2019 User Guide
General Assembly of Maryland
Website

Office of Information Systems
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GENERAL ASSEMBLY OF MARYLAND WEBSITE

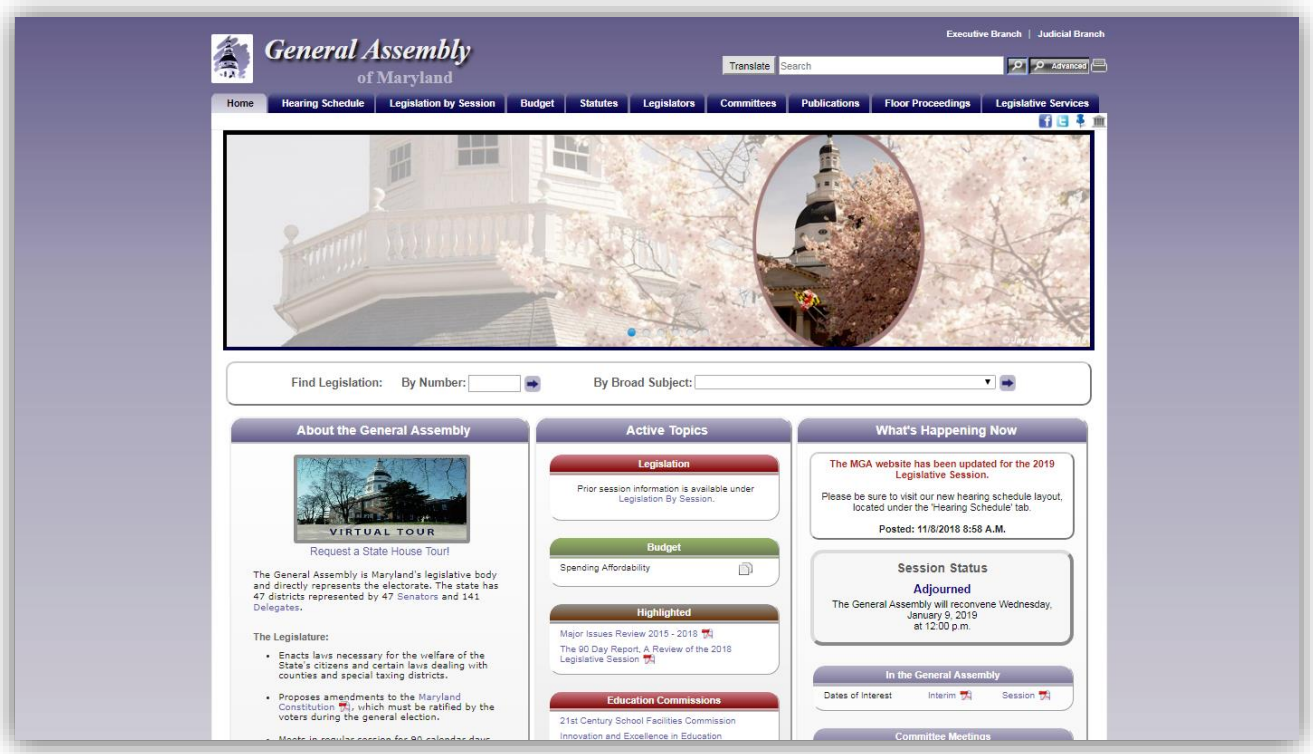


Figure 1 - GAM Website

The General Assembly of Maryland (**GAM**) has maintained a public web presence since 1996. The website was redesigned for the 2013 Session and updated for the 2019 Session. The GAM website contains information for current and past legislative sessions. The Legislative Data Systems Advisory Committee approves, along with the Speaker and President, information that appears on the GAM website. The Department of Legislative Services (**DLS**) and Legislative Audits (**OLA**) also maintain websites containing information, reports, and other materials of legislative interest. The DLS website is accessible through a link on the GAM website and the OLA website is accessible from the DLS website.

The GAM website content changes from time to time and what follows describes in general what the site contains currently and how to navigate the site. You should remember that there may be multiple ways to get to the same content and you should explore until you find the way that works best for you.

Our goals are to:

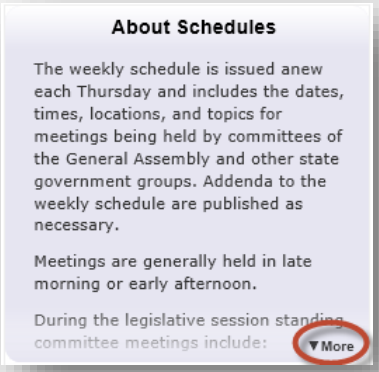
- Make the site easy to navigate for all users.
- Maintain a modern look.
- Organize information so that it can be easily found.
- Make the site usable with all popular browsers and on all popular devices.

HOME TAB OR GAM HOME PAGE

When connected to the Internet, click on the Internet Explorer Icon on the desktop, and type the following into the address bar (**http://mgaleg.maryland.gov**) into the **Address Bar** and then press enter to display the GAM website's home page.

Figure 2 - Home Page

Note: On certain pages, for example the **Schedules** page, you will see an **Expand** or **Collapse** control in the **About** sections. Click the controls (▼ **More**) or (**Less** ▲) to expand or collapse the topic.



TABBED NAVIGATION

Use the tabs at the top of the GAM website to navigate to the section of the website that you are most interested in. Some sections, for example the **Schedules and Budget** tabs are further subdivided into subsections using a second row of tabs. This allows users and visitors to drill down and find specific information or content related to the main tab's heading.

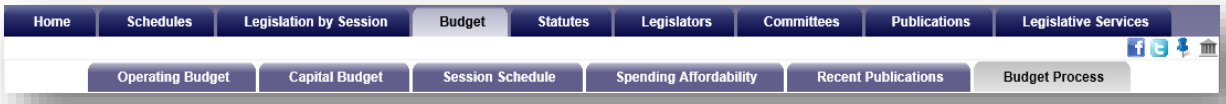


Figure 3 - Tabs and Sub Tabs

UTILITY BAR- ALL TABS

The **Utility Bar** provides users and visitors with links to ***Facebook*** and ***Twitter***. This allows you to share legislative information using these social networks. The bar also provides quick access to the ***Find and Contact My Legislator*** form, which users and visitors can submit to find their elected representatives at the state and federal levels, as well as, contact state representatives.

Note: The **Tracking Legislation Tool** is available from the home page for users to sign up, sign in, or renew their tracking subscriptions.

Figure 4 - Utility Bar

FIND LEGISLATION SECTION- HOME TAB

The **Find Legislation** fields allow users to search for legislation by **Type** and **Number** or by **Broad Subject** (e.g. Family Law, Gaming, etc…). See the table below for search formats.

Figure 5 - Find Legislation Fields

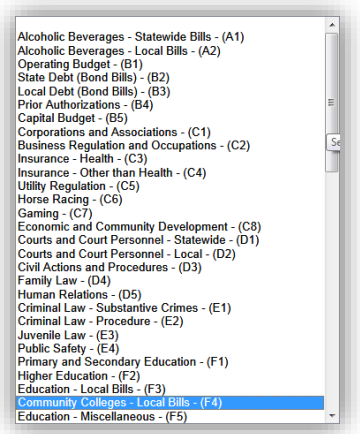
Formats for Legislation by Type		Broad Subject List
Senate Bills	sb#	
House Bills	hb#	
Senate Resolutions	sj#	
House Resolutions	hj#	
Senate Simple Resolutions	ss#	
House Simple Resolutions	hs#	
Chapters	ch#	
Joint Resolutions	jr#	
Note: Leading zeros are not required.		

Table 1

A search for legislation, by number, will redirect users to the legislation's page, as shown in Figure 6 below. Here you will find a **Summary** of the legislation including (Synopsis, Fiscal Analysis, etc…), any legislative **Documents** associated with the legislation including (Bill text for 1st and 3rd reader, analysis documents, amendments, vote, etc…), and the **History** of the legislation as it proceeds through the legislative process

Note: Users will find an additional bill query field, as shown in Figure 6 below, embedded on the resulting legislation page. This provides users with the ability to continue searching for legislation quickly without having to return to the Home page.

A **Broad Subject** search will generate a sortable table of related bills on the subject.

After locating a piece of legislation, user can click the ***Tracking Tool*** on the **Utility Bar** to add the legislation to an existing tracking list or lists. Users must be signed in to take advantage of this feature. Please see note below.

The tracking system also allows users to maintain one or more lists of legislation and create status reports from these lists. See the "**Managing Your Subscription – Main**" section on page 13 to learn more about how to manage a list(s).

Note: *To take advantage of the **Tracking** feature **you must complete a tracking subscription and then sign in***. See the "**Tracking Legislation – Sign Up**" section on page 11 for more details.

To **view and listen** to testimony about a current piece of legislation, on the **Summary** Tab next to the **Committee(s):** row, click the **camera** icon(s) on its legislation page.

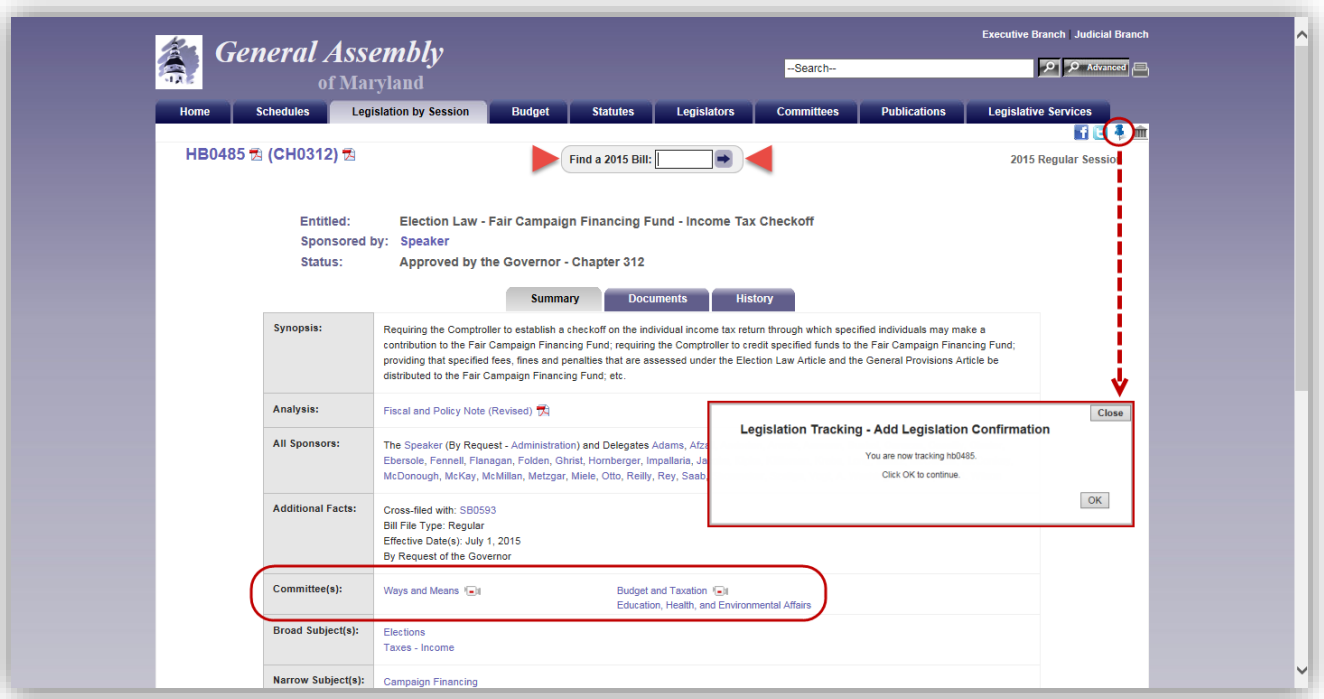


Figure 6 – Legislation Page

ABOUT THE GENERAL ASSEMBLY - HOME TAB

In this section of the GAM website, you will find general information about the General Assembly of Maryland. It contains internal links to other pages and publications on the GAM website and a new NEW **Virtual Tour** feature.

WEBSITE EXTENSIONS

Track items of interest: Users can track legislation as it progresses through the legislative process. See "***Tracking Legislation - Main***" on page 11 for more info.

Open Legislative Data: Users can use this link to **download** a Comma Separated Value (.csv) file containing information about all current Session legislation. See the instruction below.

Voice My Opinion: Users can find and contact their **elected representatives** via email by simply entering the appropriate information and submitting the address search form.

Video tutorials: Learn how to find **specific content** on the General Assembly of Maryland's website.

WEBSITE EXTENSIONS - OPEN LEGISLATIVE DATA DOWNLOAD INSTRUCTIONS

To perform a **Legislative Data Download**, follow the steps enumerated below using Internet Explorer.

1. On the GAM **Home** page, at the bottom of the **What's Happening Now** section, click the **Open Legislative Data** link.
2. This will display the **Open Legislative Data Download** dialog box.
3. Click the download button next to the current or a prior year.
4. This will display a **Windows Internet Explorer** dialog box.
5. Select **Open** to automatically open the file within your default spreadsheet or database application, or the **Save As** option to save the file local to your hard drive. If you selected **Save As**, select the network or local folder to store the (BillMaster.csv) file in and then click **Save**.
6. This will return you to the **Open Legislative Data Download** dialog box.
7. Click **Close** to close this dialog box.

Figure 7 - Data Download Dialog Box

WEBSITE EXTENSIONS – VOICE MY OPINION

Use this extension tool to open and find your elected officials. The **Search Results** page, shown below, will provide users with a way to create and send a message to one or all of their state elected officials.

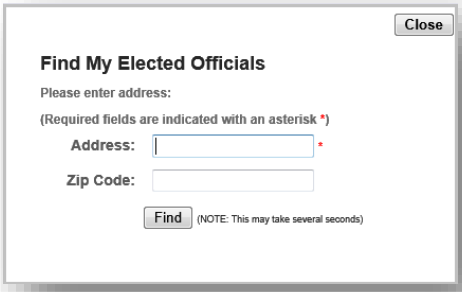


Figure 8 - Voice My Opinion Submission Form

Note: A zip code qualifier is not required to submit a search. However, for more accurate results we recommend that a value be entered into this field if available.

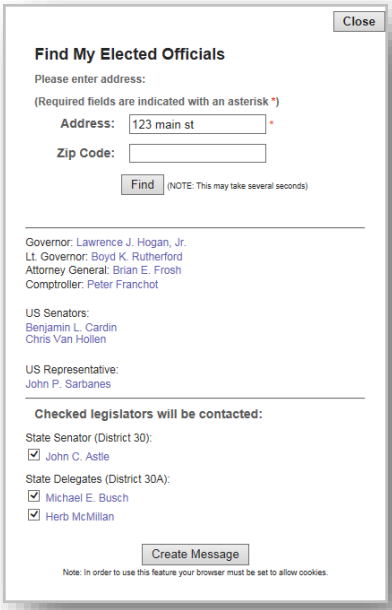


Figure 9 - Example of Results

ACTIVE TOPICS - HOME TAB

In this section of the GAM website, you will find links to legislative content including;

Legislation	Here you will find document links to publications and information about **NEW** legislation, indexes, and other lists. In addition, you will also find links to publications that summarize the **STATUS** of all legislation introduced in both chambers during the current Legislative Session. Some of the information will be available in **HTML**, as well as, **PDF** format. Documents in HTML format can be sorted using specific column headers in either ascending or descending order. For the current Legislative Session, **Synopsis** reports for both chambers will display the **Legislation Tracking** **Tack** in the last column of the report.
Budget.....	Here you will find matter dealing specifically with the State's **Operating** and **Capital** budgets. Quick links to **publication** lists and the legislation page for versions in both chambers are provided.
Highlighted	Here you will find document links to publications about important topics that are most often asked about during the current Legislative Session.
Education Commission	Here you will find links to Commission schedules and reports posted by the Department of Legislative Services.
Highly Searched	A snap shot of the two most commonly searched for bills, legislation by broad subjects, and narrow subjects (taken over a running seven day average).

