm, or reject, gubernatorial appointments to certain executive branch offices. There are hundreds of government offices in the executive branch that are filled by appointment by the Governor. These offices include department heads and members of boards, commissions and study committees, and many are required by law to be approved by a majority vote of the Senate before the appointment officially becomes effective.

#### **SEARCH BY NAME**

To find information on Executive Nominees enter the first or last name of the person for whom you are searching. Narrow the search to a specific committee or search all committees.

Select: Search By Name/Committee



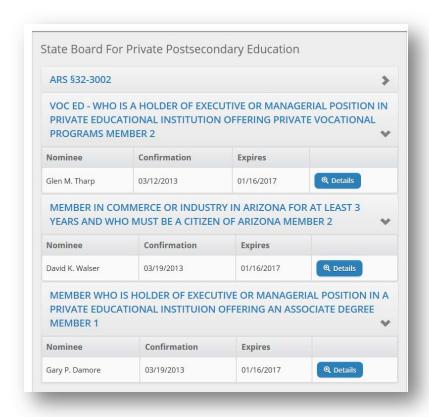
# SEARCH BY AGENCY

Sometimes an Agency will have more than one person serving as an Executive Nominee. When that happens a search can be done for all members of a specific agency.

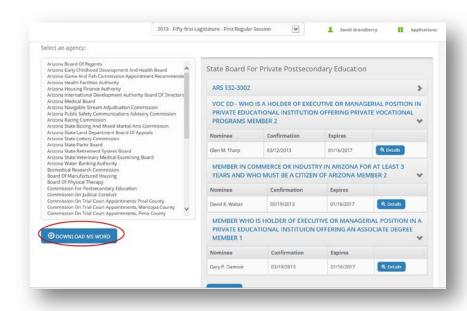
#### Select: Search by Agency

As an example the following image is what you would see if you looked at the "State Board for Private Postsecondary Education." This shows:

- The ARS statute applying to the board
- Three nominees,
- When they were confirmed,
- When the appointment ends
- Basic requirements for the appointment



This information can be downloaded to an MS Word document.



# **Conference Committee**

Conference committees are appointed when a bill passed in one house is amended by the other house. When this happens the two houses can concur that the changes are accepted. If they do not a Conference Committee is formed. Conference committees are made up of an equal number of members from both the House and the Senate.

There are two types of conference committees:

- A simple conference committee must limit its actions to only those areas where differences exist between the House and Senate versions of a bill and may only remove language from those versions or choose one or the other version.
- A free conference committee may consider entirely new provisions in addition to the provisions in the House and Senate versions, but it may not adopt a "strike everything" amendment, and the adopted amendments must be constitutional and germane to the bill.

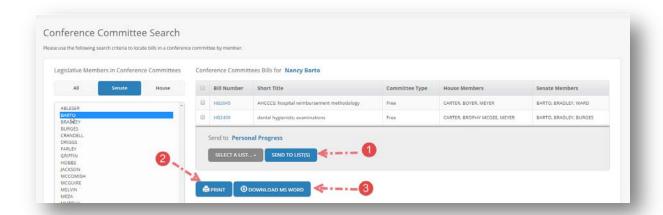
# In this window

#### You can:

- Select all members
- Select Senate members
- Select House members



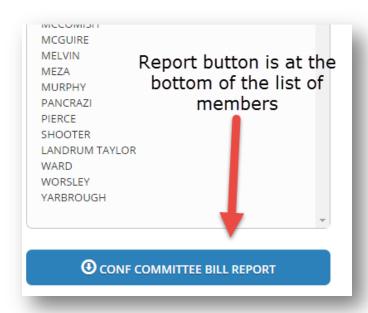
Once a member is selected, their Conference Committee Bills are shown on the right side of the window.



