# North Dakota Legislative Bill Tracking System

## **User Manual**

Last Updated: December 31, 2024

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#### Introduction

The Legislative Bill Tracking system is an online web application which is available for Government users and Public users to track bills and resolutions for the legislative session.

The tracking of legislative bills and resolutions begins with prefiled bills as they are published to the legislative branch website. Non-prefiled bills and resolutions will be available for tracking after they are officially introduced starting on the first day of the legislative session.

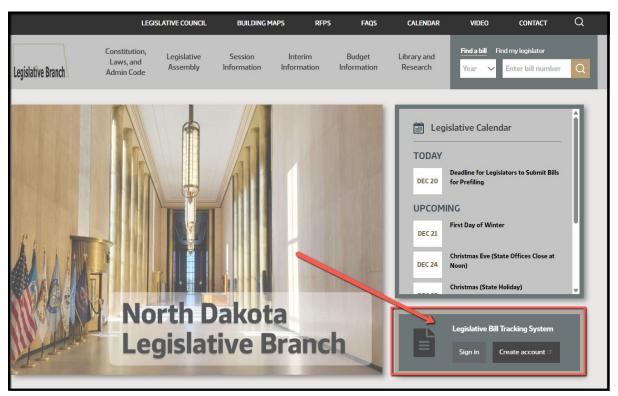


The North Dakota Legislative Branch uses a mobile application called North Dakota Legislative Daily (NDLD). The North Dakota Legislative Daily mobile app allows you to view the daily legislative assembly schedule. The full legislative assembly schedule includes standing committee hearings, conference committees, chamber floor calendars, interim committee meetings, and other events from the public website calendar. The North Dakota Legislative Daily mobile app is a free download and is available on Google Play and Apple App Store.

You may link your Legislative Bill Tracking account to the North Dakota Legislative Daily mobile app. After you link your Bill Tracking account to the NDLD mobile app, you will be able to filter the daily legislative schedule to only the bills in your bill tracking lists. See Manage Mobile Devices for more information.

## Where do I find the Legislative Bill Tracking System to login?

You can find the Legislative Bill Tracking System on the main Legislative Branch homepage or use the following link: <a href="https://ndlegis.gov/legislative-bill-tracking-system">https://ndlegis.gov/legislative-bill-tracking-system</a>



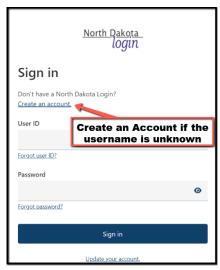
## **How Can I Login?**

#### **Public Users**

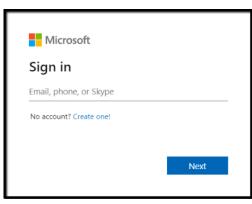
Public users can login to the Legislative Bill Tracking System using one of three methods: a ND Login account, Microsoft account, or Google account.



Enter your User ID and Password for the ND Login account. If you do not have a North Dakota Login account, you can create one using the Create an Account link.



A personal Microsoft account can be used when logging into the Bill Tracking application.

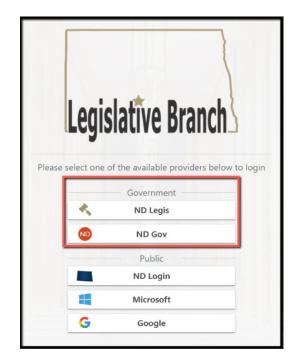


Alternatively, you could use a Google Account to login to the Bill Tracking application.



#### **Government Users**

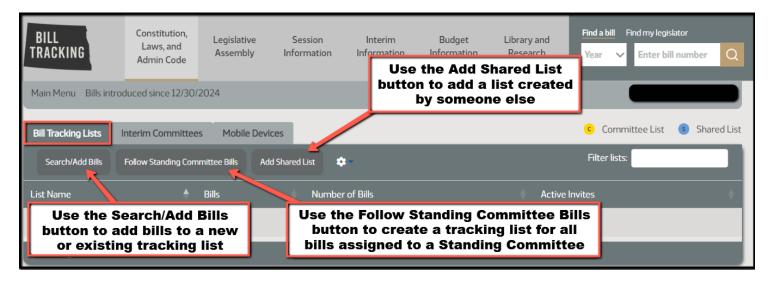
Government users on the state network will be able to login to the Legislative Bill Tracking System with their ND Legis (Legislative Branch) or ND Gov (Executive Branch) user credentials.



NOTE: If a Government User needs to access the Legislative Bill Tracking System from outside the Capitol, the user will need to connect to the State VPN using the Global Protect application.

## **How Do I Create a Bill Tracking List?**

When you login to the Legislative Bill Tracking System, you will see options to create Bill Tracking Lists, Committee Lists, and Adding Shared Lists from others.



#### Search/Add Bills

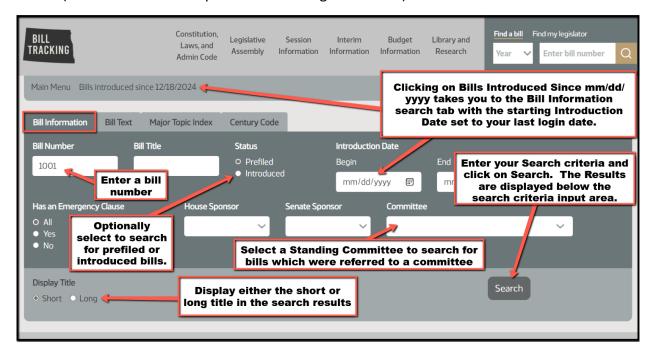
To add bills to one or more bill tracking lists, you need to search and select bills to add to your tracking list. NOTE... Bills and resolutions will be available to search and add to a bill tracking list <u>after prefiled</u> and <u>introduced bills are published to the legislative branch website</u> (<u>www.ndlegis.gov</u>).

