



How to Use the Utah Legislature's Website

1/9/2018

Welcome to the ACLU of Utah's CyberLobby Workshop – the 2018 edition just in time for the newly redesigned Utah legislature website.

First, I'd like to know how you found out about this event. Those watching online can type in comments...

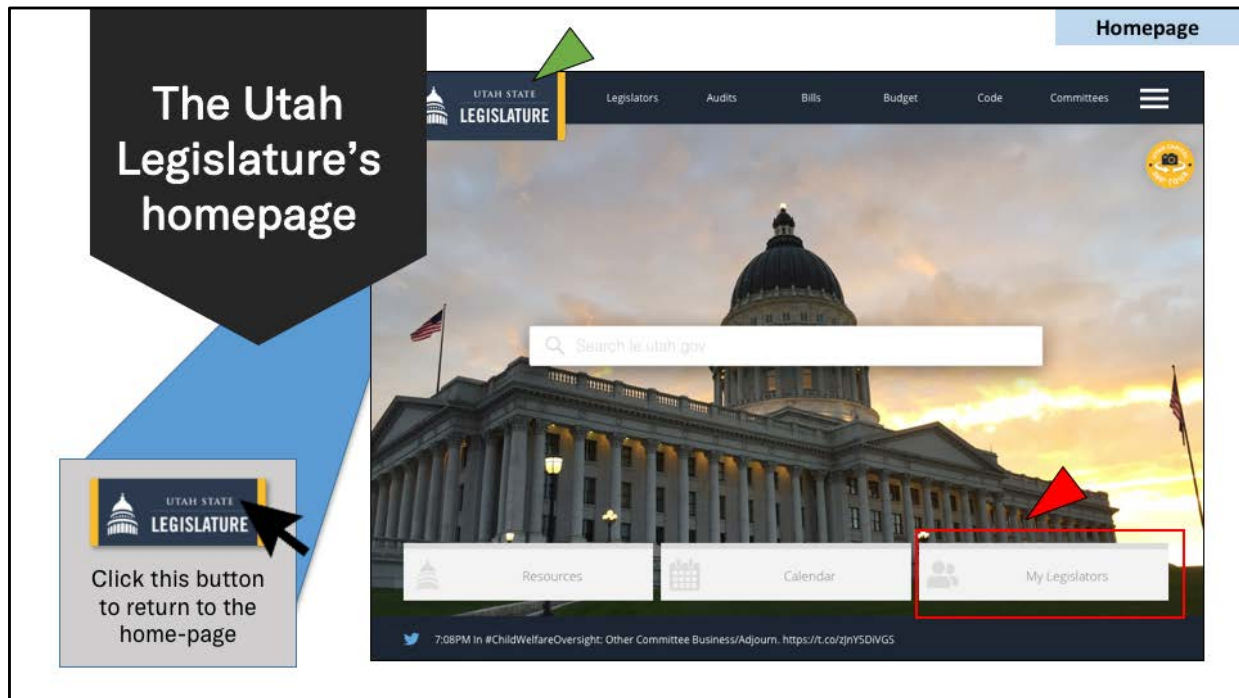
>>How many found out via Facebook?

>>How many via an email from the ACLU?

>>How many from a friend or organization?



Open a browser on your computer, tablet, or smart phone and type this
URL: Le.Utah.Gov
It's like the Utah legislature is suddenly very French... as in Le Utah dot gov
Welcome to Cyber Lobbying 101



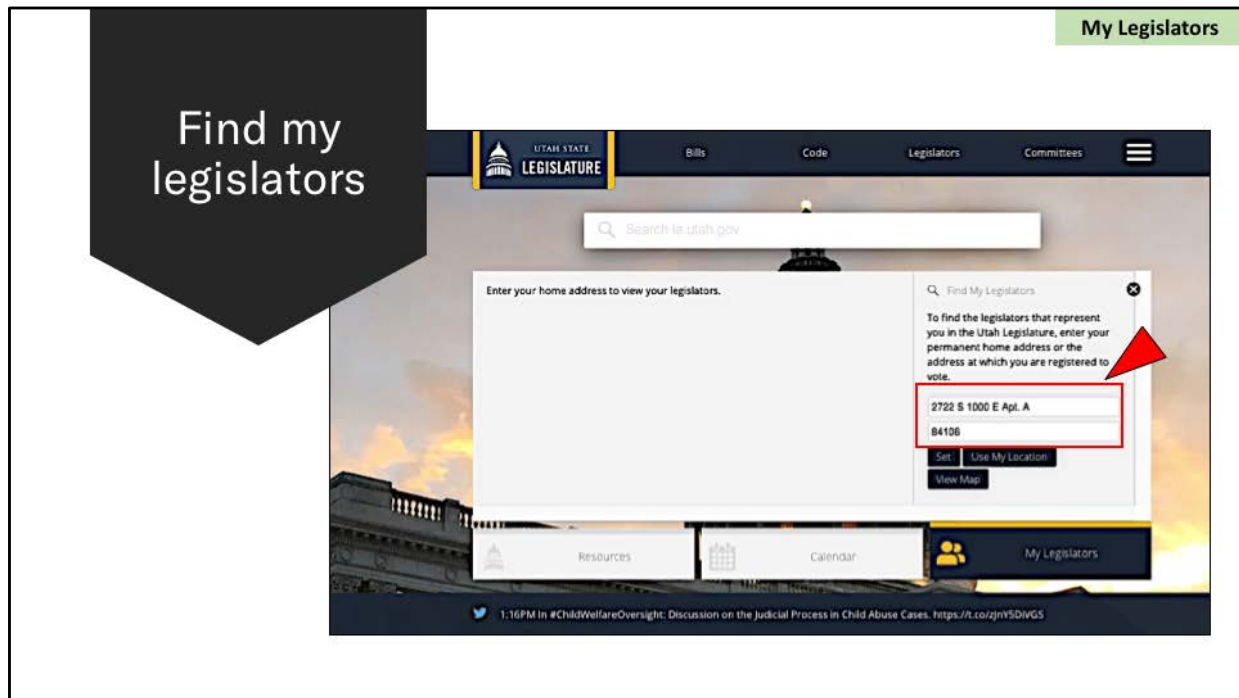
The three white boxes in the center of the homepage – Resources – Calendar – My Legislators -- are going to be your most useful tools to navigate this website – these box-links are indicated by the RED arrow

Another useful tool is the “Utah State Legislature” blue rectangle box in the upper-left corner—the one with the icon of the white capitol dome indicated by the GREEN arrow.

If you ever get lost, or confused, click that box/icon and you’ll return to the homepage of the website---the page that looks just like this.

We will use this “Return to homepage” trick several times during this workshop – so remember where that button/icon is located. It doesn’t move no matter what page you are on.

Okay, first, let’s find out who represents us. Click on the white box on the far right, “My Legislators” – in the red box.



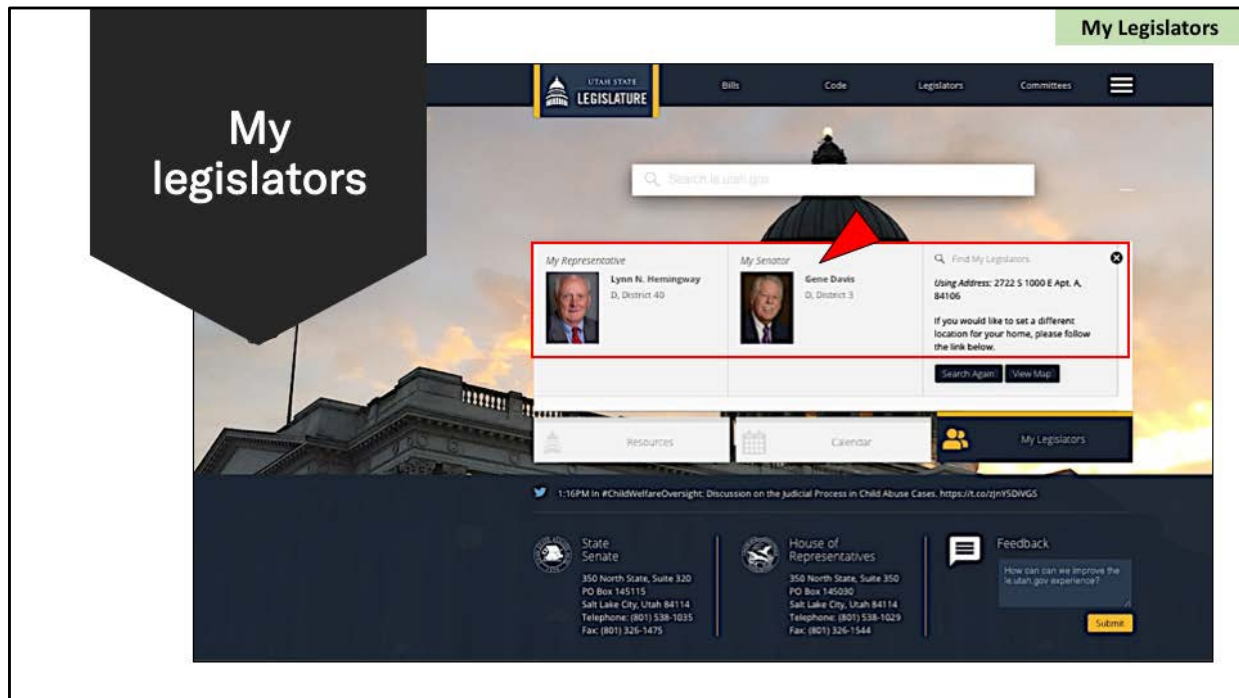
To find your legislators, click on the “My Legislators” box and enter your Address and ZIP codes in the boxes.

We used an address located on the border between SLC and Millcreek.

Then click “Set.” Alternately, you can click “Use my Location” to find your legislators, but you’d need to make sure that your computer and browser have location information enabled.

Clicking on “View Map” will bring a up an map showing your home location. You can use this map to discover the boundaries of the districts near and around you.

Type in an address and ZIP code and press “Set.”



This page shows you who your legislators are.

The new website has a pesky location cookie that will try to remember who you are – and you might get prompted to enable location tracking every time you go to the website. I'm not sure how this differs between Macs and PCs and mobile devices, but it happens on my Mac all the time.

Let's click on Sen. Gene Davis – indicated by the RED arrow – to see the homepage for a legislator.

Contact my legislators

My Legislators

UTAH STATE SENATE

Search Senators, Bills, Committees

Home Senators Committees District Maps Media Room About Contact

Gene Davis
 Minority Leader - Utah State Senate
 Democrat - District 3 | County(ies): Salt Lake | Began legislative service: House of Representatives January 1, 1987 - December 31, 1996; Senate January 1, 1999

Committees

- Business, Economic Development, and Labor Appropriations Committee
- Executive Appropriations Committee
- Retirement and Independent Entities Appropriations Subcommittee
- Senate Business and Labor Confirmation Committee
- Economic Development Legislative Liaison Committee
- Senate Retirement and Independent Entities Confirmation Committee
- Senate Transportation, Public Utilities, Energy, and Technology Confirmation Committee
- Senate Ethics Committee
- Senate Revenue and Taxation Committee
- Senate Retirement and Independent Entities Committee

Contact

Email: gdavis@se.utah.gov
 Phone: Mobile 801-647-8924, Home 801-484-9428, Fax 801-484-9442
 Address: 865 PARKWAY AVE, SALT LAKE CITY, UT, 84106

Depending upon whether you clicked on the name of your Senator or Representative, you will be re-directed to either the Senate or House websites.

Notice how it now says “Utah State Senate” at the top, near the GREEN arrow.

The formats differ a bit, but here you can find legislator contact information here.

I checked in with Marina Lowe, the ACLU of Utah’s Legislative and Policy Counsel, about the best way to contact legislators – and this is what she told me:

>>ALWAYS mention you are a Constituent. Put it in the subject line. Put it in the first line of the email. Put your address in the email.

It will increase the chances that your email is read by 100x.

>>Should I email or text or call?

Lots of legislators provide their cell phone numbers, but texting or calling a legislator is a little strange if you don’t know the person well says Marina.

If you are cold-calling a legislator, even your own, it is better to send an email. The text is going to show up as just a phone number, and not with your name like an email. Plus, the word limits for texts are tricky for longer messages. So she says email first.

But if you want fast-action, like if a bill is about to come up for a vote, a text might be worth-while because of the time constraints.

And sending text is okay if you get to know the legislators during the session—as I am sure you will do.

