Legislative Orientation Programs

In the

Southern States

Compiled for the

Legislative Service Agency Directors (LSA)
of the
Southern Legislative Conference

Jerry Bassett, Alabama
LSA Chair

May 2008
Beginning in early 2008, the Southern Legislative Conference of The Council of State Governments surveyed the 16 states comprising the Southern region regarding their new member orientation programs. After receiving responses from all 16 states, the SLC organized a compilation of new member orientation agendas and their summaries. This booklet is a reflection of the information gathered, and is organized alphabetically on a state-by-state basis with a brief summary preceding each section.

The information herein includes data on the location, faculty, duration, topics of discussion, and other pertinent information regarding orientation programs for freshman legislators.

In regard to location, a review of the submitted agendas indicated that most of the legislative orientation programs are held at the state’s capitol or legislative office buildings. However, several of the programs are co-facilitated by a state university or other educational institution within the state; therefore a portion, if not all, of the orientation program is sometimes held on site at the educational facility(s).

Regarding participation, several states have separate orientations for each chamber. Only a few states conduct their orientations jointly. Additionally, some states go to even greater instructive lengths by providing orientation for legislative staff and/or the spouses of legislators, in an effort to ensure an even smoother transition from their previous role to that of a state lawmaker.

In terms of duration, three days is the average length of legislative orientation programs. A notable exception is Missouri, where legislative orientation involves a six-day program that spans three weeks with several trips to various state facilities.

Topics discussed at these state orientation sessions range from basic human resources information to bill drafting.

For all interested meeting participants, a list of sources is included at the end of the booklet to facilitate further research.
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The Alabama Legislative Orientation is hosted by the Law Institute at the University of Alabama. The orientation is facilitated by the state's Legislative Reference Service.

The program covers one and a half days of sessions with topics focused on procedural information, the judiciary and need-to-know information.

Additionally, speakers from the private sector give overviews on the state's economy, education, energy, and other issues pertinent to the upcoming session.
Alabama Legislative Orientation

December 4 - 6, 2006

Law Center
University of Alabama

Legislative Council and
Alabama Law Institute

Host: The University of Alabama
ORIENTATION FOR FIRST TIME LEGISLATORS

**Monday, December 4, 2006**

12:00 - 1:00 p.m.

**REGISTRATION**
- Red Room-344 Law Center

**PRESIDING**
- Representative Demetrius Newton President, Alabama Law Institute
  Vice-Chair, Legislative Council
- Senator Roger Bedford
  Chair, Legislative Council
  Vice-President, Alabama Law Institute

1:00 **RESTORING CONFIDENCE IN LEGISLATORS**
- “Being Ethical in Today’s Legislature”
  NCSL Video,
  Jim Sumner, State Ethics Commission

1:30 **THINGS I LEARNED AS A NEW LEGISLATOR**
- Representative Robert Bentley
- Senator Quinton Ross

2:00 **MEET YOUR STAFF**
- Greg Pappas, Clerk of the House
- Dave Avant, Assistant Secretary of Senate
- Jerry Bassett, Director, Legislative Reference Services
- Joyce Bigbee, Director, Legislative Fiscal Office
- Ron Jones, Chief Examiner, Examiners of Public Accounts
- Bob McCrory, Director, Alabama Law Institute

2:30 **UNDERSTANDING STATE BUDGETS**
- Senator Hinton Mitchell
- Representative Richard Lindsey
HOW COMMITTEES WORK AND BILL TRACKING
- Representative Marcel Black
- Senator Wendell Mitchell
- Don Ladner, Staff, House of Representative

BREAK

LEGISLATORS AND THE MEDIA
- Mike Murphy, Senate Public Information Officer
- Clay Redden, House Public Information Officer

ORGANIZATION SESSION
(Caucuses, Committees, and Selecting Leadership)
- Senator Rodger Smitherman, for the Senate Majority Leader
- Senator Jabo Waggoner, Senate Minority Leader
- Representative Ken Guin, House Majority Leader
- Representative Mickey Hammon for the House Minority Leader

THE LEGISLATIVE RULES
(Joint Rules, Senate Rules, and House Rules)
- Senator Jim Preitir
- Representative Ken Guin

THE LEGISLATIVE PROCESS
- Senator Myron Prentin
- Representative Cam Ward

ADJOURN

SPEAKER’S RECEPTION
- Bryant Conference Center
12:00 – 1:15
CAUCUSES
(Boxed Lunches Provided by ThompsonWest Publishing)
- House Democrats - Moot Court Room
- House Republicans - Red Room (344)
- Senate Democrats - Sanford Room (284)
- Senate Republicans - Faculty Lounge
  (Rm. Adjacent to 344)

AFTERNOON SESSION

PRESIDING:
- Senator Roger Bedford
  Chair, Legislative Council
  Vice-President, Alabama Law Institute

1:30 ALABAMA’S ENERGY OPPORTUNITIES
- Dr. David Bransby, Auburn University
- Dr. Nick Tew, State Geologist,
  Alabama Oil and Gas Board

2:25 Romance of South Alabama
  Alabama Tourism

2:30 USING HUMOR IN POLITICS
  Senator Roy Horron, Tennessee

3:10 Alabama’s Beautiful Gulf Coast
  Alabama Tourism

3:15 EARLY CHILDHOOD
  - “Smart Start Initiative”
    Mr. Ashley Thrift, Chair
    Ms. Karen Ponder, President,
    North Carolina Partnership for Children
  - “Childhood Obesity”
    Dr. Frank Franklin, Director of Pediatric Nutrition U.A.B.
  - “State of Alabama’s Educational System”
    Dr. Joe Morton, Alabama Superintendent of Education

4:45 ADJORN

5:45 TROLLEYS LEAVE SHERATON FOR INDIAN HILLS COUNTRY CLUB

6:00 LT. GOVERNOR RECEPTION
  - Indian Hills Country Club

6:30 DINNER-INDIAN HILLS COUNTRY CLUB
  - Host: Lexis-Nexis
  - Entertainment:
    - “The House Band”
    - Mr. Rick Bragg, University of Alabama
      Professor of Communications and Pulitzer Prize winning Author
Wednesday, December 6, 2006

PRESIDING
• Senator Roger Bedford

8:30 A.M.
STATE OF ALABAMA'S ECONOMY
• Ms. Joyce Bigbee, Director, Legislative Fiscal Office
• Senator Hank Sanders
• Representative John Knight

9:40
Festivals Throughout the State
Alabama Tourism

9:45
ALABAMA'S OPPORTUNITIES
• Medical Advances
  Dr. Robert Kimberly, Professor of Medicine, U.A.B.
• Alternative Sentencing & Sentencing Standards
  Judge David Raines, DeKalb County
• Alabama Transportation Infrastructure
  Mr. Jeff Thompson, U.A.H.

