
How to find legislators, bills, laws, and rules
How to find meeting agendas, minutes, and other materials
How to receive email notifications of upcoming meetings and other key information
How to find information on the legislature’s website and more...
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Louisiana Legislature
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Find Your Legislator
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Find Your Legislator

2. Click Who Are My Legislators?

3. Enter your LA address information and click find.
4. The following screen will list your Louisiana legislators and U.S. congresspersons.
5. Click on the legislators’ name to retrieve his or her personal page. Pages for Representatives and Senators differ, but they usually include a photo, contact information, committee assignments, caucus memberships, personal information, parishes and districts served and term information.
Find Bills

2. Click on the Bills tab

The bills page is automatically set to search for bills from the most recent legislative session. To read a bill from a previous session, click the change session link and select the session that the bill was introduced.

3. There are multiple search options. Below are the most commonly used.
1. **Search by Instrument** - If you know the bill type and number
2. **Search by Author** - If you know the name of the legislator who authored the bill. This will provide you with a list of all bills authored by this legislator. When you find the bill you are looking for click on the instrument.
3. **Search bill text** – If you don’t know the bill type and number or the author, but know the nature of the bill, you can search by keyword. This will provide you with a list of all the bills that include that keyword. When you find the bill you are looking for click on the instrument.

4. Once you have found the bill you are looking for, you will reach the bill page.
The bill page will contain all information about the bill including the status of the bill, all versions of the bill, and amendments to the bill. It also includes how legislators voted on the bill and information on the bill authors.

5. To read the bill, hover over the Text link and select the bill status that you would like to read. The most updated version is listed first.
6. The bill will open in another window or tab.
Track Bills

The legislature’s website has a feature that allows you to track all of your bills in one place so that you don’t have to look up each individual bill every time you want to know its status.

2. Retrieve the Bill Type (House Bill, Senate Bill, House Resolution, etc.) and Bill Number of the bills you want to track. See the previous section for instructions.
3. If you don’t already have a My Legis account, click Sign-Up in the upper right corner of the screen. If you already have an account, skip to step #6
4. Fill in the information requested on screen and click submit.

5. A new screen will allow you to add bills to your tracking list.

6. Select the bill type from the drop down, enter the bill number and click Add Bill to My List.
7. After you have enter your bills, your My Legis account should look like this:

This screen provides you direct access to the bills, their status, and the date that they will be heard in committee or on the floor.

8. To view the status of your bills at any time, login in the upper right hand corner of the screen to reach your My Legis Account.
Find Legislators’ Voting Records

To find out how legislators voted on a bill or amendment:
2. Search for the bill of choice. For example, House Bill 1.
3. On the bill page, hover over the Votes tab
4. Select the stage that you want to view votes. For example, to view how your Representative voted on the final passage of the House Bill 1, select House Vote on HB 1 Final Passage.
5. The document opens as a PDF and will list yeas, nays and absent.
6. It is also possible to view how legislators voted on amendments. Repeat these steps and select the amendment of choice.
Find Legislative Meeting Schedules and Agendas

2. The top of the home page lists that day’s meetings.
3. To view upcoming meetings, click View Upcoming Meetings
4. To view the meeting agenda, click on the meeting.
Watch Live and Archived Legislative Meetings

You can watch committee and floor meetings live from your computer.

2. Meetings scheduled for that day will be listed on the home page.
3. At the time that the meeting of interest begins, you will see “In Progress” and a TV symbol.
4. Click on the TV symbol to watch the meeting.
5. The video will open in another window.
6. Two meetings scheduled at the same time? Just click on the room that the meeting is being held in to watch a different meeting.
Missed a meeting? You can view previous committee meetings as well.

2. Click on Broadcast Archives
3. Select House or Senate Broadcast Archives
4. Select the Year and Month of the meeting.
5. Find the date of the committee and click on the committee name (There may be multiple sessions or parts. Select the session or part that you want to watch).

6. The video will launch in a new window and begin automatically.
Find Louisiana Laws

2. Click on Laws

3. There are many ways to find laws.
   a) If you already know the title and section, you can enter them in the fields provided and click view.
b) If you don’t already know the title and section, you can search by keyword.

- Select the set of laws that you would like to search. **The most commonly used are the Revised Statutes and the Louisiana Constitution.**
- Type in the keyword (e.g. early steps, community and family support, developmental disabilities) and click Search.
- Keyword searches tend to be broad. When you perform a keyword search, you will get a list of every instance that the keyword was used.
c) If you are curious, you can also “manually” search for laws.
   - Click on Table of Contents and select the set of laws that you would like to search.