>>What if I am not a constituent?

If not a constituent, comes down to volume; or expertise or advice.

Volume: the sheer number of communications the legislators receives about a bill or topic

Expertise: If you have some special bearing on the bill or topic (i.e. parent, educator, physicians, healthcare issue) let that be known in your email.

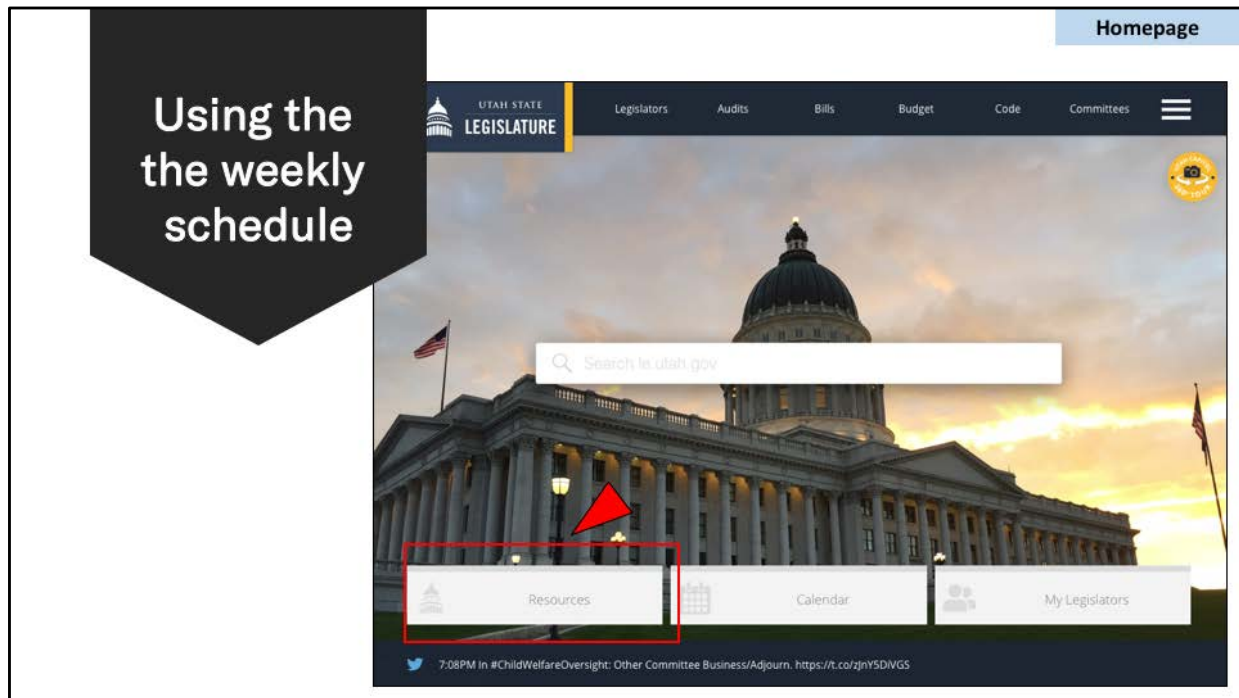
Okay, let's return to the Legislature's homepage.

But since we are stuck in the Senate website, it's a 2-step process.

First, click on the "Utah State Senate" button at the top-left of the page. Indicated by the GREEN arrow.

Then click on the blue and white "Utah State Legislature" button in the enter of the Senate website page.

This will bring you to the main legislature homepage.



Next we are going to look at the Weekly Schedule at the legislature.

This is a pro tip from the ACLU's Marina Lowe:

One drawback of the legislature is that agendas for committee hearings are only required to be posted 24 hours in advance of the meeting. BUT the schedule for WHICH COMMITTEES will meet WHEN during the week is posted a week in advance in the WEEKLY SCHEDULE.

This can be a valuable tool for planning your week.

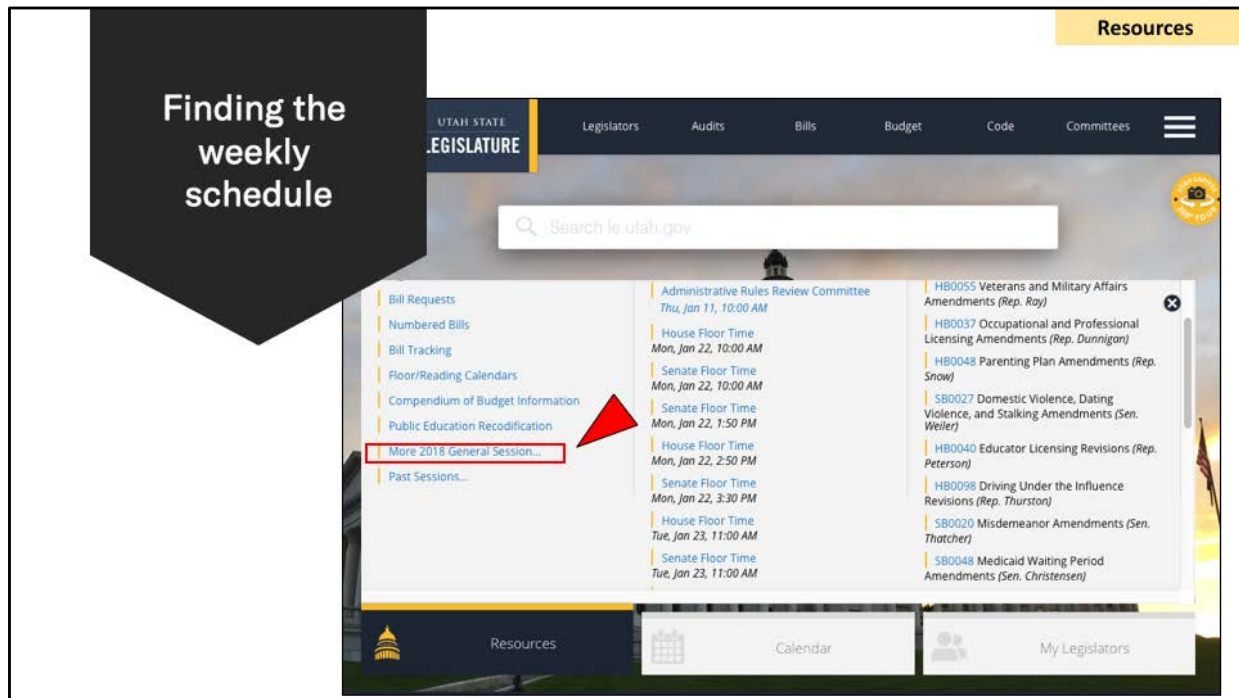
So if you are keeping an eye out for a bill that you know is likely to be heard in the House Law Enforcement & Criminal Justice Committee, you can anticipate when it might be heard, based on when the committee is scheduled to meet that week.

This allows you to block out your schedule several days in advance.

If that committee isn't scheduled to meet, your bill won't be coming up for a hearing. If the committee is scheduled to meet, your bill MIGHT come up in that hearing.

Let's find the Weekly Schedule

First, click on the RESOURCES white box indicated by the RED arrow.



Next, look on the left side and click on the “More 2018 General Session” link. My hunch is that a NEW 2018 General Session Tab will appear on the homepage as we get closer to the session, but this is where it lives for now – on the RESOURCES page.

The weekly schedule

Resources

UTAH STATE LEGISLATURE

Legislators Audits Bills Budget Code Committees

Home Sessions 2018 GS

2018 General Session of the 63rd Legislature
22 January - 8 March, 2018

****Weekly Schedules****

Audio | Video
[Appropriations Committees & Standing Committees](#)
[House Floor Debates](#)
[Senate Floor Debates](#)

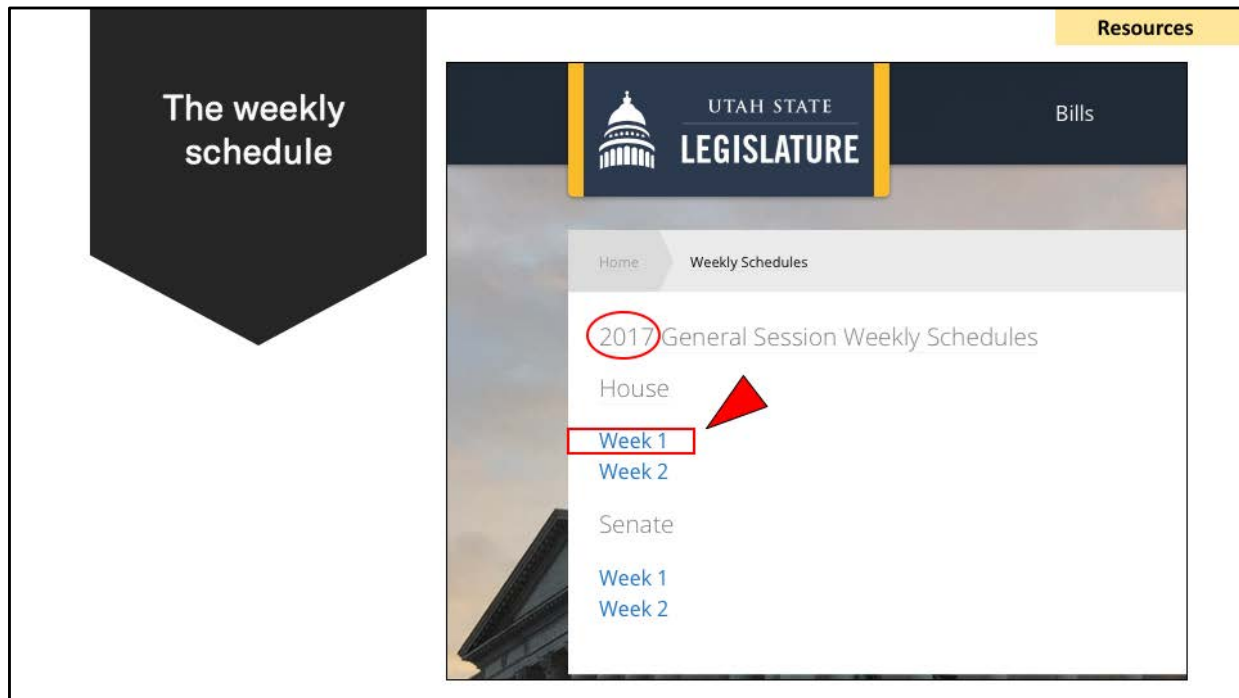
Bill Tracking Options
[Bill Number](#)
[Bill Request, Sponsor, Subject, or Committee](#)
[Bills in Committee](#)
[Code Section](#)
[List of Numbered Bills](#)
[List of New Bills](#)
[List of Passed Bills](#)
[RSS Feeds](#)

Committee Membership
[Appropriations](#)
[House Standing](#)
[Senate Standing](#)

Journals
[Legislative Rules](#)

Reading Calendar Options
[PC or Mac](#)
[Mobile Devices](#)

Clicking that link brings us to a link page for the 2018 session. This is where the Weekly Schedules are posted—for now. They might move. Now let's click on the link for "Weekly Schedules"—the link surrounded by tiny asterisks, which lets you know that it's important.



This page displays the WEEKLY schedules for the House and the Senate for the first two weeks of the upcoming legislative session.

Notice is says "2017 General Session Weekly Schedules" at the top of the page.

That's a typo. The schedules currently posted to the website are current for the 2018 legislative session, and we know that because that January 22 is a Monday in 2018, and it was a Sunday in 2017.

During the session when you click on this link, it shows weekly schedules that are set in stone, and future weeks that are in DRAFT form.

Let's click on the schedule for WEEK 1 for the HOUSE --indicated by the RED arrow.

