North Dakota
Legislative Bill Tracking System

User Manual

Last Updated: December 30, 2014
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Introduction

The Legislative Bill Tracking system is an online web application which is available for state agency users and Internet 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.
Login

Internet Users

Internet users will login to the Legislative Bill Tracking System web application using their State of North Dakota Login ID. If you do not have a State of North Dakota Login ID, click on the "Register Now!" button to create a North Dakota Login ID.

Login will be performed using the following web address:

https://www.legis.nd.gov/lcn/council/billtracking/mainmenu.htm
State Agency Users

State agency users on the state network will be able to login to the Legislative Bill Tracking System web application using their North Dakota government (NDGOV) login id.

Login will be performed using the following web address:

https://intranetapps.nd.gov/lcn/council/billtracking/mainmenu.htm

NOTE: If a NDGOV login ID user needs to access the Legislative Bill Tracking System web application from outside the state network, the user will need VPN into the state network using their SSL VPN connection to access the web application.
Legislative Bill Tracking Main Menu

After logging into the Legislative Bill Tracking System, the following bill tracking main menu page will appear:

You may create one or more bill tracking lists or may choose to track all bills which go through a specific standing committee. Once you have one or more tracking lists created, you will be able to view calendar, committee hearing, conference committee hearing, and bill status information for one or more bill tracking lists.

Click on Contact Support to submit a support question or system issue.

NOTE: This user manual is also available for viewing after you are logged into the system:
Contact Support

If you have a support question or a system issue, you may contact support by completing and submitting the "Contact Support" form by clicking on Contact Support:

NOTE: Normal processing for support contact will be during regular office hours of Monday thru Friday, excluding State holidays between the hours of 8:00am and 5:00pm CST with responses returned within 48 hours.
Bill Tracking Lists

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 after prefiled and introduced bills are published to the legislative branch website (www.legis.nd.gov).

You may return to your bill tracking lists at any time by clicking on Tracking Lists.

See the following bill tracking search example pages for the different methods to search and find bills to add to your tracking lists:
Bill Information Search

The Bill Information search tab allows you to search by bill number (one or more separated by commas), 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:

http://www.legis.nd.gov/assembly/63-2013/subject-index/major-topic.html
Century Code As Introduced Search

The Century Code search tab allows you to search by the as introduced 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 an existing or new bill tracking list, review your Search Results and select which bills you would like to add to a bill tracking list by clicking to checkbox next to the bill number or clicking on Select All to select all bills in the Search Results.

Select bills to add to a tracking list by choosing “Select All” or clicking the checkbox next to specific bills.

Click on the Bill Number to view the bill’s information, including the bill title, unofficial actions, current statuses, and official actions and documents.

Click on Track Bills to add selected bills to an existing or new tracking list.
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 track list and enter the name of the new list.

Select the tracking list(s) to add the selected bills. If you do not have a list yet, you will need to enter the name of the new list.

Optionally, add a description or comment for each bill.

Click Add to add the selected bills to the tracking list(s).
After the bills are added, your bill tracking lists will be displayed.
You may search again and add one or more bills to one or more tracking lists:

<table>
<thead>
<tr>
<th>Selected HB 1450</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bill</strong></td>
</tr>
<tr>
<td>HR 393</td>
</tr>
<tr>
<td>HB 1450</td>
</tr>
<tr>
<td>SB 2051</td>
</tr>
<tr>
<td>SB 2167</td>
</tr>
</tbody>
</table>
Select to add HB 1450 to the existing List 1 bill tracking list and a new bill tracking list named List 2:

- Select to add HB 1450 to the existing bill tracking list named List 1.
- Select to also add HB 1450 to a new bill tracking list named List 2.

Optionally, add a description or comment for each bill. NOTE: The Description and Comment will be the same in both bill tracking lists but they may be updated later if a different description or comment is desired for a particular bill tracking list.

Click Add to add HB 1450 to both bill tracking lists.
After the bills are added, your bill tracking lists will be displayed. HB 1450 is now in both lists.
**Edit Bill Tracking List**

To edit the bill tracking list name or the bills within a particular bill tracking list, click on the Edit action.

