The Legislative Information System and Lobbyist-in-a-Box

http://lis.virginia.gov

Legislation

Legislation is the making or enacting of laws by the legislative branch of government and lawmaking is the process of making laws.
The 2017 General Assembly Session

How Bills Become Laws
The process of introducing legislation to be considered by the General Assembly and ultimately enacted into law is outlined in the Constitution of Virginia, Rules of the Senate, and the Rules of the Virginia House of Delegates

(See Virginia General Assembly Home Page http://virginiageneralassembly.gov for these publications and other legislative resources.)

• Bills may originate in either the Senate or the House of Delegates.

• A Senator or Delegate, as requested by constituents, prepares to introduce legislation by explaining the proposal he/she has in mind to a staff attorney in the Division of Legislative Services. A staff attorney checks existing law and the constitutionality of the proposed legislation.
Prefiling Legislation for 2017

The 2017 session is the 2\textsuperscript{nd} year of a two year session cycle. Bill numbers begin with \textbf{House Bill 1392} and \textbf{Senate Bill 782}.

This is also the day that the Joint Rules committee will meet and submit the resolution that sets exact dates for session.
Members do have bill limits.  
In an odd session year, House members can only introduce a total of 15 bills.

Senate members submit unlimited numbers of prefiled bills.

All prefiled bills, House and Senate, must be submitted by 10 a.m. on the first day of session.

- **SESSION CONVENES** – Wednesday, January 11, it is 46 days long.

  After Prefiling (After session begins)

  House members have a 5 bill limit.  Senate members have an 8 bill limit.
Who’s New in 2017?

House
100 Members

District 77: Vacated by Lionell Spruill who was replaced by C.E. Cliff Hayes Jr.

District 85: Vacant
Vacated by Scott Taylor who is moving to U.S. Congress VA 2nd District

District 93: Vacated by Monty Mason who was replaced by Michael Mullin

Senate
40 Members

District 1: Monty Mason (moved from House)
Replacing John Miller

District 5: Lionell Spruill, Sr. (moved from House)
Replacing Kenneth Alexander

District 9: Vacant
Vacated by Donald McEachin who is moving to U.S. Congress VA 4th District

District 22: Vacant
Vacated by Thomas Garrett who is moving to U.S. Congress VA 5th District
Bill Cut Off Occurs After Two Weeks

Friday, January 20 – Bill cut off. Final date members can submit any legislation for introduction.

Log-in and use Lobbyist in a Box today! No new bills after January 20th!

• The bill is referred to the appropriate Standing Committee by the Senate Clerk or the House Speaker and ordered printed. The Senate has 11 Standing Committees and the House of Delegates has 14 Standing Committees.
The members of the Committee - in public session - study, discuss, and vote on the bill.

**2017 SESSION**

**LEGISLATIVE COMMITTEES**
Committee information includes membership, regularly scheduled meeting time and a linked list of bills and resolutions in committee. View House or Senate committee statistics.

**HOUSE COMMITTEES**
- Agriculture, Chesapeake and Natural Resources
- Appropriations
- Commerce and Labor
- Counties, Cities and Towns
- Courts of Justice
- Education
- Finance
- General Laws
- Health, Welfare and Institutions
- Militia, Police and Public Safety
- Privileges and Elections
- Rules
- Science and Technology
- Transportation

**SENATE COMMITTEES**
- Agriculture, Conservation and Natural Resources
- Commerce and Labor
- Courts of Justice
- Education and Health
- Finance
- General Laws and Technology
- Local Government
- Privileges and Elections
- Rehabilitation and Social Services
- Rules
- Transportation

The Clerk of the Senate refers all Senate bills upon introduction.

The Speaker of the House refers all house bills. House bills are introduced with the status **Committee referral pending**. House bills may begin to show referrals by December 16, if not before.
The Committee then reports ("approves") the bill, with or without amendments, to the floor of the originating body (Senate or House of Delegates).
How Do I Find a Bill?
Type a Bill Number in the Search Box

Enter a Bill Number: hb1163
A Typical Bill History
HB 1163 (2016)

HB 1163 Concealed handgun permits; recognition of out-of-state permits.

