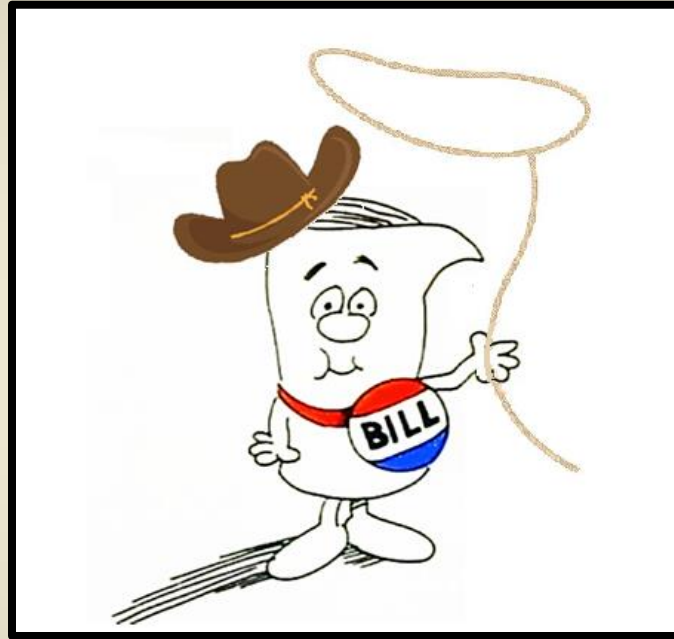


How to Track a Bill through the Wyoming Legislative Process at the State Website



**A Picture Tutorial
by Wyoming Transparency Commission, 2019**

www.wyomingtransparency.com

A few notes before we get started...

- To track a bill you must have internet or be in Cheyenne during legislative session. We will be covering how to track a bill from your home via the internet. A home computer will likely be easier than using a cellphone.
- **All legislative sessions are extremely fast-paced.** Prepare to track your bill(s) at least twice a day (morning and evening). Tracking a bill doesn't take long, but it does take consistency and commitment.
- **Try to familiarize yourself with the [Wyoming State Legislature website](#) ahead of time.** Below are links that the Legislative Service Office (LSO) offers for Citizen Engagement.
 - [Attending Legislative Sessions](#)
 - [Attending Legislative Meetings](#)
 - [Glossary of Words and Terms](#)
 - [How to Read a Bill](#)

Ten Easy Steps for Tracking Bills

and attempting to affect the outcome of a bill
(Picture tutorial of these steps begins on page 5)

1. Decide what bill you want to track and read it in its entirety. Determine if you support or oppose the bill(s) and **why**.
2. Check the Status of your bill to see if it passed Introduction (also called 1st Reading) and what Standing Committee it was referred to. (During Budget sessions, introduction of bills other than the budget bill requires a 2/3 vote.)
3. Check the Legislative Meetings Calendar to see when your bill will be heard by the Committee it was referred to.
4. Communicate your position/concerns on the bill with the appropriate Standing Committee members. Use the State Hotline or send your own emails.
5. Check the Committee vote to see if your bill passed or if it was defeated.

6. Check the House or Senate Floor Calendar to determine when your bill will go to the floor for **2nd Reading**. Communicate your opposition or support of the bill to ALL legislators in that legislative body.
7. Check if your bill passed 2nd Reading.
8. Check the House or Senate Floor Calendar to determine when your bill will go to the floor for **3rd Reading**. Again, communicate your opposition or support of the bill to ALL legislators in that legislative body.
9. Check if your bill passed 3rd Reading.
10. If the bill has been amended determine if you still support or oppose the bill.

If your bill has made it through 3rd reading, it is now ready for the legislative process in the next house. Repeat steps 3- 10.