10:55
Alabama's Hidden Surprises
Alabama Tourism

11:00
STATE OF THE JUDICIARY
• Chief Justice-Elect, Sue Bell Cobb

11:30
Recess to Lunch

12:00 Noon
GOVERNOR'S LUNCHEON
• Bryant Conference Center, Sellers Auditorium
  Host: University of Alabama
PRESIDING
• Dr. Robert Witt, President
  University of Alabama
• KEYNOTE SPEAKER
  Governor Bob Riley

1:30
ADJORN

SPouse AND Guest Program

Monday, December 4, 2006

1:00 - 5:00 P.M.
SPOUSE HOSPITALITY LOUNGE
President’s Room
Sheraton Four Points Hotel
Host: Chamber of Commerce of West Alabama

6:00-7:30
SPEAKER’S RECEPTION
• Bryant Conference Center

Tuesday, December 5, 2006

9:00 A.M.
VAN PICKUP AT SHERATON

9:15
ALABAMA LEGISLATIVE CLUB
• Red Room, Rm. 344 Law Center
PRESIDING
• Carol Hill, President
INTRODUCTIONS

10:15
EARLY CHILDHOOD
• “Smart Start Initiative”
  Mr. Ashley Thrift, Chair and
  Ms. Karen Ponder, President,
  North Carolina Partnership for Children
• “Childhood Obesity”
  Dr. Frank Franklin, Director of Pediatric Nutrition, U.A.B.
• “State of Alabama’s Educational System”
  Dr. Joe Morton, Alabama Superintendent of Education

11:15
VIDEO OF ALABAMA TREASURE
Alabama Tourism

12:00
LUNCH - President’s Mansion
• Special Guest: Debra Ford, Author and Founder of G.R.I.T.S.
  Host: Chamber of Commerce of West Alabama
  (Transportation Provided)
**AFTERNOON SESSION**

2:00  ALABAMA LEGISLATIVE CLUB

- Life as a Legislative Spouse
  Betty Thigpen and Marilyn Waggoner
- Review of the Last Four Years
  Carol Hill
- Project Considerations
  Carol Hill
- Election of Officers
  Marilyn Waggoner, Chair Nominating Committee

3:00  ELECTRONIC CHILDHOOD

- Dr. Jennings Bryant, Ronald Reagan
  Professor of Communications, University of Alabama

3:30  ADJOURN  (Van returns to the Sheraton)

6:00  LT. GOVERNOR RECEPTION

- Indian Hills Country Club

6:30  DINNER AND ENTERTAINMENT

- Indian Hills Country Club

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**Wednesday, December 6, 2006**

9:00 a.m.

TROLLEYS LEAVE SHERATON FOR TOUR

9:15  RECEPTION, COFFEE, AND TOUR

- Child Development Center and RISE Center
  Dean Milla Boscung
  (Host: University of Alabama)

10:15-12:00  TOUR: UNIVERSITY OF ALABAMA GOVERNOR'S LUNCHEON

- Bryant Conference Center, Cottler Auditorium
  Host: University of Alabama

- PRESIDING
  Dr. Robert Witt, President, U of A

- KEYNOTE SPEAKER
  Governor Bob Riley
The Arkansas Senate's freshmen orientation is a one-day program, sponsored by the Senate and administered in the Senate chamber. Topics discussed include campaign reporting, carryover accounts, statements of financial interest, bill procedure, bill drafting/tracking, Arkansas budget process, and general human resources information.

The agenda also includes a formal introduction of Senate staff and their responsibilities. The final session of the orientation is centered on the freshmen senator's perspective.
36TH INSTITUTE
OF LEGISLATIVE PROCEDURE

86th GENERAL ASSEMBLY

Arkansas Senate

Monday, December 4, 2006

10:00 a.m. GENERAL SESSION
Senate Chamber

A. Welcome by the Senate Leadership
   - Sen. Jim Argue, Senate President Pro Tempore

B. The Senate Rules
   1. Senate Select Committees (Rules, Pages 15-18)
      - Sen. Dave Bisbee, Senate Efficiency Committee Chair
   2. Decorum & Debate (Rules, Pages 24-26)
      - Sen. Tracy Steele, Senate Majority Leader
   3. Privileges of the Floor (Rules, Pages 60-62)
      - Sen. Bobby Glover
   4. Code of Ethics (Rules, Pages 63-70)
      - Sen. Denny Altes, Senate Minority Leader
   5. Senate rules discussion and questions.
      - Sen. Ruth Whitaker, Senate Rules Committee Chair

C. Campaign Reporting, Carryover Accounts, Statement Of Financial Interest
   - Graham Sloan, Arkansas Ethics Commission

D. Payroll, Insurance and Retirement Programs
   - The Honorable Jim Wood, Auditor of State
   - Pat Stuart, Payroll, Auditor of State
   - Lisa Reynolds, Health Insurance – Department of Finance and Administration State Employees Insurance
   - Ashley Davis,Life Insurance – Department of Finance and Administration Employee Benefits Division
   - Gail Stone, Executive Director Arkansas Public Employees Retirement System

E. How a Bill Becomes Law, Calendar, Journals, “The Line”
   - Ann Cornwall, Secretary of the Senate/Senate Fiscal Officer

F. Bill Drafting, The Legislative Interim Committees, Role Of The Bureau Of Legislative Research
1. Committee structure and roles of the Bureau of Legislative Research (Bureau of Legislative Research)
2. How to get a Bill, Resolution or Amendment Drafted (Bureau of Legislative Research)
3. Appropriation Bills (Mr. Kim Arnall)

G. Arkansas Budget Process
- Mr. Kim Arnall, Assistant Director Bureau of Legislative Research for Fiscal Affairs

12:30 p.m. LUNCH
Senate Quiet Room

1:30 p.m. INFORMATION & ASSISTANCE AVAILABLE TO SENATORS
Senate Chamber

A. Senate Staff Services and Introduction of Staff
   1. Senate Chief of Staff
   2. Constituency Services
   3. Research and Special Projects
   4. Chief Counsel
   5. Public Information Office and Web Site
   6. Fiscal Office

B. Bill and Amendment Tracking
   1. Legislative Information System
      - Bureau of Legislative Research Office of Legislative Information Systems
   2. Arkansas Legislative Digest
      - Roger Potts, President, Arkansas Legislative Digest

3:30 p.m. FRESHMAN VIEWPOINTS
Senate Faculty – Senators Jerry Taylor, Sen. Paul Bookout
The Arkansas House of Representatives hosts the orientation of newly elected House members at the state capitol. The orientation is facilitated by a House Legislative Orientation Committee which comprises the House Speaker, Speaker Pro Tem, and Speaker-designate; the chairs of the Legislative Council, Legislative Joint Auditing Committee, House Management Committee, House Rules Committee; and three members-at-large.

The agenda covers two days of sessions on human resources, legislative procedures and issues related to the upcoming session. The program includes faculty from various agencies closely affiliated with the Arkansas House of Representatives.