Resources				
Weekly Schedules (2018)				
2018 GENERAL SESSION OF THE 62ND LEGISLATURE HOUSE SCHEDULE				
WEEK 1				
Jan. 23 Day 2	Wednesday, Jan. 24 Day 3	Thursday, Jan. 25 Day 4	Friday, Jan. 26 Day 5	
10:00 a.m. – 10:50 a.m. Opening Ceremony Adoption of Rules Introduction of Bills Introduction of Staff Assignment of Bills 11:30 a.m. – 2:00 p.m. Lunch 2:15 p.m. – 2:45 p.m. State of the Judiciary 2:50 p.m. – 5:00 p.m. Floor Time 5:00 p.m. – 7:00 p.m. Appropriations Subcommittee Retirement/Ind Entities – 20	8:00 a.m. – 10:50 a.m. Appropriations Subcommittees Bus/Econ Dev/Labor – 25 Nat Res/Agri/Envir – 210 Public Education – 445 Social Services – 30 11:00 a.m. – 12:15 p.m. Floor Time 12:15 p.m. – 1:50 p.m. Caucus Lunch 2:00 p.m. – 5:00 p.m. Standing Committees Econ Dev/Work Serv – 20 Government Ops – 30 Political Subdiv – 450 Rev and Tax – 445 5:00 p.m. – 6:00 p.m. Appropriations Subcommittee	8:00 a.m. – 10:50 a.m. Appropriations Subcommittees Exec Offices/Crim Jus – 25 Higher Education – 210 Infrastructure/Gen Govt – 445 Social Services – 30 11:00 a.m. – 12:15 p.m. Floor Time 12:15 p.m. – 1:50 p.m. Lunch 2:00 p.m. – 5:00 p.m. Standing Committees Business and Labor – 445 Education – 30 Health/Human Serv – 20 Public Utilities – 450 6:30 p.m. – 7:30 p.m. Governor's State of State	8:00 a.m. – 10:50 a.m. Appropriations Subcommittees Bus/Econ Dev/Labor – 25 Nat Res/Agri/Envir – 210 Public Education – 445 Social Services – 30 11:00 a.m. – 12:15 p.m. Floor Time 12:15 p.m. – 1:50 p.m. Caucus Lunch 2:00 p.m. – 5:00 p.m. Standing Committees Judiciary – 20 Law Enforce/Crim Jus – 450 Nat Res/Agri/Envir – 445 Transportation – 30 5:00 p.m. – 7:00 p.m. Executive Appropriations	7:00 a.m. – 8:00 a.m. Appropriations Subcommittee Retirement/Ind Entities – 20 8:00 a.m. – 10:50 a.m. Appropriations Subcommittees Exec Offices/Crim Jus – 25 Higher Education – 210 Infrastructure/Gen Govt – 445 Social Services – 30 11:00 a.m. – 12:15 p.m. Floor Time 12:15 p.m. – 1:50 p.m. Lunch 2:00 p.m. – 5:00 p.m. Standing Committees Econ Dev/Work Serv – 20 Government Ops – 30 Political Subdiv – 450

This is a PDF of the HOUSE WEEKLY SCHEDULE FOR THE FIRST WEEK OF THE SESSION – in 2018.

As you can see, the **House Law Enforcement & Criminal Justice Committee** is scheduled to meet on Thursday afternoon, January 25th.

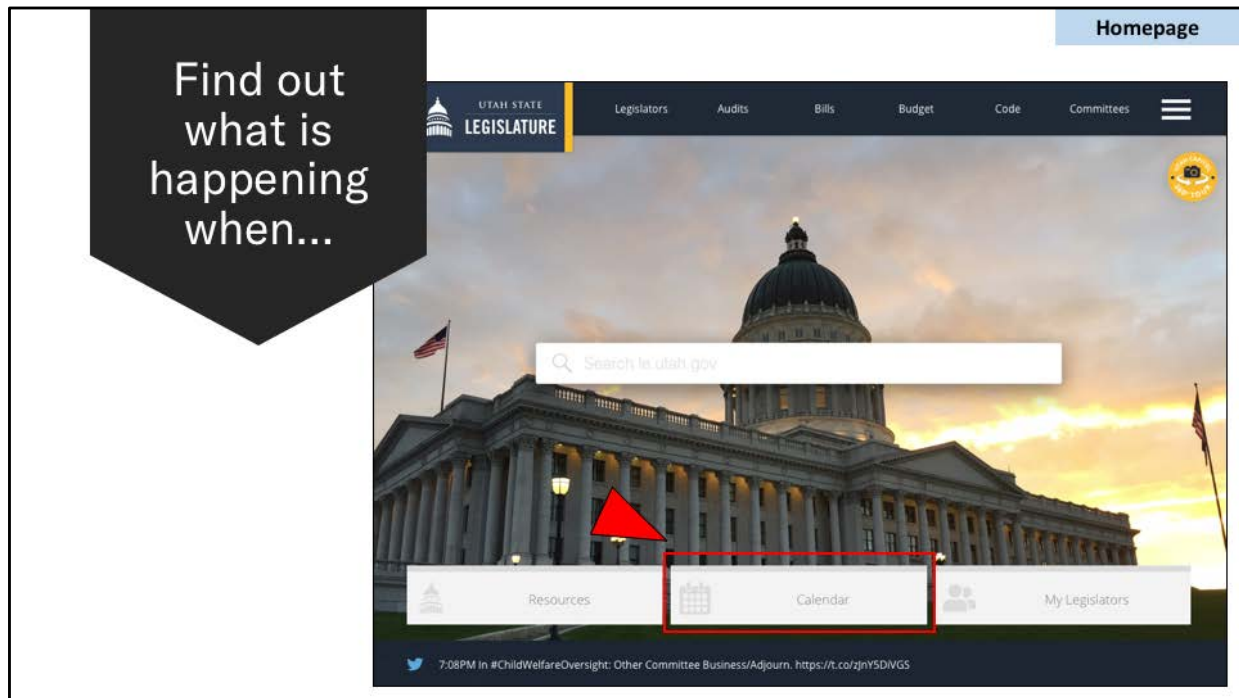
We don't know exactly what bills they will consider yet, but we know they will be meeting. So you can kind of block that time off in your schedule as a POSSIBLE time, to keep open, if you want to be there or listen online. This starts to be really important toward the end of the session when time gets short. If your bill isn't moving fast enough, it might actually run out of scheduled committees in front of which it might possibly be heard!

The other thing this schedule tells us is that the legislature **is going to do appropriations** during the first two weeks of the session—notice all the appropriations hearings in the morning.

This has been the standard schedule for the last few years--and it means the legislature wants to know how much money they can spend before they get to the majority of the bills.

Notice: The GREEN arrow indicates when the Governor's State of the State address will be... on Wednesday night.

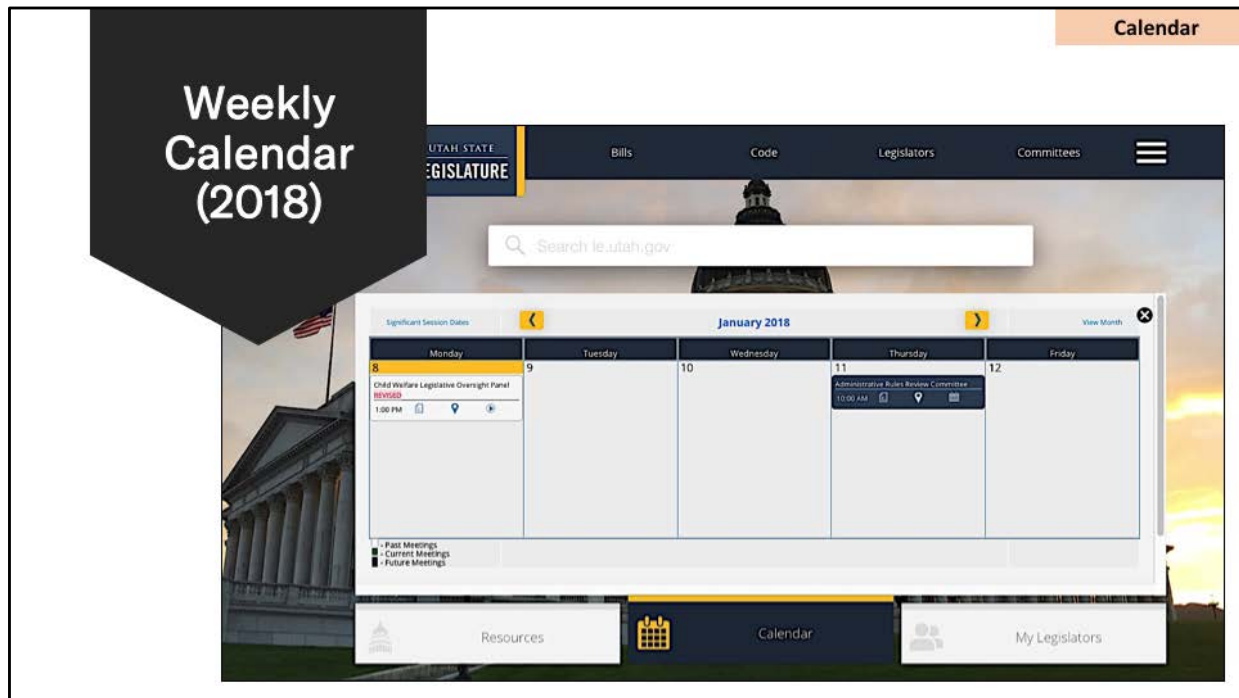
RETURN: TO get back to the homepage, you will need to hit your browser back-page button because the weekly schedule is a PDF.
Hit the back-page button, and then hit the RETURN to homepage icon.



After looking the the Weekly Schedules, now are going to look at the **Calendar function** on the website.

This is a tool you will probably use almost every day.

Click on the calendar icon to bring up a weekly schedule of hearings at the legislature.

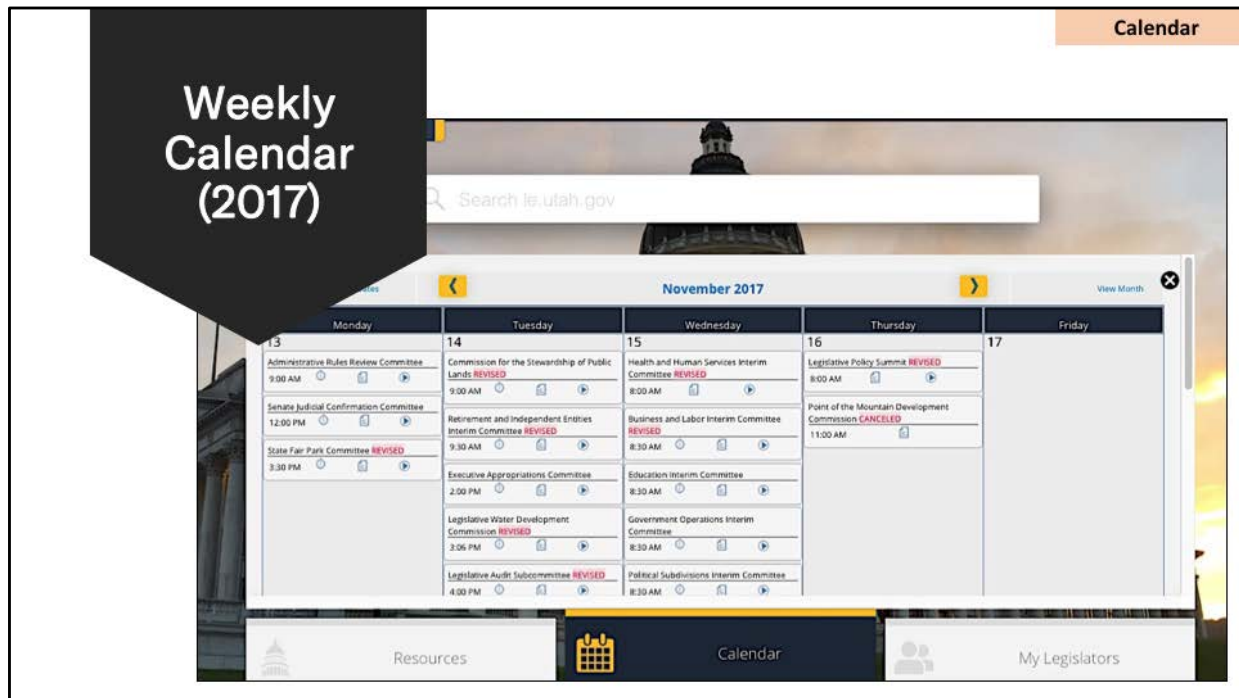


The default calendar page is the Weekly Calendar—automatically set for the current week. Notice there is not a lot going on this week.

