The Office of the Clerk of the Senate hosts a one-day orientation for newly elected senators.

The agenda items include security, medical services, legislative services, human resources, parliamentary procedure, ethics, lobbying and bills and resolutions.
SENA TE OF WEST VIRGINIA
ORIENTATION FOR MEMBERS-ELECT

TUESDAY, JANUARY 9, 2007

1 P.M.

ROOM 219

1:00 p.m. - Introduction & Remarks
President Tomblin
Clerk Holmes

1:10 p.m. - Security
Jay Smithers
Director, Division
of Protective Services

1:20 p.m. - Medical Services
Marsha Francis, R.N.

Joint Services

1:30 p.m. - Overview
Aaron Allred
Legislative Manager

1:45 p.m. - Legislative Services
John Homburg
Senior Attorney

2:00 p.m. - Office of Legislative Information
Charlene Glagola
Director

3:00 p.m. - Payroll, Expenses, Benefits
Judy Schultz
Fiscal Officer

3:30 p.m. - Ethical Issues
Teresa Kirk
Ethics Commission

3:45 p.m. - Stationery, Computers,
Rick Winnell
Assistant Clerk

4:00 p.m. - Parliamentary Procedure
Ray Ratliff
Counsel to President

4:15 p.m. - Journal/Bills/Resolutions
Marguerite Duda
Deputy Clerk

4:30 p.m. - Lobbying
Lobby Group Rep.
The West Virginia House of Delegates and the Legislative Services Office hold a three-day orientation for new members within the House chamber. The participants learn about the legislative process, bill drafting, introduction of legislation, committee structure/process, press releases/communication, and lobbying.

There are also discussions on ethics, balancing public service and private life, sexual harassment, and additional legal issues. The last day of the orientation, new members participate in a mock floor session and learn about chamber automation.

Participants are given a handbook for reference throughout the program.
MEMORANDUM

To: Newly Elected Members of the House
From: Gregory M. Gray, Clerk of the House
Date: January 7, 2007
Subject: NEW MEMBER ORIENTATION

Welcome to the House of Delegates!

We have prepared this Orientation Manual to better familiarize you with some of the "nuts and bolts" of the legislative process, as well as an overview of divisions, functions and duties within the Legislature generally and the House particularly.

Familiarize yourself with the Daily Order of Business, available to you on the Chamber Automation System, and listen to the flow of the daily floor sessions. Likewise, familiarize yourself with the Journal of the House – a complete record of the daily proceedings of the House. It is published at night after the session adjourns, and is available on the Chamber Automation System as well as in print version in the Journal Room, located in the lower Rotunda. Do not hesitate to ask questions of any of us relative to the institution we call the House, and particularly – if you have questions about parliamentary procedure, practice or rules – I am always happy to discuss those matter with you.

We are pleased to assist you as you embark upon your legislative career.
2007 NEW MEMBER ORIENTATION

*All meetings will be held in the House Chamber unless otherwise noted

Sunday, January 7th

1:00 p.m. to 1:30 p.m. Welcoming Remarks to New Members
Speaker - Elect
Majority Leader
Majority Whip
Minority Leader

1:30 to 1:45 BREAK

1:45 p.m. to 2:45 p.m. Orientation Overview and the Legislative Institution
Aaron Allred,
Legislative Services
Greg Gray,
Clerk of the House

2:45 p.m. to 3:00 p.m. BREAK

3:00 p.m. to 4:00 p.m. Administrative Issues 101
Overview of administrative matters pertaining to
Office space, parking and payroll
Majority Whip
Greg Gray, Clerk
Clerk's Office Staff

4:00 p.m. to 4:15 p.m. BREAK

4:15 p.m. to 5:15 p.m. Administrative Issues 201
More detailed overview of the housekeeping matters
And the roles of the legislative staff
Greg Gray, Clerk
Eleanor Ringel,
Assistant Clerk
Bo Hoover,
Assistant Clerk
Marilyn Parsons,
Exec. Asst. to Minority
Jeff Billings,
Administrative Asst.
Monday, January 8th

9:00 a.m. to 9:45 a.m. Leadership Objectives Discussion  
Overview of leadership positions, roles and responsibilities, Procudural aspects of leadership, and caucuses  
Speaker – Elect Majority Leader Majority Whip Minority Leader

