

# Request to Speak Training-

How to Register and Give Testimony at the Arizona Legislature

Your Voice Matters!



<http://www.ProtectArizonaChildren.org>

# What is Request to Speak (RTS)?

- The Arizona Legislative Information Service (ALIS) "**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.

The screenshot displays the Arizona State Legislature website. At the top, the session is identified as "2019 - Fifty-fourth Legislature - First Regular Session". The main navigation menu includes links for Senate, House, Legislative Council, JLBC, Other Agencies, Bills, Committees, Legislative Information, and Calendar & News. A red banner below the navigation states: "The Arizona Revised Statutes have been updated to include the revised sections from the 54th Legislature, 1st Regular Session." The main content area features a collage of images with vertical text labels: "Members", "Legislative Tracking", "Request to Speak" (circled in red), "Standing Committees", and "Committee Agendas". Below the collage, the text "FEATURED ITEMS" is visible, followed by "2020 Capitol Lawn Information".

# Why is RTS Useful?

- **RTS** is great way to share your opinion on legislative bills with all 90 Arizona Legislators in person, or from your home or office.
- Before you can really enter the RTS System, you must first open an account in person.



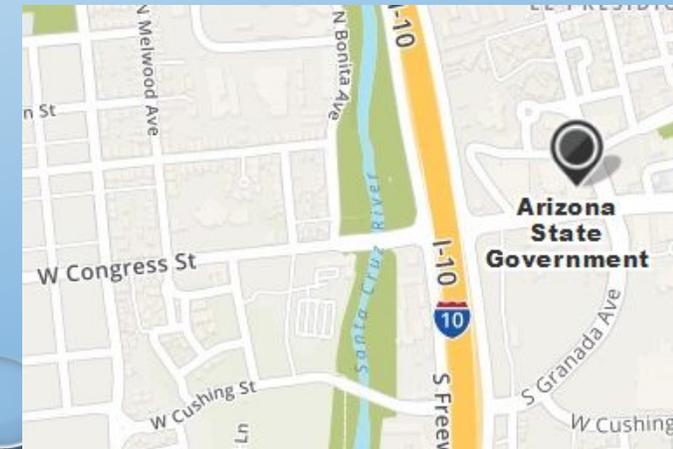
# How to Create an RTS Account?

Arizona Senate  
or House of  
Representatives:



- **There** are 3 options on how to get a **RTS** account:
  - Create your account at a kiosk at the Arizona State Capitol in the lobby of the Arizona Senate or Arizona House of Representatives: 1700 W Washington St., Phoenix, AZ 85007
  - If you live in the Tucson area, you may use a kiosk located at the Tucson's Legislative office: 400 W Congress Room 201, Tucson, AZ 85701
  - Provide Protect Arizona Children Coalition (PACC) with your First and Last Name, Email Address, Preferred password, and County you live in. We will create your initial RTS profile to get you started. By providing this information, you are authorizing PACC to create a profile through the ALIS system on your behalf. Expect to receive a confirmation email from ALIS within two weeks. We advise you to change your password once you are registered. We will not share or sell your information.

