

BILL INFORMATION REPORTS

INTRODUCTION

The Bill Information Reports page provides access to information about introducers/sponsors, governor's actions, bills with L/I/S/C companions, passed bills, chapter number/effective dates, and committee progress.

OBJECTIVE

The objective of this manual is to familiarize the user with how to access and print the Bill Information Reports. The Division of Legislative Information Services uses information stored in the Bill Information System to generate these reports

If you have any questions or comments, please call the Division of Legislative Information Services at 1-800-342-1827 (toll free WATS) or (850) 488-4371. You may e-mail us at leg.info@leg.state.fl.us.

TO ACCESS THE GLOSSARY OF LEGISLATIVE TERMS

Refer to the Glossary located on Online Sunshine (<http://www.leg.state.fl.us/>) for definitions of legislative terms used in the reports.

To locate the Glossary, go to Online Sunshine:

Click on *Information Center* tab.

Click on *Senate Glossary or House Glossary* (located below Glossary of Legislative Terms).

The terms are listed in alphabetical order. Scroll through the list, using the scroll bar on the right, or the alphabet bar to view the list of terms.

Click on the underlined words within the definitions for further clarification.

House and Senate acronyms are also listed here on the right-hand side of the page.

Scroll down the list to locate the selected acronym.

Click on the selected acronym for an expanded definition.

TO PRINT ANY OF THE FOLLOWING REPORTS

Click on the *Print* icon on the Adobe Tool Bar.

Make the following selections within the **PRINT** dialog box:

Name:

To select the printer you want to use:

Click on the *Down* arrow to the right of the Name selection field.

Click on the name of the printer you wish to use.

Print Range:

Click on *All* to print all pages of report, *Current page* to print page that is being viewed, or *Pages From:* to print specific page numbers.

Copies:

Number of copies:

Type in number of copies needed, or use buttons to the right of the field to select desired number of copies to be printed.

Print:

To change the default setting:

Click on the *Down* arrow to select *even* or *odd* pages.

To print:

Click on *OK*.

INTRODUCER/SPONSOR REPORTS

Introducer/Sponsor Report #1 lists, by introducer/sponsor, all the bills that are introduced/sponsored or committee/council-substituted, along with each companion bill. Each report shows the bill number, bill type, introducer/sponsor(s), linked/identical/similar/compare bill(s), short title, and the **last three actions** for each bill.

Introducer/Sponsor Report #2 lists, by introducer/sponsor, all bills that are introduced/sponsored or committee/council-substituted. Each report shows the bill number, bill type, introducer/sponsor(s), linked/identical/similar/compare bill(s), mini-title, and **the last action** for each bill. This report does not provide information on each companion bill.

Note: These reports are updated nightly.

Bill numbers with double asterisks are the introduced/sponsored bills. Companion bills, if there are any, appear below the introduced/sponsored bills, and provide the same information as the introduced/sponsored bills.

Both Senate and House members' names are listed in alphabetical order.

To determine the number of pages in each report:

Click and hold on the vertical scroll bar, or look on the horizontal scroll bar.

To select report:

Click on **Introducer/Sponsor Reports #1 or Introducer/Sponsor Reports #2**

To select *Session* year:

Click on the *Down* arrow in the *Session* field.

Click on the selected session.

Senator/Representative by Name

This report displays a list of all the bills the legislator introduced/sponsored.

To select a senator or representative by name: (Can choose only one name at a time)

Click on the *Down* arrow to the right of that selection field. An alphabetized list of members' names appears in the selection box.

Scroll down, using the scroll bar located to the right between the Up and Down arrows.

Click on the name.

Click on *GO*.

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Note: If a member has resigned but had sponsored legislation for the session of inquiry an asterisk will appear next to their name.

To locate a specific bill within the report:

Click on the small box (with the plus sign) beside the member's name in the Bookmarks section.

Scroll down, using the scroll bar located to the right of the list

Click on the bill number to go directly to that bill.

Note: Click on the small box again to hide the list of bills.

Senator/Representative by District

This report contains a list of all bills introduced/sponsored by that district's senator or representative.

