

LEGISLATIVE INFORMATION AND BILL ROOM

Office of LEGISLATIVE SERVICES • OFFICE OF PUBLIC INFORMATION • State House Annex, PO Box 068, Trenton, NJ 08625-0068

LOCATION Room B1, Basement, State House Annex

HOURS 8:30 a.m. – 5:00 p.m., with extended hours on session days

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OVERVIEW The Legislative Information and Bill Room provides legislative information and documents to legislators, legislative staff, government agencies, the news media and the general public. The office answers questions on the legislative process, the legislative calendar, legislative committee membership and bill status. The staff maintains the bill status tracking system, prepares numerous reports from system information, provides referrals to other agencies, prepares session day bill packets for legislators, and receives documents submitted to the Legislature. Staff also perform various functions which support the conduct of legislative sessions in the Senate and General Assembly.

PUBLICATIONS The Legislative Information and Bill Room provides a variety of publications, documents and reports, available by mail, telephone or in person.

Bills and Resolutions - Individual copies of pending bills, resolutions, amendments, committee statements and fiscal notes.

Chapter Laws - Copies of newly enacted legislation in advance law and pamphlet form.

Citizens' Guide - Designed to be used on site in support of civic engagement and containing members' photos, seating charts, way-finding information and guidelines for public decorum.

Committee and Commission Reports - Reports of various committees and commissions.

**Committee Membership/
Leadership List** - Listings of legislative leadership and legislative committee membership with committee aides.

Executive Orders - Directives issued by the Governor to fulfill a duty, enable a legislative mandate, or respond to a State emergency.

Glossary of Legislative Terms - Defines terms related to the legislative process.

***Information for Visitors with Special Needs** - Itemized information about access, facilities and services available to visitors with special needs.

Legislative and Congressional District Maps - Maps illustrating the geographic compositions of legislative and congressional districts. Available in 11" x 17" and 23" x 36" sizes. *(Limited availability of larger versions.)*

***Legislative Calendar** - Printed schedule of legislative sessions, committee meetings and public hearings. Published semi-weekly during sessions; weekly otherwise, with special editions on session days. Copies of the calendar may be mailed upon request and are also available on the Legislature's website.

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PUBLICATIONS (continued)

Legislative Digest - A report produced after each session day listing bills introduced, bills passed and bills signed into law since the last session.

Legislator's Handbook - Outlines the powers, privileges and prerogatives of the members of the Legislature, and the major laws, rules, traditions and customs governing the organization and operation of the Legislature.

***Legislative Process Brochure** - Describes how laws are enacted. Includes a flow chart of the legislative process and general information about the Legislature. *(Available in large-print and Spanish.)*

Legislator Picture Book - Contains photographs and biographical information for each representative arranged according to the State's 40 legislative districts.

Making Your Voice Heard: Understanding the Public's Role in the Legislative Committee Process - Describes how bills are acted upon once they are referred to committee for consideration. Committee structure, conduct and opportunities for public input are explained. Instructions on how to present public testimony are also included.

***New Jersey Legislature Roster of Members** - Directory of members of the Senate and General Assembly, listed by district, including names, addresses and telephone numbers. Includes alphabetical indices by legislators' names and leadership listings. A printable version is available on the Legislature's website.

OLS Guide to Services - An explanation of the Office of Legislative Services, its origins, organizational structure, management, services available and contact information.

OLS Staff Directory - Lists names, positions and phone numbers of employees. Also includes a listing of legislative committee aides.

Public Hearing Transcripts - Verbatim transcripts of public hearings proceedings, including legislators' comments, testimony offered and public statements.

Seating Charts - Diagrams of seating assignments in both Houses.

Student Materials - The *New Jersey State House Student Activity Book* helps elementary school-aged visitors learn about the State House, State symbols and the legislative process through entertaining puzzles, games and activities. Text also includes tips on how to become an informed and involved citizen. *(Available in Spanish.) A Student's Guide to the Legislative Process* describes the legislative process in simplified terms. The organization, role and responsibilities of the State Legislature are also discussed. *Pastimes and Trivia* has puzzles for older students along with information on legislative activity and citizen involvement.

Veto Messages - Governor's message explaining reasons for vetoing a particular bill.

Visitor Information - The **Visit the New Jersey State House* brochure contains tour highlights, scheduling information, directions and overviews of local sites. The **Guide to the Capitol Complex* brochure details nearby points of interest. **The State House Today* provides a synopsis of the capitol's history and restoration efforts.

Volumes (Hard Bound) - The *Assembly Minutes* and *Senate Journal* serve as the official record of each House's actions, including all votes by members. Bills and resolutions are indexed, as well as reports, messages and communications submitted to the Legislature. Floor debate is not transcribed. The *Laws of New Jersey* records laws enacted for each legislative year. *(Hard bound volumes require payment based on expense per book.)*

Vote Tallies - Official recording of individual votes on a particular bill.