Introduced by: Michael J. Weber | all patrons ... notes | add to my profiles

SUMMARY AS PASSED HOUSE: (all summaries)
Recognition of out-of-state concealed handgun permits; photo identification. Provides that a concealed handgun permit who is at least 21 years of age is authorized to carry a concealed handgun in Virginia if (i) the other state has a one-day means of verification of the validity of the permits issued in that state, if available; (ii) the person carries a government-issued photo identification and displays it upon demand of a law-enforcement officer; and (iii) the person has not previously had a Virginia concealed handgun permit revoked. The bill requires the Superintendent of State Police (Superintendent) to enter into agreements for reciprocal recognition with other states that require an agreement to be in place before the state will recognize a Virginia concealed handgun as valid in the state. In addition, the bill requires the Superintendent, within 60 days of the effective date of the bill, to enter into agreements for reciprocal recognition of concealed handgun permits or licenses with other states then in existence on December 1, 2015. This bill incorporates HB 12 and is identical to SB 610.

FULL TEXT
01/14/16 House: Presented and ordered printed 16103483D.pdf | impact statement
02/05/16 House: Committee substitute printed 16105197D-H1.pdf
02/09/16 House: Floor substitute printed 16105372D-H2 (Weber).pdf | impact statement
02/22/16 House: Bill text as passed House and Senate (HB1163ER).pdf | impact statement
02/26/16 Governor: Acts of Assembly Chapter text (CHAP0047).pdf

AMENDMENTS

If there are amendments of any kind, they are listed separately under this link.

.pdf shows full text with line numbers.

Impact statements - Fiscal impact statements on bills. Posted by state agencies such as Planning and Budget and Taxation.

View all summaries - Summaries are written by attorneys in Legislative Services. Summaries may change as the bill goes through its lifecycle.

Bill Patron – The Delegate or Senator who sponsors the bill.

Full Text - Quick links to each full text version of the bill.
HB 1163 – Bill History

Bill History, Also Called the Bill Status

1st Reading

2nd Reading

3rd Reading

Committee or subcommittee membership and info.

House committee vote – this is action taken on a bill, in committee. When it passes out of committee with 0-nay votes it goes on the Uncontested Calendar (not controversial). With one Nay vote, it goes on the Regular/Contested Calendar for full House consideration.

House floor vote – this bill passes. Now, on to the Senate.
Bill Crossover

Tuesday, February 7, 2017 - Bill crossover. Both bodies have to complete their own legislation by midnight.

HB 1163 – Now it is in the Senate

1st Reading

- 02/11/16 Senate: Constitutional reading dispensed
- 02/11/16 Senate: Referred to Committee for Courts of Justice
- 02/17/16 Senate: Reported from Courts of Justice (12-Y 3-N)
- 02/19/16 Senate: Constitutional reading dispensed (39-Y 0-N)
- 02/22/16 Senate: Read third time
- 02/22/16 Senate: Passed Senate (29-Y 11-N)

2nd Reading

Senate committee vote - this is action taken on a bill, in committee.

3rd Reading

Senate floor vote – this bill passes both bodies.
HB 1163 (2016)– Passes the Senate, on to the Governor

02/22/16 House: Enrolled
02/22/16 House: Bill text as passed House and Senate (HB1163ER)
02/22/16 House: Signed by Speaker
02/22/16 Senate: Signed by President
02/22/16 House: Enrolled Bill communicated to Governor on 2/22/16
02/22/16 Governor: Governor’s Action Deadline Midnight, February 29, 2016
02/26/16 Governor: Approved by Governor-Chapter 47 (effective 7/1/16)
02/26/16 Governor: Acts of Assembly Chapter text (CHAP0047)

* New in 2015! History now shows when: Bill was communicated to the Governor and Action deadline date.

On February 26th it was approved by the Governor. This bill became law on July 1.