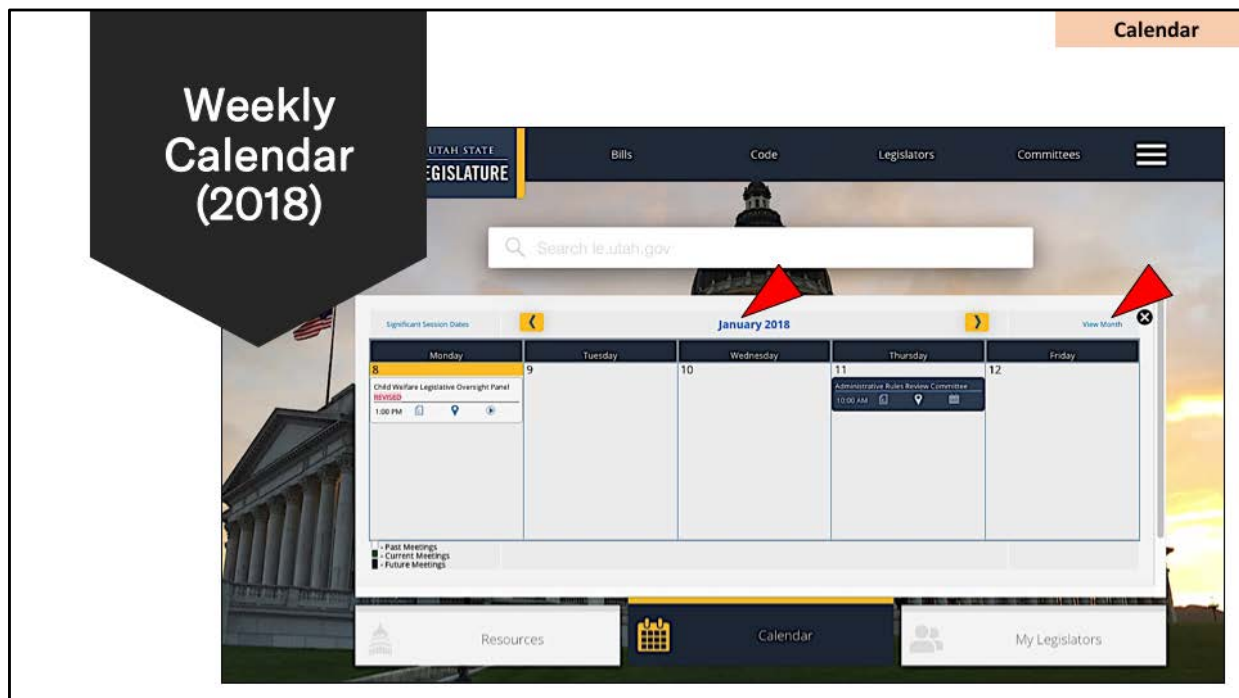
On the weekly calendar, you can view the events scheduled for every day also click on links to view floor debate or committee hearings.

Since this is a very sparse calendar, I went back and screen-shot a calendar from last year that has more going on.

You can't follow along online to see this, so just watch the PPT deck now.



This is what a more active Weekly Calendar will look like during the 2018 session—it is a throwback to and interim legislative session meeting week in November 2017. It is not uncommon to have 20+ committee hearings a day during the legislative session. The calendars can get very busy. If there are more events than fit on a single day, you scroll down on the page to display all additional events for that day. Let see how that works.



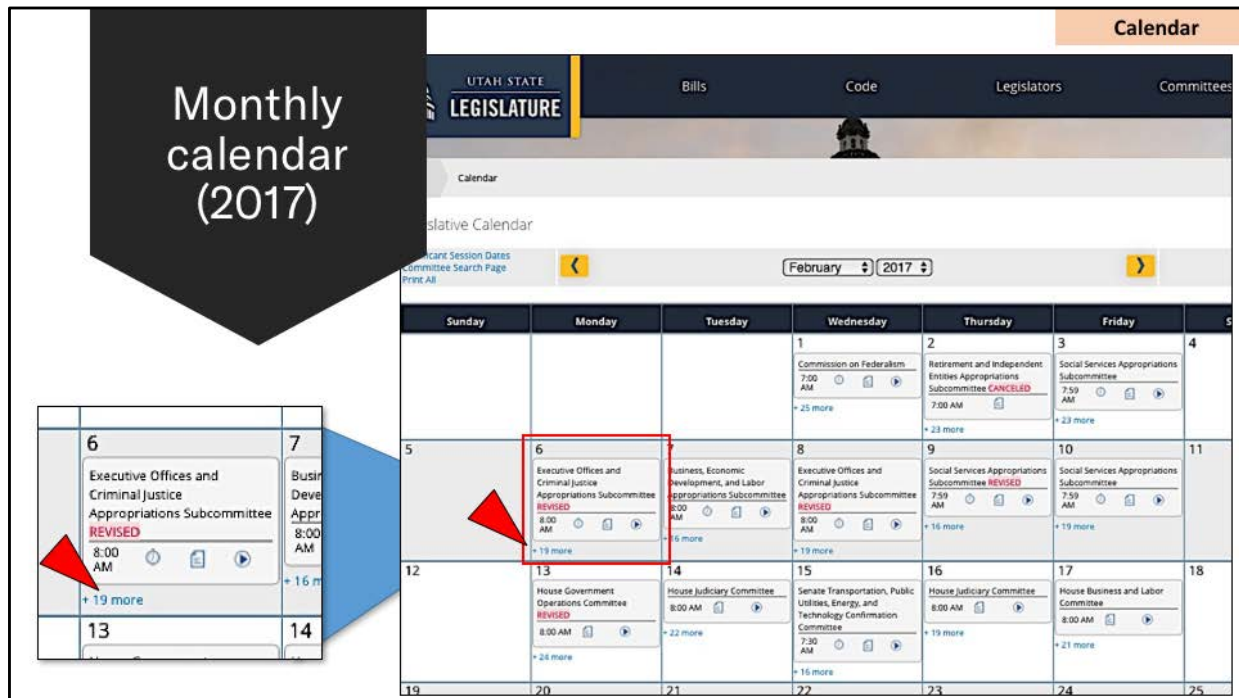
Now we are back at the current 2018 calendar.

To start, let's shift from the Weekly Calendar to Monthly calendar. You can do that by clicking on the month in the top middle of the page (January 2018) or by clicking on the "View Month" link in the top/right corner of the calendar page. Both indicated by RED arrows.



This is the monthly calendar view for January 2018.

Although it's not busy now, in a few days it will be chock-full of committee hearings. To look at a busier time, let's travel back in time to February 2017... during the middle of last year's legislative session. To do that, click on the Month and Year scroll-menus at the top middle of the page—indicated by the RED arrows. Change them from JANUARY 2018 to FEBRUARY 2017.



How does it feel to be a year younger?

This is what the monthly calendar looked like during the legislative session in February 2017... every day is packed with committee hearings.

For instance, look at February 6, 2017—inside the red square.

There is one committee hearing listed (Executive Offices and Criminal Justice Appropriations Subcommittee) and 19 other hearings that are happening but aren't visible in this month-view format.

To make them visible, you need to click on the "+19 more" link on the bottom of each date square—indicated by the RED arrow.

Go ahead and click on the **" +19 More "** link and let's see what happens.

The screenshot shows the Utah State Legislature website's legislative calendar for February 2017. A large black arrow points to the calendar with the text "Expand each day's schedule (2017)". A green arrow points to a specific hearing on February 6th with the text "Committee hearing".

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Commission on Federalism 7:00 AM 25 more	2 Retirement and Independent Entities Appropriations Subcommittee CANCELED 7:00 AM 23 more	3 Social Services Appropriations Subcommittee 7:59 AM 23 more	4
5	6 Executive Offices and Criminal Justice Appropriations Subcommittee REVISED 8:00 AM Higher Education Appropriations Subcommittee 8:00 AM Infrastructure and General Government Appropriations Subcommittee 8:00 AM Social Services Appropriations Subcommittee 8:00 AM Senate Chamber, Senate Floor Time 11:00 AM-12:00 PM House Chamber, House Floor Time 11:00 AM-12:15 PM	7 Business, Economic Development, and Labor Appropriations Subcommittee 8:00 AM Natural Resources, Agriculture, and Environmental Quality Appropriations Subcommittee 8:00 AM Public Education Appropriations Subcommittee 8:00 AM Social Services Appropriations Subcommittee 8:00 AM Senate Chamber, Senate Floor Time 11:00 AM-12:00 PM House Chamber, House Floor Time 11:00 AM-12:15 PM	8 Executive Offices and Criminal Justice Appropriations Subcommittee REVISED 8:00 AM Higher Education Appropriations Subcommittee 8:00 AM Infrastructure and General Government Appropriations Subcommittee 8:00 AM Social Services Appropriations Subcommittee 8:00 AM Senate Chamber, Senate Floor Time 11:00 AM-12:00 PM House Chamber, House Floor Time 11:00 AM-12:15 PM	9 Social Services Appropriations Subcommittee REVISED 7:59 AM Business, Economic Development, and Labor Appropriations Subcommittee 8:00 AM Natural Resources, Agriculture, and Environmental Quality Appropriations Subcommittee 8:00 AM Public Education Appropriations Subcommittee 8:00 AM Senate Chamber, Senate Floor Time 11:00 AM-12:00 PM House Chamber, House Floor Time 11:00 AM-12:15 PM	10 Social Services Appropriations Subcommittee 7:59 AM Executive Offices and Criminal Justice Appropriations Subcommittee 8:00 AM Infrastructure and General Government Appropriations Subcommittee 8:00 AM Higher Education Appropriations Subcommittee REVISED 8:15 AM Senate Chamber, Senate Floor Time 11:00 AM-12:00 PM House Chamber, House Floor Time 11:00 AM-12:15 PM	11

Now you can see all the hearings occurring on February 6, 2017.... And it has also expanded the hearing calendar for the rest of the week (Feb-7-8-9-10).

You will be doing a lot of expanding of daily calendars during the session because you will be looking for the timing, location, or agenda of one committee hearing on a day when 25 hearings are taking place. You will need to search for the hearing you want by opening up the full day's schedule of hearings.

Expanding the schedule for each day also gives you access to more information about each hearing.

And this applies to both hearings that are in the future, and ones that occurred in the past.

In fact, the calendar notations differ depending on whether the hearing is in the future or the past.

Since we're stuck in February 2017, let's look at the past first.


Let's say you're interested in learning more about the **Social Services Appropriations Subcommittee** that met at 8am on Feb 6th – inside the red square.

Because this hearing already happened, you can access the MINUTES, AGENDA, AUDIO/VIDEO recording of the hearing by clicking on the icons under the hearing


title/time. Let me zoom in to show you how these icons work.

Expand each day's schedule (2017)


Calendar	
6	
Executive Offices and Criminal Justice Appropriations Subcommittee	REVISED
8:00 AM	⌚ 📄 ▶
Higher Education Appropriations Subcommittee	8:00 AM
8:00 AM	⌚ 📄 ▶
Infrastructure and General Government Appropriations Subcommittee	8:00 AM
8:00 AM	⌚ 📄 ▶
Social Services Appropriations Subcommittee	8:00 AM
8:00 AM	⌚ 📄 ▶
Senate Chamber, Senate Floor Time 11:00 AM-12:00 PM	11:00 AM ▶
House Chamber, House Floor Time 11:00 AM-12:15 PM	



Clock



Document



Play Button

▶ Read minutes of the hearing

▶ Review the agenda of the hearing

▶ Watch or listen to the hearing – or review meeting materials (PDFs, letters, etc.)

We are looking more closely at the **Social Services Appropriations Subcommittee** that met at 8am on February 6, 2017.
Because this hearing already happened, you can access the MINUTES, AGENDA, AUDIO/VIDEO recording of the hearing.

-Clicking on the **Clock** icon sends you to the minutes; the written record of what happened, discussion, and votes cast. These minutes are generally posted with a few hours or a day of the hearing taking place.

-Clicking on the **Document** icon sends you to the most recent version of the agenda of the meeting—the agenda used during the hearing. Note that the agendas for appropriations committee hearings look a lot different than regular standing committees because they are dealing with funding requests, not specific bills.

-Clicking on the **Play Button** icon sends you to the links to the video or audio recordings of the meeting, as well as any meeting materials posted to the hearing site.

This is the information that you can see for any hearing that has already happened.

