2015 User Guide
General Assembly of Maryland
Website

Office of Information Systems

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GENERAL ASSEMBLY OF MARYLAND WEBSITE

Figure 1 - GAM Website

The General Assembly of Maryland (GAM) has maintained a public web presence since 1996. The website was redesigned for the 2013 Session and updated for the 2015 Session. The GAM website contains information for current and past legislative sessions. The Legislative Data Systems Advisory Committee approves, along with the Speaker and President, information that appears on the GAM website. The Department of Legislative Services and Legislative Audits (OLA) also maintain websites containing information, reports, and other materials of legislative interest. The DLS website is accessible through a link on the GAM website and the OLA website is accessible from the DLS website.

The GAM website content changes from time to time and what follows describes in general what the site contains currently and how to navigate the site. You should remember that there may be multiple ways to get to the same content and you should explore until you find the way that works best for you.

Our goals are to:

- Make the site easy to navigate for all users.
- Maintain a modern look.
- Organize information so that it can be easily found.
- Make the site usable with all popular browsers and on all popular devices.

Note: In this user guide, the New Information icon will appear next to features or enhancements introduced for the 2015 Legislative Session

GAM HOME PAGE OR HOME TAB

When connected to the Internet, click on the Internet Explorer Icon on the desktop, or type the following address (http://mgaleg.maryland.gov) into the **Address Bar** and then press enter to display the GAM website's home page.

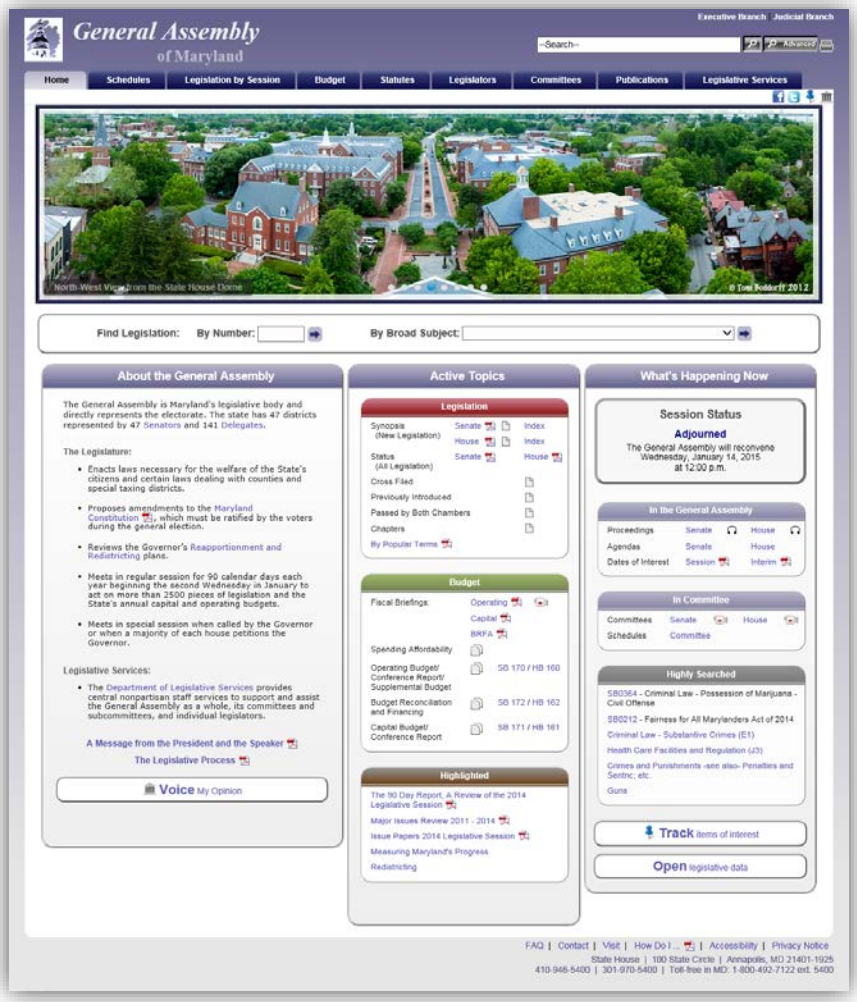
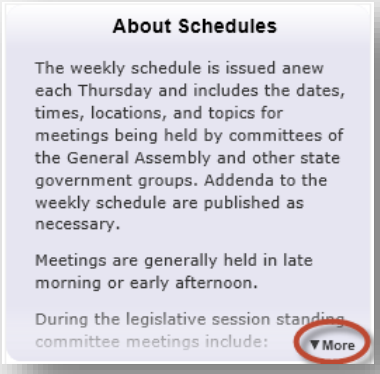


Figure 2 - Home Page

Note: On certain pages, for example the **Schedules** page, you now see the **Expand** and **Collapse** control in the **About** section. Click the control (▼ **More**) or (**Less** ▲) to read more or less about the topic.



TABBED NAVIGATION

Use the tabs at the top of the GAM website to navigate to the section of the website that you are most interested in. Some sections, for example the **Schedules and Budget** tabs are further subdivided into subsections using a second row of tabs. This allows users and visitors to drill down and find specific information or content related to the main tab's heading.

Figure 3 - Tabs and Sub Tabs

UTILITY BAR- ALL TABS

The **Utility Bar** provides users and visitors with links to *Facebook* and *Twitter*. This allows you to share legislative information using these social networks. The bar also provides quick access to the *Find and Contact My Legislator* form, which users and visitors can submit to find their elected representatives at the state and federal levels, as well as, contact state representatives.

Note: The **Tracking Legislation Tool** is available from the home page for users to sign up, sign in, or renew their tracking subscriptions.

Figure 4 - Utility Bar

FIND LEGISLATION SECTION- HOME TAB

The **Find Legislation** fields allow users to search for legislation by **Type** and **Number** or by **Broad Subject** (e.g. Family Law, Gaming, etc…). See the table below for search formats.

Figure 5 - Find Legislation Fields

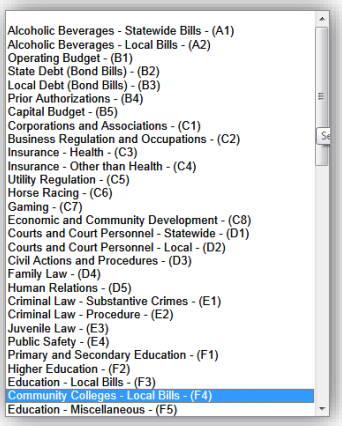
Formats for Legislation by Type		Broad Subject List
Senate Bills	sb#	
House Bills	hb#	
Senate Resolutions	sj#	
House Resolutions	hj#	
Senate Simple Resolutions	ss#	
House Simple Resolutions	hs#	
Chapters	ch#	
Joint Resolutions	jr#	
Note: Leading zeros are not required.		

Table 1

A search for legislation, by number, will redirect users to the legislation's page, as shown in Figure 6 below. Here you will find a **Summary** of the legislation including (Synopsis, Fiscal Analysis, etc…), any legislative **Documents** associated with the legislation including (Bill text for 1st and 3rd reader, analysis documents, amendments, vote, etc…), and the **History** of the legislation as it proceeds through the legislative process

NEW **Note:** For the 2015 legislative Session, users will find an additional bill query field, as shown in Figure 6 below, embedded on the resulting legislation page. This will provide users with the ability to continue searching for legislation quickly without having to return to the Home page.

A **Broad Subject** search will generate a sortable table of related bills on the subject.

After locating a piece of legislation, user can click the ***Tracking Tool*** on the **Utility Bar** to add the legislation to an existing tracking list or lists. See note. The tracking system also allows users to maintain one or more lists of legislation and create status reports from these lists. See the "**Managing Your Subscription – Main**" section on page 14 to learn how to manage a list(s).

Note: *To take advantage of the **Tracking** feature **you must complete a tracking subscription and then sign in***. See the "**Tracking Legislation – Sign Up**" section on page 11, were the registration process is explained in detail.

To **view and/or listen** to testimony for a specific piece of legislation, on the **Summary** Tab next to **Committee**(s), click the **camera** or **headphone** icon(s) on its legislation page.

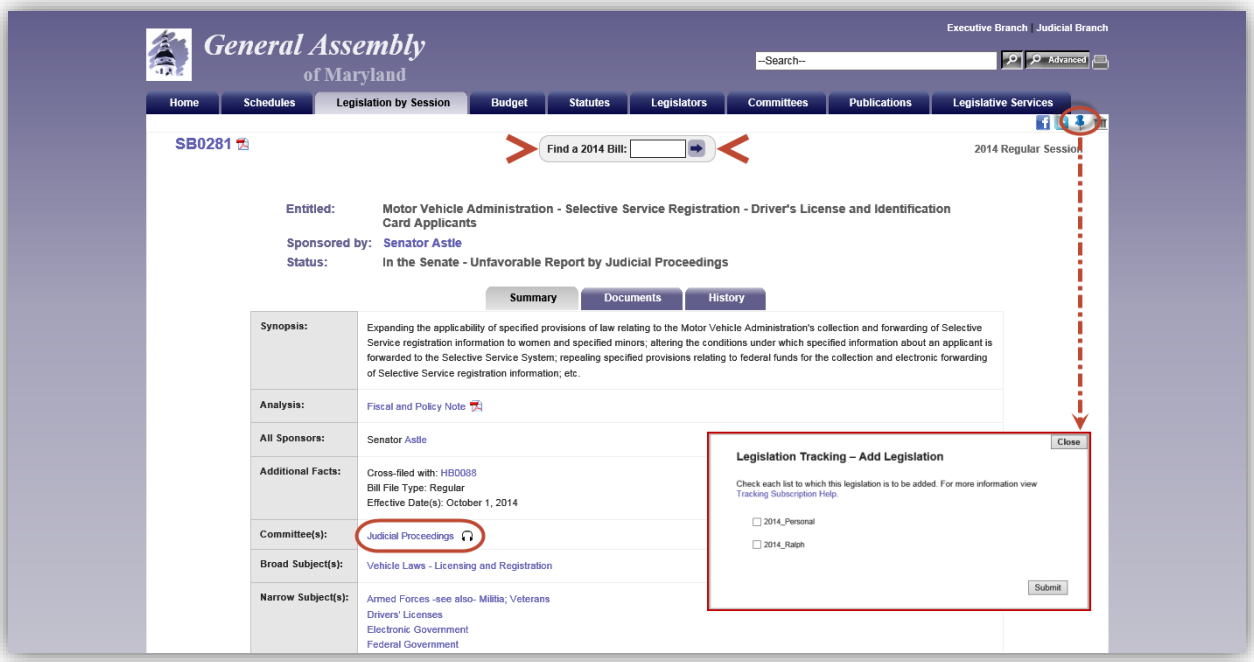


Figure 6 – Legislation Page

ABOUT THE GENERAL ASSEMBLY - HOME TAB

In this section of the GAM website, you will find general information about the General Assembly of Maryland. It contains internal links to other pages on the GAM website, external links to other websites like Reapportionment and Redistricting, and links to publications.

To contact all or some of the representatives in your district via email, use the **Voice My Opinion** link. Complete the form and submit.

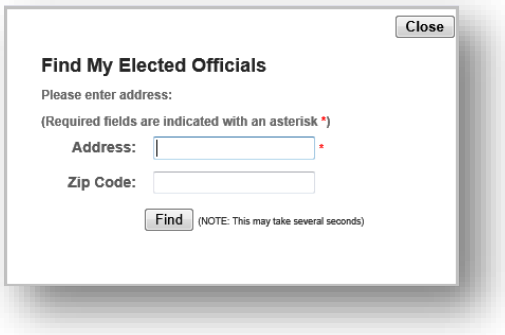


Figure 7 - Voice My Opinion Submission Form

Note: A zip code qualifier is no longer required to submit a search. However, for more accurate results we recommend that a value be entered into this field if available.

Figure 8 - Example of Results

ACTIVE TOPICS - HOME TAB

Legislation..... Here you will find document links to publications and information about **NEW** legislation, indexes, and other lists. In addition, you will also find links to publications that summarize the **STATUS** of all legislation introduced in both chambers during the current Legislative Session.

Some of the information will be available in **HTML**, as well as, **PDF** format. Documents in HTML format can be sorted using specific column headers in either ascending or descending order.

For the current Legislative Session, **Synopsis** reports for both chambers will display the **Legislation Tracking Tack** in the last column of the report.

Budget ..... Here you will find matter dealing specifically with the State's **Operating** and **Capital** budgets. Quick links to **publication** lists and the legislation page for versions in both chambers are provided.

Highlighted ..... Here you will find document links to publications about important topics that are most often asked about during the current Legislative Session.

Highly Searched (Current Session):

A weekly statistical analysis is performed to determine the most frequently searched for legislation, broad topics, and narrow topics. The results are posted in this section.

WHAT'S HAPPENING NOW - HOME TAB

When the General Assembly of Maryland is in Session, the links in this section will provide users with access to the following features:

Notice	Important notices about the GAM website and events will appear here when they become available.
Session Status	When either chamber is in Session, links to the **Proceedings** or **Live Audio** from both chambers will appear here. Each chamber will have its own section. See Figure 9.
In the General Assembly	Here users can find **Proceedings** lists and their associated **On-demand** audio. **Agendas** and **Dates of Interest** are also available.
	Note: For Proceeding lists, the word **Journalized** will appear next to a Session number indicating that any votes taken during this session are available.
In Committee	Links to the **Senate** and **House Committee** list page are found here, as well as, links to **Live Video** Streams and **On-Demand recordings** for the **Senate** and **House** **Committees.** See

NEW **Note:** Live video feeds will be available for the 2015 legislative Session for the Senate Standing Committees.