This bill is Chapter 47 in the Acts of Assembly for 2016. The final version of the bill, the very last statement in the text, will note if the effective date is different than July 1. Most bills become effective on July 1.

Saturday, February 25, 2017 - Last day of the 2017 session. Sine die. Most always occurs on Saturday unless the session is extended by an operating resolution.

Wednesday, April 5, 2017 - Reconvene session.
*NEW in 2015 the Virginia Law Portal

2016 SESSION
Convenes January 13, 2016

Bills & Resolutions: Status of individual bills and related information
General Assembly Members: Member sponsored legislation
Standing Committees: Legislation referred to committee
State Budget: Budget bills, committees and summaries
Daily Floor Calendars: Legislative agendas
Communications: Legislation communicated between houses
House Minutes / Senate Minutes: Record of floor sessions
Meetings: House and Senate committee meeting schedule
Statistics: Session statistics
Lobbyist-In-a-Box: Subscription-based bill tracking service
HB1163 in the 2016 Session passed and became Chapter 47.

See section 18.2-308.014, its history references 2016, Chapter 47.
Law Portal - Other Resources

Virginia Administrative Code
- Governs Activities of Administrative Agencies of Government

Constitution of Virginia
- Outlines the Structure of State Government

Charters
- Document that Lays Out Privileges, Rights of Self Government

Authorities
- Serves a Public Interest, Public Purpose, Shall Promote the Health, Safety, Welfare, Convenience or Prosperity of the People of the Commonwealth

Comacts
- Interstate Agreement Between Two or More Signatory States That is Approved by Congress.

Uncodified Acts
- Acts of Special Application to Persons, Things or Places, Not Part of the Code of Virginia, Limited in Duration of Time and Effect
Law Portal - HELP

Get acquainted with our new Virginia State Law Portal!

Code of Virginia
Virginia Administrative Code
Constitution of Virginia

Overview
The Virginia Law Portal is a public website, designed for desktop and mobile devices, that makes the laws of Virginia easier to search, navigate, and find. The Virginia Law Portal is the online home of the Constitution of Virginia, Code of Virginia, Uncodified Acts of Assembly, Regulations of Virginia, Charters and Authorities of Virginia Localities, and Compacts of Virginia. It features easy navigation and readable presentation of content. Visitors can search across all of Virginia Law to find the information they want, without having to know where the information resides.
*NEW in 2016 the Virginia Budget Portal*

**Overview**
The Virginia State Budget Portal is a public website that makes Virginia’s budget information easier to navigate and search. The portal offers an easy-to-use interface to view Budget Bills, Budget Amendments, and Committee Reports related to the budget, present and in the past.

Dynamic Search Results Filtering…

…and much, much more!
Budget Portal - HELP

Get acquainted with the Virginia State Budget Portal!

Click this link to get help!
Incorporated bill notation is often stated in bill summaries.

Many bills are reported out of committee with substitutes. Substitutes occur when the original bill is re-written, in it’s entirety. Bill re-writes have to occur when an incorporation occurs so the bill will always be reported out of committee with a substitute(s) in these cases.

Incorporated bill notation is shown in the bill history as well.
LIS - Tracking Legislation

Lobbyist-in-a-Box (LIAB)

Click either link to log-in to LIAB.

Click guide...
Lobbyist-In-A-Box (LIAB)

On-line Free Registration

Track 5 Bills in 1 Profile

Lobbyist-in-a-Box provides users with "profiles" for tracking and reporting legislation.

- Training
- Free Service
- Fee-based Registration
- Creating Profiles
- Managing Your Profiles
- Creating Reports
- Creating Comma-Separated Values files
- Frequently Asked Questions
- Contact our Help Desk

Free Service:

You may track up to 5 bills in one Lobbyist-in-a-Box "profile" without charge. To register you’ll need to fill in your desired user ID and password, your first and last name, and your email address.

Visit VIPNet’s Free registration form to sign up.

Click to register.