For the creation of individual Bill Tracking lists, you can search on bills in various ways:

- Bill Information Bill Number, Sponsor, Committee, Status
- Bill Text searching for bills based upon text within a bill(s)
- Major Topic Index searching for bills based upon major topics
- Century Code searching for bills based upon the affected Century Code Titles and Chapters

#### **Bill Information Search**

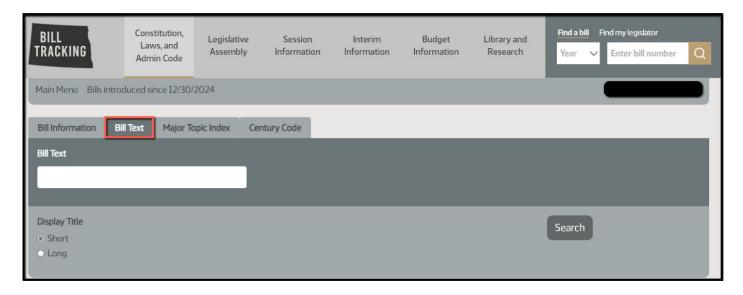
The Bill Information search tab allows you to search by bill number, status (Prefiled or Introduced), introduction date range, bill title text, emergency clause, house sponsor, senate sponsor, and standing committee (bill was referred to a particular standing committee).



NOTE: To view all bills, click on "Search" without entering any search criteria.

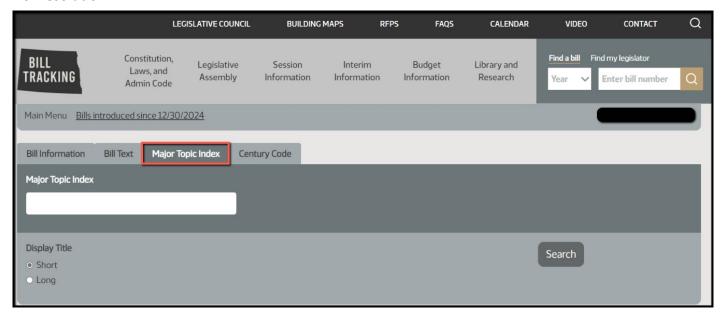
#### Bill Text Search

The Bill Text search tab allows you to search by text contained with bills, resolutions, and amendments.



#### Major Topic Index Search

The Major Topic Index search tab allows you to search by the assigned major topic index for a particular bill or resolution.

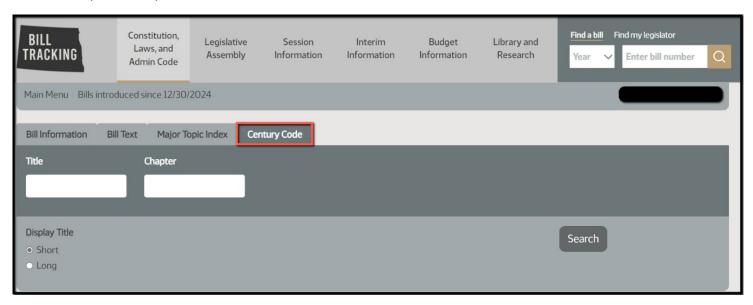


Note: The Major Topic Index is available at:

https://ndlegis.gov/assembly/68-2023/regular/subject-index/major-topic.html

#### Century Code Search

The Century Code search tab allows you to search by the affected North Dakota Century Code (NDCC) Title and Chapter for a particular bill or resolution.

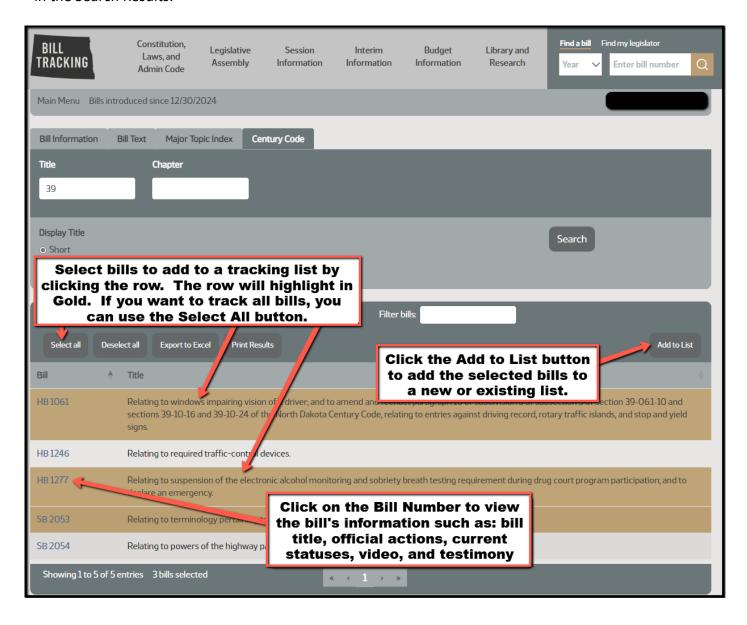


Note: North Dakota Century Code (NDCC) is available at:

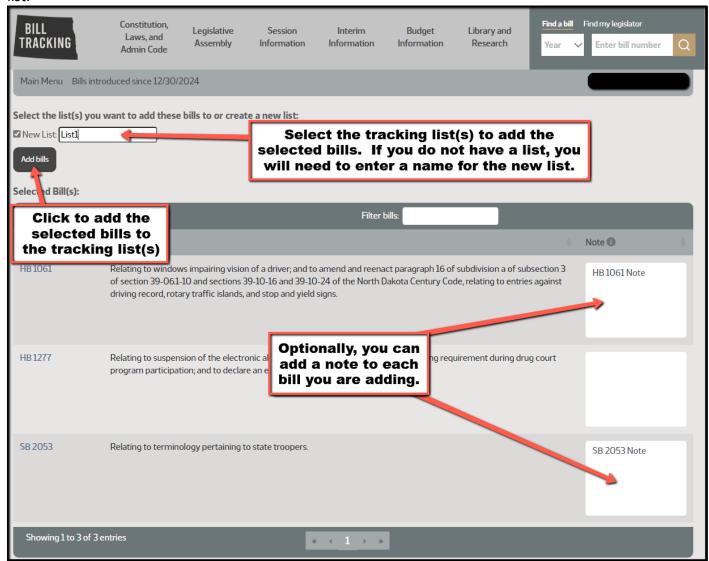
http://www.legis.nd.gov/general-information/north-dakota-century-code

#### Search Results - Select Bills

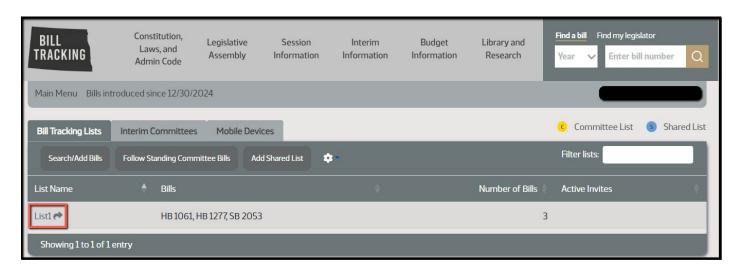
To add bills to a new or existing bill tracking list, review your Search Results and select which bills you would like to add to a bill tracking list by clicking the row the bill is in or clicking on Select All to add all bills in the Search Results.