For years prior to 2015, only Audio recordings are available for on-demand playback. Refer to Table 2 on page 10.

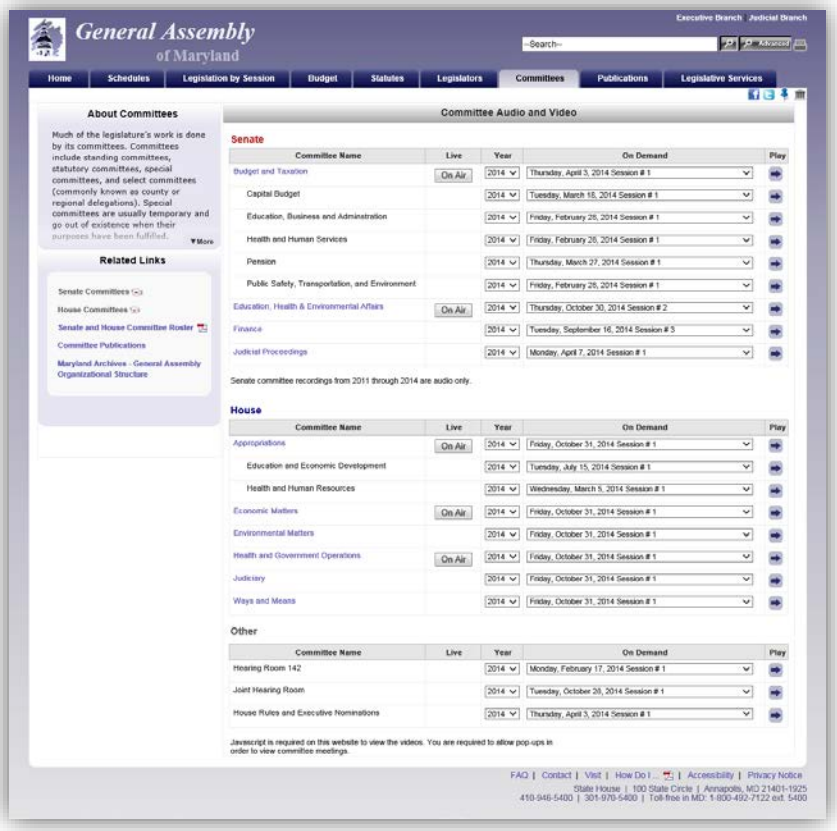
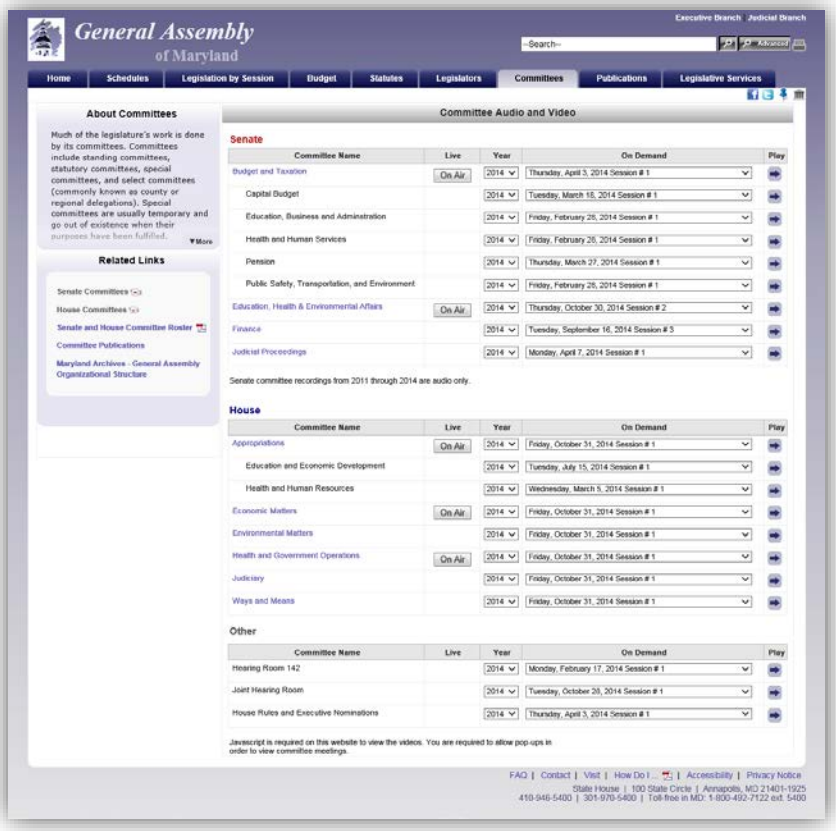


Figure 10 on page 9. Links to **Schedules** for the dates, times, locations, and topics for meetings held by General Assembly's Committees are also available here.



Tracking Legislation..... Users can track legislation as it progresses through the legislative process. See "**Tracking Legislation - Main**" for more info.

Open Legislative Data ..... Use this link to download a Comma Separated Value (.csv) file containing information about all current Session legislation.

WHAT'S HAPPENING NOW - SESSION STATUS

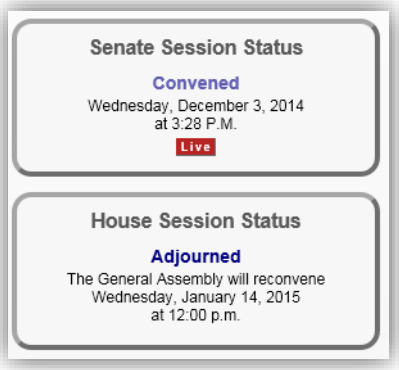


Figure 9 - Senate and House Session Status

From the **Home** page, under **What's Happening Now** in the Session Status section:

To **view** a list of the current Proceedings from the **Senate** or **House** chamber, click the **Proceedings** link when displayed.

To **listen** to live streams from **Senate** or **House** chamber, click the LIVE button when displayed.

Note: The aforementioned items are ONLY available when either chamber is in Session. To listen to the Live streaming audio from the **Senate** and **House** chambers a device that is compatible with the MP4 file type can be used.

WHAT'S HAPPENING NOW - IN COMMITTEE

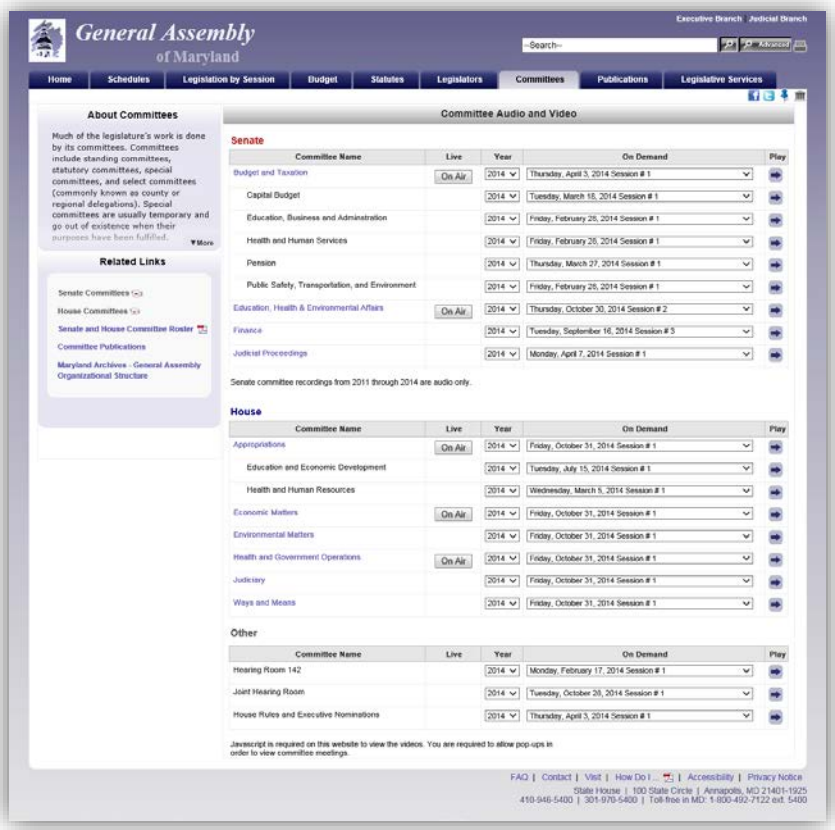


Figure 10 - Senate and House Committee Audio and Video Page

From the **Home** page, under **What's Happening Now** and below **In Committee**:

To open a **Live** stream:

- Click the **camera** icon next to **Senate**.

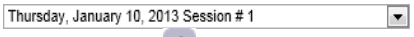
OR

- Click the **camera** icon next to **House**.

On the **Committee Audio and Video** page, click the **On Air** button next to a *Committee* or *Subcommittee* name.

To open an **On Demand** recording from a **Senate** or **House** Committee:

1. Under **Year**, select a year from the drop-down menu.
2. Under **On Demand**, select the appropriate **Date** and **Session Number**.



3. Click the **Play** button.

Note: For a list of compatible devices, operating systems, and web browsers, see page 10.

WHAT'S HAPPENING NOW - OPEN LEGISLATIVE DATA DOWNLOAD INSTRUCTIONS

To perform a **Legislative Data Download**, follow the steps enumerated below using Internet Explorer.

1. On the GAM **Home** page, at the bottom of the **What's Happening Now** section, click the **Open Legislative Data** link.
2. This will display the **Open Legislative Data Download** dialog box.
3. Click the download button next to the current or a prior year.
4. This will display a **Windows Internet Explorer** dialog box.
5. Select **Open** to automatically open the file within your default spreadsheet or database application, or the **Save As** option to save the file local to your hard drive. If you selected **Save As**, select the network or local folder to store the (BillMaster.csv) file in and then click **Save**.
6. This will return you to the **Open Legislative Data Download** dialog box.
7. Click **Close** to close this dialog box.

Figure 11 - Data Download Dialog Box

DEVICE SUPPORT FOR LIVE STREAMING AND ON-DEMAND PLAYBACK

Support and Requirements for (*LIVE streaming*) include:	Support and Requirements for (*ON-DEMAND* playback) include:
Windows **Desktops** and **Laptops**: • Broadband Internet connection • Microsoft Windows 2008 (requires the Desktop Experience), Windows 7, Windows Vista, Windows XP, Windows 2003 • Microsoft Internet Explorer 7.0 or later, Firefox 3.6 or later, or Google Chrome • Microsoft Silverlight 5.0 or later	Windows **Desktops** and **Laptops**: • Broadband Internet connection • Microsoft Windows 2008 (requires the Desktop Experience), Windows 7, Windows Vista, Windows XP, Windows 2003 • Microsoft Internet Explorer 7.0 or later, Firefox 3.6 or later, or Google Chrome • Microsoft Silverlight 5.0 or later
iPad requirements: • Wi-Fi or cellular data connection (3G or higher) • iPad, iPad2, or iPad3 • iOS 4.3 or later • Apple Mobile Safari™	Mac **Desktops** and **Laptops**: • Broadband Internet connection (256 Kbps or more) • Mac OS X 10.5.7 or later • Safari 4.0 or later or Firefox 3.6 or later • Microsoft Silverlight 5.0 or later (viewers are prompted to install this when attempting to view a presentation)
iPhone/iPod requirements: • Wi-Fi connection • iPhone 4.0 or later, iPod Touch 4th generation or later • iOS 4.3 or later • Apple Mobile Safari • Mediasite iPhone/iPod app (free download available from the Apple app store)	**iPad** requirements: • Wi-Fi or cellular data connection (3G or higher) • iPad, iPad2, or later • iOS 4.3 or later • Apple Mobile Safari™
	iPhone/iPod requirements: • Wi-Fi connection • iPhone 4.0 or later, iPod Touch 4th generation or later • iOS 4.3 or later • Apple Mobile Safari • Mediasite iPhone/iPod app (free download available from the Apple app store)
	Blackberry requirements: • Wi-Fi or cellular data connection (3G or higher) • Blackberry devices running Blackberry OS 7.0 or later • Playbooks devices running QNX • Blackberry browser
	Android requirements: • Wi-Fi or cellular data connection (3G or higher) • Android™ 4.0 or later • Android browser
	Linux Ubuntu 12.0 and greater: • VLC Media Player

Table 2 - Device Support and Requirements

TRACKING LEGISLATION - MAIN

You can use this system to track the progress of legislation that is of special interest to you. The system allows you to maintain one or more lists of Legislation and create status reports from these lists. Reports can be created on demand through the website or they can be scheduled to appear in your email box each morning during session.

To begin using the Legislation Tracking System please read through the next three subsections carefully.

Note: Morning emails continue until all legislation from the previous session has been enacted, normally the end of May following session. In addition, you must register each session to use the tracking system.

TRACKING LEGISLATION – SIGN UP

To begin tracking legislation first **Create a subscription** using your email address, or the email address where you would like the reports sent (this will be your default User ID), to sign-up follow the steps enumerated below.

1. Click the **Tracking** items of interest link or **Tracking Tack** located on the **Utility Bar** *This will display the Legislation Tracking - Main page.*
2. To create a new subscription, go to the bottom of the page and click the **Sign Up** button.
3. Complete the form, as shown below, to register for a Tracking Subscription.

