The Louisiana Senate's new member orientation is a three-day program, facilitated by Senate Staff at the state capitol.

The agenda includes sessions on senate procedure, administrative information and an overview of technology. Other discussions cover issues such as healthcare, education, and state revenue.

The program also incorporates a mock committee hearing and floor session.
Monday, December 3

Senate Dining Room

- 11:30 - 12:50  Lunch (Senate Dining Room)

Senate Chamber

- 1:00 - 1:15  WELCOME AND INTRODUCTIONS  
               Senate President Don Hines

- 1:15 - 1:30  OVERVIEW OF CHAMBER  
               Glenn Koepp, Secretary of the Senate

- 1:30 - 1:45  FLOOR STAFF SUPPORT  
               Tim Prather, Deputy Director, Business and Resources Division

- 1:45 - 2:00  CHAMBER AREAS AND ELECTRONIC SUPPORT SERVICES  
               Glenn Koepp, Secretary of the Senate

- 2:00 - 2:15  FLOOR RULES AND PROCEDURE - OVERVIEW  
               Glenn Koepp, Secretary of the Senate

- 2:15 - 3:00  MOCK FLOOR SESSION

- 3:00 - 3:15  Break

Senate Dining Room

- 3:15 - 3:30  SENATE ADMINISTRATION SERVICES OVERVIEW- STAFF/FUNCTIONS  
               Jerry Guillot, Chief of Staff.
■ 3:30 - 3:50  ACCOUNTING SERVICES STAFF/FUNCTIONS - MEMBER BENEFITS
          Bill Curry, Comptroller

■ 3:50 - 4:10  HUMAN RESOURCE SERVICES - STAFF/FUNCTIONS
          Michael Anne Percy, Human Resource Director

■ 4:10 - 4:30  MEMBER SERVICES
          Nancy Campanella, Administrative Specialist

■ 4:30 - 5:00  FACILITIES, EQUIPMENT, SUPPLIES, DINING ROOM
          Debra Russell, Administrative Specialist
          Robyn Eagan, Administrative Specialist

■ 6:00  Reception at President's Apartment
2007 ORIENTATION PROGRAM
Tuesday Morning, December 4, 2007

Senate Dining Room

8:00 - 8:30  Breakfast

John J. Hainkel, Jr. Briefing Room

8:30 - 8:45  SECRETARY OF THE SENATE OFFICE
             STAFF/FUNCTIONS
             Glenn Kaepp, Secretary of the Senate

8:45 - 10:00  SENATE RULES OF ORDER AND PROCEDURE
              Glenn Kaepp, Secretary of the Senate

10:00 - 10:45  PRESENTATION ON SEXUAL HARASSMENT
                Vicki Crochet, Partner, Taylor, Porter, Brooks & Phillips, L.L.P.

10:45 - 11:00  Break

11:00 - 11:10  COMMITTEE ROOM OVERVIEW
                Jerry J. Guillot, Chief of Staff

11:10 - 11:20  COMMITTEE STAFF SUPPORT AND OTHER PARTICIPANTS
                Jerry Guillot, Chief of Staff

11:20 - 11:40  COMMITTEE RULES AND PROCEDURE - OVERVIEW
                Glenn Kaepp, Secretary of the Senate

11:40 - 12:00  MOCK COMMITTEE HEARING
                Jerry Jones, Senate Counsel