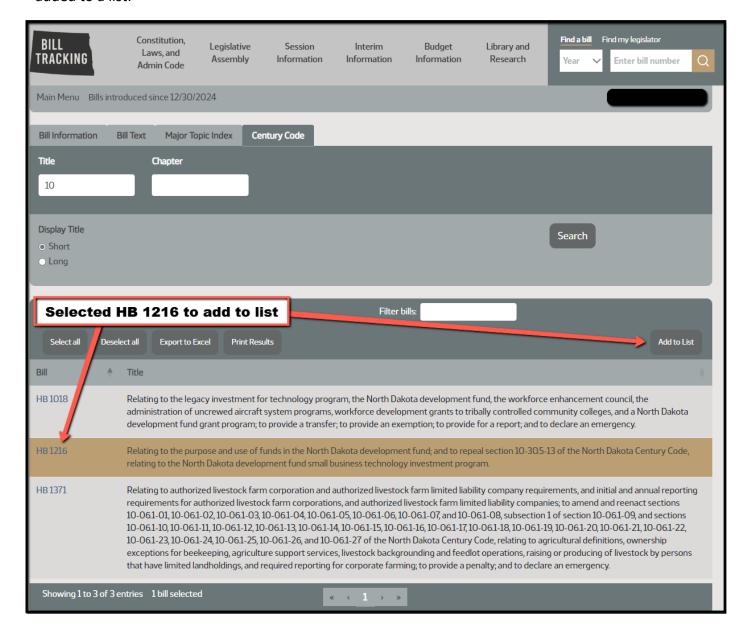
Complete the add process by selecting the tracking list to add the bills. If you do not have a bill tracking list created yet, you will need to click the check box to create a new tracking list and enter the name of the new list.



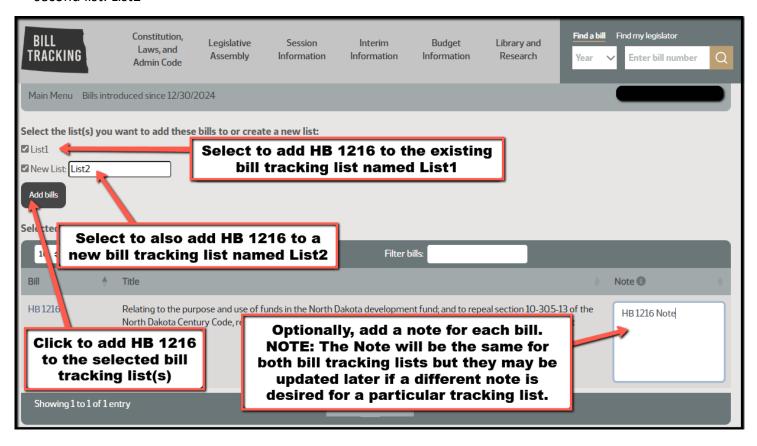
After the bills are added, your tracking list(s) will be displayed.



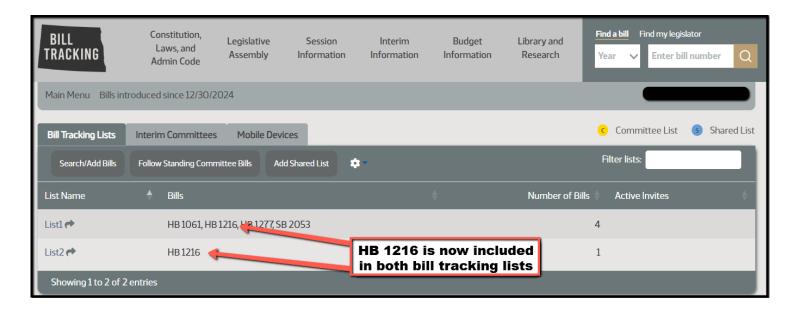
You may search again and add more bills to your tracking list(s). Below we've selected HB 1216 to be added to a list.



Select the checkbox to add HB 1216 to the existing List1 tracking list. If you'd also like to create a new list and add the bill to that list, click the checkbox next to New List and give it a name. Below we called our second list: List2

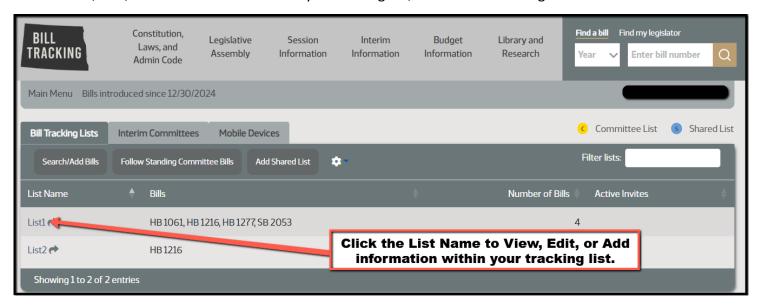


After the bills are added, your bill tracking lists will be displayed. HB 1216 is now shown in both lists.



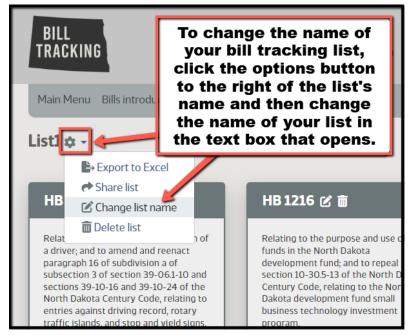
## **Edit Bill Tracking List**

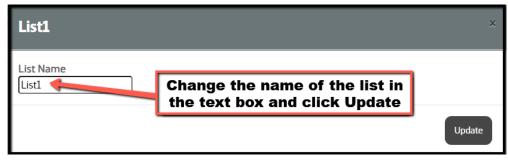
To View, Edit, or Add information within you tracking list, click on the tracking list name.



