

# How the Legislature Works and RTS Training



Lisa Blankenship



Merissa Hamilton

EZAZ.org Co-Founders

- **How the Legislature Works**
- **How to Participate in Public Comment**



# MEET EZAZ.ORG

Our mission is to make civic action easy as pie!

We strategize across different levels of government to defeat the pro-tyranny caucus by empowering the grassroots to show up effectively!

We do extensive voter engagement. Plus:

- Sign up people for RTS at the AZ Legislature
- Teach people how government works and how to operate their government
- Lead strategic grassroots operations to stop bad government and drive pro-freedom policies



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## THE GRASSROOTS FREEDOM FORMULA

Right Place. Right Time. Right Strategy. Right Team.

# A Republic, If You Can Keep It!

*Thank you for working hard to keep your state free!*



# HOW THE LEGISLATURE WORKS

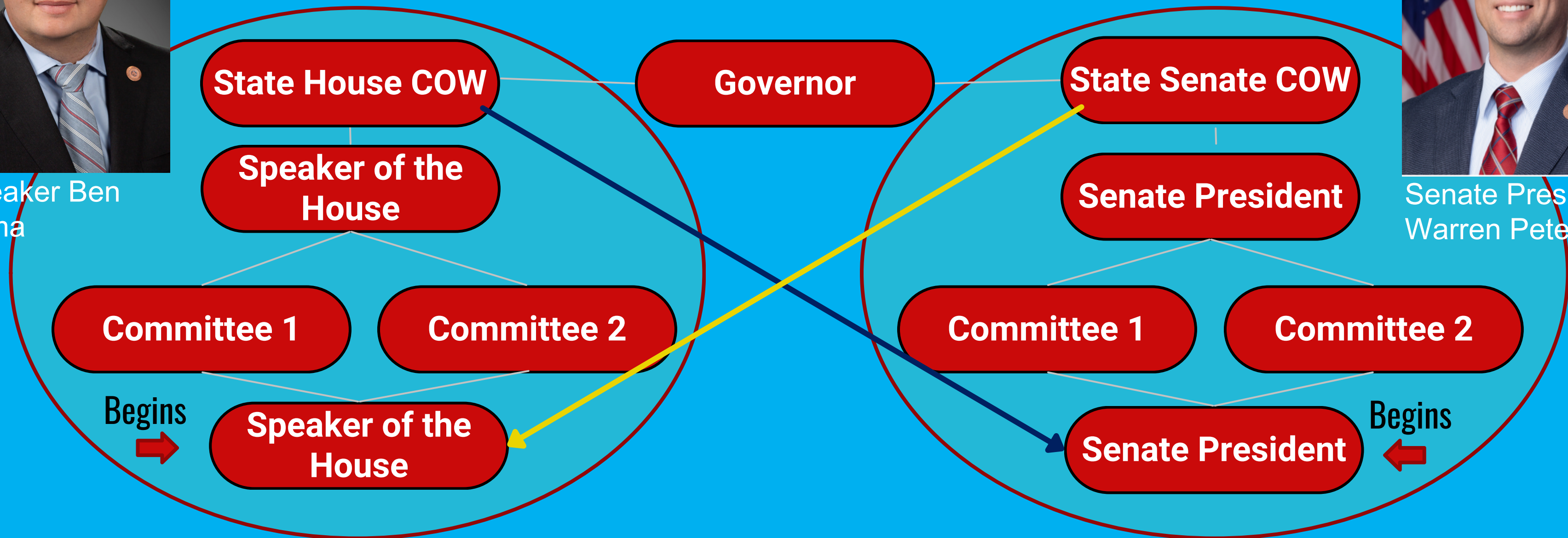
# How a Bill Becomes Law



Speaker Ben Toma



Senate President Warren Petersen



After Legislators submit their bills, bills do not pass go without both the Speaker of the House and Senate President allowing them to do so. Within their respective chambers, the Speaker of the House and Senate President control all of the Committee Chair assignments and control all bills getting assigned to the Committees and all bills that get assigned to the floor.

# AZ Legislature Session Timelines

## ARIZONA STATE SENATE 56<sup>th</sup> Legislature, 2<sup>nd</sup> Regular Session 2024 SESSION TIMELINE

### JANUARY 2024

Monday 1/8	Session Begins
Thursday 1/11	House 7-bill Introduction Limit Begins (5:00 p.m.)
Tuesday 1/16*	Senate Bill Request Deadline (5:00 p.m.)
Monday 1/22	Senate Bill Intro Set Deadline (5:00 p.m.)
Monday 1/29	Senate Bill Introduction Deadline (5:00 p.m.)

### FEBRUARY 2024

Friday 2/2**	House Bill Request Deadline (5:00 p.m.)
Monday 2/5	House Bill Introduction Deadline (5:00 p.m.)