Review all help links.
LIAB Free Registration Page

Legislative Tracking Service Registration

Thank you for your interest in the Legislative Tracking Service. This service allows you to track up to 5 bills in one "profile." If your legislative tracking needs require additional profiles or the capacity to track additional bills, you must become a Lobbyist-In-A-Box, LIAB, subscriber. For more information about becoming a Lobbyist-In-A-Box subscriber, visit the LIAB information page. To access the Legislative Tracking Service, please complete the registration form below. All fields are required. Please enter only alpha-numeric characters in the fields (no symbols). Your password must be a minimum of five (5) characters. Current strength requires at least one letter be upper case and one lower case. Create a password that will be easy for you to remember, but it should not be easily guessed by others.

If you have registered but have forgotten your password, please contact Virginia.gov: 804-786-4718; 1-877-482-3468 (toll free); or customerservice@virginiainteractive.org

1) Create your own login name and password.

Desired Login Name: legisds
Password: •••••
Re-enter Password: •••••
First Name: Diane
Last Name: Seaborn
Your Email Address: seaborn1@cavtel.net

2) Click to register.

Be sure to write down the ID and Password that you selected. The Email will not tell you what they were!

3) Next Screen - it tells you an e-mail will be sent to you to confirm your registration.

Your account registration was successful. In order to use your free LIAB profile, you must activate your login and password. You can activate your login and password by clicking the link included in the registration confirmation email that has been sent to the email address you provided (seaborn1@cavtel.net).
You Can Login from LIS Home and Change Password there!
Lobbyist-In-A-Box
Logging In

Next Screen reads:
Login successful!

Continue
Set User Preferences

Choose to type in a primary email for this account ID – OR NOT. It is not required. This default email populates in every email location throughout. It will only accept one default email address.

Email Notification turned on or off for all profiles under this ID.
Create Your Profile

Track bills by receiving e-mail notification when bills are introduced, offered by patron(s), referred to committee(s), or that contain specific keyword(s).

It will also send emails when changes occur to bills contained in your profiles.
Note: Profile name assigned is “My Profile” as the default name and the description includes the date and time of creation. With the free service you can have one profile. As a paid subscriber you can have 100 profiles with 300 bills in each profile.

Click **properties** to change profile name and description.
Change Profile Name and Properties

1) Change your profile name to something unique – your name, the subject you are tracking, etc…This name must be one word with no spaces or special characters.

2) After you modify the profile or description fields – click change to update.

3) Select frequency of notifications for this profile – hourly or daily.

4) This changes the screen you see when you login to the application. Only if you have multiple profiles does this apply. Also, if you share an ID with someone else, keep this option set to NO.
See Updated Profile Name

1. We have changed the profile name to workcomp. Profile names have to be 1 word with no spaces or special characters like underlines.

2. We tabbed over to the description field and typed a few words or a sentence that describes what this profile is for (e.g. Worker’s Compensation Bills)

3. When you successfully change the name of the profile, you see the new name here.

Click “this profile” to return to the workcomp profile screen.
Minimize or maximize each side.
Manually Add Bills to Profile

Type in bill numbers and click add...use a comma to separate the bill numbers.

Now see bill numbers in your workcomp profile.

You must use a comma to separate email addresses.
Help me select bills…
Tools to Add Bills to Profile

View and select legislation on the **date** it was prefiled or offered.

View and select legislation by Delegates and Senators (**patrons**).

View and select legislation referred to House & Senate **committees**.
Add Bills to Your Profile that Contain a Phrase

Using an asterisk after a root word will provide all variations of the word. For example: compensa* will provide the word compensate, compensation, compensating and 65.2* will provide any bill that contains sections in Code of Virginia Title 65.2, Worker’s Compensation.

1) Search by a phrase.

2) Key in a search word or phrase.

3) Click the search button.

Note: Different search statements can be entered using any of three logic conditions: "and", "or", and "and not"
Search by Phrase or Keyword

1) Click box to receive an e-mail when future bills are offered with this phrase.

2) Click box on bills you want to add...

3) Click submit/return to add bills.

This bill with * is already on your bill tracking list.
Click (show hits) and the search phrase will appear highlighted.