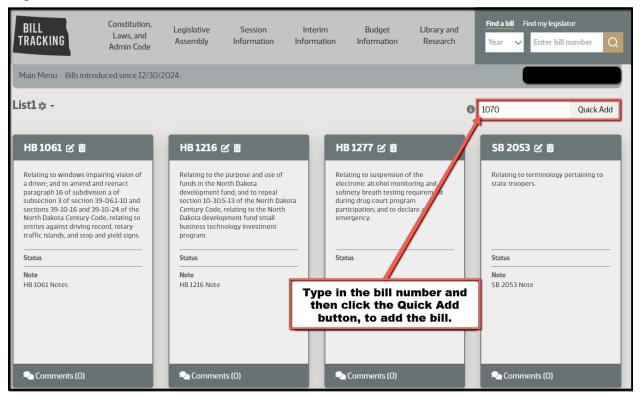
To change the name of your bill tracking list, click the Pencil and Paper icon directly to the right of the

tracking list's name.

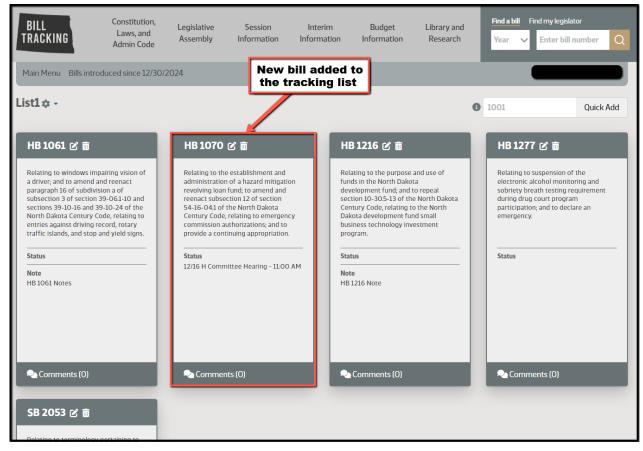




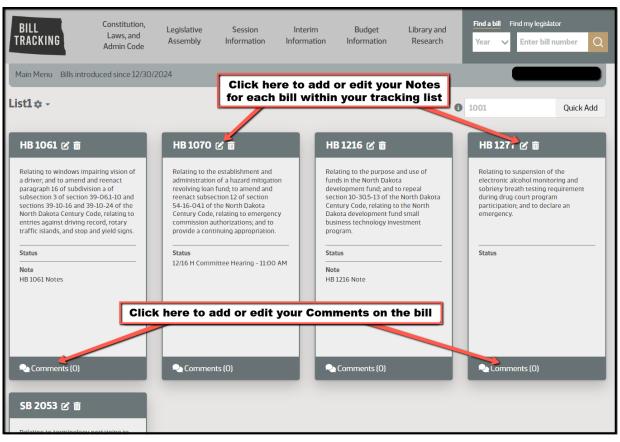
To quickly add a bill to your tracking list, type in the 4-digit bill number into the Quick Add text box in the upper-right corner, and click Quick Add.

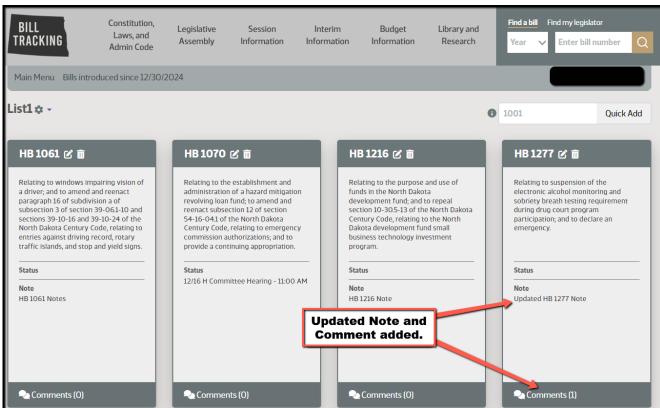


The bill number will now display within your tracking list. Note... This only applies to the list you are currently viewing. It does not add the bill to multiple tracking lists.



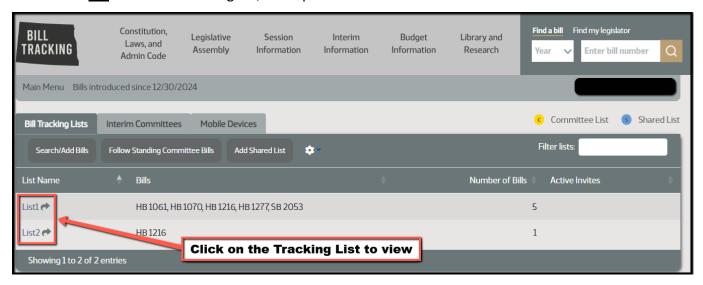
If you want to edit your note for a particular bill within the bill tracking list, click the Pencil and Paper icon to the right of the bill #. If you would like to add or edit comments for a particular bill within the bill tracking list, click the Comments button at the bottom of the bill window.



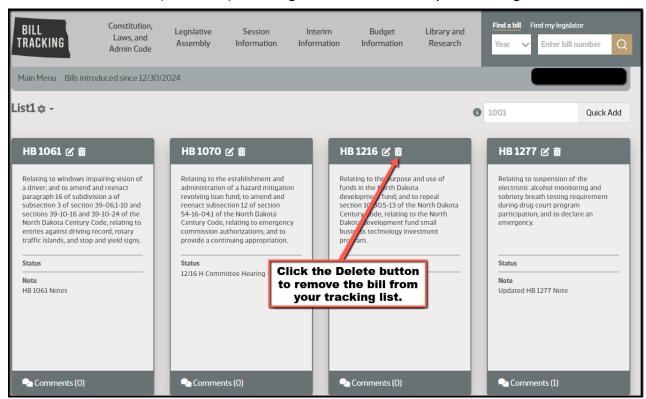


## **Deleting Bills and Tracking Lists**

To delete a bill from a bill tracking list, first open a list to view



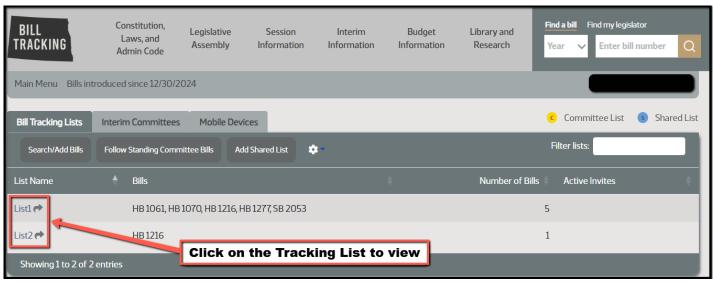
Click on the Delete button (Trash Can) to the right of the Bill # within your tracking list.