Participants are given a handbook published by the Arkansas House of Representatives for reference.
PROGRAM

36TH INSTITUTE OF LEGISLATIVE PROCEDURE
(86th GENERAL ASSEMBLY)
DECEMBER 4 - 8, 2006
HOUSE CHAMBER
STATE CAPITOL BUILDING
LITTLE ROCK, ARKANSAS

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HOUSE LEGISLATIVE ORIENTATION COMMITTEE:
Speaker Bill H. Stovall, III, Chairman, Speaker of the House
Representative LeRoy Dangeau, Co-Chairman, Legislative Council
Representative Tommy G. Roebuck, Co-Chairman, Legislative Joint Auditing Committee
Representative Jay Bradford, Speaker Pro Tem
Representative Benny C. Petrus, Speaker-designate
Representative Mark Pate, Chairman, House Management Committee
Representative Ken Cowling, Chairman, House Rules Committee
Representative Will Bond, At-Large
Representative Susan Schulte, At-Large
Representative Scott Sullivan, At-Large

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Sponsored by the Arkansas House of Representatives
Bill H. Stovall, III, Speaker of the House
6:00 p.m. RECEPTION AND DINNER (Little Rock Club) - Arkansas Manufactured Housing Association, J.D. Harper; Arkansas Grocers and Retail Merchants Association, Polly Martin; Arkansas Petroleum Council, Tom Parker; Arkansas Oil Marketers Association, Ann Hines)

MONDAY, DECEMBER 4, 2006

7:00 a.m. BREAKFAST – CAPITOL HILL BUILDING (CenterPoint Energy Arkla, Kathy Alexander and Cecil Alexander)

8:30 a.m. REGISTRATION AND COFFEE - HOUSE MEMBERS’ LOUNGE

9:00 a.m. OPENING SESSION - House Speaker Bill H. Stovall, III, presiding

• Welcome and Introduction of Faculty

FACULTY

Finos “Buddy” Johnson, House Coordinator of Legislative Services (Orientation Coordinator)
Tim Massanelli, House Parliamentarian
Kim Arnall, Assistant Director, Fiscal Services, Bureau of Legislative Research
David Ferguson, Assistant Director, Legal Services, Bureau of Legislative Research
Richard Wilson, Assistant Director, Research Services, Bureau of Legislative Research
Charles Robinson, Legislative Auditor, Division of Legislative Audit
Jim Schratz, Administrator, Legislative Information Systems
Stephen Steed, Director, House Information
Kim Morrison, Assistant Director, House Information
Barbara McBryde, Director, House Constituency Services
Roger Potts, Arkansas Legislative Digest
Graham F. Sloan, Executive Director, Arkansas Ethics Commission
Sharon Dickerson, Executive Director, Employee Benefits Division, DF&A
Pat Stuart, Payroll Officer, Office of Auditor of State
Lisa Reynolds, Insurance Representative, Office of Auditor of State
Gail H. Stone, Executive Director, and Michele Williams, Deputy Director, Public Employees Retirement System

9:15 a.m. - Noon GENERAL SESSION - Speaker Bill H. Stovall, III presiding

THE ROLE AND RESPONSIBILITIES OF THE GENERAL ASSEMBLY

• The Legislative Session Begins (Tim Massanelli, Parliamentarian)
  A. Debate and Decorum - (See Manual, pages 5-6)
  B. Legislative Authority and Order of Business - (See Manual, pages 6-8)
  C. What to Say and When to Say It - (See Manual, pages 8-9)
The Legislative Process
   1. III.A. and Topic 1-5 (pages 10-11)
   2. Topic 6-10 (pages 12-13)
   3. Topic 11-13 (pages 13-14)

B. Practical Aspects of Passing a Bill Originating in the House of Representatives and the Governor's Options. - (See Manual, pages 14-18) (Tim Massanelli, Parliamentarian)
   1. Topic 1-7 (pages 14-15)
   2. Topic 8-14 (pages 15-16)
   3. Topic 15-18 (pages 16-17)
   4. Topic 19-21 (Senate Differences) and Governor's Options (pages 17-18)

The Freshman's Viewpoint – Representatives' Dawn Creekmore and Roy Ragland

Noon – 1:30 p.m. LUNCH – CAPITOL HILL BUILDING (Arkansas Health Care Association, Ernest Cunningham)

1:30 p.m. – 4:30 p.m. AFTERNOON SESSION

The Function and Rules of House Legislative Committees - (pages 19-20) (Tim Massanelli, Parliamentarian)

Legislative Service Compensation/Reimbursements for Expenses Incurred (Tim Massanelli, Parliamentarian)

Legislator's Insurance and Retirement Benefits – Office of the State Auditor; Employee Benefits Division, DF&A; Public Employees Retirement System (Jim Wood, Auditor of State; Sharon Dickerson, Executive Director, Employee Benefits Division, DF&A; Gail H. Stone and Michele Williams, Public Employees Retirement System)

Questions and Answers

Introduction to Computers (Jim Schratz, Administrator, Legislative Information Systems)

Four (4) Independent Sessions (choose most needed) (time: 1 hour)
   (a) Beginners Session
   (b) Web Page, Bill, Resolution and Amendment Review, Vote Tally and Bills sponsored
   (c) E-Mail - Receive/Send
   (d) Advanced Session - Word, etc.

5:30 p.m. RECEPTION AND DINNER – CAPITOL HILL BUILDING (Arkansas Railroads, Joe Bell)
TUESDAY, DECEMBER 5, 2006

7:00 a.m.  BREAKFAST -- CAPITOL HILL BUILDING (Associated General Contractors, Preston Bynum and Tommy Fish)

8:30 a.m.  COFFEE (House Members Lounge)

9:00 a.m. - Noon  MORNING SESSION – Speaker Bill H. Stovall, III, presiding

INFORMATION AND ASSISTANCE – WHERE TO GET HELP

- The Legislative Council And Bureau Of Legislative Research
- C. Review of Organization and Duties of Legislative Council and Review of Organization and Services of the Bureau of Legislative Research (Assistant Directors' Kim Arnall, David Ferguson and Richard Wilson)
- D. Fiscal Services (Kim Arnall, Assistant Director, Fiscal Services)
- E. Legal, Bill Drafting and Research Services (David Ferguson, Assistant Director for Legal Services)
- F. Research Services (Richard Wilson, Assistant Director, Research Services)
- G. Use of the Arkansas Legislative Digest – Roger Potts and staff

- The Legislative Joint Auditing Committee
- H. Review of Organization and Duties of Legislative Audit Committee and the Organization and Services of the Division of Legislative Audit (Charles Robinson, Legislative Auditor)

- Questions and Answers

Noon – 1:30 p.m.  LUNCH – CAPITOL HILL BUILDING (Stephens Inc., Warren Stephens, Frank Thomas, Bob Smith and Don Allen)

1:30 p.m. – 4:30 p.m.  AFTERNOON SESSION

- MOCK COMMITTEE MEETING – Representative John Paul Verkamp, presiding

5:30 p.m.  RECEPTION AND DINNER - (Entergy, Tom Kennedy and Paul Means) (Little Rock Club)

WEDNESDAY, DECEMBER 6, 2006

7:00 a.m.  BREAKFAST – CAPITOL HILL BUILDING (Independent Insurance Agents of Arkansas, Lynn Zeno, and Arkansas Hospital Association, Bo Ryall and Phil Matthews)

8:30 a.m.  COFFEE - HOUSE MEMBERS' LOUNGE

9:00 a.m. – Noon  MORNING SESSION – Speaker Bill H. Stovall, III, presiding

- MOCK LEGISLATIVE SESSION

- Questions and Answers
Noon – 1:30 p.m.  **LUNCH – CAPITOL HILL BUILDING** (Arkansas Telephone Association)

1:30 p.m. – 4:30 p.m.  **AFTERNOON SESSION**

- State Government Overview and Budget Process (Kim Arnall, Bureau of Legislative Research, Assistant Director for Fiscal Services)
- Tim's Tips
- Continuation of Mock Session, (if needed and time Permitting)