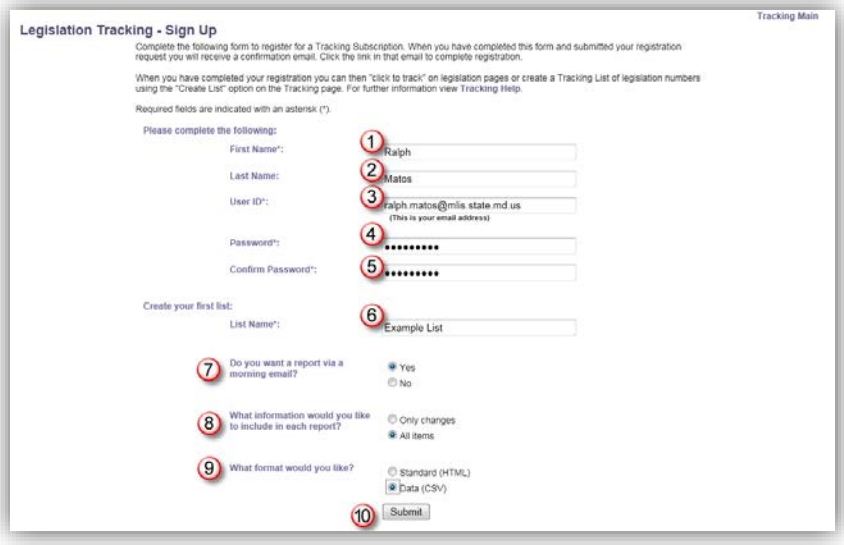


Figure 12 - Legislation Tracking Sign Up Form

Note: These options can be changes at any time. See "**Managing Your Subscription – Main**" on page 14.

List Options Explained:	
1	"Self Explanatory"
2	
3	
4	
5	
6	**List Name:** Each subscriber must create an **initial** list name.
7	**Do you want a report via a morning email?** **Yes -** A report is sent to you each morning via email. **No -** Self explanatory.
8	**What information would you like to include in each report?** After the initial status report: **Only Changes -** Subsequent emails or on demand reports will contain data only if the **status** of the legislation has **changed** since the last time a report was generated. **All Items -** All emails or on demand reports will contain data regardless of any changes in status.
9	**What format would you like?** **Standard (HTML) -** Table format. **Data (CVS) -** Comma Separated Value format.
10	**To complete registration** Click **Submit**

Table 3 - Sign Up Options List

TRACKING LEGISLATION - EMAIL VERIFICATION

Submit the registration form and **complete the registration process** by answering the validation email we send to you. To validate your email address, follow the steps enumerated below.

1. Open your default email program and open the email with *General Assembly of Maryland Online Tracking System - Please Verify Your Tracking account* written into the subject line. See Figure 13.

2. Click the verification link. You will be redirected back to the **Legislation Tracking - Main** page of the GAM website, where the message "**You have successfully validated your account. Sign in to continue**" will appear at the bottom of the page.

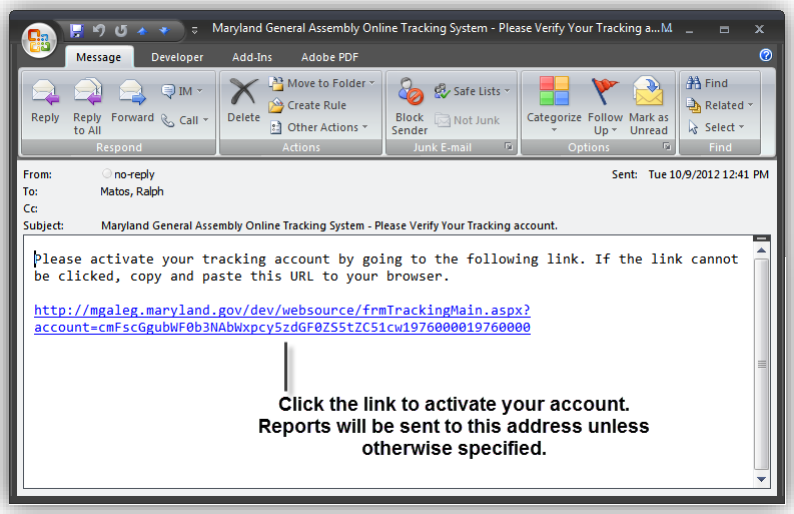


Figure 13 - Email Verification

3. Click the **Sign In** button to continue.

Note: After you signed in you will remain signed in until you close your current browser session. You must sign in each time you start a new browser session using the steps enumerated in the next section.

TRACKING LEGISLATION – SIGN IN

To sign in to the GAM Legislation Tracking System, follow the steps enumerated below.

1. Click the **Track items of interest** link located on the GAM website's **Home** (tab) page, or anywhere else on the site where either the "Track Legislation" link (i.e. Legislation by Session Tab) or Tack appears.

2. Enter your subscription credentials as shown below, and then click the **Sign In** button.

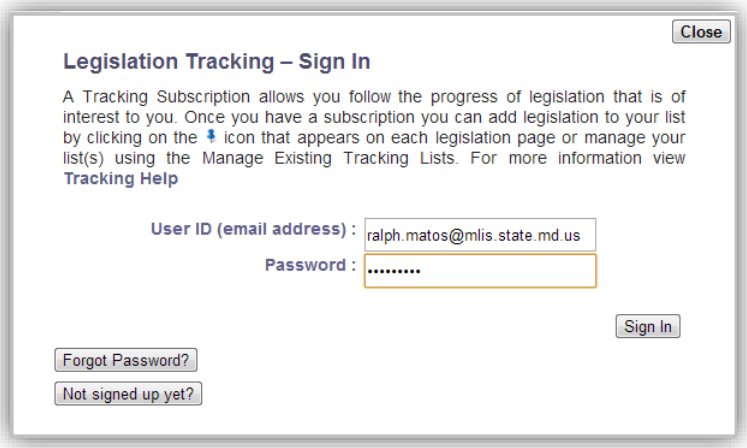


Figure 14 - Sign In Form

MANAGING YOUR SUBSCRIPTION – MAIN

You must be signed in to manage your subscription. After you have signed in the **Legislation Tracking System** allows you to manage your subscription using one or more of the following options shown below.

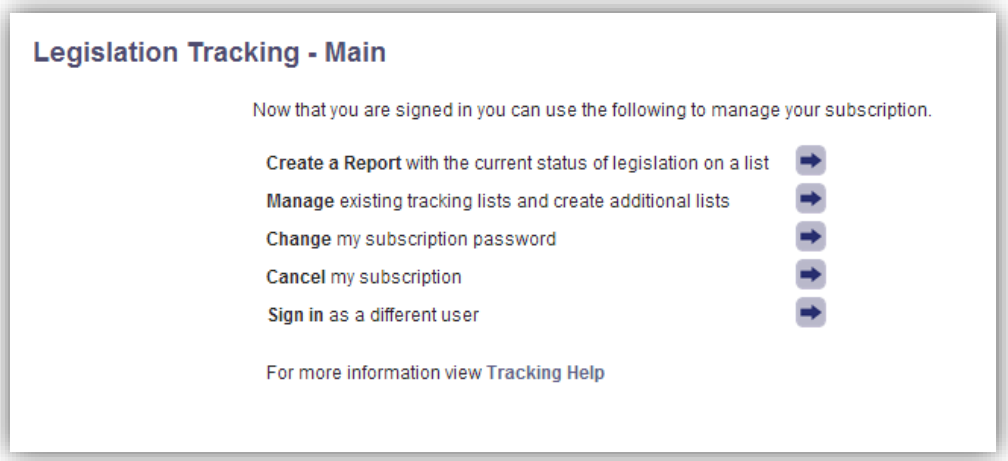


Figure 15 - Legislation Tracking - Main Page

MANAGING YOUR SUBSCRIPTION - CREATE A REPORT

On demand reports can be generated as often as needed by selecting the appropriate **Tracking List**, **Format**, and **Only Changes** options.

1. From the GAM **Home** tab, click the **Track items of interest** link.

2. If you are not already signed in, sign in to the Legislation Tracking System.

3. From the Legislation Tracking - Main page, click the **arrow** button next to **Create a Report** with the current status of legislation on a list

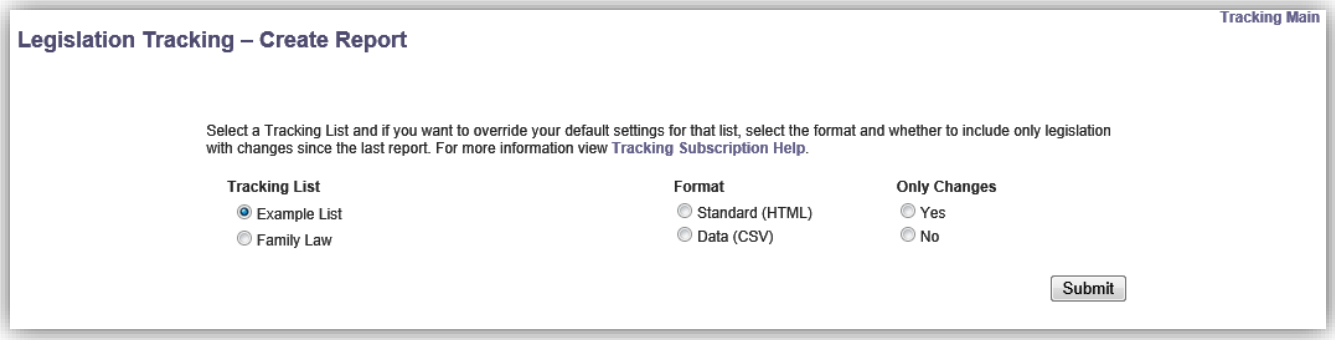


Figure 16 - Legislation Tracking - Create Report Page

4. To generate a report, select the appropriate options and then click the **Submit** button.

Note: Tracking reports can be generated only after you have added items to an existing or new list. To add items to an existing list or create a new list, see "**Manage** existing tracking lists and create additional lists".

MANAGING YOUR SUBSCRIPTION - MANAGE EXISTING TRACKING LISTS AND CREATE ADDITIONAL LISTS

The management page provides you with all the tools you'll need to modify, create, and delete a list or items within lists. To manage a list or items within a list, follow the steps enumerated below.

1. From the GAM **Home** tab, click the **Track items of interest** link.

2. If you are not already signed in, sign in to the Legislation Tracking System.

3. From the Legislation Tracking - Main page, click the **arrow** button next to **Manage** existing tracking lists and create additional lists.

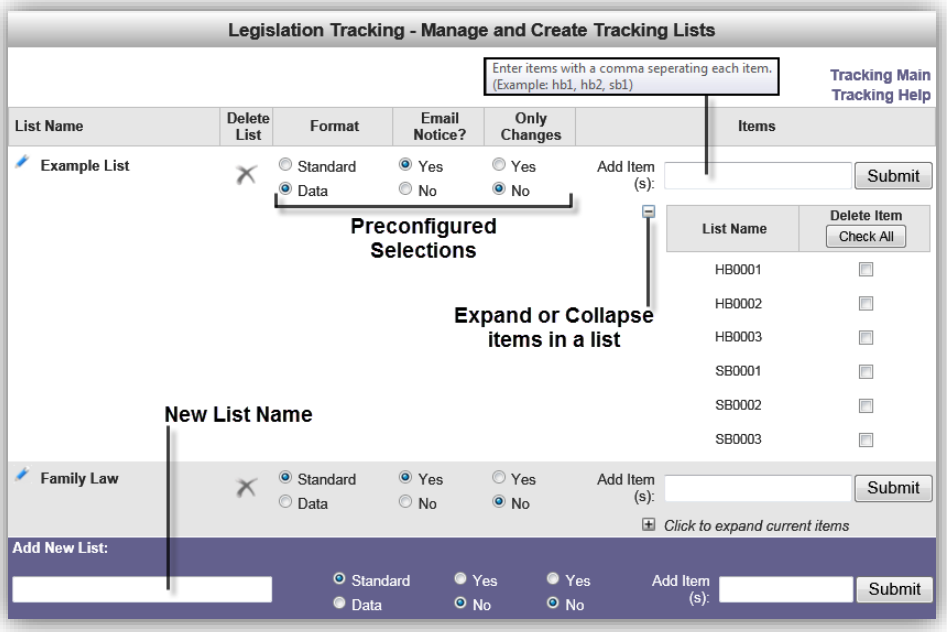


Figure 17 - Legislation Tracking - Management Page

4. On the resulting management page, shown above, use the appropriate tools and options to modify, create, or delete a list or items within a list and delivery and formatting options.
5. Use the **Submit** button to save your changes.

Note: To add items to a list use commas to separated items (e.g. hb1, hb2, sb1) no leading zeros or spaces are required. To delete items, check ☑ individual items or use the "**Check All**" button in the **Delete Item** column. Then click the **Submit** button to complete the process.

MANAGING YOUR SUBSCRIPTION - CHANGE MY SUBSCRIPTION PASSWORD

To **Change** your subscription password, follow the steps enumerated below.

