



FACT SHEET

WYOMING LEGISLATIVE SERVICE OFFICE

HOW TO PARTICIPATE IN THE LEGISLATIVE PROCESS DURING LEGISLATIVE SESSIONS

The Wyoming Legislature offers a variety of services to help Wyoming residents actively participate in legislative sessions, whether you are at the Legislature in Cheyenne or in your hometown. The information below explains services provided by the Wyoming Legislature to ensure your participation in the legislative process when the Legislature is in session. **Please note, due to the Capitol Square Project, the Wyoming Legislature has temporarily relocated to the Jonah Business Center located at 3001 E. Pershing Boulevard in Cheyenne.**

GENERAL TELEPHONE MESSAGES AND CORRESPONDENCE FOR LEGISLATORS

If you would like to contact a legislator directly during the session, call the Senate Receptionist at (307) 777-7711 or the House Receptionist at (307) 777-7852 to leave a brief message for a member. Written mail may be directed to a designated legislator in care of the Wyoming House or Senate, 200 W. 24th Street, Rm 213, Cheyenne, WY, 82002. Although the Legislature's physical address has changed, the mailing address has not.

CONTACTING LEGISLATORS BY EMAIL

You may also contact members of the Wyoming Legislature via email. Many legislators use email to correspond with their constituents and other members of the public. This is one of the most effective ways to communicate with legislators, especially if you would like to provide more detailed information than is available through the various telephone services. Legislators can be contacted by email using their firstname.lastname@wyoleg.gov. Contact information is also listed on the Legislature's Website at www.wyoleg.gov.

ONLINE HOTLINE & TELEPHONE HOTLINE

During the legislative session, you can recommend support for or opposition to a particular piece of legislation by using the Online Hotline. In addition to expressing support for or opposition to an identified bill, you can also leave a short comment regarding the bill. This service is available on the Legislature's Website at <http://legisweb.state.wy.us/postcomments/onlinehotline.aspx>. Comments will be available to all legislators, but keep in mind that legislators consider a variety of factors when making decisions on pending legislation. The Telephone Hotline is available toll free for those without internet access by calling 1-866-996-8683 and for local callers within the Cheyenne area 777-8683. Callers may also obtain the current status of any bill in the legislative process. This is a limited service that provides information about where the bill is in the process, but does not provide information about the details of the legislation. This service is available on days the Legislature is in session from 8:00 a.m. until 5:00 p.m.

HEARING IMPAIRED SERVICE

If you have a hearing impairment, call the toll-free Wyoming Relay Service for information on any bill. The number is 1-800-877-9965 for TDD or Text Telephones. Ask the Wyoming Relay Service operator to dial (307) 777-8683 to obtain the status on bills. This service is available to all Wyoming residents with hearing impairments.

INFORMATION ON THE LEGISLATURE'S WEBSITE

A great deal of legislative information is available electronically through the Wyoming Legislature's Website (www.wyoleg.gov). This site can also be accessed through the State of Wyoming's Web page. During legislative sessions, the website will be updated daily with important legislative information, including the text of all introduced, engrossed, and enrolled bills; information about amendments; **a record of all roll call votes posted as soon as possible after each vote**; record of actions taken on bills; bill status; Senate and House daily calendars; and standing committee meeting schedules.

STREAMING AUDIO OF LEGISLATIVE PROCEEDINGS

Live and archived audio proceedings of the Wyoming Senate and the Wyoming House of Representatives are available on the Wyoming Legislature's Website. A link will be prominently displayed on the website when the session begins that provides the option of listening to live proceedings, if the House and Senate are convened, and an archive of daily legislative proceedings. If you are having trouble hearing sound on your computer when the House or Senate are in session, please click on the Audio Troubleshooting Guide for assistance. The system will not stream live audio when the House and Senate are adjourned, at recess, or at ease for more than 15 minutes.

ELECTRONIC AND PAPER COPIES OF LEGISLATION (HOUSE BILLS AND SENATE FILES)

The text of each bill will be posted on the Legislature's Website as soon as the legislation is assigned a bill number. Fiscal notes are also included on the website, which provide information about the fiscal impact of the bill. The text of each bill that passes one house (called "engrossed bills") and bills that are passed by the Legislature (called "enrolled acts") are posted on the site as they are approved. Bills can be viewed by subject or sponsor. If you do not have Internet access to obtain copies of bills, you can call the Legislative Service Office at (307) 777-7881 to request paper copies of legislation for a minimal fee. The Office is open from 7:30 a.m. to 5:30 p.m. on days the Legislature is in session. If you need a paper copy of a bill when you are in the Jonah Business Center, you can purchase copies at the Legislative Service Office located in Suite 120 in the north wing of the building for 10 cents per page.

AMENDMENTS TO LEGISLATION

You can obtain paper copies of House and Senate amendments under consideration each day at the Legislative Service Office in the Jonah building Suite 120 free of charge. Amendments under consideration each day are also listed on the legislative Website when they are released for distribution. Amendments that have been adopted are compiled daily and summaries are available near the atrium, the LSO Main Office, and the House and Senate lobbies. Adopted House amendments are printed on yellow paper and adopted Senate amendments are printed on green paper.

BILL STATUS INFORMATION

The Legislature's Website provides information regarding the current status of each bill under consideration, as well as previous actions on the bill (journal digest). The journal digest includes the dates actions were taken on the bill, all roll call votes related to the bill, and the text of all amendments offered regarding the bill. Paper copies of bill status information are available near the atrium, the LSO Main Office in Suite 120, and the House and Senate lobbies at the Jonah building. This information is printed on purple paper.

SENATE AND HOUSE SCHEDULES

Calendars for floor proceedings in the Senate and House of Representatives will be available on the Legislature's Website in the late afternoon for the next day's floor proceedings in each Chamber. The calendars include legislation under consideration and the general order of business. Paper copies of the House and Senate calendars are available daily near the atrium, the LSO Main Office in Suite 120 and the House and Senate lobbies at the Jonah building. You can also receive the calendars electronically through the Legislature's GovDelivery subscription, available on the Legislature's website. House information is printed on yellow paper and Senate information is printed on green paper.

STANDING COMMITTEE MEETINGS

During the session, when a bill is introduced in either the Senate or the House, it is sent to a standing committee for review and to receive public comment. You are welcome to attend standing committee meetings and to testify for or against legislation. If you would like to provide written information to the Committee, you will be requested to fill out a Committee Handout Form at the meeting (copies of the form are also available on the Legislature's Website). You are encouraged to email an electronic copy of your handout to the LSO at legdocs@wyoleg.gov, so staff can maintain an electronic archive of committee handouts. A schedule of Standing Committee meetings and the bills that will be considered by each committee for the next legislative working day will be posted on the Legislature's Website each day in the late afternoon. You can also receive the committee meeting notices electronically through the Legislature's GovDelivery subscription, available on the Legislature's website. Meeting notices are also posted outside the House and Senate lobbies and on committee doors. Paper copies of the House and Senate standing committee meeting schedules are available daily free of charge near the atrium, the LSO Main Office in Suite 120, and the House and Senate lobbies at the Jonah building. House committee schedules are printed on yellow paper and Senate committee schedules are printed on green paper.