#### You can:

- 1. Send a bill to Personal Progress
- 2. Print the list
- 3. Download the list to a Word document

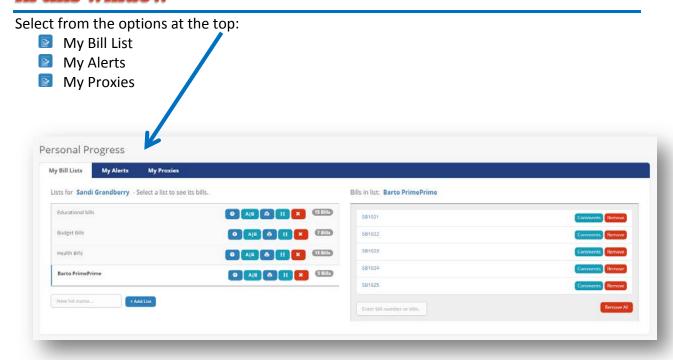
The Conference Committee window also gives the option to print a report of all conference committees.



# **Personal Progress**

Personal Progress is not new *and* it is simple to manage. You can have up to 15 lists to follow the bills you want to keep track of. Bills can be added to a list from any window that has a button to *Send to Personal Progress*.

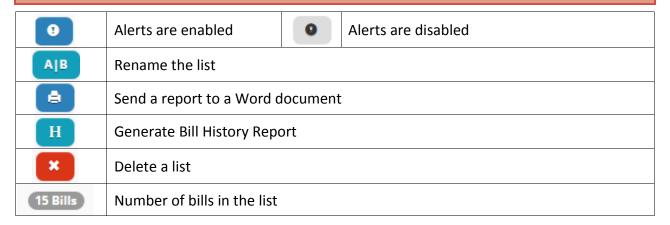
# In this window



# My BILL LIST

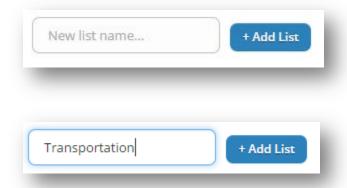
With My Bill List selected you can see the lists you have created and by clicking on any list, see the bills added to that list.

#### WHAT THE LIST SYMBOLS MEAN

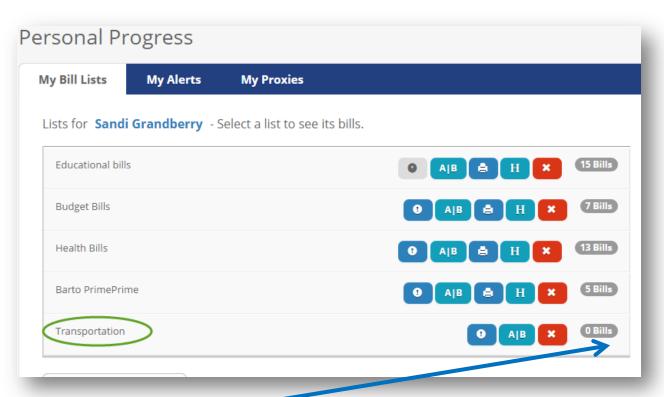


#### TO CREATE A LIST

Type a name for the new list in the box that says "New list name..."



- Click on +Add List
- The new list will now show in the My Bill Lists window



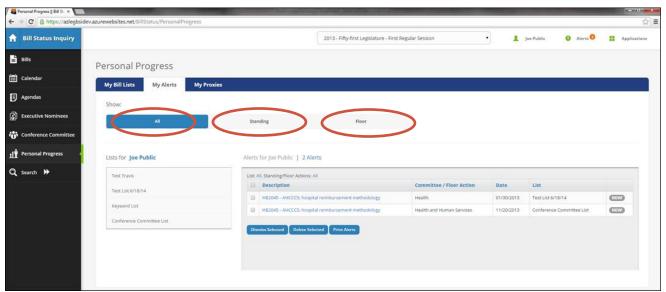
Notice that there are no bills yet so there are no history or print buttons. Once bills are added all of the buttons will be activated.

#### **MY ALERTS**

Bill Status Inquiry will generate alerts for any bill on a list if you have not disabled alerts for that list (See "What the list symbols mean" above). You must be in Bill Status Inquiry to view the alerts.

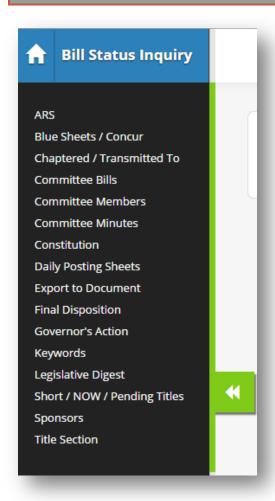
# In this Window

- Select the view you want by clicking on All, Standing, or Floor.
- Select the list for which you want alerts.
- View the alerts on the right side.



