



Training
Materials

Legislative Research Basics January 2025

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Seminar Outline

- Starting your research
- Information Sources
- Resources from "Intern Research Bibliography"
- CGA Web Site Review
- Research Project Instructions

2

Starting Your Research

- Understand the question
- Define the question
- Determine purpose of the request
- Know your deadline
- Conduct Preliminary Research

3

Information Sources

- Nonpartisan Offices
- Libraries
- CGA Website
- People

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Office of Legislative Research (OLR)

- OLR Reports
- Bill analyses
- Public Act Summary Book
- Website
- Staff

x8400

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Legislative Library

- Website
- Online Catalog
- Online Databases
- Vertical Files
Red, Blue, Yellow
- Hard Copy Resources
- Staff

library@cga.ct.gov
x8888

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Office of Fiscal Analysis (OFA)

- Fiscal Notes
- Budget Books
- Subject Matter Reports
- Bond Database
- Website
- Staff

x0200

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**Legislative Commissioners' Office
(LCO)**

- Bills and Amendments
- Public and Special Acts
- Statutes and Statute Supplements
- Reference Tables
- Staff

x8410

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**Auditors of Public Accounts
Performance Unit**

(similar to disbanded Program Review and Investigations Office)

- Produce performance audit reports
- Web page
- Staff (5 people)

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Libraries

- Legislative Library
- CT State Library (CSL)
- University libraries

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People

- Agency contacts
- People from other States
- Associations/Organizations
- Lobbyists

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Research Bibliography Resources

- Statutes and Acts
- Regulations
- Court Cases
- Legislative Materials
- Basic Reference Materials
- Websites

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CGA Website
(and related hard-copy materials)

- Home page
 - Daily documents
 - Calendar of events
 - Legislative References
 - Citizen’s Guide

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CGA Website (cont.)
(and related hard-copy materials)

- Representation
 - List of Members
 - Clerks’ Pages
- Committees
 - Members
 - Contact Information
 - Documents Produced
 - Archives
 - Related Information

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CGA Website (cont.)
(and related hard-copy materials)

- Offices
 - Information Technology (ITS)
 - Legislative Management (OLM)
 - Capitol Police
- Commissions
- Session Items
 - Legislation Effective Dates
 - Legislative Information Download

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CGA Website (cont.)
(and related hard-copy materials)

- Statutes
 - Browseable
 - Reference Tables
- Bill Information
 - Bills by Subject & Legislative Record Index (LRI)
 - File Copies
 - Public and Special Acts
 - Advanced Bill and Document Search
(aka: Advanced Legislative Document Search)

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CGA Website (cont.)
(and related hard-copy materials)

- Associated
- Quick Search
- Bill Status Page

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CGA Website (cont.)
(and related hard-copy materials)

Advanced Legislative Document Search

- Tips
 - Understand glossary terms
 - Understand the information in each database
 - Understand the difference between quadrant/column and individual databases
 - For most searches “Document Text” and “Year” fields are the only two fields to use

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CGA Website (cont.)
(and related hard-copy materials)

Advanced Legislative Document Search

- Things to know
 - “Database Info” and “Quick Ref”
 - Legislative Proceedings
 - Amendments

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Research Project Instructions

- Questions are to familiarize you with the CGA website and to get started with legislative research
- Need the Intern Research Resources handout
- No copying; no working together
- Contact library@cga.ct.gov for assistance
- Answers submitted through an online form

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Connecticut ACTS and STATUTES

Bills that are passed by both chambers of the General Assembly become either public or special acts. Public acts signed into law by the governor are codified into statutes, which are a compilation by subject of the laws of a jurisdiction (state, territory, nation). In Connecticut they are arranged by title and section: e.g., CGS § 14-156 refers to Title 14, Section 156 of the Connecticut General Statutes.

Public and Special Acts - Published annually following each session of the General Assembly.

Public acts [Cited as PA, ex: PA 21-156] are laws of general applicability to all citizens of the state. They are codified every two years into a new edition of the General Statutes of Connecticut.

Special acts [Cited as SA, ex: SA 21-2] are laws of limited applicability or duration: for instance, acts affecting a specific corporation, municipality, or person or set of persons, and acts creating task forces. These acts are not codified into statutes.

General Statutes of Connecticut - (blue volumes) [Cited as CGS, ex: CGS § 14-156 or CGS s. 14-156] Official state statutes are revised every two years in January of the odd year. The statutes are updated by the public acts found in the Public and Special Acts volumes. Since 2006, a codified Supplement has been published in January of the even years. Includes annotations to court cases and reference tables.

West's Connecticut General Statutes Annotated - (red volumes) [Cited as CGSA, ex: CGSA § 14-156 or CGSA s. 14-156] Commercially published. Volumes updated by pocket parts. Contains an expanded index and annotations to law reviews as well as to court cases interpreting the statute.

