

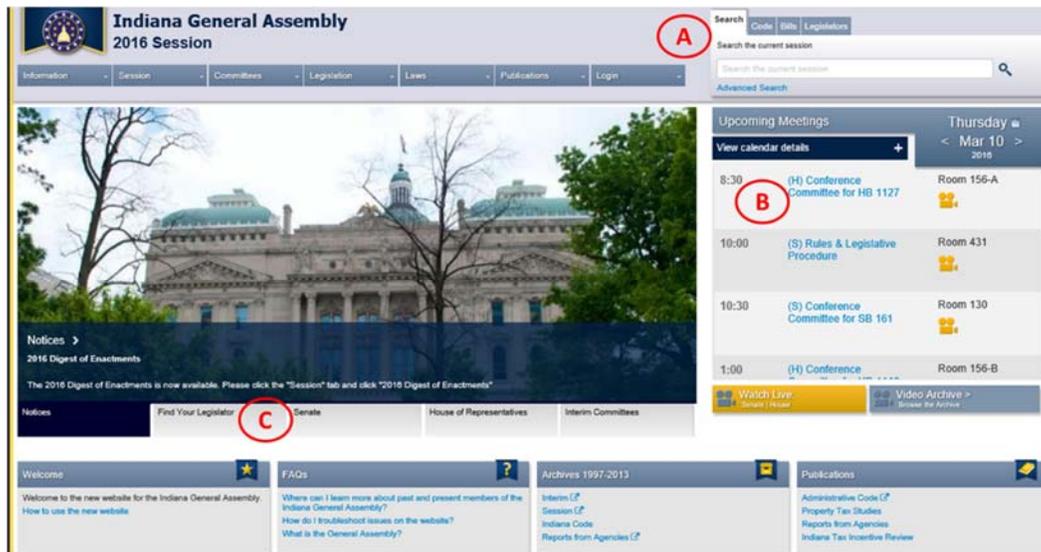
User Guide – IGA Website

The Indiana General Assembly (IGA) makes a great deal of information available on its public website iga.in.gov. But for the average citizen who isn't involved in the legislative process on a regular basis, it can be difficult to know where to begin.

This document is intended to serve as a guide for citizens looking to use the IGA website in order to follow what's happening during a legislative session. Feedback and suggestions for this guide are welcome, and can be directed to IGAhelpdesk.in.gov.

1. The IGA Landing Page

When you first open the IGA website, you'll see the page is divided into several sections.



A) Search

In the upper right corner, you can do a general search or you can search just within the current Code, Bills or Legislators. If you know exactly what you're looking for, it's better to be specific, but the general search will provide the most results.

B) Calendar of Upcoming Meetings

By default, this calendar will show any legislative meetings scheduled for the current day,

- **Blue Links:** You can click on the blue text (committee name), next to the time, to see more information about each event. This includes Committee Members, the Committee Agenda and a link to the actual Bill to view specific information.
- **Moving between dates:** Clicking the arrows (< and >) on the left and right side of the calendar allow you move backwards and forwards between the daily calendar details. Another way to skip to a specific date is to click the calendar icon displayed next to the day of the week.
- **Video:** Click on a yellow camera icon to watch the live or archived meeting videos.

C) Find Your Legislator

This tool shows your state and federal legislators based on the street address you enter. The results page provides links to your Senator and Representatives, including a list of the Bills they've authored or sponsored and a way to call or send them email.

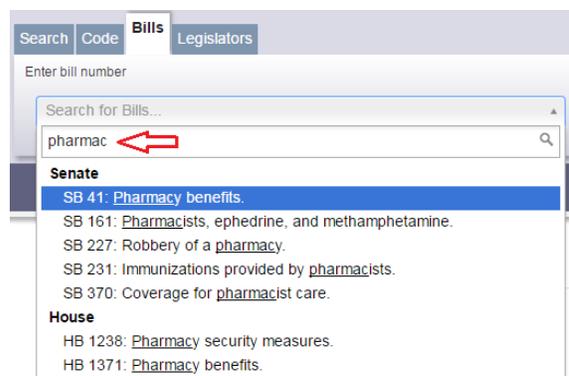
2. Following a Specific Bill

Often, Hoosiers are looking for information about a specific bill, maybe something they've heard about on the radio or from their neighbors. The easiest way to find this kind of information is by selecting the "Bills" tab of the search tool and type in the Bill's number (if you know it) or key words that would be included in the Bill's description.