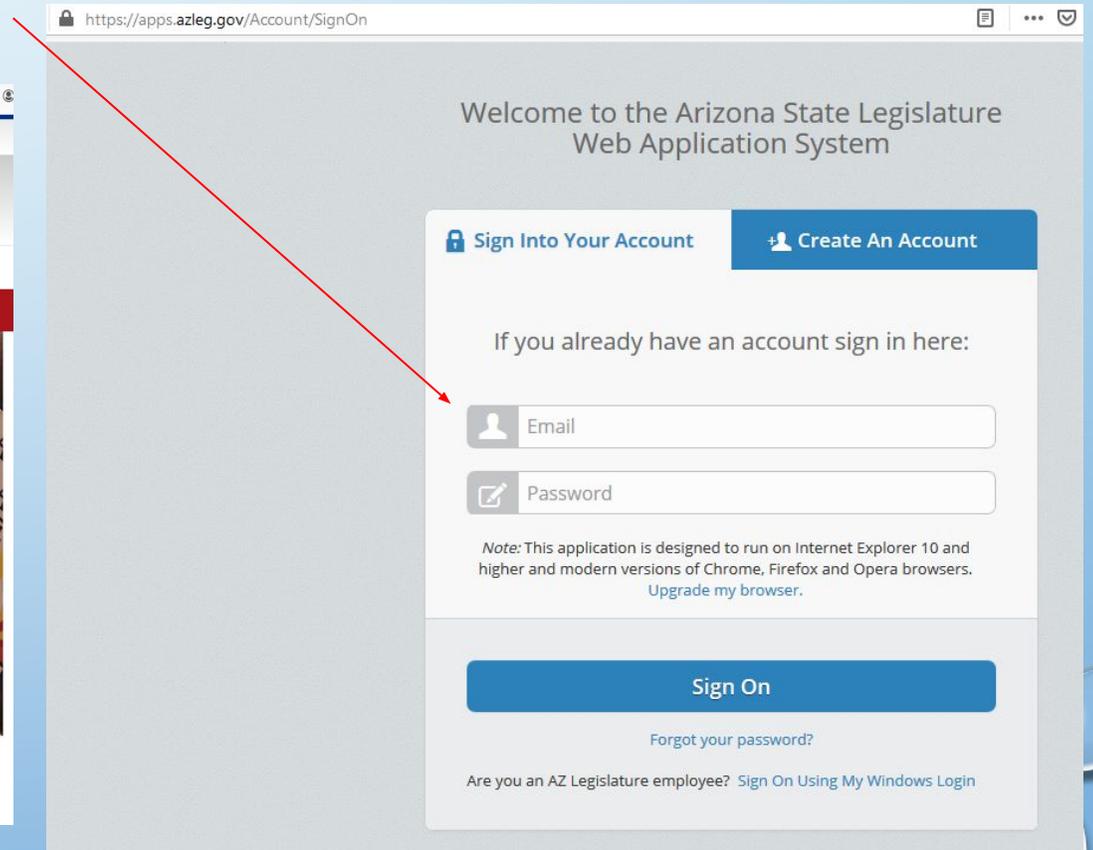
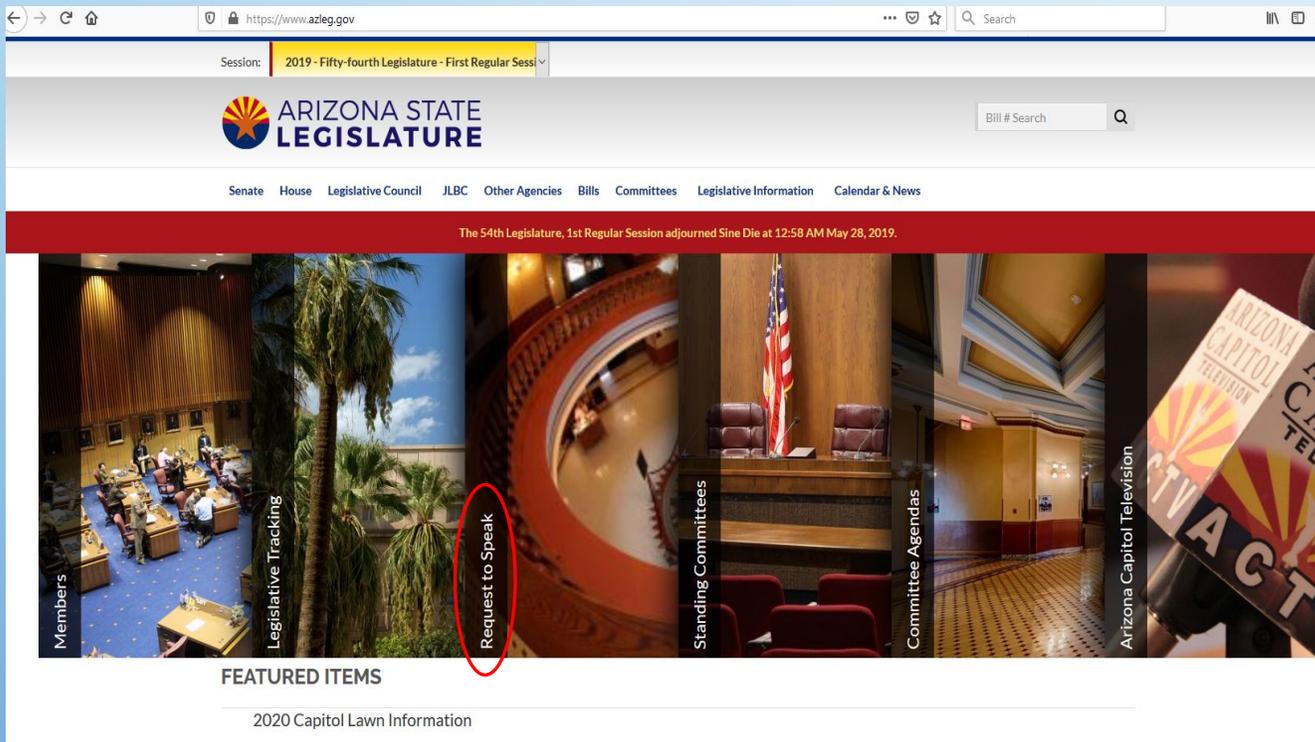
Tucson Legislative  
Office:



<http://www.ProtectArizonaChildren.org>

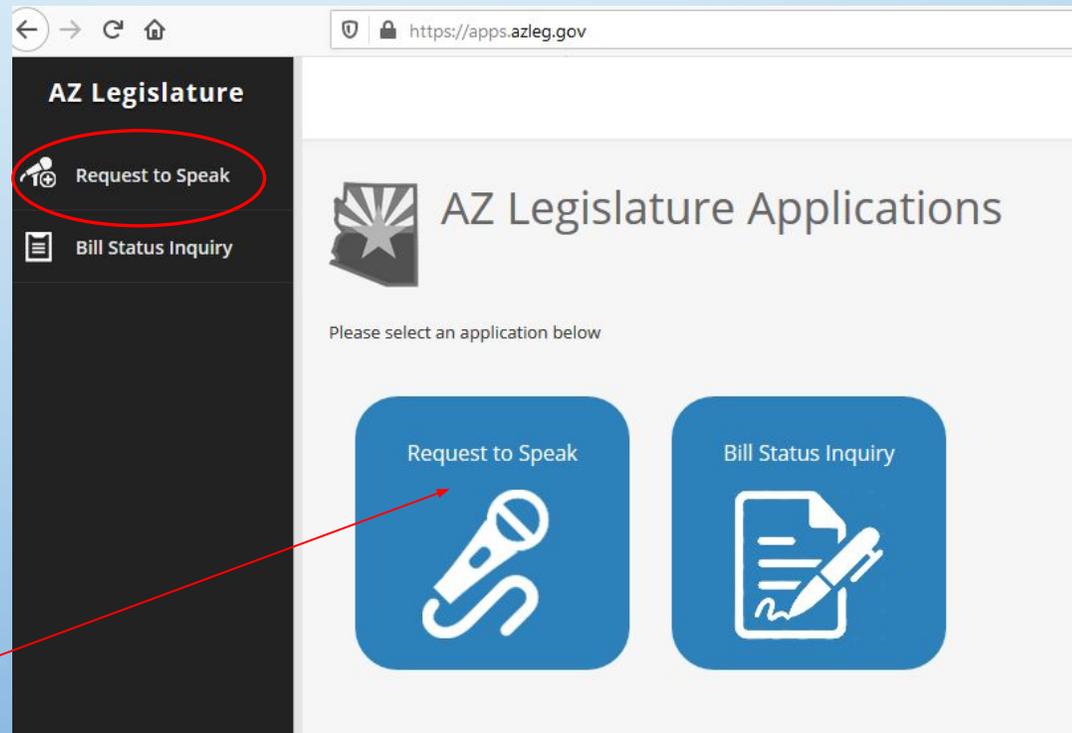
# Signing in to RTS

- Go to: <https://www.azleg.gov/> and select “Request to Speak”
- Enter your e-mail address and password on the “Sign on” screen.