- Download Alerts
- Delete Alerts
- Print Alerts

# **Search Features**



The search option opens a new side bar showing all of the search options.

Click on any option to search using the feature selected.

## **ARS**

Clicking on the ARS option will open a new tab and take you to the Arizona Revised Statutes web page where you can enter key words to search Arizona law. When you are finished with a search of the statutes, simply click back on the Bill Status Inquiry tab to return to your searches.



# **BLUE SHEETS / CONCUR**

When a bill is assigned to a Conference Committee it was traditionally, before going paperless, distributed on Blue paper. To see the Blue Sheets for the House or the Concur/Refuse sheets for the Senate, select the Senate or

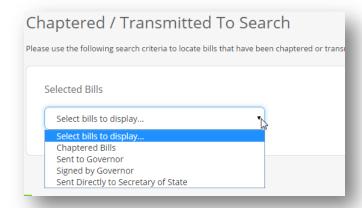


House tab at the top and the list of available documents will be listed on the right side of the window.

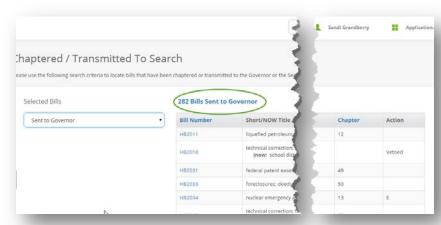
# **CHAPTERED / TRANSMITTED TO**

This search option allows you to see

- Bills that have become law and been given a chapter,
- Bills Sent to the Governor for signature
- Bills signed by the Governor
- Bills sent directly to the Secretary of State without the Governor's signature



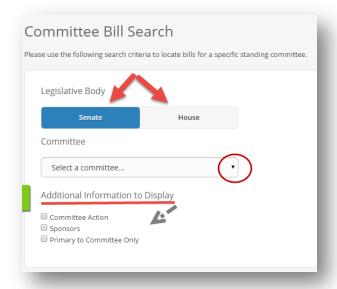
When the list you have requested is generated you will see a total number of bills on that list, the bill number, Short/Now Title, Chapter number (if applicable), and Actions taken on the bill.



# **COMMITTEE BILLS**

To search for bills heard in a specific committee, select Committee Bills.

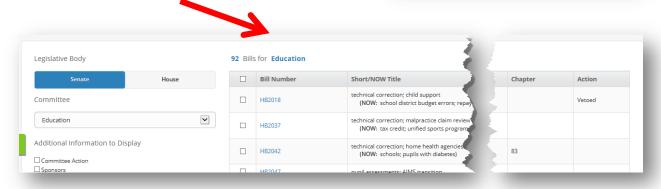
- Select the Legislative Body you want to search
- Select additional information to display in the search



Select the Committee in which you have interest

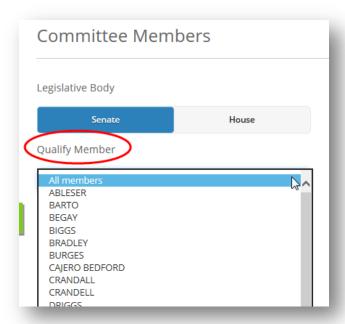


The bill will show up on the right side of the window.



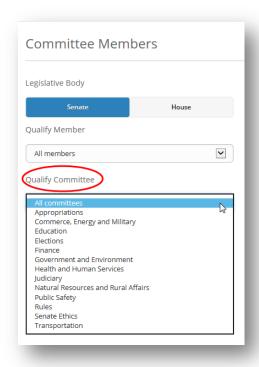
# **COMMITTEE MEMBERS**

- When you select Committee Members from the Search List you will be able to select a body (Senate or House).
- The list of all committees and committee members for the body selected shows up on the right side of the screen.
- This search can be further qualified by searching by member name:

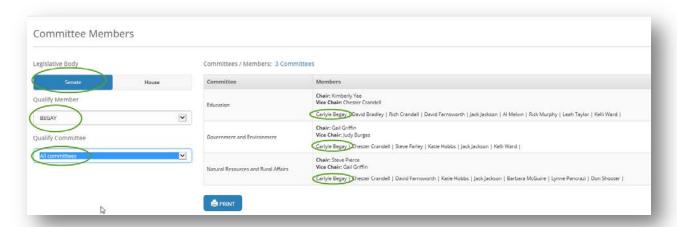




by committee name.