   Use the Revised Statutes as an example. The following page will give you a list of each title within the Revised Statutes.
- Select the Title that you wish to browse. For example, health law is Title 28, education is Title 17.
- The following page will list each section within that title. Browse for the topic of choice. For example, if you were searching for the law that created the Louisiana Developmental Disabilities Council, you see it is listed as Title 28:750.
Board of Elementary and Secondary Education

[www.bese.louisiana.gov](http://www.bese.louisiana.gov)

Find Policies/Bulletins
Find BESE Meeting Schedules, Agendas and Materials
Watch Live and Archived BESE Meetings
Find BESE Meeting Minutes
Find BESE Policies/Bulletins

The Board of Elementary and Secondary Education (BESE) policies/bulletins are the administrative rules for education. They can be retrieved from the BESE website or the Office of the State Register website.

2. Click Documents/Resources
3. Click Policies/Bulletins
4. Select the bulletin of choice.
5. The bulletin will open in MS Word format.
Find BESE Meeting Schedules, Agendas and Materials

2. Click Documents/Resources
3. Click Agendas/Materials
4. Click BoardDocs online documents system

5. Click the Meetings tab and select the meeting of interest. To find previously held meetings, click the year the meeting was held and select the meeting of choice.
6. The meeting details, i.e. committee members, meeting location, dates and time, and agenda, will be displayed on the right side.

7. For a copy of the agenda, scroll to the bottom and click View the Agenda
8. The following page will list the agenda items and details.

9. Click on the agenda item of interest details. For example, item 2.1 Overview of the MFP Calculations. The attachment symbol signifies that there are other meeting documents available.

10. Scroll to the bottom of the agenda item detail to find attachments.

11. Click the document to view it.
Watch Live and Archived BESE Meetings

Watch Live BESE Meetings
2. Click Meetings

3. Click Live Streaming and Video Archive.

4. The link for a BESE meeting will only be available the day of the meeting.
5. Click the link to the meeting
6. If you have not done so already, you will have to register an email address in order to view BESE meetings.
7. Click Register
8. Complete the form and click register.
9. After you have completed the registration, click Enter Portal and login with your email and password.
10. The meeting should automatically open.

**Missed a meeting?** Watch archived BESE meetings.
2. Click Meetings
3. Click Live Streaming and Video Archive.
4. Click Video archive of past meetings (segmented)
5. BoardDocs online documents system will open in another window.
6. Select the year the meeting was held. For example, click 2013 Meetings for the April 2013 BESE Meeting.
7. Scroll through to find the meeting of choice and click on the meeting name. For example, Full Board.
8. Scroll to the bottom of the meeting details and click Watch Video.

9. The video will open in a separate window. Notice the window also includes an interactive agenda.

10. To skip to committee reports or a specific item on the agenda, click the committee or item of choice.
Find BESE Meeting Minutes

2. Click Meetings

3. Click Minutes
4. Select the meeting minutes of choice and click download.
5. The document will open as a PDF in another window.
Division of Administration

www.doa.louisiana.gov

Find Administrative Laws
Find Rules, Emergency Rules, and Notices of Intent
Find Louisiana Administrative Code, Rules, Emergency Rules and Notices of Intent

Find Louisiana Administrative Code
1. Visit the Division of Administration, Office of the State Register website
   www.doa.louisiana.gov/osr/osr.htm
2. Hover over LA Administrative Code, then click LAC Publications Online

3. Select the Title of choice.
   a) Health - Title 48 and 50
   b) Education - Title 28
   c) Labor and employment - Title 40.
4. The title will open as a Microsoft Word document.
5. Each title opens with the table of contents. Browse for the topic of choice.
Find Rules, Emergency Rules and Notices of Intent

2. Click Louisiana Register
3. Select the year that the rule was made public (promulgated).
4. Select the month that the rule was made public.
5. The document will include all executive orders, emergency rules, rules (regular), and notices of intent for that time period. For example:
Scroll to the page listed for the item of choice.
State of Louisiana

www.louisiana.gov

Subscribe to receive email notification of:
- BESE Published Meeting Agendas
- Legislative Committee Meetings
- Updates to the Louisiana Administrative Code
- Publication of the Louisiana Register
- Publication of the Louisiana Register, Emergency Rules
Email Notices of Upcoming Meetings

You can subscribe to receive email notifications of various upcoming meetings.
1. Visit the state of Louisiana’s website: www.la.gov
2. Click on Services, then click E-Mail Notifications

3. The following page is a list of links to sign up to receive email notifications about meetings and other key information.
4. In particular, advocates might be interested in receiving notifications for the following:
   - BESE Published Meeting Agendas
   - Legislative Committee Meetings
   - Updates to the Louisiana Administrative Code
   - Publication of the Louisiana Register
   - Publication of the Louisiana Register: Emergency Rules
5. To receive notification, click on link of choice
6. Click Subscribe to Electronic Notification
7. Complete the form and click submit.
8. You will receive an email confirming your registration.
9. Repeat these steps to subscribe to email notifications for organization of interest.