1. From the GAM **Home** tab, click the **Track items of interest** link.

2. If you are not already signed in, sign in to the Legislation Tracking System.

3. From the Legislation Tracking - Main page, click the **arrow** button next to **Change my subscription password.**

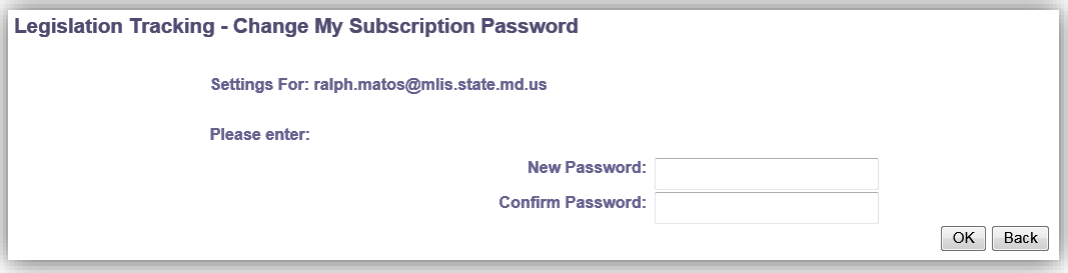


Figure 18 - Legislation Tracking - Change Subscription Password Page

4. **Type** and **confirm** new password.
5. Click **OK** to submit your changes.

MANAGING YOUR SUBSCRIPTION - CANCEL MY SUBSCRIPTION

To **Cancel** your subscription, follow the steps enumerated below.

1. From the GAM **Home** tab, click the **Track items of interest** link.

2. If you are not already signed in, sign in to the Legislation Tracking System.

3. From the Legislation Tracking - Main page, click the **arrow** button next to **Cancel my subscription.**

4. Complete the form and select a subscription option.
5. Confirm by clicking “OK” on the form that follows to complete cancellation process.

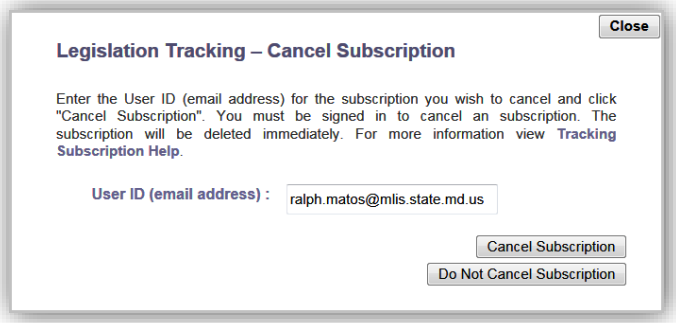


Figure 19 - Legislation Tracking - Canceling Subscription Page

MANAGING YOUR SUBSCRIPTION - SIGN IN AS A DIFFERENT USER

To Sign in as a different user, follow the steps enumerated below.

1. If you are already signed into the Legislation Tracking System and are currently at the Legislation Tracking - Main page, click the **arrow** button next to **Sign in as a different user**.

Figure 20 - Legislation Tracking - Different User ID Page

2. Enter a new **User ID** and **Password**.
3. Click the **Sign In** button, or click **Close** to cancel.

SEARCH

Users can perform a **Global** website searches using the search field located at the top right corner of the GAM website. You can also narrow the scope to certain sections of the website by using the search fields that are located at the bottom right of these sections, as shown in the Table 4 below.

Figure 21 - Search Entire Site

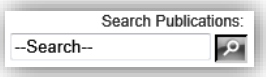
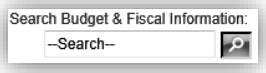
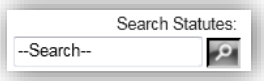
Additional Search Boxes			
Legislation by Session page		*Publications* page	
Budget page and Sub tabs		**Note:** To search for legislation by Session, make certain that you have selected the appropriate Session date and type (e.g. 2007 Special Session 1, etc…). All searches are powered by a Google search appliance.	
Statutes page			

Table 4

Note: An **Advanced Search** Advanced control is now available next to the global search control. This will provide you with the ability to perform searches focused on legislative document types within a single or across multiple Sessions. Click the following link to open the Search HELP document.

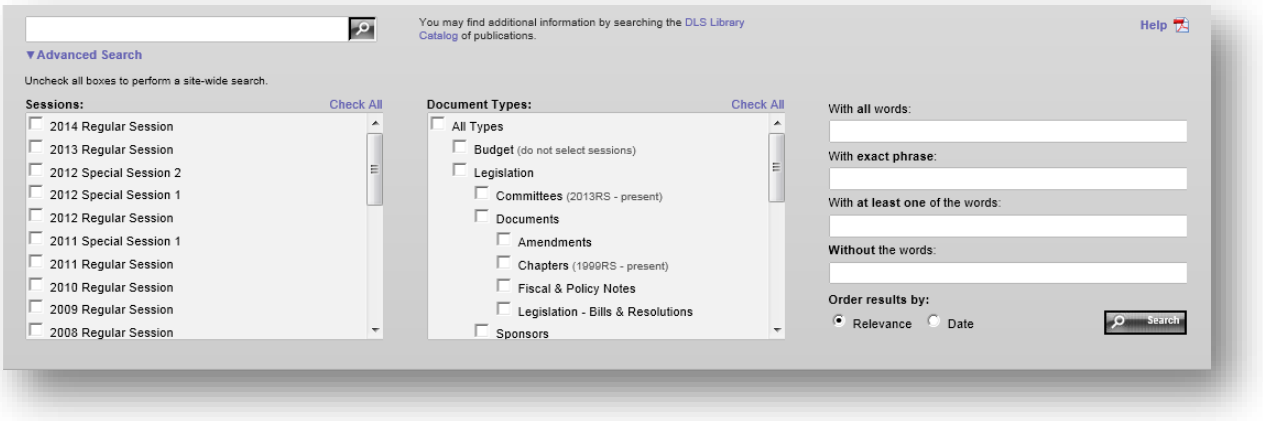


Figure 22 - Advanced Search Page

SCHEDULES TAB

Here you can find the weekly schedules that are issued anew each Thursday and include the dates, times, locations, and topics for meetings being held by committees of the General Assembly and other state government groups. **Addenda** to the weekly schedule are published as necessary and can be found under the **Related Links** section. For more detailed information, refer to the "**About Schedules**" section of this page.

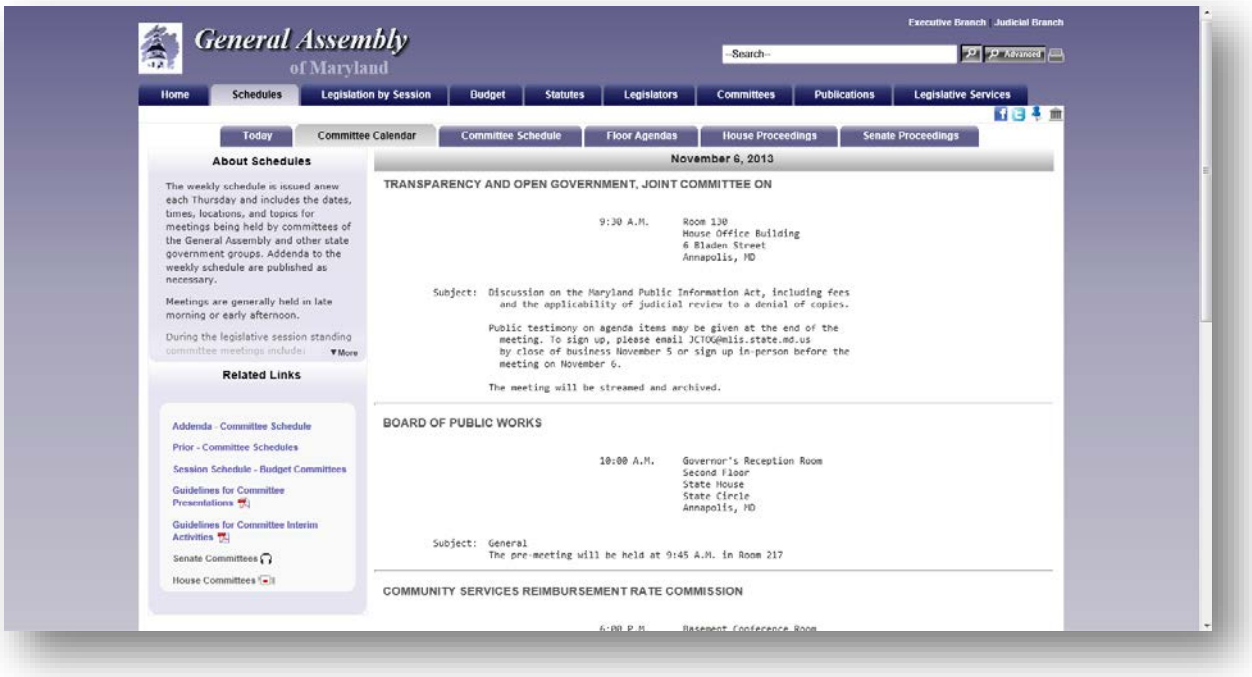
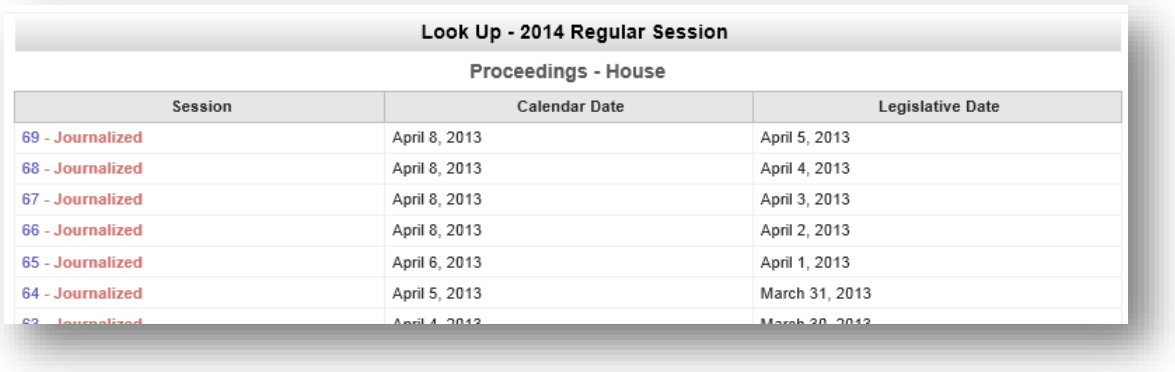


Figure 23 - Schedules Page

When you open the **Senate** or **House Proceedings** pages, the resulting pages will display the word *Journalized* (indicating that votes are available) when the record of each individual Floor Session has been journalized by the *Secretary of the Senate* or the *House Clerk*.

Figure 24 - Example of House Proceedings Page

In addition, under the **Related Links** section of the Senate and House Proceedings pages, the **Senate** and **House Indexes** will also display the word *Journalized* next to the Session number.



Look Up - 2014 Regular Session

Proceedings - House

Session	Calendar Date	Legislative Date
69 - Journalized	April 8, 2013	April 5, 2013
68 - Journalized	April 8, 2013	April 4, 2013
67 - Journalized	April 8, 2013	April 3, 2013
66 - Journalized	April 8, 2013	April 2, 2013
65 - Journalized	April 6, 2013	April 1, 2013
64 - Journalized	April 5, 2013	March 31, 2013

Figure 25 - House Proceedings Index Page

Note: Votes taken during the sessions are available after each Floor Session has been officially "*Journalized*". Votes can be found either on the individual Session's proceedings page or on the legislation's page under the **Documents** Tab.

LEGISLATION BY SESSION TAB

In this section you can search for current and prior legislation by **Session**, **Bill Number**, **Sponsor**, **Broad** or **Narrow Subjects**, **Committee**, **Statutes Affected** by legislation, and various **Indexes** (e.g. Chapters, Cross Filed Legislation, etc…).

To **Look Up** information for the **Current Session**, enter a legislation number using one of the formats shown in Table 5 next to the **Number** field, or use the drop-downs to select from one of the available lists.

To **Look Up** legislation from a **Previous Session**, next to **Change Session** use the dropdown arrow to select a prior year Session, and then enter a legislation number using one of the formats shown in Table 5 next to the **Number** field, or use the drop-downs to select from one of the available lists.

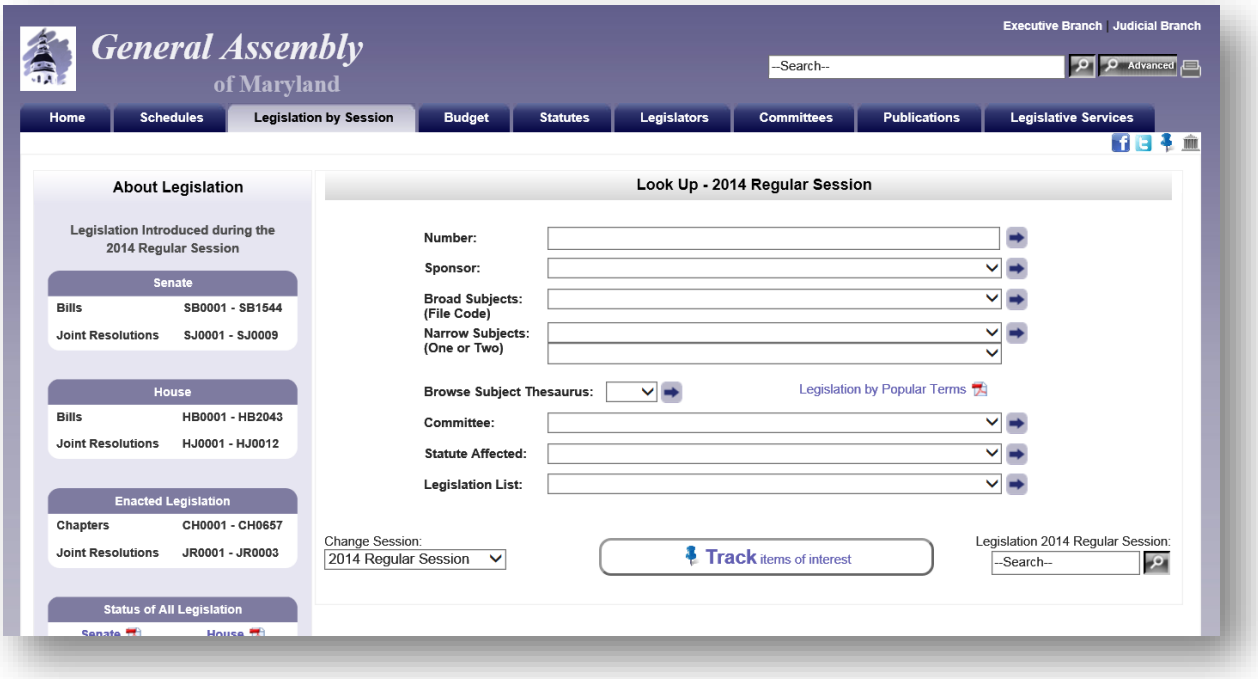


Figure 26 - Legislation by Session Page

Note: If **Java Script** is not enabled in your browser, an arrow will appear next to the "*Change Session*" option. Click the arrow to change the Session. Prior information about the General Assembly sessions is available as far back as 1996.