Expand each day's schedule (2017)

[Bills](#)
[Code](#)
[Legislators](#)
[Calendar](#)
[Committees](#)

Legislative Calendar

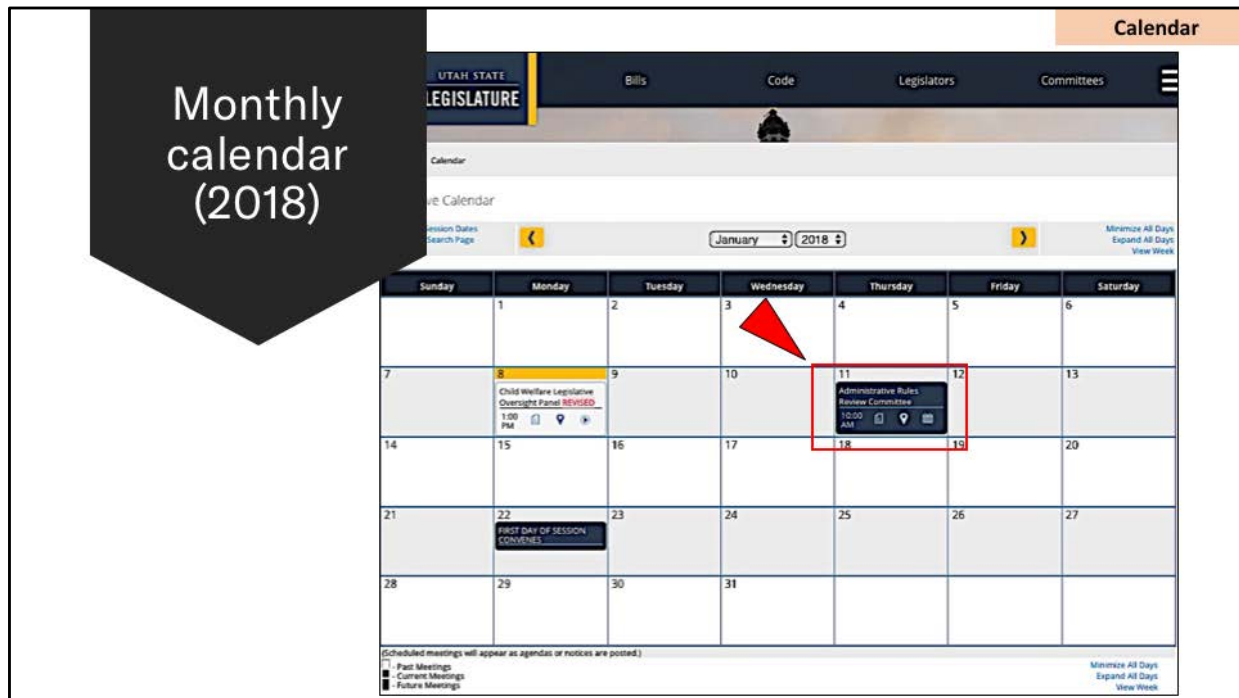
<
February 2017
>

[Minimize All Days](#)
[Expand All Days](#)
[View Week](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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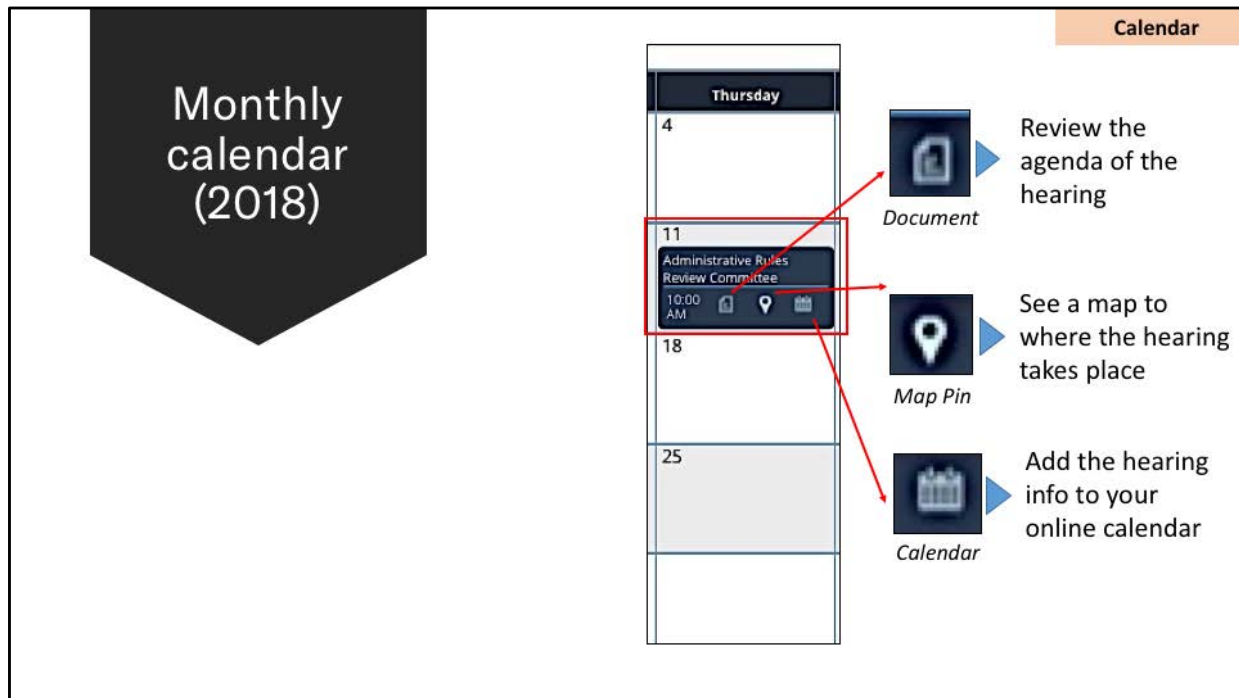
Now let's go back to the future, so to speak, and see how the calendar differs when you are looking at a hearing that will happen in the future.

Change the calendar scroll-menus at the top of the Calendar page from February 2017 back to January 2018... the current month. Indicated by the RED arrows.



Now we are back in the Monthly view for the current calendar... January 2018. There is only one Committee Hearing that we can view in the future... the Administrative Rules Review Committee scheduled for Thursday, January 11, 2018. Notice how the icons are different under this hearing. There is no clock, because there are no minutes– the hearing hasn't happened yet.

Instead you get these icons: **Document**, **Map Pin**, and **Calendar**. Let's take a closer look.



And we are looking at the future hearing for the the **Administrative Rules Review Committee** scheduled for Thursday, January 11, 2018—later this week. Under the committee title are three icons: a **Document**; a **Map Pin**, and **Calendar**.

Click on the **Document** icon to view the agenda for that committee meeting.

Click on the **Map Pin** icon to view a map showing the building and room where the committee meeting is being held.

In this case, it is Hearing Room 445 on the 4th Floor of the Capitol, East Side. That's a nice big room.

Note: The size of the room matters on whether you can get a seat, so pay attention to that.

Click on the **Calendar** icon to add the hearing information to your online calendar—like a Google Calendar or iCal for iPhone or Mac devices.

Go ahead and try it., although you might need to set it up first on Google Calendar or iCal for iOS devices.

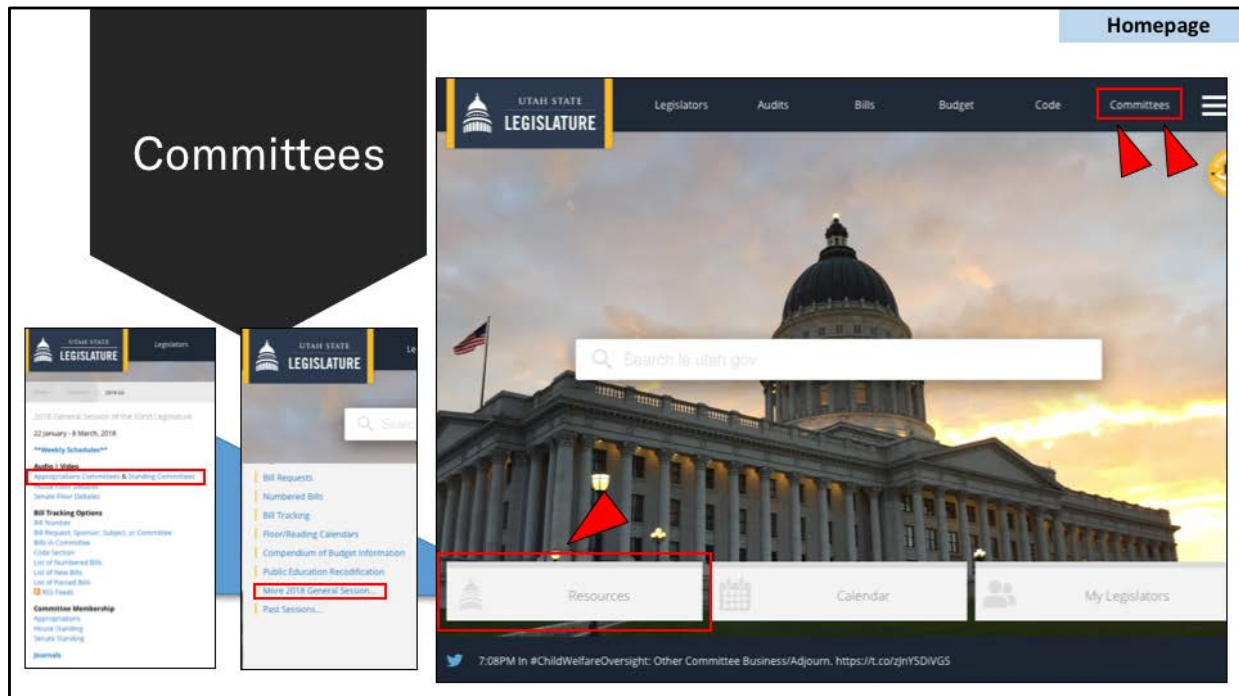
Note: If this meeting was going on now, there could also be a Play Button giving you access to the audio or video for the hearing. There isn't one now because the hearing

isn't for another 48 hours.

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And you can click on a Committee name (" **Administrative Rules Review Committee**") to view all of the scheduled meetings for that committee.

RETURN: Okay, let's go back to the main homepage. Click on the blue/white icon that says "Utah State Legislature" to head back home.



Committees are where the magic happens at the legislature. It's where bills live and die based on a handful of votes... and who happens to be taking a bathroom break at the moment.

Committees have titles that correspond to the types of bills that they might hear.

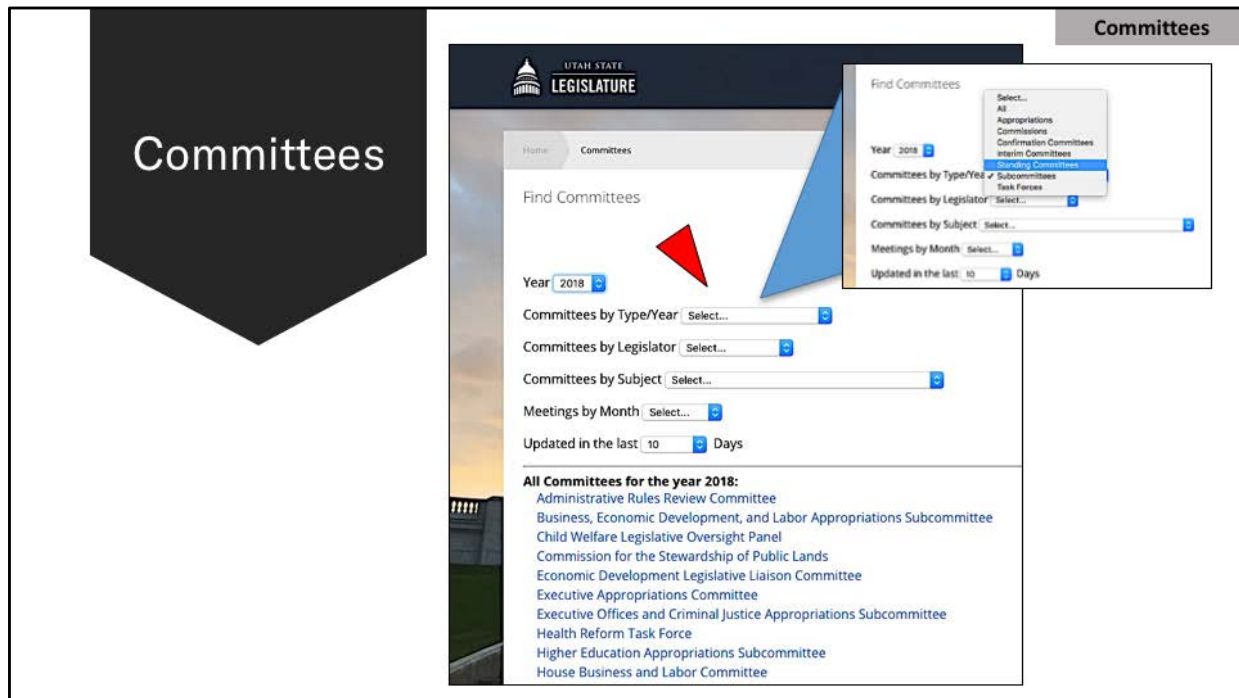
For instance, a bill about law enforcement will probably be heard in the **Law Enforcement and Criminal Justice Committee**.

