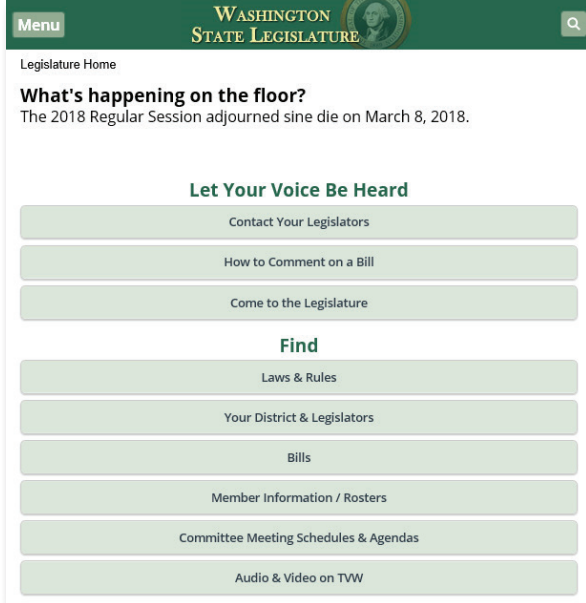


NAVIGATING THE LEGISLATIVE WEBSITE



HOW THE SITE LAYOUT CHANGES

The Legislative website is formatted to display content most effectively for the device a person is using. For example, if a person is using a Smart Phone, they will see things optimized for the small screen size.

FINDING LAWS AND AGENCY RULES

FINDING AN RCW OR WAC

1. Click the **Laws & Rules** button under the **Find** heading on the main legislative home page.
2. Click the **Revised Code of Washington** or the **Washington Administrative Code** link.
3. Navigate to your RCW or WAC by clicking a title, chapter, then section hyperlink.

4. Click on **RCW Disposition** to view laws that have been repealed, expired, decoded, or recodified.

FINDING A SESSION LAW

1. Click the **Laws & Rules** button under the **Find** heading on the main legislative home page.
2. Click **Session Laws** under the **Statutes and Constitution** heading.
3. Click a year hyperlink, then click a chapter (Ch.) hyperlink to view the law.

FINDING A LEGISLATIVE PROCEDURAL RULE

1. Click the **Laws & Rules** button under the **Find** heading on the main legislative home page.
2. Click **House Rules** or **Senate Rules** under the **Legislative Procedural Rules** heading.
3. Click a rule hyperlink.

FINDING INFORMATION FOR A CONSTITUENT

FINDING YOUR DISTRICT

Constituents can look up their legislative or congressional district number and elected officials using the District Finder application.

1. On the main page, click **Find Your District**.
2. Enter your street, city, and zip code, then click **Find My District**.

FINDING MEMBER ROSTERS

1. Under the **Find** heading, click **Member Information / Rosters**.
2. For legislative pages, click either **House** or **Senate** under "Rosters" to access various roster, including member, committee, contact information, and legislative assistant.

FINDING MEMBER WEBSITE PAGES

1. Under the **Find** heading, click **Member Information / Rosters**.
2. For legislative pages, click either **House** or **Senate** under "Member Directory Pages" to view Olympia address, committee membership (with links to the committee pages), and link to the member email form.

FINDING BILL INFORMATION

BILL SUMMARY PAGE

To find bill information, such as current status, sponsor, or latest action,

1. Click the **Bills** button under the **Find** heading on the main legislative home page.
2. Click in the **Search by number** field, enter the bill number, such as 1000.
3. If necessary, click the biennium list button, select a different biennium, then click **Search**.

The "Bill Status-at-a-Glance" feature shows you where the bill is in the process. You can also scroll down to find a chronological list of the actions and hyperlinks to common documents.

Bill Status-at-a-Glance ⓘ
See **Bill History** for complete details on the bill

As of Tuesday, August 14, 2018 11:07 AM

Current Version: HB 1000	Current Status: HPublic Safety
---	---

Where is it in the process?