1:30 p.m. - 5:00 p.m.  **MEMBER PHOTOGRAPHS** (Concurrent session; photo schedule to be announced)

5:30 p.m.  **RECEPTION AND DINNER – CAPITOL HILL BUILDING** - (Mullenix and Associates, Ted Mullenix and Julie Grinder)

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**THURSDAY, DECEMBER 7, 2006**

7:00 a.m.  **BREAKFAST – CAPITOL HILL BUILDING** (Arkansas Forestry Association, Kelly Robbins; Arkansas Timber Producers Association, Larry Boccarossa; Arkansas Forest and Paper Council, Brent Stevenson)

8:30 a.m.  **COFFEE - HOUSE MEMBERS' LOUNGE**

9:00 a.m. – Noon  **MORNING SESSION** – Speaker Bill H. Stovall, III, presiding

- State Government Fiscal Policies (Kim Arnall)
  A. State Revenues
  B. State Budgets (Special Language and other subcommittees)
- Questions and Answers

10:00 a.m. – Noon  **MEMBER PHOTOGRAPHS** (Concurrent session; photo schedule to be announced)

Noon – 1:30 p.m.  **LUNCH – CAPITOL HILL BUILDING** (Arkansas Bankers Association, Ken D. Hammonds, Charles Miller)

1:30 p.m. – 5:30 p.m.  **AFTERNOON SESSION.**

- Tour of the State Capitol and Legislative Facilities (Legislators divide into three groups)
  A. On-site Introduction to House Staff and Description of Functions – House Facilities, Journals, Engrossing of Bills, and Other Services (Tim Massanelli, Parliamentarian)
  B. On-site Introduction to Bureau of Legislative Research Staff and Description of Functions (Assistant Directors' Kim Arnall, David Ferguson and Richard Wilson, Bureau of Legislative Research)
  C. On-site Introduction to Legislative Audit Staff and Description of Functions (Charles Robinson, Legislative Auditor)
1:45 p.m. - 3:00 p.m.  Group #1 to House of Representatives  
Group #2 to Bureau of Legislative Research  
Group #3 to Legislative Audit

3:00 p.m. – 4:15 p.m.  Group #1 to Bureau of Legislative Research  
Group #2 to Legislative Audit  
Group #3 to House of Representatives

4:15 p.m. – 5:30 p.m.  Group #1 to Legislative Audit  
Group #2 to House of Representatives  
Group #3 to Bureau of Legislative Research

1:30 p.m. – 5:00 p.m. MEMBER PHOTOGRAPHS (Concurrent session; photo schedule to be announced)

5:30 p.m.  RECEPTION AND DINNER – (The Poultry Federation, Morrill Harriman) (The Poultry Federation Building)

FRIDAY, DECEMBER 8, 2006

7:00 a.m.  BREAKFAST – CAPITOL HILL BUILDING - (Arkansas Beverage Association, Dennis Farmer; Society of Association Executives, Mary Dandurand; and Arkansas Society of Professional Lobbyists, Laura Harrison)

8:30 a.m.  COFFEE--HOUSE MEMBERS LOUNGE

9:00 a.m. – Noon  MORNING SESSION – Speaker Bill H. Stovall, III, presiding

• Ethics and Policies (Graham F. Sloan, Executive Director, Arkansas Ethics Commission; Tim Massanelli, Parliamentarian)

• House Staff - (Buddy Johnson, Coordinator of Legislative Services)  
Constituent Relations/Services – (Barbara McBryde, Director, House Constituency Services) (Introduction of staff and description of services)

• The Media – (Stephen Steed, Director, House Information; Kim Allison, Assistant Director, House Information)

• Lobbyists – Kathy Alexander and Morrill Harriman

• Questions and Answers

9:00 a.m. – Noon  MEMBER PHOTOGRAPHS (Concurrent session; photo schedule to be announced)

Noon – 1:30 p.m.  LUNCH - CAPITOL HILL BUILDING (AEP-SWEPCO—Sammie Cox)

1:30 p.m. –  Continuation of Morning Session (if needed)
The Florida Senate orientation convenes for one and a half days in the Senate office building. The first day of the program covers administrative information, human resources policy, and briefings on key issues within health and human services, criminal justice, ethics, and open government.

The program agenda also includes an overview by the office of the Sergeant-at-Arms and the Secretary of the Senate as well as sessions on transportation, economic development, and education.

The Florida Senate also separately holds a full day orientation for new district staff. This program covers all the details/responsibilities of the Senator and staff. The new staff orientation also includes information on office procedures, protocol, and attire.
MEMORANDUM

TO: Newly Elected Senators
FROM: Jay Kassack, Chief of Staff
SUBJECT: New Member Briefings
DATE: November 7, 2006

Congratulations on your election to the Florida Senate! In an effort to prepare you for the upcoming Organization Session, and to familiarize you with your duties as a State Senator and the operations of the Senate, we have scheduled a series of briefings for you on November 14 and 15, 2006. The agenda is enclosed for your review.

You are authorized to travel to Tallahassee for these briefings, and your travel will be paid for from General Senate funds. This authorization covers the period of Monday, November 13 through Wednesday evening, November 15. Please be aware that this authorization is limited to the newly elected Senators and Senators participating in the briefings.

If you have any questions or concerns regarding travel authorization and reimbursement, please contact Senate Administration at 850-487-5636.

We look forward to seeing you on the 14th.

KP/sm
Enclosure
cc: OLS Finance and Accounting
Tuesday, November 14

9:00 – 9:15
Introduction and Greetings – Senator Lisa Carlton

9:15 – 10:15
Overview of Administrative Issues – JoAnn Poole

10:30 – 11:00
Senate Protocol and Rules – Senator Lisa Carlton, Phil Twogood

11:00 – 11:45
Budget Briefing (overview of demographics, spending, revenues, debt)

11:45 – 1:15
Lunch with Senator Lisa Carlton

1:15 – 2:45
Briefings on Key Issues –

- Health & Human Services
  - Medicaid Overview
  - Medicaid Reform
  - KidCare

- Criminal Justice
  - Prison Construction
  - Juvenile Detention Beds
  - Judicial Certification

3:00 – 4:15
Ethics and Open Government (including workforce harassment issues) --
Steve Kahn
Wednesday, November 15

8:30 - 9:00
Overview: Office of the Sergeant-at-Arms – Sergeant Donald Severance

9:00 – 9:30
Overview: Office of the Secretary – Secretary Faye Blanton

9:45 - noon
Briefings on Key Issues (continued)

- General Government
  - Land Acquisition
  - Property Insurance
  - Statewide Technology Projects

- Transportation & Economic Development
  - DOT Work Program
  - Affordable Housing
  - Voluntary Pre-Kindergarten

- Education
  - Allocation Formula (FEFP, CC, SUS)
  - Class Size Reduction
NEW DISTRICT STAFF TRAINING

FEBRUARY 4, 2008

8:00 A.M. – UNTIL

ROOM 301, SENATE OFFICE BUILDING

8:00 A.M. – 8:15 A.M. SOCIAL/COFFEE & BAGELS

8:15 A.M. – 8:30 A.M. SENATE PRESIDENT'S OFFICE – David Coburn, Chief of Staff

8:30 A.M. – 8:45 A.M. SENATE PRESIDENT'S OFFICE ADMINISTRATION, - Tim Watson, Director

