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.
Why is RTS Useful?

• RTS is a 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?

- **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 your 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.

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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.
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.
Add Request

• Find the bill you are looking for and push “Add Request” button.
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.
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.
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.
Delete Your Positions on Bills

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