CT REGULATIONS

Sometimes when the General Assembly authorizes a program, it will leave the details regarding the implementation of that program to an executive agency. Under those circumstances it becomes the responsibility of the agency to promulgate the rules (known as *regulations*) under which the program will be operated. Regulations have the full force of law. Regulations can be found online at the Secretary of the State's website: <https://eregulations.ct.gov/eRegsPortal/>.

CT COURT CASES

All Connecticut court opinions at the appellate level (which includes the Supreme and Appellate courts) are officially published, but at the trial court (Superior Court) level only some are published. Court opinions are cited by the bound volume, the court name, and the page, followed by the year in parentheses. E.g., 142 Conn. 317 (1992). Recent Connecticut Supreme and Appellate court opinions are posted online at www.jud.ct.gov/opinions.htm

CT LEGISLATIVE MATERIALS

Daily Documents - Examples: journals, calendars, bulletins, lists of bills, etc. During session, these are found on the General Assembly home page and under each chamber in the “Session Items” section of the top menu. Out of session, these are only in “Session Items.”

Searchable through the General Assembly website. See *Legislative Terms and Definitions* for descriptions of each of the daily documents.

Journal of the House / Journal of the Senate - Official records of the actions of each chamber for each session day, available the next day. Useful for roll call votes and text of amendments. Also searchable on the General Assembly website.

Rules - Govern legislative activity and are found on the homepage of the General Assembly under “Legislative References.” The rules are adopted at the beginning of each biennium. Joint activities are governed by the joint rules, which are adopted as a joint resolution by both chambers. Each chamber also adopts its own separate rules as a House or Senate resolution.

Legislative Proceedings - Verbatim transcripts of House and Senate floor debates; aka “session transcripts.” Usually available within two weeks; original sent to the State Library for indexing and binding. Public hearings are also transcribed, indexed, and housed at the State Library. Transcripts from 1988 and later are available and fully searchable on the General Assembly website. Committee meetings are not transcribed.

Legislative Record Index (LRI) - Annual publication by the clerks' offices; this is a print version of the online bill status database for each session of the General Assembly. Indexes all bills and resolutions by number, introducer/sponsor, and subject. Bill status section includes dates of: introduction, public hearings, floor (House and Senate) consideration, and amendments, and, if enacted, the date of signature/veto by the Governor. (See Quick Search/Bill Status on the CGA homepage and Search Index/Subject Index for Bills.) The Legislative Library has copies of this resource dating to the 1960s. Older editions are available at the CT State Library.

Legislative Terms and Definitions / Handbook of Legislative Terms - A concise pamphlet describing terms of importance to the legislative process. Familiarizing yourself with this resource will save you a lot of questions. (www.cga.ct.gov/asp/content/Terms.asp)

OLR Reports – Produced by the Office of Legislative Research (OLR) since the 1970s, these reports are generally 2 to 5 pages and are written at a specific request from a legislator. They are accessible through the CGA website (both from the OLR site, www.cga.ct.gov/olr, and the basic and advanced search

pages). Hard copies organized by topic are in the Legislative Library's vertical files. Use the following citation format: yyyy-R-nnnn (ex: 2021-R-0010)

Summary of Public Acts - [annual] Published by OLR since the 1970s. Summaries and lay explanations of public acts passed by the General Assembly each session; often includes useful background information. Each summary originates as the bill analysis accompanying each file copy. Link to latest edition on OLR homepage; searchable database from 1990 - present on CGA website.

OFA Reports – Produced by the Office of Fiscal Analysis (OFA). Reports from 2000 forward are available online from both the OFA homepage, <https://www.cga.ct.gov/ofa/>, and the basic and advanced search pages. Reports contain fiscal information on a variety of programs and revenue sources. The Legislative Library has some reports from the early 2000s in its vertical files.

OFA Budget Book – Each biennium OFA analyzes the budget as passed by the legislature. This book provides a breakdown of revenue across a variety of sources and expenses by branch and agency. If budget revisions have been passed in the intervening year, OFA is sure to publish a fiscal year revision. Budget books from Fiscal Year 1974 to present are available on the OFA page, <https://www.cga.ct.gov/ofa/>.