The list on the right side will display based on the qualifiers you have selected.



There is also a print option at the bottom of the screen. This button will send a report directly to the printer.

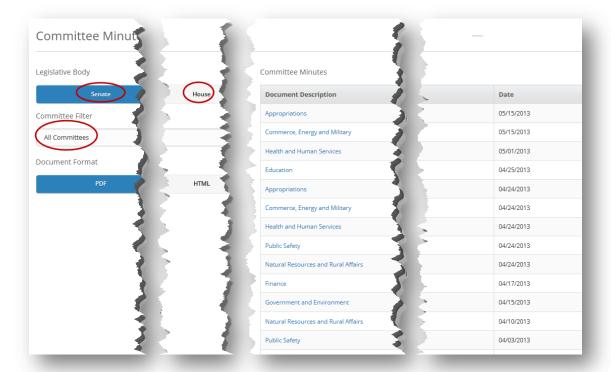
## **COMMITTEE MINUTES**

Selecting Committee Minutes will bring up a window that first lists all Senate Committee Minutes by default.

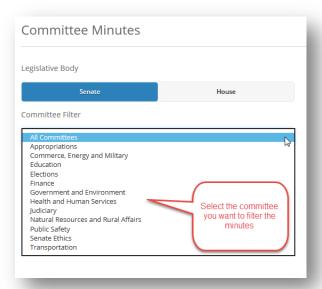
# In this window

#### You can

Select Senate or House and see the appropriate minutes.



If you are only want the minutes for a specific committee, select the down arrow in the Committee Filter box and find the committee you want.



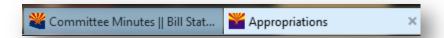
When the list you want is displayed, select how you want to view the document – PDF or HTML



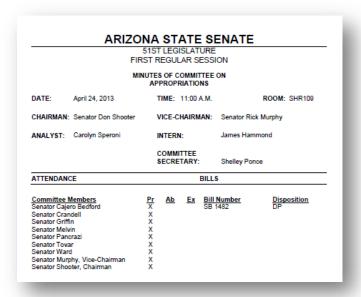
Then click on the committee minutes you want to view



▼ The document will open in a new tab.

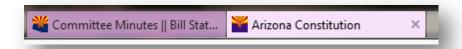


Here is a sample of a document for the Appropriations Committee on April 24, 2013.



### **CONSTITUTION**

Clicking on the Constitution search option will open a new tab and take you to the Arizona Constitution web page where you can enter key words to search the Constitution. When you are finished with a search, simply click back on the Bill Status Inquiry tab to return to your searches.



## **DAILY POSTING SHEETS**

The Daily Posting Sheets contain a list of actions taken the day the sheet is posted.

- Select Senate or House
- Click on the Daily Posting Sheet in which you have interest
- The document will open on a new tab allowing you to quickly return to the Bill Status Inquiry page.



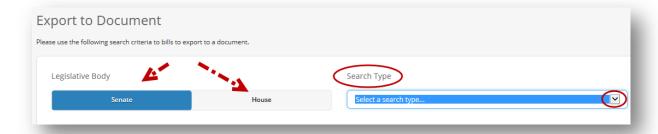
## **EXPORT TO DOCUMENT**

Export to Document allows you to find documents from Calendars, Agendas, Fiscal Notes, Fact Sheets/Bill Summaries, First Reading, Second Reading, Ready for Rules, Caucus, or Consent and export them to a Word document.