1. Decide what bill you want to track.

The screenshot shows the Wyoming State Legislature website. At the top left is the logo for the State of Wyoming 65th Legislature. A dark blue navigation bar contains the following links: STATE STATUTES & CONSTITUTION, STATE FINANCES, PUBLICATIONS & RESEARCH, CITIZEN ENGAGEMENT, and MEDIA. Below the navigation bar is a red banner with the text: "2019 General Session", "The Legislature will not convene January 21 in observance of Martin Luther King Jr./Equality Day.", "View scheduled committee meetings and floor sessions.", "65th Legislature Public Contact Information and Committee Assignments", and "Sign Up to Receive Updates". To the right of the text is a large image of a gavel on a wooden block with a blurred American flag in the background. Below the banner are four white boxes with icons and titles: "CALENDARS", "COMMITTEES", "LEGISLATION", and "LEGISLATORS". The "LEGISLATION" box contains a list of links: "Browse 2019 Bills", "Search Bills", "Committee Bills", and "Past Bills". A red arrow points to the "Browse 2019 Bills" link. The "LEGISLATORS" box contains a list of links: "Senators", "Representatives", "Find My Legislator", and "Former Members".

2019 General Session

The Legislature will not convene January 21 in observance of Martin Luther King Jr./Equality Day.

View scheduled committee meetings and floor sessions.

65th Legislature Public Contact Information and Committee Assignments

Sign Up to Receive Updates

CALENDARS

- Legislative Meetings
- Session Schedule
- Prior Session Calendars
- Special Events

COMMITTEES

- Joint & Standing
- Select & Task Forces
- Councils & Commissions
- About Committees

LEGISLATION

- Browse 2019 Bills
- Search Bills
- Committee Bills
- Past Bills

LEGISLATORS

- Senators
- Representatives
- Find My Legislator
- Former Members

On the front page of the [WY State Legislative Website](#), click **Browse 2019 Bills**.

After you click **Browse 2019 Bills**, you will be brought to the Main Bill Index. You can select House Bills, Senate Files, or All Bills and Files. These lists get very long. Since 2001, the House has averaged 461 bills during General Session.

Legislation - 2019

Home » Legislation » 2019

Bill & File Selection:

(Note: You can sort the grid in ascending or descending order by clicking on the Bill, Catch Title, Sponsor, Last Action or Last Action Date column headers).


Filter bills: Active Bills Enrolled Bills Inactive Bills

Bill	Catch Title	Sponsor	Last Action	Last Action Date
<input type="text" value="Search"/>	<input type="text" value="Search titles"/>	<input type="text" value="Search"/>		
HB0002	Regulation of hunting methods.	Travel	H 3rd Reading:Passed 47-13-0-0-0	01/18/2019
HB0003	Board of outfitters and guides-civil penalties.	Travel	S Received for Introduction	01/16/2019
HB0004	Recordation of judgments and orders.	Judiciary	S Received for Introduction	01/17/2019

Click on the number of the bill you are interested in and you will be brought to the bills main page.

Click on the **Bill Text tab** and read the bill in its entirety.

HB0002 - Regulation of hunting methods.



[Bill Text](#) | [Status](#) | [Amendments](#) | [Fiscal Note](#) | [Votes](#) | [Digest](#) | [Comment](#)

The current version of the bill text is displayed below. To view all versions of the bill with page and line numbers, use the PDF documents located to the right, under "Bill Versions & Resources."

2019 STATE OF WYOMING 19LSO-0076

HOUSE BILL NO. HB0002

Regulation of hunting methods.




Sponsored by: Joint Travel, Recreation, Wildlife & Cultural Resources
Interim Committee

Sponsor: Travel

Co-Sponsor:

.....

Bill Versions and Resources:

Introduced		Version initially introduced on the floor for debate.
Fiscal note		Estimate of the fiscal and personnel impact to the state for the bill.
Digest		A summary of proceedings for the bill as it moves through the process.