The search tool will show potential results as you type in key words.

In the example to the right, we entered just part of the word "pharmacy", which brought back Bills with digests that included both the word "Pharmacy" and "Pharmacists").

At any point, you can click on one of the Bills shown in the results and go to that Bill's detail page. As shown below, the detail page shows all of the authors, co-authors, and sponsors for a Bill as well as a longer summary of the Bill contents.



 A screenshot of the Indiana General Assembly website for the 2016 Session. The page title is 'Senate Bill 41'. The left sidebar contains a navigation menu with items like 'Latest version', 'Latest Fiscal Note', 'Bill Details', 'Bill Actions' (highlighted with a red arrow), 'Senate Amendments', 'House Amendments', 'Senate Roll Calls', 'House Roll Calls', 'Bill Versions', 'Committee Reports', and 'CCR/Concurrence/Dissent'. The main content area shows:

- Enrolled Senate Bill (S)**
- Authored by Sen. Michael Crider, Sen. Liz Brown.
- Co-Authored by Sen. Mark Stoops, Sen. Lonnie Randolph.
- Sponsored by Rep. Martin Carbaugh, Rep. Cindy Kirchofer, Rep. Charlie Brown, Rep. Robert Heaton.
- Authors / Sponsors**
- DIGEST**
- Pharmacy benefits. Requires a state employee health plan, an accident and sickness insurer, and a health maintenance organization to make available a procedure for a covered individual's use in requesting an exception to a step therapy protocol used by the state employee health plan, accident and sickness insurer, or health maintenance organization with respect to coverage for certain prescription drugs, including time frames for a determination concerning an exception and reasons for granting an exception.

 The footer contains links for Site Map, Contact Us, About LSA, Find Your Legislator, Accessibility, in.gov, Find an Agency, and Find a Person.

Clicking on the blue buttons (or + / - icons) on the left, allows you to expand and collapse those sections to see additional information about the bill. This includes different versions of the Bill, Amendments that have been offered, and even the Votes that have been taken.

By clicking on "Bill Actions," you can see every step the Bill has taken through the Legislative process.

Indiana General Assembly
2016 Session

Information Session Committees **Legislation** Laws Publications Login

Search Code Bills Legislators
Enter bill number
Search for Bills...
All Senate House Enrolled

Actions for Senate Bill 41

Reverse

All Actions House Actions Senate Actions

S 03/21/2016 Public Law 19

S 03/21/2016 Signed by the Governor

S 03/14/2016 Signed by the President of the Senate

S 03/09/2016 Signed by the President Pro Tempore

H 03/09/2016 Signed by the Speaker

S 03/04/2016 Senate concurred in House Amendments; Roll Call 324: yeas 46, nays 0

S 03/03/2016 Motion to concur filed

H 03/02/2016 Returned to the Senate with amendments

H 03/02/2016 Third reading: passed; Roll Call 319: yeas 93, nays 0

Bill information is updated as events happen throughout the days of Session. Many times, the action and the information being available on the IGA website are only separated by a matter of minutes. **If you bookmark a Bill page with your web browser, you can check back on it anytime to see what's happened.**

Want to see ALL the Bills introduced during the current session?

Across the top of your screen you will see this bar of topics:

Information Session Committees **Legislation** Laws Publications Login

Click Legislation and then click Bills. Bills with Gray text equal bills that died during session; Bills with Blue text are still alive if Legislators are currently in Session or Enacted and became Law if Session is over. Clicking the Bill number or Bill Subject text allows you to view all information and actions pertaining to the Bill selected.

Indiana General Assembly
2016 Session

Information Session Committees Legislation Laws Publications Login

Search Code Bills Legislators
Enter bill number
Search for Bills...
All Senate House Enrolled

Bills Resolutions By Legislator By Subject

Bills for Session 2016

Senate:

- SB 1 Administrative law study commission
- SB 2 Prohibited discrimination in civil rights statutes.
- SB 3 Education technical corrections trailer bill.
- SB 4 School and teacher performance.
- SB 5 Unlawful transfer of fetal tissue
- SB 7 Hunting wildlife.
- SB 8 Alcohol permits and sales.

House:

- HB 1001 Road funding
- HB 1002 Next generation Hoosier educators scholarship.
- HB 1003 Teacher evaluations.
- HB 1004 School pension plans and other education matters.
- HB 1005 Various education matters.
- HB 1011 Work sharing unemployment benefit.
- HB 1012 Developmental disability bracelet and identification card.