Formats for Legislation Look-up by type	
Senate Bills	sb#
House Bills	hb#
Senate Resolutions	sj#
House Resolutions	hj#
Senate Simple Resolutions	ss#
House Simple Resolutions	hs#
Chapters	ch#
Joint Resolutions	jr#
Note: Leading zeros are not required.	

Broad Subject List

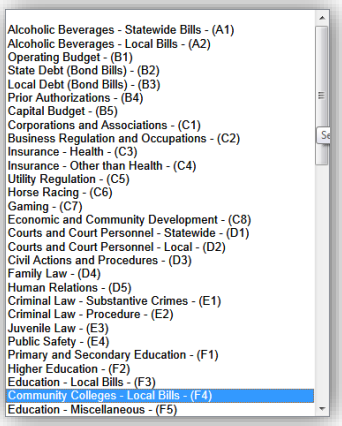


Table 5

Legislation by Session - Look Up Bill Number

Look Up by Number will display the corresponding legislation page where you will see the following information using sub tabs:

Summary	A summary of the legislation.
Documents	Any documents related to this legislation including • *Senate and House Amendments* • *Analysis* (Fiscal and Policy Note) • *Text* (i.e. first, third reader, enrolled, or chapter) • *Votes* (Committee and Floor) • *Other (Attorney General's Review Letters)*
History	Status of this legislation as it proceeds through the legislative process.

For examples see Figures 22 - 23.

NEW Note: For the 2015 legislative Session, users will find an additional bill query field, as shown in Figure 27 below, embedded on the resulting legislation page. This will provide users with the ability to continue searching for legislation quickly without having to return to the Home page.

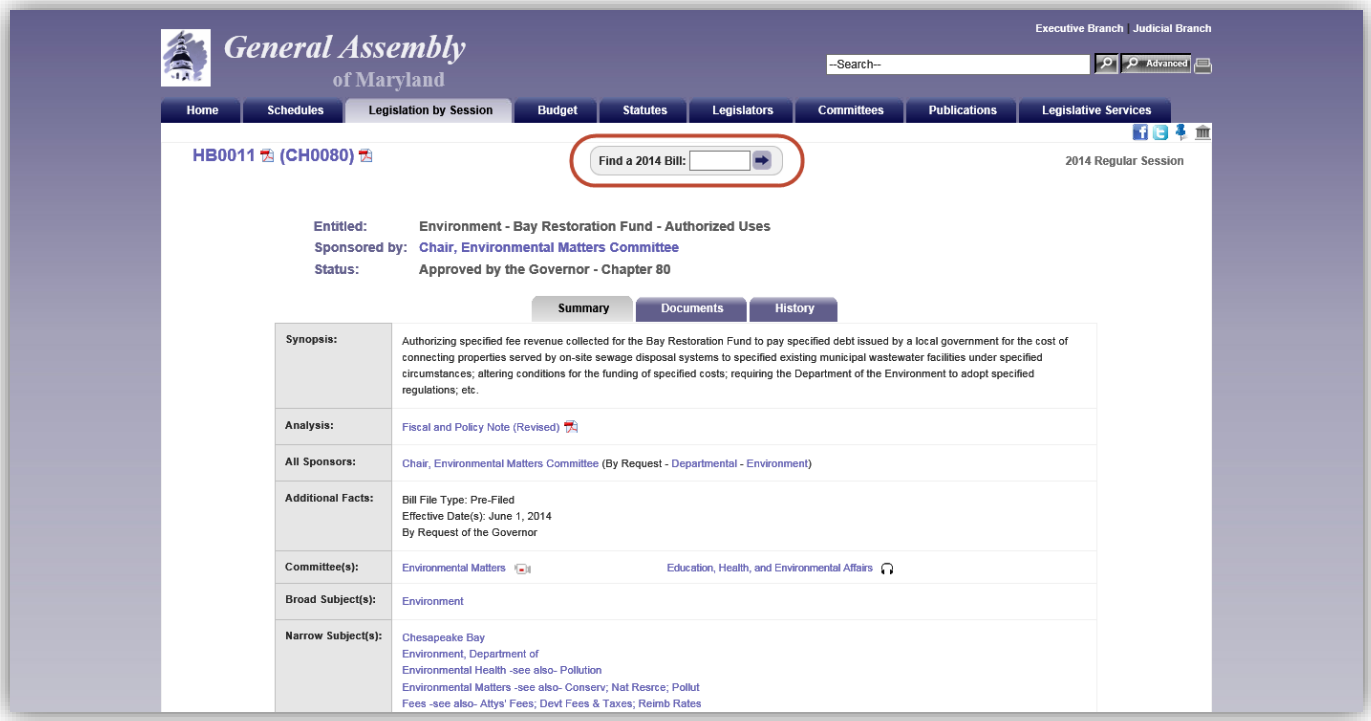


Figure 27 - Legislation Page (Summary Sub Tab)

Note: If you have registered for a Legislative Tracking subscription and are signed in, see "*Tracking Legislation*" on page 11, you can use the tack icon to add the legislation to an existing tracking list. For more information, see "Managing Your Subscription - Manage Existing Tracking Lists and Create Additional Lists" on page 15.

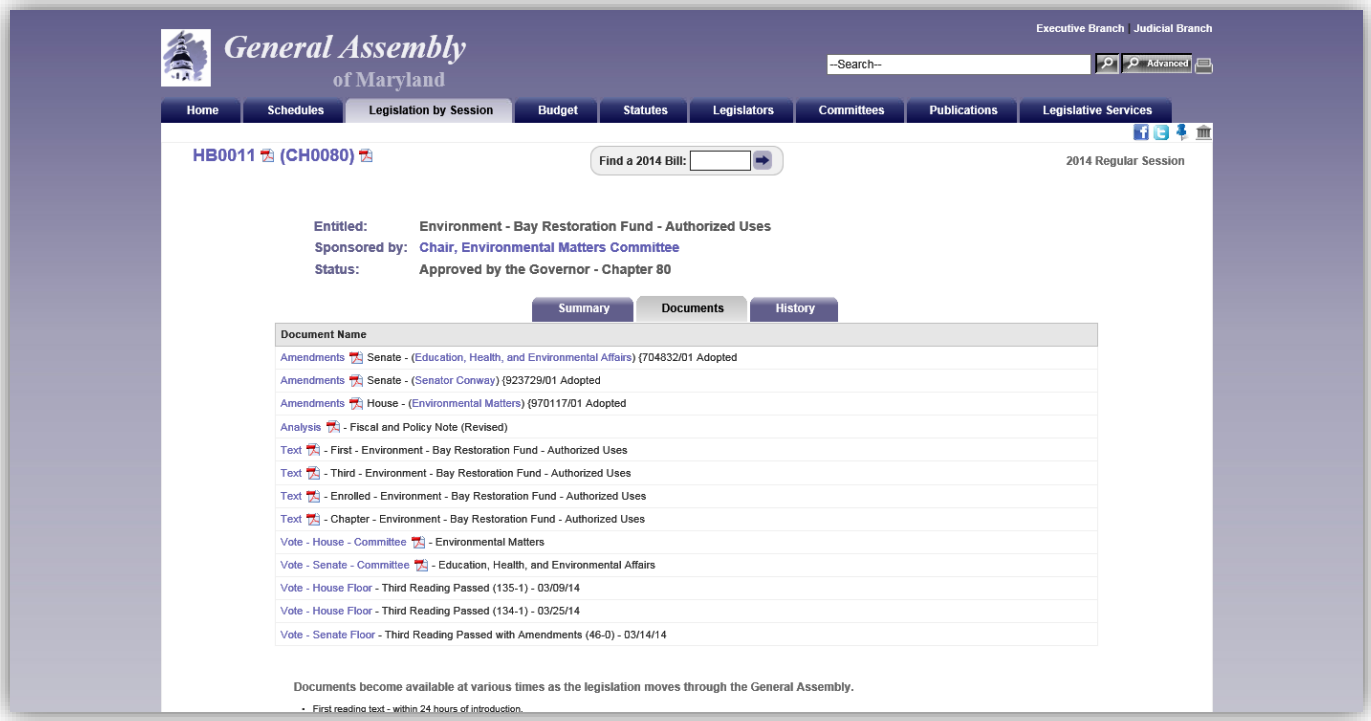


Figure 28- Legislation Page (Documents Sub Tab)

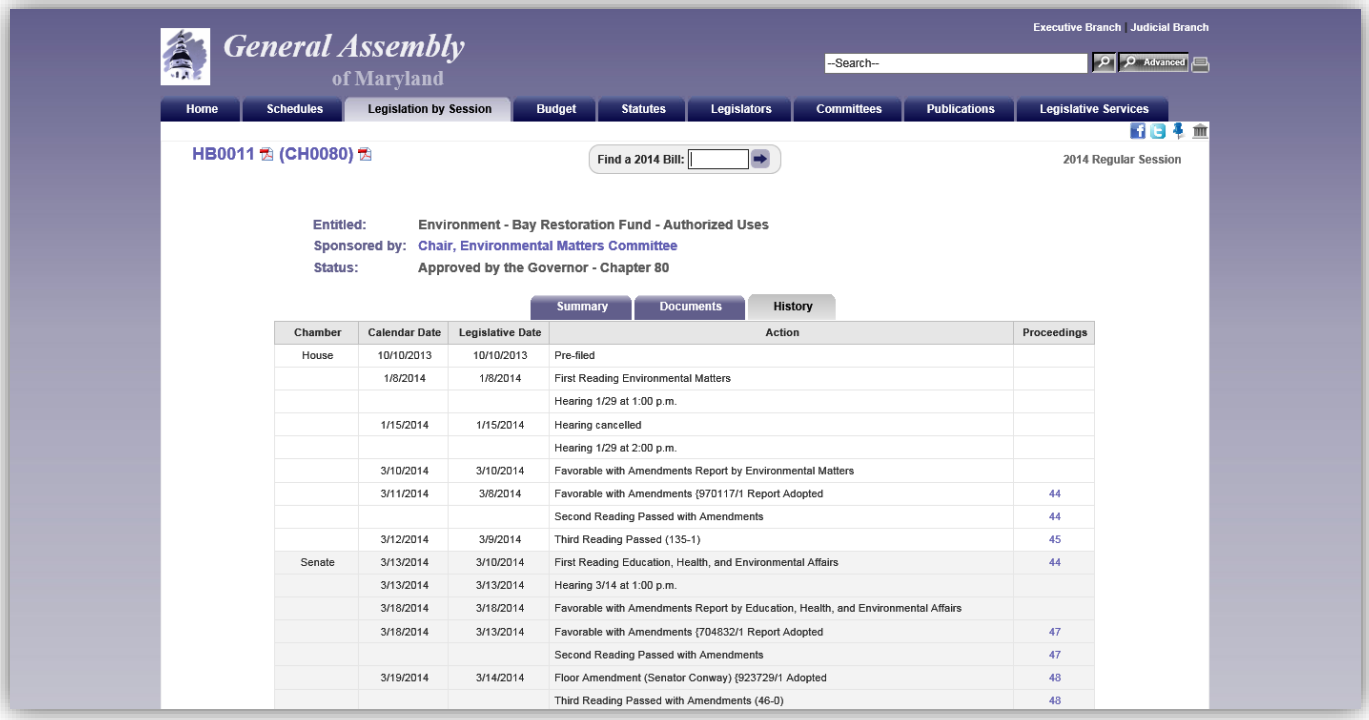
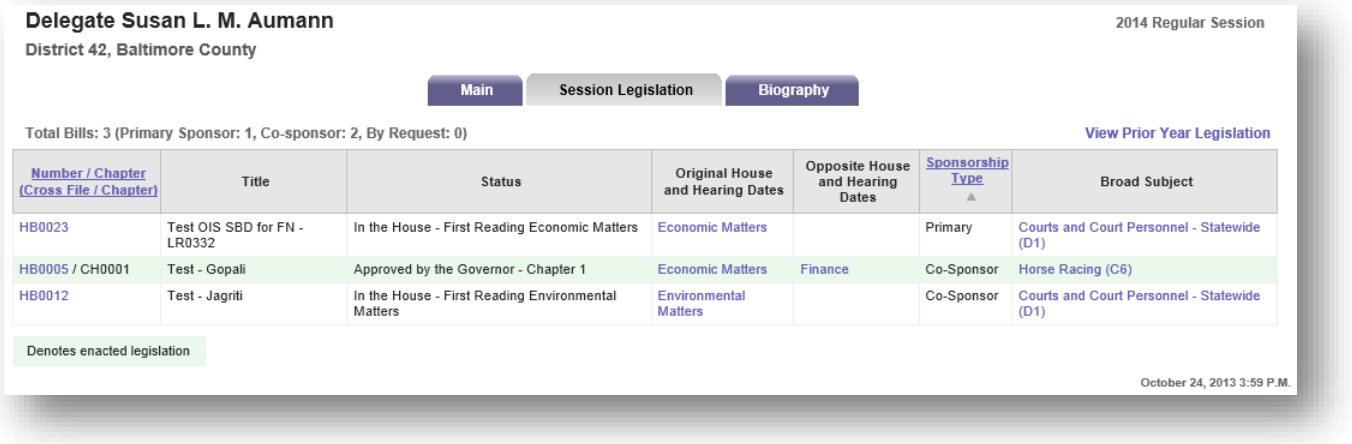


Figure 29 - Legislation Page (History Sub Tab)

Legislation by Session - Look Up By Sponsor

Look Up for legislation by Sponsor will display a detailed list of legislation where the selected member is the **Primary sponsor**, **Co-sponsor**, or where a **request for legislation** was made on some ones behalf. ⓘIndex results for legislation by **Sponsor**, **Broad** or **Narrow Subjects**, and by **Committee** will produce a sortable list, as shown below. Lists can be sorted in either ascending or descending order. However, some column headers are not available for sorting. In addition, **green background shading** is used to denote enacted legislation.



