

IMPORTANT QUESTIONS AND ANSWERS

1. How do I determine my district and legislator?

Use the Who Represents Me? Go to the website:

www.fyi.legis.state.tx.us/Home.aspx.

You can enter your ZIP code, city, or street address to find your legislator and district.

2. How do I send e-mail to my representative or senator?

It is each legislator's prerogative to support feedback through e-mail. If a legislator chooses to do so, you can find an e-mail feedback form on the legislator's home page. You can find your representative on the house website and your senator on the senate website.

3. How do I find out more about the Texas legislative process?

Information on the legislative process (introduction of bills, calendars, committees) can be found on the legislative process page.

4. How do I find out when a public hearing is being held?

To find times and places for public hearings, view the committee schedule information available for house and senate committees.

5. How do I follow the status of a bill?

You can use TLO to follow a bill through the entire legislative process. View the page How to Follow a Bill Using TLO to gain information on features provided by this website to follow a bill through the legislative process. This page includes information on how to find out when a bill will be discussed in committee, when a bill will be discussed on the floor, and how to find the current status for a bill.

6. How do I view the text of a bill or lookup the status of a bill?

You can view bills, fiscal notes, and bill analyses by selecting the bill lookup link on the Texas Legislature Online home page. You can also use this link to inquire about the status for a bill. You will be prompted to enter a bill number.

7. How do I obtain a hard copy of a bill?

The Texas Legislative Council House Document Distribution section distributes house documents and copies of general information and legislative reference publications to members of the legislature and to the general public.

House Document Distribution

Robert E. Johnson Building, Room B.324

1501 N Congress Ave

Austin, TX 78701

Phone: (512) 463-1144

E-mail: house.documentdistribution@tlc.state.tx.us

Senate Bill Distribution

Sam Houston Building, Room 190

201 E. 14th St.

Austin, TX 78701

Phone: (512) 463-0252

8. What does the underlining and strikethrough in bill and amendment text mean?

Underlined and strikethrough text indicate changes being made to the text of existing law or an existing constitutional provision. Underlined text is new language and strikethrough text indicates text being removed from existing law.

9. Is there an FTP site available for downloading bills?

Yes. The address is ftp.legis.state.tx.us. For downloading purposes, HTTP/FTP is supported on Internet Explorer (version 6 or higher), Firefox (version 3 or higher), and Safari. Firefox releases prior to version 3 do not support HTTP/FTP. The Firefox browser may require an add-on such as FireFTP. See the FTP site acceptable usage policy for more details.

10. How do I obtain the conference committee report version of bill text?

Changes to bill text made by a conference committee are included in the enrolled version of the bill text.

11. How do I find out how a legislator voted on a bill?

Bill vote information is available in the house or senate journal. The votes of individual representatives and senators are available only if (1) a record vote is requested at the time the vote takes place; or (2) when a record vote has not been taken within a specified time limit, a member registers a request to have his or her vote recorded in the journal. For help in finding vote information, view the page entitled Finding Vote Information.

12. The information I need is not on the website. Where can I get help?

The earliest bill text available is on the same website as question 1. Or you can often view it on the Legislative Reference Library

13. Can I obtain a copy of an entire code, such as the Marriage and Family Therapist code, through this system?

The full text of all statutes is available on the same website. Every code is available in the Texas Statutes section.

14. How do I register for an account so I may access the bill list and alert features?

Go to the login page and use the new user page to create an account. You will be required to select a security question and provide an answer. The question and answer are used for purposes of providing you the ability to reset your password if necessary.

15. I forgot my account password. How do I reset it?

Go to the login page and use the reset password feature to reset your password. The web administrator does not have access to your password information.

16. Can I track bills?

Yes. This site provides two methods for creating a personal list of bills for tracking purposes. The bill list feature is accessible from the MyTLO page. A bill alert system allows bill tracking with the added capability of receiving notification when actions change.

17. Can I be notified of changes?

You can be notified when changes have taken place on bills or when upcoming committee meetings, committee minutes, or calendars have been posted.

18. How does the bill alert feature work?

Bill alerts are available once you create an account on this website. You will receive an e-mail if any bills on your list have had a change in action.

19. How does the committee meeting, committees minutes, and calendar alerts feature work?

The committee meeting notice, committee minutes, and calendar alerts feature are available once you create an account on this website. You will receive an e-mail alert as new meeting notices, minutes, or calendars are posted.

CONTACTING YOUR LEGISLATOR'S OFFICE BY PHONE

Find out who your state representative is and his or her phone number at <http://www.fyi.legis.state.tx.us/Home.aspx>. You can also call Capitol information at **512.463.0063** for any legislator's phone number.

CONTACTING YOUR LEGISLATOR'S OFFICE BY MAIL

For any Texas state representative:

The Honorable John Doe
P.O. Box 2910
Austin, Texas 78711

For any Texas state senator:

The Honorable Jane Doe
P.O. Box 12068
Austin, Texas 78711