# NELIS 81ST (2021) SESSION

LEGISLATIVE COUNSEL BUREAU: INFORMATION TECHNOLOGY SERVICES 1/19/2021

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## **INTRODUCTION**

The Nevada Electronic Legislative Information System (NELIS) is a tool on the Legislative website for viewing Bill Draft Requests (BDRs) and content of bills, committees, committee meetings, budgets, and floor sessions.

NELIS allows you to access detail pages (for Bills, Budgets, Committees, and Meetings) from multiple locations in the program. This flexibility allows for quick navigation and recovery of information for the user.

## **NELIS HOME**

The NELIS Home page provides a Daily Schedule of meetings for any day, Floor Sessions, and Upcoming Deadlines. It also provides access to BDR, Bill, Budget, and Committee information.

To access NELIS, from the Nevada Legislature website, <a href="http://www.leg.state.nv.us/">http://www.leg.state.nv.us/</a>, click the NELIS link.



## **REGISTER / SIGN IN**



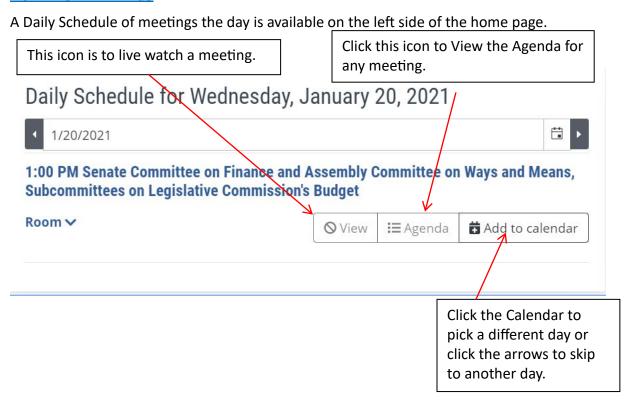
To have full access using NELIS, including

Tracking and Notes, from the LCB homepage select NELIS and 'Sign in/Register' to create a Nevada Legislature account at the top right of the Home page.

(If you are a Legislator or LCB Staff Member, there is no need to register. 'Sign In' and enter your Username and Password, which are the same details when logging into your computer.)

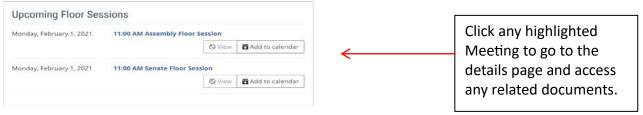


#### **TODAY'S MEETINGS**



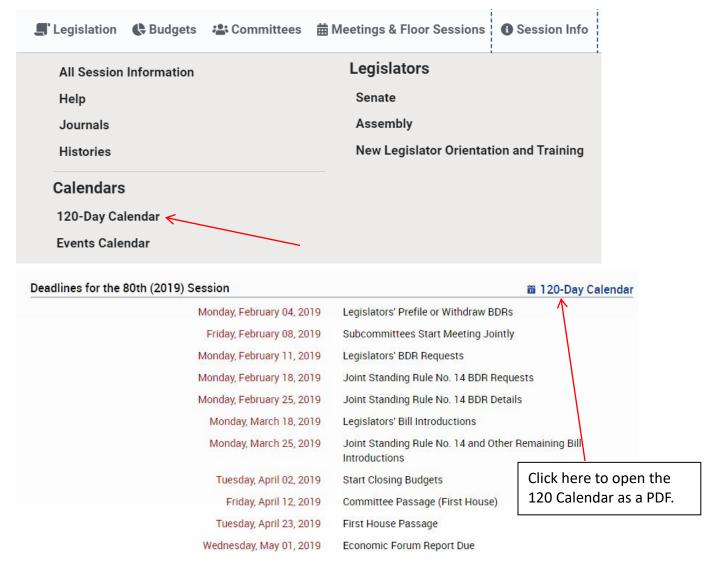
#### **FLOOR SESSIONS**

The Floor Sessions schedule for the selected day is available on the right side of the home page.