**Friday 2/16** Last Day to Hear SBs in Senate Committees  
Last Day to Hear HBs in House Committees

### MARCH 2024

**Friday 3/22** Last Day to Hear SBs in House Committees  
Last Day to Hear HBs in Senate Committees

### APRIL 2024

Friday 4/12	Last Day for Conference Committees (By Senate and House Rule)
Tuesday 4/16	100 <sup>th</sup> Day of Session



## STATE OF ARIZONA HOUSE OF REPRESENTATIVES

Office of the Chief Clerk  
1700 West Washington • Phoenix, AZ 85007-2844  
Phone: (602) 926-3032 • Email: cclerks@azleg.gov

## MEMO

### IMPORTANT DEADLINES

Second Regular Session, 56th Legislature, 2024

- Financial Disclosure Statements – Wednesday, January 31, 2024.**  
Every "public officer" is required to file a financial disclosure statement with the Secretary of State each year on or before the 31st of January (ARS 38-541 - 38-545, 18-444 & 1-303) Electronic forms are provided on the Secretary of State's website.
- Last day for pre-filing of bills – Noon, Monday, January 8, 2024**  
House Rule 8D: Bills, resolutions and memorials may be pre-filed by any member-elect for introduction in the first regular session during the period following the filing of the certification of the election until the first day of the first regular session. . .
- Last day for sponsorship of bills before the seven-bill limit begins – 5:00 p.m., Thursday, January 11, 2024.**  
House Rule 8C: . . . Every bill, resolution or memorial shall have at least one prime sponsor. A member may not be the prime sponsor of more than seven bills introduced after the fourth day of each regular session. For the purposes of this rule the first name on a bill shall be considered the prime sponsor.
- Last day for House Members to submit bill requests to Legislative Council – Friday, February 2, 2024.**
- Last day for introduction of bills – Monday, February 5, 2024.**  
House Rule 8C: Bills, resolutions and memorials may be introduced during the first 29 days of regular session . . . Thereafter, with the exception of death resolutions, introduction may be allowed only with the permission of the Rules Committee.
- Last day for House consideration of House Bills – Friday, February 16, 2024.**  
House Rule 9F: . . . all House Bills shall be considered by committees prior to the Saturday of the week in which the 60th day (March 7) of session falls.
- Last day for House consideration of Senate Bills – Friday, March 22, 2024**  
House Rule 9F: . . . all Senate Bills shall be considered by committees prior to the Saturday of the week in which the 90th day (April 6) of session falls.
- Last day for consideration of bills in Conference Committees – Friday, April 12, 2024.**  
House Rule 17G: . . . Conference Committees shall consider all bills prior to the Saturday of the week in which the 97th day (April 13) of session falls.
- Adjournment Sine Die – Saturday, April 20, 2024.**  
House Rule 2A: . . . regular sessions shall be adjourned sine die no later than the Saturday of the week in which the 100th day (April 16) of session falls. (The Speaker and the President may extend the session for a period not to exceed seven additional days. Thereafter, the session can be extended only by a majority vote of the Members.)

# How to Thumbs Up or Down A Bill?

# Public Comment & Request to Speak

Arizona's Request to Speak system allows you to leave public comments and sign up to speak at committee meetings.

You can also  bills at any time through the legislative process from My Bill Positions.

Go to [EZAZ.org](https://EZAZ.org) Step 1 to Sign up.  
Step 2 For Training Videos.

### My Bill Positions

Session: 2021 - Fifty-fifth Legislature - First Regular Session

Bill Number:

Your position:  For  Neutral  Against

Session	Description	Representing	Your Position	
1R	HB2035 - (NOW: parental rights; sex education instruction)	Self		<input type="button" value="Update"/> <input type="button" value="Delete"/>
1R	HB2111 - 2nd amendment; unenforceable federal laws	Self		<input type="button" value="Update"/> <input type="button" value="Delete"/>

### Request To Speak

Home  
My Requests  
New Request  
My Bill Positions  
Upcoming Agendas  
Agenda Search  
RTS Manual

#### 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: 2021 - Fifty-fifth Legislature - First Regular Session

Committee: Select a committee . . .

Search Phrase:

# RTS

- Using the Request to Speak at the AZ Legislature
- [Azleg.gov](http://Azleg.gov)
- Look for the Legislative Information Tab
- Hover over it and click on Request to Speak
- Bookmark this page for faster access



Session: 2021 - Fifty-fifth Legislature - First Regular Sessi

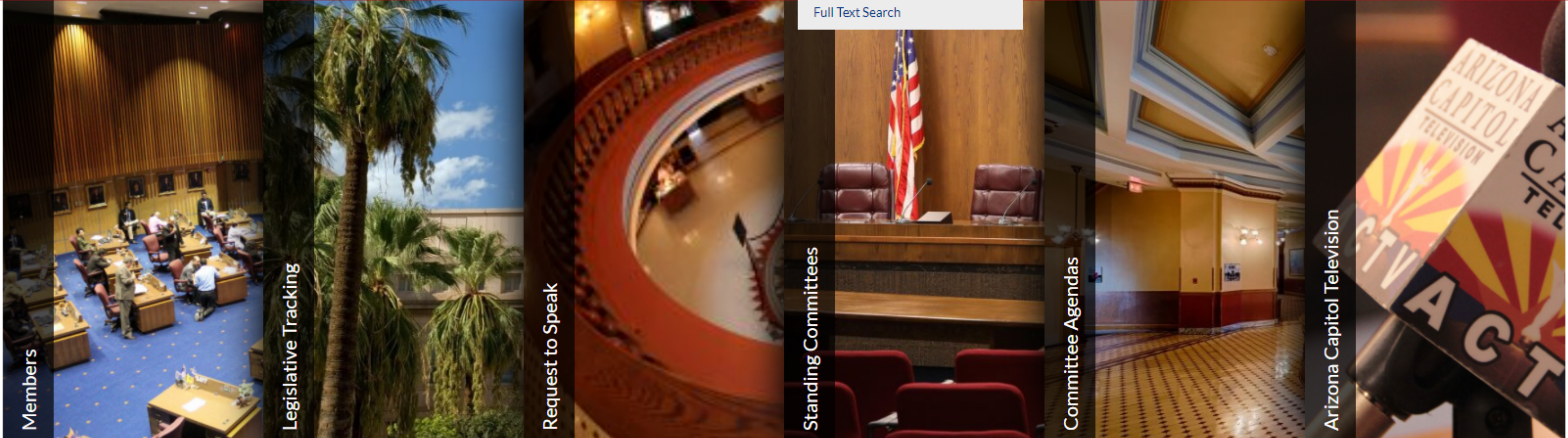


Bill # Search

Senate House Legislative Council JLBC Other Agencies Bills Committees Legislative Information Calendar & News

- Request To Speak
- Full Text Search

The Arizona Revised Statutes have been updated to include the re... re, 2nd Regular Session.