# Click “Request to Speak” button

- You can do this by selecting from list on the left or by pushing tab button on the screen.



# Select “New Request”

- On next page you can select a “New Request” on left hand column.

The screenshot displays the 'Request To Speak' web application. The left-hand navigation menu is visible, with the 'New Request' option circled in red and a red arrow pointing to it. The main content area is divided into two sections: 'My Requests' and 'My Bill Positions'.

**My Requests Section:**

Session: 2018 - Fifty-third Legislature - Second Regular Session

Session	Agenda Date	Committee Name	Type	Description	Your Position	Representing	Location	Actions
You have not signed up to speak on any items. Please use the agenda search to find the items you wish to speak on.								

**My Bill Positions Section:**

Session	Description	Representing	Your Position	Actions
2R	HB2037 - schools; statewide college readiness examination	Self	👍 🗣️ 🗑️	Update Delete
2R	HB2172 - postsecondary institutions; possession; nonlethal weapons	Self	👍 🗣️ 🗑️	Update Delete
2R	HB2208 - prohibition; photo radar	Self	👍 🗣️ 🗑️	Update Delete
2R	HB2319 - (NOW: JTEDS; letter grades; exclusion)	Self	👍 🗣️ 🗑️	Update Delete
2R	HB2435 - English language learners; instruction; budgeting	Self	👍 🗣️ 🗑️	Update Delete
2R	HB2477 - high school mathematics; proficiency; notification	Self	👍 🗣️ 🗑️	Update Delete
2R	HB2520 - schools; reading requirements	Self	👍 🗣️ 🗑️	Update Delete
2R	HB2536 - dual enrollment; homeschooled children	Self	👍 🗣️ 🗑️	Update Delete

# Request to Speak Topic Search

- Insert Committee (Senate, House or Both) you want to search a bill under, Legislative session (pull down menu), Committee Name (pull down menu), and search by bill number or bill description. The results will appear below search button.

The screenshot shows a web interface for searching bills. On the left is a dark sidebar with navigation links: Request To Speak, Home, My Requests, New Request, My Bill Positions, Upcoming Agendas, Agenda Search, and RTS Manual. The main content area is titled 'Request to Speak Topic Search' and includes a 'Need Help' link. Below the title is a instruction: 'Please use the following search criteria to find the topic you would like to speak on.' The search form consists of four fields: 'Legislative Body' with radio buttons for Senate, House, and Both (Both is selected); 'Session' with a dropdown menu showing '2019 - Fifty-fourth Legislature - First Regular Session'; 'Committee' with a dropdown menu showing 'Select a committee . . .'; and 'Search Phrase' with a text input field containing the placeholder 'Enter bill number, bill description, nominee name, or topic'. A blue 'SEARCH' button is at the bottom left. Three red arrows point from text boxes on the right to the 'Both' button, the 'Session' dropdown, and the 'Search Phrase' input field.

**Make sure you select right session from pull down menu**

**Enter Committee name here from pull down menu.**

**Enter bill number or description here.**

# Add Request

- Find the bill you are looking for and push “Add Request” button.

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: 2015 - Fifty-second Legislature - First Regular Session

Committee: Appropriations

Search Phrase: Enter bill number, bill description, nominee name, or topic

**SEARCH**

Search Results

Session	Agenda Date	Type	Description	Committee Name	Location	Requests To Speak
1B	2/11/2015	Bill	HB2660 - state budget; consensus forecast	House Appropriations	HHR 1	<b>Add Request</b>
1B	2/11/2015	Bill	HB2380 - state budget; estimates; public notice	House Appropriations	HHR 1	<b>Add Request</b>
1B	2/11/2015	Bill	HB2517 - internet crimes against children; fund	House Appropriations	HHR 1	<b>Add Request</b>
1B	2/11/2015	Bill	HR2022 - auditor general; reappointment	House Appropriations	HHR 1	<b>Add Request</b>

# New Request to Speak

- The following screen will appear.
- Add your bill position (For, Neutral or Against), if you wish to speak (Yes, No or If Necessary), and your comments which will be visible to committee members and the public. Hit “submit” after filling out comments (only 250 characters allowed).
- If the bill has not been heard yet in committee, you can change whether or not you wish to speak.