#### **UPCOMING DEADLINES**

Based on the 120-Day Legislative Calendar, deadlines are listed under the Session Info Tab and on the home page beneath Floor Sessions.



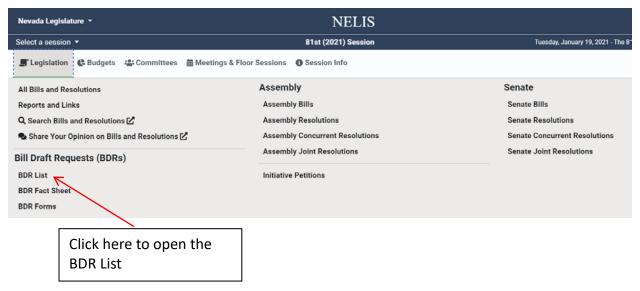
#### **MENU BUTTONS**

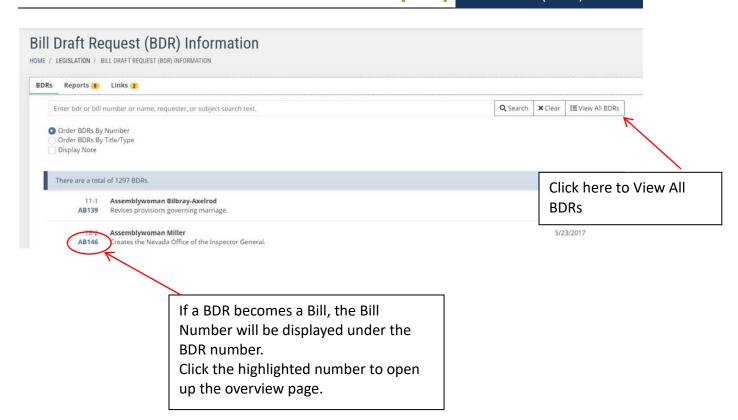
The menu buttons at the top of the screen appear on all NELIS pages and represent a quick way to navigate to the internal home pages for BDRs, Bills, Budgets, Committees, and Reports & Links.



## **BILL DRAFT REQUESTS (BDRS)**

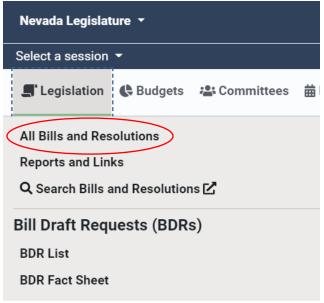
NELIS lists all Bill Draft Requests (BDRs) including their number and a summary. Clicking on the Legislation tab, 'BDR List' and "View all BDRs" will bring up the divided list, which are grouped by the 100s, and new requests.





## **BILLS**

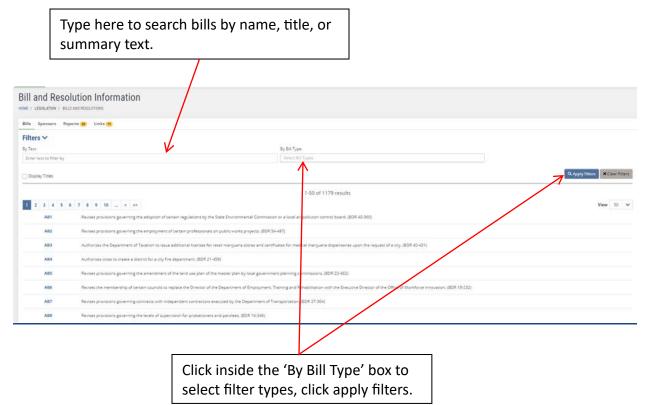
Under the Legislation tab, NELIS has detailed information regarding: Bill Overview, Text, Amendments, Votes, Fiscal Notes, Meetings, and Exhibits.



#### **BILLS LIST**

On the Bills list page, the bills tab shows them listed by type/number.