Delegate Susan L. M. Aumann

District 42, Baltimore County

2014 Regular Session

Main | Session Legislation | Biography

Total Bills: 3 (Primary Sponsor: 1, Co-sponsor: 2, By Request: 0)

View Prior Year Legislation

Number / Chapter (Cross File / Chapter)	Title	Status	Original House and Hearing Dates	Opposite House and Hearing Dates	Sponsorship Type	Broad Subject
HB0023	Test OIS SBD for FN - LR0332	In the House - First Reading Economic Matters	Economic Matters		Primary	Courts and Court Personnel - Statewide (D1)
HB0005 / CH0001	Test - Gopali	Approved by the Governor - Chapter 1	Economic Matters	Finance	Co-Sponsor	Horse Racing (C6)
HB0012	Test - Jagriti	In the House - First Reading Environmental Matters	Environmental Matters		Co-Sponsor	Courts and Court Personnel - Statewide (D1)

Denotes enacted legislation

October 24, 2013 3:59 P.M.

Figure 30 - Example of Look Up Results By Sponsor

BUDGET TAB

In this section you will find documents and information related to state's **Capital** and **Operating** budgets, the **Budget Committee's** (Senate Budget and Taxation and House Appropriations) **Hearing Schedule**, **Spending Affordability Committee** recommendations, Budget **Publications**, and an explanation of the **Budget Process.** On the **Operating** and **Capital Budget** sub tabs, lists can be filtered by **Subject** by selecting from the drop-down list. In addition, on demand **Audio** and **Video** links to agency budget testimony will be available shortly after hearings have concluded. See Figure 32.

Note: Please see Table 2 on page 10 for a list of supported devices and requirements for **On-Demand** playback.

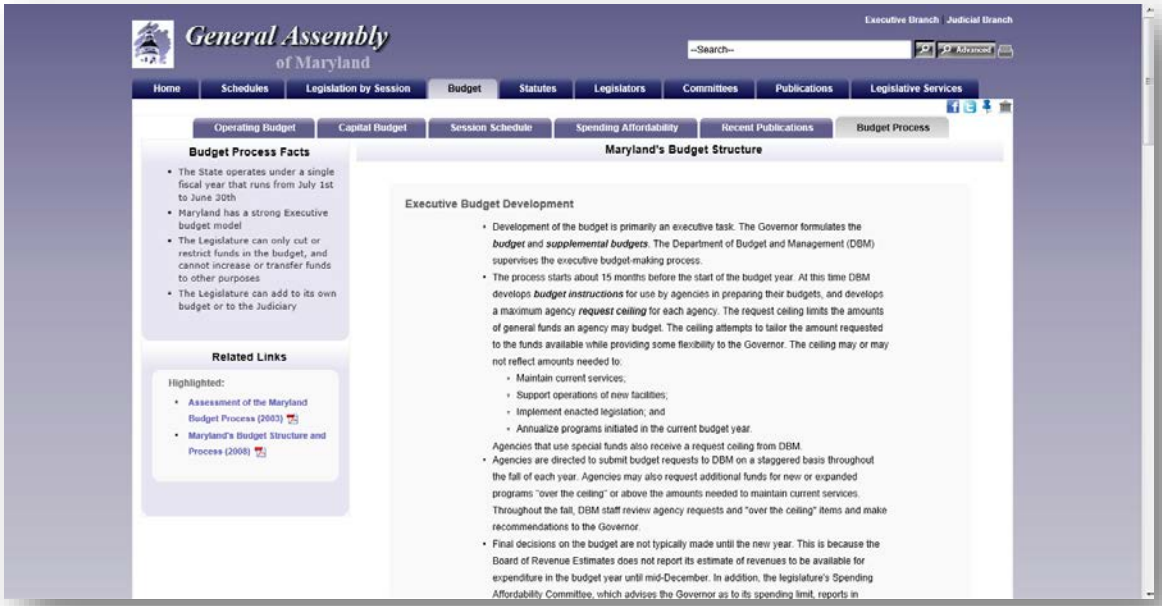
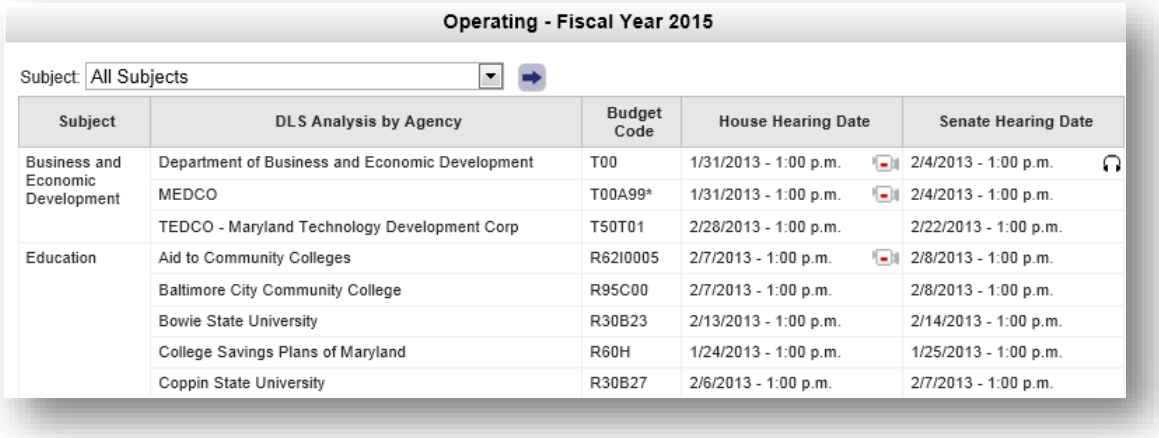


Figure 31 - Budget Page

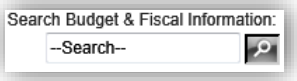


Subject	DLS Analysis by Agency	Budget Code	House Hearing Date	Senate Hearing Date
Business and Economic Development	Department of Business and Economic Development	T00	1/31/2013 - 1:00 p.m.	2/4/2013 - 1:00 p.m.
	MEDCO	T00A99*	1/31/2013 - 1:00 p.m.	2/4/2013 - 1:00 p.m.
	TEDCO - Maryland Technology Development Corp	T50T01	2/28/2013 - 1:00 p.m.	2/22/2013 - 1:00 p.m.
Education	Aid to Community Colleges	R62I0005	2/7/2013 - 1:00 p.m.	2/8/2013 - 1:00 p.m.
	Baltimore City Community College	R95C00	2/7/2013 - 1:00 p.m.	2/8/2013 - 1:00 p.m.
	Bowie State University	R30B23	2/13/2013 - 1:00 p.m.	2/14/2013 - 1:00 p.m.
	College Savings Plans of Maryland	R60H	1/24/2013 - 1:00 p.m.	1/25/2013 - 1:00 p.m.
	Coppin State University	R30B27	2/6/2013 - 1:00 p.m.	2/7/2013 - 1:00 p.m.

Figure 32 - Example of Operating Budget Page

Use the **Session Schedule** sub tab to display a calendar of Budget Hearings for the current legislative Session. To view the current **Agency** and **Committee** calendars, or an **Index** of calendars use the links under the **Related Links** section of this sub tab.

You can use the search box at the bottom of each sub tab page to find information related to Maryland's Budget.



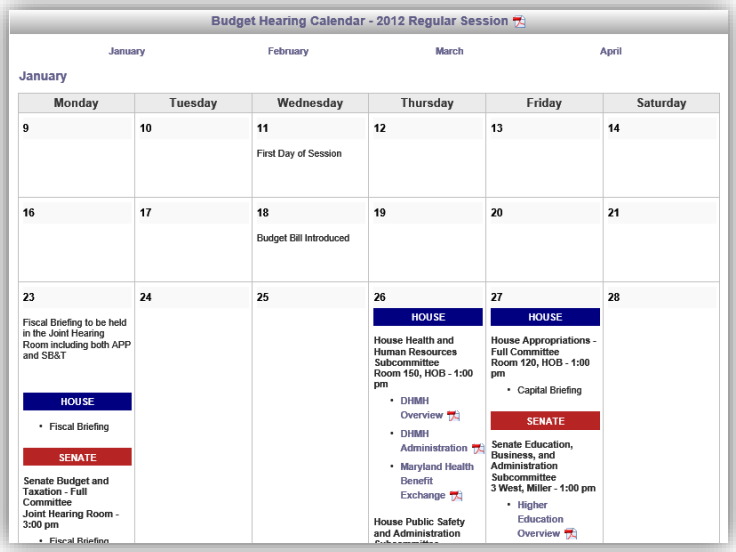


Figure 33 - Session Schedule Sub Tab

On the **Recent Publication** sub tab the list of documents can be filtered by **Classification** and then sorted by **classification** or **date published**. Select a classification from the list and then use the submit button to display the results. Click on the field headers to sort the resulting list.

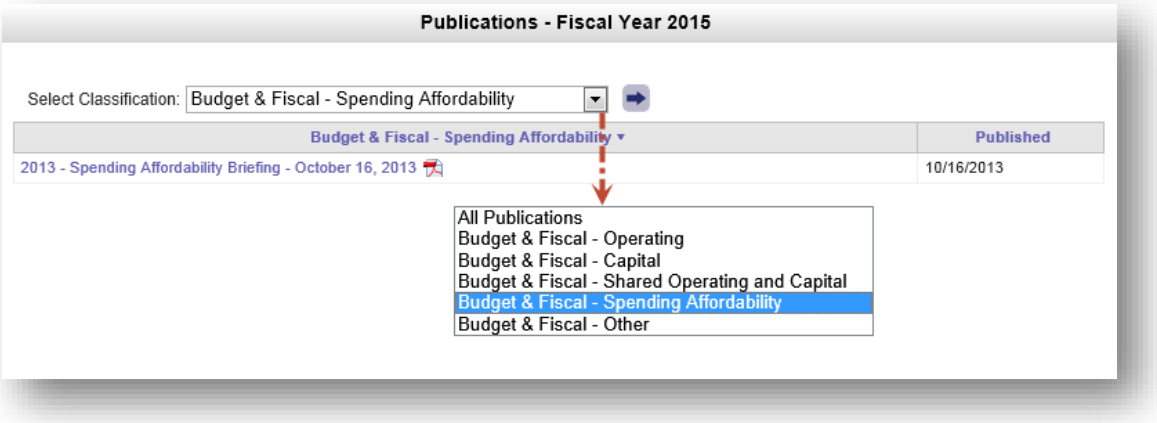


Figure 34 - Example of Budget Publication Page and Classifications and Sorting Fields

STATUTES TAB

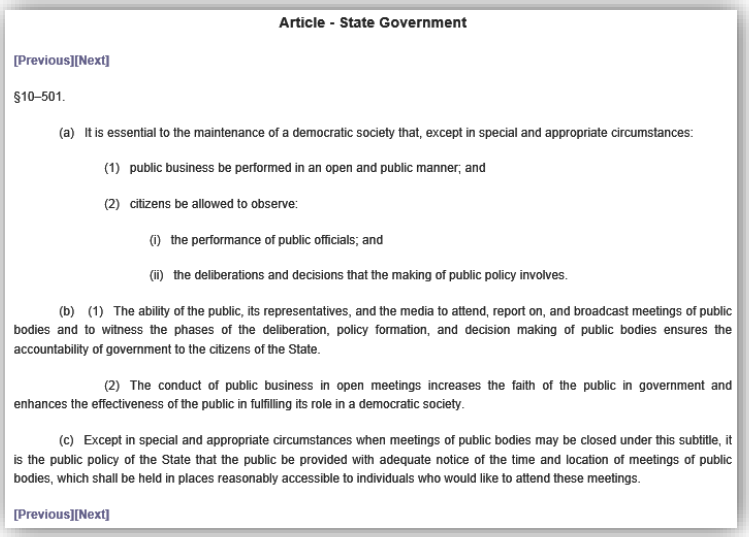
Use this section to Look Up the **Code of Maryland (Statutes)** or the **Maryland Municipal Charters and Resolutions** compiled and maintained by the Department of Legislative Services. The Code is arranged by subject matter and organized into "**Articles**" (e.g. Transportation Article), which are further subdivided into "**titles**", "**subtitles**", "**sections**", "**subsections**", "**paragraphs**", **subparagraphs**", etc. Use the dropdown arrows to select a full **Article** or a **Section** of a particular Article from the lists or lists and then click the arrow to display your results. Statute searches can be performed using the Search Statutes field.