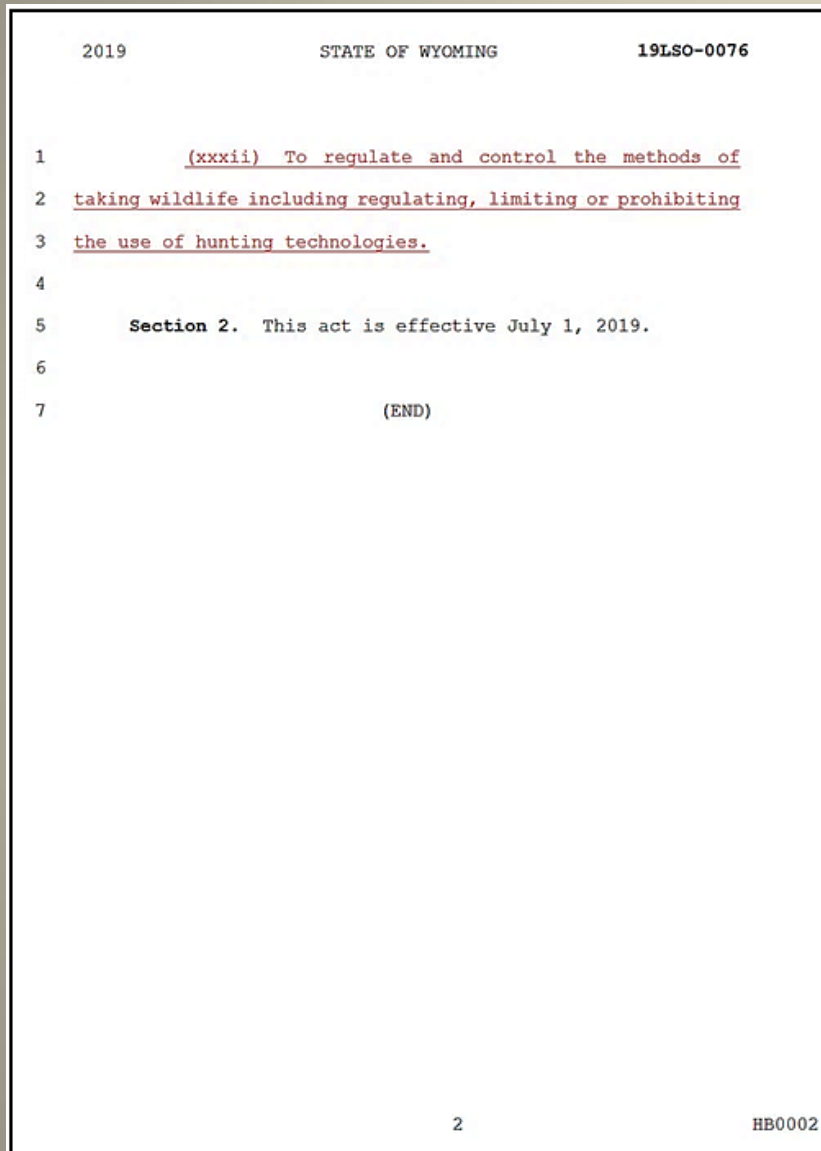
Click on the other tabs to familiarize yourself with the information provided on the bill. The Fiscal Note tab is important because it alerts you on how much money will be appropriated if that bill becomes law.

Reading and Understanding Bill Text

2019	STATE OF WYOMING	19LSO-0076
HOUSE BILL NO. HB0002		
Regulation of hunting methods.		
Sponsored by: Joint Travel, Recreation, Wildlife & Cultural Resources Interim Committee		
A BILL		
for		
1	AN ACT relating to game and fish; providing rulemaking	
2	authority for the regulation of methods of taking wildlife;	
3	and providing for an effective date.	
4		
5	<i>Be It Enacted by the Legislature of the State of Wyoming:</i>	
6		
7	Section 1. W.S. 23-1-302(a) by creating a new paragraph	
8	(xxxii) is amended to read:	
9		
10	23-1-302. Powers and duties.	
11		
12	(a) The commission is directed and empowered:	
13		
	1	HB0002

- The first paragraph explains the bills purpose (AN ACT), typically in straight-forward language.
- The first section will either create new statute(s), amend (change) existing statute(s) or repeal existing statute(s). Some bills may have multiple sections - one (or more) for each of the above actions. The last section always gives the effective date.
- Read the changes made to existing statutes **in context**. Using the example to the left; WY State Statute 23-1-302 should be read in its entirety with the changes included.
- Use our link to [WY State Statutes](#) to read changes in context. For the example shown you would go to Title 23.

Reading and Understanding Bill Text (Continued)



- Crossed out language in **blue** is being deleted. Language in **red** is being added.

- [Black's Law \(free\) Online Dictionary](#) can be used for looking up legal terms.


- If you have questions about bill content, contact one of the bill sponsors or your own district House Representative or Senator with your questions. Go here to find your WY [Senator](#) and [House Representative](#); go here for [Individual Legislator Contact Info](#); or here for our [Committee Lists](#).