12:00 - 1:00  Lunch  (Senate Dining Room)
John J. Hainkel, Jr. Briefing Room

1:10 - 1:20 ADDITIONAL STAFF SERVICES AND SUPPORT  
   Jerry Guillot, Chief of Staff
1:20 - 1:40 COMMUNICATIONS OFFICE - STAFF/FUNCTIONS  
   Brenda Hodge, Communication Officer
1:40 - 1:50 INFORMATION RESEARCH SERVICES  
   Arthur McEnany, Law Librarian, Senior Analyst
1:50 - 2:00 SENATE WEBSITE/MEMBER PAGES  
   Kim Manning, Webmaster, Senior Researcher
2:00 - 2:40 SENATE LEGISLATIVE SERVICES  
   BUSINESS AND RESOURCES DIVISION  
   (Tom Tyler, Deputy Chief of Staff/Administrator/Director)  
   JUDICIARY AND GOVERNMENT DIVISION  
   (Tom Wade, Director)  
   FISCAL SERVICES DIVISION  
   (Sherry Phillips-Hymel, Senate Chief Budget Analyst/Dirctor)  
   DOCUMENTS AND RECORDS OFFICE  
   (Heidi Mayeux, Documents and Records Coordinator)
2:40 - 3:45 COMPUTER SERVICES  
   Gary Schaefer, Information Systems Coordinator  
   Chrissy Bienvenu, Public Systems Associates
3:45 - 4:00 Break
4:00 - 5:00 LAWS PERTINENT TO MEMBERS  
   CODE OF ETHICS  
   Yolanda Dixon, First Assistant Secretary of the Senate  
   LEGISLATIVE PRIVILEGES AND RIGHTS  
   Jerry Guillot, Chief of Staff
2007 ORIENTATION PROGRAM
Wednesday Morning, December 5, 2007

John J. Hainkel, Jr. Briefing Room

■ 8:00 - 8:30
  Continental Breakfast

■ 8:40 - 8:55
  LEGISLATOR BACK TO SCHOOL PROGRAM
  Sherri Breaux, Chief Legislative Researcher
  Brenda Hodge, Communication Officer

■ 8:55 - 9:15
  BOARDS AND COMMISSIONS/CONFIRMATION
  Yolanda Dixon, First Assistant Secretary of the Senate

■ 9:15 - 9:35
  LEGISLATIVE FISCAL OFFICE
  Gordon Monk, Legislative Fiscal Officer

■ 9:35 - 9:55
  LEGISLATIVE AUDITOR’S OFFICE
  Steve J. Theriot, Legislative Auditor

■ 9:55 - 10:05
  Break

■ 10:05 - 10:25
  EDUCATION - SCHOOLS/HIGHER EDUCATION
  Sherri Breaux, Chief Legislative Researcher
  Jeanne Johnston, Senior Analyst, Education Committee

■ 10:25 - 10:45
  HEALTH
  Tom Wade, Director, Government and Judiciary Division
  Michelle Ducharme, Health and Welfare Committee

■ 10:45 - 11:00
  CAPITAL OUTLAY
  Martha Hess, Senior Attorney
  Carol Fitch, Capital Outlay Budget Specialist

■ 11:00 - 12:00
  STATE REVENUE
  Riley Boudreaux, Chief Revenue Counsel
  Sherry Phillips-Hymel, Director of Fiscal Services/Chief Budget Analyst

■ 12:00 - 1:00
  Lunch (Senate President’s Apartment)
2007 ORIENTATION PROGRAM
Wednesday Afternoon, December 5, 2007

John J. Hainkel, Jr. Briefing Room

- 1:10 - 2:10
  STATE BUDGET
  Sherry Phillips-Hymel, Director
  Fiscal Services Division/Chief Budget Analyst

- 2:30 - 3:00
  CLOSING REMARKS

- 5:00 - 7:00
  Christmas Reception (Senate Chamber)
The Louisiana House orientation for newly elected members is a three-and-a-half-day program held at the Hilton Hotel in Baton Rouge.

The program consists of plenary sessions on legislative roles and responsibilities, the judiciary, ethics, information technology, fiscal briefings, and lobbyist and media relations. There are also breakout sessions on legislative instruments, parliamentary procedure, committee functions, and bill process.

The agenda also includes mock committee meetings, caucus meetings, and floor sessions.

In addition to the new member orientation, the House and legislative services office sponsor a professional development orientation for district office legislative assistants. The agenda items include discussions on legislative assistant duties/responsibilities, public relations, accounting, ethics, technology resources, and bill process.
Louisiana
House of Representatives

Orientation of New (and some Not-So-New) Members

State Capitol
Baton Rouge, Louisiana

December 9 – 12, 2007

Sunday, December 9

4:00 – 4:15
Hilton Capital Park Hotel
Heidelberg Pre-function Lobby
Check-in & Registration

4:15 – 6:00
Heidelberg Room

4:15 – 4:30
Welcoming remarks
Speaker Joe R. Selter

4:30 – 5:15
"Role of the House of Representatives: Opportunities Presented by Term Limits" - E. L. "Bubba" Henry