You will receive a Confirmation popup box. Click Remove.

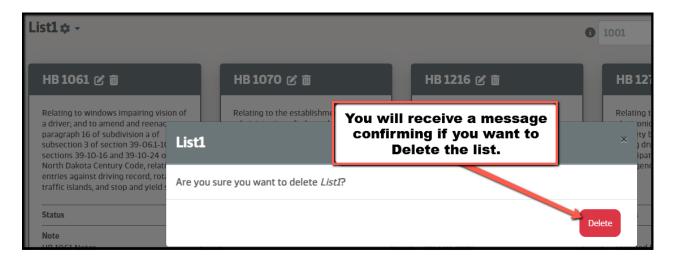


To delete a bill tracking list, first, open the list by clicking on the List Name.



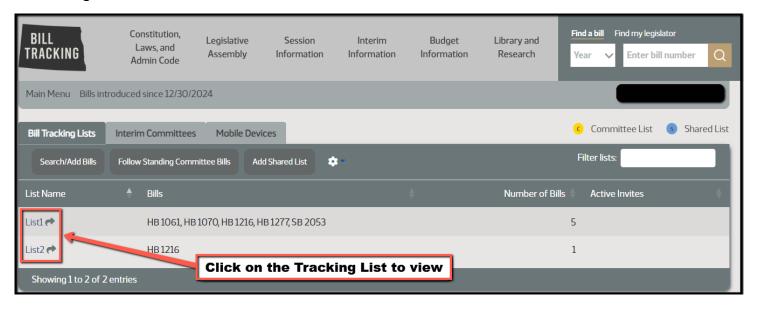


Confirm whether you want to delete the Bill Tracking List.

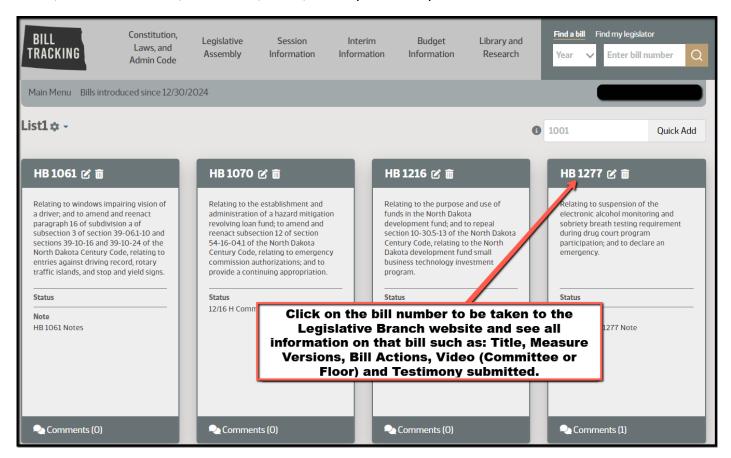


#### **View Bill Information**

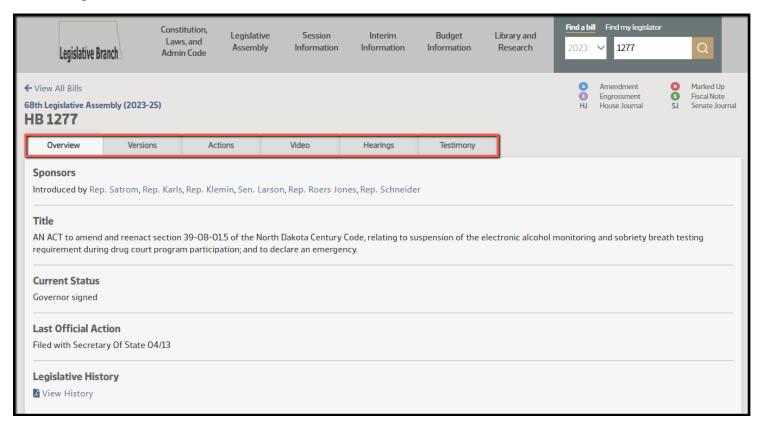
To view the bills within the tracking list as well as any information pertaining to the bills, first click on the tracking list to view.



Click on a Bill number to be taken to the Bill Page on the Legislative Branch Website. Here you can see Bill Title, Measure Versions, Bill Actions, Video, and any Testimony submitted.

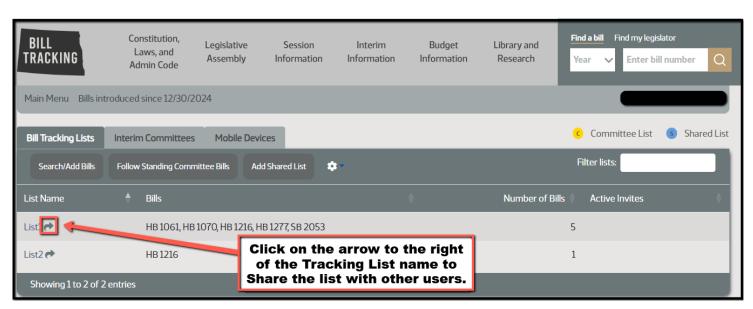


#### Bill Page information:



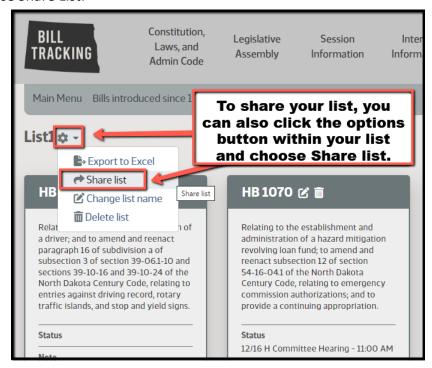
## **Share A Bill Tracking List**

To share a bill tracking list, click the Share button (arrow) next to the tracking list name.

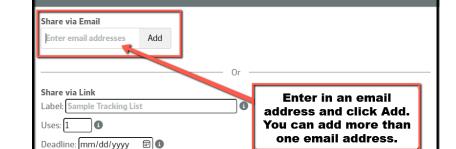


NOTE: Your Bill Notes and Comments will be viewable/editable to those you share your list with. You will make the permission decision on View/Edit access.

Alternatively, you can also Share a List from within your tracking list. Click the Options button next to the list name and choose Share List.



You have a few different ways to Share a list. You can enter individual email addresses or generate a URL address and send out to multiple people.

