



Classes & Tutorials

lss.leg.wa.gov

ADMINISTRATION

(360) 786-7032 • [✉ Admin](#)

Oversees LSS operations with the goals of standardizing practices, achieving cost savings, and enhancing the quality of services to legislative agencies.

AUDIO-VISUAL (AV)

(360) 786-7032

Design, install and maintain custom audio-visual solutions that support the House and Senate chambers, hearing and conference rooms.

FACILITIES & SUPPLY

(360) 786-7032 • [✉ Supply](#)

Oversees LSS operations with the goals of standardizing practices, achieving cost savings, and enhancing the quality of services to legislative agencies.

GIFT CENTER

(360) 786-1889 • [✉ Gift Center](#) • www.wacapitolgiftshop.org

Locating and promoting unique goods created by citizens of Washington State, and sharing those discoveries with visitors.

LEGISLATIVE INFORMATION CENTER (LIC) & HOTLINE

(360) 786-7573 • [✉ Support, LegInfo](#) • (800) 562-6000

Providing courteous, accurate, and timely information about the Legislature and its process to any constituent.

PHOTOGRAPHY

(360) 786-7171 • [✉ Photography](#)

Experienced photographers ready to record the legislative activities and events for Washington State. We also update the archives, and protect photo usage and integrity.

PRODUCTION & DESIGN

Print (360) 786-7515 • [✉ Print](#)

Design (360) 786-7703 • [✉ Design](#)

Designing and producing valuable communication pieces like stationery and nametags, to newsletters and brochures, to signs and banners.

VIDEO SERVICES

(360) 786-7724 • [✉ Video](#)

Through expert videography, editing, and creative motion graphics, the LSS Video Department provides professional video production services for legislative agencies.

ALL CLASSES ARE RECORDED AND AVAILABLE ONLINE

UNDERSTANDING THE LEGISLATIVE PROCESS *12 minutes*

This class is an in-depth view of the bi-cameral legislative system, how it is organized, and how a bill becomes law.

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 *35 minutes*

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, and Procedural Rules
- Find bill information
- Use daily standard reports
- List bills by topic
- Find your district and legislators
- Obtain member contact information

ADVANCED LEGISLATIVE WEBSITE USE *35 minutes*

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 locate bills and laws
- Find old bills from previous sessions
- Set up and use the GovDelivery e-mail notification system for hearing times and agendas

ADDITIONAL RESOURCES

Educational materials regarding the Legislative process can be found under the Legislative Publications, Maps, Rosters, & Guides web page. A listing of current instructional documents and videos are provided below. Please email us at support@leg.wa.gov on suggestions, questions, or comments regarding instructional documents and videos.

Tutorial	Description
Bill Tracking (Watch Online)	How to track specific current biennium bills.
Legislative Search Tutorial (Watch Online)	How to use the Search function available at leg.wa.gov .
E-Mail Notification of Hearings (PDF)	An overview of GovDelivery (<i>e-mail subscription management system</i>) and how to sign up to receive committee hearing notifications.
How to Read the Bill History Page (PDF) (Video)	Choose to view either the instructional document or a short video that provides an overview on the structure of the bill history web page.
RSS for Bill Tracking and Status Change Notification (PDF)	How to sign up to receive bill status RSS feeds (Really Simple Syndication, technology that distributes web content for simplifying the number of websites you visit).
How to Search for Bills on the Legislative Website (PDF)	How to search for specific bills by bill number, subject matter, RCW cross reference, or sponsor.
How to Research an RCWs History (PDF)	Step-by-step instructions on how to track the history of an RCW.



Legislative Information Center

The **one-stop center** for information or documents about legislation, or the legislative process.

Many documents (including bills and laws) are also available to view and download from the Legislature's website www.leg.wa.gov.



Our Mission



Do you want to send a message to your Senator, Representative or the Governor?

CALL OUR HOTLINE AT
1-800-562-6000

The Legislative Information Center provides copies of legislative documents, answers questions from the public about the legislative process and current legislative activities, and offers variety of classes designed to help the public to become better acquainted with the legislature and its operations. Most of these publications are available without charge; however, certain documents are available to the public for a fee or on a subscription basis.

OUR MISSION

Our mission is to provide courteous, accurate and timely information and services to the citizens of the State of Washington and the members and staff of the Legislature.

