West Virginia House of Delegates’ iPad Implementation
House Chamber with Laptops at Work

• In 2002, with the purchase and installation of the pictured laptops along with the implementation of the Chamber Automation System, the need for paper copies of bills was eliminated.

• Bill books were no longer needed, saving money on paper and the time of our staff.

• The laptops that are in use today are the same ones that were purchased in 2002.
West Virginia House of Delegates’ Chamber Automation System

- House Chamber is completely paperless due to this software
- All bills that have been reported from committee and are on the calendars are viewable electronically along with any amendments that are filed, abstracts drafted by House attorneys, and personal notes that a Member may have added
- Roll calls required on any legislative action are displayed for each bill and accessible from the automation system along with the daily journals from the previous legislative days
- “Bulletins” tab includes access to Senate Messages, Committee Reports, Bills & Resolutions Introduced lists, Committee meeting times, etc.
iPads Provided to Workgroup

WV Delegate Mitch Carmichael, 12th District

WV Delegate Charlene Marshall, 44th District
125 iPads for Entire House Membership and Designated Staff

Preinstalled Apps:

- **Goodreader** -- a pdf viewer for the iPad that allows you to make notations on the pdf as well as view and place notations on Word documents as well
- **Numbers** -- an app that lets you design spreadsheets and plan, organize, or analyze just about anything. No matter which device you’re on, iCloud keeps the spreadsheets up to date across your iPad, iPhone and iPod touch — automatically
- **Pages** -- a powerful app that allows you to create, edit, and view documents wherever you are. Again, as does Numbers, Pages works with iCloud, so your documents stay up to date on all your Apple devices — automatically. You can share the documents by exporting them as a Pages ’09, Microsoft Word, or PDF files and sending it via Mail, etc.
- **NotesPlus** -- a note-taking app that supports handwriting, typing, audio recording and PDF annotation
- **Dropbox** -- a free service that lets you drag a photo, document or video into a “dropbox” folder on your computer, smart phone, or almost any device that has internet access to the Dropbox website
Training for House Members by Apple Contracted Employee

House Government Organization Committee Room

Understanding???
iPad User Agreement

The West Virginia House of Delegates is providing you with an Apple iPad2 tablet, with pre-loaded apps. This agreement governs its use and must be signed by you. Your signature acknowledges receipt of the tablet and accessories, receipt of a copy of the House of Delegates policies and procedures on the use of the tablet and you agree to abide by its terms and conditions.

Equipment received: (Please initial to acknowledge receipt)

__________ Apple iPad2

__________ A/C Adapter and external power cord

__________ Apple iPad2 case and stylus

Policies and Procedures:

1. It is the responsibility of each member to ensure that their assigned tablet is present in the Chamber or any committee room to access any information that may be presented during a legislative session, committee meeting, public hearing, etc.

2. The tablet is for your use in conducting official legislative business including constituent services. It may not be used for any purpose which may violate federal or state law which includes promoting any commercial venture or political campaign.

3. Users shall protect the integrity of the Legislature’s network system. Users shall not intentionally propagate programs that harass other users or infiltrate the Legislature’s network system or other device, such as with the use of viruses or worms, etc.

4. Any duplication of licensed apps, except for backup and archival purposes, is a violation of the license and of federal law. The app programs provided by the House of Delegates, such as Pages, Numbers and GoodReader, may not be installed on any personal equipment.

5. The installation or downloading of any other apps is permissible; however, if you wish to be reimbursed for a purchase, please contact Tom Bennett in the Leadership Offices to obtain prior reimbursement approval. There is no guarantee of reimbursement without prior approval.

6. You are responsible to pay replacement costs for the loss or any damage, exclusive of normal wear and tear to the provided tablet. You must immediately notify the Clerk’s office of any loss or damage and report any theft to the Clerk’s office and the proper law enforcement officials.

7. All equipment issued pursuant to this agreement shall be returned to the Clerk’s office within (2) two weeks of the date you end your legislative service or when requested by the presiding officer.

______________________________ ______________________
Signature: Date:
Committee Automation System

- The Committee Automation software is extremely similar to the Chamber Automation software and with the Members already trained to use the Chamber Automation System, making the transition to the Committee Automation software was made with little or no effort.

- As the Committee Automation software was an upgrade to our existing Chamber Automation software the cost was a fraction of what it would have cost to develop new software.

- Notes placed on a bill during a committee meeting follows the bill to the Chamber Automation system once the bill is reported from the last committee and placed on the calendar.
Committee staff set the agenda per direction of their Chair. Agenda is published to the website only upon final approval from Chair.

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Staying Connected

With the mobility provided by the iPads, our Members can stay connected with their constituents through accessibility to legislative e-mails and a soon to be developed constituency program.
Next Step: Constituency Program

- Access constituent communications via the web and e-mails
- Provide notes, contact information, and updates on pending responses to the constituent and their assigned staff all in one location
- Web based program to allow accessibility by computer, smartphone, iPad, etc.
Obstacles:

• Compatibility with our existing IT infrastructure especially with preexisting computers and printers

• New device and technology to be learned by IT staff
Thank You!