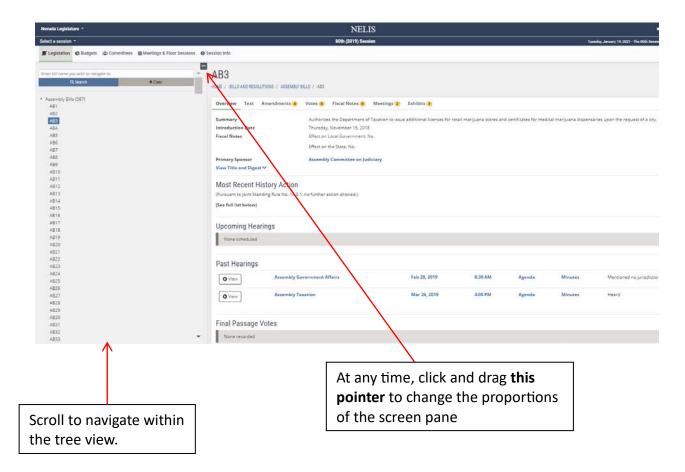
The Sponsors tab is organized by individual Assembly and Senate Members as well as Assembly and Senate Committees.



#### **OVERVIEW**

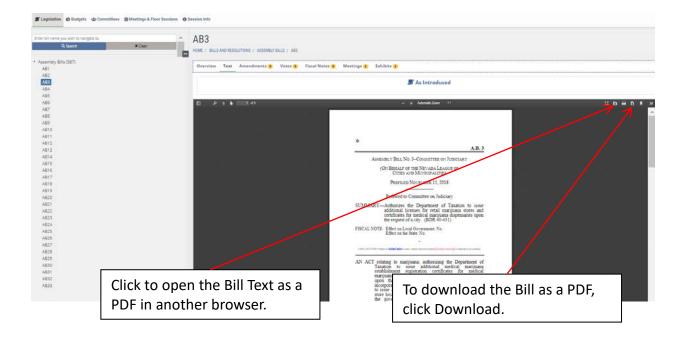


The Overview tab includes the Summary, Title, Introduction Date, Digest, Primary Sponsor(s), and any Co-Sponsor(s). It will also list the Most Recent History Action, Upcoming and Past Hearings, and Bill History.



#### **TEXT**

This tab displays the full text of a bill with the most current version. All versions of the bill are available to view including: Introduced, Reprints, Enrolled, and any related Amendments.



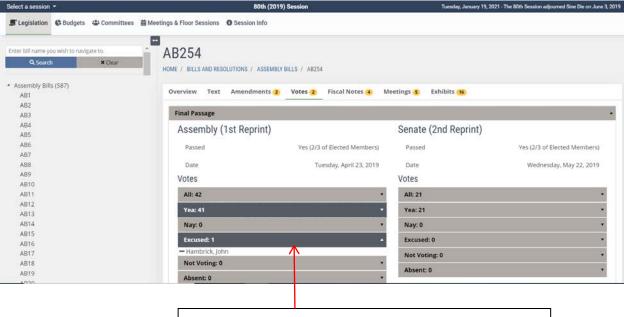
#### **AMENDMENTS**

The Amendments tab includes a link to all session amendments and the amended information.



#### **VOTES**

This tab lists the final votes from the Assembly and Senate.



Click a vote type: All, Yea, Nay, Excused, Not Voting, Absent, to expand the list of legislators.

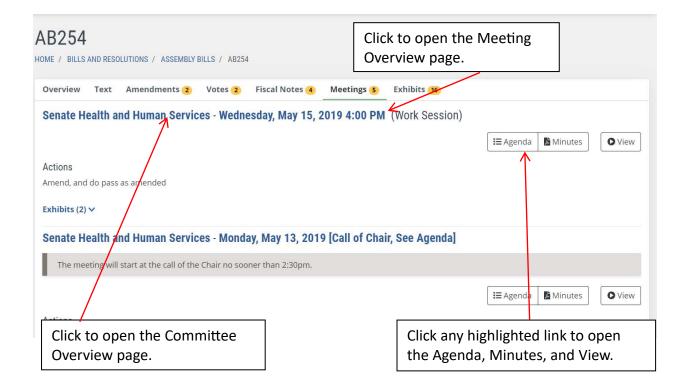
#### **FISCAL NOTES**

The number in parentheses relates to the amount of Fiscal Notes associated with that bill and will include links with that information.