NEW Note: At certain times of the year, July through December, options will be available to show two different versions of the Statutes. One version contains the Statutes **without** enactments that were passed during the most recent legislative session and the other contains the Statutes **with** enactments passed during the most recent legislative session. Other times of the year only the version **with** enactments passed during the most recent legislative session is available. See Figure 35 below.

The **Charters** are updated each year by incorporating all charter resolutions received by the Department through May 31 of that year. Use the dropdown arrow to select a full Charter.

NEW Individual **Municipal Resolutions** are published to the General Assembly website as they are received by the Department. When the dropdown arrow is used to select the municipality the Resolutions dropdown will automatically populate with all published resolutions.

Figure 35 - Statutes Page



Article - State Government

[Previous][Next]

§10–501.

(a) It is essential to the maintenance of a democratic society that, except in special and appropriate circumstances:

(1) public business be performed in an open and public manner; and

(2) citizens be allowed to observe:

(i) the performance of public officials; and

(ii) the deliberations and decisions that the making of public policy involves.

(b) (1) The ability of the public, its representatives, and the media to attend, report on, and broadcast meetings of public bodies and to witness the phases of the deliberation, policy formation, and decision making of public bodies ensures the accountability of government to the citizens of the State.

(2) The conduct of public business in open meetings increases the faith of the public in government and enhances the effectiveness of the public in fulfilling its role in a democratic society.

(c) Except in special and appropriate circumstances when meetings of public bodies may be closed under this subtitle, it is the public policy of the State that the public be provided with adequate notice of the time and location of meetings of public bodies, which shall be held in places reasonably accessible to individuals who would like to attend these meetings.

[Previous][Next]

Figure 36 - Example of Article and Section Look Up Result

LEGISLATORS TAB

This section will provide you with a list of the 188 Members of the **General Assembly of Maryland** and the counties they represent. Click on a name to display a Member's page and profile. There are three different ways to view the list of legislators. Use the **View by** option to view members of the legislature by **Name** (default), **District**, or **County**. **Contact** links allow you to send a message directly to a member of the General Assembly of Maryland.

Links to additional publications and **Ethics Form Fillings** (requires registration in order to view) are also available under the **Related Links** section. You can also use the **Who represents me?** Link to find your elected federal and state representatives. To display a **Member's Page** click on a name.

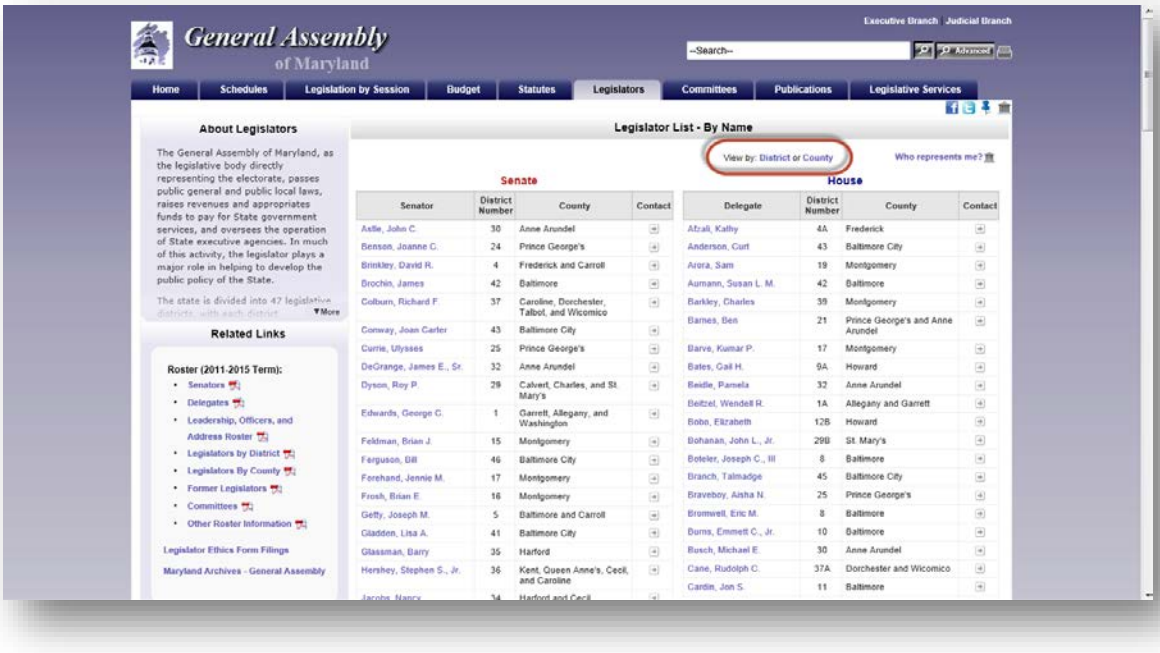


Figure 37 - Legislators Page

Legislators Tab - Member Pages

Member Pages are divided into subsections by tabs. They include (**Main**) contact information and current committee assignments, (**Session Legislation**) legislation the member has sponsored, co-sponsored, or introduced by request during the current legislative session, and (**Biography**) a member's biographical information.

Note: Each member's contact, service, and biographical information are maintained by the Department of Legislative Services, Library and Information Services.

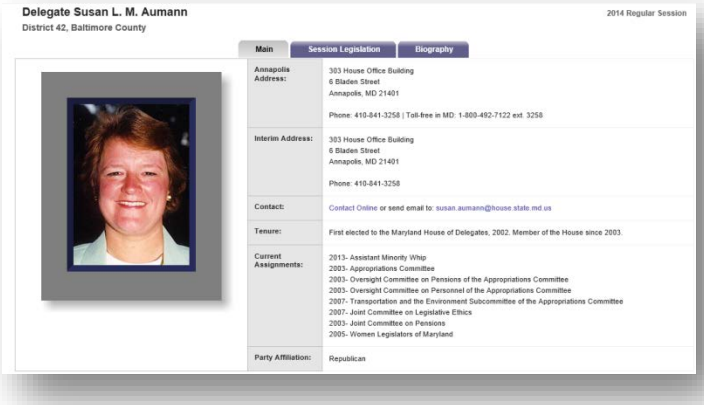


Figure 38 - Member Pages - Member Profile

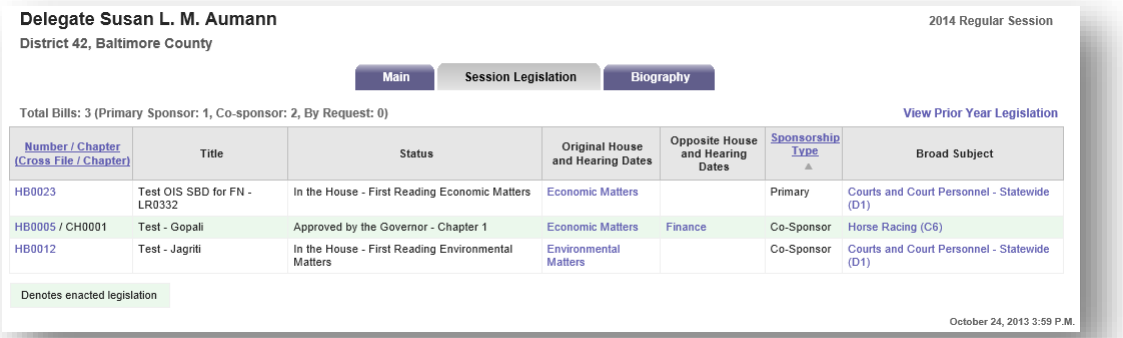


Figure 39 - Member Pages - Member Legislation

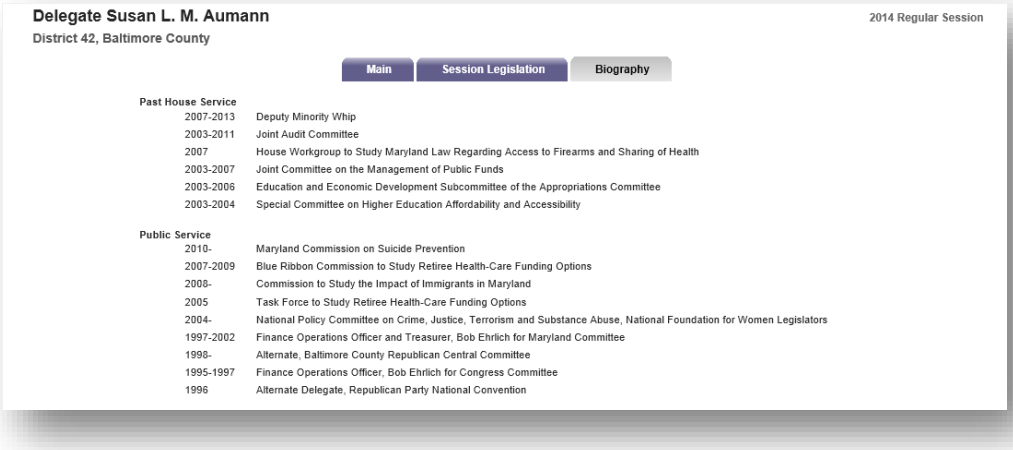


Figure 40 - Member Pages - Biography

On the Legislators page, under **Related Links**, a list of former **Senators** and **Delegates** who served in the Legislature is available (this feature will be available shortly before the 2014 Session begins).

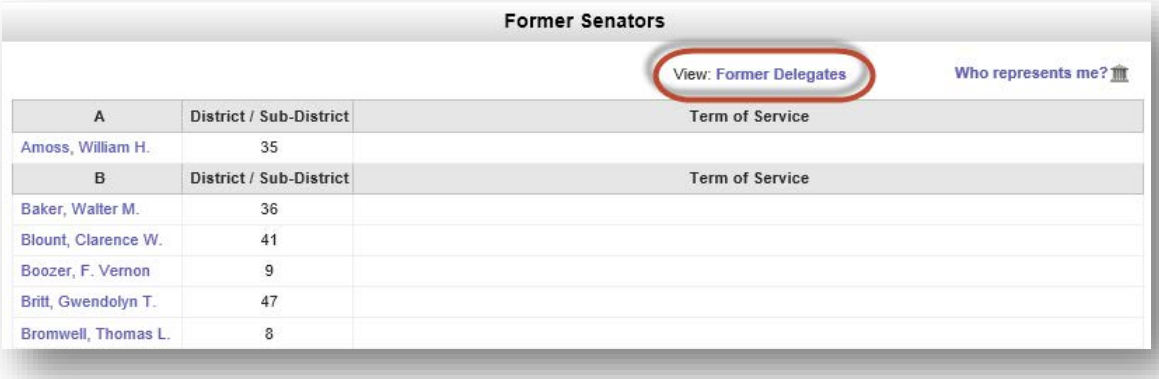


Figure 41 - Example of Former Senators List

COMMITTEES TAB

This section will provide you with a list of all the **Committees** by type within the **General Assembly of Maryland**, including **Standing** committees, **Statutory** committees, **Special** committees, and **Select** committees (commonly known as county or regional delegations). Special committees are usually temporary and go out of existence when their purposes have been fulfilled. **Contact** links allow you to send messages directly to committee chairs. Links to **Committee Publications** are also available under the **Related Links** section.