8:45 A.M. – 9:00 A.M. HUMAN RESOURCES – Paul Nichols, Director – ADA and Workplace Harassment

9:00 A.M. – 9:15 A.M. BILL DRAFTING – Jan Blue, Staff Director

9:15 A.M. – 9:30 A.M. APPROPRIATIONS QUESTIONS AND ANSWERS
Cynthia Kelly, Staff Director, Fiscal Policy and Calendar Committee

9:30 A.M. – 10:00 A.M. SENATE RULES
Phil Twogood, Staff Director, Rules Committee
Special Order Calendar
Resolutions and Proclamations
Bill Withdrawal Process
Local Bills
Senate-House Differences
Weekly Schedule
Room Reservations

10:00 A.M. – 10:45 A.M. ETHICS AND PUBLIC RECORDS
Jason Vail – Senate General Counsel
10:45 A.M. – 11:00 A.M.  OFFICE OF THE SENATE SERGEANT AT ARMS OVERVIEW
Don Severance, Sergeant at Arms
   Security, Parking, Inventory
   Building Access/Maintenance
   Chamber Floor Access
Chris Vowell, Deputy Sergeant at Arms
   Phone System and Office Depot

11:00 A.M. 11:15 A.M.  MAJORITY/MINORITY OFFICE FUNCTIONS:
Bill Warren, Staff Director
Renai Farmer, Staff Director
Shepherd Pittman – Press Secretary
Michelle DeMarco – Press Secretary

11:15 A.M. – 12:00 P.M.  FISCAL ISSUES:
Dawn Freedman, Senior Accountant
Jim Heberle, Program Specialist

12:00 P.M. - 1:00 P.M  WORKING FOR A MEMBER:
Benefits (this is not about you… it is about your Senator)
  Carrie Lira, President Pruitt’s Office

How to prepare your Senator for Committee
Meetings & Session
  Kelly Williams – Senator King’s Office
  Cheryl Ennis – Senator Bennett’s Office

Office Procedures
  Gail Schwartz – Senator Geller’s Office
  Linda Mineer – Senator Carlton’s Office

Protocol
  Lori Scott – Senator Hairdopolos’ Office

Dress/Attitude
  April Mucci – Senator Dockery’s Office
  Betsy Collins – Senator Jones’ Office

After-hours activities
  Megan Kossove – Senator Atwater’s Office
  Charlie Anderson – Senator Joyner’s Office
Bill Drafting Procedures
Lisa Shumate – Senate Bill Drafting
Sng Neilson – Senate Bill Drafting

Seeking help when you need it
Valarie Chrispin – Senator Hill’s Office

Lobbyists (love you because you give them access to your Senator)
Randi Rosete – Senator Saunders’ Office

OFFICE OF THE SECRETARY OF THE SENATE
Faye W. Blanton, Secretary of the Senate
Services of the Secretary’s Office
Reading the Senate Calendar
Types of Bills
The Bill Process – From Beginning to End
Amendments – How and Where to File
MOCK SESSION, to be held in the Senate Chamber

2:00 P.M. – until
FLORIDA

In Florida, House orientation is divided into an administrative program and a legislative academy. The administrative portion consists of a one-day agenda centered on basic human resources information, i.e. photo identification cards, payroll, benefits, and technology training.

The Florida House Academy is a two-day program with a focus on budget training, media relations, House rules, committee overview, leadership/mentorship, staff and responsibilities, protocol, meeting constituent needs, bill drafting and working with lobbyists.

The orientation is facilitated by the Florida House of Representatives and is held in the capitol rotunda.

HOUSE
NEW MEMBER ADMINISTRATIVE ORIENTATION

Thursday, November 9, 2006

ROTUNDA (4TH FLOOR CAPITOL)

8:00
Coffee & Refreshments
Member’s Official Photographs

HOUSE CHAMBER

9:00
Welcome & Introductions
Speaker Designate Marco Rubio
Representative Ray Sansom
Democrat Leader Dan Gelber

9:30
Overview, Office of the Sergeant at Arms
Security Issues
Earnie Sumner, Sergeant at Arms

Overview, Office of the Clerk
Bo Pittman, Acting Clerk of the House

Overview, Office of the Parliamentarian
Leonard Collins, Acting Parliamentarian

10:00
Administrative Issues / Policies
Kathleen “K.T.” Teague
Director of House Administration

11:30
Room P-3, Capitol – Members may obtain their FDLE
Capitol Photo Identification Card at this location. This card
is needed to gain access to the Capitol Building, House
Office Building, and parking areas.

12:30
Lunch in the Member’s Dining Hall (325 Capitol)
Hosted by Speaker Designate Marco Rubio,
Representative Ray Sansom and
Democrat Leader Dan Gelber
HOUSE CHAMBER

1:15  Beth Switzer, Executive Director, The Florida Channel

1:30  Completion and Explanation of Legislative Payroll and Benefit Documents
      Lynda Kelly, OLS Human Resources Office/Personnel
      Barbara Gleasman, OLS Human Resources Office/Benefits

3:15  Overview, House Office of Information Technology
      Lauren Perlman, Interim Information Systems Chief
      Michelle Singletary, Information Systems Manager
      House Information Technology Office

      Overview of the Legislative Computer Systems/Leagis Training
      Kelly Wiley, Sr. Information Systems Programmer/Analyst
      House Office of Information Technology

5:00  Closing Remarks and Questions
HOUSE MEMBER ACADEMY

AGENDA
Tuesday, November 28, 2006

8:00 a.m. – 8:30 a.m. Coffee & Refreshments / Sign-In
Official Portrait will be taken by House Photographer for Clerk’s Manual

OPENING – Speaker Marco Rubio (Expectations for the next two days and the next two years)

WELCOME by Representative Ray Sansom and Representative Dean Cannon

8:30 a.m. – 9:30 a.m. Introduction to the Academy – Former Member and Chairman, Ken Sorensen will discuss what makes for a successful legislative career. He will handout “Voices from Past Legislators.” Additionally, Dr. Sorensen will talk about negotiations and assets needed for being a successful leader.

9:30 a.m. – 10:15 a.m. Budget Training – This program will focus on the new budget process; how it will work, an explanation of House criteria for budget items/issues, how community budget requests will be handled, and how a decentralized appropriations process will be utilized.

Presenters: Representative Ray Sansom
Representative Stan Mayfield

10:15 a.m. – 10:30 a.m. Break

10:30 a.m. – 11:30 a.m. Media Relations – A discussion designed to be thought provoking and to provide Members with an understanding of how to effectively interact with the press.