# In this window

#### You can:

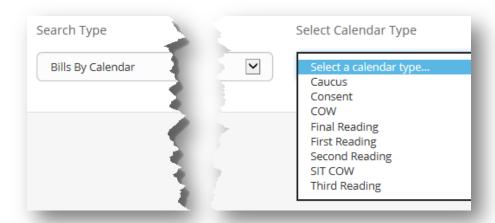
- Select Senate or House
- Select Search Type



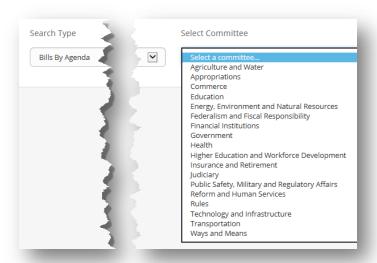
Search types include



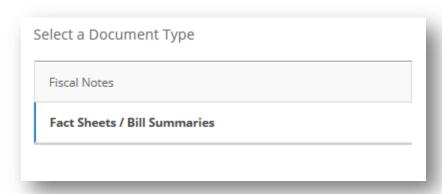
Bills by Calendar includes



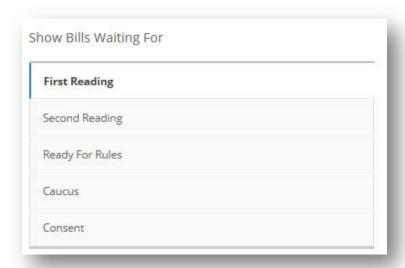
Search by Agenda includes all Committees for the House or Senate depending on which you selected:



Search for Bills By Document Type includes:

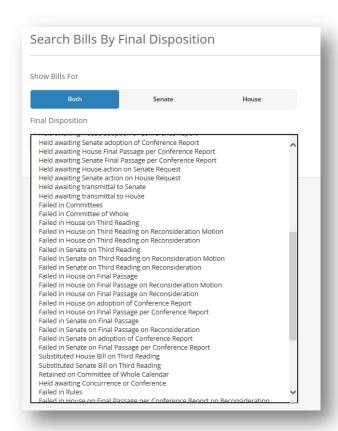


Search for Bills by Current Status includes:



# **FINAL DISPOSITION**

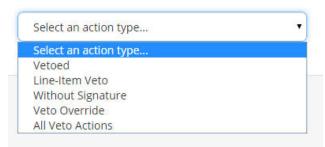
Search Bills by Final Disposition will show you the final action on a bill. There are several options. Select the one you want and the list will show up on the right side. As with all other areas, the bills can be clicked on and you will be taken directly to the bill status information, you can add any bills listed to a Personal Progress list, print or download the list to a Word document.



## **GOVERNOR'S ACTION**

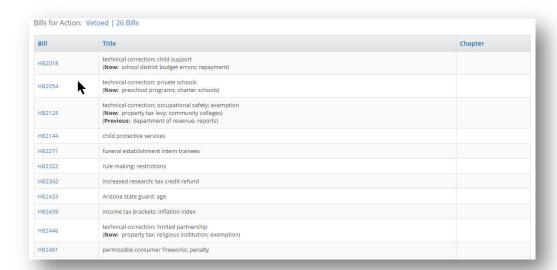
Select the action you want to search as shown below:

Governor's Actions



- 1. Vetoed An official act of the Governor disapproving a bill passed by the Legislature and nullifying the bill unless the Legislature subsequently overrides the veto.
- 2. Line-Item Veto The power of the Governor to veto specified items from an appropriation while signing the remainder of the bill into law.
- 3. Without Signature The Governor also has the option to not sign the bill without vetoing it allowing it to become law.
- 4. Veto Override To enact a bill after it has been vetoed by the Governor. The Legislature must muster a supermajority vote to override a veto.
- All Vetoed Actions This will show all of the vetoed actions for the currently selected session.

When you select an action the bills meeting that criteria will show up on the right side, like this:



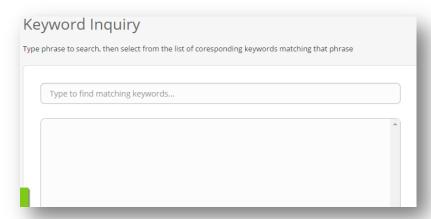
The list can be printed or downloaded to a Word document using buttons that appear at the end of the page. See Below.