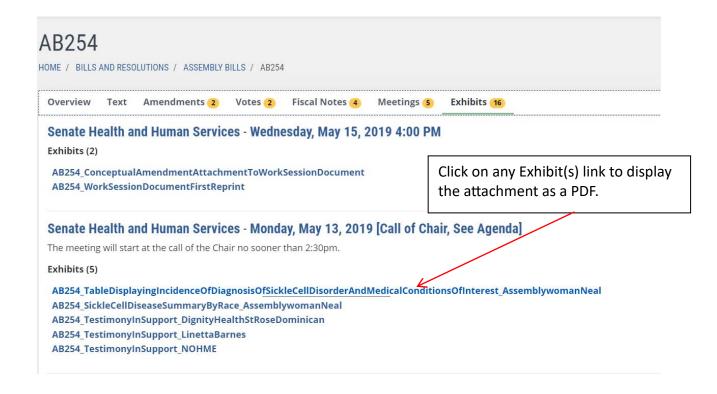
#### **MEETINGS**

This tab lists the amount of meetings held and which committee had it listed on their agenda. It also includes a link to view the meeting, the actions taken and any exhibits.



#### **EXHIBITS**

This tab lists which committee had a meeting and the total amount of introduced exhibits.



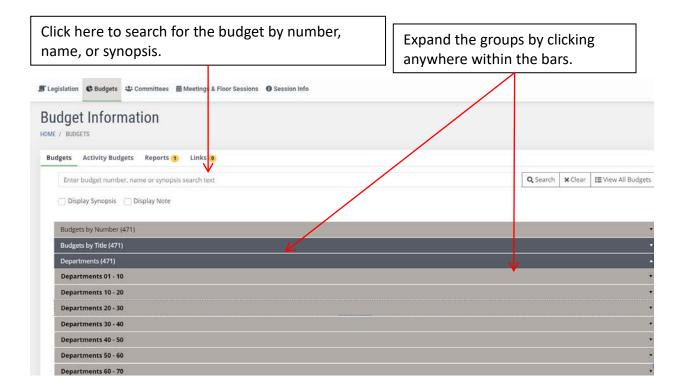
#### **BUDGETS**

NELIS has detailed budget information that includes the Overview information, Budget Text, Meetings, and Exhibits. From here you can select Budget by Number, Title, Department or Function.

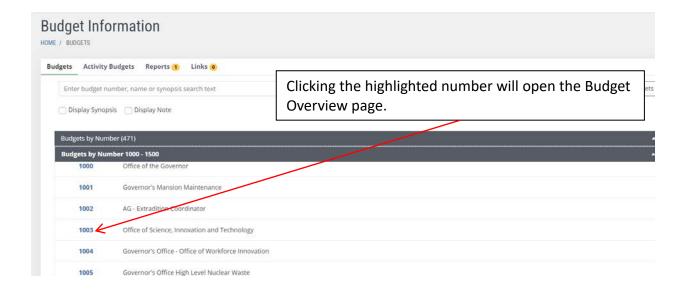


#### **LIST**

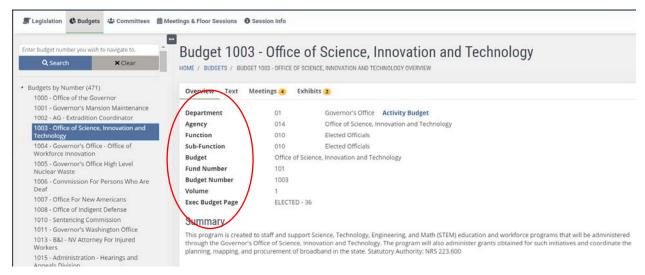
On the Budgets list page the budgets tab shows budgets that are grouped by Number, Title, Departments, or Functions.



