2019 User Guide
General Assembly of Maryland Website
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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.

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.
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.

**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.

**Table 1**

<table>
<thead>
<tr>
<th>Formats for Legislation by Type</th>
<th>Broad Subject List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senate Bills sb#</td>
<td></td>
</tr>
<tr>
<td>House Bills hb#</td>
<td></td>
</tr>
<tr>
<td>Senate Resolutions sj#</td>
<td></td>
</tr>
<tr>
<td>House Resolutions hj#</td>
<td></td>
</tr>
<tr>
<td>Senate Simple Resolutions ss#</td>
<td></td>
</tr>
<tr>
<td>House Simple Resolutions hs#</td>
<td></td>
</tr>
<tr>
<td>Chapters ch#</td>
<td></td>
</tr>
<tr>
<td>Joint Resolutions jr#</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Leading zeros are not required.
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.
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 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.
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.

![Find My Elected Officials](image1)

**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.

![Find My Elected Officials](image2)

### 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** format 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** 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 snapshot 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

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

To open a Live stream:

- Click the 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 link, 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.
What’s Happening Now – Live Committee testimony – Senate or House Committee links

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.

Figure 12 - Committee Audio and Video Page
### Device Support for Live Streaming and On-Demand Playback

Support and Requirements for (*Live streaming*) and (*On-Demand playback*) include:

<table>
<thead>
<tr>
<th>Windows Desktops and Laptops: (Updated for 2017)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Microsoft Windows 10, Windows Server 2008 (requires the Desktop Experience), Windows 8, Windows 7, Windows Vista</td>
</tr>
<tr>
<td>• 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</td>
</tr>
<tr>
<td>• Windows Media Player 9.0 or later (IE only)</td>
</tr>
<tr>
<td>• Adobe Flash for Smooth Streaming playback (Mediasite 7.0.25 and later); Microsoft Silverlight 5 for Smooth Streaming playback (earlier Mediasite releases)</td>
</tr>
<tr>
<td>Broadband Internet connection</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mac Desktops and Laptops: (Updated for 2017)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Mac OS X 10.5.7 or later</td>
</tr>
<tr>
<td>• Apple Safari, Mozilla Firefox, or Google Chrome</td>
</tr>
<tr>
<td>• Adobe Flash (viewers are prompted to install this when attempting to view a presentation)</td>
</tr>
<tr>
<td>Broadband Internet connection</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>iPad requirements: (Updated for 2017)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• iPad (3rd generation and higher), iPad Air, iPad Air 2, or iPad Mini (1st generation and higher)</td>
</tr>
<tr>
<td>• Apple iOS 8.0 or later</td>
</tr>
<tr>
<td>• Apple Mobile Safari™</td>
</tr>
<tr>
<td>• Wi-Fi or cellular data connection (3G or higher)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>iPhone/iPod requirements: (Updated for 2017)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• iPhone 5 and higher, iPod Touch (5th generation or higher)</td>
</tr>
<tr>
<td>• iOS 8.0 or later</td>
</tr>
<tr>
<td>• Apple Mobile Safari</td>
</tr>
<tr>
<td>• Mediasite Mobile App (free download available from the Apple app store; not required for iOS 10+)</td>
</tr>
<tr>
<td>• Wi-Fi or cellular data connection (3G or higher)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Blackberry requirements (<em>Live</em>): (No 2017 update)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Not Supported</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Blackberry requirements (<em>On-Demand MP4 playback only</em>):</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Blackberry OS 10.0 or later</td>
</tr>
<tr>
<td>• PlayBooks™ for QNX devices</td>
</tr>
<tr>
<td>• Blackberry browser</td>
</tr>
<tr>
<td>• Wi-Fi or cellular data connection (3G or higher)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Android requirements: (Updated in 2017)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Android™ 4.4 or later</td>
</tr>
<tr>
<td>• Chrome browser</td>
</tr>
<tr>
<td>• Wi-Fi or cellular data connection (3G or higher)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Microsoft Surface: (Updated in 2017)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Windows 10, 8.1, or 8</td>
</tr>
<tr>
<td>• Microsoft Edge or Internet Explorer 10.0 or later</td>
</tr>
<tr>
<td>• Wi-Fi connection</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Linux: (Updated in 2017)</th>
</tr>
</thead>
<tbody>
<tr>
<td>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:</td>
</tr>
<tr>
<td>• Chrome or Firefox browser.</td>
</tr>
<tr>
<td>• VLC Media Player (to install H.264 codecs)</td>
</tr>
</tbody>
</table>

**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.

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.