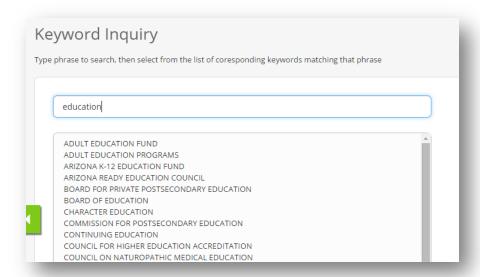
#### **KEYWORDS**

These keywords are not like using a google search. These are designated by the Chief Clerk's and Senate Secretary's office.

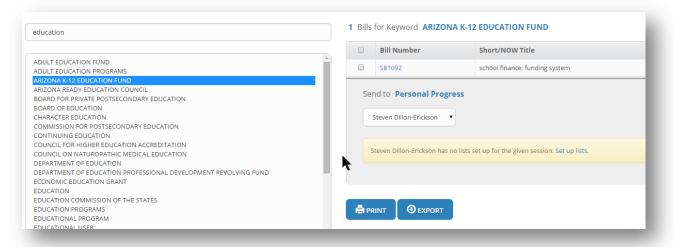
The keyword window opens like this:



Enter a word for which to search Bill Status Inquiry

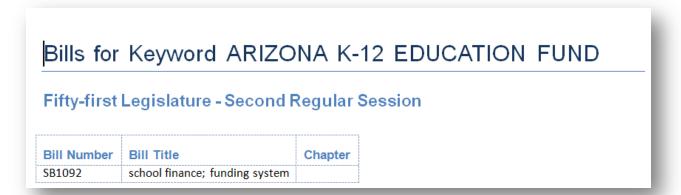


Select from the options provide on the left and the right side will show a list of bills that meet that criteria.



The Print button will send a list of currently selected bills to the printer.

The Export button will create a Word document. It will looks something like this.

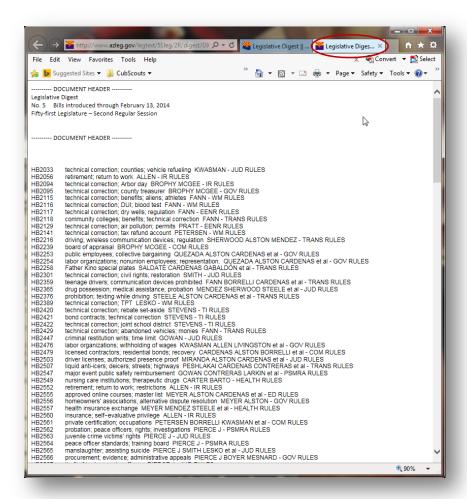


## **LEGISLATIVE DIGEST**

The legislative digest includes a list of bills introduced as of that particular date and is submitted each week until bills are no longer introduced.

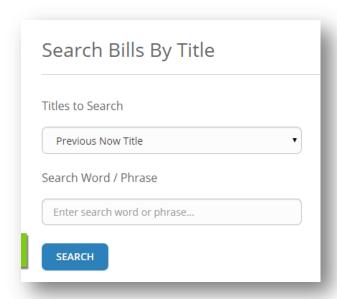


Select the date you are interested in and a list will be generated and opened on a new tab. Both House and Senate bills are listed