Presenters: Speaker pro tempore Dennis Baxley
Representative Dean Cannon

11:30 a.m. – 12:15 p.m. House Rules – A presentation of the House Rules for 2006-2008

Presenters: Representative David Rivera
Representative Jack Seiler

12:15 p.m. – 1:30 p.m. Lunch – Lunch will be served in the “new” Member’s Dining Room
HOUSE MEMBER ACADEMY  
**Tuesday, November 28, 2006 Continued…**

1:30 p.m. – 2:15 p.m.  
**How A Committee Works** – A program designed to give Members an understanding of the new House structure, the roles and responsibilities of a committee member and the role of council and committee chairs.  
*Presenters:*  
Representative Ray Sansom  
Representative Joe Pickens

2:15 p.m. – 2:45 p.m.  
**Mentoring Program and the Usage of Team Leadership** – A presentation designed to explain the Big Brothers and Big Sisters Mentor program. This will include assigning big brothers and big sisters to each new member.  
*Presenters:*  
Representative Ray Sansom  
Minority Leader Dan Gelber

2:45 p.m. – 3:00 p.m.  
**Break**

3:00 p.m. – 3:45 p.m.  
**Your Staff and Their Responsibilities** – This program is designed to provide Members with strategies for utilizing staff effectively, what their roles and responsibilities are and a general description of the use of legislative office accounts and the rules governing them.  
*Presenters:*  
Majority Leader Marty Bowen  
Majority Whip Ellyn Bogdanoff

3:45 p.m. – 4:00 p.m.  
**Overview of Schedule for Tomorrow / Questions**
Both chambers of the Georgia General Assembly attend a one-day orientation at the capitol in November after the general election.

They later attend the Biennial Institute at the University of Georgia. The offices of the Lieutenant Governor and Speaker of the House co-sponsor the Biennial Institute with the Carl Vinson Institute of Government on the University of Georgia campus.

The agenda is centered on the appropriations process, rules of procedure, bill process and involves presentations made by the private sector, educators, and other affiliated individuals.
Bipartisan Institute for Georgia Legislators

Helping Build Better Governments and Communities for 60 Years
GEORGIA LEGISLATORS

November 16, 2006
December 10–12, 2006
Board of the Georgia General Assembly Training Institute

Senator Tommie Williams, Cochair
Senator Ralph Hudgens
Senator Regina Thomas
Representative Jerry Keen, Cochair
Representative Burke Day
Representative Calvin Smyre
Director Steve Wrigley, Carl Vinson Institute of Government (ex officio)
NEW LEGISLATORS ONLY
8:30 A.M.–4:30 P.M.

8:30–9:30 A.M. .................. REGISTRATION (conference registration desk)

9:30–9:45 A.M. ................. WELCOME
Steve Wrigley, Director,
Carl Vinson Institute of Government

9:45–11:45 A.M. .................. SERVING AS AN ETHICAL LEGISLATOR
(room L, 2nd floor)
Moderator: Sonny Dixon, news anchor;
WTOC-TV Savannah
Speakers: Rick Thompson, Executive Director,
State Ethics Commission
Dennis Dunn, Deputy Attorney General
Respondents: Sen. Renee Unterman,
Senate Ethics Committee Chair
Rep. Joe Wilkinson,
House Ethics Committee Chair

11:45 A.M.–1:00 P.M. .......... LUNCH (Magnolia Ballroom)

1:00–1:30 P.M. .................. GEORGIA’S BUDGET: “FOLLOW THE MONEY”
(room L, 2nd floor)
Wes Clarke, Carl Vinson Institute of Government
1:30–3:00 P.M. .................................. HOUSE (room L) AND SENATE (room J)
BUDGET BREAKOUT SESSIONS

Rep. Ben Harbin
Charlie Walker, Director, House Budget Office
Sen. Jack Hill
Kevin Fillion, Director, Senate Budget and Evaluation Office

3:00–3:15 P.M. ......................... BREAK (2nd floor concourse)

3:15–4:30 P.M. ......................... BECOMING AN EFFECTIVE GEORGIA LEGISLATOR
(room L, 2nd floor)

Rep. Glenn Richardson        Sen. Eric Johnson

ALL LEGISLATORS
1:00–7:30 P.M.

1:00–5:00 P.M. ..................... REGISTRATION (conference registration desk)

5:30–7:30 P.M. ...................... OPENING PLENARY SESSION (Mahler Auditorium)

Presiding:  Steve Wrigley, Director, Carl Vinson
            Institute of Government

Welcome:   Art Dunning, Vice President for Public Service
            and Outreach, The University of Georgia

Introductions of New Members of the House and Senate:
            Hon. Casey Cagle, Lieutenant Governor-Elect
            Hon. Glenn Richardson, Speaker of the House

Reflections on 50 Years of the Biennial Institute for Georgia Legislators

Keynote Speaker:  Sen. Zell Miller

Introduction:  Michael Adams, President, The University
              of Georgia

Reception (Hill Atrium and Pecan Tree Galleria)
- MONDAY -
DECEMBER 11, 2006

7:00-8:30 A.M. REGISTRATION (conference registration desk)

7:15-8:15 A.M. BREAKFAST WITH LEGISLATIVE ORGANIZATIONS
(ALEC, NCSL, SLC) (Magnolia Ballroom)
Introductions: Hon. Glenn Richardson, Speaker of the House

8:30-9:30 A.M. SEVEN TRENDS SHAPING GEORGIA’S FUTURE
(Mahler Auditorium)
Presiding: Steve Wrigley, Director, Carl Vinson Institute of Government

1. The Changing Face of Georgia: Dynamic Demographics
2. Meeting Health Care Needs: Dollars, Outcomes, and Quality
3. Educating All of Georgia: General, Technical, and Higher Education
4. Georgia’s Environment: Impact of Growth on Water and Land Use
5. Georgia on the Move: Transportation and Infrastructure in a Growing State
6. Georgia’s Economy: Globalization and Prosperity in Georgia
7. Georgia’s Revenue Base: Sustaining Balance and Growth

9:30-10:30 A.M. DISCUSSION GROUPS
(choose one; refreshments available in each room)

A. EDUCATION (room L, 2nd floor)
Facilitator: Sherri Lawless,
Carl Vinson Institute of Government

Discussants: Sen. Dan Moody
Rep. Brooks Coleman
Kathy Cox, State Superintendent of Schools
Erroll Davis, Chancellor,
University System of Georgia
Freida Hill, Assistant Commissioner,
Department of Technical Education
Ben Scafidi, Georgia College and State University
B. **Transportation (room K, 2nd floor)**
   Facilitator: Scot Wrighton, Carl Vinson Institute of Government
   Discussants: Sen. Jeff Mullis
                Rep. Vance Smith
                Mike Evans, Chair, State Transportation Board
                Harold Linnenkohl, Commissioner,
                Department of Transportation
                Michael Meyer, Georgia Institute of Technology

C. **Environment (room Y/Z, 2nd floor)**
   Facilitator: Wes Wynens, Carl Vinson Institute of Government
   Discussants: Sen. Ross Tolleson
                Rep. Lynn Smith
                Carol Couch, Director, Environmental Protection Division
                Jim Kundell, Carl Vinson Institute of Government

D. **Economic Development (room Q, 2nd floor)**
   Facilitator: Randal Morris, Fanning Institute
   Discussants: Sen. Chip Pearson
                Rep. Ron Stephens
                Mike Beatty, Commissioner,
                Department of Community Affairs
                Chris Clark, Deputy Commissioner,
                Georgia Department of Economic Development
                Jackie Rohosky, Department of Technical and Adult Education
                Kenneth Heaghney, Georgia State University