WHAT'S HAPPENING NOW - HOME TAB

When the General Assembly of Maryland is in Session, the links in this section will provide users with access to the following features:

Notice.....	Important notices about the GAM website and events will appear here when they become available.
Session Status.....	When either chamber is in Session, links to the **Proceedings** or **Live Audio** from both chambers will appear here. Each chamber will have its own section. See Figure 10.
In the General Assembly	Here users can find **Proceedings** lists and their associated **On-demand** audio. **Agendas** and **Dates of Interest** are also available. **Note**: For Proceeding lists, the word **Journalized** will appear next to a Session number. This indicates that any votes taken during this session are officially available.
Committee Meetings	Links to the **Senate** and **House** Committee pages are found here, as well as, links to **live streams** and the **on-demand** section of the Video page. "See page 8 and 9 for more details."

Note: Live video feeds are available for both the Senate and House Standing Committees. In addition, live feeds for certain Subcommittees associated with the **House Appropriations Committee** and **Senate Budget and Taxation** can be found in the aforementioned section, or on the "**Committee Audio and Video"** page, shown here to the right.

In the Senate, for years prior to 2015 audio only recordings are available for on-demand playback.

WHAT'S HAPPENING NOW - SESSION STATUS

Figure 10 - Senate and House Session Status

From the **Home** page, under **What's Happening Now** in the **Session Status** section:

To **view** a list of the current Proceedings from the **Senate** or **House** chamber, click the **Proceedings** link when displayed.

To **listen** to live streams from **Senate** or **House** chamber, click the **LIVE** button when displayed.

Note: The aforementioned items are **ONLY** available when either chamber is in Session. To listen to the Live streaming audio from the **Senate** and **House** chambers a device that is compatible with the MP4 file type can be used.

WHAT'S HAPPENING NOW – LIVE COMMITTEE TESTIMONY

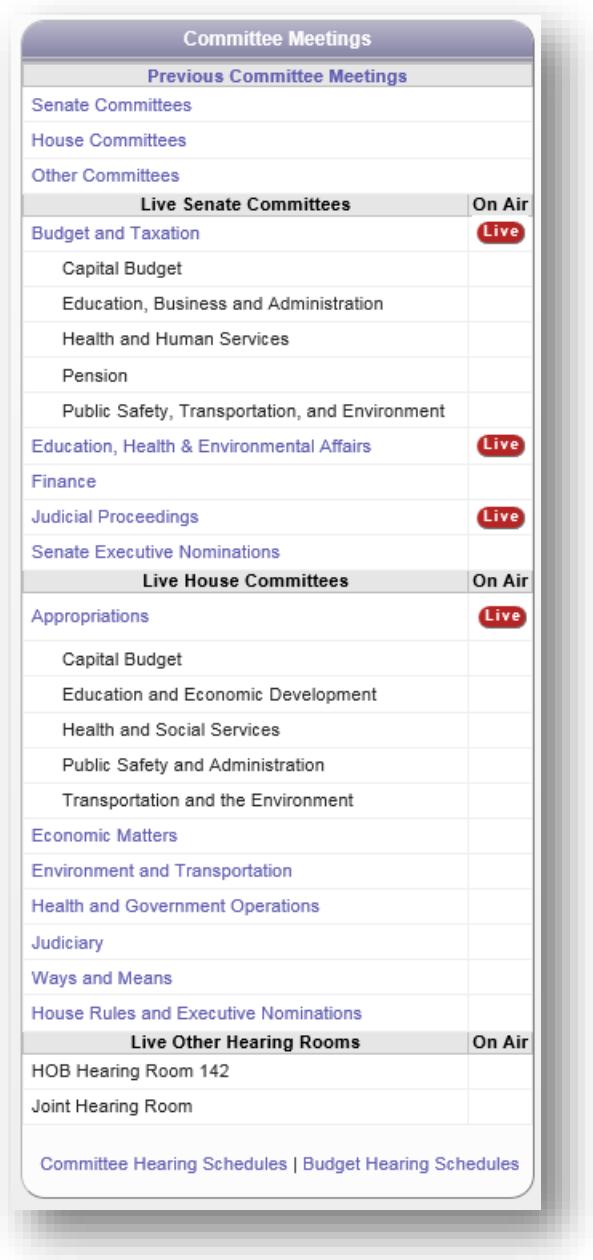


Figure 11 - Live Committee Testimony Section

From the **Home** page, under **What's Happening Now** and in the **Live Committee Testimony** section;

To open a **Live stream:**

- Click the Live link next to appropriate **Senate** or **House** *committee* or *Subcommittee* name.

This will launch the default **Mediasite** ™ player where you can see and listen to live testimony.

> **Note**: *For a list of compatible devices, operating systems, and web browsers, see page 10.*
>
> **Also note that the live video/audio feed is delayed by 30-40 seconds**.

Users can also click on the **Senate**, **House, or Other Committees** text, which will redirect you to the Video page. From there you can open a live stream using the **Live** Live button, next to a *Committee* or *Subcommittee* name, or view **On-Demand** content (see the next page) for the current or previous session(s) back to the 2011 Session.

At the bottom of this section, links to **Committee** and **Budget Hearing Schedules** are available. These will provide users with the date, time, location, and topic for meetings and hearings held by General Assembly of Maryland.

Note: For device requirements refer to Table 2 on page 10.

WHAT'S HAPPENING NOW – LIVE COMMITTEE TESTIMONY – SENATE OR HOUSE COMMITTEE LINKS

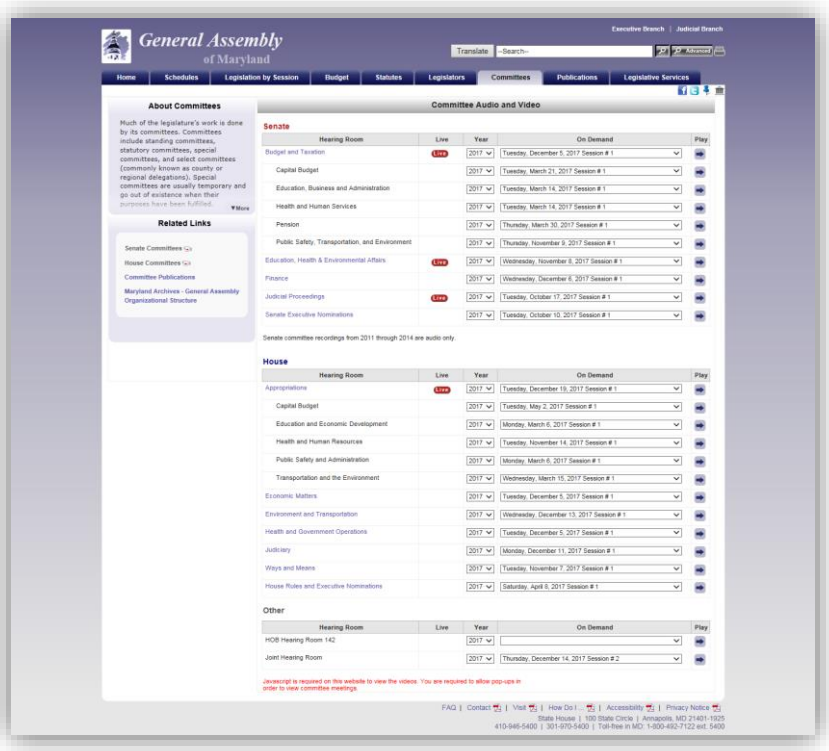
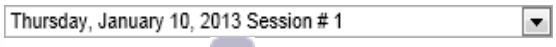


Figure 12 - Committee Audio and Video Page

To view **On Demand** recordings from a **Senate** or **House** Committee:

1. From the Home page, in the **Committee Meetings** section, click the **Senate, House, or Other Committees** text.
2. From the **Committee Audio and Video** page, under **Year**, select a year from the drop-down menu.
3. Under **On Demand**, use the drop-down list to select the appropriate **Date** and **Session Number**.



4. Click the **Play** button.

Device Support for Live Streaming and On-Demand Playback

Support and Requirements for (*LIVE streaming*) and (*ON-DEMAND* playback*) include:	
Windows Desktops and Laptops: (Updated for 2017) • Microsoft Windows 10, Windows Server 2008 (requires the Desktop Experience), Windows 8, Windows 7, Windows Vista • Microsoft Edge, Microsoft Internet Explorer 7.0 or later (IE8 or later required if using the Mediasite 7 Multiview player), Mozilla Firefox, or Google Chrome • Windows Media Player 9.0 or later (IE only) • Adobe Flash for Smooth Streaming playback (Mediasite 7.0.25 and later); Microsoft Silverlight 5 for Smooth Streaming playback (earlier Mediasite releases) Broadband Internet connection	
Mac Desktops and Laptops: (Updated for 2017) • Mac OS X 10.5.7 or later • Apple Safari, Mozilla Firefox, or Google Chrome • Adobe Flash (viewers are prompted to install this when attempting to view a presentation) Broadband Internet connection	
iPad requirements: (Updated for 2017) • iPad (3rd generation and higher), iPad Air, iPad Air 2, or iPad Mini (1st generation and higher) • Apple iOS 8.0 or later • Apple Mobile Safari™ Wi-Fi or cellular data connection (3G or higher)	
iPhone/iPod requirements: (Updated for 2017) • iPhone 5 and higher, iPod Touch (5th generation or higher) • iOS 8.0 or later • Apple Mobile Safari • Mediasite Mobile App (free download available from the Apple app store; not required for iOS 10+) Wi-Fi or cellular data connection (3G or higher)	
Blackberry requirements (Live): (No 2017 update) • Not Supported	**Blackberry requirements (On-Demand MP4 playback only):** • Blackberry OS 10.0 or later • PlayBooks™ for QNX devices • Blackberry browser • Wi-Fi or cellular data connection (3G or higher)
Android requirements: (Updated in 2017) • Android™ 4.4 or later • Chrome browser Wi-Fi or cellular data connection (3G or higher)	
Microsoft Surface: (Updated in 2017) • Windows 10, 8.1, or 8 • Microsoft Edge or Internet Explorer 10.0 or later Wi-Fi connection	
Linux: : (Updated in 2017) Mediasite supports on-demand and live presentation playback on Linux. The majority of testing was done against Ubuntu, but other Linux distributions should work as well. In order to play back Mediasite content we recommend the following: • Chrome or Firefox browser. • VLC Media Player (to install H.264 codecs)	

Table 2 - Device Support and Requirements

TRACKING LEGISLATION - MAIN

You can use this system to track the progress of legislation that is of special interest to you. The system allows you to maintain one or more lists of Legislation and create status reports from these lists. Reports can be created on-demand through the website or they can be scheduled to appear in your email box each morning during session.

To begin using the Legislation Tracking System please read through the next three subsections carefully.

Note: Morning emails continue until all legislation from the previous session has been enacted, normally the end of May following session. In addition, you must register each session to use the tracking system.

TRACKING LEGISLATION – SIGN UP

To begin tracking legislation first **Create a subscription** using your email address, or the email address where you would like the reports sent (this will be your default User ID), to sign-up follow the steps enumerated below.

1. Click the **Tracking** items of interest link or **Tracking Tack** located on the **Utility Bar** *This will display the Legislation Tracking - Main page.*
2. To create a new subscription, go to the bottom of the page and click the **Sign Up** button.
3. Complete the form, as shown below, to register for a Tracking Subscription.

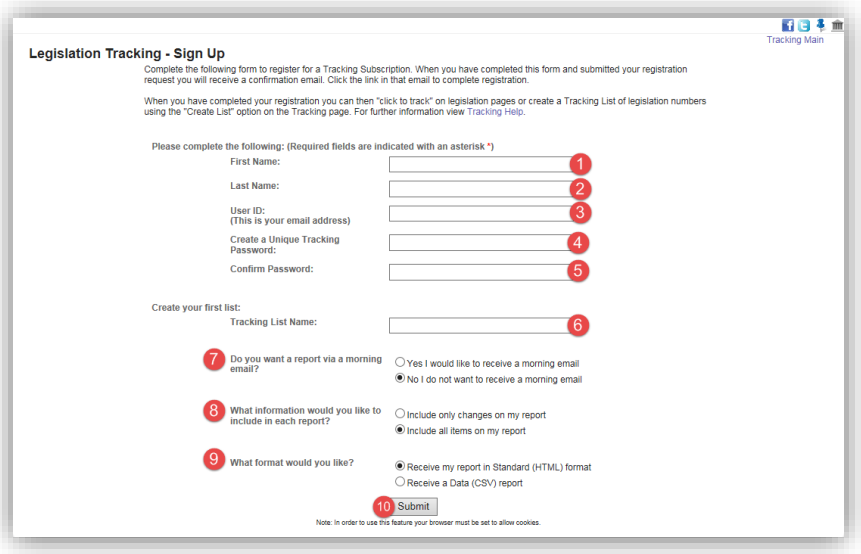


Figure 13 - Legislation Tracking Sign Up Form

Note: These options can be changes at any time. See "**Managing Your Subscription – Main**" on page 13.

List Options Explained:	
1	"**Self Explanatory**"
2	
3	
4	
5	
6	**List Name:** Each subscriber must create an **initial** list name.
7	**Do you want a report via a morning email?** **Yes -** A report is sent to you each morning via email. **No -** Self-explanatory.
8	**What information would you like to include in each report?** After the initial status report: **Only Changes -** Subsequent emails or on demand reports will contain data only if the **status** of the legislation has **changed** since the last time a report was generated. **All Items -** All emails or on demand reports will contain data regardless of any changes in status.
9	**What format would you like?** **Standard (HTML) -** Table format. **Data (CVS) -** Comma Separated Value format.
10	**To complete registration** Click **Submit**

Table 3 - Sign Up Options List

TRACKING LEGISLATION - EMAIL VERIFICATION

Submit the registration form and **complete the registration process** by answering the validation email we send to you. To validate your email address, follow the steps enumerated below.

1. Open your default email program and open the email with ***General Assembly of Maryland Online Tracking System - Please Verify Your Tracking account*** written into the subject line. See Figure 14.
2. Click the verification link. You will be redirected back to the **Legislation Tracking - Main** page of the GAM website, where the message "**You have successfully validated your account. Sign in to continue**" will appear at the bottom of the page.
3. Click the **Sign In** button to continue.