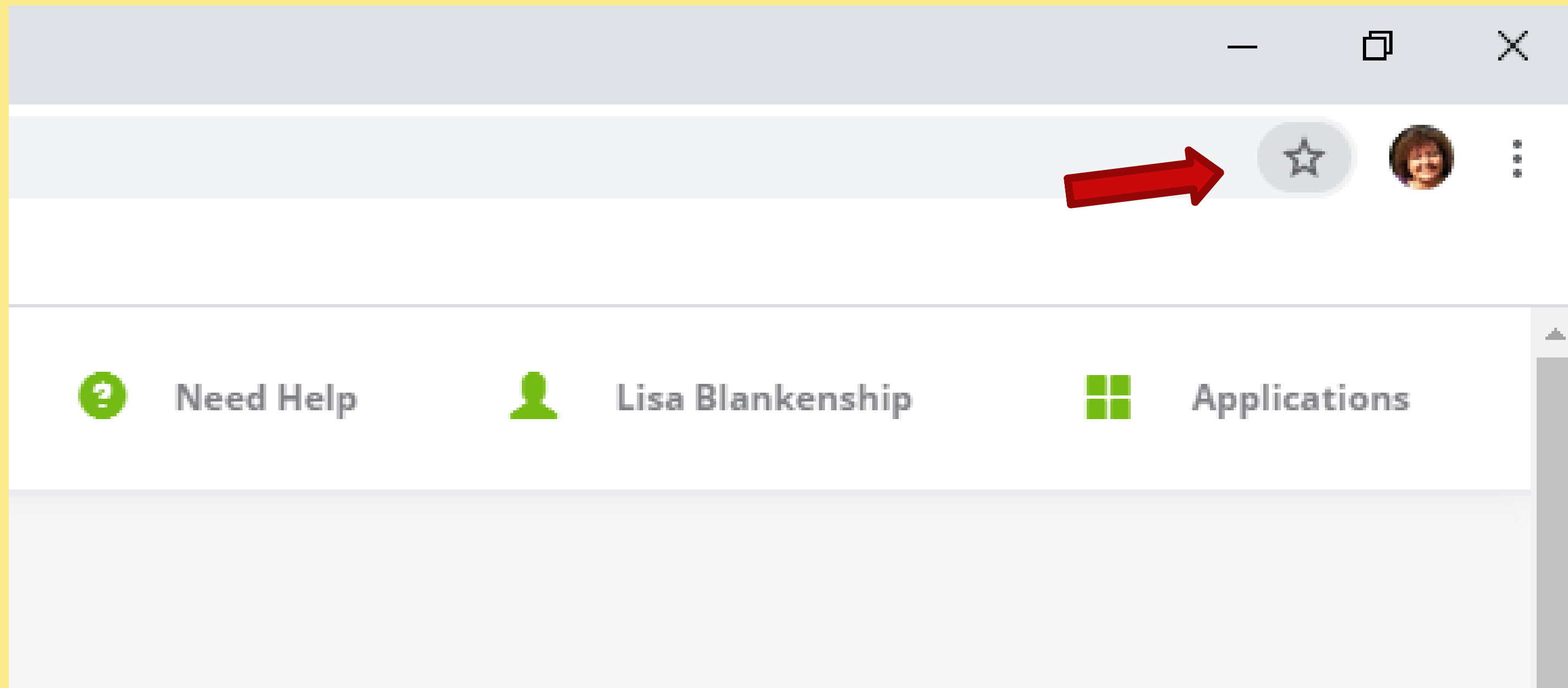


FEATURED ITEMS

- Ensuring Public Health and Safety at Legislature
- 2020/2021 Capitol Lawn Information

LEGISLATIVE EVENTS

# Bookmark Page



- This is where I change the name to use less room on my taskbar
- Just type in Leg. Bills and make sure it is set to Bookmarks Bar

# How to Enter Your Voter ID Info

The screenshot shows the 'Committee Overview' page on the AZ Leg. Website. The top navigation bar includes 'Bill Status Inquiry', 'AZ Leg. Website', 'Bills', 'Calendar', 'Agendas', 'Executive Nominees', and 'Conference Committee'. The main content area has a search criteria section with a dropdown for '2022 - Fifty-fifth Legislature - Second Regular Session', a 'Need Help' link, and a user profile for 'Merissa Hamilton'. The 'Account Management' menu is open, showing options for 'Profile Settings', 'Merissa Hamilton', 'Account Management', and 'Sign Out'. A red arrow points to the 'Account Management' option in the menu.