	Introduced	In Committee	On Floor Calendar	Passed Chamber
In the House:	●	○	○	○
In the Senate:	○	○	○	○
After Passage:	○	○	○	○

Passed Legislature On Governor's Desk Governor Acted Session Law

GET AN UPDATE ON A BILL

1. Click the **Bills** button under the **Find** heading on the main legislative home page.
2. Enter the bill number, then click **Search**.
3. Click **Get Email Notifications**.
4. Enter your email address, then click **Submit**.

SEND A BILL COMMENT

1. Click the **Bills** button under the **Find** heading on the main legislative home page.
2. Enter the bill number, then click **Search**.
3. Click **Comment on this bill**.
4. Enter your street, city, and zip code, then click **Verify District**.
5. Enter your contact information and bill comment.
6. Click **Send Comment**.

PREFILED BILLS

The Prefiled Bills list is available in December for the following session year.

1. Click the **Bills** button under the **Find** heading on the main legislative home page.
2. Click **Prefiled Bills** in the Standard Reports block.

INTRODUCTION REPORTS

1. Click the **Bills** button under the **Find** heading on the main legislative home page.
2. To view the most recent list, click either **House/ Senate Introductions (latest)** or click the House or Senate **All Intros** link to access each day's introduction report for the biennium.

BILL STATUS REPORT (FORMERLY DAILY STATUS)

The Bill Status Report provides a listing of all bills introduced for the current biennium, including information on the bill's title, current status, original sponsor, and companion bill (if applicable). Click on the column headings to sort the dataset.

STANDING COMMITTEE REPORTS

During session, the Standing Committee Reports display a list of bills that were reported out of the standing committees.

1. Click the **Bills** button under the **Find** heading on the main legislative home page.
2. To view the most recent list, click **Standing Committee Reports** link under the **Standard Reports** heading for the current session year. If you wish, you could click a link to view information from a prior biennium.
3. Click a date link to view the bills reported out by either the House or Senate standing committees.

FLOOR ACTIVITY REPORTS

To view the calendar for floor action and watch the progress, click the Bills button under the Find heading on the main legislative home page, then click the House or Senate **Floor Activity Report** link under the **Standard Reports** heading.

BILLS BY TOPIC

1. Click the **Bills** button under the **Find** heading on the main legislative home page.
2. Click **Bills By Topic** link under the **Search and Tracking Tools** heading.
3. Select a Search Method: By Bill Number or By Subject.
4. Enter the **Bill Number** or **Subject** matter.
5. Click **Continue**.

CROSS REFERENCING BILLS WITH RCW SECTIONS OR CHAPTER LAWS

1. Click the **Bills** button under the **Find** heading on the main legislative home page.
2. Click **Bill/RCW/Session Law Cross Reference** link under the Other heading.
3. Select the type of reference.

Bill/RCW/Session Law Cross Reference - 2017-18

Bill Information > Bill to Law Cross Reference

All Cross Reference Tables

Bill to RCW	RCW to Bill	Bill to Session Law	Session Law to Bill	RCW to Session Law
Bill Number: <input type="text"/>				
Bill numbers have four digits, for example, 1847.				
<input type="button" value="Search"/>				

- a. **Bill to RCW**. Enter the bill number in the Bill Number field.
 - b. **RCW to Bill**. Enter the RCW Citation, then filter based on passing or vetoing status.
 - c. **Bill to Session Law**. Enter the bill number in the Bill Number field.
 - d. **Session Law to Bill**. Enter the Chapter designation, such as 330.
 - e. **RCW to Session Law**. Enter the full or beginning of the RCW citation, such as 1.08 or 1.
4. Click **Search**.
 5. From the results table, click a bill link to view the Bill Summary Page or document link to view RCW.

FINDING MEMBERS OF A COMMITTEE AND CONTACT INFORMATION

1. Click the **Committees** link under the **About the Legislature** heading on the main legislative home page.
2. Click a chamber or committee type.
3. Click a committee name.
4. Click **Members and Staff**.