Determine if you support or oppose the bill and why. Type out your thoughts and rationale on why you support or oppose the bill - you should utilize this rationale later when you speak to or email legislators about the bill.

2. Check the Status of your bill; see if it passed Introduction and what Standing Committee it was referred to.

Go to the bills main page from the Main Bill Index.

HB0002 - Regulation of hunting methods.



Bill Text | **Status** | Amendments | Fiscal Note | Votes | Digest | Comment

Date	Action	Location	Vote
01/09/2019	H Introduced and Referred to H06 - Travel	House	
01/08/2019	H Received for Introduction	House	
12/07/2018	Bill Number Assigned	LSO	

Our example shows that on 1/9/2019 HB0002 was Introduced and Referred to the House (H) Travel Committee.

3. Check the [Legislative Meeting Calendar](#) to see when your bill will be heard by the Committee it was referred to. This link is at the front page of the WY Legislative website.

View scheduled committee meetings and floor sessions.

65th Legislature Public Contact Information and Committee Assignments

Sign Up to Receive Updates

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CALENDARS	COMMITTEES	LEGISLATION	LEGISLATORS
Legislative Meetings	Joint & Standing	Browse 2019 Bills	Senators
Session Schedule	Select & Task Forces	Search Bills	Representatives
Prior Session Calendars	Councils & Commissions	Committee Bills	Find My Legislator
Special Events	About Committees	Past Bills	Former Members

The Legislative Meeting Calendar has tabs across the top for each day that legislative session is convened. Pick what week you are looking for first. We chose the week that begins with Jan 14, 2019.

All	Meeting	Time	Location	Details
Floor Calendars				
House	House Floor Session	10:00 AM	House Chamber	Details Audio
Senate	Senate Floor Session	10:00 AM	Senate Chamber	Details Audio
Committee Meetings				
Joint	Appropriations The purpose of this meeting is to continue budget hearings for the 2019-2020 Supplemental Budget and finalize legislation from interim committee work. The	8:00 AM	Jonah Business Center, Room L55	Details

Each day provides two schedules; the Floor Calendar and the Standing Committee Meetings. The Floor Calendar gives you the schedule of bills that the House or Senate will be voting on for that day on the floor. For this step however we want to go to the Committee Meetings.

Scrolling down the Legislative Meetings Calendar page for Jan 11, 2019, we find that HB0002 will be discussed and voted on by the Travel Committee at 8AM. That means all electronic communications to Committee members must be done before 8AM on Jan 11.

House	Travel, Recreation, Wildlife & Cultural Resources	08:00 AM	Jonah Business Center, Room H38	Details
	The Travel Committee will have an organizational meeting.			
	HB0002 Regulation of hunting methods.			
	HB0003 Board of outfitters and guides-civil penalties.			

The building and room number are provided for citizens who wish to attend the meeting in person. People who attend Standing Committee meetings have an opportunity to speak directly to the members on the bill being voted on. There is a [proper protocol](#) that is expected by all who attend these meetings.

Bills are typically posted to the Legislative Meeting Calendar at night. It is not unusual for citizens to have less than 24 hours to email committee members or travel to the Capitol to publicly comment on bills at committee meetings. We feel this should be handled differently so that WY citizens can be part of the process. The Legislative Service Office (LSO) provides [this page for attending session](#).

4. Communicate your position/concerns on the bill with the appropriate Standing Committee members.

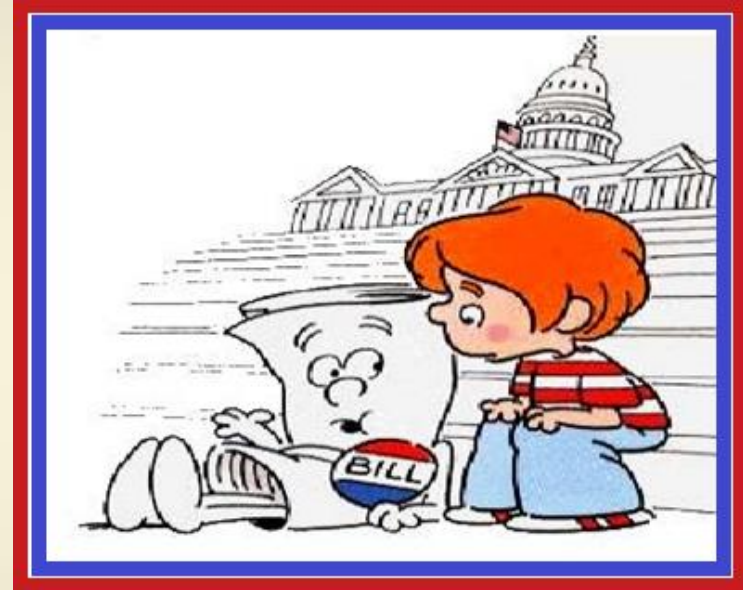
The easiest and quickest way is to use the [State Hotline](#) to send a message. The downside to the Hotline is that comments are limited to 140 characters (approximately one or two short sentences).