1. From the Bill Status Inquiry or RTS Page, Click Account Management

The screenshot shows the 'Account Management' page with the 'Update Personal Information' tab selected. The page title is 'Account Management'. Below the tabs, there is a section titled 'Update Your Personal Information' with a note: 'Note: Fields outlined in orange are required.' The form contains three input fields: 'Merissa', 'Hamilton', and 'Agency / Organization'. Below the form is a question: 'Do you wish to identify yourself as an Arizona registered voter?' with 'Yes' and 'No' radio buttons and a help icon. A red arrow points to the 'Update Personal Information' button at the bottom left.



2. Click Update Personal Information

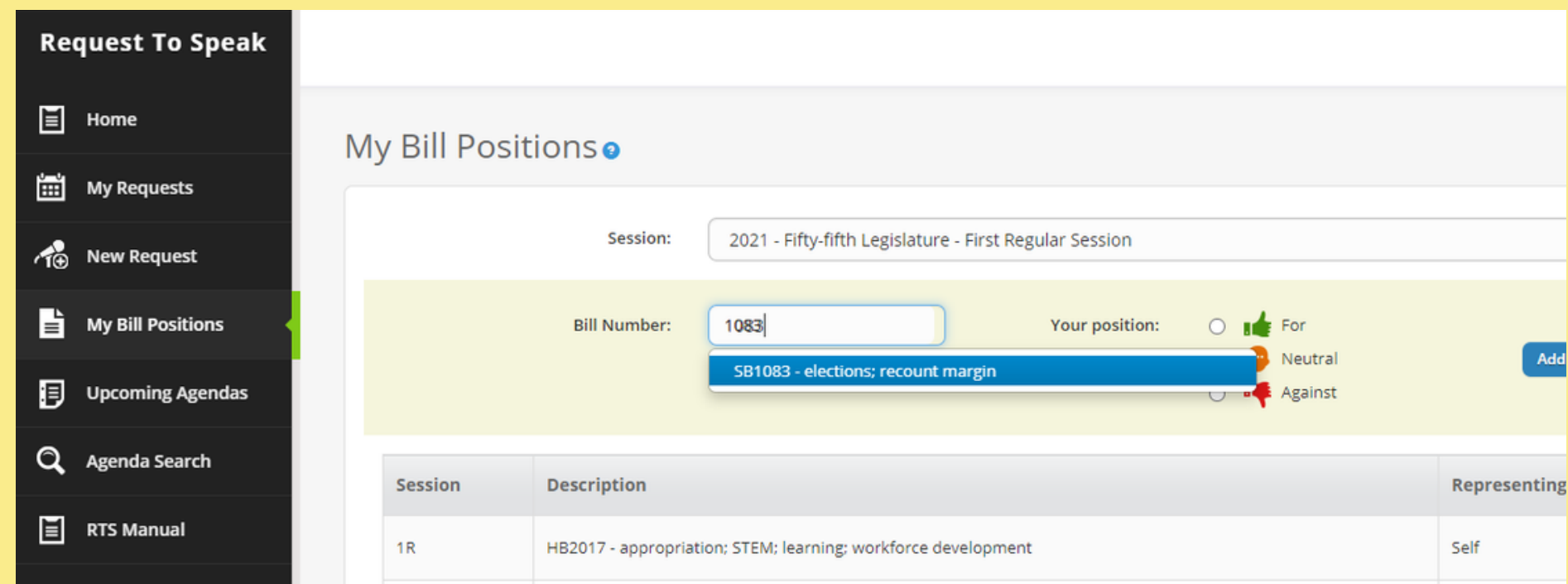
3. Click Yes on "Do you wish to identify yourself as an Arizona registered voter?"

4. Complete your Date of Birth and license number

5. Click Update Personal Information

# MY BILL POSITIONS

- Type in the bill you were looking for
- Click on the auto-populated title
- Choose your position  or 
- Click add



The screenshot shows a web application interface for 'Request To Speak'. On the left is a dark sidebar with navigation options: Home, My Requests, New Request, My Bill Positions (highlighted), Upcoming Agendas, Agenda Search, and RTS Manual. The main content area is titled 'My Bill Positions' and features a form for adding a new position. The 'Session' dropdown is set to '2021 - Fifty-fifth Legislature - First Regular Session'. The 'Bill Number' field contains '1083', and a dropdown menu is open showing 'SB1083 - elections; recount margin' as the selected item. The 'Your position' section has three radio buttons: 'For' (selected), 'Neutral', and 'Against'. An 'Add' button is visible to the right of the position selection. Below the form is a table with columns for 'Session', 'Description', and 'Representing'.

Session	Description	Representing
1R	HB2017 - appropriation; STEM; learning; workforce development	Self

# How to Register to Speak

Arizona Legislature Dashboard || Request to Speak

apps.azleg.gov/RequestToSpeak

Request to Speak

- Home
- My Requests
- New Request**
- My Bill Positions
- Upcoming Agendas
- Agenda Search
- RTS Manual

My Requests

Create a "New Request to Speak" on a bill in a committee. In addition, a "Bill Position" gets created, independent from the committee position, that indicates one's stance on the bill as it moves thru the Legislative process.

You have not signed up to speak

My Bill Positions

Session	Description
---------	-------------

Arizona Legislature Topic Search || Request to Speak

apps.azleg.gov/RequestToSpeak/TopicSearch

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

Session: 2021 - Fifty-fifth Legislature - First Regular Session

Committee: Select a committee . . .