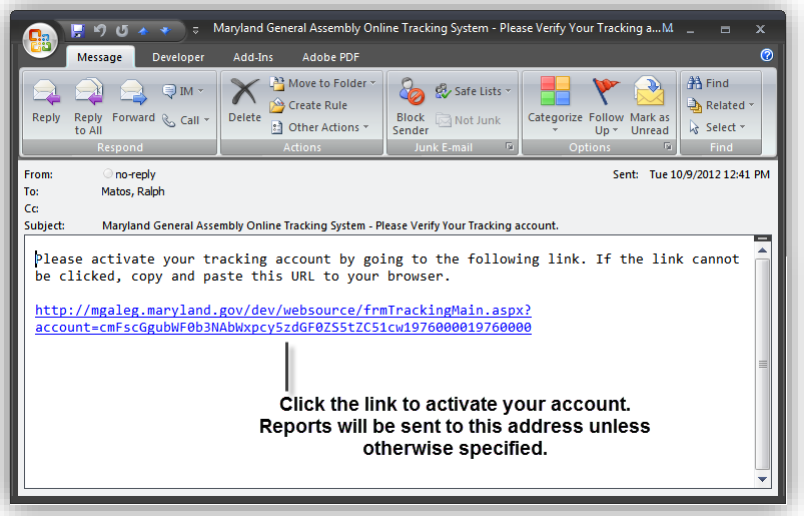


Figure 14 - Email Verification

Note: After you signed in you will remain signed in until you close your current browser session. You must sign in each time you start a new browser session using the steps enumerated in the next section.

TRACKING LEGISLATION – SIGN IN

To sign in to the GAM Legislation Tracking System, follow the steps enumerated below.

1. Click the **Track items of interest** link located on the GAM website's **Home** (tab) page, or anywhere else on the site where either the "Track Legislation" link (i.e. Legislation by Session Tab) or Tack appears.

2. Enter your subscription credentials in the appropriate fields as shown below, and then click the **Sign In** button.

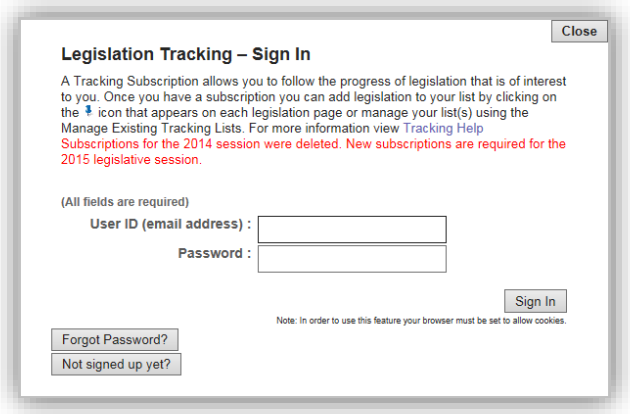


Figure 15 - Sign In Form

Managing Your Subscription – Main

You must be signed in to manage your subscription. After you have signed in the **Legislation Tracking System** allows you to manage your subscription using one or more of the following options shown below.

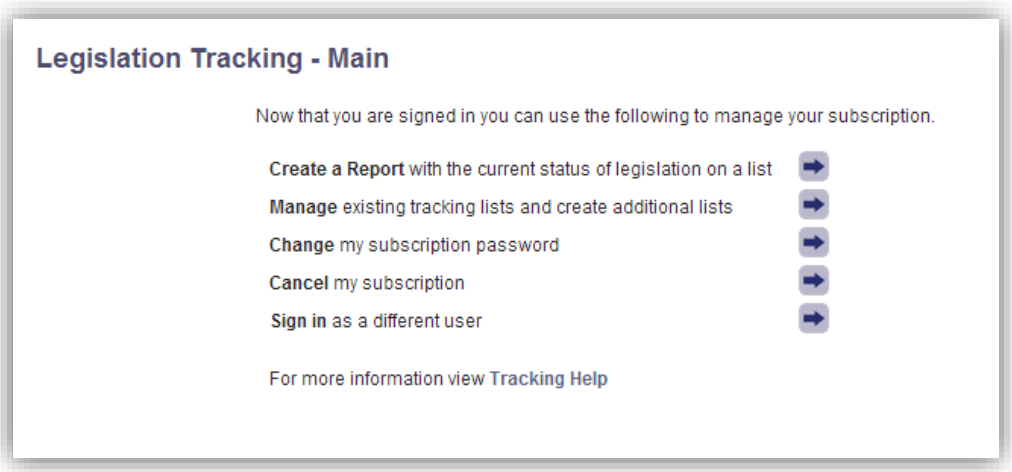


Figure 16 - Legislation Tracking - Main Page

Managing Your Subscription - Create a Report

On demand reports can be generated as often as needed by selecting the appropriate **Tracking List**, **Format**, and **Only Changes** options.

1. From the GAM **Home** tab, click the **Track items of interest** link.

2. If you are not already signed in, sign in to the Legislation Tracking System.

3. From the Legislation Tracking - Main page, click the **arrow** button next to **Create a Report** with the current status of legislation on a list

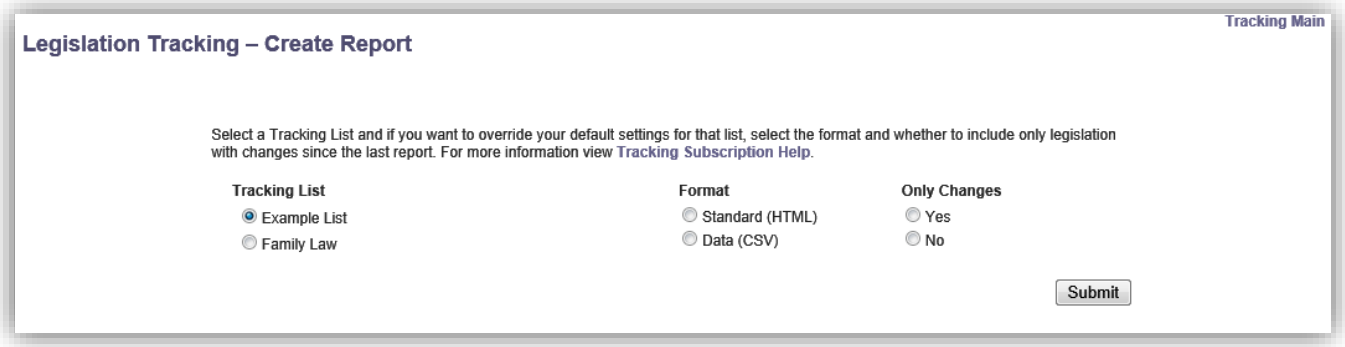


Figure 17 - Legislation Tracking - Create Report Page

4. To generate a report, select the appropriate options and then click the **Submit** button.

Note: Tracking reports can be generated only after you have added items to an existing or new list. To add items to an existing list or create a new list, see "**Manage** existing tracking lists and create additional lists".

Managing Your Subscription - Manage Existing Tracking Lists and Create Additional Lists

The management page provides you with all the tools you'll need to modify, create, and delete a list or items within lists. To manage a list or items within a list, follow the steps enumerated below.

1. From the GAM **Home** tab, click the **Track items of interest** link.

2. If you are not already signed in, sign in to the Legislation Tracking System.

3. From the Legislation Tracking - Main page, click the **arrow** button next to **Manage** existing tracking lists and create additional lists.

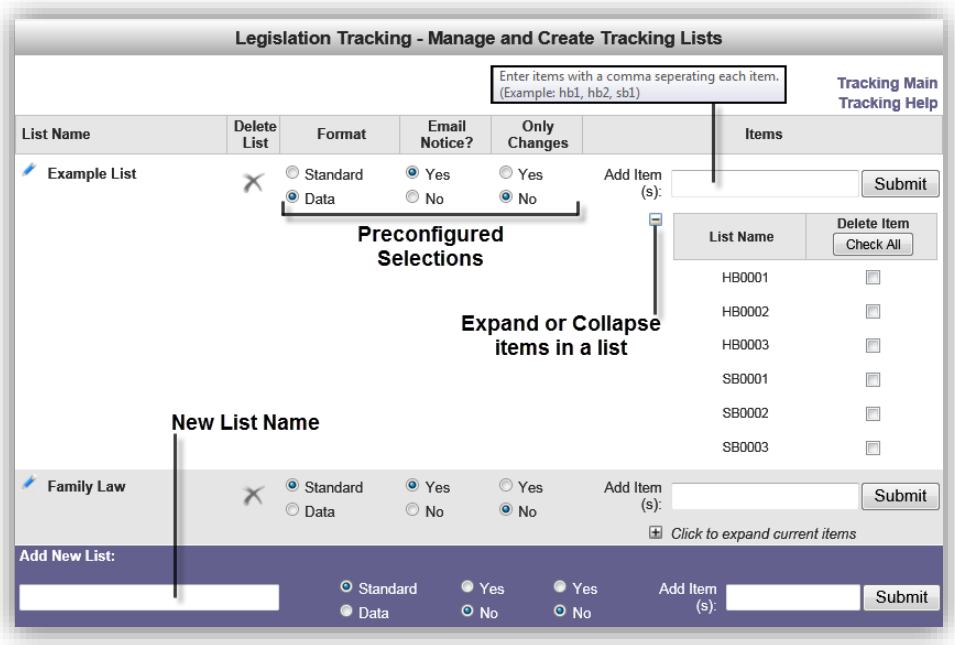


Figure 18 - Legislation Tracking - Management Page

4. On the resulting management page, shown above, use the appropriate tools and options to modify, create, or delete a list or items within a list and delivery and formatting options.
5. Use the **Submit** button to save your changes.

Note: To add items to a list use commas to separated items (e.g. hb1, hb2, sb1) no leading zeros or spaces are required. To delete items, check ☑ individual items or use the "**Check All**" button in the **Delete Item** column. Then click the **Submit** button to complete the process.

Managing Your Subscription - Change My Subscription Password

To **Change** your subscription password, follow the steps enumerated below.

1. From the GAM **Home** tab, click the **Track items of interest** link.
2. If you are not already signed in, sign in to the Legislation Tracking System.
3. From the Legislation Tracking - Main page, click the **arrow** button next to **Change my subscription password.**

Figure 19 - Legislation Tracking - Change Subscription Password Page

4. **Type** and **confirm** new password.
5. Click **OK** to submit your changes.

Managing Your Subscription - Cancel My Subscription

To **Cancel** your subscription, follow the steps enumerated below.

1. From the GAM **Home** tab, click the **Track items of interest** link.
2. If you are not already signed in, sign in to the Legislation Tracking System.
3. From the Legislation Tracking - Main page, click the **arrow** button next to **Cancel my subscription.**
4. Complete the form and select a subscription option.
5. Confirm by clicking "OK" on the form that follows to complete cancellation process.

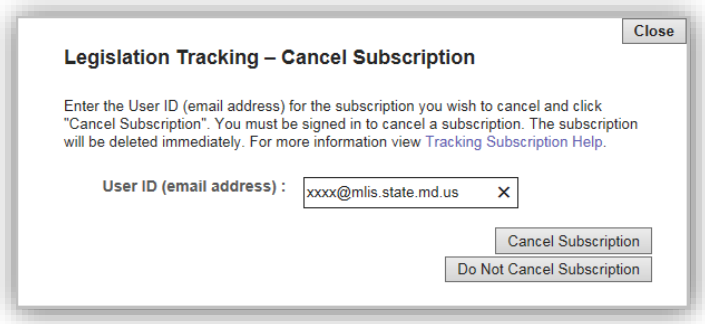


Figure 20 - Legislation Tracking - Canceling Subscription Page

Managing Your Subscription - Sign In As A Different User

To Sign in as a different user, follow the steps enumerated below.

1. If you are already signed into the Legislation Tracking System and are currently at the Legislation Tracking - Main page, click the **arrow** button next to **Sign in as a different user**.

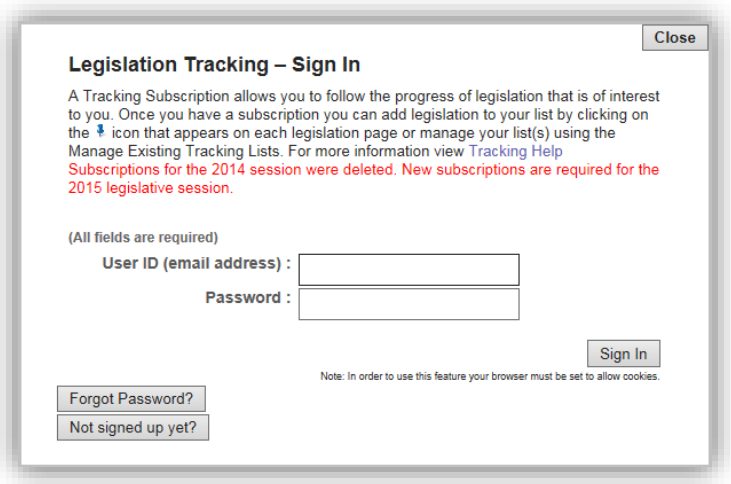


Figure 21 - Legislation Tracking - Different User ID Page

2. Enter a new **User ID** and **Password**.
3. Click the **Sign In** button, or click **Close** to cancel.

SEARCH

Users can perform a **Global** website searches using the search field located at the top right corner of the GAM website. You can also narrow the scope to certain sections of the website by using the search fields that are located at the bottom right of these sections, as shown in the Table 4 below.

Figure 22 - Search Entire Site

Additional Search Fields			
***Legislation by Session** page*	Legislation 2015 Regular Session: --Search--	***Publications** page*	Search Publications: --Search--
***Budget** page and Sub tabs*	Search Budget Information: --Search--	**Note:** To search for Legislation by Session, make certain that you have selected the appropriate Session date (e.g. 2015 Regular Session, etc…). All searches are powered by a Google search appliance.	
***Statutes** page*	Search Statutes: --Search--		

Table 4

Note: An **Advanced Search** Advanced control is available next to the global search control. This will provide you with the ability to perform searches focused on legislative document types within a single or across multiple Sessions. Click the following link to open the **Search HELP** document.

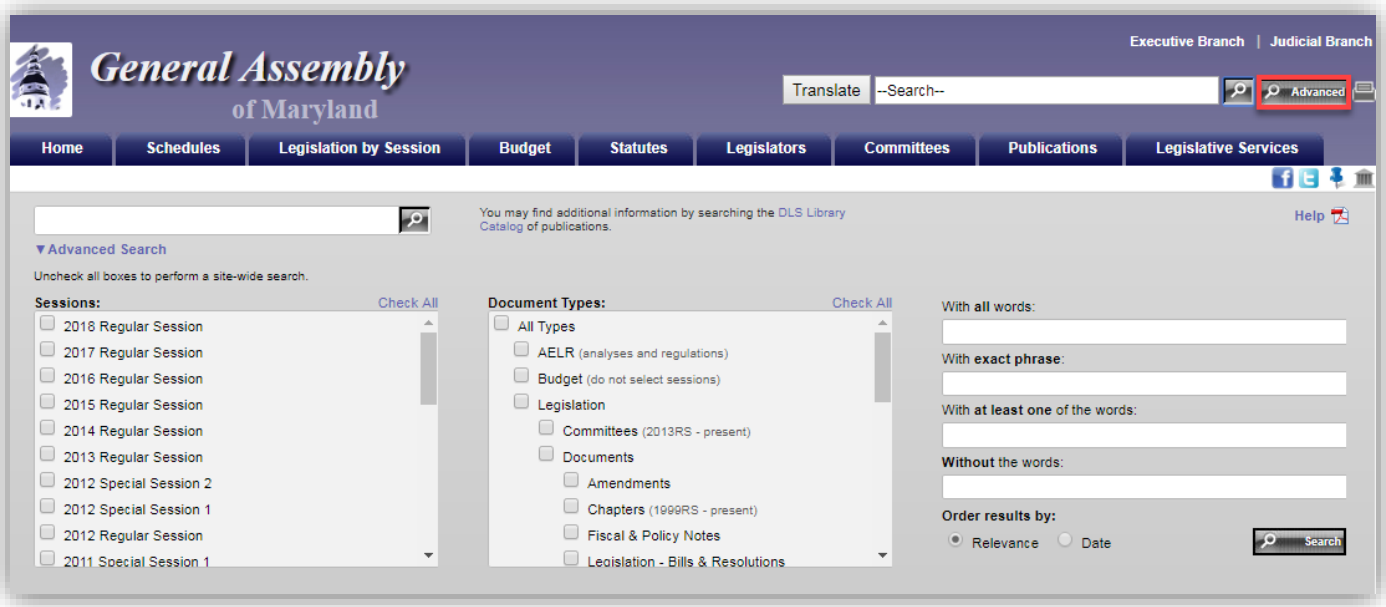


Figure 23 - Advanced Search Page

HEARING SCHEDULE TAB REVISED

Here you will now find the schedules that are issued, broken down by **Day**, **Week**, and **Month**. Events are grouped by **Senate** and **House** chamber or **Other** as indicated by their colored banners. Banners also display Topics for meetings being held by committees of the General Assembly and other state government groups. Below each topic banner you will see **Google Map** and **Calendar** tools, as well as additional Details about the event when provided. In addition, **LIVE** and **ON_DEMAND** video links will be displayed when they become available.