Lobbyist-in-a-Box
profile list | this profile | help
workcomp: Worker’s Compensation Bills
Select bills to put in this profile

Your search found 13 references in 7 documents. The number of references follows each hit. Perform another search or look at some examples to help you refine your search.

compensat* or 65.2*

- HB7 (show hits) .. Sick leave; certain private employers to provide employees with paid benefits... (1)
- HB8 (show hits) .. Virginia Virtual School Board established... (2)
- HB28 (show hits) .. Qualified equity and subordinated debt investments tax credit; sunset provision... (2)
- HB38 (show hits) .. Civil immunity; forcible entry of motor vehicle to remove unattended companion animal... (1)
- HB44 (show hits) .. Workers’ compensation: injuries presumed to be in course of employment... (5)

HOUSE BILL NO. 44
Offered January 13, 2016
Professed November 24, 2015

A BILL to amend and reenact § 65.2-105 of the Code of Virginia, relating to workers' compensation; presumption; injuries in course of employment.

Patron— Habeeb
Committee Referral Pending

Be it enacted by the General Assembly of Virginia:

1. That § 65.2-105 of the Code of Virginia is amended and reenacted as follows:

§ 65.2-105. Presumption that certain injuries arose out of and in the course of employment.

In any claim for compensation, where the employee is physically or mentally unable to testify about how the accident occurred because of injuries from the accident as confirmed by competent medical evidence and where the factual
Add Bills to Your Profile Indexed by Subject

1) Click a subject to display a list of bills by that subject. These are the same subjects you will find under the Cumulative Index on the LIS home page.

2) Click box on bill(s) you want to add...

3) Click submit to add bill(s) to your profile.
E-Mail Notification - Introduced

1) Options to receive e-mail notifications by 1) all bills introduced, 2) by patron, or 3) when it is referred to committee, etc.…

2) If you want to receive notification when any type of bill is introduced…

3) …click the word introduced so that the words introduced – enabled appear.

BUT….if you click the option introduced – enabled, you will receive notification for EVERYTHING that is introduced. HB’s, SB’s, HJ’s, SJ’s, HR’s and SR’s. -if you don’t want that, don’t click it!
To receive e-mail notifications when a bill is introduced with a phrase, click **phrase**...

Type in the phrase, click search, then click the box to put search phrase on email notification list.
LIAB E-Mail Notification
-This is what it looks like

1) LIS/LIAB e-mails are sent from Support – click notification list to open.

2) Click in box to select bill and click ‘add bills’ to add it to your profile.

Click (show hits) to remember / view what your search phrase was.
E-Mail Notification – Example when you only want to be notified about a search phrase and nothing else.

**You did not need to know that all these other measures were introduced.**

**DO NOT enable the introduced option if you only want to be notified when a bill contains your phrase.**

This is the notification you want, when a bill contains your search phrase.

Don’t use this...

...use this only.
E-Mail Notification When The Bills in Your Profile Have ANY Status Change

These are the bills that are now stored in the workcomp profile.

<table>
<thead>
<tr>
<th>Help me select bills...</th>
<th>Notify me when any bills are... (?)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• introduced by date</td>
<td>• introduced</td>
</tr>
<tr>
<td>• offered by patron</td>
<td>• offered by patron</td>
</tr>
<tr>
<td>• referred to committee</td>
<td>• referred to committee</td>
</tr>
<tr>
<td>that contain a phrase</td>
<td>• offered with a phrase</td>
</tr>
<tr>
<td>&quot;compensat* or 65.2*&quot;</td>
<td></td>
</tr>
<tr>
<td>delete phrase</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notify me when my bills... (?)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• have any status change - enabled</td>
</tr>
<tr>
<td>• only appear on a docket</td>
</tr>
<tr>
<td>• only have new text versions</td>
</tr>
</tbody>
</table>

Note: To receive e-mail notifications when the bills stored in the profile change, you MUST click on status change so that it reads -enabled (To disable - click status change again)

Add multiple email addresses but you MUST use a COMMA to separate the addresses. Do not split an email address up on 2 lines and use only up to 100 characters in the box.
E-Mail Notification for ANY Status Change
Show Bills Only or Show Latest History

Toggle between show bills only...

and show latest history
E-Mail Notification When Your Bills are Placed on an Agenda in the House or a Docket in the Senate

Either of these two options will ensure that you receive notification when a bill is placed on an Agenda in the House or a Docket in the Senate.
E-Mail Notification – Agenda in the House

Notification when a bill appears on a House agenda.