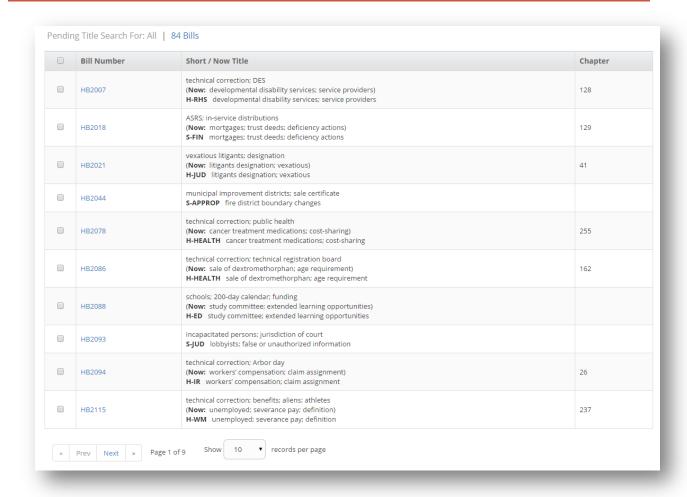
# SHORT / NOW / PENDING TITLES

Drop down menu for Titles which can be searched with or without a Word or Phrase

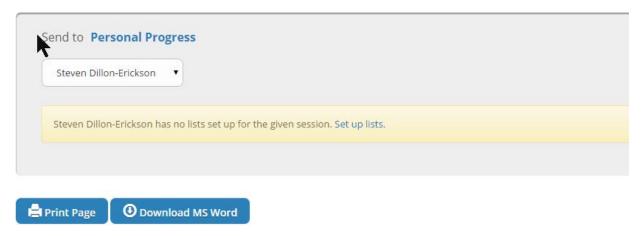


- Short Title Also known as Reference Title is a short title of each bill, resolution and memorial that is placed in the upper right-hand corner of the first page. It gives a brief idea of the nature of the measure and aids in indexing, but it is not a part of the substantive law of the measure.
- Previous Now Title Also known as "Now" Title is a revised reference title of a measure after a strike everything amendment has been adopted to reflect the new provisions of the measure and distinguish the current version of the measure from its original version.
- Pending Title A Strike Everything amendment that will be or has been through a committee, but not through COW. This is a suggested title to be placed on agendas before the official title is decided upon. (This section will not be available to the public.)

# **EXAMPLE OF WHAT A SEARCHED LIST WILL LOOK LIKE**



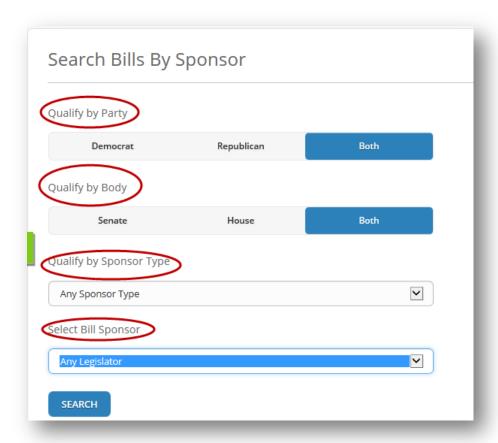
Current list of bills may be sent individual or as a group to personal progress; may be printed to a printer; or may be sent to Word through Export as shown above.



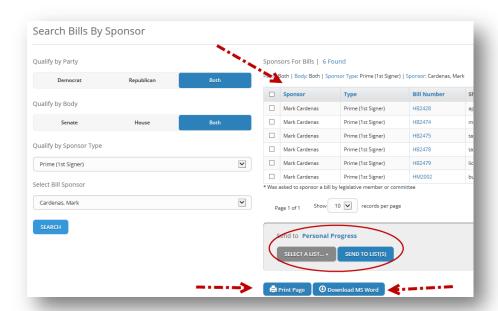
## **S**PONSORS

# In this window

- Select a Party (Democrat or Republican)
- Select a Body (Senate or House)
- Sponsor Type (Prime, Prime-1<sup>st</sup> Signer, Co-Sponsor)
- Select a specific legislator



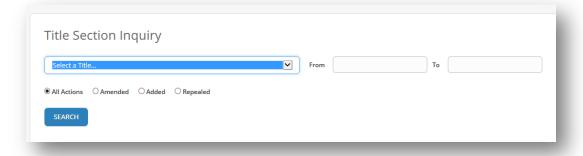
When all qualifying criteria is selected a list of bills is displayed on the right side



- Send to Personal Progress
- Print
- Create Word document of this report
- \_

## **TITLE SECTION**

This search feature allows you to find Titles in A.R.S. that are affected by some action in the legislature.



- Select a title you want to search
- If you want to search a specific section enter where to start and where to end or just take the default to search the entire Title
- Select the Action you want to see
- Click on Search
- The list is generated and can be
  - o Sent to a Personal Progress List
  - o Sent to a Printer
  - o Exported to a Word document

#### **Search Features**