District numbers are listed in numerical order.

Click on the *Down* arrow located to the right of the selection field to open the selection field.

Scroll down, using the scroll bar located to the right between the Up and Down arrows.

Select district number. (The senator or representative's name is to the right of the district number)

Click on the district number.

Click on *GO*.

Note: An asterisk next to a member's name indicates the member has resigned and a replacement has not yet been elected.

To locate a specific bill within the report:

Click on the small box (with the plus sign) beside the member's name in the Bookmarks section.

Scroll down, using the scroll bar located to the right of the list.

Click on the bill number to go directly to that bill.

Note: Click on the small box again to hide the list of bills.

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Select a Senate/House Committee/ House Council

This report displays a list of all the bills introduced/sponsored by committees and councils.

Click on the *Down* arrow located to the right of the selection field to open the selection box.

Scroll down, using the scroll bar located to the right between the Up and Down arrows.

Click on the desired committee.

Click on *GO*.

To locate a specific bill within the report:

Click on the small box (with the plus sign) beside the committee/council's name in the Bookmarks section.

Scroll down, using the scroll bar located to the right of the list.

Click on the bill number to go directly to that bill.

Note: Click on the small box again to hide the list of bills.

GOVERNOR'S ACTION REPORT

This report lists the bills that have passed both chambers of the Legislature, along with the Governor's action or the deadline date by which the Governor must act on the bill. The bills are listed in numerical order; the bill type is also listed.

Note: This report is updated three times each day.

Click on the *Down* arrow in the *Session* field to the right of Governor's Action Report.

Click on the selected session.

Click on the small box (with the plus sign) in the Bookmarks section, to the left of the report, to choose Senate or House bills.

Scroll down, using the scroll bar located on the right, to locate a specific bill.

Click on *Status of Passed Bills* to go directly to the last page of the report to view the total number of bills listed in each section, and for a key to the abbreviations contained in the report.

If you wish to view the report for another session, repeat the steps listed above.

If you need to view this report again, for the same session:

Click on *GO* instead of clicking on the selected session.

LINKED/IDENTICAL/SIMILAR/COMPARE REPORT

This report lists all bills that have companion bills; it also lists each bill's linked/identical/similar/compare bills. (Please see the Glossary on Online Sunshine for definitions.)

Note: These reports are updated three times each day.

Note: An asterisk indicates bills that passed both chambers; it also indicates the one-house resolutions that were adopted.

Click on the *Down* arrow in the *Session* field to the right of the Report for Senate Bills, or Report for House Bills.

Click on the selected session.

Scroll down, using the scroll bar located to the right between the Up and Down arrows to locate the bill(s) you are interested in; sections of the report, or the entire report, may be printed.

If you wish to view the report for another session, repeat the steps listed above.

If you need to view this report again, for the same session:

Click on *GO* instead of clicking on the selected session.

To view a specific bill:

Click on the *Find* icon (the binoculars icon on the Adobe Acrobat tool bar).

Make the following selections within the *Find* dialog box:

Find What:

Type the bill number or the word(s) you are searching for in the *Find What* field.

Match Whole Word Only:

Click inside the white box or on the underlined letter W to locate the exact word or words you typed. (If this box is left blank, the program will also locate other forms of the word.)

Note: The search begins wherever the cursor is placed within the document.

Match Case:

The word case refers to lower and upper case letters.

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Click inside the white box or on the underlined letter C to locate the word(s) you are searching for in the same case as you typed the word(s). (If this box is left blank, the program will locate the word(s) in both upper and lower case letters.)

Find Backwards:

Click inside the white box or on the underlined letter B to search backwards for the bill number or word(s) you typed in the *Find What* field. (If this box is left blank, the program only searches forward.)

Click on *Find*.

If you wish to continue the search once your number/word has been located:

Click on the *Find Again* icon (the binoculars with the arrow) until the program locates your bill number/word(s) throughout the document, and the Acrobat Reader dialog box appears. This box tells you that the search has ended, and asks if you want to continue the search from the beginning of the document.

Click on *OK* or *Cancel*.