BASIC REFERENCE MATERIALS

Book of the States - [annual] Published by the Council of State Governments (CSG). Topical chapters on various areas of governmental administration, interspersed with statistics from each state. Available online at: <http://knowledgecenter.csg.org/kc/category/content-type/content-type/book-states>

Connecticut Register and Manual - "Blue Book" [annual] Compilation of a wide variety of information; includes names, addresses, statistics, and historical information about Connecticut at the state and local levels. Available online at: <https://portal.ct.gov/SOTS/Register-Manual/Register-Manual/Connecticut-State-Register--Manual>

Digest of Administrative Reports - [annual] Digest of executive agency annual reports; often gives statistics by agency operating division. As of 2003, available only online; latest edition is found at: <https://portal.ct.gov/DAS/Lists/Publications/Reports/Digest-of-Administrative-Reports/2020-2021-Digest-of-Administrative-Reports-to-the-Governor>

Statistical Abstract of the United States - [annual] Invaluable source of statistical tables and text; extraordinary wealth of information condensed primarily from government publications. *Once produced by the federal government, this publication is available electronically to libraries that subscribe to the appropriate ProQuest database or to libraries that purchase the publication from a private publisher. Source information from tables refers users to the federal agency where updated information may be found.*

SELECT WEBSITES

There are innumerable websites to assist you in your research. Listed here are major sites of constant assistance to legislative staff. (For additional recommended sites refer to the Legislative Library's "[Research Guides](#)" which are organized by legislative committee jurisdiction.)

Connecticut General Assembly: www.cga.ct.gov

Explore this website for sources of information including the nonpartisan office pages, committee pages, the Auditors' page, the Advanced Legislative Document Search page, archived materials, and much more!

State of Connecticut: www.ct.gov

A place to find data on Connecticut's government, including a list of constitutional officers and executive branch agencies.

Connecticut Judicial Branch: www.jud.ct.gov

The place to find court filings and decisions. Also see the Judicial Branch libraries' pages for subject guides to information.

Connecticut State Library: ctstatelibrary.org

A resource for all state residents. In addition to subject guides, the CSL page has many databases that can be used both here at the Capitol and off-site (some require a CSL library card).

ResearchIT CT (formerly known as: iConn; the Connecticut Digital Library): researchitct.org

A resource provided to state residents with a valid, local, public library card that provides access to many databases including research journals, newspapers, and other information.

National Conference of State Legislatures: www.ncsl.org

A national organization that conducts and synthesizes research on topics of interest to many states. Requires a username/password to see all information; use your cga.ct.gov email address to register.

Council of State Governments: www.csg.org

A national organization that conducts and synthesizes research on topics of interest to states and very large cities.

National Governors Association: www.nga.org

A national organization that conducts and synthesizes research on topics of interest to states.

National Association of Budget Officers: <https://www.nasbo.org/home>

A national organization for state budget and finance officers.



INTERNSHIP PROGRAM RESEARCH PROJECT 2025

GOAL: To give you the skills to conduct research during your internship.

ASSIGNMENT: Respond to the attached questions, which are designed to familiarize you with research sources and methods. The more effort you give this assignment, the better prepared you will be to assist your legislator.

- ***Provide citations or sources for your results and be sure the citation/source is specific enough to allow the reader to get directly to your results.***
 - Consult the Library packet for the proper way to cite statutes and acts.
 - If citing to a piece of legislation be sure to include the (1) year, (2) type of document, and (3) number of the document. If applicable, also include the section number. (Ex: 1992 HB 5555 sec. 10; PA 91-3 June Spec. Sess. s.150)
 - When citing to an OLR Report, use the following format: yyyy-R-nnnn (Ex: 2021-R-0010), not a hyperlink.
 - If citing a web page, provide a link to the specific web page on which the data is found, not the main agency/association homepage. Also, check the link to be sure it works.
 - *Incorrect/incomplete citations will result in reduced credit.*
- ***Provide contextual information when necessary.***

For example, when a response is a number, indicate if it is a bill number, a report number, dollars, a percentage, etc. In addition, include contextual information on the data's source page. For example, when citing U.S. Census Bureau data, include the appropriate census year and margin of error.
- ***Be careful about providing too much information.***

When asked for legislation on a specific topic do not include all items retrieved with your search(es); include only those items that are relevant and/or substantially relate to the requested information.
- ***For this project, the following are **not** acceptable resources:***
 - a quote from your legislator,
 - a quote from a legislative staff member, or
 - items specifically developed for the internship program(s) unless you are specifically directed to use them in the question.

ASSISTANCE: A library staff member will be available for “office hours” on both February 5th and February 6th from 10:00a-2:00p to assist you with the project. Come having reviewed the assignment and with specific questions; this is not the time to start your project.

SUBMISSION: All responses are to be submitted using the form found here:

<https://wp.cga.ct.gov/lib/internship-research-guide/> by 3:00pm on Tuesday, February 11, 2025.

All responses must be submitted via the online form. There will be no exceptions.

- The form may work best when using the Google Chrome browser.
- Check that you can access the form on your personal device. If you are not able to access the form, you will need to find another device to use.
- Do not do your original work in the online form; it will expire after a limited number of hours. Be sure to leave yourself plenty of time to submit your answers.