- **Day(s)** – Allows user to select a single day (default = today), or select a date range.
- **Week** – Weekly schedule Sunday thru Saturday
- **Month** – Monthly schedule

Printing the Hearing Schedule: To print the version of the hearing schedule currently being displayed, you can either
1) Right-click from anywhere on the schedule and select Print, **OR**
2) Select Print from the menu bar.
For best results, it is advised that you select landscape as the print orientation.

Updates to originally scheduled meetings are published as necessary and are indicated by the **Show/Hide Updates Tag** Show/Hide Updates.

HEARING SCHEDULE – DAY(S) VIEW

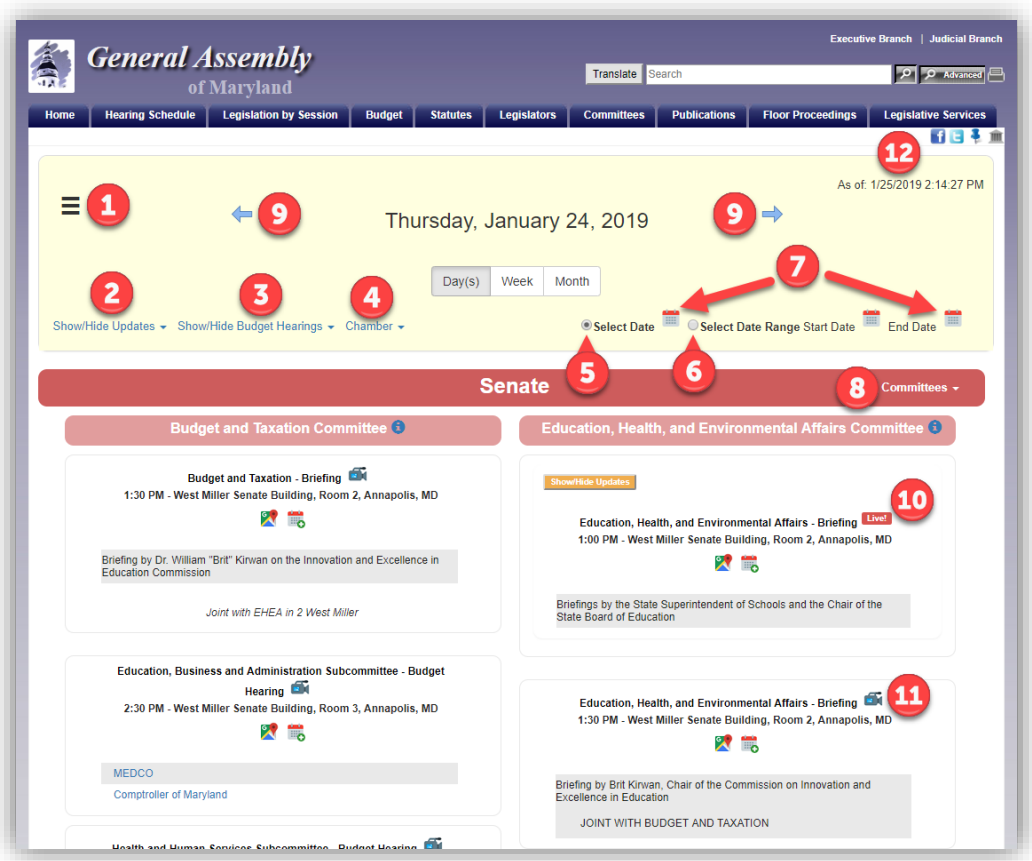


Figure 24 – Hearing Schedule – Day(s) View

Figure 25 - Event Category Banner

The **Day(s) Page** contains the following **menus**, **controls**, and **functions** to help you navigate schedules and locate **Prior Committee Schedules**.

	Controls	Function
1.		Prior - Committee Schedules Guidelines for Committee Interim Activities
2.	Show/Hide Updates	**Show** – Displays changes from the originally scheduled meeting **Hide** – Displays the current status of the scheduled meeting **(Default)**
3.	Show/Hide Budget Hearings	**Show** – Displays Budget Hearings **(Default)** **Hide** – Hides Budget Hearings.
4.	Chamber	Senate House Other
5.	Select Date	Click to select a **Day** from the calendar **(Default)**.
6.	Select Date Range Start Date End Date	• Select Date Range radio option. • Select **Start Date**. • Select **End Date**. • Wait for your results.
7.	**Calendar Control**	November, 2018 Su Mo Tu We Th Fr Sa 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6 7 8 Today: November 16, 2018
8.	Committees Committees Committees	Displays a menu and list of events for each category (**Senate**, **House**, and **Other**) for quick navigation.
9.	← →	Next and Previous day arrows
10.	Live!	When a Live Stream is available, the Live link will appear below that event's banner.
11.		When the On-Demand version of a live stream becomes available, a camera icon will appear below an event banner.
12.	As of: 1/25/2019 3:20:18 PM	Current date and time of displayed Hearing Schedule
	Note: The **Floor Proceedings** and **Agenda** pages have been moved to a new tab next to **Publications**.	

HEARING SCHEDULE – WEEK\MONTH VIEW

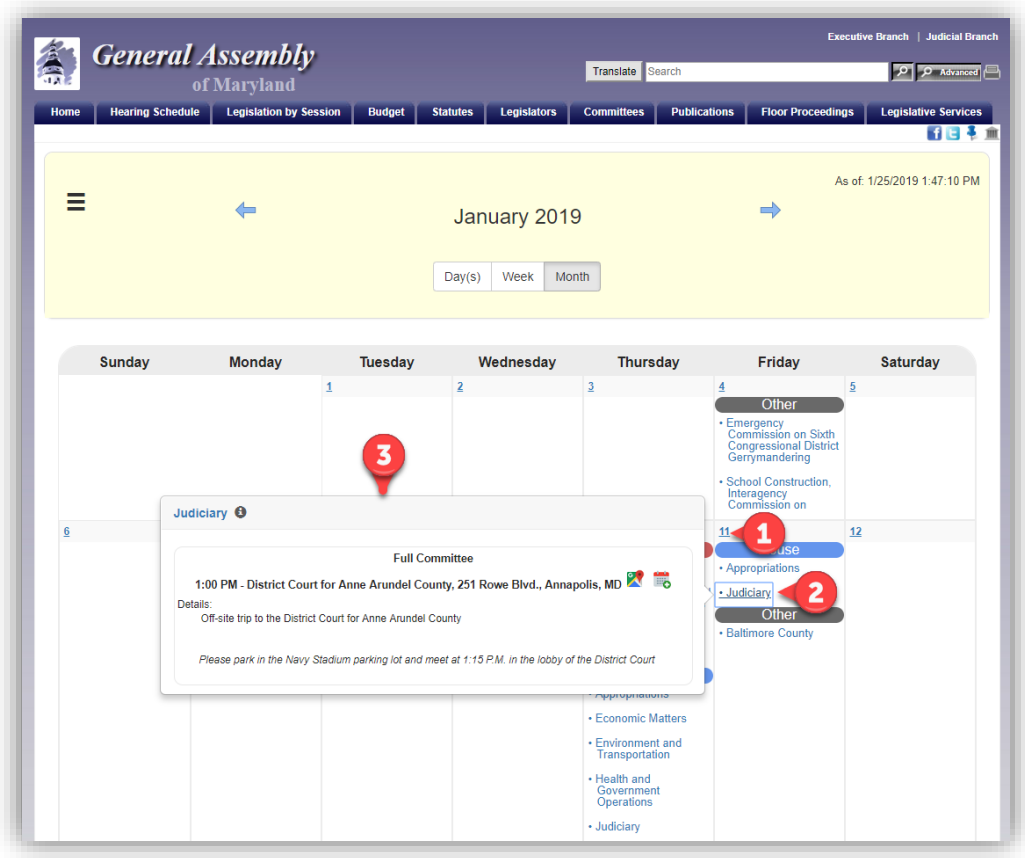


Figure 26 – Week View

The **Week** and **Month Page** will display the current week or month's events, Sunday through Saturday. These views contain the following **menus**, **controls**, and **functions** to help you navigate schedules and locate **Prior Committee Schedules**.

CONTROLS/ITEMS	DESCRIPTION
	Prior - Committee Schedules Guidelines for Committee Interim Activities
1. **Day Links**	Click to shows all events for the selected day in **Day(s)** view.
2. **Event Links**	Click to displays event(s) **Popups**.
3. **Event Popups** ..... Live! — ***Live** Link* ***Video On-Demand** Link* Show/Hide Updates — ***Schedule Show/Hide Tag***	Shows event details, **Google Map** and **Calendar** tools, and **LIVE** and **ON_DEMAND** video links when available.

LEGISLATION BY SESSION TAB

In this section you can search for current and prior legislation by **Session**, **Bill Number**, **Sponsor**, **Broad** or **Narrow Subjects**, **Committee**, **Statutes Affected** by legislation, and various **Indexes** (e.g. Chapters, Cross Filed Legislation, etc.).

To **Look Up** information for the **Current Session**, enter a legislation number using one of the formats shown in Table 5 next to the **Number** field, or use the drop-downs to select from one of the available lists.

To **Look Up** legislation from a **Previous Session**, next to **Change Session** use the dropdown arrow to select a prior year Session, and then enter a legislation number using one of the formats shown in Table 5 next to the **Number** field, or use the drop-downs to select from one of the available lists.

Figure 27 - Legislation by Session Page

Note: If **Java Script** is not enabled in your browser, an arrow will not appear next to the "***Change Session***" option. Click the arrow to change the Session. Prior information about the General Assembly sessions is available as far back as 1996.

Formats for Legislation Look-up by type		Broad Subject List
Senate Bills	sb#	
House Bills	hb#	
Senate Resolutions	sj#	
House Resolutions	hj#	
Senate Simple Resolutions	ss#	
House Simple Resolutions	hs#	
Chapters	ch#	
Joint Resolutions	jr#	
Note: Leading zeros are not required.		

Table 5

Legislation by Session - Look Up Bill Number

Look Up by **Number** will display the corresponding legislation page where you will see the following information using sub tabs:

Summary	A summary of the legislation.
Documents	Any documents related to this legislation including • ***Senate and House Amendments*** • ***Analysis*** (Fiscal and Policy Note) • ***Text*** (i.e. first, third reader, enrolled, or chapter) • ***Votes*** (Committee and Floor) • ***Other*** *(Attorney General's Review Letters)*
History	Status of this legislation as it proceeds through the legislative process.

For examples see **Figures** 22 - 23.

Note: Users will find an additional bill query field, as shown in Figure 28 below, embedded on the resulting legislation page. This will provide users with the ability to continue searching for legislation quickly without having to return to the Home page.

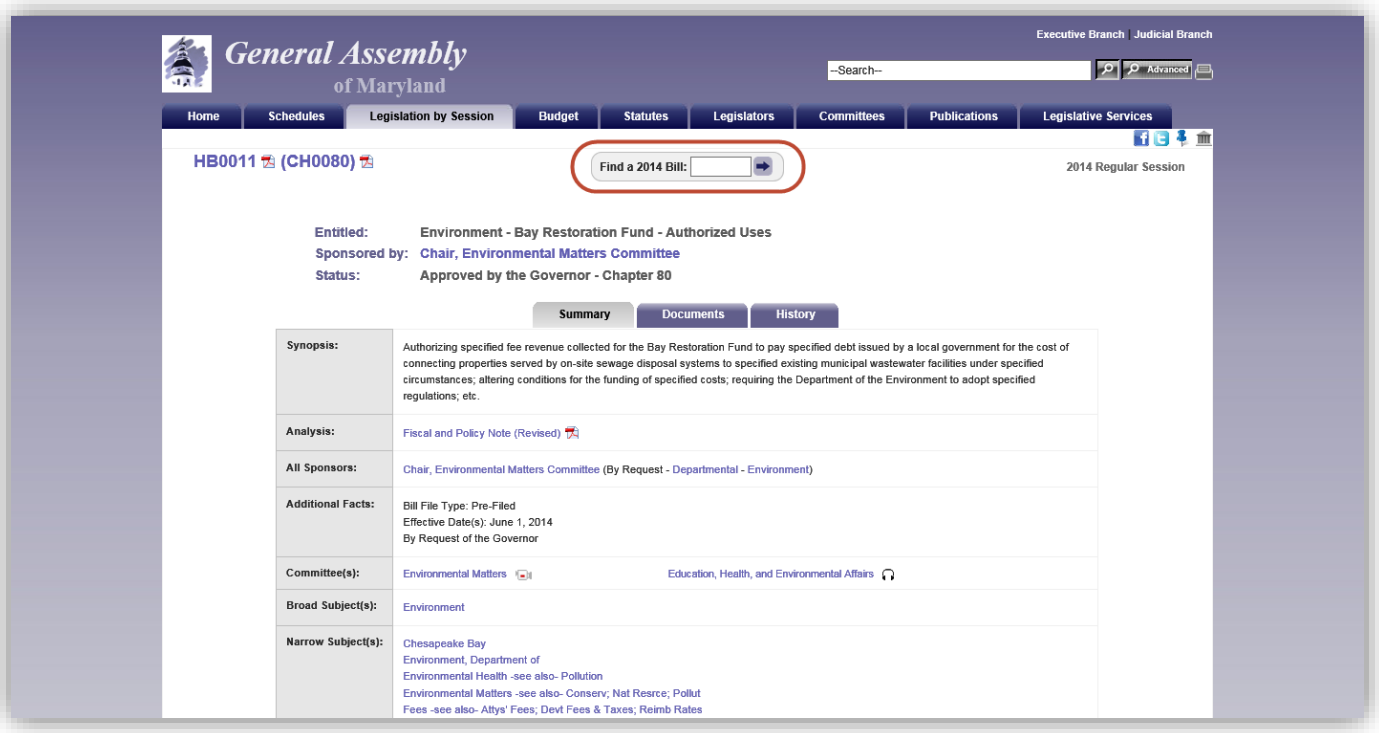


Figure 28 - Legislation Page (Summary Sub Tab)

Note: If you have registered for a Legislative Tracking subscription and are signed in, see "***Tracking Legislation***" on page 11, you can use the tack icon to add the legislation to an existing tracking list. For more information, see "**Managing Your Subscription - Manage Existing Tracking Lists and Create Additional Lists**" on page 14.