9:45 a.m. to 10:00 a.m. BREAK

10:00 a.m. to 11:00 a.m. Legislative Process 101  
Overview of legislative documents and the House Floor Order of Business. Includes an overview of protocol for Floor activities, pages, and general decorum  
Speaker – Elect Majority Leader Greg Gray, Clerk Clerk’s Office Staff

11:00 a.m. to 11:15 a.m. BREAK

11:15 a.m. to 12:15 p.m. Legislative Process 201  
Overview of the floor procedure, fundamentals of Parliamentary procedure and voting procedures  
Speaker – Elect Majority Leader Greg Gray, Clerk Clerk’s Office Staff

12:15 p.m. to 1:30 p.m. LUNCH ON OWN

1:30 p.m. to 2:15 p.m. Bill Drafting and Introduction of Legislation  
Overview of “how to” introduce a bill and the subsequent procedural actions  
Greg Gray, Clerk Bo Hoover, Asst. Clerk Aaron Allred, Legislative Services Manager John Homburg, Legislative Services Ralph Kent, Bill Drafting

2:15 p.m. to 2:30 p.m. BREAK

2:30 p.m. to 3:30 p.m. Committee Structure and Process  
Overview of the committee process and key legislation from the major committees chair’s perspective.  
Chair H. K. White and Staff Chair Jim Morgan and Staff Chair Carrie Webster and Staff Chair Mary Poling and Staff Greg Gray, Clerk

3:30 p.m. to 3:45 p.m. BREAK

3:45 p.m. to 5:00 p.m. Working with State Agencies  
As a public representative, constituents will contract Legislators for assistance with various issues. This session will provide information on working with state agencies.  
Majority Leader Joe Martin, Legislative Director Betty Ireland, Secretary of State
Tuesday, January 9th (All meetings to be held in Room 252)

9:30 a.m. to 10:30 a.m.  Public Service and Private Life - What to Expect
Many factors inherent in being a legislator, such as being away from family during session, can be stressful. This session will provide an overview of the legislative process and its impact on private life, from the “family” perspective.

Majority Leader
Del. Mike Caputo
Del. Carrie Webster
Anna Border

10:30 a.m. to 10:45 a.m.  BREAK

10:45 a.m. to 11:45 a.m.  Ethics Training

Lewis Brewer,
Ethics Commission
Teresa Kirk,
Ethics Commission

11:45 a.m. to 12:30 p.m.  Press Releases & Communications
Overview of West Virginia’s Ethics Laws and how it pertains to legislators. Also provided will be information on who to contact to assist with press releases and other information.

Charlene Glogola, Dir.
Legislative Information
Stacey Buckle,
Communications Dir.

12:30 p.m. to 1:30 p.m.  LUNCH ON OWN/ PROVIDED CAPITOL TOUR
Tour begins @ 12:30 p.m. by the Information Desk in the Lower Rotunda

1:30 p.m. to 2:30 p.m.  Sexual Harassment and other legal issues
Overview of harassment and other legal issues in the workplace.

Dee Truman, Governor’s
EEO Office
Dawn Jordan,
Governor’s EEO Office

2:30 p.m. to 2:45 p.m.  BREAK

2:45 p.m. to 3:45 p.m.  Lobbying
Members from the lobbying community discuss the Legislative process and the role of lobbyists.

Steve Haid, President
Assoc. of Lobbyists
Patti Hamilton,
Assoc. of Counties

3:45 p.m. to 4:00 p.m.  BREAK

4:00 p.m. to 5:00 p.m.  Mock Floor Session and Chamber Automation Training
A mock floor session designed to provide a simulation of what to expect during the floor sessions of the House. Through this hands-on activity, members will also learn how to use the Chamber Automation System.

Speaker - Elect
Majority Leader
Greg Gray, Clerk
Clerk’s Office Staff
Joe Koval
Mick Bailey

5:00 p.m.  Practical Computer Uses by a Legislator / Questions and Answers Wrap-Up Session

Speaker - Elect
Majority Leader
Greg Gray, Clerk
Joe Koval
Mick Bailey
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