*Should there be a discrepancy between the question on this handout and the online form, the question in the **handout** prevails.*

1. According to the project instructions, a citation to a piece of legislation (and generally all legislative documents), will have three parts. They are: _____, _____, and _____.
2. According to the library presentation and handouts, starting legislative research has 5 steps. Name them.
3. During the presentation, the librarians provide information on how to begin researching. Complete the following two statements based upon information from the presentation:
 - a. All research starts with _____.
 - b. Make _____ your second step.
4. Provide the definitions for the following nine terms.
Be prepared to provide a link to the source(s) used.

a. Bill	d. Long Session	g. Special Act
b. Resolution	e. Roll Call Vote	h. Journal
c. Implementer	f. Public Act	i. Sine Die
5. Using a Connecticut government resource from the 2025/26 biennium, name the legislative leaders and their titles. *Each answer should specify the leadership title and the individual currently serving. Provide a link to the source(s) used. This question is worth 20 points.*
6. Provide a link to the CGA search page that enables a user to search 2025 bills by an introducer or cosponsor.
7. Which Connecticut resource, published annually and listed in the library's "Intern Research Resources" (see the library's handout), compiles a variety of information on the state including information on municipal governments? *Provide its name as well as a link to the information online.*
8. Within the legislative branch there is an office that drafts bills and resolutions for the members and committees of the General Assembly.
Provide a link to the web page with each answer.
 - a. Name the office.
 - b. In what year was the office authorized by legislation?
 - c. Provide the name of the current office director.
9. Use the CGA website to browse to CGS § 11-19a.
 - a. Provide a publicly accessible link to this statute section.
 - b. Provide the text, *and only the text*, of the entire statute.
 - c. List the act(s) that created and/or amended this section.
 - d. From the "History" portion of this statute, provide the description of the most recent, *and only the most recent*, change made to this section.

10. PA 24-8 expanded the state's paid sick leave law.
 - a. What was the act's bill number?
 - b. Provide a link to the *earliest* draft of the bill.
 - c. According to the Office of Fiscal Analysis fiscal note on File 617, what was the projected net revenue or cost to the Office of the State Comptroller in fiscal year 2025?
 - d. According to the JF report, who from the executive branch provided testimony on this bill?
 - e. How many individuals submitted written testimony?
 - f. Use the CGA website to determine if any actions were taken on the bill on the last day of session, May 8, 2024. If so, list them. (*Provide a link to the source page where this information was found.*)
 - g. What was the governor's action on the bill?

11. Using the Advanced Legislative Document Search page, which database would you use to find each of the following:

a. an OLR report	e. what was said by a senator on the floor of the Senate
b. the text of a bill that has passed in concurrence	f. the text of legislation used to approve a labor contract
c. a roll call vote <i>from the chamber</i>	g. the language of a statute
d. the fiscal impact of an amendment	h. the text of a bill

12. In 2008 the legislature passed a resolution proposing an amendment to the state constitution allowing certain seventeen-year-olds to vote in primaries.
 - a. What is the number of the resolution?
 - b. Provide a publicly accessible link to the final version of the resolution.
 - c. What is the title of this document?
 - d. *According to the OLR summary* of the document as passed, what is its effective date?
 - e. Find and provide the number of an OLR report from 2021 through 2025 that describes the general process of how Connecticut's constitution can be amended.

13. Your legislator is interested in solar energy in Connecticut. Look for the following to provide recent information on this topic:
 - a. Find any OLR reports from 2021 through 2025 that will provide background information for your legislator. Provide the number(s) of OLR report(s) you find.
Be selective with your list; only provide reports that substantively describe the issue. Including too many items will result in removal of points.
 - b. List legislation on the issue introduced in 2024.
Be selective with your list. Including items that only mention the concept in passing will result in removal of points.
 - c. Name the online resource listed in the library's "Intern Research Resources" (see the library's hard copy handout) which, as explained during the presentation, will help you find out what other states are doing *right now* with regard to solar energy.

14. Recently, the Connecticut legislature formed a task force to study enforcement of CGS 12-364 (a) in order to prevent the occurrence of certain undesired interactions between roaming swine and bovines.
 - a. Provide the number for the act(s) that created/amended the task force.
 - b. According to the act, name the committee whose staff serve as administrative staff of the task force.
 - c. Provide a link to the task force's web page, if available.
 - d. Has the task force reported as required? If so, provide a link to the report.

15. Provide a link to the CT state government website that posts the daily forest fire danger report.

16. Using a *federal government source*, find the number of Connecticut fire departments currently registered with the National Fire Department Registry.

17. Come to the Legislative Library and introduce yourself to a staff member.