Search Phrase: HB2039

SEARCH

- Choose New Request
- Enter Bill
- Hit Search



# If bill is coming up the Add Request button will show

The screenshot shows a web browser window with the URL `apps.azleg.gov/RequestToSpeak/TopicSearch`. The page title is "Request to Speak Topic Search". Below the title, there is a search form with the following fields:

- Legislative Body: Radio buttons for Senate, House, and Both (Both is selected).
- Session: Dropdown menu showing "2021 - Fifty-fifth Legislature - First Regular Session".
- Committee: Dropdown menu showing "Select a committee . . .".
- Search Phrase: Text input field containing "1382".

A blue "SEARCH" button is located below the search form. Below the search button, the "Search Results" section displays a table with the following data:

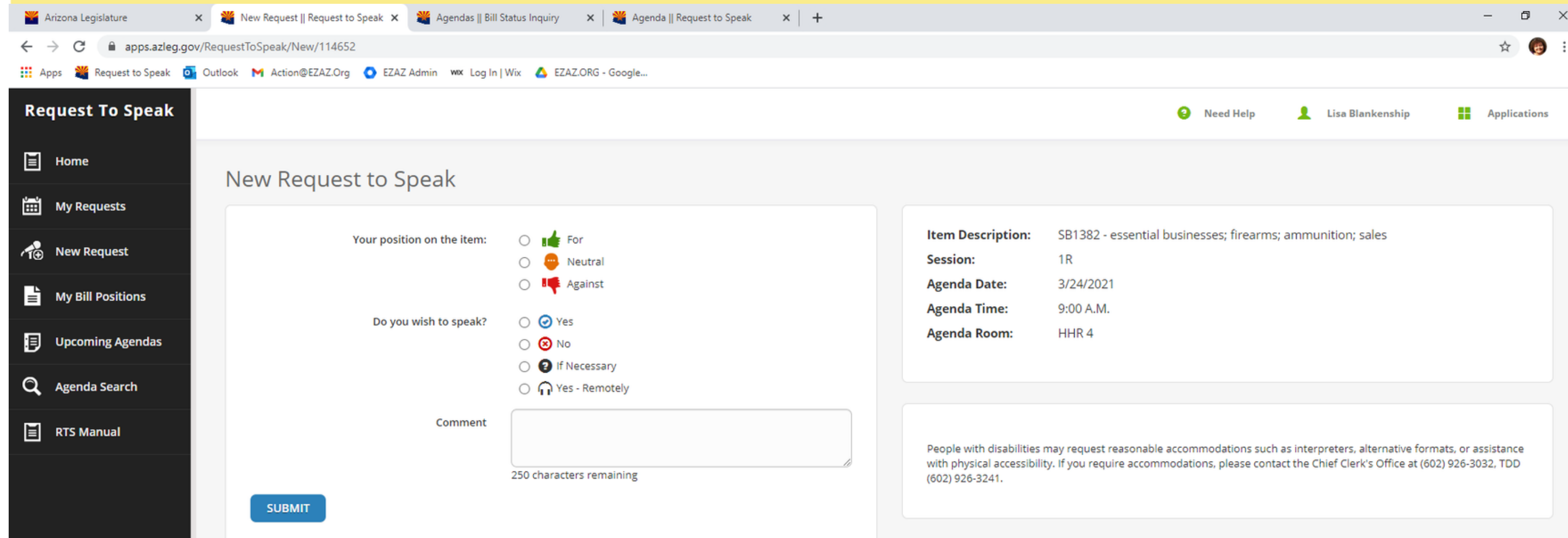
Session	Agenda Date	Type	Description	Committee Name	Location	Requests To Speak
1R	3/24/2021	Bill	SB1382 - essential businesses; firearms; ammunition; sales	House Judiciary	HHR 4	<a href="#">Add Request</a>

Below the table, it says "Page 1 of 1". A red arrow points to the "Add Request" button in the table.



# Make Your Opinion Known!

★ Choose  or  choose to speak or not  
★ Or  neutral you may comment



The screenshot shows a web browser window with the URL `apps.azleg.gov/RequestToSpeak/New/114652`. The page title is "New Request to Speak". On the left is a dark sidebar with navigation links: Home, My Requests, New Request, My Bill Positions, Upcoming Agendas, Agenda Search, and RTS Manual. The main content area contains a form with the following sections:

- Your position on the item:** Radio buttons for  For (thumbs up),  Neutral (neutral face), and  Against (megaphone).
- Do you wish to speak?:** Radio buttons for  Yes,  No,  If Necessary, and  Yes - Remotely.
- Comment:** A text input field with a "250 characters remaining" indicator below it.
- Item Description:** SB1382 - essential businesses; firearms; ammunition; sales
- Session:** 1R
- Agenda Date:** 3/24/2021
- Agenda Time:** 9:00 A.M.
- Agenda Room:** HHR 4

At the bottom left of the form is a blue "SUBMIT" button. At the bottom right, there is a disclaimer: "People with disabilities may request reasonable accommodations such as interpreters, alternative formats, or assistance with physical accessibility. If you require accommodations, please contact the Chief Clerk's Office at (602) 926-3032, TDD (602) 926-3241."

# FINDING NEW BILLS

The screenshot displays the 'Request to Speak' web application. The browser address bar shows 'apps.azleg.gov/RequestToSpeak'. The page features a dark sidebar with navigation options: Home, My Requests, New Request, My Bill Positions, Upcoming Agendas, Agenda Search, and RTS Manual. The main content area is titled 'My Requests' and includes a dropdown menu for the session, currently set to '2021 - Fifty-fifth Legislature - First Regular Session'. Below this is a table with one row of request data.