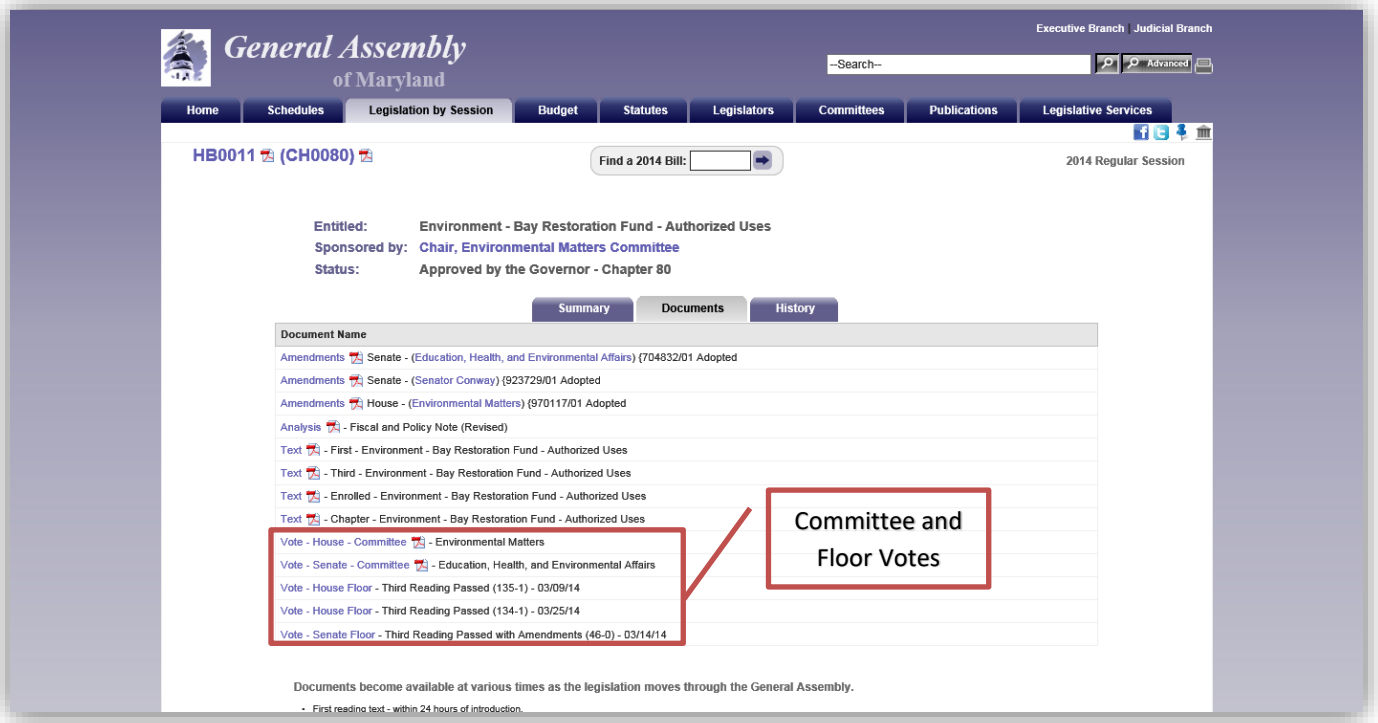
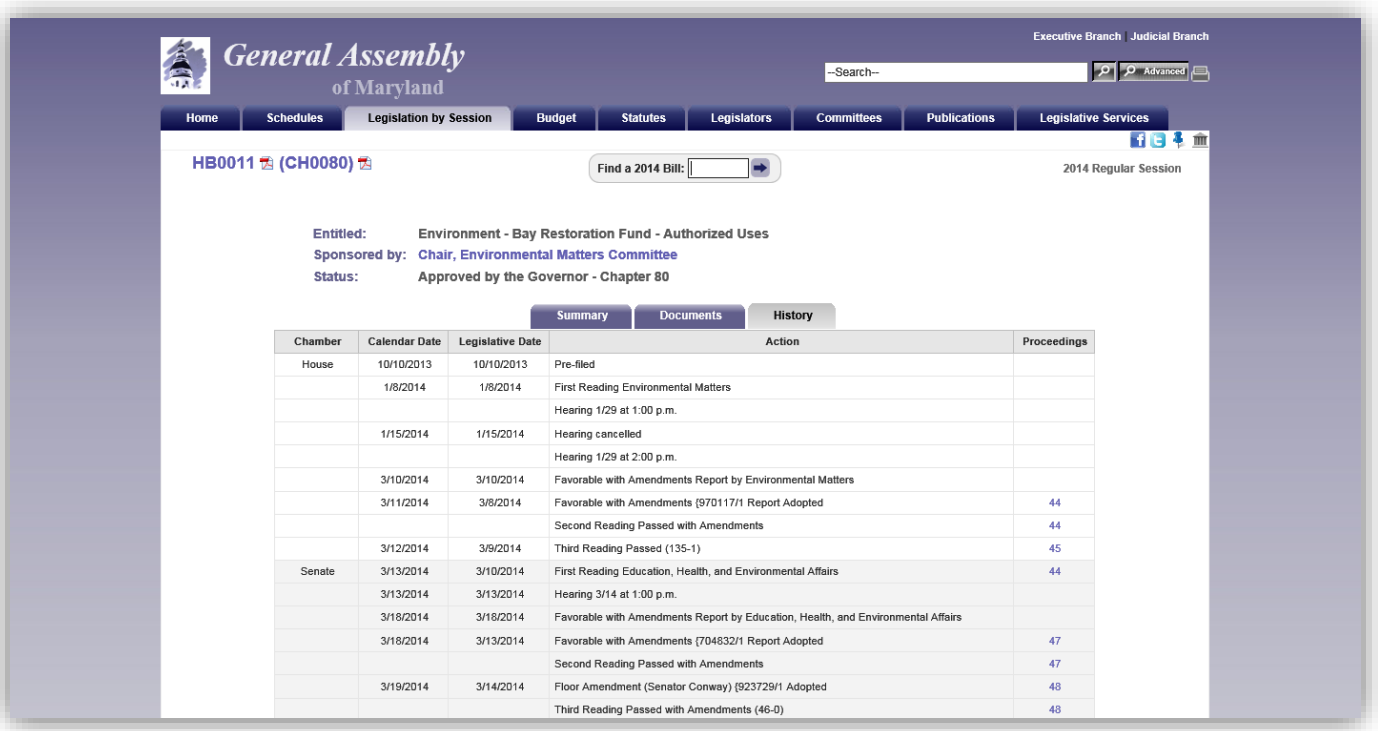


Figure 29- Legislation Page (Documents Sub Tab)



Chamber	Calendar Date	Legislative Date	Action	Proceedings
House	10/10/2013	10/10/2013	Pre-filed	
	1/8/2014	1/8/2014	First Reading Environmental Matters	
			Hearing 1/29 at 1:00 p.m.	
	1/15/2014	1/15/2014	Hearing cancelled	
			Hearing 1/29 at 2:00 p.m.	
	3/10/2014	3/10/2014	Favorable with Amendments Report by Environmental Matters	
	3/11/2014	3/8/2014	Favorable with Amendments {970117/1 Report Adopted	44
			Second Reading Passed with Amendments	44
	3/12/2014	3/9/2014	Third Reading Passed (135-1)	45
Senate	3/13/2014	3/10/2014	First Reading Education, Health, and Environmental Affairs	44
	3/13/2014	3/13/2014	Hearing 3/14 at 1:00 p.m.	
	3/18/2014	3/18/2014	Favorable with Amendments Report by Education, Health, and Environmental Affairs	
	3/18/2014	3/13/2014	Favorable with Amendments {704832/1 Report Adopted	47
			Second Reading Passed with Amendments	47
	3/19/2014	3/14/2014	Floor Amendment (Senator Conway) {923729/1 Adopted	48
			Third Reading Passed with Amendments (46-0)	48

Figure 30 - Legislation Page (History Sub Tab)

Legislation by Session - Look Up By Sponsor

Look Up for legislation by Sponsor will display a detailed list of legislation where the selected member is the **Primary sponsor**, **Co-sponsor**, or where a **request for legislation** was made on some ones behalf. Index results for legislation by **Sponsor**, **Broad** or **Narrow Subjects**, and by **Committee** will produce a sortable list, as shown below. Lists can be sorted in either ascending or descending order. However, some column headers are not available for sorting. In addition, **green background shading** is used to denote enacted legislation.

Delegate Susan L. M. Aumann 2014 Regular Session

District 42, Baltimore County

Main | Session Legislation | Biography

Total Bills: 3 (Primary Sponsor: 1, Co-sponsor: 2, By Request: 0) View Prior Year Legislation

Number / Chapter (Cross File / Chapter)	Title	Status	Original House and Hearing Dates	Opposite House and Hearing Dates	Sponsorship Type	Broad Subject
HB0023	Test OIS SBD for FN - LR0332	In the House - First Reading Economic Matters	Economic Matters		Primary	Courts and Court Personnel - Statewide (D1)
HB0005 / CH0001	Test - Gopali	Approved by the Governor - Chapter 1	Economic Matters	Finance	Co-Sponsor	Horse Racing (C6)
HB0012	Test - Jagriti	In the House - First Reading Environmental Matters	Environmental Matters		Co-Sponsor	Courts and Court Personnel - Statewide (D1)

Denotes enacted legislation

October 24, 2013 3:59 P.M.

Figure 31 - Example of Look Up Results By Sponsor

BUDGET TAB

In this section you will find documents and information related (use **Related Links** sections) to state's **Capital** and **Operating** budgets, the **Budget Committee's** (*Senate Budget and Taxation and House Appropriations*) **Hearing Schedule**, **Spending Affordability Committee** recommendations, **Recent Publications**, and an explanation of the **Budget Process.**

Note: Please see Table 2 on page 10 for a list of supported devices and requirements for **On-Demand** playback.

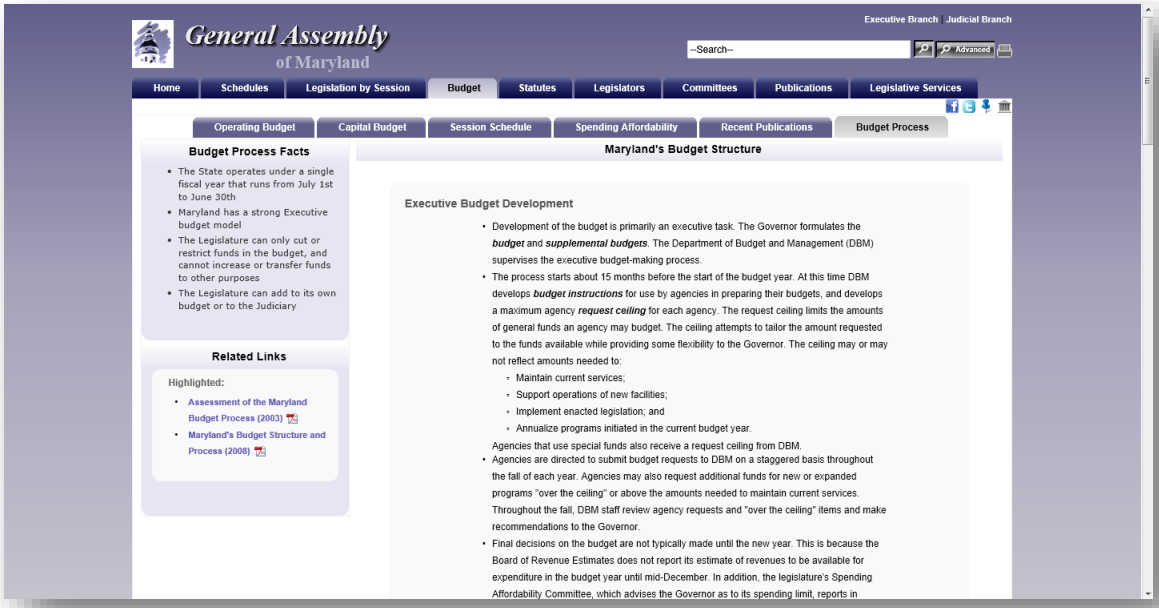
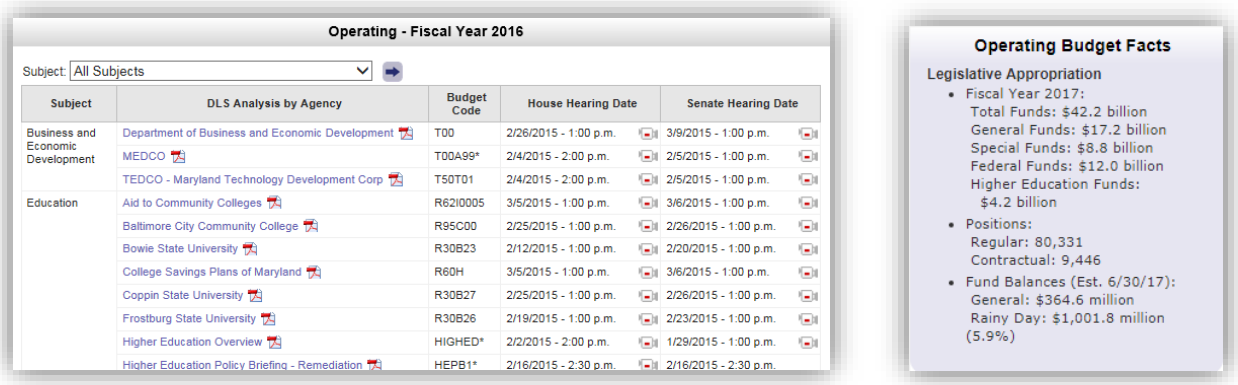


Figure 32 - Budget Process Page

On the **Operating** and **Capital Budget** sub tabs, lists can be filtered by **Subject** by selecting from the drop-down list. See Figure 33 below. On-Demand **Video** links to agency budget testimony will also be available shortly after a Budget hearing has concluded. Starting for the 2019 Session, the Capital and Operating Budget pages will contain useful **Budget Facts**.



Operating - Fiscal Year 2016

Subject: All Subjects

Subject	DLS Analysis by Agency	Budget Code	House Hearing Date	Senate Hearing Date
Business and Economic Development	Department of Business and Economic Development	T00	2/26/2015 - 1:00 p.m.	3/9/2015 - 1:00 p.m.
	MEDCO	T00A99*	2/4/2015 - 2:00 p.m.	2/5/2015 - 1:00 p.m.
	TEDCO - Maryland Technology Development Corp	T50T01	2/4/2015 - 2:00 p.m.	2/5/2015 - 1:00 p.m.
Education	Aid to Community Colleges	R62I0005	3/5/2015 - 1:00 p.m.	3/6/2015 - 1:00 p.m.
	Baltimore City Community College	R95C00	2/25/2015 - 1:00 p.m.	2/26/2015 - 1:00 p.m.
	Bowie State University	R30B23	2/12/2015 - 1:00 p.m.	2/20/2015 - 1:00 p.m.
	College Savings Plans of Maryland	R60H	3/5/2015 - 1:00 p.m.	3/6/2015 - 1:00 p.m.
	Coppin State University	R30B27	2/25/2015 - 1:00 p.m.	2/26/2015 - 1:00 p.m.
	Frostburg State University	R30B26	2/19/2015 - 1:00 p.m.	2/23/2015 - 1:00 p.m.
	Higher Education Overview	HIGHED*	2/2/2015 - 2:00 p.m.	1/29/2015 - 1:00 p.m.
	Higher Education Policy Briefing - Remediation	HEPB1*	2/16/2015 - 2:30 p.m.	2/16/2015 - 2:30 p.m.