Plus there are mirrored committees for both the House and the Senate.

Unlike the rest of the year when interim committees and task forces meet (Like the Health Reform Task Force), Standing Committees meet regularly during the legislative session and vote on bills.

If you are interested in learning more about a particular committee, from the homepage, you can click "Committees" tab in the top-right of the homepage, or you can access committees by clicking on the "Resources" white box on the far left side. This is the final white box that we haven't clicked on yet.

To keep in simple, let's click on the Committees Tab on the upper-right corner—indicated by two red arrows.



You will be directed to a list of All Committees for the current year. There are dozens of committees and subcommittees and task forces that meet at the legislature... Remember, we are interested in “STANDING COMMITTEES” during the legislative session. So click on the pulldown menu under “Committees by Type/Year” and Select “Standing Committee” as shown on the screen.

Remember that there are typically pairs of committees who cover similar subject matter – one in the House and one in the Senate. For example, two committees that hear bills related to law enforcement are the “House Law Enforcement and Criminal Justice Committee” and the “Senate Judiciary, Law Enforcement, and Criminal Justice Committee.”

Committees

Committees

UTAH STATE
LEGISLATURE

BillsCode

Find Committees

Year: 2018

Committees by Type/Year: Standing Committees

Committees by Legislator: Select...

Committees by Subject: Select...

Meetings by Month: Select...

Updated in the last: 10 Days

Standing Committees for the year 2018:

House Business and Labor Committee

House Economic Development and Workforce Services Committee

House Education Committee

House Ethics Committee

House Government Operations Committee

House Health and Human Services Committee

House Judiciary Committee

House Law Enforcement and Criminal Justice Committee

House Natural Resources, Agriculture, and Environment Committee

House Political Subdivisions Committee

House Public Utilities, Energy, and Technology Committee

House Retirement and Independent Entities Committee

House Revenue and Taxation Committee

House Rules Committee

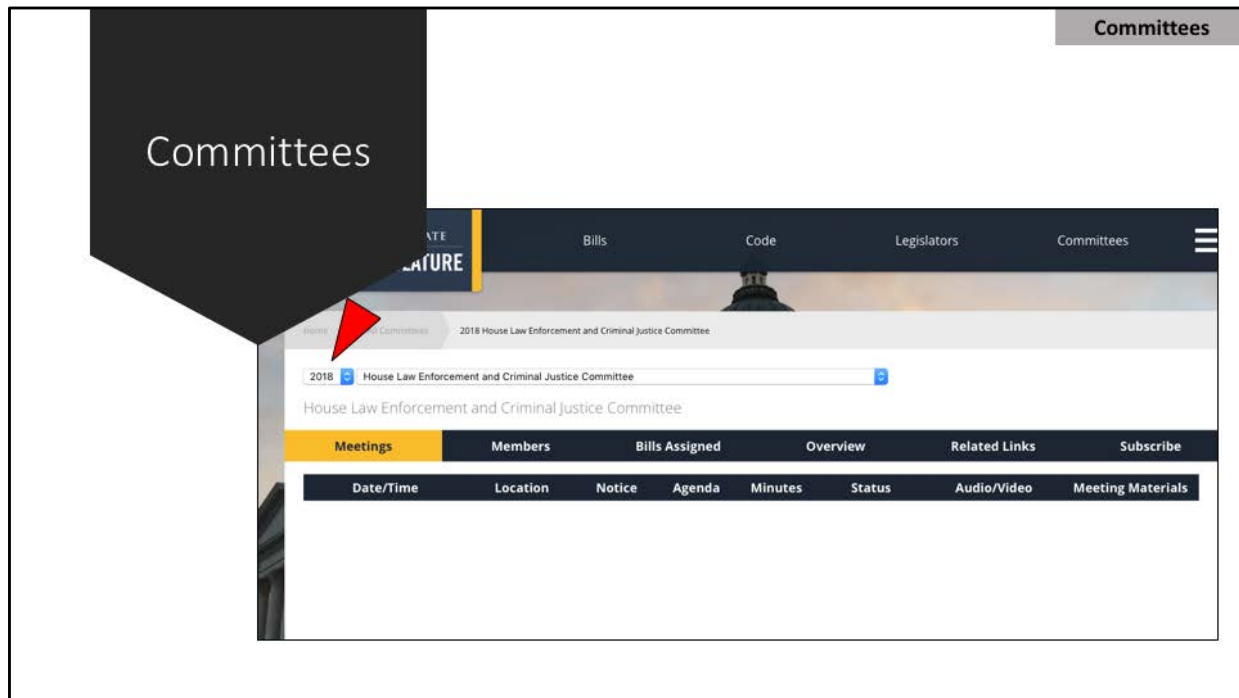
Now you are only looking at Standing Committees – the important ones during the legislative session.

Remember that there are typically pairs of committees who cover similar subject matter – one in the House and one in the Senate.

For example, two committees that hear bills related to law enforcement are the "House Law Enforcement and Criminal Justice Committee" and the "Senate Judiciary, Law Enforcement, and Criminal Justice Committee."

Since "H" comes before "S" in the alphabet, we're only seeing the House standing committees on this screenshot – but scroll down to see the Senate committees.

To dive deeper, let's take a look at the "[House Law Enforcement and Criminal Justice Committee](#)" – click on it, indicated by the red arrow.



If you click on a committee, you will be directed to a committee home page. This is the homepage for the "House Law Enforcement and Criminal Justice Committee"

Notice there are no hearings scheduled yet for the 2018 legislative session. This will change in a few weeks and this page will be populated with lots of hearings. From this page you can also view all the members of that committee by clicking the **"Members" tab**.

You can also view all of the bills assigned to this committee by clicking the **"Bills Assigned" tab**.

But to see what a packed hearing homepage looks like, let's travel back in time to 2017.

Use the scroll menu indicated by the red arrow to change 2018 to 2017.

We are now traveling back in time again...

Committees

UTAH STATE LEGISLATURE

Bills Code Legislators Committees

Home All Committees 2017 House Law Enforcement and Criminal Justice Committee

2017 House Law Enforcement and Criminal Justice Committee

House Law Enforcement and Criminal Justice Committee

Meetings Members Bills Assigned Overview Related Links Subscribe

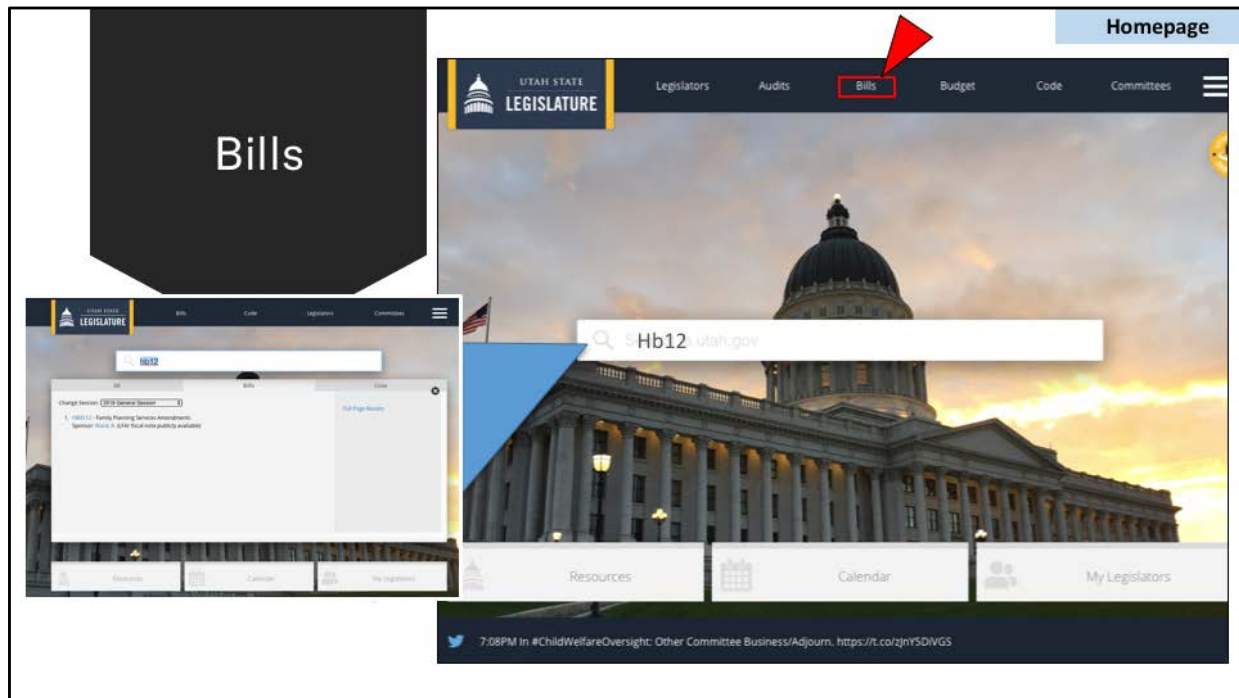
Date/Time	Location	Notice	Agenda	Minutes	Status	Audio/Video	Meeting Material
Thu. Jan 26, 2:00 PM	450 State Capitol	HTML PDF	HTML PDF			View List	View List
Tue. Jan 31, 2:00 PM	450 State Capitol	HTML PDF	HTML PDF			View List	View List
Wed. Feb 1, 4:00 PM	30 House Building	HTML PDF	HTML PDF			View List	View List
Fri. Feb 3, 2:00 PM	30 House Building	HTML PDF	HTML PDF			View List	View List
Tue. Feb 7, 3:40 PM	30 House Building	HTML PDF	HTML PDF			View List	View List
Fri. Feb 10, 3:00 PM	30 House Building	HTML PDF	HTML PDF			View List	View List
Tue. Feb 14, 8:00 AM	30 House Building	HTML PDF	HTML PDF			View List	View List
Thu. Feb 16, 8:00 AM	30 House Building	HTML PDF	HTML PDF			View List	View List

Now we are looking at the 2017 calendar for the the "House Law Enforcement and Criminal Justice Committee"

From here, you can see a list of scheduled meetings along with familiar links to view the location, agenda, audio/video, and meeting materials. The meeting list grows longer as meetings are scheduled and meetings must be announced at least 24 hours before being held.

Keep in mind the committee hearings can often be cancelled, rescheduled, or the agendas changed. So be sure to check your committee hearing agenda in the morning before you make the trek to the Hill—to make sure your bill or issue is still be considered.

RETURN: Now let's click on the Return to home-page icon (indicated by the GREEN arrow) and go back to the main page.



If you want to look up a bill, there are two main ways to do it. If you know the bill number, simply type it into the search bar in the center of the homepage and click the bills button.


This will send you directly to the bill – as shown on this screen when we type in HB12, which is **Rep. Ray Ward’s Family Planning Services Amendments bill** in 2018.

Keep in mind that they re-use bill numbers. So if you’re looking for HB 120, make sure it is in the 2018 legislative session, and not from a prior session.

For instance HB 120 was “University Student Housing Construction Oversight” in 2017, and “DUI Enforcement Funding Amendments” in 2016. And In 2018, HB 120 is “Alcohol Liability Amendments.”


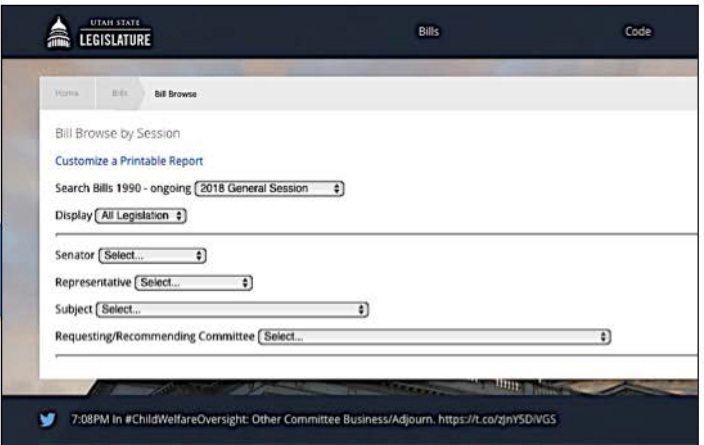
Or, if you do not know the bill number and instead want to search for bills by subject matter or sponsor, click the "Bills" tab in the top menu, as indicated by the RED arrow, and then click on “Bills/Bill Requests” at the top of the next webpage you go to. Let’s do that now.