The bill tracking list will be displayed. If you want to rename the bill tracking list, modify the List Name and click on Update.
If you want to edit the description or comment for a particular bill within the bill tracking list, click on the Edit action next to the particular bill.

Click on Edit to modify the Description or Comment for a particular bill within the bill tracking list. NOTE: A bill’s Description and Comment is stored separately within each bill tracking list.
Make your changes to Description and Comment and click on Update.
Delete Bill Tracking List

To delete a bill tracking list, click the Delete action next to the list.

Click on Delete to delete a particular bill tracking list.

If you have subscribed to the RSS Feed for this bill tracking list and you delete this bill tracking list, the RSS Feed will no longer be updated.

Click on Delete to delete the bill tracking list.
Copy Bills To Another Bill Tracking List

To copy bills from one bill tracking list to a new or existing bill tracking list, click on the View action for the bill tracking list which you want to copy bills.

To copy bills from one bill tracking list to another, click on the View action for bill tracking list from which you want to copy bills.
Select the bills you want to copy to another list and click on Copy to List.

Select the checkbox next to the bills you want to copy and click on Copy to List.
Select one or more bill tracking lists to copy the bills.
The bill tracking list named List 3 is now created.

<table>
<thead>
<tr>
<th>Name</th>
<th>Bills</th>
<th>Number of Bills</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>List 1</td>
<td>HB 1204, HB 1450, SB 2051, SB 2167</td>
<td>4</td>
<td>Follow this List, View, Edit, Delete</td>
</tr>
<tr>
<td>List 2</td>
<td>HB 1450</td>
<td>1</td>
<td>Follow this List, View, Edit, Delete</td>
</tr>
<tr>
<td>List 3</td>
<td>HB 1204, HB 1450</td>
<td>2</td>
<td>Follow this List, View, Edit, Delete</td>
</tr>
</tbody>
</table>
View Bill Tracking List

To view the bills in a bill tracking list, click on the View action for the desired bill tracking list.
Click on a Bill number to view the bills' detailed information.

Click on the Bill number to view the bill’s information, including bill title, unofficial actions (today’s chamber actions), current official status of the bill, official actions, and corresponding documents.
Bill detailed information:

NOTE: Documents are opened in a separate tab within your browser window.
The enhanced view displays the selected document(s) within tabs. Click on the tab to view the document. NOTE: The enhanced view opens as a separate tab within your browser window.

NOTE: On an Apple iPad you need to use two fingers to scroll the PDF document up and down.

iPad Users
(Use 2 Fingers To Scroll)
Follow This List

To view or subscribe to an RSS feed for a bill tracking list, click on Follow this List.

The following page will be displayed which provides the URL for the bill tracking list's RSS Feed.

NOTE: See the RSS Feeds section of this user manual for more information on RSS feeds and readers.
Delete A Bill From A Bill Tracking List

To delete a bill from a bill tracking list, click the View action next to the list.
Click on the Delete action next to the bill you want to delete from the bill tracking list.
Share A Bill Tracking List

To share a bill tracking list, click the Share action next to the list.

NOTE: Users sharing this list will be able to view your bill DESCRIPTION and COMMENT.

To share a bill tracking list, you need to provide List Name and List Code to the person(s) you want to share your bill tracking list.
Add A Shared Bill Tracking List

To add a shared bill tracking list, click the Add Shared List.
Enter the List Name and List Code provided by the user who is sharing a bill tracking list with you:

Enter the List Name and List Code you received for the bill tracking list being shared from another user and click on Add.

The (Shared) bill tracking list now appears after your bill tracking lists. You may use the shared list for all system functionality.

NOTE: You cannot edit or delete bills from the shared bill tracking list. 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.
Committee Tracking Lists
Search/Add Committees

Committee tracking lists allow you to track bills referred to a particular standing committee.

Select a standing committee to track all bills which were referred to that particular committee.
You will receive a confirmation message indicating the committee tracking list was created.

The Committee Tracking Lists tab will display the standing committees you are tracking.
Delete Committee Tracking List

To delete a committee tracking list, click on the Delete action for the particular committee tracking list you want to delete.