Figure 33 - Example of Operating Budget Page with Agency Analysis and On-Demand Video Links

BUDGET TAB - CAPITAL SUBTAB - NEW 2019 BOND INITIATIVE FUNDING

Added for the 2019 Session, on **Capital Budget** sub tab under **Related Links**, users will find a new link labeled **2019 Bond Initiative Funding**. This link will redirect users to the Bond Initiatives Funding page were users can see and filter for reports by Sponsor.

During the 2019 legislative session, the Maryland General Assembly will evaluate Legislative Bond Initiatives introduced by members of the House and Senate for inclusion in the Capital Budget Bill. The sample report, shown in Figure 34, indicates the status of Legislative Bond Initiatives that have been read across in each chamber and officially introduced for consideration in the 2019 session. This report will be updated to reflect funding decisions as they are made by the House and Senate during the capital budget process.

Note: Please be aware the funding decisions are subject to change through any final action by the capital budget conference committee. All final funding decisions will be reflected in this report following the actions of the conference committee. The "total" column on the right indicates the total amount of funding approved for each project in the Capital Budget Bill, including any funding provided in the miscellaneous grant or other capital grant programs.

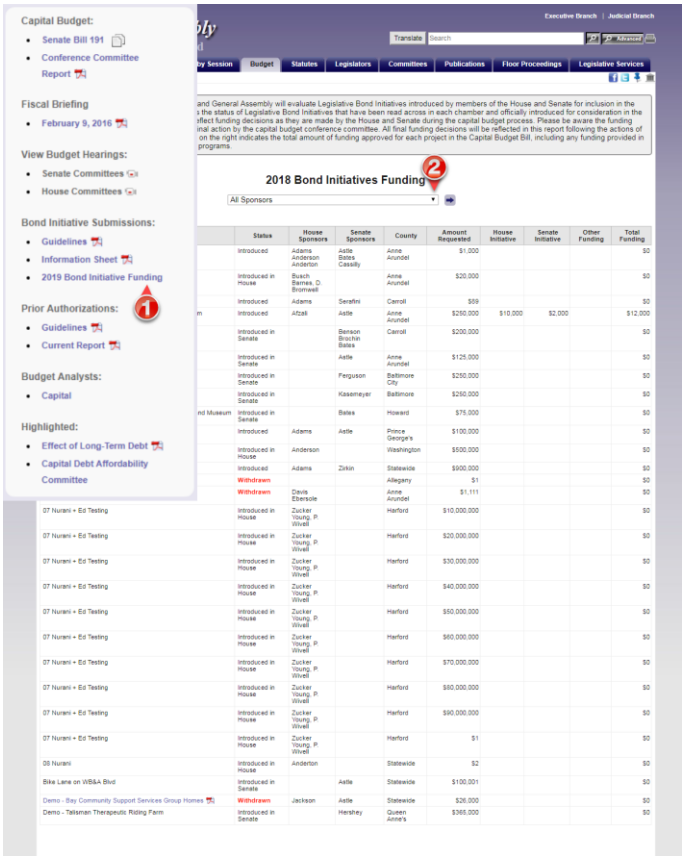


Figure 34 - Bond Bill Initiatives Funding Page

Use the **Session Schedule** sub tab to display a calendar of Budget Hearings for the current legislative Session. To view the current **Agency** and **Committee** calendars, or an **Index** of calendars use the links under the **Related Links** section of this sub tab.

You can use the search box at the bottom of each sub tab page to find information related to Maryland's Budget.

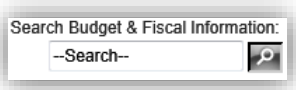


Figure 35 - Session Schedule Sub Tab

On the **Recent Publication** sub tab the list of documents can be filtered by **Classification** and then sorted by **classification** or **date published**. Select a classification from the list and then use the submit button to display the results. Click on the field headers to sort the resulting list.

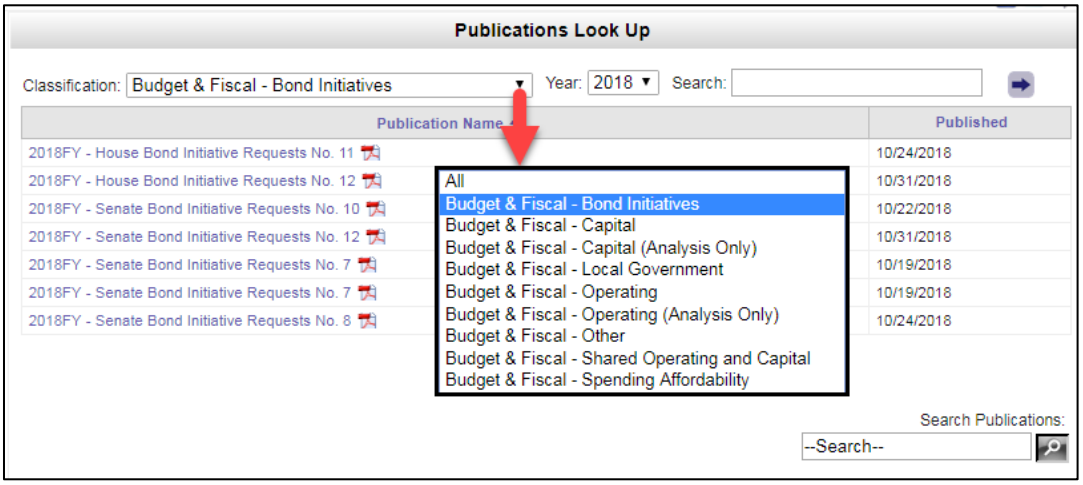


Figure 36 - Example of Budget Publication Page and Classifications and Sorting Fields

STATUTES TAB

Use this section to Look Up the **Code of Maryland (Statutes)** or the **Maryland Municipal Charters and Resolutions** compiled and maintained by the Department of Legislative Services. The Code is arranged by subject matter and organized into "**Articles**" (e.g. Transportation Article), which are further subdivided into "**titles**", "**subtitles**", "**sections**", "**subsections**", "**paragraphs**", **subparagraphs**", etc. Use the dropdown arrows to select a full **Article** or a **Section** of a particular Article from the lists or lists and then click the arrow to display your results. Statute searches can be performed using the Search Statutes field.

Note: At certain times of the year, July through December, options will be available to show two different versions of the Statutes. One version contains the Statutes **without** enactments that were passed during the most recent legislative session and the other contains the Statutes **with** enactments passed during the most recent legislative session. Other times of the year only the version **with** enactments passed during the most recent legislative session is available. See Figure 37 below.

The **Charters** are updated each year by incorporating all charter resolutions received by the Department through May 31 of that year. Use the dropdown arrow to select a full Charter.

Individual **Municipal Resolutions** are published to the General Assembly website as they are received by the Department. When the dropdown arrow is used to select the municipality the Resolutions dropdown will automatically populate with all published resolutions.

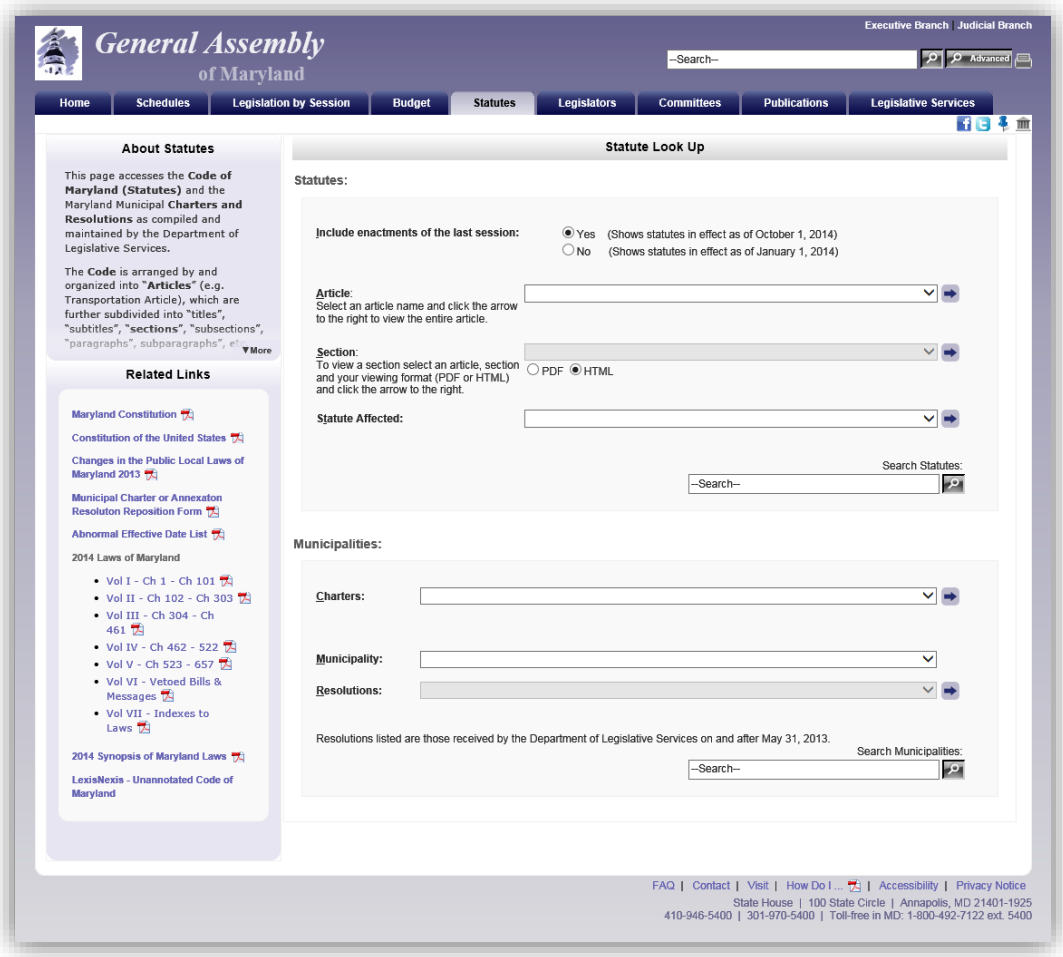


Figure 37 - Statutes Page

Article - State Government

[Previous][Next]

§10–501.

(a) It is essential to the maintenance of a democratic society that, except in special and appropriate circumstances:

(1) public business be performed in an open and public manner; and

(2) citizens be allowed to observe:

(i) the performance of public officials; and

(ii) the deliberations and decisions that the making of public policy involves.

(b) (1) The ability of the public, its representatives, and the media to attend, report on, and broadcast meetings of public bodies and to witness the phases of the deliberation, policy formation, and decision making of public bodies ensures the accountability of government to the citizens of the State.

(2) The conduct of public business in open meetings increases the faith of the public in government and enhances the effectiveness of the public in fulfilling its role in a democratic society.

(c) Except in special and appropriate circumstances when meetings of public bodies may be closed under this subtitle, it is the public policy of the State that the public be provided with adequate notice of the time and location of meetings of public bodies, which shall be held in places reasonably accessible to individuals who would like to attend these meetings.

[Previous][Next]

Figure 38 - Example of Article and Section Look Up Result

LEGISLATORS TAB

This section will provide you with a list of the 188 Members of the **General Assembly of Maryland** and the counties they represent. Click on a name to display a Member's page and profile. There are three different ways to view the list of legislators. Use the **View by** option to view members of the legislature by **Name** (default), **District**, or **County**. **Contact** links allow you to send a message directly to a member of the General Assembly of Maryland.

Links to additional publications and **Ethics Form Fillings** (requires registration in order to view) are also available under the **Related Links** section. You can also use the **Who represents me?** Link to find your elected federal and state representatives. To display a **Member's Page** click on a name.

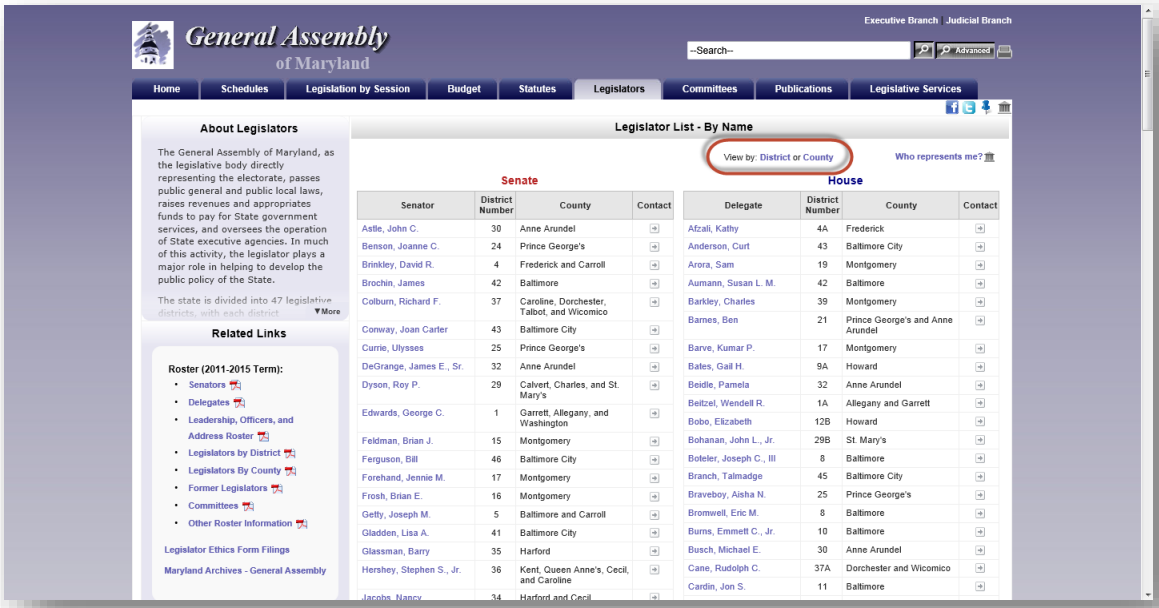


Figure 39 - Legislators Page

Legislators Tab - Member Pages

Member Pages are divided into subsections by tabs. They include (**Main**) contact information and current committee assignments, (**Session Legislation**) legislation the member has sponsored, co-sponsored, or introduced by request during the current legislative session (see note below), and (**Biography**) a member's biographical information.

Note: Each member's contact, service, and biographical information are maintained by the Department of Legislative Services, Library and Information Services.

NEW A new link is now available, on the **Session Legislation** subtab, for the 2019 Session. The link (see Figure 41 on the next page) will redirect users the member's **Sponsored Bond Initiatives** page.