If you have more than two short sentences to say, you will want to use email. To find email addresses for committee members, you can use the [Committee Lists at the Wyoming Transparency Commission](#) or the [Committee Lists at the Legislative website](#). If you use our lists, note there are mass-emailing lists below each committee contact list table. These are easy to use: **Just mouse-over the addresses you want and highlight them by right-clicking to select copy – next, paste the addresses directly into the recipient area of your email.** This way you can write and send one message to all of the committee members. Using our HB0002 example, the mass-emailing list for the House Travel Committee would be used.

If your bill is a House Bill you will be addressing House members of that committee. If your House Bill makes it through all 3 readings in the House, it will then begin the same process in the Senate – at that point be sure to address your communications to Senate members.

Tips for emailing Committee Members:

- In the email subject heading, type the Number & Name of the bill and how you hope they will vote. For example: Please Vote Yes on HB0002 Regulation of hunting methods.
- Address the members as Dear Senator, or Dear Representative, – whichever is appropriate.
- Utilize the notes you have taken on the bill to explain to committee members your position and why you would like them to vote Yes (Aye) or No (Nay) on the bill. Keep your communications short, respectful, rational and unemotional.
- Close your email with Sincerely, _____
(your name, City, WY)



5. Check the Committee vote to see if your bill passed or if it was defeated. Committee votes can be found at the bills Status, Votes, and Digest tabs. The Status tab below shows us the HB0002 passed with a vote of 6 to 3, and with a recommendation to amend, and then it was placed on General File that same day. The Digest tab will show you how each member voted. You can also check at the bills “Last Action” column at the Main Bill Index.

HB0002 - Regulation of hunting methods.

Bill Text | **Status** | Amendments | Fiscal Note | **Votes** | Digest | Comment

Date	Action	Location	Vote
01/14/2019	H Placed on General File	House	
01/14/2019	H06 - Travel-Recommend Amend and Do Pass 6-3-0-0-0	House	Details
01/09/2019	H Introduced and Referred to H06 - Travel	House	
01/08/2019	H Received for Introduction	House	
12/07/2018	Bill Number Assigned	LSO	

If your bill passed out of committee, it will then go to 2nd reading. If your bill passed with “recommend to amend”, it will first go to Committee of the Whole (abbreviated as CoW) before it goes to 2nd Reading. If your bill was defeated – it is dead.

6. Check the House or Senate Floor Calendar to determine when your bill will go to the floor for 2nd Reading.

Go to the [Legislative Meeting Calendar](#) for the following day. Click on the box that says “Details”. If your bill is listed there, it means it will be voted on the date of the tab you are at. If it isn't there, look on the next days calendar, and so forth, until you find your bill.

Mon, Jan. 14 Tue, Jan. 15 Wed, Jan. 16 **Thu, Jan. 17** Fri, Jan. 18 Sat, Jan. 19 Sun, Jan. 20

Thursday, January 17th 2019

All Meeting Time Location Details

Floor Calendars

Senate	Senate Floor Session	10:00 AM	Senate Chamber	Details Audio
House	House Floor Session	10:00 AM	House Chamber	Details Audio

Committee Meetings






On the Jan 17th House Floor Calendar we see that HB0002 is scheduled for the Second Reading vote. Note that the House will convene at 10AM – this is your deadline for communications on the bill.

