# 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 <u>during</u> a legislative session. Feedback and suggestions for this guide are welcome, and can be directed to IGAhelpdesk.in.gov.

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1. **The IGA Landing Page**
    When you first open the IGA website, you'll see the page is divided into several sections.
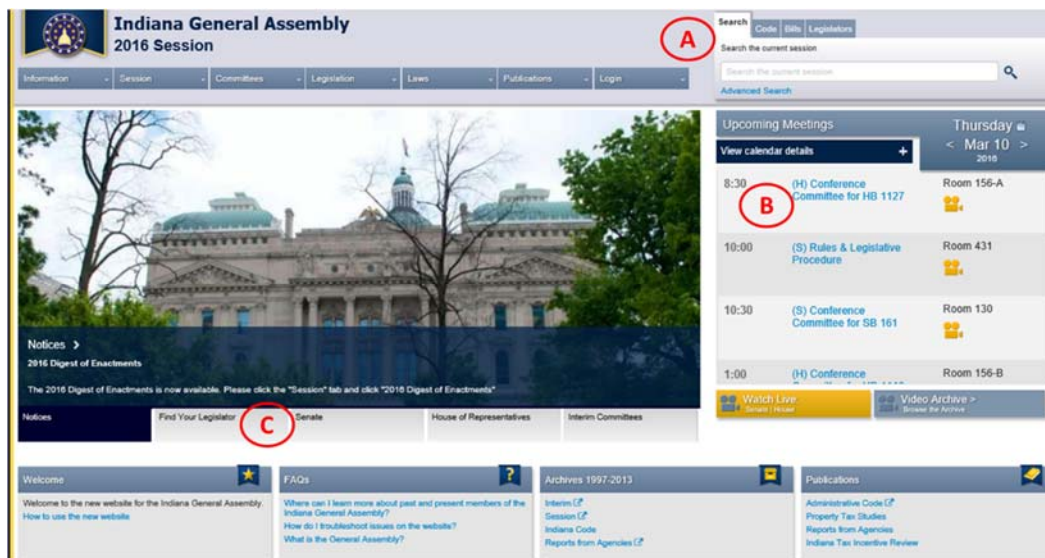
A) *Search*
    In the upper right corner, you can do a general search or you can search just within the current Code, Bills or Legislators. If you know exactly what you're looking for, it's better to be specific, but the general search will provide the most results.

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.
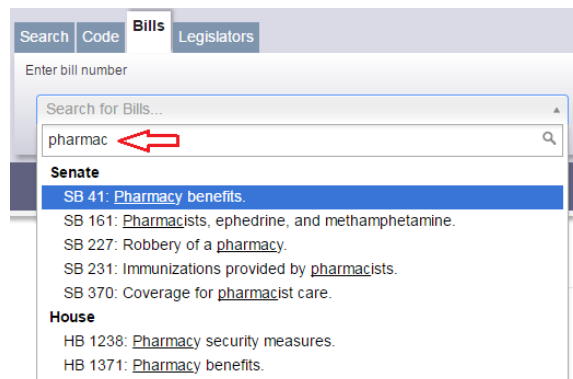
2. Following a Specific Bill

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 is 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.

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.

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:

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.

 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.

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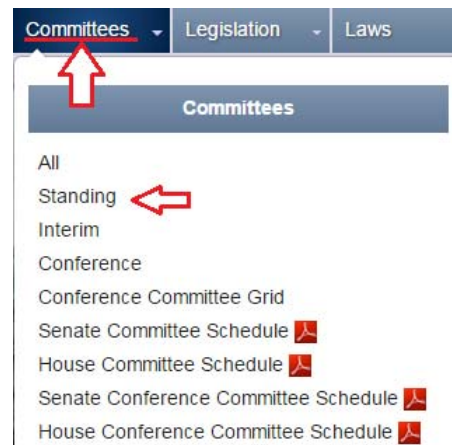
4. Following the Activities of Your Legislators

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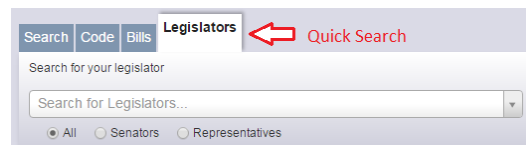
Another way to access Legislators is to click Legislation from the Topic bar:

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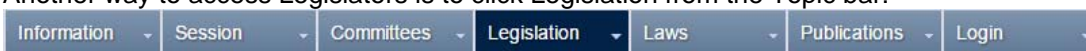
Click Legislator and a list of all the Legislators will display in alphabetical order. There is a search field in the upper left corner of your screen that you can type in a Legislator's first or last name or district number to narrow your results. As you begin typing, results will display for you to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

By Legislator for Session 2016

10 ▾ records per page

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.

Legislation ＞ 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.

Committees ＞ 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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