## **Navigating the South Dakota Legislature website**

The South Dakota Legislature's website posts the bills and resolutions introduced and acted on during the 2016 legislative session, a list of and contact information for legislators, committee meeting and chamber schedules for the House and Senate and links to listen to the proceedings.

This legislative resource provides a step-by-step breakdown to find the information listed above.

## Finding and tracking a bill or resolution

1. Visit <a href="www.legis.sd.gov">www.legis.sd.gov</a> to reach the legislature's homepage and move your cursor over the top of the "Legislative Session" link, but do not click the link:



- 2. When your cursor is help over top of the "Legislative Session" link, a drop down window will appear, click "2016" in the drop down window.
- 3. After clicking the "2016" link, a blue box will appear on the left hand side of the subsequent screen. Click the "Bills" link:



4. On the main bills page, there are three links in the blue box located on the left side of the page that work best for finding a bill you're interested in.



• The "Quick Find" link is best used if you know the bill number you're looking for. Type the bill number into the box and click the "Get Bill(s)" button:

Bill(s):
Get Bill(s)
Bill Numbers can be entered in any of the following formats
HB1001
SB 2
1003
HCR 1001
Multiple bills can be entered if separated by commas.

• The "Text Search" link is used to find a keyword(s) in a bill or group of bills. Type the keyword(s) in the "Search Text" box and click the "Search" button:

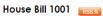
Search Text: per-student allocation	
Search	
Enter the text to search for and c	lick <b>Search</b> to get a list of bills containing the text you entered.

The "Full List" link will show each bill and resolution that has been introduced during session.
 Clicking on one of the links in the box below will take you to the list of House or Senate Bills,
 Commemorations, Concurrent Resolutions or Joint Resolutions:

House Bills	Senate Bills
House Commemorations	Senate Commemorations
House Concurrent Resolutions	Senate Concurrent Resolutions
House Joint Resolutions	Senate Joint Resolutions



- 5. Once you've located the bill you wish to review, click the link for the bill:
- 6. On the subsequent page you can find the sponsors of, the listed purpose of, date of the most recent action or scheduled hearing for and full text of the bill. You can also see how each committee member or legislator voted on the bill, if a vote has been taken, and listen to each committee hearing or floor debate on the bill, by clicking the SDPB logo in "Audio" column.



**Sponsors**: Representatives <u>Sly</u>, <u>Dryden</u>, <u>Duvall</u>, <u>Haggar (Don)</u>, <u>Haggar (Jenna)</u>, <u>Hajek</u>, and <u>Verchio</u> and Senators <u>Tidemann</u>and <u>Hunhoff (Jean)</u> at the request of the Interim Education Funding Formula Study Committee

**Purpose**: gradually reduce, over a period of four years, the percentage of capital outlay funds that school districts may use for certain expenses.

Keywords: Education, School District Funds, School Districts

Date	Action	Audio	Location
01/14/2014	First read in House and referred to House Education H.J. 15		
02/05/2014	Scheduled for hearing	1	1:36:15
02/05/2014	Education Deferred to the 41st legislative day, Passed, <u>YEAS 9, NAYS 5</u> . H.J. 302	<b>1</b>	1:36:15

Bill Text Versions		
Date	HTML Version	PDF Version
12/26/2013	Printed	Printed

## Finding your legislator

1. Visit www.legis.sd.gov to reach the legislature's homepage and the "Legislators" link:



2. On the Legislators page, you will find the full listing of 2016 legislators in the House and Senate, as well as a variety of options to find a legislator. To view a legislator's profile page, click their name or, if you're not sure who your legislator is, use the two options explained below:

Who Are My Legislators?
Listing By District
Legislators
House Roster
Senate Roster
Historical Listing
Email a Legislator

Home » Legislators » 2016

## Session 2016 Legislators

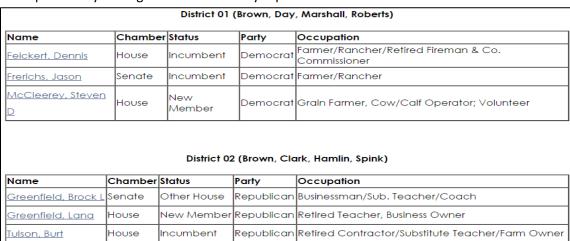
House Members	Senate Members
Anderson, David L	Bradford, Jim
<u>Bartling, Julie</u>	Brown, Corey
Beal, Arch	Buhl O'Donnell, Angie
Bolin, Jim	Cammack, Gary
Bordeaux, Shawn L	Curd, R. Blake
Brunner, Thomas J	Ewing, Bob