Session	Agenda Date	Committee Name	Type	Description	Your Position	Representing	Location	Actions
1R	3/29/2021	Rules	Bill	HB2359 - election equipment; access; locks		Self	SHR 109	<a href="#">Update</a> <a href="#">Delete</a>

Below the 'My Requests' section is the 'My Bill Positions' section, which contains a table listing various bills and the user's position on each.

Session	Description	Representing	Your Position	Actions
1R	HB2017 - appropriation; STEM; learning; workforce development	Self		<a href="#">Update</a> <a href="#">Delete</a>
1R	HB2020 - schools; child care; reduced fees	Self		<a href="#">Update</a> <a href="#">Delete</a>
1R	HB2022 - schools; resources; services; consolidation grants	Self		<a href="#">Update</a> <a href="#">Delete</a>
1R	HB2025 - delinquent property tax; interest; waiver	Self		<a href="#">Update</a> <a href="#">Delete</a>
1R	HB2039 - (NOW: elections; five percent; hand counts)	Self		<a href="#">Update</a> <a href="#">Delete</a>
1R	HB2052 - homeowners' associations; political; community activity	Self		<a href="#">Update</a> <a href="#">Delete</a>
1R	HB2054 - voter registration database; death records	Self		<a href="#">Update</a> <a href="#">Delete</a>
1R	HB2111 - 2nd amendment; unenforceable federal laws	Self		<a href="#">Update</a> <a href="#">Delete</a>

The Windows taskbar at the bottom shows the system clock as 7:37 PM on 3/26/2021.

# How to Read a Bill?

# How to Read a Bill? Go to AZLEG.gov.

The User Manual for the Bill Tracking Application is located [HERE](#). To get access to the system, go to [EZAZ.org](#) and click “[Sign Up Here](#)” on Step 1 on the Home Page.

Bill Number:

**STEP 1:** From Azleg.gov, in the top right corner of the page, enter in the bill number and hit enter. Then when the page loads, click Documents.

**Short Title:** voter registration database; death records

Overview

BillStatus

Videos

Sponsor/Keywords/Sections

RTS Current Bill Positions

Documents

**Bills have a Primary Sponsor & Co-Sponsors.**

**Note: Legislators have a very limited window to Co-Sponsor.**

Bill Versions

Introduced Version	PDF	HTML
House Engrossed Version	PDF	HTML
Chaptered Version	PDF	HTML

## How to Read a Bill?

**BLUE CAPS** – New added text

~~Red Lined~~ – Deleted text

**Black Sentence Case** – Existing text that will remain

(TEXT OF BILL BEGINS ON NEXT PAGE)

**CHAPTER 49**

**HOUSE BILL  
2054**

**Rep. Kaiser LD15  
(R)**

Be it enacted by the Legislature of the State of Arizona:

Section 1. Section 16-165, Arizona Revised Statutes, is amended to read:

**16-165. Causes for cancellation**

A. The county recorder shall cancel a registration:

- 1. At the request of the person registered.
- 2. When the county recorder knows of the death of the person registered.
- 3. If the person has been adjudicated an incapacitated person as defined in section 14-5101.

4. When the person registered has been convicted of a felony, and the judgment of conviction has not been reversed or set aside. The county recorder shall cancel the registration upon receipt of a certified copy of a felony conviction from the court or from the secretary of state or when reported by the elector on a signed juror questionnaire that is completed pursuant to section 21-311.

- 5. On production of a certified copy of a judgment directing a cancellation to be made.
- 6. Promptly after the election if the person registered has applied for a ballot pursuant to section 16-126.
- 7. When a person has been on the inactive voter list and has not voted during the time periods prescribed in section 16-166, subsection C.

8. When the county recorder receives written information from the person registered that the person has a change of residence within the county and the person does not complete and return a new registration form within twenty-nine days after the county recorder mails notification of the need to complete and return a new registration form with current information.

9. When the county recorder receives written information from the person registered that the person has a change of address outside the county.

B. If the county recorder cancels a registration pursuant to subsection A, paragraph 8 of this section, the county recorder shall send the person notice that the registration has been cancelled and a registration form with the information described in section 16-131, subsection C attached to the form.

C. When proceedings in the superior court or the United States district court result in a person being declared incapable of taking care of himself and managing his property, and for whom a guardian of the person and estate is appointed, result in such person being committed as an insane person or result in a person being convicted of a felony, the clerk of the superior court in the county in which those proceedings occurred shall file with the secretary of state an official notice of that fact. The secretary of state shall notify the appropriate county recorder and the recorder shall cancel the name of the person on the register. Such notice shall name the person covered, shall give the person's date and place of birth if available, the person's social security number, if available, the person's usual place of residence, the person's address and the date of the notice, and shall be filed with the recorder of the county where the person last resided.

D. Each month the department of health services shall transmit to the secretary of state without charge a record of the death of every resident of the state reported to the department within the preceding month. This record shall include only the name of the decedent, the decedent's date of birth, the decedent's date of death, the decedent's social security number, if available, the decedent's usual legal residence at the time of death and, if available, the decedent's father's name or mother's maiden name. The secretary of state shall use the record for the sole purpose of canceling the names of deceased persons from the statewide voter registration database. In addition, the department of health services shall annually provide to the secretary of state from the statewide electronic death registration system without charge a record of all deaths of residents of this state that are reported to the department of health services. The records transmitted by the department of health services shall include only the name of the decedent, the decedent's date of birth, the decedent's social security number, if available, the decedent's usual legal residence at the time of death and, if available, the decedent's father's name or mother's maiden name. The secretary of state ~~may~~ **SHALL** compare the records of deaths with the statewide voter registration database. Public access to the records is prohibited. Use of information from the records for purposes other than those required by this section is prohibited. The name of each deceased person shall promptly be canceled from the statewide voter registration database and the secretary of state shall notify the appropriate county recorder and the recorder shall cancel the name of the person from the register.