The screenshot shows a form titled "New Request to Speak" with the following sections:

- Your position on the item:** Three radio button options: "For" (with a thumbs up icon), "Neutral" (with a neutral face icon), and "Against" (with a thumbs down icon). A red callout box points to these options with the text: "Indicate your position on the bill".
- Do you wish to speak?** Three radio button options: "Yes" (with a checkmark icon), "No" (with a red X icon), and "If Necessary" (with a question mark icon). A red callout box points to these options with the text: "Indicate if you want to speak".
- Comment:** A text input field with a character count "250 characters remaining". A red callout box points to this field with the text: "Leave comments that will be visible to the committee members and the public".

# What will the Committee Members See?

- When the committee is in session, the committee members and the public, will see the following:
  - List of names of people who registered an opinion on a bill
  - List of names of people who wish to testify in committee or not
  - Comments on the bill
- Legislators will see your bill position throughout the process.

# Other things you can do in RTS

- View a list of your positions on bills
- Update or Change your positions on a bill
- Register a Position without making a request to speak
- Find upcoming Agendas
- Conduct an Agenda search including agendas from past legislation sessions

# My Bill Positions

- When you first log into RTS, you will see a list of requests you have made and current bill positions. Your Bill Positions will be displayed as- Accept, Reject or Neutral. These are an example of Bills from the 2018- Fifty-third Legislative- Second Session.

- You can update your bill positions with “update and “delete” buttons on right.

The screenshot shows the 'Request To Speak' website interface. The left sidebar contains navigation options: Home, My Requests, New Request, My Bill Positions (circled in red), Upcoming Agendas, Agenda Search, and RTS Manual. The main content area is titled 'My Requests' and shows a dropdown menu for the session '2018 - Fifty-third Legislature - Second Regular Session'. Below this is a table with columns: Session, Agenda Date, Committee Name, Type, Description, Your Position, Representing, Location, and Actions. A message states: 'You have not signed up to speak on any items. Please use the agenda search to find the items you wish to speak on.' Below this is a section titled 'My Bill Positions' (circled in red) containing a table with columns: Session, Description, Representing, Your Position, and Actions. The 'Your Position' column is circled in red, showing icons for thumbs up, thumbs down, and a speech bubble. The 'Actions' column contains 'Update' and 'Delete' buttons. A red arrow points from the 'Update' and 'Delete' buttons in the inset to the corresponding buttons in the table.

Session	Description	Representing	Your Position	Actions
2R	HB2037 - schools: statewide college readiness examination	Self	👍👎🗣️	Update Delete
2R	HB2172 - postsecondary institutions; possession; nonlethal weapons	Self	👍👎🗣️	Update Delete
2R	HB2208 - prohibition: photo radar	Self	👍👎🗣️	Update Delete
2R	HB2319 - (NOW; JTEDs; letter grades; exclusion)	Self	👍👎🗣️	Update Delete
2R	HB2435 - English language learners; instruction; budgeting	Self	👍👎🗣️	Update Delete
2R	HB2477 - high school mathematics; proficiency; notification	Self	👍👎🗣️	Update Delete
2R	HB2520 - schools: reading requirements	Self	👍👎🗣️	Update Delete
2R	HB2536 - dual enrollment; homeschooled children	Self	👍👎🗣️	Update Delete

The inset shows a 'Your Position' section with three icons: a green thumbs up, a grey speech bubble, and a red thumbs down. To the right are two buttons: 'Update' (blue) and 'Delete' (red).

# How to Change Your Position on a Bill

- **How to change your position on a bill.** Click on Update My Position. This will take you to the screen--allowing you to change your positions. You are required to add a comment stating why you changed your position.
- **Register a position without making a Request to Speak.** Click on Update My Positions. Here you can enter a bill number, select your position, and click on Add. This will make your position available to members when they are on the floor voting on a bill. It will not show up on the Committee Agenda. You cannot make a comment when you select this method. This *only* allows you to register your position on a bill. This position is called a current bill position.