Information and documents about the legislative process can be obtained by:

- Calling our toll-free hotline at **1-800-562-6000**
- Calling our office at **360-786-7573**
- Visiting us in **Room 110** of the Legislative Building
- E-mailing us at support@leg.wa.gov
- Writing to us at :

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

LIC is located on the first floor (Room 110) of the Legislative Building (the Domed Capitol Building). During legislative sessions it is open from 7:30am to 5:30pm Monday through Friday and until 7:00pm when the House or Senate is debating on the floor. When the Legislature is not in session the Center is open from 8:00am to noon, then 1:00pm to 5:00pm, Monday through Friday.

You can obtain the most current copies of bills and bill reports, laws, meeting schedules, bill status reports, various committee and floor calendars, member addresses and phone numbers and many other documents produced by the Legislature. LIC staff can answer general questions about the legislative process, activities on the Capitol Campus, legislative hearing schedules, agendas and locations, office locations, parking and visitor information and directions to other state agencies.

LIC can research questions you may have about bills, laws (RCWs), agency regulations (WACs), voting records, and the legislative process. However, our staff cannot provide legal opinions or interpret the meaning of bills or laws.

Our staff can answer questions you may have about state agencies and the other branches of government. And if we can't, we will help you locate someone who can answer your questions.

DOCUMENTS AVAILABLE IN LIC

LIC can provide or can print on demand any bill, bill report, bill analysis, bill summary, or roll call vote result. LIC can also provide documents (on request) in "Large Print" or Braille. Other documents you can obtain from the Legislative Information Center include:

FREQUENTLY UPDATED DOCUMENTS

- Bills, Budget Bills, and Amendments
- Bill Summaries, Analyses, and Reports
- Fiscal Notes
- Daily and Weekly Committee Schedules and Agendas
- Daily Bill Status Report
- Daily Bill Introductions
- Roll Call Votes
- Rosters of Members & Staff
- Committees and Members
- Various Legislative Bill Calendars (2nd & 3rd Readings, Rules, etc.)

EDUCATIONAL DOCUMENTS

- US Constitution
- How a Bill Becomes a Law
- The Washington State Legislature
- Elected Officials and their Functions
- Glossary of Terms
- Guide to Reading a Bill
- How to Testify at the Legislature
- Campus Map and Parking
- District Legislative Maps
- Organizational Chart State of Washington
- A Citizen's Guide to Effective Legislative Participation
- Symbols of the State of Washington
- Congressional and Elected Officials
- Student Guide to the Legislature
- Student Coloring Book

DOCUMENTS FOR PURCHASE [Contact Us for Prices](#)

- Daily Status Reports
- Legislative Budget Notes
- Legislative Manual
- Members of Legislature 1889-2019
- Summary of Legislation and Budget
- Member Pictorial Guide
- Telephone Directory and Committee Assignments
- House and Senate Journals
- History of The Washington Legislature (1854 -1963) & (1965 - 1982)
- WA State Constitution

LEGISLATIVE WEBSITE: leg.wa.gov

LIC is the main support for the Legislature's public website. The Center answers all e-mail inquiries, troubleshoots errors and non-functioning elements and coordinates and forwards suggestions for additional features and improvements to the Legislature's web designers.

LIC also provides training to members, staff, and the public on website navigation and on the use of advanced website features such as the bill tracking system, website search engines, the GovDelivery automated e-mail notification service, and the Legislative District Finder.

THE HOTLINE: 1-800-562-6000

Callers to the Hotline can leave a brief message for their district legislators or for the Governor or Lt. Governor on issues of concern or on questions they may have about bills or laws. These messages are forwarded electronically to the appropriate individuals. For non-English speaking callers we offer interpreter services for most languages. The Hotline staff will fulfill requests for bills and other legislative documents and can answer questions about meeting times and places, pending legislation, and the legislative process.

During the Legislative session, the Hotline is open from 8:00am to 7:00pm Monday through Friday.

When the Legislature is not in session the Hotline is open from 8:00am to Noon and from 1:00pm to 4:30pm Monday through Friday.

When leaving a message with the Hotline, please be prepared to give your name and street address.

COMMITTEE AND STAFF SUPPORT

In addition to our public services, LIC provides administrative support to both the House and Senate Rules Committees. We are the source for the ordering and distribution of bills, bill reports, calendars, and other legislative documents to Legislators, the committees and committee clerks, and the legislative staff.