Click the link provided in the email to the House Agenda...

...see the bills here that were added to the House Agenda:

HB 271
HB 897
E-Mail Notification – Dockets in the Senate

Notification when a bill appears on a Senate Docket.

Click the link provided in the email...

…see the bills here that were added to the Senate Docket.
E-Mail Notification – Bills with new text versions

Notification when a bill has a full text change.

Enable the option for just new text versions of bills...

…click the link provided in the email...

…see the bills that have new text versions

Legislative Information System Email Alert... for

Notify me when my bills... (?)
• have any status change
• only appear on a docket
• only have new text versions - enabled

Notify me at email address:
dseaborn@email.virginia.gov
update

support@leg.state.va.us
to me

Email notification (between 11-18-2010 at 08:57 and 11-22-2010 at 11:22) ... show latest

For profile... Agriculture - Bills about Agriculture
the following bills have a new text version...

SB693 Trap, Neuter, and Return activity. (new text version)
SB696 Conflict of Interests Act; certain gifts prohibited; penal... (new text version)
Add Personal Notes to the Bills you are Tracking

1) Click on any bill number in your profile to open the bill history.

2) Click on notes to add a personal note to this bill.
Add a Note to a Bill

Type any text you desire in this box.

When you add an note no one else can read the text.

Note text is secure by your User ID.

Click save my note to add your note to this bill.

Next screen – Click Continue. Now this bill contains your note.
View the Bills in Your Profile

Composite View

For a status view of the bills in your profile click: composite view.
Composite View

View the Bills and Your Notes

Click view to see your Notes!
Click view to turn off your Notes!

Click view to see your Notes!
Click view to turn off your Notes!

...sort your view by Date

Sort your View by Bills...

Use this space to type an additional message with the e-mail.

Use this box to send this composite view to yourself or to multiple e-mail addresses. Just use a comma between addresses.
View the Bills in Your Profile
Create a Report

For a text report view of the bills in your profile click: report.

Click desired boxes – you are choosing what you will display in the report.

Note: click view it now and the report will be displayed on your screen.
Or click email it, you will receive an html document in email.
A Report

Sample report

Lobbyist-in-a-Box: (Agriculture) Bills about Agriculture

HB 1290 *Home-produced or farm-produced food products.*

*Chief patron:* Bell, Robert B.

10/16/14 House: Prefiled and ordered printed; offered 01/14/15 15100264D
10/16/14 House: Committee Referral Pending

HB 1295 *Repeal of egg tax.*

*Chief patron:* Morris

10/31/14 House: Prefiled and ordered printed; offered 01/14/15 15100732D
10/31/14 House: Committee Referral Pending

SB 693 *Trap, Neuter, and Return activity.*

*Chief patron:* Martin

11/25/14 Senate: Prefiled and ordered printed; offered 01/14/15 15100927D
11/25/14 Senate: Referred to Committee on Agriculture, Conservation and Natural Resources
View the Bills in your Profile
Create a Spreadsheet

CSV file (comma separated value)

1) Click csv file...

2) Click desired boxes to display that information in the spreadsheet.

3) Click view it now to see spreadsheet immediately.

Next screen – an Excel spreadsheet
Legislative Information System

http://lis.virginia.gov

DLAS Help Desk
804-786-9631
E-mail helpdesk@dlas.virginia.gov

Virginia Interactive for account information or to request an additional Login ID
https://vi.virginiainteractive.org/vi/premium-liab.shtml
(804) 318-4133