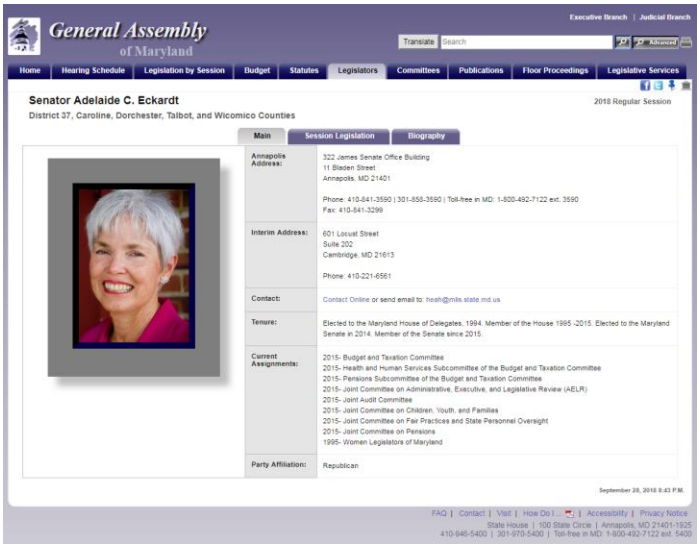


Figure 40 - Member Pages - Member Profile

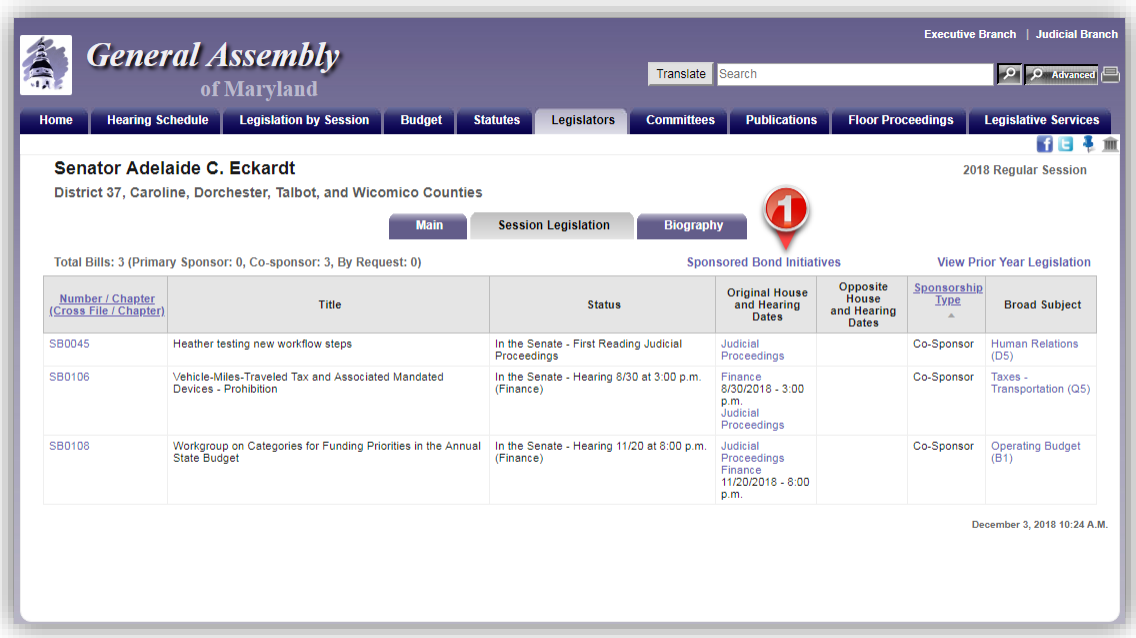
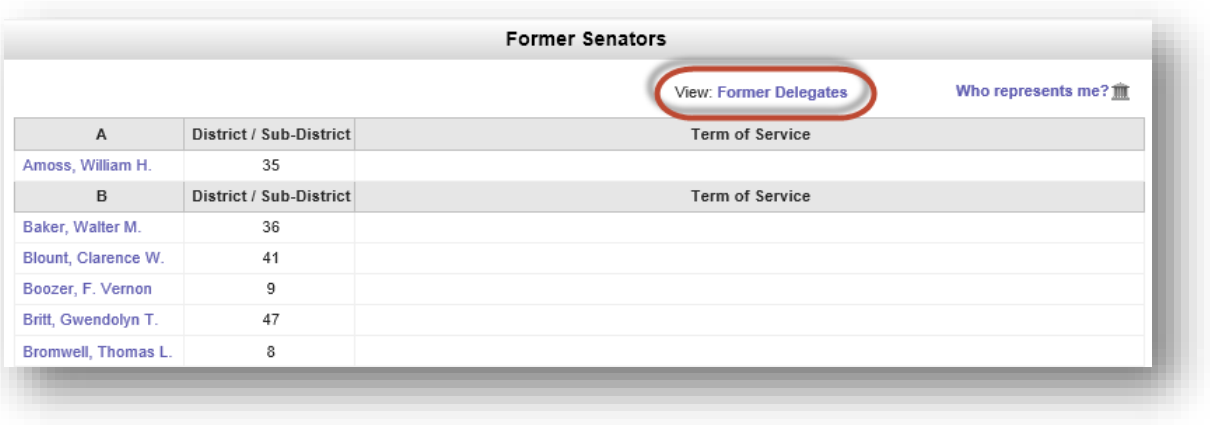


Figure 41 - Member Pages - Member Legislation

Figure 42 - Member Pages - Biography

On the Legislators page, under **Related Links**, a list of former **Senators** and **Delegates** who served in the Legislature is available.



Former Senators

View: Former Delegates Who represents me?

A	District / Sub-District	Term of Service
Amoss, William H.	35	
B	**District / Sub-District**	**Term of Service**
Baker, Walter M.	36	
Blount, Clarence W.	41	
Boozer, F. Vernon	9	
Britt, Gwendolyn T.	47	
Bromwell, Thomas L.	8	

Figure 43 - Example of Former Senators List

COMMITTEES TAB

This section will provide you with a list of all the **Committees** by type within the **General Assembly of Maryland**, including **Standing** committees, **Statutory** committees, **Special** committees, and **Select** committees (commonly known as county or regional delegations). Special committees are usually temporary and go out of existence when their purposes have been fulfilled. **Contact** links allow you to send messages directly to committee chairs. Links to **Committee Publications** are also available under the **Related Links** section.

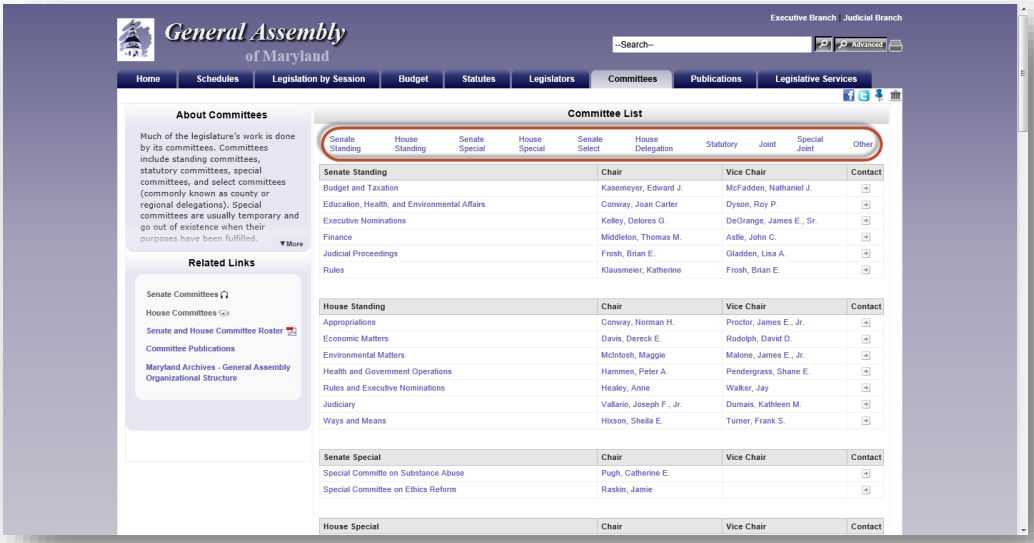


Figure 44 - Committees Page

Click on a Standing Committee name to display the **Committee's** page and **Chair** of the committee. **Committee Pages** are divided into subsections by tabs. They include (**Main**) contact information, subcommittee list, and staffing, (**Session Legislation**) legislation assigned to the committee, (**Schedule**) a summary of all items currently scheduled in within that committee, and (**Membership**) the roster of the full committee and subcommittees, complete with links to their respective member pages and contact forms.

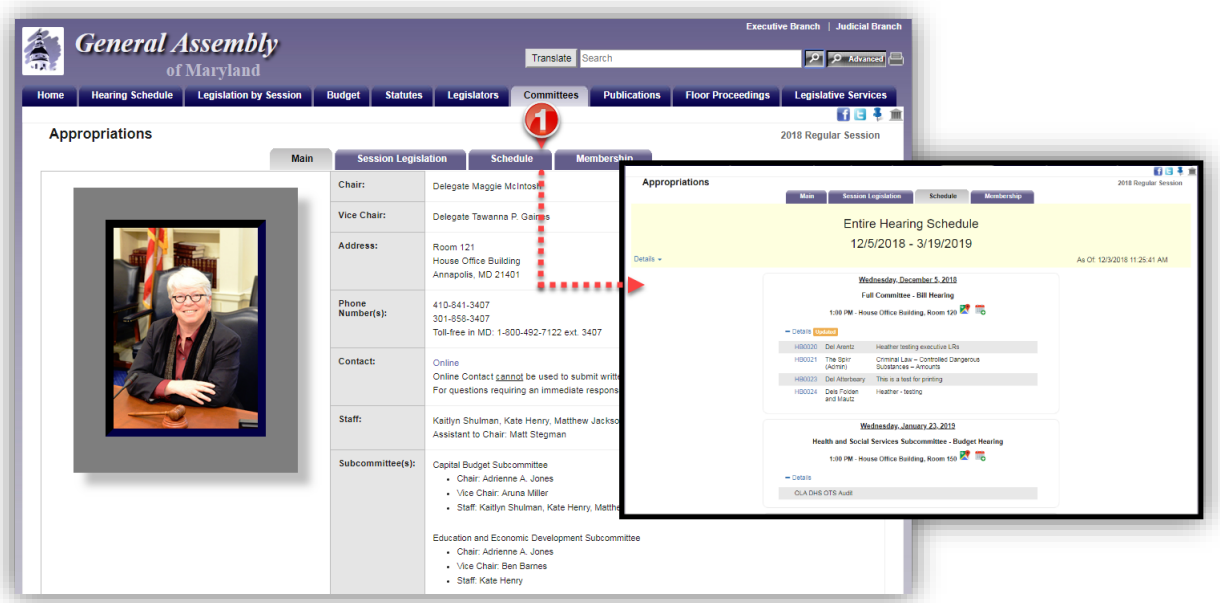
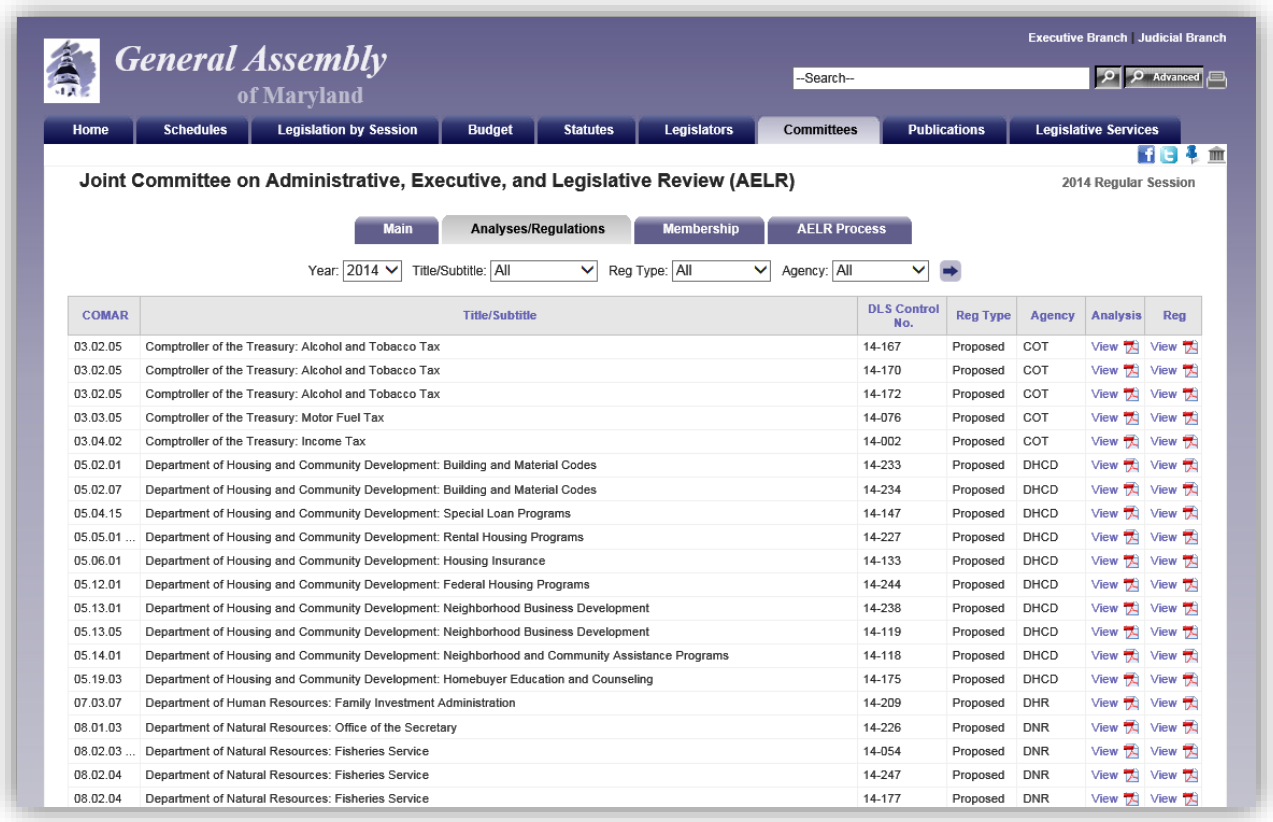


Figure 45 - Committee Pages – Main

The **Joint Committee on Administrative, Executive, and Legislative Review** (AELR) **Statutory** committee has its own page. It is divided into subsections by tabs. They include (**Main**) contact information and staffing, (**Analyses/Regulations**) regulations reviewed by the committee, (**Membership**) the roster of the full committee with links to their respective member pages and contact forms, and (**AELR Process**) that defines the AELR review process.



COMAR	Title/Subtitle	DLS Control No.	Reg Type	Agency	Analysis	Reg
03.02.05	Comptroller of the Treasury: Alcohol and Tobacco Tax	14-167	Proposed	COT	View	View
03.02.05	Comptroller of the Treasury: Alcohol and Tobacco Tax	14-170	Proposed	COT	View	View
03.02.05	Comptroller of the Treasury: Alcohol and Tobacco Tax	14-172	Proposed	COT	View	View
03.03.05	Comptroller of the Treasury: Motor Fuel Tax	14-076	Proposed	COT	View	View
03.04.02	Comptroller of the Treasury: Income Tax	14-002	Proposed	COT	View	View
05.02.01	Department of Housing and Community Development: Building and Material Codes	14-233	Proposed	DHCD	View	View
05.02.07	Department of Housing and Community Development: Building and Material Codes	14-234	Proposed	DHCD	View	View
05.04.15	Department of Housing and Community Development: Special Loan Programs	14-147	Proposed	DHCD	View	View
05.05.01 ...	Department of Housing and Community Development: Rental Housing Programs	14-227	Proposed	DHCD	View	View
05.06.01	Department of Housing and Community Development: Housing Insurance	14-133	Proposed	DHCD	View	View
05.12.01	Department of Housing and Community Development: Federal Housing Programs	14-244	Proposed	DHCD	View	View
05.13.01	Department of Housing and Community Development: Neighborhood Business Development	14-238	Proposed	DHCD	View	View
05.13.05	Department of Housing and Community Development: Neighborhood Business Development	14-119	Proposed	DHCD	View	View
05.14.01	Department of Housing and Community Development: Neighborhood and Community Assistance Programs	14-118	Proposed	DHCD	View	View
05.19.03	Department of Housing and Community Development: Homebuyer Education and Counseling	14-175	Proposed	DHCD	View	View
07.03.07	Department of Human Resources: Family Investment Administration	14-209	Proposed	DHR	View	View
08.01.03	Department of Natural Resources: Office of the Secretary	14-226	Proposed	DNR	View	View
08.02.03 ...	Department of Natural Resources: Fisheries Service	14-054	Proposed	DNR	View	View
08.02.04	Department of Natural Resources: Fisheries Service	14-247	Proposed	DNR	View	View
08.02.04	Department of Natural Resources: Fisheries Service	14-177	Proposed	DNR	View	View

Figure 46a - Committee Pages – AELR – Analyses/Regulations

Floor Proceedings Tab

During the Legislative Session, the **Floor Agendas** for both the **Senate** and **House** can be displayed using the **Floor Proceedings Tab**. These pages will contain a list of the legislative calendars. To alternate between **Senate** and **House Agendas**, use the **View** link as shown below.