Click to delete a Committee Tracking List.

If you have subscribed to the RSS Feed for this committee tracking list and you delete this committee tracking list, the RSS Feed will no longer be updated.

Click on Delete to delete the committee tracking list.
View Committee Tracking List

To view the bills in a committee tracking list, click on the View action for the desired committee tracking list.

The bills referred to the standing committee are displayed.
Follow This List

To view or subscribe to an RSS feed for a committee tracking list, click on Follow this List.

The following page will be displayed which provides the URL for the committee tracking list's RSS Feed.

NOTE: See the RSS Feeds section of this user manual for more information on RSS feeds and readers.
**Follow this Bill**

To view or subscribe to an RSS feed for a specific bill, click on Follow this Bill.

![Image of bill tracking system](image)

The following page will be displayed which provides the URL for the selected bill's RSS Feed.

![Image of RSS feed](image)

**NOTE:** See the RSS Feeds section of this user manual for more information on RSS feeds and readers.
Today's Calendar Report

To view today's calendar report for all bills on today's calendar or only the bills tracked in the selected committee or bill tracking lists, click on Today’s Calendar.
Select either All Bills on today's Calendar or specific committee or bill tracking lists. You may also optionally select to include the tracking list name and bill descriptions/comments in the calendar report. Note, including the tracking list and bill descriptions/comments is only available if you run the report for a single tracking list.

Select to view the Calendar Report for the bills in one or more bill or committee tracking lists.

If you run a report for a single tracking list, you may optionally include the list name and bill descriptions/comments in the Calendar Report.
### Legislative Bill Tracking - Legislative Assembly: - February 08, 2013

#### House Floor Calendar

**Day 24**

**Order: 6 - Consideration of Amendments**

<table>
<thead>
<tr>
<th>Bill Number</th>
<th>Floor Action</th>
<th>AM</th>
<th>EM</th>
<th>CO</th>
<th>Message</th>
<th>Committee</th>
<th>Committee Recommends</th>
<th>Comm Vote</th>
<th>Primary Sponsor</th>
<th>Versions</th>
<th>List Name</th>
<th>Description</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>HB 1331</td>
<td>Passed</td>
<td>A</td>
<td></td>
<td></td>
<td>1 absent</td>
<td>Education</td>
<td>Do Not Pass</td>
<td>6 - 4</td>
<td>Heller</td>
<td>Engross</td>
<td>Education List</td>
<td>1331 description</td>
<td>1331 comment</td>
</tr>
<tr>
<td>HB 1356</td>
<td>Passed</td>
<td>A</td>
<td></td>
<td></td>
<td>1 absent</td>
<td>Education</td>
<td>Do Pass</td>
<td>12 - 0</td>
<td>Rust</td>
<td>Engross</td>
<td>Education List</td>
<td>1356 description</td>
<td>1356 comment</td>
</tr>
</tbody>
</table>

**Order: 11 - Second Reading of Bills and Resolutions**

<table>
<thead>
<tr>
<th>Bill Number</th>
<th>Floor Action</th>
<th>AM</th>
<th>EM</th>
<th>CO</th>
<th>Message</th>
<th>Committee</th>
<th>Committee Recommends</th>
<th>Comm Vote</th>
<th>Primary Sponsor</th>
<th>Versions</th>
<th>List Name</th>
<th>Description</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>HB 1303</td>
<td>Failed</td>
<td>16</td>
<td>74</td>
<td></td>
<td>1 absent</td>
<td>Education</td>
<td>Do Not Pass</td>
<td>10 - 2</td>
<td>Johnson, D</td>
<td>Education List</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HB 1328</td>
<td></td>
<td>*</td>
<td></td>
<td></td>
<td>1 absent</td>
<td>Education</td>
<td>Do Not Pass</td>
<td>10 - 2</td>
<td>Rust</td>
<td>Education List</td>
<td>1328</td>
<td>description</td>
<td>1328 comment</td>
</tr>
</tbody>
</table>
Calendar Report without list name and bill descriptions/comments:

House Floor Calendar

Day 13

Order: 6 - Consideration of Amendments

<table>
<thead>
<tr>
<th>Bill Number</th>
<th>Floor Action</th>
<th>AM</th>
<th>EM</th>
<th>CO</th>
<th>Message</th>
<th>Committee</th>
<th>Committee Recommends</th>
<th>Comm Vote</th>
<th>Primary Sponsor</th>
<th>Versions</th>
</tr>
</thead>
<tbody>
<tr>
<td>HB 1091</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 absent</td>
<td>Human Services</td>
<td>Do Pass</td>
<td>12 - 0</td>
<td>Porter</td>
<td>Engross</td>
</tr>
<tr>
<td>HB 1117</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 absent</td>
<td>Judiciary</td>
<td>Do Pass</td>
<td>13 - 0</td>
<td>Hogan</td>
<td>Engross</td>
</tr>
<tr>
<td>HB 1135</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>RR TO APP</td>
<td>Human Services</td>
<td>Do Pass</td>
<td>13 - 0</td>
<td>Fehr</td>
<td>Engross</td>
</tr>
</tbody>
</table>

Order: 11 - Second Reading of Bills and Resolutions

<table>
<thead>
<tr>
<th>Bill Number</th>
<th>Floor Action</th>
<th>AM</th>
<th>EM</th>
<th>CO</th>
<th>Message</th>
<th>Committee</th>
<th>Committee Recommends</th>
<th>Comm Vote</th>
<th>Primary Sponsor</th>
<th>Versions</th>
</tr>
</thead>
<tbody>
<tr>
<td>HB 1146</td>
<td>Passed 91 - 0</td>
<td></td>
<td></td>
<td></td>
<td>1 absent</td>
<td>Industry, Business and Labor</td>
<td>Do Pass</td>
<td>15 - 0</td>
<td>Frantsvog</td>
<td></td>
</tr>
<tr>
<td>HB 1243</td>
<td>Passed 79 - 12</td>
<td></td>
<td></td>
<td></td>
<td>1 absent</td>
<td>Judiciary</td>
<td>Do Pass</td>
<td>12 - 1</td>
<td>Steiner</td>
<td></td>
</tr>
</tbody>
</table>

Senate Floor Calendar

Day 13

Order: 6 - Consideration of Amendments

<table>
<thead>
<tr>
<th>Bill Number</th>
<th>Floor Action</th>
<th>AM</th>
<th>EM</th>
<th>CO</th>
<th>Message</th>
<th>Committee</th>
<th>Committee Recommends</th>
<th>Comm Vote</th>
<th>Primary Sponsor</th>
<th>Versions</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB 2066</td>
<td>Passed</td>
<td></td>
<td></td>
<td></td>
<td>Human Services</td>
<td>Do Pass</td>
<td>4 - 1</td>
<td>Anderson</td>
<td>Engross</td>
<td></td>
</tr>
</tbody>
</table>

No conference committee activity found for today.

Conference Committees portion of calendar report:

<table>
<thead>
<tr>
<th>Bill Number</th>
<th>Chamber</th>
<th>EM</th>
<th>CO</th>
<th>Member</th>
<th>Member</th>
<th>Member</th>
<th>Member</th>
<th>Comm</th>
<th>Reported Back</th>
<th>Versions</th>
</tr>
</thead>
<tbody>
<tr>
<td>HB 1054</td>
<td>House</td>
<td>*</td>
<td></td>
<td>BoeTEST63</td>
<td>HawkenTEST63</td>
<td>KretschmarTEST63</td>
<td></td>
<td>Finance and Taxation</td>
<td></td>
<td>Engross</td>
</tr>
<tr>
<td>HB 1067</td>
<td>House</td>
<td>*</td>
<td></td>
<td>KelshTEST63, J.</td>
<td>KelshTEST63, R.</td>
<td>WallTEST63</td>
<td></td>
<td>Government and Veterans Affairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HB 1067</td>
<td>House</td>
<td>*</td>
<td></td>
<td>KelshTEST63, J.</td>
<td>KelshTEST63, R.</td>
<td>WallTEST63</td>
<td></td>
<td>Government and Veterans Affairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SB 2051</td>
<td>Senate</td>
<td>*</td>
<td></td>
<td>DeverTEST63</td>
<td>BurckhardTEST63</td>
<td>MarcellasTEST63</td>
<td></td>
<td>Agriculture</td>
<td></td>
<td>Engross</td>
</tr>
<tr>
<td>SB 2055</td>
<td>Senate</td>
<td>*</td>
<td></td>
<td>FlakollTEST63</td>
<td>MathernTEST63</td>
<td>UglenTEST63</td>
<td></td>
<td>Finance and Taxation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Committee Hearings Report