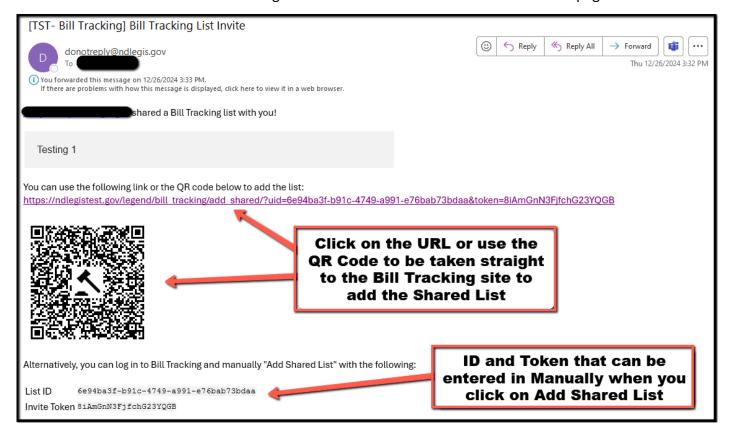


#### **Share via Email:**

Share "List1"

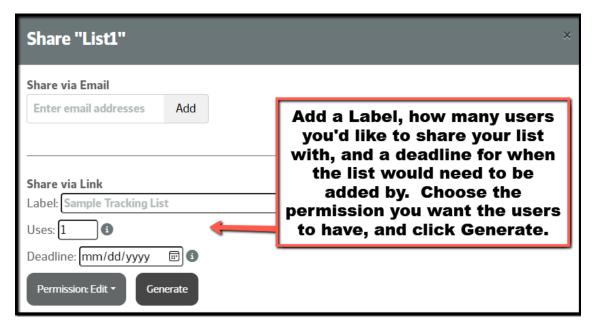


The individuals receiving the email can then click on the URL or use the QR Code to be taken to the Bill Tracking System and add the Shared List. Users can also use the List ID and Invite Token and manually enter that information in when clicking on the "Add Shared List" button on the main page.

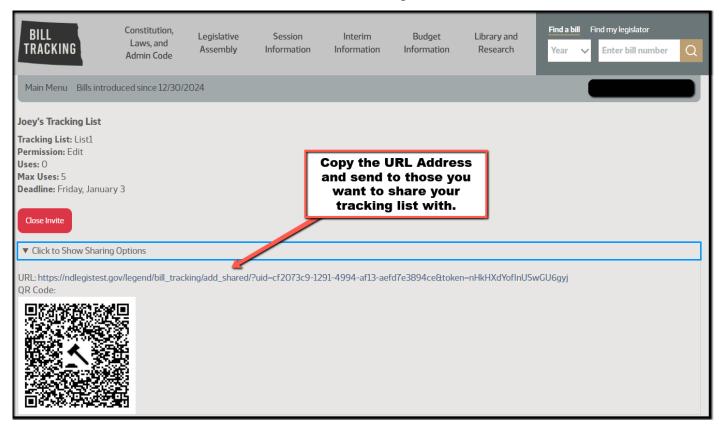


Alternatively, if you would like to Share a List with multiple people via sending a URL link, use the **Share via Link** section at the bottom.

Add a label, how many people you'd like to share the list to, and add a deadline date for when the user would need to add the list by. Choose the permission level you want the users to have for your list.



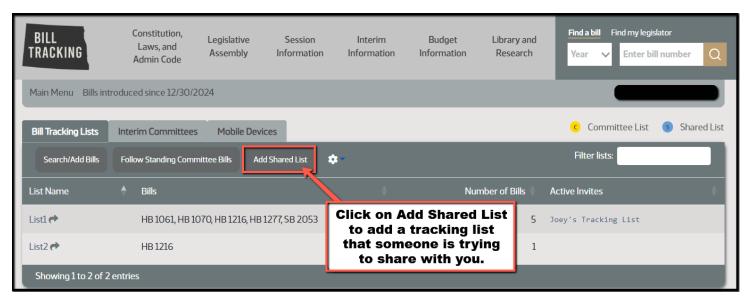
When you click the Generate button, you will receive the URL code to provide to others as well as a QR code. That URL and code will take them to the Bill Tracking site, to Add the Shared List.



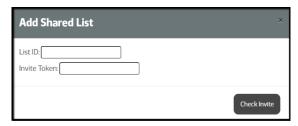
## Add A Shared Bill Tracking List

The easiest way to add a Shared Bill Tracking List is by clicking on the URL provided to you from the owner of the tracking list. Following that simple step will guide you in adding the Tracking List.

Alternatively, you can manually add a Shared List by clicking on the Add Shared List button and then entering in the List ID and Invite Token which will need to be provided to you from the creator of the list.

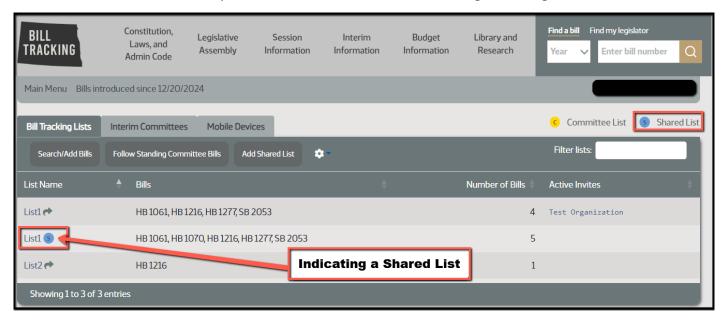


Manually add in the List ID and Invite Token provided to you from the Owner of the list.

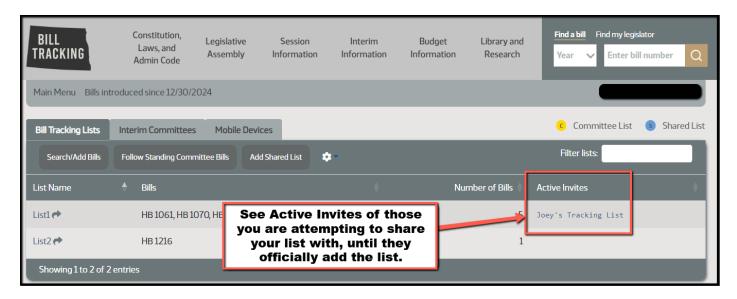


NOTE...Depending on what the owner of the list chose for your permissions, you may only have View status and not Edit. If bills are added or deleted by the owner of the list, they will automatically update in your shared list. If the list owner deletes the list, your shared list is also deleted.