#### **OVERVIEW**

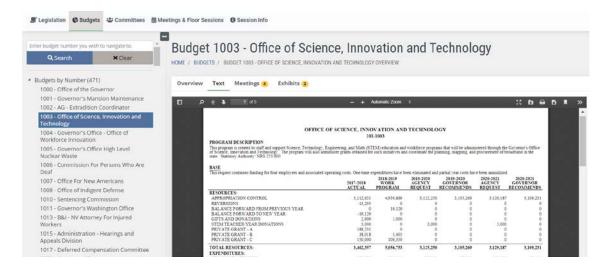


The Overview tab displays the Department, Agency, Function, Sub-Function, Budget, Fund Number, Budget Number, Volume, Executive Budget Page, and Summary.



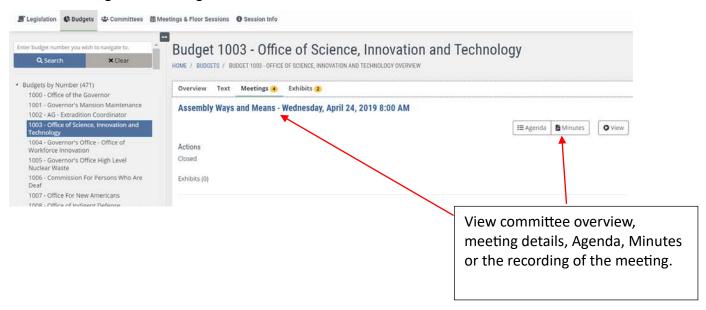
#### **TEXT**

This tab will display the entire text of the budget as a PDF document.



#### **MEETINGS**

The Meetings tab lists the number of meetings associated with the budget and the committees where the budget is on the agenda.



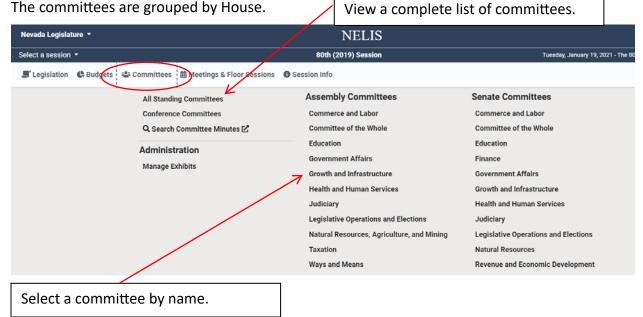
#### **EXHIBITS**

This tab lists which meeting the exhibits were introduced for that budget.



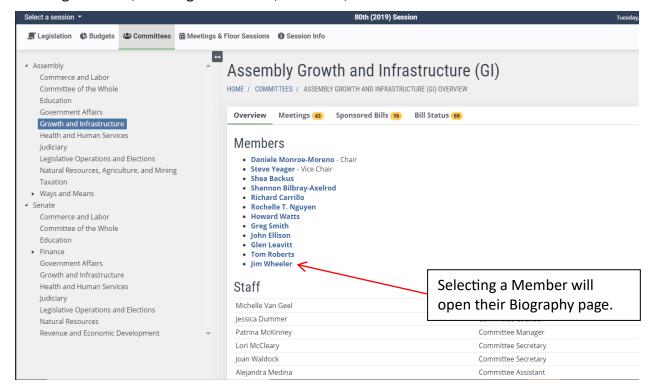
## **COMMITTEES**

NELIS has detailed committee and subcommittee information for the Assembly and the Senate.



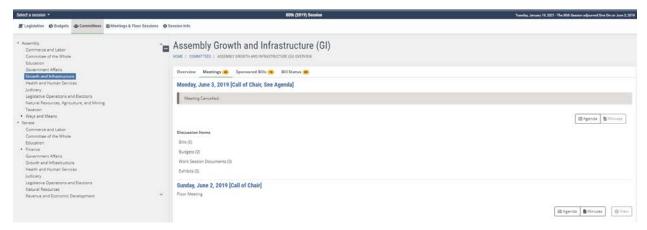
#### **OVERVIEW**

Selecting a committee will open the Committee's overview page which displays their Regular Meeting Schedule, Meeting Information, Members, and Staff.