5:15 – 8:00
"The Natural and Healthy Conflict between the Judicial and Legislative Branches: Yours, Mine & Ours"
Justice Catherine D. Kimball

6:00 – 7:00
Heidelberg Pre-function Lobby
Social Hour
7:00 – 9:00  Heidelberg Room
Dinner and Keynote Speech
Honorable Melvin "Kip" Holden,
Mayor-President, Baton Rouge

Monday, December 10  State Capitol

7:30 – 8:30  Alario Hall
Breakfast

8:30 – 9:30  House Committee Room 6
LA Code of Governmental Ethics
Alfred W. Speer & Patricia Lowrey-Dufour

9:30 – 11:30  House Committee Rooms 3, 4, 5, & 6
Concurrent Sessions:
  An Introduction to:
  Legislative instruments – Bryan Vincent
  House Committees – Nancy Jolly & Paul Jones
  Reading Bills and Amendments – Jessica Braun
  & Greg Riley
  Legislative Sessions – Nevonda Reed

11:30 – 1:30  Alario Hall
Lunch

1:30 – 2:30  House Committee Room 6
Legislative Agencies: Legislative Auditor,
Legislative Fiscal Office, and Law Institute

2:30 – 4:00  House Committee Room 5
"Life as a Legislator"
Reps. Austin Badon, Damon Baldone, Jim Morris,
& "Bodi" White

4:00 – 4:30  House Committee Room 5
Wrap-up & Question period.

5:30 – 8:00  House Chamber & Lobby
Speaker & Mrs. Salier's Christmas Party

Tuesday, December 11  State Capitol

7:30 – 8:30  Alario Hall
Breakfast

8:30 – 9:30  House Committee Room 6
Information Technology: Tools to Make Your Life Easier - Reps. Shirley Bowler & Hunter Greene

9:30 – 11:00  Committee Rooms 3, 5, & 6
Concurrent Sessions:
  Introduction to:
  Parliamentary Procedure - Alfred W. Speer
  Committee Functions – Nancy Jolly & Paul Jones
  How a Bill Becomes Law – Tyler McCloud
11:00 - 11:45

House Committee Room 6
Norms of Behavior - Reps. Don Cazayoux and Jane Smith

11:45 - 1:30

Fillender Room & Members' Lounge
Lunch Hosted by our House Caucuses
1:30 – 3:00
House Committee Rooms 5 & 6
Mock Committee Meeting - Reps. Rick Gallot and Eddie Lambert, Presiding

3:00 – 6:00
House Chamber
Mock Floor Session - Rep. Karen Carter, Presiding

6:00 – 8:00
Louisiana State Museum
Reception hosted by the LA Association of Lobbyists

Wednesday, December 12
State Capitol

7:30 – 8:30
Alario Hall
Breakfast

8:30 – 8:45
House Committee Room 5
Introduction to the Fiscal Briefing - Deborah Davison

8:45 – 12:00
Ellender Room & Members’ Lounge
Fiscal Focus
Tax and Spend...or Not

12:00 – 1:00
Alario Hall
Lunch for all attendees

1:00 – 2:00
House Committee Room 6
Lobbying & Lobbyists
Reps. Gary Smith & Mert Smiley and Greg Bowser & David Tatman

2:00 – 2:45
House Committee Room 5
Technology Tools for the House membership
PSA staff

2:45 – 4:00
House Committee Room 6
Media Relations – Sheila McCant & Gene Rose,
N. C. S. L.

4:00 – 4:30
House Committee Room 5
Orientation Wrap Up
Rep. Jim Tucker, Speaker-designate
WELCOME WAGON
Thursday, November 1, 2007

8:00 a.m. to 8:30 a.m. Continental Breakfast - Speaker's Lounge 1st Floor

8:30 a.m. to 9:00 a.m. Introduction to LA Legislature and Welcome

9:00 a.m. to 10:30 a.m. Session One

Mr. Dixon - Accounting, HR and Purchasing - Member's Lounge Ground Floor  
Mr. Templet - Speaker's Office, Budget & Policy & Sgt. at Arms - Speaker's Lounge  
Mr. Perry - HLS/Computer Center - Member's Lounge - Basement  
Mr. Chaney - Clerk's Office/Public Information Office - House Chamber