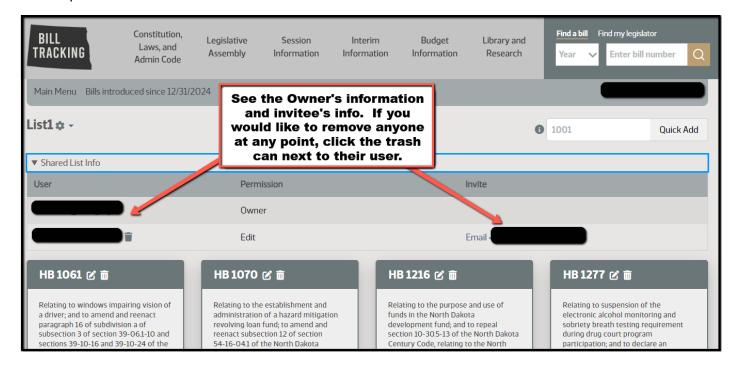
Once the list has been added, you can now see the list with a Blue Flag indicating that it is a Shared list.



On the list owner's main screen, they will see any Active Invites listed.

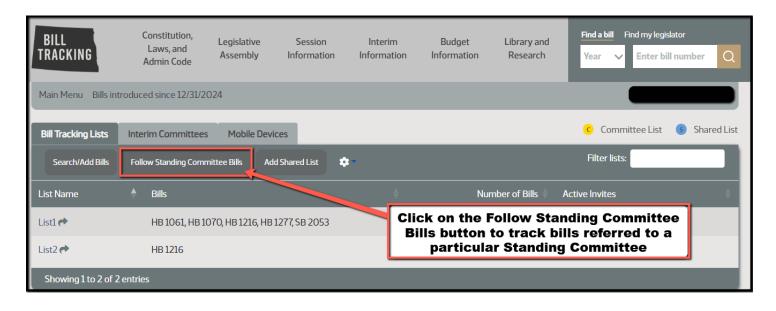


Once users have added the tracking list, you can also see a listing of those users within the Tracking list at the top of the list.

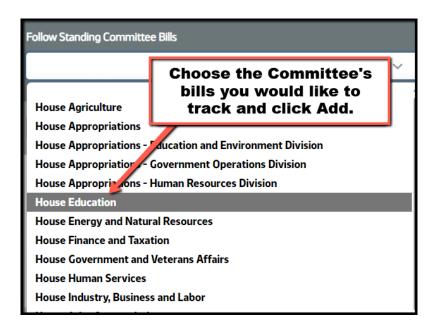


## **Standing Committee Tracking Lists**

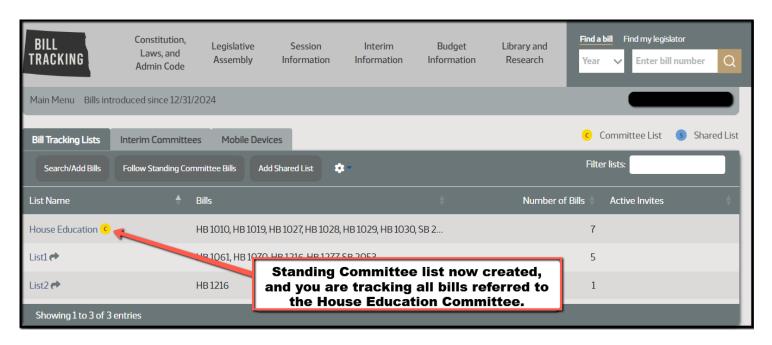
The Follow Standing Committee Bills button allows you to track bills referred to a particular standing committee.



Select a standing committee within the dropdown to track all bills which were referred to that particular committee and then Click Add.



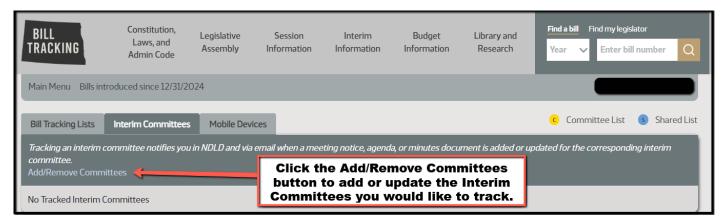
See the Standing Committee list you created within your Bill Tracking Lists.



## **Interim Committee Tracking Lists**

Interim Committee Tracking Lists allow you to track committee meeting dates and locations, as well as view committee documents (notices, agendas, and minutes) for a particular interim committee.

Choose the Interim Committee tab and click Change Committees to add or update the Interim Committees you would like to track.

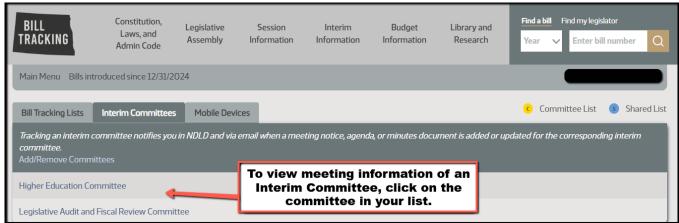


Choose the Committee(s) you would like to track and click Update.



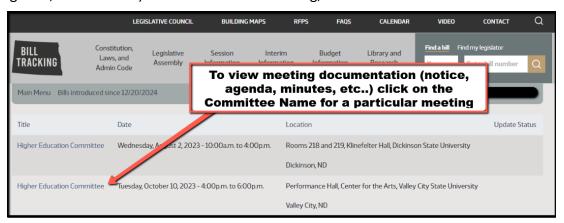
NOTE... If you no longer wish to track an Interim Committee, click the Add/Remove Committees button, uncheck the Committee and click Update.

To View meeting information of your tracked Interim Committee, click on the Committee Name in your list.

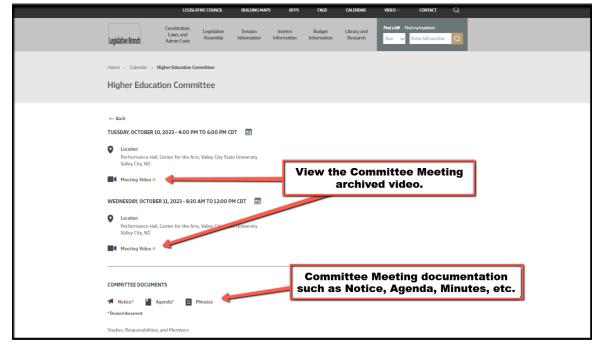


You can now see all Interim Committee meetings for your selected committee. To view Committee Documents (notice, agenda, and minutes) of the committee meeting, click on the Committee Name on a

particular meeting.