House

Thursday, January 17th, 2019

8th day

Convening Time: 10:00 AM

Second Reading			Action on Second Reading
 HB0002	 Regulation of hunting methods.	Travel	:
HB0044	 Expungement of juvenile court records.	Judiciary	:
HB0045	 Crime victim compensation eligibility clarification.	Judiciary	:
HB0054	 Federal natural resource policy account-amendments.	Fed Nat Res	:

Use the [State Hotline](#) to send your message, or email all of the legislators, as soon as possible before second reading. Use our [House Email List](#) or our [Senate Email List](#) so you can send one message to ALL members of that body (the House has 60 members, and the Senate has 30 members). Once the vote has taken place, it will later be recorded in the column titled, “Action on Second Reading”.

Second Reading Floor Debates and Live Streaming Audio

Note that the only time a bill is debated on the Floor by legislators is during Second Reading. It is very informative to listen, if one has time to listen to these debates. We highly recommend listening to these when you can. To find the live-streaming audio, go to the **Legislative Meeting Calendar** for that day and **click on “Audio”** underneath the Details button. Note that you will not hear any audio until they have convened in chamber on the floor.



Mon, Jan. 14	Tue, Jan. 15	Wed, Jan. 16	Thu, Jan. 17	Fri, Jan. 18	Sat, Jan. 19	Sun, Jan. 20
Thursday, January 17th 2019						
All	Meeting					
Floor Calendars						
Senate	Senate Floor Session		10:00 AM		Senate Chamber	Details Audio
House	House Floor Session		10:00 AM		House Chamber	Details Audio

7. Check if your bill passed 2nd Reading.

Find Second Reading floor vote at: The bills Status, Votes or Digest tab; at the bills “Last Action” column at the Main Bill Index; or the column titled, “Action on Second Reading” on the House Floor Calendar.


If your bill did not pass Second Reading - it has been defeated. If your bill passed Second Reading it will now go to Third Reading.

HB0002 - Regulation of hunting methods.

Bill Text | Status | Amendments | Fiscal Note | Votes | Digest | Comment

Date	Action	Location	Vote
01/17/2019	H 2nd Reading:Passed	House	
01/16/2019	H COW:Passed	House	
01/14/2019	H Placed on General File	House	
01/14/2019	H06 - Travel:Recommend Amend and Do Pass 6-3-0-0-0	House	Details
01/09/2019	H Introduced and Referred to H06 - Travel	House	
01/08/2019	H Received for Introduction	House	
12/07/2018	Bill Number Assigned	LSO	

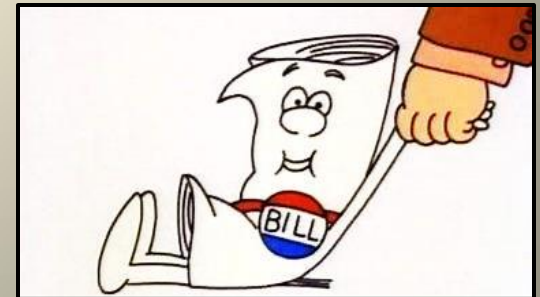


8. Check the Legislative Meeting Calendar to determine when your bill will go to 3rd Reading.

Go to the [Legislative Meeting Calendar](#) for the following day. Click on the box that says “Details”. If your bill is listed there, it means it will be voted on the date of the tab you are at. If it isn't there, look on the next days calendar, and so forth, until you find your bill.

Third Reading is your last chance to affect the outcome of your bill with that legislative body. Be knowledgeable and respectfully persuasive in your communications. If you listened to any Second Reading debates on your bill – you can utilize that information to form and articulate more specific points on your position.

Use the [State Hotline](#) to send your message, or email all of the legislators, as soon as possible before your bill goes to Third Reading. Communicate your opposition or support of the bill to **ALL** legislators in that legislative body. Use our [House Email List](#) or our [Senate Email List](#) so you can send one message to all members of that body - use the copy and paste method we described on page 14.