10:30 a.m. to 12:00 p.m. - Session Two

Mr. Dixon - Speaker's Office, Budget & Policy & Sgt. at Arms - Speaker's Lounge  
Mr. Templet - HLS/Computer Center - Member's Lounge - Basement  
Mr. Perry - Clerk's Office/Public Information Office - House Chamber  
Mr. Chaney - Accounting, HR and Purchasing - Member's Lounge - Ground Floor

12:00 p.m. to 1:00 p.m. - Lunch

1:00 p.m. to 2:30 p.m. - Session Three

Mr. Dixon - HLS/Computer Center - Member's Lounge - Basement  
Mr. Templet - Clerk's Office/Public Information Office - House Chamber  
Mr. Perry - Accounting, HR and Purchasing - Member's Lounge - Ground Floor  
Mr. Chaney - Speaker's Office, Budget & Policy & Sgt. at Arms - Speaker's Lounge

2:30 p.m. to 4:00 p.m. - Session Four

Mr. Dixon - Clerk's Office/Public Information Office - House Chamber  
Mr. Templet - Accounting, HR and Purchasing - Member's Lounge - Ground Floor  
Mr. Perry - Speaker's Office, Budget & Policy and Sgt. at Arms - Speaker's Lounge  
Mr. Chaney - HLS/Computer Center - Member's Lounge - Basement

4:00 p.m. to 4:45 p.m. - Introduction to Ethics and Follow-up Question and Answers - Speaker's Lounge
PROFESSIONAL DEVELOPMENT/ORIENTATION PROGRAM FOR
DISTRICT OFFICE LEGISLATIVE ASSISTANTS
January 8, 9 & 10, 2008
House Committee Room 5

Tuesday, January 8, 2008

12:00 p.m.  Registration

1:00 p.m.  Welcome
Representative Jim Tucker, Speaker of the House

1:30 p.m.  Legislative Assistant’s - Duties & Responsibilities - A legislator/assistant perspective
Representative Karen St. Germain
Representative Regina Barlow
Representative Cameron Henry

2:30 p.m.  Public Relations and Handling the Media
Sheila McCann - House Public Information Officer

3:30 p.m.  Break

3:45 p.m.  Legislative Assistants' Group Session
Karen Guthreaux (Rep. Donahue)
Vicki Lore (Rep. Jim Tucker)
Ginger Gomez (Rep. Chuck Kleckley)
Janis Kubat (Former Rep. Mike Powell)
Tia Russell (Rep. Talbot)

5:00 p.m.  Complete First Day’s Program

Wednesday, January 9, 2008

8:30 a.m.  Sergeant at Arms - Parking, Security Badges

9:00 a.m.  Accounting - Office Expense Report Procedures and Forms
Donna Budenski - House Controller

10:00 a.m.  Ethics and Campaign Finance
Mike Digree - Attorney, Ethics Commission

11:00 a.m.  Break

11:15 a.m.  House Website, Intranet and the Web - How to search; Available Information; How to establish easy access to your favorite sites
Mark Gilbert - House Staff
Guillerma Cordova - House Staff

12:15 p.m.  Lunch
1:15 p.m. Overview of House Computers – How to e-mail; New District Office Software; Frequently Asked Questions
   Chrissy Bienvenu - Public Systems Associates

2:30 p.m. Break

2:45 p.m. Continue Discussion of House Computers
   Public Systems Associates

4:30 p.m. Complete Second Day's Program

Thursday, January 10, 2007

8:30 a.m. Introductions - Clerk's Office, Speaker's Office, Caucuses, Library

9:00 a.m. Introduction to House Legislative Services
   Mary Quaid - Executive Director, House Legislative Services

9:30 a.m. The How's and Why's of Taking and Communicating a Bill Request
   Clifford Williams - Division Director, House Legislative Services
   Shawna Rochon - Administrative Secretary, House Legislative Services

10:15 a.m. House Procedures - How a Bill Becomes Law and Your Role in that Process
   Bryan Vincent - Division Director, House Legislative Services

10:45 a.m. Break

11:00 a.m. Legislative Auditor's Office
   Steve Theriot - Legislative Auditor and Staff

11:30 a.m. Hot Topics - 2008 Legislative Session
   Greg Riley - Senior Attorney, House Legislative Services and Panel of Staff

12:15 p.m. Program Ends