PASSED BILL REPORT

This report lists all the bills that have passed one or both chambers, and the Governor's action on the bills. The report also includes resolutions, concurrent resolutions, joint resolutions, and memorials. It is available in bill number and date sequence.

Note: This report is updated three times each day.

Passed Bill Report—In Bill Order for Senate and House

This report includes the bill number, date the bill passed, bill type, introducer/sponsor, and subject line.

Click on the *Down* arrow in the *Session* field to the right of the desired report.
Click on the selected session.

If you wish to view the report for another session, repeat the steps listed above.
If you need to view this report again, for the same session:

Click on *GO* instead of clicking on the selected session.

The report is divided into six parts; see the Bookmarks section.

- Senate Bills Passed By The Senate/ House Bills Passed By The House
- Senate/House Bills Passed By The House and Senate
- Senate/House Bills Approved By The Governor
- Senate/House Bills That Became Law Without Signature
- Senate/House Bills Vetoed By The Governor.
- Senate/House Concurrent Resolutions, Joint Resolutions, and Memorials

Click on the desired report.

Scroll down, using the scroll bar located to the right between the Up and Down arrows, to locate the bill(s) in which you are interested. Sections of this report, or the entire report, may be printed.

Passed Bill Report—In Date Order for Senate and House

This report includes the bill number, date the bill passed, was approved by the Governor, became law without his signature, or was vetoed by the Governor, the bill type, sponsor, and subject line.

This report is also divided into six parts. (Please see Bookmarks.)

Click on the *Down* arrow in the *Session* field to the right of the desired report.
Click on the selected session.

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Scroll through the report to locate a specific bill; sections of this report, or the entire report, may be printed.

If you wish to view the report for another session, repeat the steps listed above.

If you need to view this report again, for the same session:

Click on *GO* instead of clicking on the selected session.

Total Bills Passed

This report provides the total number of bills passed, approved by the Governor, allowed to become law without his signature, vetoed by the Governor, bills that became law, the veto notwithstanding, or concurrent resolutions, joint resolutions, and memorials filed with the Secretary of State.

Click on the *Down* arrow in the *Session* field to the right of the desired report.

Click on the selected session.

If you wish to view the report for another session, repeat the steps listed above.

If you need to view this report again, for the same session:

Click on *GO* instead of clicking on the selected session.

CHAPTER NUMBER/EFFECTIVE DATE REPORT

This report lists all passed bills that can be assigned chapter law numbers, and also lists resolutions, concurrent resolutions, joint resolutions, and memorials.

The report is available in three formats:

- By chapter number
- By effective date
- By bill number.

Note: This report is updated three times each day.

Each report contains the same information; only the order in which the information is given changes.

Click on the Down arrow in the Session field to the right of the selected report.

Click on the selected session. Scroll down, using the scroll bar located to the right, between the Up and Down arrows, to locate the bill(s) you are interested in; sections of the report, or the entire report, may be printed.

If you wish to view the report for another session, repeat the steps listed above.

If you need to view this report again, for the same session:

Click on *GO* instead of clicking on the selected session.

COMMITTEE/COUNCIL PROGRESS REPORTS

These reports provide the following information on all bills referred to councils or committees:

- Received by committee/council
- Now in committee/council
- Reported out of committee/council
- Referred on a specific date
- Referred but not received
- Agendaed
- Committee/council totals.

Note: These reports are updated nightly.

Bill type, introducer/sponsor(s), linked/identical/similar/compare bill(s), subject, and the last action on a bill are shown for each bill.

Click on *Committee/Council Progress Reports*.

Click on the *Down* arrow in the *Session* field to the right of the selected report.

Click on the selected session.

To select a Senate Committee, House Committee, or House Council Report:

Click on the *Down* arrow to the right of *Committee/Council Report* to open the selection field.

Scroll down the list of committees/councils, using the scroll bar located to the right of the selection field.

Click on a specific committee/council.

Click on *GO*.

Click on one of the *Sections* located in Bookmarks to select the part of the report you would like to view; you may also scroll down, using the scroll bar located to the right of the report.

Sections of the report, or the entire report, may be printed.