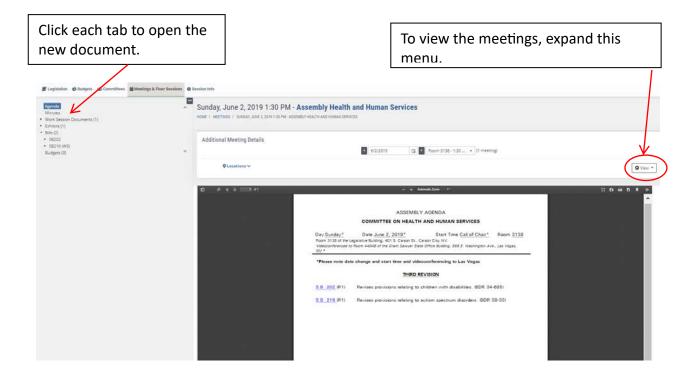
#### **MEETINGS**

The Meetings tab lists the number of meetings that were held and any additional information or documents.



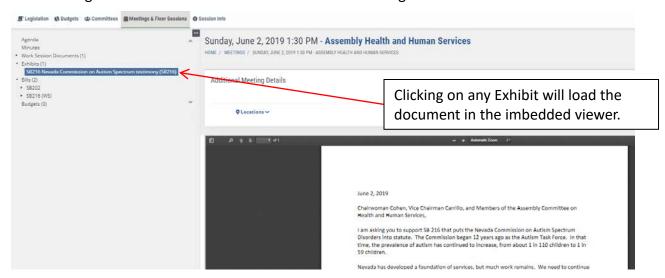
#### **MEETING DETAILS**

This page will display all meeting-related documents, including the Agenda, Minutes, Exhibits, Bills, and Budgets.



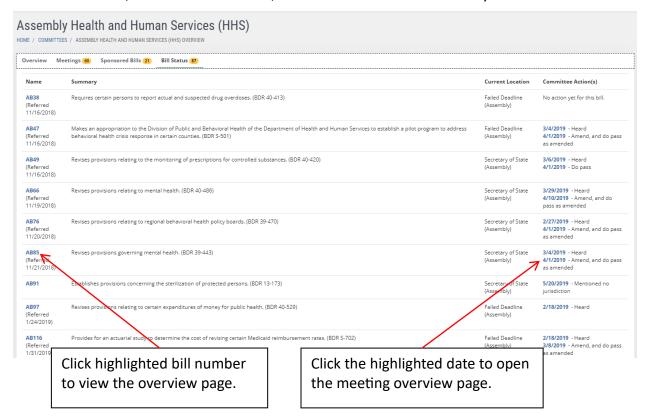
#### **MEETING EXHIBITS**

The meeting exhibits can be found in the tree view on the right.



#### **BILL STATUS**

From the bill overview page, this tab includes the total number of bills that have been referred to the committee, their current location, the date and the action taken by the committee.



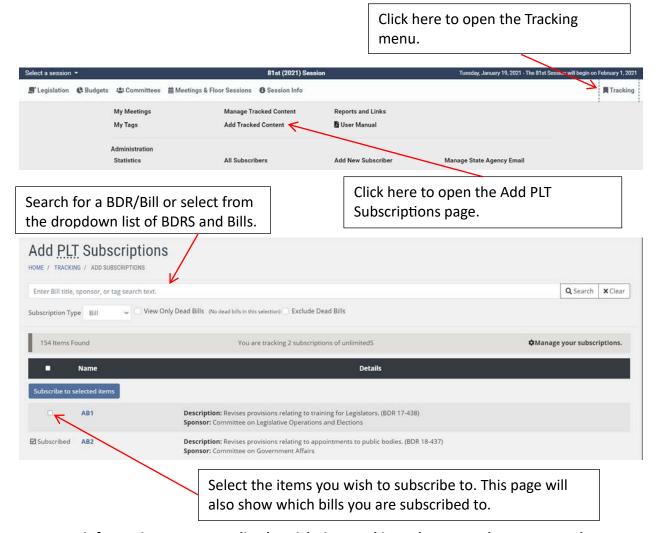
## **NOTES**



In order to use Notes on BDRs, Bills, and Budgets within NELIS you will need to sign in. These Notes can only be seen by you. You can only add or edit Notes on BDRs through Personalized Legislative Tracking (PLT). You can add or edit notes on Bills and Budgets in PLT and NELIS.

