USING THE REQUEST TO SPEAK PROGRAM

AZ Legislature

- Request to Speak
- Bill Status Inquiry

AZ Legislature Applications

Please select an application below

Request to Speak

Bill Status Inquiry

WHAT IS THE REQUEST TO SPEAK PROGRAM?

The Request To Speak program (RTS) is designed to allow the public to register an opinion on bills listed on agendas and to request to speak on a bill in a committee. It replaces the old slips of paper previously used to sign in and let the committee chairperson know you want to speak to the committee. Under the old paper system you could only sign in to speak or register an opinion if you were physically at the capitol. The new RTS allows you to register from your home or office.

When the committee is in session, the committee members, and the public, will see a list of names of people who have registered an opinion, if they wish to speak or not, who they are representing, and comments they may leave in the comment box. This information is also available if a person searches past committee agendas.

HOW TO CREATE AN RTS ACCOUNT

You are required to come to the capitol the first time you use the RTS system. When you come to the Capitol, you can create an account and sign in on one of the Kiosks in either the House or Senate (there is also a Kiosk available in the Tucson office).

If you create an account at home, you will only be able to use the Bill Status Inquiry application to track activity on a bill until you come to the capitol and sign in on one of the Kiosks here.

After the initial sign in at a Kiosk, you can sign in from home and request to speak, register an opinion, and leave a comment for the committee members.

The process for creating this account is very simple and requires minimum information.   Click on Create An Account, fill in the requested information and then click on Create Account.

LOG IN AFTER CREATING AN ACCOUNT

To make a new request *at the Capitol* go to a Kiosk and log in.

To make a new request *from home or work*, log onto the following: https://apps.azleg.gov/

Type in the email address and password associated with your account, then click on sign on.

If you don't have an account you will have to come to the Capitol the FIRST time to log in to the RTS Kiosk, after that, you can do it from home or your office.

After a successful login: you'll see the following screen. Your name will show up on the upper right-hand corner.
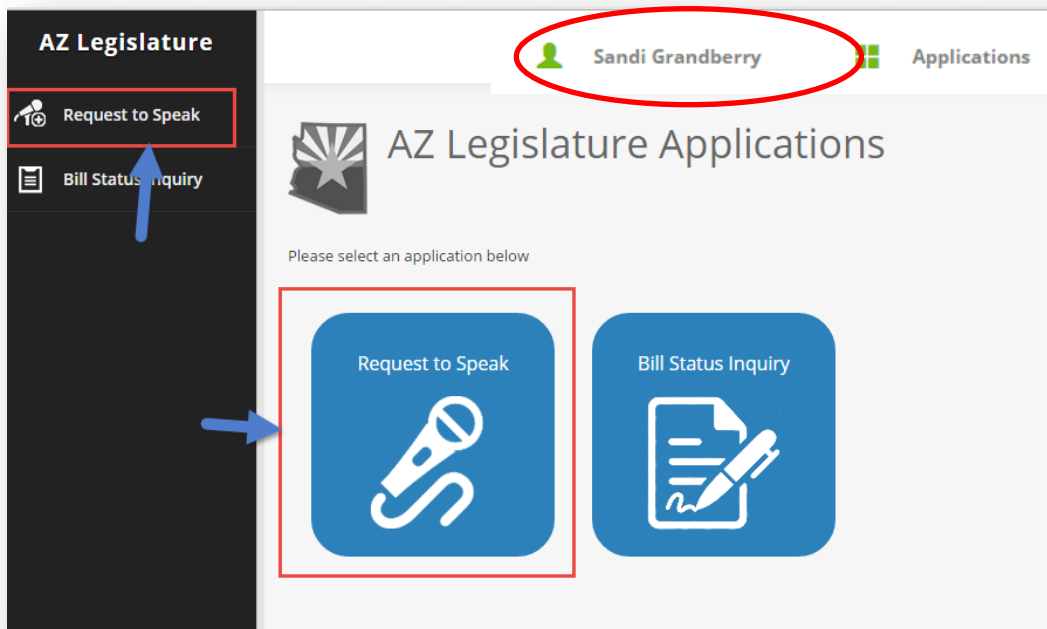
Once logged in you will be able to switch between the RTS program and Bill Status Inquiry without logging out and back in again. One account allows you into both applications.