To view the committee hearings report for all bills on today's calendar or only the bills tracked in the selected committee or bill tracking lists, click on Committee Hearings.

Select bill or committee tracking lists for bills to include in the report. You may optionally enter a starting and ending committee hearing date to filter the hearings included in the report. You may also select to not include the bill titles in the report.
### Legislative Bill Tracking - Committee Hearings

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Bill Number</th>
<th>Short Title</th>
<th>Committee</th>
<th>Room</th>
<th>List Name</th>
<th>Description</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/24/2013 09:00 AM</td>
<td>HB 1227</td>
<td>Relating to the imposition of civil penalties, to amend and reenact sections 19-20-1-02, 19-20-1-03, 19-20-1-05, 19-20-1-07, 19-20-1-08, and 19-20-1-13 of the North Dakota Century Code, relating to fertilizers, fertilizer materials, micronutrients, specialty fertilizers, soil amendments, and plant amendments, to repeal sections 19-20-1-01, 19-20-1-05, and 19-20-1-07 of the North Dakota Century Code, relating to the agriculture commissioner and storage and fees, and to provide a penalty.</td>
<td>House Agriculture</td>
<td>Peace Garden</td>
<td>List 2</td>
<td>List 2 - HB 1227</td>
<td>Description</td>
</tr>
<tr>
<td>01/25/2013 09:00 AM</td>
<td>HB 1154</td>
<td>Relating to application requirements for registration as a professional soil classifier, and to provide for a legislative management study.</td>
<td>House Agriculture</td>
<td>Peace Garden</td>
<td>List 2</td>
<td>List 2 - HB 1154</td>
<td>Description</td>
</tr>
</tbody>
</table>

**Click to add appointment to your calendar.**
Conference Committee Hearing Report

To view the conference committee hearing report for all bills on today's calendar or only the bills tracked in the selected committee or bill tracking lists, click on Conference Committee Hearing.

Select either All Bills on today's Calendar or specific committee or bill tracking lists.
Note, you may only select a single bill tracking list when you choose to include the bill tracking list name and bill descriptions/comments in the report.
Bill Status Report

To view the bill status report for all bills on today's calendar or only the bills tracked in the selected committee or bill tracking lists, click on Bill Status.

Select either All Bills on Today's Calendar or only bills on selected bill or committee tracking lists. You may also optionally enter a starting bill action date to filter the bill actions listed in the report to only the actions which occurred on or after the entered date.
SB 2092
Relating to the motor vehicle excise tax exemption for certain motor vehicles in the possession of and used by permanently physically disabled persons.

Committee Hearings
No committee hearings found.

Unofficial Actions

<table>
<thead>
<tr>
<th>Date</th>
<th>Chamber</th>
<th>Action</th>
<th>Measure Version</th>
<th>Enhanced View</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/24/2013</td>
<td>Senate</td>
<td>Second Reading of Bills and Resolutions - Passed 47-0</td>
<td>13.024.00000</td>
<td>13.024.02000</td>
</tr>
</tbody>
</table>

Current Official Status of the Bill
House: None    Senate: INTRODUCED    Governor: None