Helpful Hint: Lost? If you're ever unsure how to get back to the main screen, click this icon at the top left of your screen to return to the IGA's home page.

3. Following the Work of a Committee

Committees play a critical part in the legislative process, because Bills must be heard and passed by a committee before they can be voted on by the Senate or House. The committees that meet during Session are called “Standing Committees”, and you can find them by clicking on the Committees button and then selecting “Standing.”

You’ll see a list of Standing Committees, organized by Chamber and listed alphabetically. Click on the name of the committee you’re interested in.

As shown below, the committee page provides a great deal of information, including: a list of members, a list of Bills assigned to that Committee, and a list of days when the committee met (or is scheduled to meet). The “Bills Assigned to this Committee” box and each meeting day box can be expanded by clicking on the “+” sign on the right side of the box. Click “-” or click on the bar again to collapse or shrink the section you just expanded.

Within the day’s content, you can see the Bills that have been (or are scheduled to be) heard, along with results of committee votes once they are taken. You can view the meeting agenda or the committee packet that may include exhibits. You also have access to “Watch Live” if the committee selected is currently meeting.



Indiana General Assembly 2016 Session

Information - Session - **Committees** - Legislation - Laws - Publications - Login

Search Code Bills Legislators

Search the current session

Search the current session

Advanced Search

All **Standing** Interim Conference

Search for Committees

All Senate Standing House Standing Interim Senate Conference House Conference

(H) Insurance

Bills Assigned to this Committee +

Feb. 24, 2016 10:30am Room 156-B -

View Agenda Open Packet Add To Calendar Watch Live

Bills to be heard	Author	Sponsor	Committee Vote Status
SB 30	Sen. Patricia Miller Sen. Jean Leising	Rep. Timothy Brown	DO PASS Years: 8; Nays: 0; (Voted on 02/24)
SB 41	Sen. Michael Crider Sen. Liz Brown	Rep. Martin Carbaugh	DO PASS AMEND Years: 11; Nays: 0; (Voted on 02/24)

Feb. 17, 2016 10:30am Room 156-B +

Jan. 20, 2016 10:30am Room 156-B +

Jan. 13, 2016 10:30am Room 156-B +

Members

Chair

Rep. Martin Carbaugh

Vice Chair

Rep. Richard Hamm

Majority Members

Rep. Bruce Borders
Rep. Woody Burton
Rep. Robert Heaton
Rep. Matthew Lehtman
Rep. Kevin Mahan
Rep. Peggy Mayfield
Rep. Jerry Torr

Ranking Minority Member

Rep. Christina Hale

Minority Members

Rep. Terri Jo Austin
Rep. Gregory Porter
Rep. Melanie Wright



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4. Following the Activities of Your Legislators

You can locate each Legislator's page by clicking the Legislator tab in the top right, "Quick Search" section of the webpage. Begin typing the Legislator's first or last name or District number and results will return as you begin to type. You can narrow your search to view only Senators or Representatives by clicking the radio button below the "Search for Legislator" field. Leaving the default of ALL, will search both Senators AND Representatives.



Another way to access Legislators is to click Legislation from the Topic bar:



Click Legislator and a list of all the Legislators will display in alphabetical order. There is a search field in the upper left corner of your screen that you can type in a Legislator's first or last name or district number to narrow your results. As you begin typing, results will display for you to select, or you can click through the pages of Legislators listed.

Name	Chamber	District Number
Alting, Ron	Senate	22
Ziemke, Cindy	House	55
Arnold, James	Senate	8
Austin, Terri Jo	House	36
Aylesworth, Mike	House	11
Bacon, Ronald	House	75

To view details of any Legislator, click on the Legislator's name. Their picture and contact information will display along with menu options to view their Legislation and Assigned Committees.



By clicking on the Legislation menu option to left of the Legislator's picture, you can see all Bills and Resolutions they have authored/co-authored, sponsored/co-sponsored during session. Click any of the Bill numbers in blue text to view details about the Bill.



Click the Committees menu option on the left to view the list of Committees the Legislator serves on, the Committee type and their position within that Committee.

Additional links such as [Visit Caucus Page](#) and [Send Email](#) are also available. You can bookmark a Legislator's page with your web browser and then check back anytime for updates on the Bills they author/sponsor or their Assigned Committees.



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