Clicking the "Who Are My Legislators" link takes you to a subsequent page where you
can search for your local legislator by selecting your legislative district, county and/or
city from the drop down menus and clicking the "Find My Legislators" button:

You can use this site to find your legislators. Use the form below to find them based on City, County, or District. If you need more detail, use the interactive district map to zoom into your street and find your district.



• Clicking the "Listing By District" link takes you to a subsequent page on which legislators are separated by the legislative district they represent:



3. Once you've found the legislator you're looking for and have clicked their name, you'll be taken to their profile page, which contains personal, professional, legislation and contact information:

<u>Detail</u> <u>Committees</u> <u>Bills</u> <u>Hearings</u>

## Representative Jacqueline Sly



Majority Whip

Party Republican
Term Incumbent
District 33
Counties Meade, Pennington
Occupation Retired Teacher

**Home Address** 22560 Potter Rd. Rapid City, SD 57702-6132

Phone Numbers Home 605-343-4956 Capitol 605-773-3851 Business 605-381-9116

Other Contact Information

**Email** Contact Representative Jacqueline Sly

Fax

- The "Detail" link displays the same information shown in the picture above.
- The "Committees" link lists the legislative committees the legislator is a member of, their role on committee and the day(s), time and location of the committee meeting.
- The "Bills" link lists the bills, resolutions and commemorations the legislator is either the prime sponsor or co-sponsor of.
- The "Hearings" link may list the committee hearing the legislator has testified at.

4. To email your legislator, click the **Email** <u>Contact Representative Jacqueline Sly</u> link and you will be taken to a subsequent page to complete your email:

Your Email Address:	
Your District:	▼
To:	Rep. Sly ▼
Subject:	
Message:	
	PyDCx_
Enter Verification Code	
Send Me	essage

- All fields will be required to be completed, **except** the "Your District" field, but you may want to fill in the field to let your legislator know you are a constituent in their district.
- After filling in all required fields and completing your message, enter the verification code and click the "Send Message" button.
- After clicking the "Send Message" button, you will receive an automated email from the legislative website that requires you to confirm you are the individual who sent the message. Once confirmed, your email will be sent to the intended legislator.

## Finding and listening to a scheduled committee meeting and/or chamber session

1) Visit <a href="www.legis.sd.gov">www.legis.sd.gov</a> to reach the legislature's homepage and move your cursor over the top of the "Legislative Session" link, but do not click the link:



- 2) When your cursor is help over top of the "Legislative Session" link, a drop down window will appear, click "2016" in the drop down window.
- 3) After clicking the "2016" link, a blue box will appear on the left hand side of the subsequent screen. Click the "Chamber or Committee" link:



4) On the next page, House and Senate committee's and chamber sessions occurring that day will be listed. To view the list of bills a committee will hold a hearing on click the link with the date

# 3/31 10:00 AM

and time listed:

- 5) To listen to the live or archived committee meetings or chamber sessions, click the SDPB icon
  - and the audio player will open (**Please note:** you may need to allow pop-ups from the legislative website in order for the audio player to open.)
- 6) To see the committee rosters, click either the "House" or "Senate" links in the blue box located on the left side of the page:



7) After selecting House or Senate, you'll see a list of committees in the blue box on the left side of the page. Click the committee you wish to review:



8) On the page dedicated to the committee you selected, you will see a list of committee members - Chair and Vice Chair of the committees are labeled. You will also see a variety of options:



## Gibson, Peggy

- The "Detail" link notes the days, time, room, Chair and Vice Chair and legislative research council staff member assigned to the committee.
- The "Members" link lists each committee member.
- The "Agendas" link lists the agenda for each committee meeting. •
- The "Minutes" link lists the minutes from each committee meeting and provides a link

to the audio archive of each meeting, which hear by clicking on the SDPB logo:



The "Bills" link lists the bills that were tabled by the committee.