Official Actions

<table>
<thead>
<tr>
<th>Date</th>
<th>Chamber</th>
<th>Action</th>
<th>Journal</th>
<th>Measure Version</th>
<th>FN</th>
<th>Enhanced View</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/09/2013</td>
<td>Senate</td>
<td>Introduced, first reading, referred Finance and Taxation Committee</td>
<td>SJ 28</td>
<td>13.0124.01000</td>
<td>13.0124.10000</td>
<td></td>
</tr>
<tr>
<td>01/21/2013</td>
<td>Senate</td>
<td>Committee Hearing - 10:30 AM</td>
<td></td>
<td></td>
<td>13.0124.01000</td>
<td></td>
</tr>
<tr>
<td>01/22/2013</td>
<td>Senate</td>
<td>Reported back amended, do pass, amendment placed on calendar 502</td>
<td>SJ 130</td>
<td>13.0124.01001</td>
<td>13.0124.01001</td>
<td></td>
</tr>
<tr>
<td>01/23/2013</td>
<td>Senate</td>
<td>Amendment adopted, placed on calendar</td>
<td>SJ 135</td>
<td></td>
<td>13.0124.01000</td>
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</tr>
</tbody>
</table>

SB 2158
Relating to bill of sale requirements in livestock transactions.

Committee Hearings

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Committee</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/25/2013 09:00 AM</td>
<td>Senate Agriculture</td>
<td>Roosevelt Park</td>
</tr>
<tr>
<td>02/01/2013 10:00 AM</td>
<td>Senate Agriculture</td>
<td>Roosevelt Park</td>
</tr>
</tbody>
</table>

Unofficial Actions
No unofficial actions for bill.

Current Official Status of the Bill
House: None    Senate: INTRODUCED    Governor: None

Official Actions

<table>
<thead>
<tr>
<th>Date</th>
<th>Chamber</th>
<th>Action</th>
<th>Journal</th>
<th>Measure Version</th>
<th>FN</th>
<th>Enhanced View</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/15/2013</td>
<td>Senate</td>
<td>Introduced, first reading, referred Agriculture Committee</td>
<td>SJ 73</td>
<td>13.0545.01000</td>
<td>13.0545.01000</td>
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</tbody>
</table>
RSS Feeds

What is an RSS Feed?

**RSS (Really Simple Syndication)** is an XML-based format for sharing and distributing web content, such as news items or other syndicated content. Using an RSS reader, you can view web content feeds from various sources, including headlines, summaries, and links to full content.

RSS feeds benefit publishers by letting them syndicate content automatically. A standardized XML file format allows the information to be published once and viewed by many different programs. They benefit readers who want to subscribe to timely updates from favorite websites or to aggregate feeds from many sites into one place.

RSS feeds can be read using software called an "RSS reader", "feed reader", or "aggregator", which can be web-based, desktop-based, or mobile-device-based. The user subscribes to a feed by entering into the reader the feed's URI or by clicking a feed icon in a web browser that initiates the subscription process. The RSS reader checks the user's subscribed feeds regularly for new work, downloads any updates that it finds, and provides a user interface to monitor and read the feeds. RSS allows users to avoid manually inspecting all of the websites they are interested in, and instead subscribe to websites such that all new content is pushed onto their browsers when it becomes available.

References:
- [http://rss-tutorial.com/rss-what-is-it.htm](http://rss-tutorial.com/rss-what-is-it.htm)

How does the Legislative Bill Tracking System use RSS Feeds?

The Legislative Bill Tracking System allows you to track bills via RSS feeds for:
- Each of your bill tracking lists
- Each of your committee tracking lists
- Individual bills

Each RSS feed provides updates to bill information, including:
- Unofficial chamber actions (current date only)
- Official chamber actions
  - Daily posting of chamber actions to bill status which occurs as the end of each legislative day
- Scheduled conference committee hearings

System administrators may also send a message to all RSS feeds.
How to subscribe to RSS Feeds?

The following website provides information on how to subscribe to an RSS feed and also provides a tutorial: [http://rss-tutorial.com/rss-how-to-subscribe-to-feeds.htm](http://rss-tutorial.com/rss-how-to-subscribe-to-feeds.htm)

The website also includes an RSS tutorial: [http://rss-tutorial.com/index.php](http://rss-tutorial.com/index.php)

The website also includes information on selecting an RSS reader: [http://rss-tutorial.com/rss-select-an-rss-reader.htm](http://rss-tutorial.com/rss-select-an-rss-reader.htm)


Microsoft Outlook RSS Feed Sample

63rd Legislative Assembly - Regular Session - SB 2021
Click on "SB 2021" or "View article..." to view the bill status actions for SB 2021.
**Legislative Bill Tracking - View Bill: SB 2021**

**SB 2021  View Video**
Relating to acceptance of funds and to agencies exempted from certain services of the information technology department; to provide for studies; to provide for a report to the budget section; to provide an appropriation for the office of management and budget, and to provide for various transfers.