MAKING A REQUEST TO SPEAK

After logging in, click on New Request. You will be taken to a search window that allows you search for the bills.
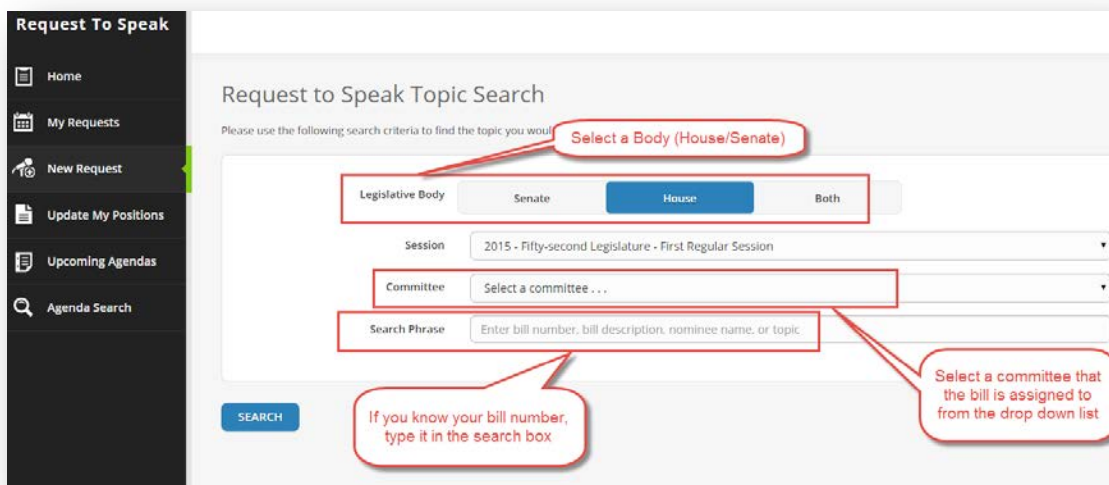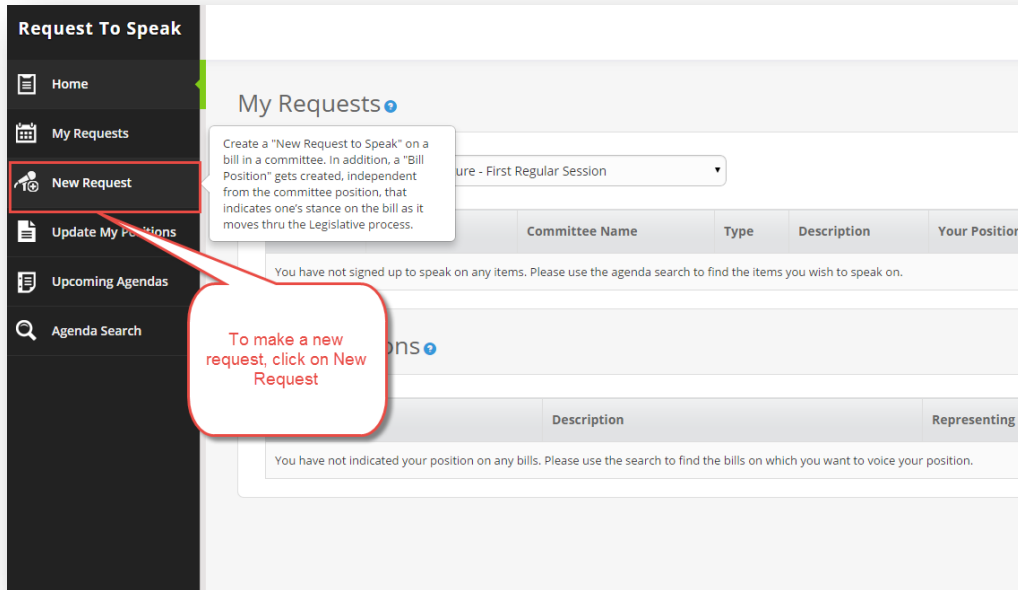
There are several options to conduct a search. *You can use <u>one</u> or <u>all of them</u> to find what you are looking for*:

- Narrow the search by selecting the Senate, House, or both
- Check the session to be sure you are in the correct one

- Select the committee
- Enter a phrase or a bill number

When you've either entered the bill or any of the other search options, click on Search. The results will show up below the search button

- Find the bill you are looking for
- Click on Add Request as shown above

The following screen will appear.

After filling in the form to show your position, if you wish to speak, and any comments you want to include, click on the *Submit* button.

OTHER THINGS YOU CAN DO IN RTS

1. View a list of your positions on bills
2. Change your position
3. Find upcoming Agendas
4. Conduct an Agenda search including agendas from past legislation sessions

VIEW A LIST OF YOUR POSITIONS ON BILLS

When you first log into RTS, you will see a list of requests you have made, in this example, there is one bill under My Requests.
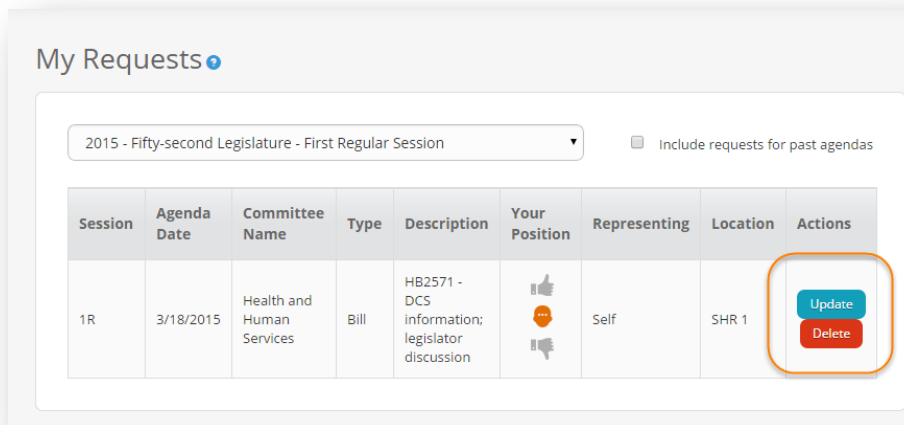

On the right side is the option to Update or Delete your position.

UPDATE YOUR POSITION ON A BILL

Clicking on Update will take you back to the screen where you can change your positions, and comments. If the bill has not been heard yet, you will also be able to change whether or not you wish to speak.