E. **Revenue (room R, 2nd floor)**
   Facilitator: Sabrina Cape, Carl Vinson Institute of Government
   Discussants: Sen. Mitch Seabaugh
                Rep. Larry O'Neal
                Bart Graham, Commissioner,
                Department of Revenue
                Dave Sjoquist, Georgia State University
                Sally Wallace, Georgia State University
10:30–11:45 A.M. ..........Policy Sessions (choose one)

A. Trends in State Responses to the Uninsured (Masters Hall, 1st floor)
   Moderator: Angela Fertig, Carl Vinson Institute of Government
   Speaker: Karen Minyard, Georgia State University
   Panelists: Rep. Tom Knox
              Sen. Ralph Hudgens

B. Education Policy Session: An Update on the Education Finance Task Force (Mabler Auditorium)
   Moderator: John O’Looney, Carl Vinson Institute of Government
   Speaker: Dean Alford, Chair, Excellence in Education Finance Task Force
   Panelists: Rep. Brooks Coleman
              Sen. Dan Moody
              Kathy Cox, State Superintendent of Schools

12:00–1:45 P.M. ..........Lunch (Magnolia Ballroom)
   Presiding: Hon. Glenn Richardson, Speaker of the House
   Invocation: Robert H. Bohler Jr., Central Presbyterian Church
   Speaker: Erroll Davis, Chancellor, University System of Georgia

2:00–3:15 P.M. ..........Policy Sessions (choose one)

C. An Update on Private-Public Partnerships in Transportation: How They Are Helping to Meet Georgia’s Needs (Room L, 2nd floor)
   Moderator: Rich Clark, Carl Vinson Institute of Government
   Speakers: Harold Linnenkohl, Commissioner, Department of Transportation
              Mike Evans, Chair, Department of Transportation Board
   Panelists: Rep. Vance Smith
              Sen. Jeff Mullis
D. AN UPDATE ON MEDICAID MANAGED CARE IN GEORGIA
(room K, 2nd floor)
Moderator: Angela Fertig, Carl Vinson Institute of Government
Speakers: State Strategy: Kathy Driggers, Department of Community Health
Status of Implementation: Craig Bass, Amerigroup
David McNichols, Peach State Health Plan
Mike Cotton, WellCare of Georgia
Panelists: Rep. Sharon Cooper
Sen. Don Thomas

E. THE STATUS OF CHILDREN IN GEORGIA: USING DATA TO DETERMINE INVESTMENTS FOR GEORGIA’S CHILDREN (KIDS COUNT) (room R, 2nd floor)
Moderator: Karen Baynes, Carl Vinson Institute of Government
Speakers: Gaye Smith, Executive Director, Georgia Family Connection Partnership
Taifa Butler, Director, Public Affairs and Policy, Georgia Family Connection Partnership
Panelists: Rep. Judy Manning
Sen. Dan Moody

3:15-3:45 P.M. ............... BREAK (2nd floor concourse)
3:45-5:00 P.M. ............... POLICY SESSIONS (choose one)

F. ARE GEORGIA’S TRAUMA CENTERS AND HEALTH DEPARTMENTS READY TO RESPOND TO A PANDEMIC FLU OUTBREAK OR A STATE EMERGENCY? (room L, 2nd floor)
Moderator: Gordon Maner, Carl Vinson Institute of Government
Speaker: J. Patrick O’Neal, Medical Director, Office of Emergency Medical Services
Panelists: Rep. Larry O’Neal
Rep. Clay Cox
Sen. Cecil Staton
G. AN OVERVIEW OF INTERGOVERNMENTAL RELATIONS IN GEORGIA: ISSUES FACING THE GENERAL ASSEMBLY
(room K, 2nd floor)
Moderator: Paula Yeary, Carl Vinson Institute of Government
Speakers: Harry Hayes, Carl Vinson Institute of Government
          Sam Olens, Commissioner, Cobb County
          Jay Powell, Mayor, Camilla
Panelists: Rep. Austin Scott
          Sen. John Wiles

H. THE STATE’S ROLE IN RESPONDING TO THE ENERGY CRISIS:
A REPORT FROM THE STATE ENERGY STRATEGY COUNCIL
(room R, 2nd floor)
Moderator: Jim Kundell, Carl Vinson Institute of Government
Speaker: Elizabeth Robertson, Director, Energy Resources Division, Georgia Environment
          Facilities Authority
Panelists: Rep. Harry Geisinger
          Sen. Joe Carter

5:15–6:30 P.M. ............... RECEPTION SPONSORED BY ATHENS–CLARKE COUNTY
                         (Pecan Tree Galleria)

— TUESDAY —
DECEMBER 12, 2006

7:15–8:15 A.M. ............... BREAKFAST (Magnolia Ballroom)
Introduction: Rebecca White, Dean, the University of Georgia School of Law
Speaker: Chief Justice Leah Sears, Georgia Supreme Court

8:30–11:50 A.M. ............... AN OVERVIEW OF HEALTH AND HEALTH CARE IN GEORGIA
Moderator: Jim Ledbetter, Carl Vinson Institute of Government
8:30–9:20 A.M. A Primer for Legislators, Health 101
(Masters Hall)
Speaker: Rep. Mickey Channell
Sen. Greg Goggans

(Masters Hall)
Speaker: Ron Bachman, Center for Health Visions

10:10–10:30 A.M. Break (Pecan Tree Galleria)

10:30–11:15 A.M. Certificate of Need: A Report from the
Commission on the Efficacy of the Certificate
of Need Program (Masters Hall)
Speaker: Dan Rahn, M.D., Chair, Commission on the Efficacy
of the Certificate of Need Program
Panelists: Sen. Don Balfour
Rep. Austin Scott

11:15–11:50 A.M. Putting the Pieces Together: Strategies for
State Action (Masters Hall)
Legislative Panel: Sen. Don Thomas
Rep. Sharon Cooper
Sen. Ralph Hudgens
Rep. Tom Knox
Sen. Greg Goggans
Rep. Mickey Channell

12:00–2:00 P.M. Lunch (Magnolia Ballroom)
Presiding: Hon. Casey Cagle, Lieutenant Governor-Elect
Invocation: Robert Salamone, Emmanuel Episcopal Church
Speaker: Gov. Sonny Perdue
— Tuesday —
January 9, 2007

12:00-2:00 p.m.

New Legislator and Spouse Luncheon
Sponsored by AGL Resources
(Carl Sanders Fireplace Room, Capitol Education Center)

Speakers: Larry and Janice Walker
The Commonwealth's two-and-a-half-day program is held at the Capitol and organized by the Legislative Research Commission. The orientation is for newly elected legislators from both chambers of the General Assembly.

