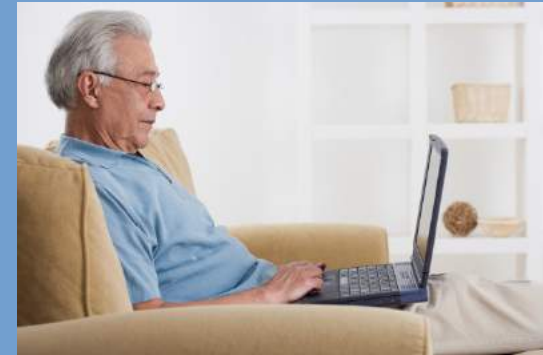


# The League of Women Voters of Arizona Armchair Activism

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.

**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](http://www.azleg.gov)**

[www.azleg.gov](http://www.azleg.gov)



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- › [Arizona Capitol TV](#)
- › [Task Force on Income Tax Reform](#)
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- › [How Do I Find My Legislators](#)
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## Welcome to the Arizona State Legislature



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](#).

[Members](#) | [Request To Speak](#) | [ALIS Tracking](#) | [Arizona Students](#)



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](#)

# Home Page View

www.azleg.gov



Before requesting to speak,  
if you want to find out more about a  
bill, you may enter its number here.

Arizona State Legislature

Bill Number Search:



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**Legislative Session**

→ [Bills](#)

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Then click on the background information you need.



**HB2196**  
election law amendments; repeal...

**Bill Overview**

[Bill Overview](#)

**Sponsors**

[Show Sponsors](#)

**Bill Versions**

[Show Versions](#)

**Bill Summary/Fact Sheets**

[Show Summaries/Fact Sheets](#)

**House Agendas**

[Show House Agendas](#)

**House Calendars**

[Show House Calendars](#)

**Bill Video Archive**

[Show Bill Videos](#)

# 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.



# Home Page



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## FAQ

- > **New: Request to Speak**
- > [Arizona Capitol TV](#)
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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](#)


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.

If you already have an account sign in here:

 Email

 Password

*Note:* This application is designed to run on Internet Explorer 10 and higher and modern versions of Chrome, Firefox and Opera browsers.  
[Upgrade my browser.](#)

**Sign On**

[Forgot your password?](#)

Here's the next page you'll see.  
**Click on "new request".**

Signed In: stamba

## Request To Speak

- Home
- My Requests
- New Request
- Update My Positions
- Upcoming Agendas
- Agenda Search

### My Requests

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Click here:  
"new request".

Session	Agenda Date	Committee Name	Type	Description	Your Position	Representing	Lo
---------	-------------	----------------	------	-------------	---------------	--------------	----

You have not signed up to speak on any items. Please use the agenda search to find the items you wish

### My Bill Positions

Session	Description	Representing
---------	-------------	--------------

You have not indicated your position on any bills. Please use the search to find the bills on which you want to

Then, choose your legislative body and enter the other information requested!

Click "search".

## Request to Speak Topic Search

Please use the following search criteria to find the topic you would like to speak on.

Legislative  
Body

Senate

House

Both

Session

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Committee

Judiciary

Search  
Phrase

HB2196

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".

### Search Results

Session	Agenda Date	Type	Description	Committee Name	Location	Requests To Speak
2R	1/30/2014	Bill	HB2196 - election law amendments; repeal...	House Judiciary	HHR 4	<a href="#">ADD REQUEST</a>



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
-  Against

Do you wish to speak?

- Yes
- No
- If Necessary

Comment

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

SUBMIT

**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

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

## My Requests

Fifty-first Legislature - Second Regular Session ▾

Include requests for past agendas







Session	Agenda Date	Committee Name	Type	Description	Your Position	Representing	Location	Actions
2R	1/30/2014	Education	Bill	SB1100 - schools; unused or underused buildings	  	Self	SHR 1	<a href="#">Update</a> <a href="#">Delete</a>
2R	1/30/2014	Judiciary	Bill	HB2196 - election law amendments; repeal...	  	Self	HHR 4	<a href="#">Update</a> <a href="#">Delete</a>

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.

## My Requests

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Include requests for past agendas

Session	Agenda Date	Committee Name	Type	Description	Your Position	Representing	Location	Actions
2R	1/30/2014	Education	Bill	SB1100 - schools; unused or underused buildings	  	Self	SHR 1	<a href="#">Update</a> <a href="#">Delete</a>
2R	1/30/2014	Judiciary	Bill	HB2196 - election law amendments; repeal...	  	Self	HHR 4	<a href="#">Update</a> <a href="#">Delete</a>

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

## My Bill Positions




Session:

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Session	Description	Representing	Your Position
2R	HB2196 - election law amendments; repeal...	Self	   <a href="#">Update</a> <a href="#">Delete</a>
2R	SB1100 - schools; unused or underused buildings	Self	   <a href="#">Update</a> <a href="#">Delete</a>

Positions can be updated or deleted.

Session	Agenda Date	Committee Name	Type	Description	Your Position	Representing	Location	Actions
2R	1/30/2014	Education	Bill	SB1100 - schools; unused or underused buildings	  	Self	SHR 1	<a href="#">Update</a> <a href="#">Delete</a>

You will notice that from the "Request to Speak" Home page, you may also search for agendas.

## Agenda Item Search

Please use the following search criteria to locate an agenda item.

Legislative  
Body

Senate

House

Both

Session

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Committee

Judiciary ▾

Search  
Phrase

Enter bill number, bill description, nominee nam

Show Past  
Agendas

No

Yes

SEARCH

# You can see all the bills on the agenda for a given hearing date.

Session	Agenda Date	Type	Description	Committee Name	Location
2R	1/23/2014	Bill	HB2093 - incapacitated persons; jurisdiction of court	House Judiciary	HHR 4
2R	1/23/2014	Bill	HB2102 - legislative vacancies; district residency; quorum	House Judiciary	HHR 4
2R	1/23/2014	Bill	HB2103 - concealed carry permit; qualifications	House Judiciary	HHR 4
2R	1/23/2014	Bill	HB2153 - exercise of religion; state action	House Judiciary	HHR 4
2R	1/23/2014	Bill	HB2196 - election law amendments; repeal...	House Judiciary	HHR 4
2R	1/30/2014	Bill	HB2091 - just compensation; tolling; time limitation	House Judiciary	HHR 4
2R	1/30/2014	Bill	HB2196 - election law amendments; repeal...	House Judiciary	HHR 4
2R	1/30/2014	Bill	HB2164 - laser pointer; aircraft; violation	House Judiciary	HHR 4

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](http://lwvaz.gov) and start experimenting!

Good luck and have fun!



# Armchair Activism

## Learning with LWVAZ

Making your voice heard.