APPROVED BY THE GOVERNOR MARCH 18, 2021.

FILED IN THE OFFICE OF THE SECRETARY OF STATE MARCH 18, 2021.

The only change this bill is making is removing the word “may” and replacing it with “SHALL”. The impact is now the Secretary of State must compare death records to the voter database. Whereas prior to this bill, it was optional.

# How To Make Your Comments & Emails Effective

- Introduce yourself with your WHO and your WHY
  - Are you a PC, a parent, grandparent, a veteran, a business owner, etc
  - How are you impacted by the bill
  - Why are you involved with this policy issue
- Example:
  - My name is \_\_\_\_\_ and I am a PC in LD\_\_\_. I got involved because \_\_\_\_\_, and I care about this issue because \_\_\_\_\_.
- ALWAYS keep your comments pertinent to the issue of the bill
- NEVER attack or impugn other legislators
- When sending an email, in the subject line make sure to include the bill number & topic in all CAPs plus whether you support or oppose the bill
- Always show decorum in comments, emails, and meeting attendance

# How to Watch a Live Legislative Session?

1. <https://www.azleg.gov/liveproceedings/>

2. For previous sessions, go to <https://www.azleg.gov/archivedmeetings/>











# MAKE YOUR VOICE HEARD



## AZ LEGISLATURE RTS CHEAT SHEET

1. Go to <https://apps.azleg.gov/RequestToSpeak>
2. Click "Sign On" in the top right corner & enter your user name/pass
3. Click the Request to Speak icon 
4. **FAST:** To thumbs   bills, go to "My Bill Positions" on the left menu
  - Type in the bill number, when it appears below click on it, and then you can choose  
5. To leave a comment on a bill in Committee, choose "New Request", enter the bill # in "Search Phrase". Hit the enter button on your keyboard.
  - When the bill pops up, click "Add Request." Click your position  .
  - If you want to speak at the meeting in-person, click "Yes".
  - For an effective comment, include why you support or oppose the bill and why it matters to you. *Be specific.* Be sure to include any amendments you think will make it better. If you are a precinct committeeman, mention that too!

### Request To Speak

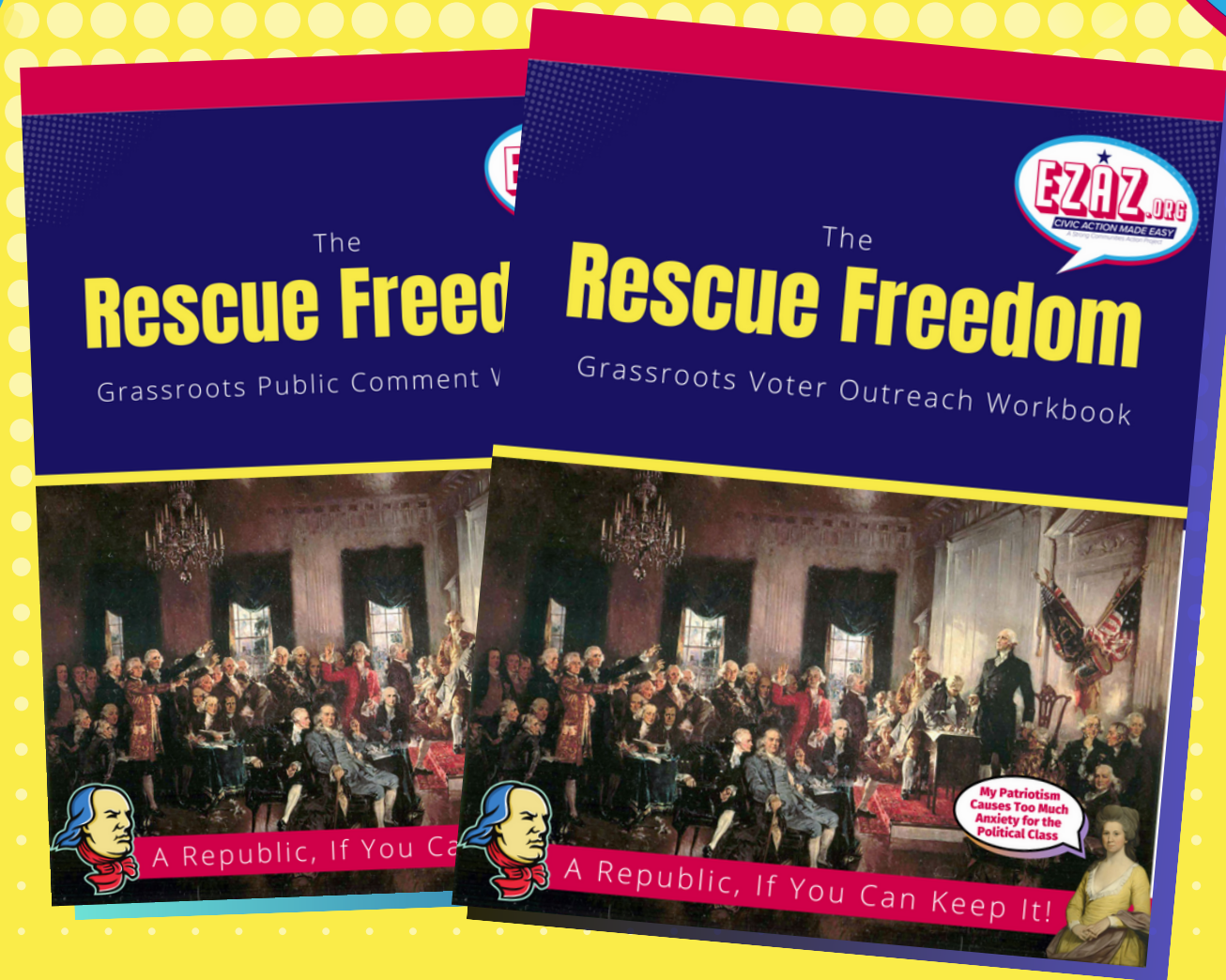
-  **\*\* RTS Update \*\***
-  Home
-  My Requests
-  New Request
-  My Bill Positions
-  Upcoming Agendas
-  Agenda Search
-  RTS Manual