<table>
<thead>
<tr>
<th>List Options Explained:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
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<tr>
<td>5</td>
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<tr>
<td>6</td>
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<tr>
<td>7</td>
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<tr>
<td>8</td>
</tr>
<tr>
<td>9</td>
</tr>
<tr>
<td>10</td>
</tr>
</tbody>
</table>

Figure 13 - Legislation Tracking Sign Up Form

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

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

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

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.

![Image of Legislation Tracking Management Page]

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.

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.
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**.

![Legislation Tracking - Sign In](image)

**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.

<table>
<thead>
<tr>
<th>Additional Search Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Legislation by Session</strong> page</td>
</tr>
<tr>
<td><strong>Budget</strong> page and <strong>Sub tabs</strong></td>
</tr>
<tr>
<td><strong>Statutes</strong> page</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Legislation by Session page</th>
<th>Publications page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislation 2015 Regular Session</td>
<td>--Search--</td>
</tr>
<tr>
<td>Search Budget Information</td>
<td>--Search--</td>
</tr>
<tr>
<td>Search Statistics</td>
<td>--Search--</td>
</tr>
</tbody>
</table>

**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.

**Note:** An **Advanced Search** 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.
**Hearing Schedule Tab**

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**.

**Hearing Schedule – Day(s) View**

![Figure 24 – Hearing Schedule – Day(s) View](image)

**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.

<table>
<thead>
<tr>
<th>Controls</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong></td>
<td>![Menu Icon] (Prior Committee Schedules; Guidelines for Committee Interim Activities)</td>
</tr>
</tbody>
</table>
| **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  
| ![Select Date] Click to select a **Day** from the calendar *(Default)*. |
| **5.** | Select Date Range radio option.  
Select **Start Date**.  
Select **End Date**.  
Wait for your results. |
| **6.** | Calendar Control |
| **7.** | ![Calendar Control] Displays a menu and list of events for each category *(Senate, House, and Other)* for quick navigation. |
| **8.** | ![Committees] Displays a menu and list of events for each category *(Senate, House, and Other)* for quick navigation. |
| **9.** | ![Next and Previous Day Arrows] Next and Previous day arrows |
| **10.** | ![Live Stream] When a Live Stream is available, the Live link will appear below that event’s banner. |
| **11.** | ![Camera Icon] When the On-Demand version of a live stream becomes available, a camera icon will appear below an event banner. |
| **12.** | ![Current Date and Time] 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.*
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** ............. Shows event details, **Google Map** and **Calendar** tools, and **LIVE** and **ON_DEMAND** video links when available.

<table>
<thead>
<tr>
<th>Live!</th>
<th><strong>Live Link</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Video On-Demand</td>
<td><strong>Video On-Demand Link</strong></td>
</tr>
<tr>
<td>Show/Hide Updates</td>
<td><strong>Schedule Show/Hide Tag</strong></td>
</tr>
</tbody>
</table>
**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](image)

**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.

<table>
<thead>
<tr>
<th>Formats for Legislation Look-up by type</th>
<th>Broad Subject List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senate Bills</td>
<td>Senate Bills</td>
</tr>
<tr>
<td>House Bills</td>
<td>House Bills</td>
</tr>
<tr>
<td>Senate Resolutions</td>
<td>Senate Resolutions</td>
</tr>
<tr>
<td>House Resolutions</td>
<td>House Resolutions</td>
</tr>
<tr>
<td>Senate Simple Resolutions</td>
<td>Senate Simple Resolutions</td>
</tr>
<tr>
<td>House Simple Resolutions</td>
<td>House Simple Resolutions</td>
</tr>
<tr>
<td>Chapters</td>
<td>Chapters</td>
</tr>
<tr>
<td>Joint Resolutions</td>
<td>Joint Resolutions</td>
</tr>
</tbody>
</table>

**Note**: Leading zeros are not required.
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:

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

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.

**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.
Committee and Floor Votes

Figure 29- Legislation Page (Documents Sub Tab)

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 one's 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.

![Figure 31 - Example of Look Up Results By Sponsor](image-url)
**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.

---

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.

---

Figure 32 - Budget Process Page

![Budget Process Page](image-url)

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.

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

![Example of Operating Budget Page](image-url)
BUDGET TAB - CAPITAL SUBTAB - 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 where 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.

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.
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](image-url)
**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.

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**Figure 37 - Statutes Page**
§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:

(1) the performance of public officials; and

(4) 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.
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.

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.

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 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.

![Figure 43 - Example of Former Senators List](image-url)
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.

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.
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.

Figure 46a - Committee Pages – AELR – Analyses/Regulations
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.
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](image)

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.

![Figure 49 - House Proceedings Index Page](image)

**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 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](image)

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](image-url)