My Requests

2015 - Fifty-second Legislature - First Regular Session

Include requests for past agendas

Session	Agenda Date	Committee Name	Type	Description	Your Position	Representing	Location	Actions
1R	3/18/2015	Health and Human Services	Bill	HR2571 - DCS Information; legislator discussion		Self	5HR 1	<div style="border: 1px solid red; padding: 2px; display: inline-block;">Update Delete</div>

My Bill Positions

This position will not show in committee. The members will only see it when they are on the floor

Enter bill number

Session: 2015 - Fifty-third Legislature - First Regular Session

Select position

Click Add

Bill Number:

Your position:

- For
- Neutral
- Against

Add

# Delete Your Positions on Bills

- Under “My Requests” and then “My Bill Positions” click on delete to remove your position and comments.

The screenshot shows the 'Request To Speak' website interface. The left sidebar contains navigation links: Home, My Requests (circled in red), New Request, My Bill Positions, Upcoming Agendas, Agenda Search, and RTS Manual. The main content area is titled 'My Requests' and features a dropdown menu for the session, currently set to '2018 - Fifty-third Legislature - Second Regular Session'. Below this is a table with columns: Session, Agenda Date, Committee Name, Type, Description, Your Position, Representing, Location, and Actions. A message states: 'You have not signed up to speak on any items. Please use the agenda search to find the items you wish to speak on.' Below this is a section titled 'My Bill Positions' (circled in red) containing a table with columns: Session, Description, Representing, Your Position, and Actions. The 'Your Position' column includes icons for thumbs up, thumbs down, and a speech bubble. The 'Actions' column contains 'Update' and 'Delete' buttons. A red arrow points to the 'Delete' button in the first row of the 'My Bill Positions' table.

Session	Description	Representing	Your Position	Actions
2R	HB2037 - schools; statewide college readiness examination	Self		<a href="#">Update</a> <a href="#">Delete</a>
2R	HB2172 - postsecondary institutions; possession; nonlethal weapons	Self		<a href="#">Update</a> <a href="#">Delete</a>
2R	HB2208 - prohibition; photo radar	Self		<a href="#">Update</a> <a href="#">Delete</a>
2R	HB2319 - (NOW: JTEDs; letter grades; exclusion)	Self		<a href="#">Update</a> <a href="#">Delete</a>
2R	HB2435 - English language learners; instruction; budgeting	Self		<a href="#">Update</a> <a href="#">Delete</a>
2R	HB2477 - high school mathematics; proficiency; notification	Self		<a href="#">Update</a> <a href="#">Delete</a>
2R	HB2520 - schools; reading requirements	Self		<a href="#">Update</a> <a href="#">Delete</a>
2R	HB2536 - dual enrollment; homeschooled children	Self		<a href="#">Update</a> <a href="#">Delete</a>

# 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.

### Upcoming Agendas

Session:

Select Body:  Both  Senate  House

Agenda Type:  Standing  Interim

Committee Name	Agenda Date	Agenda Time	Agenda Room
There are no agendas associated with the selected session.			

# Agenda Search

- An “Agenda Search” allows you to search past legislative sessions by committee and bill information as well as current committees searches.
- You can search by: Senate, House or Both; the legislative session; and by which committee you want to search.
- Your search results will appear below the search button.

The screenshot displays the 'Request To Speak' web application interface. On the left is a dark sidebar with a menu containing: Home, My Requests, New Request, Update My Positions, Upcoming Agendas, and Agenda Search (highlighted with an orange circle). The main content area is titled 'Agenda Item Search' and includes the following fields and controls:

- Legislative Body: Radio buttons for Senate, House, and Both (Both is selected).
- Session: A dropdown menu showing '2015 - Fifty-second Legislature - First Regular Ses:'.
- Committee: A dropdown menu showing 'Select a committee...'.
- Search Phrase: A text input field with the placeholder 'Enter bill number, bill description, nominee name, or'.
- Show Past Agendas: Radio buttons for No and Yes (No is selected).
- A blue 'SEARCH' button at the bottom, which is circled in red.

Red arrows indicate the flow from the text in the previous block to the 'Agenda Search' menu item and the 'SEARCH' button.