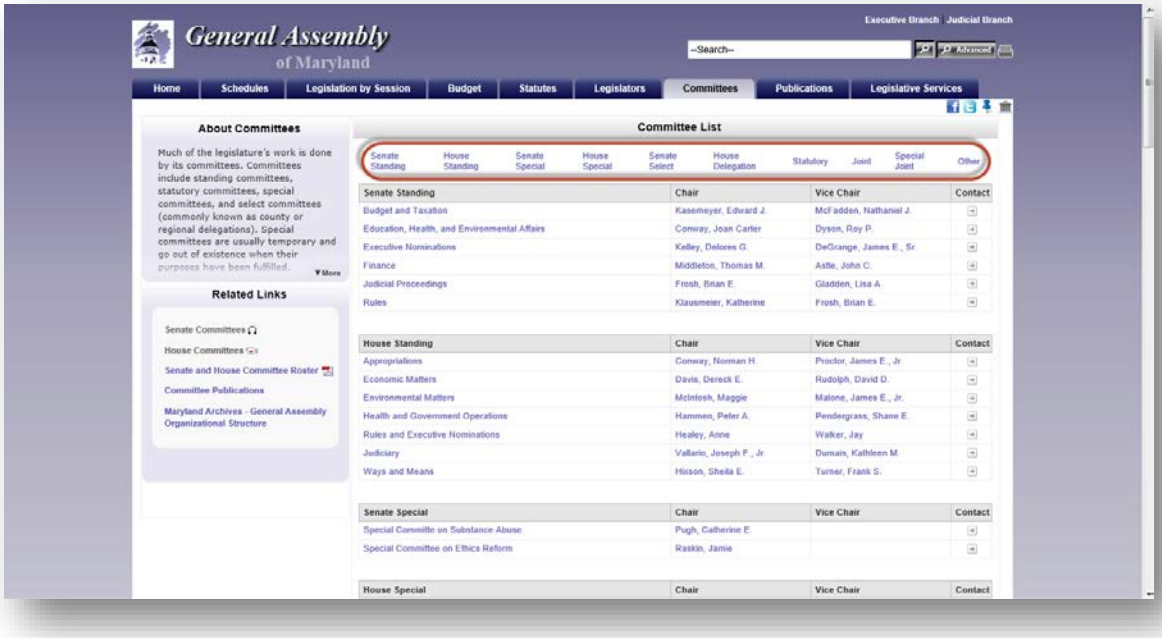
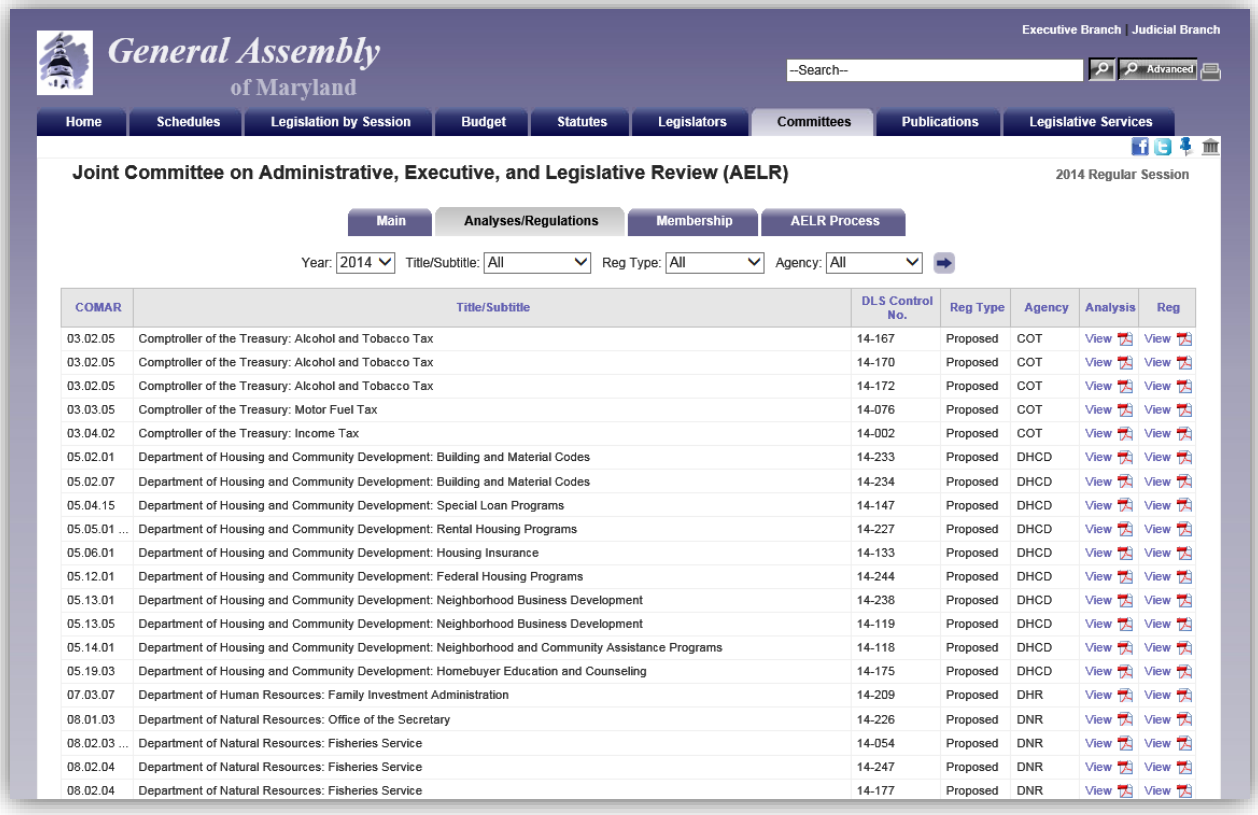


Figure 42 - Committees Page

Click on a Standing Committee name to display the **Committee's** page. **Committee Pages** are divided into subsections by tabs. They include (**Main**) contact information, subcommittee list, and staffing, (**Session Legislation**) legislation assigned to the committee, (**Schedule**) a weekly schedule of committee meetings, and (**Membership**) the roster of the full committee and subcommittees, complete with links to their respective member pages and contact forms.

Figure 43 - Committee Pages – Main

NEW The **Joint Committee on Administrative, Executive, and Legislative Review** (AELR) **Statutory** committee now has its own page. It is divided into subsections by tabs. They include (**Main**) contact information and staffing, (**Analyses/Regulations**) regulations being reviewed by the committee, (**Membership**) the roster of the full committee, and (**AELR Process**) complete with links to their respective member pages and contact forms.



COMAR	Title/Subtitle	DLS Control No.	Reg Type	Agency	Analysis	Reg
03.02.05	Comptroller of the Treasury: Alcohol and Tobacco Tax	14-167	Proposed	COT	View	View
03.02.05	Comptroller of the Treasury: Alcohol and Tobacco Tax	14-170	Proposed	COT	View	View
03.02.05	Comptroller of the Treasury: Alcohol and Tobacco Tax	14-172	Proposed	COT	View	View
03.03.05	Comptroller of the Treasury: Motor Fuel Tax	14-076	Proposed	COT	View	View
03.04.02	Comptroller of the Treasury: Income Tax	14-002	Proposed	COT	View	View
05.02.01	Department of Housing and Community Development: Building and Material Codes	14-233	Proposed	DHCD	View	View
05.02.07	Department of Housing and Community Development: Building and Material Codes	14-234	Proposed	DHCD	View	View
05.04.15	Department of Housing and Community Development: Special Loan Programs	14-147	Proposed	DHCD	View	View
05.05.01 ...	Department of Housing and Community Development: Rental Housing Programs	14-227	Proposed	DHCD	View	View
05.06.01	Department of Housing and Community Development: Housing Insurance	14-133	Proposed	DHCD	View	View
05.12.01	Department of Housing and Community Development: Federal Housing Programs	14-244	Proposed	DHCD	View	View
05.13.01	Department of Housing and Community Development: Neighborhood Business Development	14-238	Proposed	DHCD	View	View
05.13.05	Department of Housing and Community Development: Neighborhood Business Development	14-119	Proposed	DHCD	View	View
05.14.01	Department of Housing and Community Development: Neighborhood and Community Assistance Programs	14-118	Proposed	DHCD	View	View
05.19.03	Department of Housing and Community Development: Homebuyer Education and Counseling	14-175	Proposed	DHCD	View	View
07.03.07	Department of Human Resources: Family Investment Administration	14-209	Proposed	DHR	View	View
08.01.03	Department of Natural Resources: Office of the Secretary	14-226	Proposed	DNR	View	View
08.02.03 ...	Department of Natural Resources: Fisheries Service	14-054	Proposed	DNR	View	View
08.02.04	Department of Natural Resources: Fisheries Service	14-247	Proposed	DNR	View	View
08.02.04	Department of Natural Resources: Fisheries Service	14-177	Proposed	DNR	View	View

Figure 44a - Committee Pages – AELR – Analyses/Regulations

PUBLICATIONS TAB

In this section you will find links to all General Assembly of Maryland publications. They are organized by category and year. Use the dropdown arrow to select a **Classification** and **Year** from the lists provided, and then click the arrow button to start your Look Up.

Publications available on this website are organized into the following categories:

- "**Legislative and Legal**" - includes publications that summarize the activity that occurred during each legislative session.
- "**Budget and Fiscal**" - includes publications that analyze and summarize the state's budget and other fiscal matters.
- "**Committee**" - includes publications that have been presented to committees or reports prepared by committees.
- "**Commission**, **Task Force**, and **Work Group**" - includes publications that have been presented to or produced by these groups.
- "**Other**" - includes all other publications.

Two additional classifications have been added to the list **Budget & Fiscal - Capital - Analysis Only** and **Budget & Fiscal - Operating - Analysis Only**. In addition, Publication Lists are now sortable using the table headers **Publication Name** and **Published** in ascending or descending order.

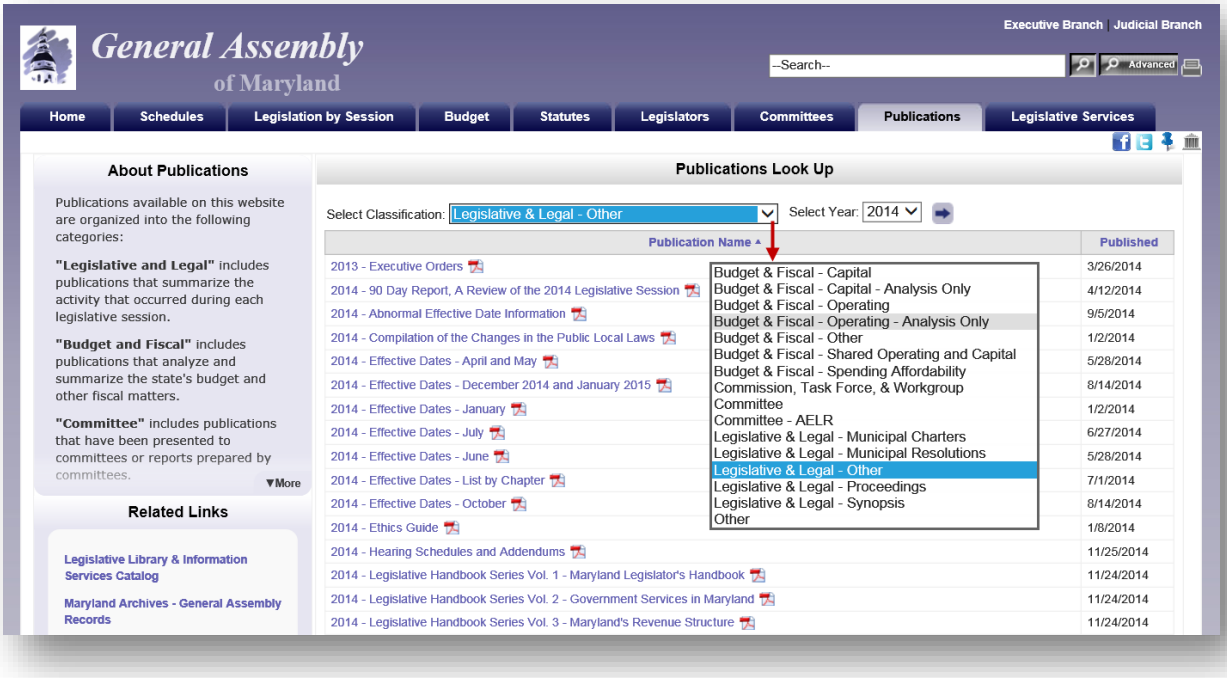
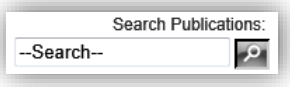


Figure 45 - Publications Page

You can also search all publications within this section of the website by using the **Search Box** at the bottom right of the page.



LEGISLATIVE SERVICES TAB

From the GAM home page, use this link to find out more about the Department of Legislative Services, departmental reports and publications, staff contact information, careers opportunities within the department, and links to other useful resources.

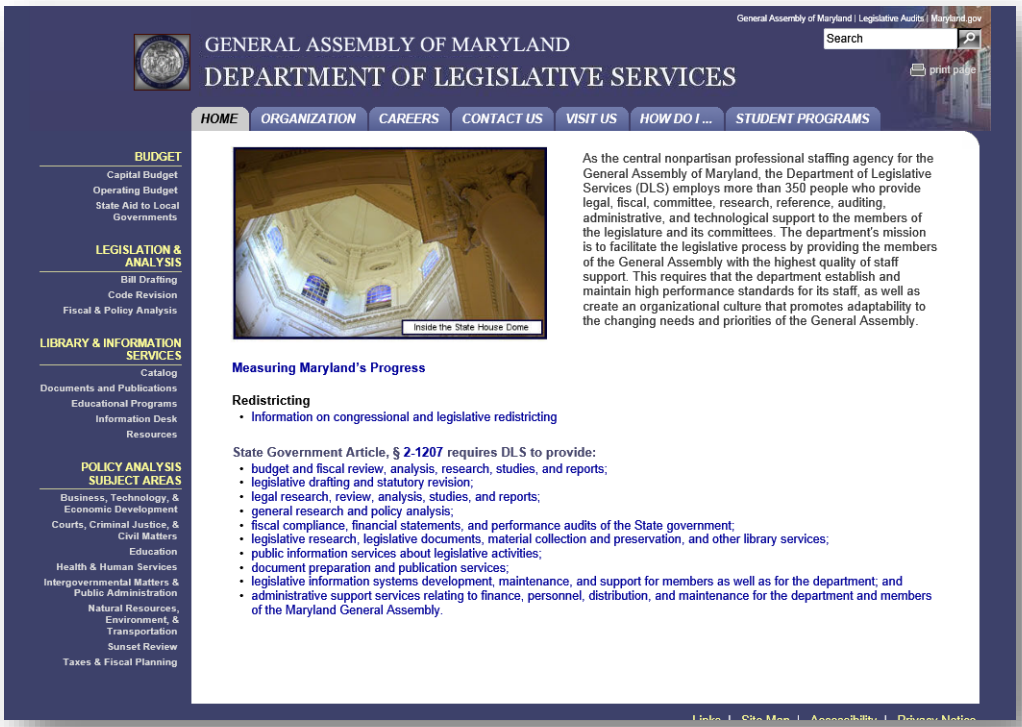


Figure 46 - Department of Legislative Services Home Page