Search for bills



“These aren't the bills you are looking for...”

Bills

Lots of times you won't know the bill number—only the legislator who is sponsoring the bill, or the subject matter related to the bill.

Use this “Bill Browse” page to find the bill you are looking for...

I find the easiest way to search for a bill is by the Senator or Representative who is sponsoring it. With a few exceptions, most legislators sponsor between 5 to 12 bills a session, so the list to comb through is a lot shorter then searching by Subject.

So let's pretend that we don't know that Rep. Ward's Family Planning Amendments bill is called HB12, and only that he is being sponsored by Rep. Ray Ward.

So we click on the scroll-down menu for “representative,” and go down to “Ward, R.”

If you don't know the name of the legislator, you can always go back to the homepage and click on the “legislators” tab from the top menu for a roster of Senators and Representatives with more details (district number, city, county, photo) to help you determine the right person.

Bills

Search for bills

The screenshot shows the Utah State Legislature website. At the top, there's a navigation bar with 'Bills', 'Code', 'Legislators', and 'Committees'. Below this, a section titled 'Ward, R.' lists bills. A table with columns 'Track', 'Link', and 'Short Title' is visible. The first row is for HB0012, 'Family Planning Services Amendments', which is highlighted with a red box. A red arrow points to the 'Link' column header. Below this, there are more bills listed, including HB0105, HB0109, and HCR001. A 'Bill Search Page' button is at the bottom left. On the right side of the bill list, there are two yellow buttons that say 'Bills being tracked: 0'.

7:08PM in #ChildWelfareOversight: Other Committee Business/Adjourn. <https://t.co/zjnYSDiNGS>

This is a list of all Rep. Ward’s bills so far. It will change over time.

Numbered bills mean the text is available

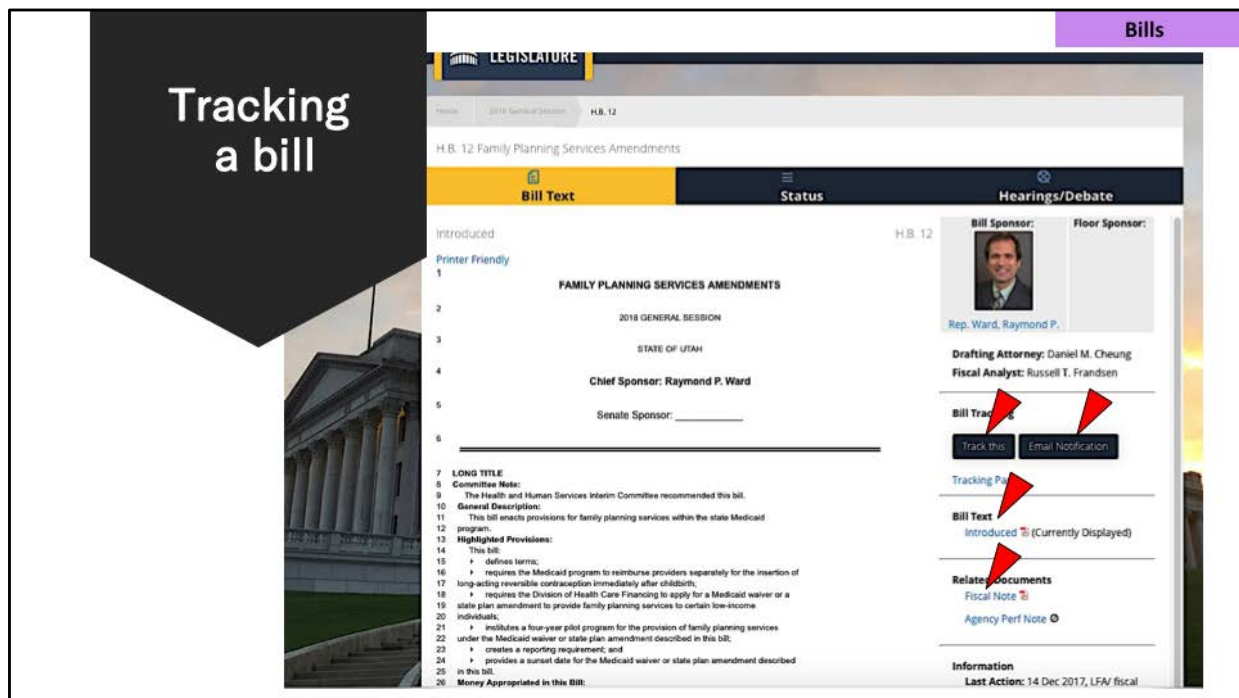
Bill requests mean the text is still being written or is hidden from view.

Then it becomes a guessing game as to what the bill is about based on the title (the parlor game of the Utah legislature).

Keep in mind that you can always email or call a legislator to ask about the content of a Bill Request or Hidden bills -0 sometimes they will tell you.

You can check a box to track a bill on this page, but the better thing is to go to the bill page itself to set up trackers and email notifications.

Let’s click on HB0012, the “Family Planning Services Amendment” bill indicated by the RED arrow.



This is the page for **HB12**.

It will change over time to reflect where and how HB12 is doing during the session—including changes registered in substitute version, votes in committees and in the chambers of the House and Senate, and when and if the Governor signs it into law.

When you select a particular bill, you will be directed to the bill text. From here, you can add this bill to a personalized bill tracking page by clicking the "Track this" button. Now this bill, and any other bills that you track, will show up on your personalized tracking page at: <http://le.utah.gov/asp/billtrack/track.asp>.

You can get to this page by clicking on the "Tracking Page" link that appears at the bottom of the Bill Tracking section.

If you would like to receive email notifications when the status of this bill changes, click the "Email Notification" button and type in your email address and click the Subscribe button.

This page also shows where the **Fiscal Note** is available (the projected cost of the bill), and it provides a link to the **latest PDF text** of the bill.

How to read a bill

Substitute Sponsor: Rep. Ward, Raymond P.

Drafting Attorney: Cathy J. Dupont

Fiscal Analyst: Russell T. Frandsen

Bill Text

Introduced

Enrolled (Currently Displayed)

Other Versions

H.B. 90

H.B. 90 1st Substitute (Not Adopted)

Related Documents

Fiscal Note

HB0090501 comparison

Agency Perf Note

Compare original bill to substitute bill

Bills

FAMILY PLANNING SERVICES AMENDMENTS

2018 GENERAL SESSION

STATE OF UTAH

Chief Sponsor: Raymond P. Ward

Senate Sponsor: _____

LONG TITLE

Committee Note:
The Health and Human Services Interim Committee recommended this bill.

General Description:
This bill enacts provisions for family planning services within the state Medicaid program.

Highlighted Provisions:

This bill:

- defines terms;
- requires the Medicaid program to reimburse providers separately for the insertion of long-acting reversible contraception immediately after childbirth;
- requires the Division of Health Care Financing to apply for a Medicaid waiver or a state plan amendment to provide family planning services to certain low-income individuals;
- institutes a four-year pilot program for the provision of family planning services under the Medicaid waiver or state plan amendment described in this bill;
- creates a reporting requirement; and
- provides a sunset date for the Medicaid waiver or state plan amendment described in this bill.

Money Appropriated in this Bill:

Reading the text of bills can be like reading a magazine article written in a foreign language... and foreign language that hurts your head.

But here are a few tricks to understand what a bill will do.

Check out the "Highlighted Provisions" section at the top of the bill. This is supposed to provide a plain language description of the changes or new things the bill will do.

Within the text of the bill, language that is proposed to be deleted is marked with a ~~strike-through~~.

>>Language that is proposed to be added is marked with an underline.

>>Existing language appears as normal text with no formatting

>>And many bills will be substituted, or edited, during the session. When this happens, there is a way you can view the old version vs. the new version on the same page, with different colored text representing the changes. But trying to read a whole bill like this will make your eyes water. utleg-bill-substitute

Bill status

On the Status tab, you can see a history of all actions taken on the bill. If you are subscribed to a bill through email notifications, you will receive an email every time a new entry is added to the status list.

Lots of times during the session you will be check to see if a bill gets assigned to a committee, and which one it will go to. You will find this information most easily on the Status Tab for a specific bill.

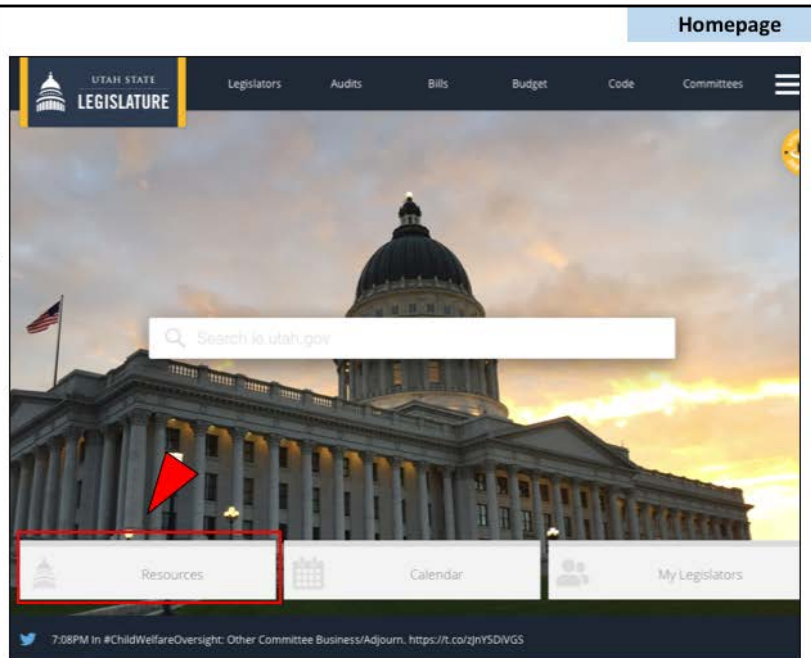
As you can see, this bill has a fiscal note that is available (i.e. the cost of the bill), but it has not yet been assigned to a committee.

The status tab will also provide retroactive details on every committee hearing and chamber vote on the bill, including vote tallies and links to the committee hearings where the bill was heard and voted upon.

You will spend a lot of time on the Bill pages during the session—it is where the most detailed information is provided.

RETURN: Now let's click on the Return to home-page icon and go back to the main page.

Finding the Reading Calendars

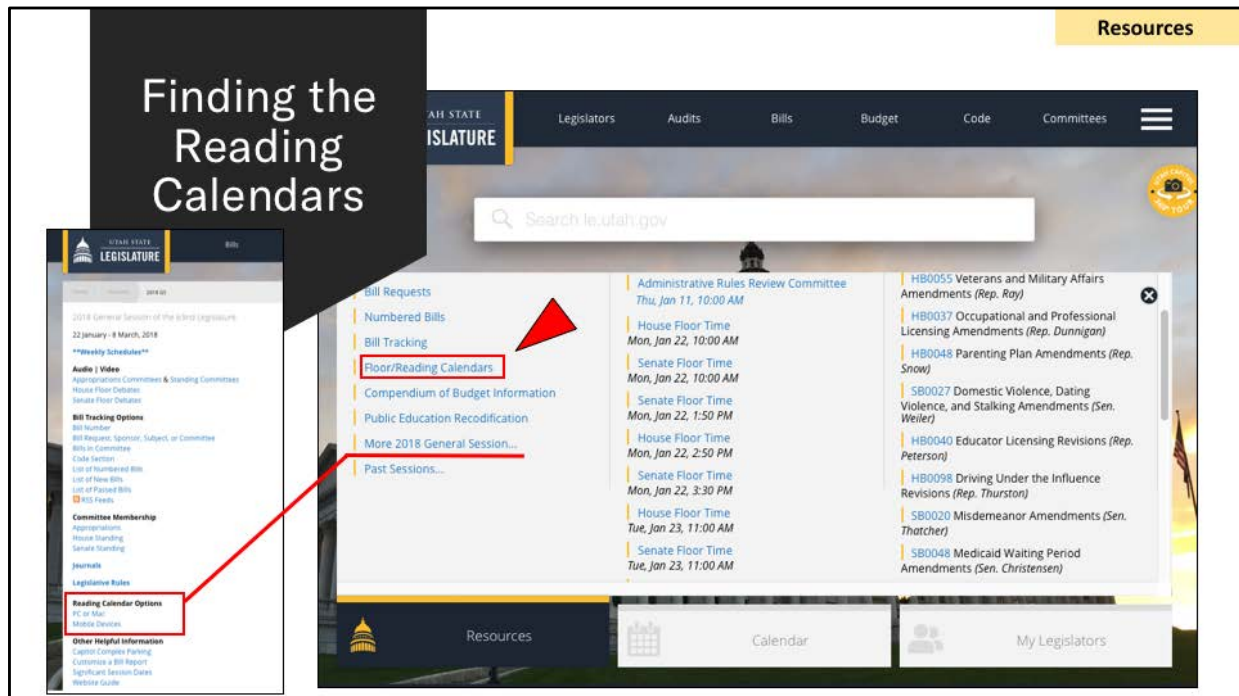


The last thing we will look at will be the **Reading Calendars**.