**Committee Hearings**
No committee hearings found.

**Unofficial Actions**
No unofficial actions for bill.

**Current Official Status of the Bill**
House: PASSED  Senate: PASSED  Governor: SIGNED

### Official Actions

<table>
<thead>
<tr>
<th>Date</th>
<th>Chamber</th>
<th>Action</th>
<th>Journal</th>
<th>Measure Version</th>
<th>FN</th>
<th>Enhanced View</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/08/2013</td>
<td>Senate</td>
<td>Introduced, first reading, referred Appropriations Committee</td>
<td>SJ 19</td>
<td>13.6171.01000</td>
<td>13.6171.01000</td>
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<tr>
<td>01/11/2013</td>
<td>Senate</td>
<td>Committee Hearing - 18:30 AM</td>
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</tr>
<tr>
<td>02/11/2013</td>
<td>Senate</td>
<td>Reported back amended, do pass, amendment placed on calendar 13 0 0</td>
<td>SJ 298</td>
<td>13.6171.01001</td>
<td>13.6171.01001</td>
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<tr>
<td>02/12/2013</td>
<td>Senate</td>
<td>Amendment adopted, placed on calendar</td>
<td>SJ 324</td>
<td></td>
<td></td>
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<tr>
<td>02/13/2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>02/13/2013</td>
<td>Senate</td>
<td>Laid over one legislative day</td>
<td>SJ 363</td>
<td></td>
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<tr>
<td>02/19/2013</td>
<td>Senate</td>
<td>Amendment proposed on floor</td>
<td>SJ 457</td>
<td>13.6171.02001</td>
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<tr>
<td>02/19/2013</td>
<td>Senate</td>
<td>Amendment adopted</td>
<td>SJ 457</td>
<td>13.6171.02001</td>
<td>13.6171.02001</td>
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<tr>
<td>02/19/2013</td>
<td>Senate</td>
<td>Second reading, passed, yeas 47 nays 0</td>
<td>SJ 457</td>
<td>13.6171.03000</td>
<td>13.6171.03000</td>
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<td>02/20/2013</td>
<td>House</td>
<td>Received from Senate</td>
<td>HJ 580</td>
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<td>02/21/2013</td>
<td>House</td>
<td>Introduced, first reading, referred Appropriations Committee</td>
<td>HJ 604</td>
<td>13.6171.03000</td>
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<tr>
<td>03/15/2013</td>
<td>House</td>
<td>Committee Hearing - 10:00 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04/10/2013</td>
<td>House</td>
<td>Reported back amended, do pass, amendment placed on calendar 17 4 1</td>
<td>HJ 1332</td>
<td>13.6171.03002</td>
<td>13.6171.03002</td>
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<tr>
<td>04/10/2013</td>
<td>House</td>
<td>Amendment adopted, placed on calendar</td>
<td>HJ 1338</td>
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<td>04/10/2013</td>
<td>House</td>
<td>Second reading, passed as amended, yeas 80 nays 13</td>
<td>HJ 1338</td>
<td>13.6171.04000</td>
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<td>04/10/2013</td>
<td>Senate</td>
<td>Returned to Senate (2)</td>
<td>SJ 1246</td>
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</tbody>
</table>
Add RSS Feeds to Microsoft Outlook

Copy the RSS Feed URL

North Dakota

Go to Microsoft Outlook and find the RSS Feeds folder in your left navigation pane. If you cannot find RSS Feeds folder, contact your system administrator. To add an RSS Feed, right click on the RSS Feeds folder

- Choose "Add a New RSS Feed"

- Paste in the URL you copied from the RSS Feed link from the web page and click Add
  - Press CTRL + V on the keyboard to paste in the URL