The **Senate** and **House** Agendas include all scheduled calendars. Additional calendars, messages, or other items may be added to the Agenda during the daily session and may not always appear on the Agenda displayed.

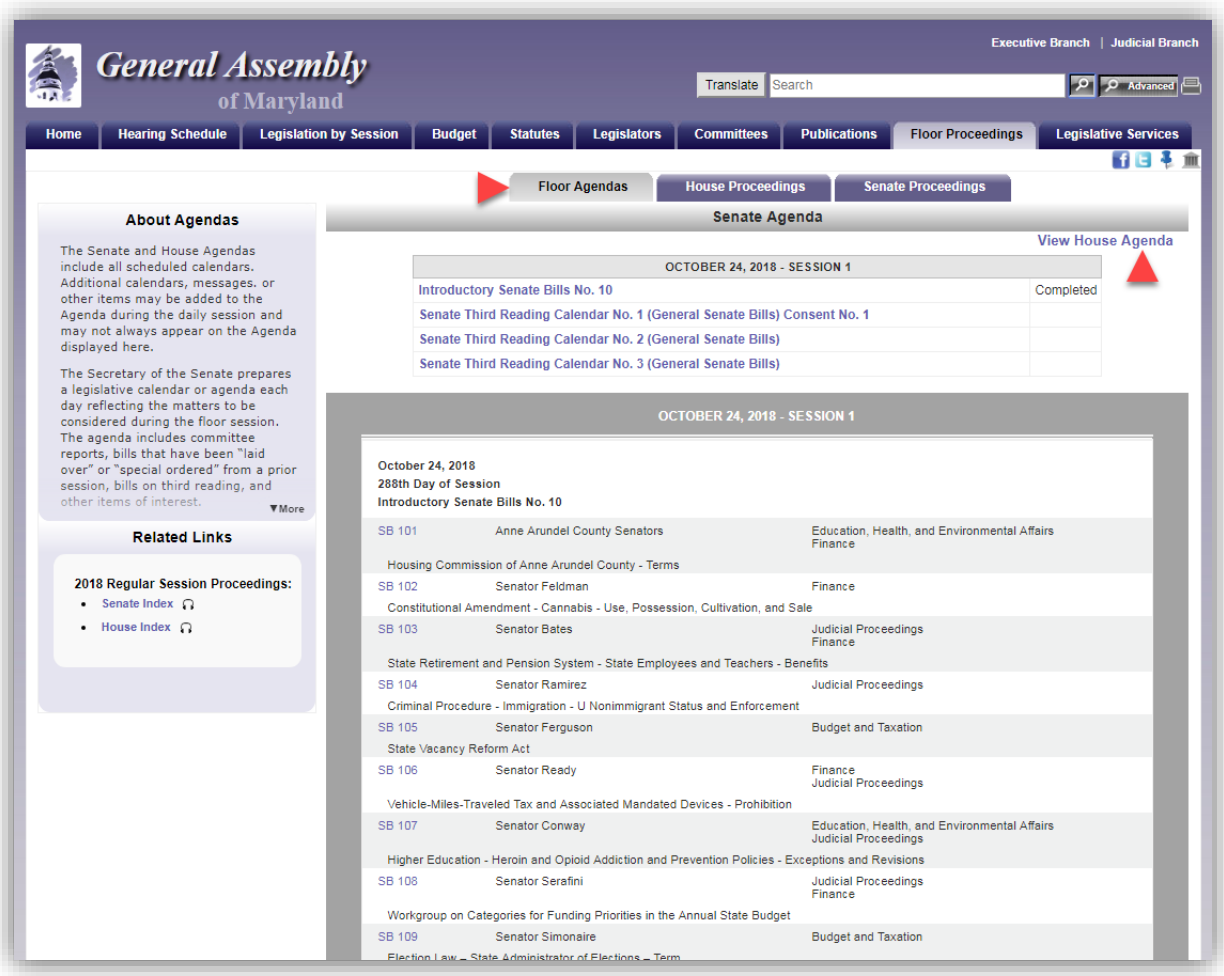
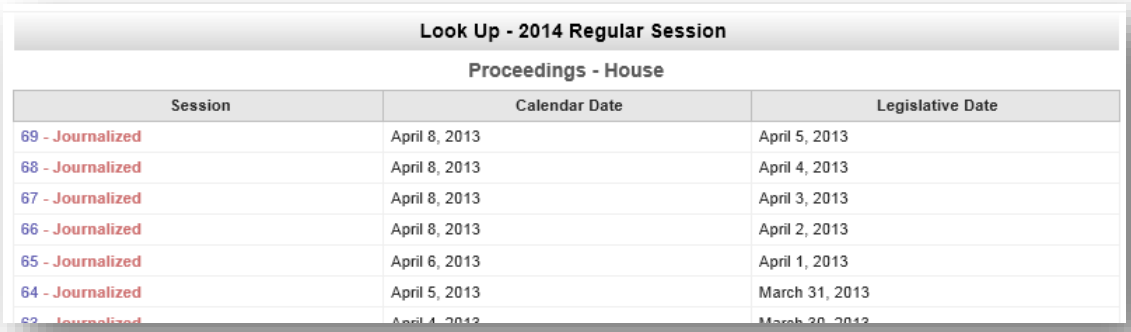


Figure 47 - Floor Agendas

The **Senate** and **House Proceedings** tabs will display the most recent proceedings of the selected chamber. If the word **Journalized** appears on the second line of the proceedings, as shown in Figure 48, the Journal Clerk has verified and released the PDF version of the official vote pages. Hyperlinks to the official PDF vote pages will appear in the proceedings.

Figure 48 - Example of House Proceedings Page

In addition, under the **Related Links** section of the Senate and House Proceedings pages, clicking the **Senate** and **House Indexes** text will display a list of all proceedings for the current Legislative Session. The word ***Journalized*** will appear next to the Session number when the proceedings for that day have been made official. See note below.



Look Up - 2014 Regular Session

Proceedings - House

Session	Calendar Date	Legislative Date
69 - Journalized	April 8, 2013	April 5, 2013
68 - Journalized	April 8, 2013	April 4, 2013
67 - Journalized	April 8, 2013	April 3, 2013
66 - Journalized	April 8, 2013	April 2, 2013
65 - Journalized	April 6, 2013	April 1, 2013
64 - Journalized	April 5, 2013	March 31, 2013

Figure 49 - House Proceedings Index Page

Note: Votes taken during the sessions are available after the **Journal Clerk** has created the journal, reviewed the votes, and released the PDF version of the official **Vote Pages**. Links to the PDF version of the official Vote Pages can be found either on the individual Session's proceedings page, or on the legislation's (**Bill Page**) page under the Documents Tab, as shown in Figure 29 on page 23.

PUBLICATIONS TAB

In this section you will find links to all General Assembly of Maryland publications. They are organized by category and year. Use the dropdown arrow to select a **Classification** and **Year** from the lists provided, and then click the arrow button to start your Look Up.

Publications available on this website are organized into the following classifications:

- "**Legislative and Legal**" - includes publications that summarize the activity that occurred during each legislative session.
- "**Budget and Fiscal**" - includes publications that analyze and summarize the state's budget and other fiscal matters. This list now includes a NEW new option for **Bond Initiatives**.
- "**Committee**" - includes publications that have been presented to committees or reports prepared by committees.
- "**Commission**, **Task Force**, and **Work Group**" - includes publications that have been presented to or produced by these groups.
- "**Other**" - includes all other publications.

Several sub classifications have been added to further organize the publications. Some publications may appear under multiple classifications. Publication Lists are sortable using the table headers **Publication Name** and **Published**.

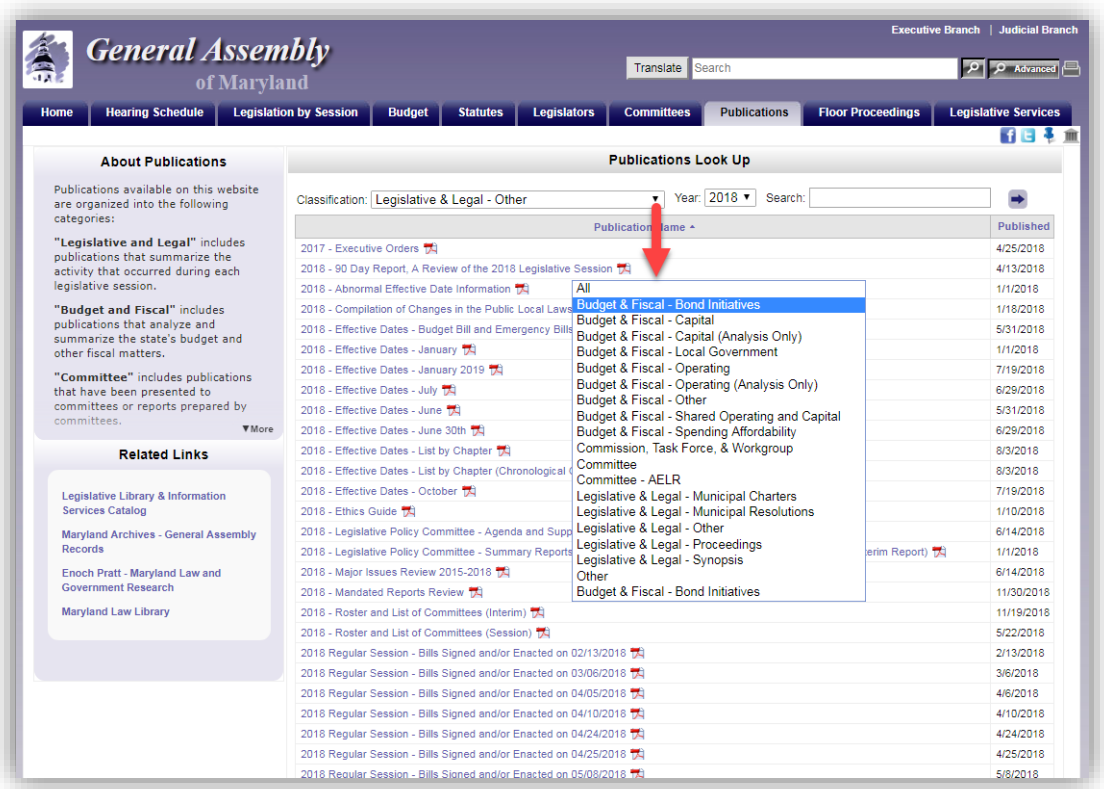
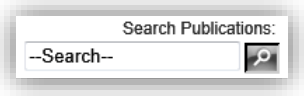


Figure 50 - Publications Page

You can also search all publications within this section of the website by using the **Search Box** at the bottom right of the page.



LEGISLATIVE SERVICES TAB

On the GAM home page, use this tab to find out more about the **Department of Legislative Services**, departmental reports and publications, staff contact information, careers opportunities within the department, and links to other useful resources.

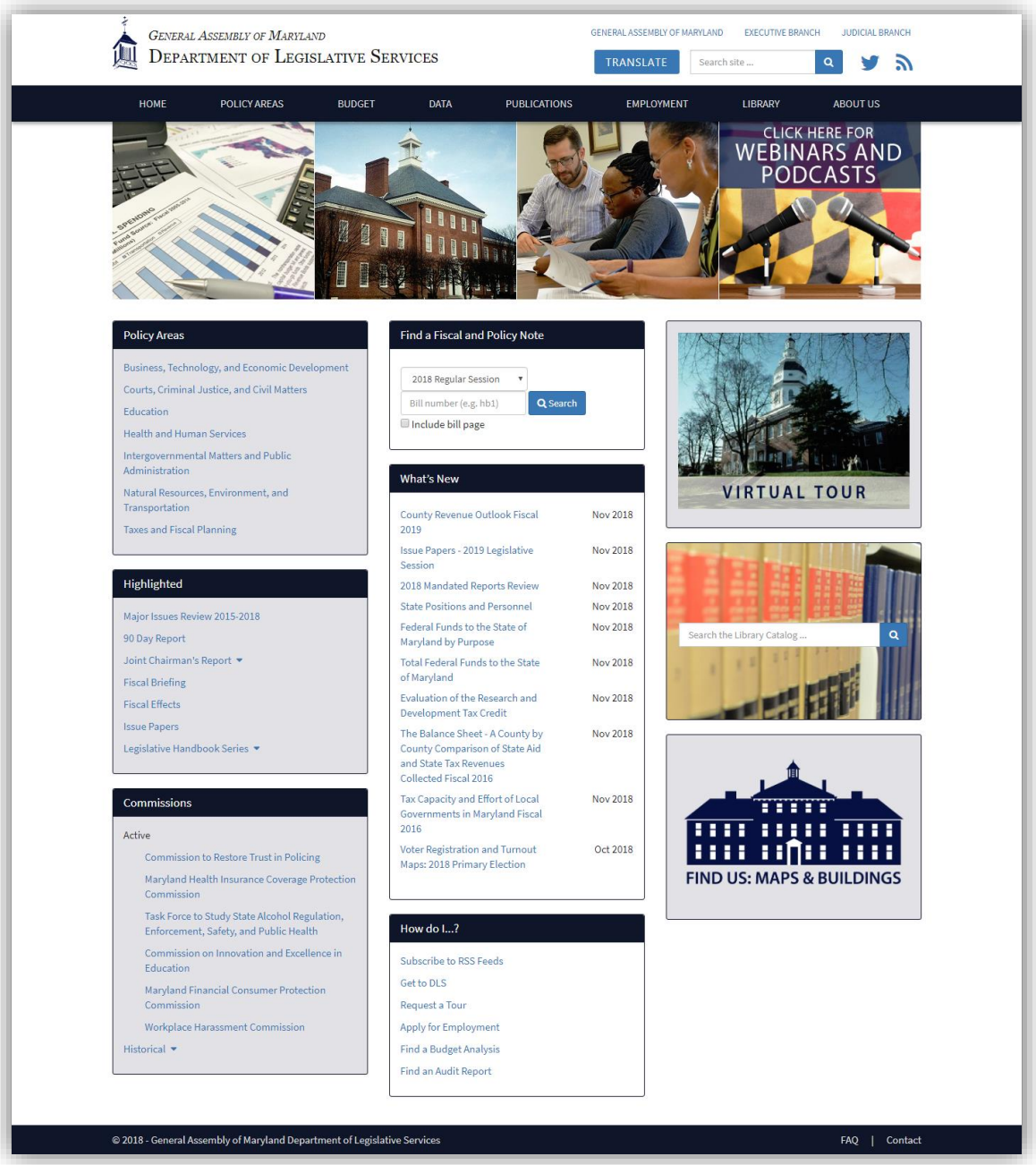


Figure 51 - Department of Legislative Services Home Page