These are the schedules for the bills that the House and Senate will consider in their full chambers—after they get approved by a committee.

Reading Calendars tell you when the bill will be debated and voted upon in the full chambers. They become very important if your bill is out of committee and you are waiting to see if it passed the full vote of all Senators or Representatives.

To find them, click on the Resources box, as indicated by the RED arrow.

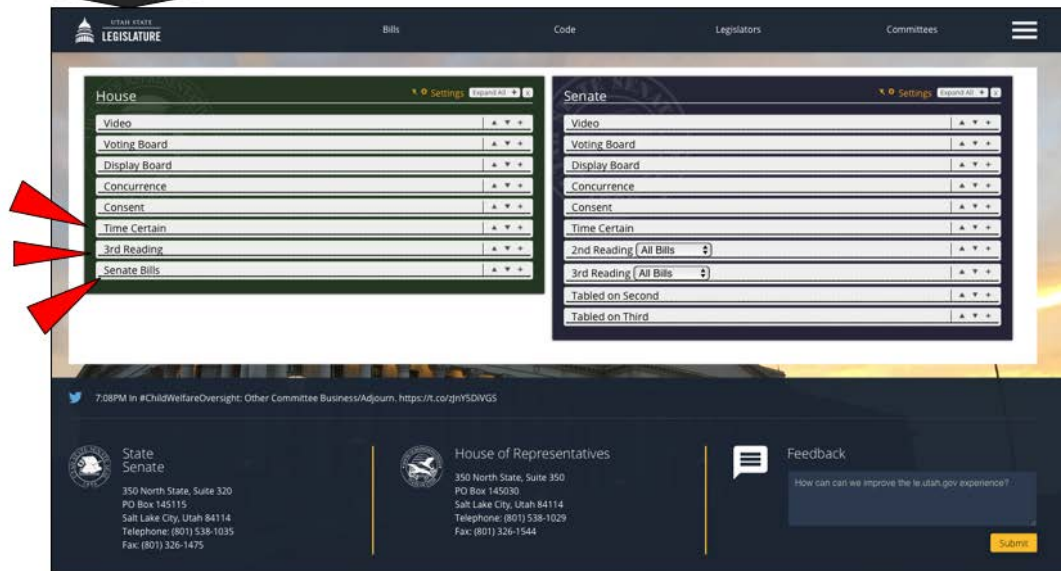


Now click on the link to “Floor/Reading Calendars”

Please note that Reading Calendars are also available through a different link on the subpage if you click “More 2018 General Session” - as indicated by the red line. On that page you can pick your device: PC or Mac, or Mobile device...

Keep in mind that Reading Calendars are also sometimes called Floor Calendars because they provide the schedule for what is called “Floor Time” at the legislator, when the lawmakers are on the floor of their respective chambers.

Reading Calendars



The Reading Calendars page, you will see two columns – the one on the left shows reading calendars for the House, and the one on the right shows calendars for the Senate.

The different reading calendars have different purposes. For example the **Time Certain calendar** is for bills that have an agreed-on voting date and time. The **Senate Bills calendar** on the House side shows bills that have originated in the Senate and have passed Senate votes.

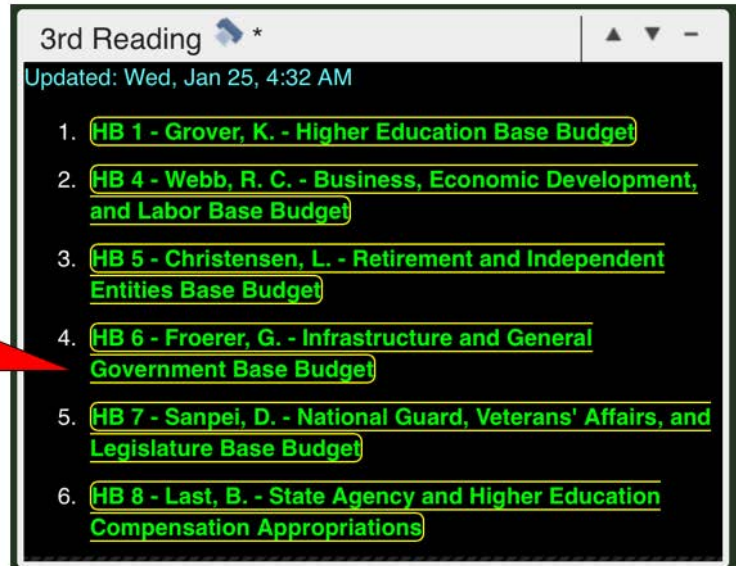
To view the contents of a particular reading calendar click on the plus sign to reveal the calendar.

The most important calendar is the **3rd Reading Calendar**... because that determines if the bill passes the chamber.

The chambers actually vote twice on bills before they reach the crucial **3rd Reading vote. It's the one that counts.**

These calendars are un-populated right now, but let's look at an example of a 3rd Reading Calendar from last year's legislative session.

Reading Calendars



This is a **House 3rd Reading Calendar** for January 25, 2017.

Here you can view the order in which bills will be considered when the House turns its attention to this particular calendar – numbers 1 through 6.

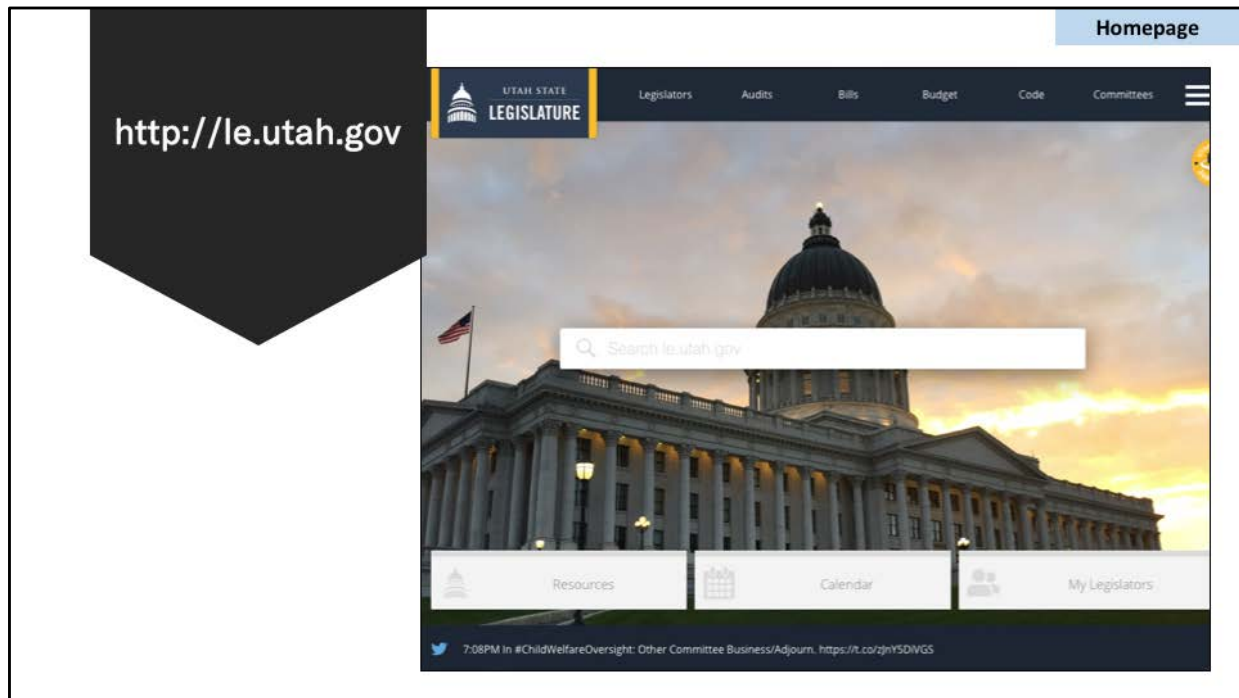
You can sometimes estimate when a bill will come up for consideration by seeing how far down the list the bill appears.

However, the House or Senate can sometimes vote to change the order of bills.

If a bill shows a yellow circle around it, it means that the bill has been "circled" or suspended for further conversation until someone moves that the bill be uncircled and the body votes accordingly.

This usually happens when the sponsor is still trying to convince enough lawmakers to support her bill, or if the sponsor is away from the chamber for some reason.

RETURN: Now let's click on the Return to home-page icon and go back to the main page.



Any questions?
Next, we have expert advice.

Advice from Experts

"I would recommend the app or website TweetDeck as a helpful tool. So much is done on Twitter in Utah politics—so having this tool helps you keep up to date with breaking news from news outlets, legislators, and advocacy organizations. You can sort your columns by who you're following—from the Utah House to your favorite advocates to key hashtags like #utpol or #utleg"

RyLee Curtis

Campaign Manager
Utah Decides Healthcare



"Personally, I use the calendar constantly to know what is scheduled. A person can subscribe to various committee meetings and the minutes from those meetings. We also encourage people to use the website to know who their legislators are and on which committees they serve."

Janis Baker Ferre

Utah Legislative Caucus for People with Disabilities

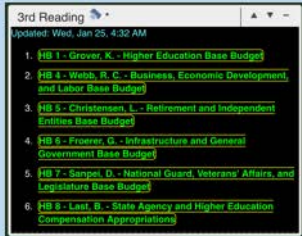
"At the Untied Way, we always send out the *Find Your Legislator* link early on so that folks can get engaged and learn who their reps are. I like to check out the committee meeting section in order to get a link to the materials and audio/video."

Emilia Comai Wood

Digital Engagement Manager
United Way of Salt Lake

Expert Advice 1

Advice from Experts



"I love the Reading Calendars. Once you learn what they actually MEAN and what information they are trying to convey, they can really help you keep track of when your bill might be heard (and whether you can sneak off the Hill for lunch or something, or even better, leave and go home for the day!)."

Anna Brower Thomas
Senior Policy Analyst
 Voices for Utah Children

"Want to know who's lunching in the middle of the rotunda or in the Hall of Governors? The Capitol Preservation Board actually has a public calendar on that. It's a good way of knowing what's happening on the Hill that doesn't involve committees or bills. Find it here:
<https://utahstatecapitol.utah.gov/calendar> "

Ben Winslow
 (@BenWinslow)
Reporter, FOX13

"Connor Boyack at Libertas has created a FANTASTIC Google Chrome browser extension called "**Utah Law Formatting**" that allows you to see modifications to bills in highlighted form. Some bills are super long and annoying, so this really does help. Find it here: <http://bit.ly/2CYNeQQ> "

Expert Advice 2

Advice from Experts

"The Calendar feature is extremely useful. Being able to track committee hearings coming up over the week or the next day, especially because once you are in the meeting, you can easily click through to see the documents they are using, rather than having to race up to the front to get a paper copy."

"If you're new to the legislative process (like I was when I started here), this page is full of extremely useful legislative guides: <https://le.utah.gov/lrgc/civiceducation.htm> "

Chase Thomas

Policy and Advocacy Counsel
Alliance for a Better Utah

Expert Advice 3



Community Lobby Training
Wed. January 31, 2018
6-9pm



How to Use the Utah Legislature's Website

1/9/2018

Welcome to the ACLU of Utah's CyberLobby Workshop – the 2018 edition just in time for the newly redesigned Utah legislature website.

First, I'd like to know how you found out about this event. Those watching online can type in comments...

>>How many found out via Facebook?

>>How many via an email from the ACLU?

>>How many from a friend or organization?