**Need an RTS Account?  
We can help.**

**[EZAZ.org/RTS](https://EZAZ.org/RTS)**



# Education Worksheets to Make Civic Action Easy as Pie



Go to [EZAZ.org/workbooks](https://EZAZ.org/workbooks)

**A Republic, If You Can Keep It!**

*Thank you for working hard to keep Arizona free!*

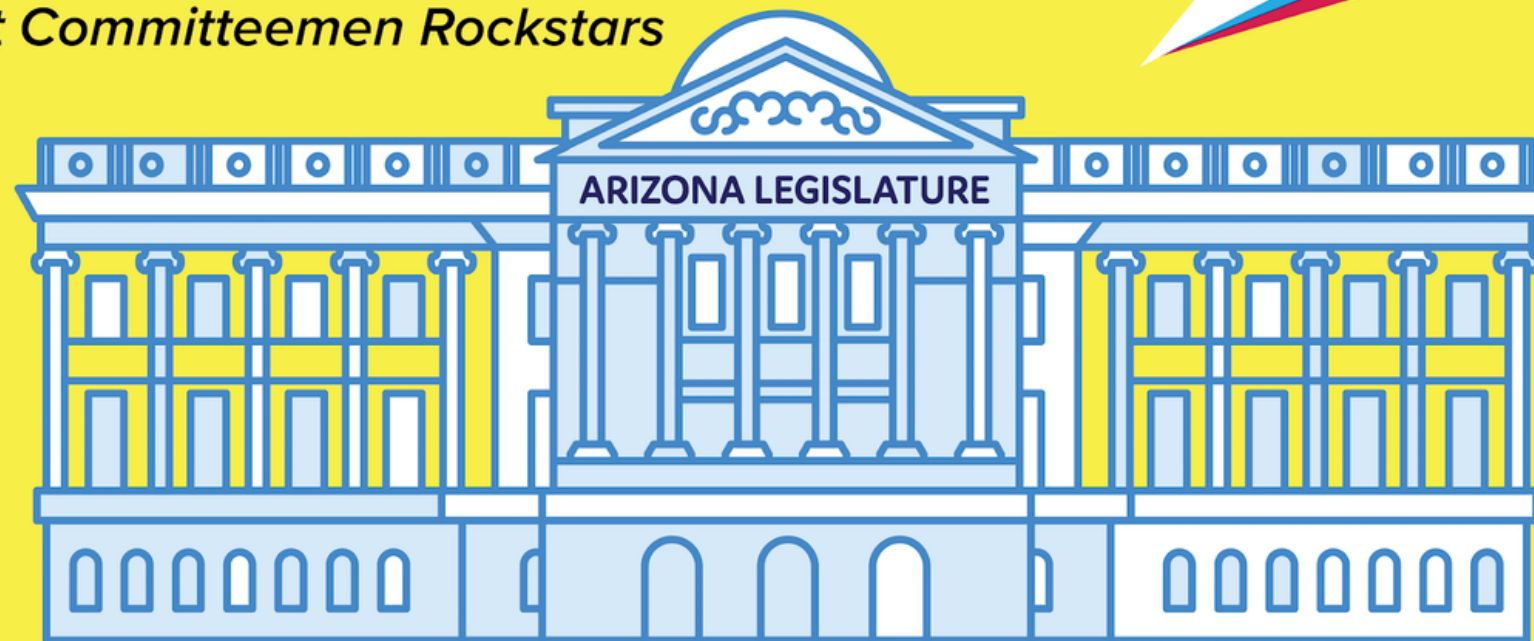


# Make Sure You are Signed Up for the AZ Legislative Request to Speak System. Go to [EZAZ.org/RTS](http://EZAZ.org/RTS)

We Make Civic Action  
**Easy as PIE!**

**15 MINUTES A WEEK TO SAVE AZ**

- ★ *Easy Action Alerts & AZ Leg RTS Sign Up*
- ★ *Make Public Comment Great Again*
- ★ *Monthly Pie Club Extravaganzas*
- ★ *Exclusive Fab Five Essentials of Freedom*
- ★ *Precinct Committeemen Rockstars*



**Become a Pie Club Member TODAY at [EZAZPIE.org](http://EZAZPIE.org)**

THANK YOU!  
action@ezaz.org

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RESERVED STRONG COMMUNITIES  
ACTION.



***Don't Let Government Steal Your Pie!***