The League of Women Voters of Arizona
Armchair Activism

How to make a "Request to Speak" using the Arizona Legislative Information System (ALIS)
ALIS Stands for

"Arizona Legislative Information System".

You may access ALIS from your home computer.
FROM YOUR OWN COMPUTER, ALIS allows you:

* to track the progress of specific bills;

* to use the "request to speak" function to comment on a specific bill being heard in committee by submitting written comments or signing up to give in-person testimony;

* to find many other types of information related to the legislative process.

Any comments or testimony will become part of the permanent record.

lwvaz.org
The "Request to Speak" (RTS) function is simple, and an easy way to contact legislators.

Using ALIS is a good way to Make Minutes Count!
FIRST THINGS FIRST

The following PowerPoint will tell you how the ALIS "request to speak" system works. So continue reading.........

BUT NOTE: Before you can really enter the system from your home computer you must open an account in person at the State Capitol – or have someone do it for you.

HOW DO YOU OPEN AN ACCOUNT?
See next slide.
Opening Account for "Request to Speak"

Registering must be done in person, or by having someone else do it for you.
The League office manager can arrange for someone to do this on your behalf.
You can register at computer kiosks in the hallway of either the House or Senate Chambers. The reference desk staff in either Chamber can direct you.

What will you need?

• Name
• Email
• Password (one you use only for this system)

Don’t forget to WRITE DOWN & KEEP your Password – you will need it again when at home.
The url address for ALIS and all its functions is www.azleg.gov
Welcome to the official web site of the Arizona State Legislature. Use this web site as a tool to track pending legislation, plus locate and contact individual legislators, and stay up-to-date on current issues. For an overview of the legislative process in Arizona, please feel free to explore our web site. For today’s Legislative schedule, please view the ALIS Today calendar. To see a list of events that are happening this month, please view the Capitol Events.

The Arizona State Legislature is a bicameral body with 30 members in the Senate and 60 members in the House of Representatives. Each district is served by one Senator and two House members.

Click To See The Members
Before requesting to speak, if you want to find out more about a bill, you may enter its number here.
Then click on the background information you need.
Back on the Home Page:

To comment on a bill in writing or in person, you must first click on “Request to Speak” (see next slide)

Leaguers may only speak for THEMSELVES unless they are Registered Lobbyists WITH LWVAZ.
Click on "Request to Speak", and then on the "request to speak" link that will appear under the tab.
Sign in Page

You will be taken to a sign-in page that looks like this.

Enter your account email and password.
Here's the next page you'll see. Click on "new request".

Click here: "new request".
Then, choose your legislative body and enter the other information requested!

Click "search".

Enter bill number, bill description, nominee name, or topic.
If you've entered accurate information, a result will come up, as below.

Click on "Add Request".

<table>
<thead>
<tr>
<th>Session</th>
<th>Agenda Date</th>
<th>Type</th>
<th>Description</th>
<th>Committee Name</th>
<th>Location</th>
<th>Requests To Speak</th>
</tr>
</thead>
<tbody>
<tr>
<td>2R</td>
<td>1/30/2014</td>
<td>Bill</td>
<td>HB2196 - election law amendments; repeal...</td>
<td>House Judiciary</td>
<td>HHR 4</td>
<td>ADD REQUEST</td>
</tr>
</tbody>
</table>
Indicate your position. Indicate if you wish to speak (in person). Whether "yes" or "no", you can submit a written comment in the comment box.

New Request to Speak

Your position on the item:
- [ ] For
- [ ] Neutral
- [x] Against

Do you wish to speak?
- [x] Yes
- [ ] No
- [ ] If Necessary

Comment
referendum, voters asked to have a say on HB2305. Repeal of that bill, especially with plans to

Item Description: HB2196 - election law amendments; repeal...
Session: 2R
Agenda Date: 1/30/2014
Agenda Time: 10:00 A.M. NOTE TIME CHANGE
Agenda Room: HHR 4

SUBMIT
Once submitted, your request will be added to any others you have made.

### My Requests

<table>
<thead>
<tr>
<th>Session</th>
<th>Agenda Date</th>
<th>Committee Name</th>
<th>Type</th>
<th>Description</th>
<th>Your Position</th>
<th>Representing</th>
<th>Location</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2R</td>
<td>1/30/2014</td>
<td>Education</td>
<td>Bill</td>
<td>SB1100 - schools; unused or underused buildings</td>
<td>Self</td>
<td>Self</td>
<td>SHR 1</td>
<td>Update</td>
</tr>
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<td></td>
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<td></td>
<td>Delete</td>
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<tr>
<td>2R</td>
<td>1/30/2014</td>
<td>Judiciary</td>
<td>Bill</td>
<td>HB2196 - election law amendments; repeal...</td>
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<td>HHR 4</td>
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During committee hearings, the committee chair and members will be able to see your position and any comments, and whether you want to provide in-person testimony.

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You will also find a copy of your position under the "My Bill Positions" and on the "Home" sections of "Request to Speak"

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<td>2R</td>
<td>HB2196 - election law amendments; repeal...</td>
<td>Self</td>
<td>![Thumbs Up] ![Neutral] ![Thumbs Down]</td>
</tr>
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Positions can be updated or deleted.
You will notice that from the "Request to Speak" Home page, you may also search for agendas.
You can see all the bills on the agenda for a given hearing date.

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<td>1/23/2014</td>
<td>Bill</td>
<td>HB2093 - incapacitated persons; jurisdiction of court</td>
<td>House Judiciary</td>
<td>HHR 4</td>
</tr>
<tr>
<td>2R</td>
<td>1/23/2014</td>
<td>Bill</td>
<td>HB2102 - legislative vacancies; district residency; quorum</td>
<td>House Judiciary</td>
<td>HHR 4</td>
</tr>
<tr>
<td>2R</td>
<td>1/23/2014</td>
<td>Bill</td>
<td>HB2103 - concealed carry permit; qualifications</td>
<td>House Judiciary</td>
<td>HHR 4</td>
</tr>
<tr>
<td>2R</td>
<td>1/23/2014</td>
<td>Bill</td>
<td>HB2153 - exercise of religion; state action</td>
<td>House Judiciary</td>
<td>HHR 4</td>
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<td>HB2164 - laser pointer; aircraft; violation</td>
<td>House Judiciary</td>
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</table>
That, in a nutshell, is all there is to it!

We hope you will take the time to make your voice heard at the AZ Legislature.

There's a lot more you can do with the ALIS system. The best way to learn is to go to lwvaz.gov and start experimenting!

Good luck and have fun!

League of Women Voters of Arizona lwvaz.org
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Learning with LWVAZ
Making your voice heard.