# **Navigating the South Dakota Legislature website**

The South Dakota Legislature's website posts the bills and resolutions introduced and acted on during the 2023 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.

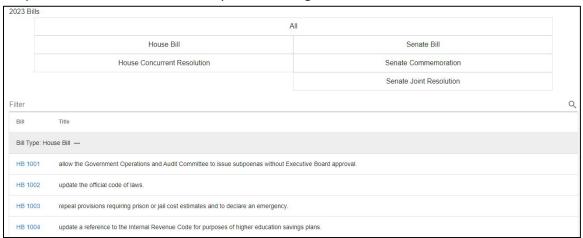
This legislative resource provides a step-by-step breakdown to find the information listed above.

### Finding and tracking a bill or resolution

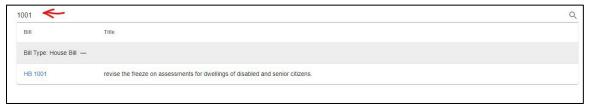
1. Visit <a href="www.sdlegislature.gov">www.sdlegislature.gov</a> to reach the legislature's homepage and move your cursor over the top of the "Session" link, but do not click the link:



- 2. When your cursor is over top of the "Legislative Session" link, a drop-down window will appear, click "2023 Bills" in the drop-down window;
- 3. After clicking the "2023 Bills" link, you will be taken to the bills' main page on which you will find the entire list of bills and resolutions submitted both in the House Senate as well as a variety of options to find a bill or resolution you are looking for:



4. If you know the specific bill or resolution you're looking for simply type in its number in the search bar found at the top of the bill list:



5. If you know the Chamber in which the piece of legislation originated, click the corresponding button:

2023 Bills		
	All	
	House Bill	Senate Bill

6. Or you can utilize the search options located on the left side of the bills page, which includes:



- The "2023 Bills" button will bring you to the bills home page;
- The "Text Search" button takes you to a subsequent webpage where you can enter text related to the bill you're searching for into the search field and click the search button;
- The "Subject Index" button brings you to another webpage where you can click on a keyword that relates to a bill's subject and organizes bills and resolutions that fall under that subject area;
- The "Bill Reports" button sends you to a webpage focused on the location of pieces of legislation and other report options.
- 7. If you're interested in perusing all or the most recently submitted legislation, which will appear at the end of each separated list, scroll through the list found on the bills home page:

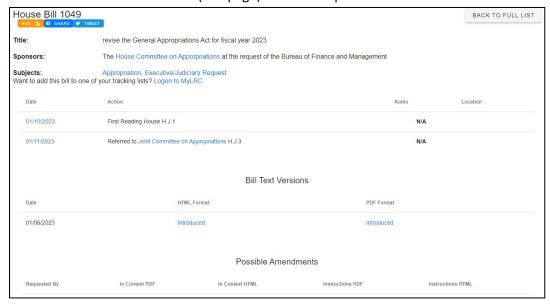


#### **Reviewing a Bill or Resolution**

1. When you have found the piece of legislation you wish to review, click the blue bill number link:



2. After you've clicked the link you will be taken to that piece of legislation's specific page, on which you can review the title, sponsors, subject's associated with, action taken on it, links to review it in either PDF or HTML (webpage) format and potential amendments:



3. Four columns found on the bill or resolution's specific page will update you on its progress:



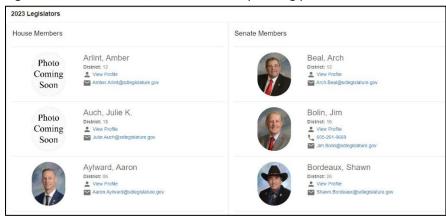
- The "Date" column shares the last date of action made on the bill and a hyperlink that recaps the day's account related to the bill;
- The "Action" provides a summary of what take place on the date as it relates to the bill;
- The "Audio" column offers a hyperlink to SDPB's audio coverage of the committee or floor hearing of the bill;
- The "Location" column time stamps the start of the discussion on the bill.

## Finding your legislator

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



- 2. When your cursor is over top of the "Legislators" link, a drop-down window will appear, click "Legislator Contacts" in the drop-down window;
- 3. On the Legislator Contacts page, you will find an alphabetic listing and accompanying photo of the 2023 legislators in the House and Senate and links to their legislative profile webpage and legislative email address, as well a corresponding phone number:



4. Once you've found the legislator you're looking for click the blue "View Profile" link to review additional information about your legislator:



- 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;

link and an email message from

- 5. To email your legislator, click the the service you use (i.e. Outlook, Gmail, etc.) will open.
- 6. The "Legislators" drop-down menu also offers options for you to review legislators and



- The "Legislator Contacts" page contains all contact information for all legislators;
- The "Find My Legislators" option allows you to search for legislators via their legislative district'
- The "2023 Legislator Listing" provides sortable lists of legislators from each body;
- The "Historical Listing" allows you to search the name of a legislator to see when they served in the body;
- The "Legislator Term Limits (PDF)" is a downloadable listing of when legislators' terms are up in their respective chambers;
- The "Address List" downloads a spreadsheet containing contact information of legislators;
- The "Archived" option allows you to search legislator lists from previous sessions.

# Finding a legislative committee

1. Visit <u>www.sdlegislature.gov</u> to reach the legislature's homepage and move your cursor over the top of the "Session" heading and click the "2023 Chambers/Committees" link:



2. On the left side of the 2023 Committees homepage a listing of each legislative committee from both chambers will appear and to review a committee's information, click its corresponding link:



3. Once you have clicked the link for the committee, or legislative chamber, you wish to review, you'll be taken to their specific page where additional information is provided:



- The "Detail" tab lists the committee's Chair, Vice-Chair, members, room in the Capitol building in which they meet, days they meet, time they meet and LRC staff member;
- The "Agendas" tab will list the past and present agendas for each committee meeting with the date and time at which they are scheduled to meet;
- The "Minutes & Audio" tab will provide links to the minutes of each committee meeting and the audio from the corresponding meeting;
- The "Bills" tab will list each bill or resolution the committee has held a hearing on;
- The "Documents" tab will list any documents submitted to the committee.

# Reviewing schedule for and listening to a legislative committee meeting or chamber discussion

 To review the daily schedule of the legislature's committees and chambers and find live audio links to these meetings, visit <u>www.sdlegislature.gov</u> to reach the legislature's homepage and move your cursor over the top of the "Session" heading and click the "2023 Schedule" link:



2. On the "2023 Schedule" page you will find a list of the House and Senate's committees and chamber schedules for the day:



3. To listen to the live audio, click the SDPB icon (shown in the image above) at the corresponding date and time of committee and/or chamber meeting.