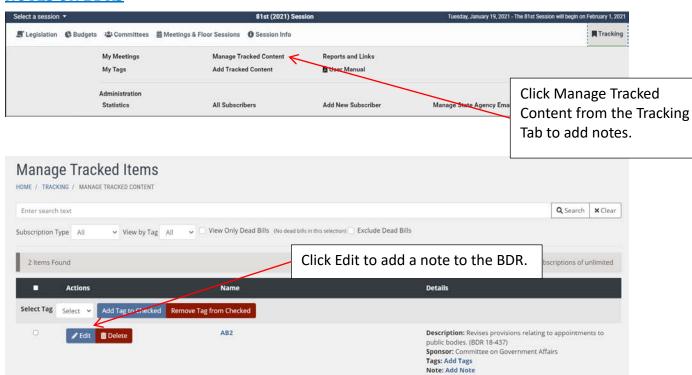
#### **SUBSCRIBING TO BDRS**

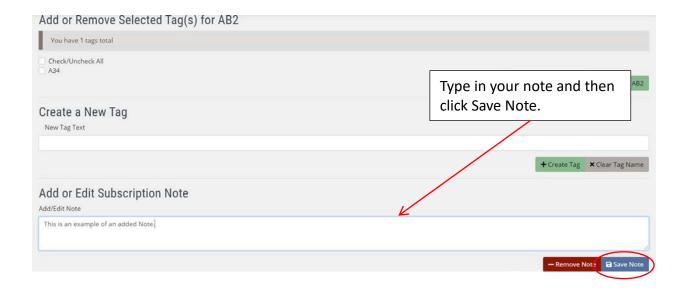
Subscribing to a BDR using Personalized Legislative Tracking allows you to keep track of BDRS/Bills that interest you. It also gives you the ability to place private notes on the BDR/Bill. (Free accounts are limited to 10 subscriptions and you will **NOT** receive emails.)

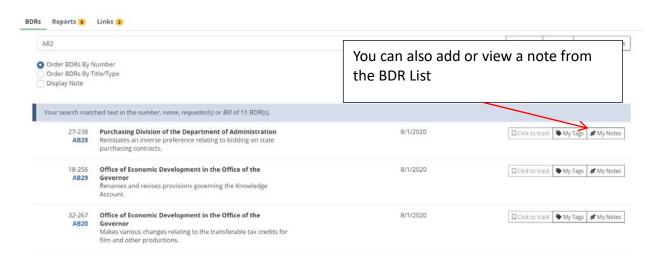


For more information on Personalized Legislative Tracking, please see the PLT manual.

#### **NOTES ON BDRS**



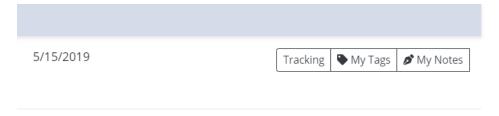




Clicking on the My Note tab will show any notes you've made.



The tracking tab will indicate whether you are currently tracking the bill and gives you the option to track.



#### **NOTES ON BILLS AND BUDGETS**



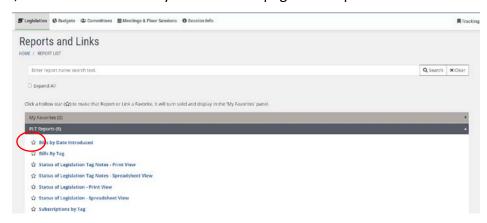
If you want to change or remove a Note, Remove Note option. If you make this selection by mistake and do not want to remove your note, select "Cancel."

Select "Save Changes & Close" to save.

## **REPORTS & LINKS**

Under the Tracking tab, Numerous reports are available under the Reports & Links link. Some links automatically display the Report, while others will take you to another page to complete.

Click a hollow star (★) to make that Report or Link a Favorite and it will turn yellow to be listed under "My Favorites"



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