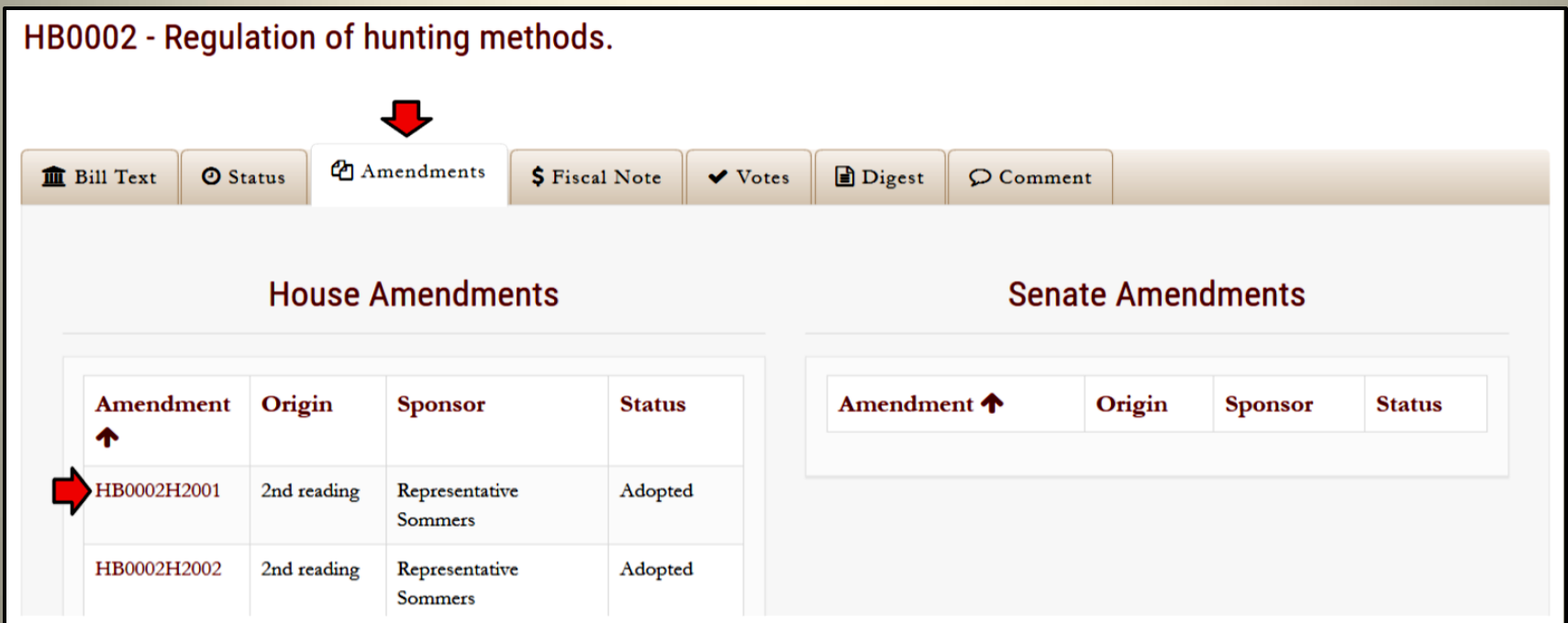
9. Check if your bill passed 3rd Reading.

If your bill passed Third Reading then it is ready to head to the next house. With our example, HB0002 will move to the Senate.

10. If the bill has been amended at any time in that house, determine if you still support or oppose the bill.


An amendment can quickly change a good bill to a 'not-so-good bill', or a bad bill to a 'not-so-bad bill'. If this is the case, you must decide if you still support (or oppose) the bill. Click on and read each amendment.

HB0002 - Regulation of hunting methods.




Bill Text Status **Amendments** Fiscal Note Votes Digest Comment

House Amendments

Amendment	Origin	Sponsor	Status
 HB0002H2001	2nd reading	Representative Sommers	Adopted
HB0002H2002	2nd reading	Representative Sommers	Adopted

Senate Amendments

Amendment 	Origin	Sponsor	Status
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If your bill has made it through 3rd reading, it is now ready for the legislative process in the next house. **Repeat steps 3- 10.**

One Final Suggestion

If your bill passes through the next house with amendments added, it will have to receive a vote of concurrence from the house of origin. If you feel that the amendments have a detrimental effect on the original purpose and intent of the bill, you can try to **push the house of origin to not concur**; this is not impossible, however it's highly unlikely to occur.



In order to have that great an affect, you will have to encourage as many citizens as possible to communicate as soon as possible with ALL legislators from the house of origin. Utilize all modes of communication:

- Email
- Personal phone calls
- Text messages
- FAX
- Online Hotline
- Visit legislators in person at the Capitol