NCSL High-Tech Committees

State of Ohio Committee Management System

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The State of Ohio Legislative Application Repository (SOLAR) Committee Management (CM) application is a web-based tool that automates tasks performed by committee assistants of standing House and Senate committees.

Features include:
- Meeting scheduling and notification, including recurring meetings
- Notice creation
- Attendance and vote tracking
- Testimony tracking
- Committee report generation
- Recording minutes
- Revision tracking for all standing committee outputs
• Legislation and appointments are made available when referral is accepted.

• Users include Legislative Aides and Committee Clerks.
• Scheduled meetings appear on the calendar in blue.
• After a meeting is scheduled, agenda items can be added.
- Multiple options for item type.
- Auto bill/reso number fill.
- Fields populate the notice.

- Agenda items can be reordered by drag and drop.
- Agenda items can be edited.
• Selected individuals will receive the published notice via email.
• Committee members are included by default.
• Additional individuals can be included.
• Save changes will update the notice.
• An .odt of the notice can be previewed before publishing.
• Upon publishing, a .pdf is created and emailed to the attendees.
• An .ics file is also included in the email.
• Testimony added here appears on the member iPads and the website.

• Testimony is organized by the agenda item it relates to.

• Can add testimony for legislation or appointments.
Testimony can be reordered by dragging and dropping.
The order set here is the order of testimony displayed on the member iPads.
Written testimony can be accessed by clicking the witness’s name.
Meetings – Roll Call
Ohio Legislative Information Systems

- Running tally.
- Notes for the committee assistant.
- Items on this screen can be edited at any time.
This tab shows legislation, appointments, and amendments to be motioned.
All of these items appear on the member iPads.
Can add and reorder amendments throughout the meeting.
Meetings – Amendment Motions

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- “Motion” button on amendment items opens the Create Motion modal.
- “Create Motion” button opens the vote modal.
- Can take a vote or choose “Pass without objection.”
• Motion and vote are saved under the agenda item.
• Motions are in descending chronological order.
• Once a vote is taken, the motion cannot be deleted.
• The “Motion” action on legislation is used when favorably passed by the committee.
• Minutes can be recorded and saved as the meeting progresses.
• A .pdf of the minutes can be previewed.
Meetings – General Submissions
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- General submission uploads are usually:
  - Minutes from previous meetings,
  - Links to helpful websites,
  - Other documents or presentations not associated with legislation.
- General submissions can be reordered by dragging and dropping.
• Creating a report generates a .pdf.
• Blank or populated reports can be printed for signature.
• The “Release” button makes the report available to the Chamber Interface for acceptance on the floor.
• Weekly Committee Schedule is generated from published meetings.
• The Committee Schedule is published to the House and Senate websites.
• The Committee List is generated from current administrative information.
• Only published meetings display.

• To view another day, select the calendar in the upper right corner.
The dashboard displays:
- Agenda items,
- Meeting notice,
- Previous minutes,
- General submission documents and links.

The order of agenda items is set by the CM.
Links uploaded as general submissions provide easy access to documents online.

Secondary links will open in Safari.
Agenda items provide access to:

- Text of the legislation,
- Amendments,
- Testimony.
• The display order of amendments and testimony is set in the CM.
• Selecting any item will open the text.
House Finance and Subcommittees
597,087 Bill and Testimony pages

Senate Finance and Subcommittees
285,882 Bill and Testimony pages

Conference Committee
18,000 pages

Grand Total 900,969 pages