DELETE YOUR POSITIONS

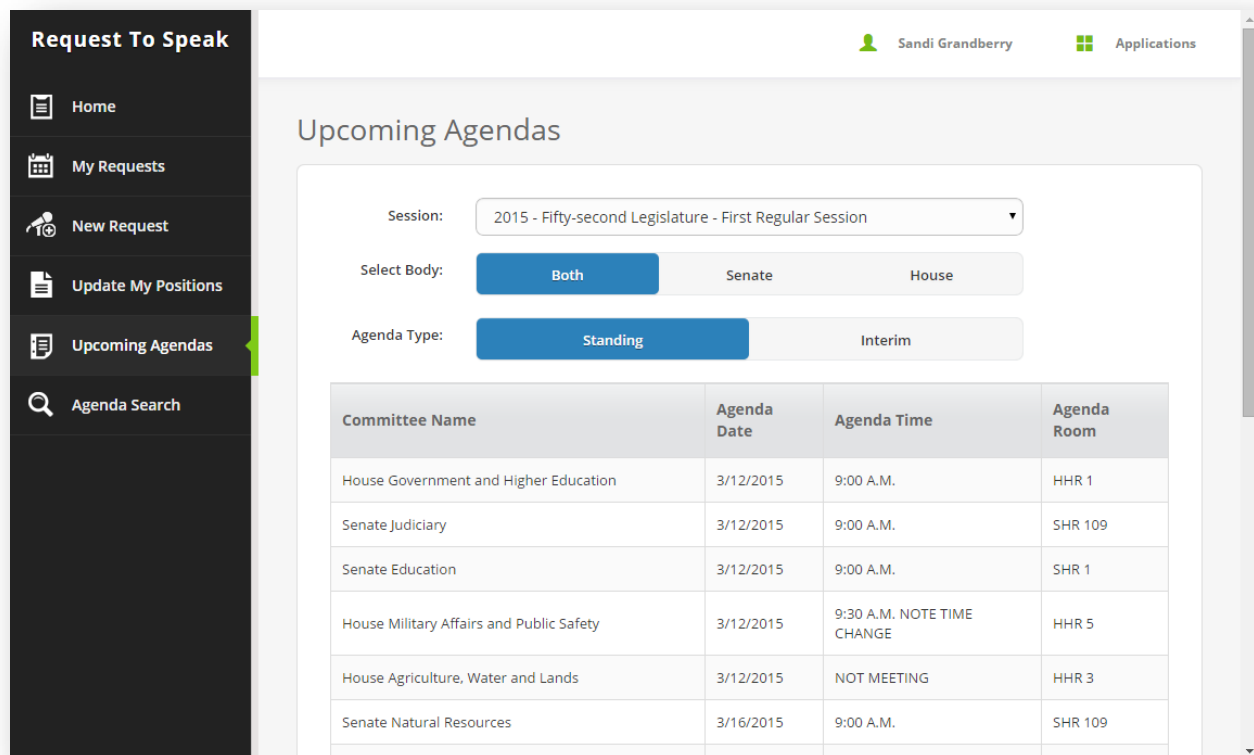Under My Requests, click on delete to remove your position and comments.
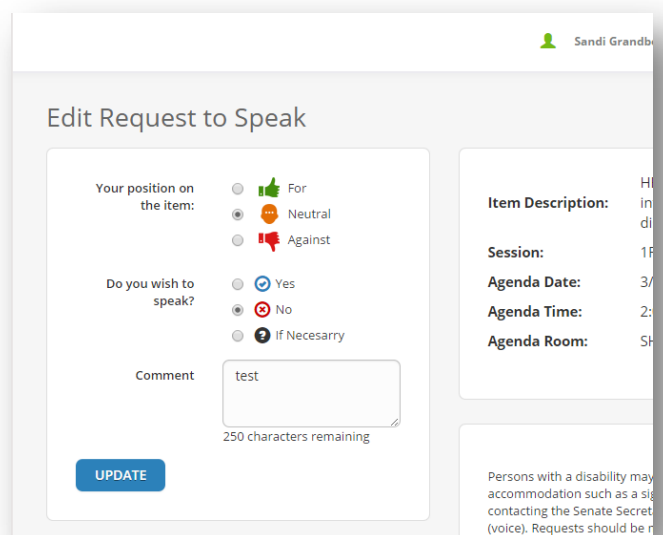
VIEW UPCOMING AGENDAS

In this window you will be able to see what Agendas are scheduled. You can select both the House and Senate, just the Senate, or just the House. You can also select Standing or Interim committees.

A Standing Committee is a regular committee assigned to a legislative session and meets on a regular basis while the legislature is in session.

An Interim Committee is a special committee set up to meet during a time when the legislature is not in session.

> **NOTE: All JLBC meetings are listed under Interim Committees**

AGENDA SEARCH

An Agenda Search allows you to search past committee and bill information as well as current committees.

In this window you can select all or some of these options:

- Click on Senate or House or Both
- Select the session you want to search
- Select a Committee for which to search
- Enter a search phrase or bill number
- Select whether or not you wish to search *past* agendas

Your search results will appear below the search button