

## What Help Topics Does LEGInfo Include?

- Available Information (site map)
- Frequently Asked Questions
- Overview of the Legislative Process
- How to Perform Searches
- Help with Legislative Documents
- Help with Legislative Schedules and Calendars
- Help with the Revised Code of Washington
- Customer Support Policies
- Glossary of Legislative Terms

## To Sign Up For a Class

Call us at 360-786-7573 or email  
support@leg.wa.gov.

Visit <http://leg.wa.gov/LIC/Pages/classes.aspx> for  
class descriptions.

Class Name	Day Offered	Time Offered
Understanding the Legislative Process	Tuesdays	1:30 p.m. – 2:30 p.m.
Navigating the Legislative Website	Tuesdays	2:30 p.m. – 3:30 p.m.
Understanding the Legislative Process	Wednesdays	9:00 a.m. – 10:00 a.m.
Navigating the Legislative Website	Wednesdays	10:00 a.m. – 11:00 a.m.
Advanced Legislative Website Use	Thursdays	9:00 a.m. – 10:00 a.m.
Advanced Legislative Website Use	Thursdays	1:30 p.m. – 2:30 p.m.

LIC is now offering remote classes via web conferencing. To schedule a remote class, contact LIC as listed above.

## Understanding the Legislative Process (about 1 hr.)

This class is an in-depth view of the bi-cameral legislative system, how it evolved and how it works today. The class includes:

- A detailed review of how a bill gets introduced and who can introduce it
- Standing committee proceedings and actions
- Rules committee proceeding and actions
- The amendment process
- Activities in the opposite house
- Dispute and concurrence resolution
- The Governor's actions and veto powers

## Navigating the Legislative Website (about 1 hr.)

This class provides an overview of navigating the Legislature's website, includes information on what's new to the website, and gives direction on how to:

- Look up RCWs, WACs, Session Laws, Bills, and Procedural Rules
- Use daily reports
- Get a list of bills by topic
- Locate committee hearings, meeting materials, members, and staff
- Recognize similarities and differences in various web pages
- Obtain member information
- Find your district and legislators

## Advanced Legislative Website Use (about 1 hr.)

This class is an in-depth course on use of the Legislature's advanced features. It includes how to:

- Use Detailed Legislative Reports
- Set up and use the website's bill tracking system
- Use the advanced search engines to located bills and laws
- Find old bills from previous sessions
- Set up and use the GovDelivery e-mail notification system for hearing times and agendas



*In the interest of improved public access to legislative information, the Washington State Legislature has created the LEGInfo public website at <http://www.leg.wa.gov>.*

*LEGInfo is maintained by the Washington State Legislature. It provides real-time information on bills, meetings, laws, and other legislative actions and information.*

*Information can also be obtained by:*

- *calling the Legislative Hotline at 1-800-562-6000*
- *calling the Legislative Information Center office at 360-786-7573*
- *e-mailing LIC at support@leg.wa.gov*
- *or by writing to us at:*

**The Legislative Information Center**  
P.O. Box 40500  
Olympia, WA 98504-0500



## Why Was LEGInfo Created?

Public access to legislative information through the Internet is important to many groups and individuals. In the past, print materials were the only means of distributing

information about the legislative process. The materials were often out of date because of the time required to travel to Olympia to obtain them or the time they spent in the mail.

The Washington State Legislature created LEGInfo to take advantage of the Internet as a way to make legislative information available to the public on a timely basis and at no cost.

## What Types of Information Are Available?

- **Bill Information**—The full text of all bills, amendments, bill reports, bill histories, roll call votes, initiatives and referenda. You can search for bills by number, keyword, topical index, sponsor, or full text search.
- **Bill Tracking**—Lets you create lists of bills of interest to you and track their current status and progress through the legislative process.
- **Calendars and Schedules**—Electronic versions of the House and Senate floor calendars and committee agendas. You also have access to the session cut-off calendar, daily and weekly schedules, and the Daily Bill Status Report.
- **Committee Information**—Legislators' assignments to committees, staff and contact information, schedules, agendas, reports, streaming audio of hearings (from TVW), the daily report of bills reported out of committee, and e-mail notification services (via listserv) for committee agendas and the daily and weekly schedules.
- **Ethics Opinions**—Full text and summaries of the advisory and complaint opinions of the Legislative Ethics Board.

- **Laws and Agency Rules**—Full text of the Constitution, all the Washington state laws (RCWs), the Washington Administrative Code (WACs), the State Register, and the Rules of the House and Senate. Full search capabilities by word or phrase.
- **Legislative Agency Information**—View general information about other legislative agencies, boards, and statutory and standing committees.
- **Legislative District Lookup**—Enter your street address to determine which district you live in and who your legislators are. You may also view maps and information about the districts.
- **Listservs**—Subscribe to e-mail delivery of daily and weekly schedules, committee agendas, and other information.
- **Member Information**—Members' names, office addresses, office telephone numbers, e-mail addresses, committee assignments, biographies, photos, voting records, and more.
- **Participating in the Process**—Explanations of the legislative process, directions to the Capitol, parking information, and documents on how to testify at a hearing, how to read a bill, how a bill becomes a law, and others.
- **Students' Pages**—Information on the Senate and House Intern and Page programs, state symbols, how bills become laws, games, coloring books, and links to other sites with more information and activities for students.
- **For Teachers**—Find lesson plans for The Back to School Program, where legislators come to the schools and talk about the legislative process, and links to other educational resources.
- **Visitor Information**—Directions and parking information, information about meeting facilities and tours.

## How Current is the Information?

Many items, such as bill documents, amendments, and committee actions, are updated as changes occur. Some reports, such as the Daily Status and the Legislative Digests, are created at the end of the day.

## What is the Format of the Information?

Most of the bills, summaries, calendars, laws, and other documents are available in HTML or PDF formats or both. PDF format provides customers with the official legal version of the bills.

## Is Support Available?

Comments and questions are welcomed at [support@leg.wa.gov](mailto:support@leg.wa.gov) and at the Legislative Information Center at 360-786-7573. LIC staff will be happy to address any questions or suggestions you might have. The service does not include technical support or legal advice.