You are now taken to the Legislative Branch website specifically for that Committee Meeting.



## **Manage Mobile Devices**

The Bill Tracking System allows you to connect your tracking lists to the <u>ND Legislative Daily</u> mobile app. That application can be installed from the Google Play Store (Android) or Apple Store (Apple).

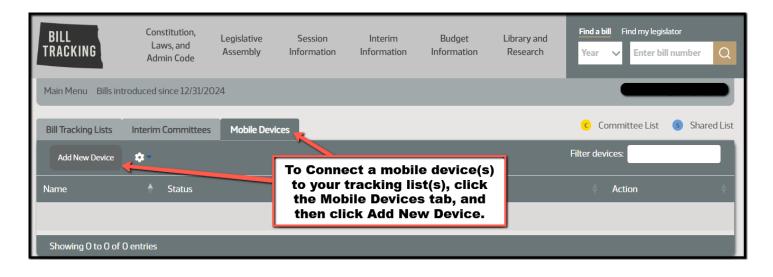
The North Dakota Legislative Daily mobile app allows you to view the following:

- Daily Legislative Assembly Schedule
- Standing Committee Hearing Schedule
- Conference Committee Schedule
- Chamber Floor Calendars
- Interim Committee Meetings
- Other events from the Public Website Calendar

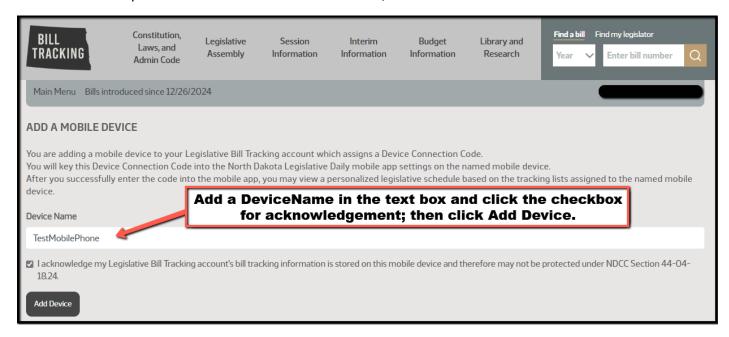


In addition to the items above, you may link your Legislative Bill Tracking account to the North Dakota Legislative Daily mobile app on one or more mobile devices. After you link your Bill Tracking account to the mobile app, you will then be able to filter the daily legislative schedule to only the bills in your bill tracking lists. This allows you to view bills scheduled for the day or week, based upon what you're tracking within your bill tracking list.

- 1. Install the ND Legislative Daily Application from the Google Play Store or Apple Store.
- 2. To connect your mobile device to your bill tracking list(s), click the Mobile Devices tab, following by clicking the Add New Device button.



3. Add in a Device Name for your device... Ex... Joe'sPhone, click the checkbox for acknowledgement of non-exemption under NDCC Section 44-04-18.24, and click Add Device.



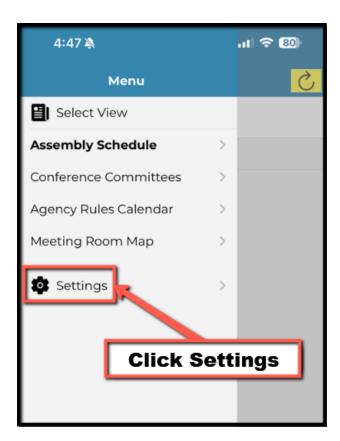
4. You will now receive a Connection Code. Copy that code or have it readily available to enter into the ND Legislative Daily mobile app. The Code is case sensitive and must be entered in exactly as shown.



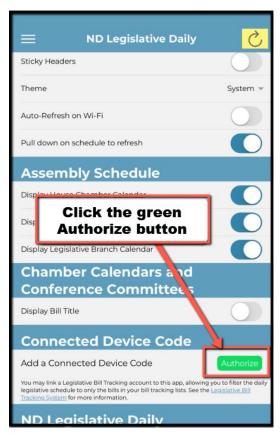
- 5. Open the ND Legislative Daily mobile app on your device.
- 6. Click the Menu button in the upper left-hand corner



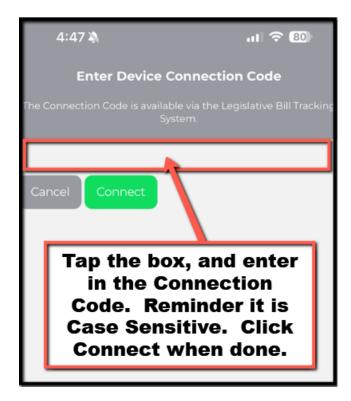
## 7. Click the Settings button



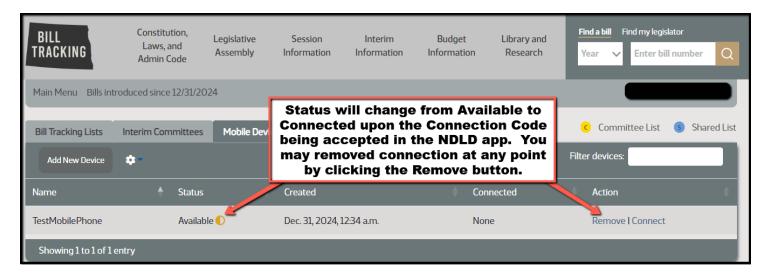
8. Click the green Authorize button



9. Enter in the Connection Code received in Step 4 to connect your bill tracking list to the ND Legislative Daily mobile app. Once complete, you can now view a schedule based upon what bills are in your bill tracking list(s).



After a Connection Code has been entered in the North Dakota Legislative Daily Mobile app, the status of the device will change from Available to Connected. You can remove connection to your mobile device at any time, by clicking the Remove button underneath Action.



## **Contact Support**

If you run into issues or have questions about the Bill Tracking System, you can send an email via the Contact Support section. Click on your user in the upper-right corner of the screen and click Contact Support.



Alternatively, you can send an email to <a href="mailto:ndlcbtsupport@ndlegis.gov">ndlcbtsupport@ndlegis.gov</a> and someone will respond to you as soon as possible.