The program agenda includes a welcome from the legislative leadership and the director of the legislative research commission. Topics discussed include the role of committees and committee chairs; the legislator and the judiciary; the legislator and the executive branch; and the legislator and the legislative agent. There are also sessions on constituent services, public information services, parliamentary procedure, The Legislative Record, and the budget process.
LEGISLATIVE RESEARCH COMMISSION
NEW MEMBER ORIENTATION

December 12, 13, and 14, 2006

DECEMBER 12 — ROOM 154, ANNEX

8:30 a.m. Coffee and Pastries

9:00 a.m. Welcome and Introductions
           Bobby Sherman, LRC Director

9:05 a.m. Welcome and Opening Remarks
           Senate President David L. Williams
           House Speaker Jody Richards

9:15 a.m. History and Structure of the Legislative Research Commission
           Bobby Sherman, LRC Director

9:30 a.m. Role of Leadership
           Senator Katie Stine, President Pro Tem
           Representative Larry Clark, Speaker Pro Tem

10:00 a.m. Role of Caucus Officers and Leadership Staff

House Democratic Caucus — Room 154

           Representative Bob Damron, Majority Caucus Chair
           Representative Rocky Adkins, Majority Floor Leader
           Representative Joe Barrows, Majority Whip

House Republican Caucus — Room 129

           Rep. Bob DeWeese, Minority Caucus Chair
           Rep. Jeffrey Hoover, Minority Floor Leader
           Rep. Ken Upchurch, Minority Whip
11:30 a.m.  Lunch — Room 169 and 171  
Hosted by Legislative Research Commission

1:00 p.m.  Role of the Committees and Committee Chairs  
Sen. Charlie Borders, Chair  
Senate Committee on Appropriations and Revenue  
Rep. Harry Moberly, Chair  
House Committee on Appropriations and Revenue

1:30 p.m.  Legislative Clerks  
Jay Hartz, Clerk of the Senate  
Jean Burgin, Clerk of the House

2:00 p.m.  National Legislative Organizations  
Dan Sprague or Mike Robinson  
The Council of State Governments  
Rep. Julia C. Howard, Chair elect  
The Southern Legislative Conference  
Bill Wyatt, Public Affairs Specialist  
National Conference of State Legislatures  
Megan Lott, Sr., Director of Membership & Development  
American Legislative Exchange Council

3:00 p.m.  Break

3:15 p.m.  The Legislator and the Judiciary  
Hon. Joseph E. Lambert, Chief Justice  
Kentucky Supreme Court

3:30 p.m.  The Legislator and the Executive  
Stan Cave  
Governor’s Office
DECEMBER 12 - ROOM 154, ANNEX (continued)

3:45 p.m.  The Legislator and the Legislative Agent

   Judy Taylor, Keeneland Association
   Phil Huddleston, Kentucky League of Cities.

4:00 p.m.  Adjourn

5:00 p.m.  Informal Reception and Dinner

   Hosted by Legislative Research Commission
   Buffalo Trace Distillery

DECEMBER 13 — ROOM 154, ANNEX

8:30 a.m.  Coffee and Pastries

9:00 a.m.  Role of LRC Staff

   Bobby Sherman, LRC Director

Introducing Your Legislative Proposals

   Tom Troth, Deputy Director
   for Committee and Staff Coordination

LRC Research Activities

   Robert Jenkins, Assistant Director for Research

Budget Process

   Janie Miller, Deputy Director for Budget Review

Legislative Record

   Sheila Mason, Legislative Record Compiler

Parliamentary Procedure

   Laura Hendrix, General Counsel

Break
10:15 a.m. Committee Staff

Janice Franklin, Committee Staff Administrator
Interim Joint Committee on Local Government

Legislative Constituent Services

Chris Sanders, Constituent Services Officer

Legislative Public Information Services

Rob Weber, Public Information Officer

Legislative Support Services

Wanda Turley, Administrative Officer
for Legislator Services

Legislative Computer Services

Jim Swain, Chief Information Officer

11:15 Break

11:30 a.m. Kentucky Long-Term Policy Research Center

Michael Childress, Director

11:45 a.m. Office of Education Accountability

Marcia Seiler, Director

Noon Lunch — Room 169 and 171

Hosted by Legislative Research Commission
DECEMBER 13 - ROOM 154, ANNEX (continued)

1:30 p.m.  Salary and Benefits
            Joanna Strange, General Assembly Accountant

3:00 p.m.  New Member Caucuses
            House Democrats — Room 154
            House Republicans — Room 129

4:00 p.m.  Adjourn

DECEMBER 14 — ROOM 154, ANNEX

8:30 a.m.  Coffee and Pastries

9:00 a.m.  The Legislator and the Press/Media
            David Hawpe, *Louisville Courier-Journal*
            Vanessa Gallman, *Lexington Herald-Leader*
            Tom Loftus, *Louisville Courier-Journal*
            John Stamper, *Lexington Herald-Leader*
            Mark Hebert, WHAS-TV, Louisville

10:15 a.m.  Break

10:30 a.m.  Kentucky Legislative Ethics Commission
            Tony Wilhoit, Executive Director

11:30 a.m.  Questions and Answers

11:45 a.m.  Lunch - Governor's Mansion
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.
2007 ORIENTATION PROGRAM
Monday, December 3, 2007

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
LOUISIANA SENATE MEMBER ORIENTATION

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)
2007 ORIENTATION PROGRAM
Tuesday Afternoon, December 4, 2007

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/ Director)
  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)
Louisiana Senate
Member Orientation

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. Salter

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. Salter’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

**Ellender 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

 Atari 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

 Atari 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 Barrow
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 Gothreaux (Rep. Danahay)
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 Depree - 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 Cordon - 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
In Maryland, new member orientation consists of a two-day program for both chambers of the general assembly. The program is held at the Statehouse and is facilitated by the Maryland General Assembly and affiliate offices and agencies.

The first day of orientation covers the legislators' administrative responsibilities. The second day involves discussion of the legislative processes, chamber procedures, budget, and several issue briefings. The agenda also includes discussion groups and a legislative service staff fair.

The Maryland General Assembly also sponsors a two-day orientation for the spouses of newly elected legislators. The spousal orientation involves sessions on ethics; understanding legislative responsibilities; security issues in the legislative complex; and roundtable discussions. There are also sessions on understanding the role of the press, lobbyists, legislative staff, and the history of Maryland and the state capitol.
PRELIMINARY AGENDA – ORIENTATION FOR LEGISLATORS-ELECT

TUESDAY, NOVEMBER 28, 2006

8:00 - 9:00 a.m.  REGISTRATION (Calvert Room, State House) (Continental Breakfast)

9:00 - 9:15 a.m.  OFFICIAL OPENING (House Chamber)
The Honorable Thomas V. Mike Miller, Jr., President of the Senate
The Honorable Michael E. Busch, Speaker of the House of Delegates
The Honorable Ellen O. Moyer, Mayor of Annapolis

9:15 - 10:15 a.m.  PUBLIC ETHICS IN THE LEGISLATIVE ENVIRONMENT (House Chamber)
Presenters: William G. Somerville, Ethics Counsel, Maryland General Assembly
Suzanne S. Fox, Executive Director, State Ethics Commission

10:15 - 10:45 a.m.  RESPONSIBILITIES OF BEING A LEGISLATOR (Senate and House Chambers)
Senate Presenters: The Honorable Ulysses Currie
The Honorable Brian Frosh

House Presenters: The Honorable Adrienne A. Jones
The Honorable Kumar P. Barve

10:45 a.m. - 12:00 p.m.  PROFESSIONAL SERVICES (House Chamber)
Department of Legislative Services (DLS):
Office of Policy Analysis (OPA):
Office of Legislative Audits (OLA):
Office of Information Systems (OIS):
Office of the Attorney General:
Karl S. Aro, Executive Director,
Warren G. Deschenaux, Director
Bruce A. Myers, Legislative Auditor
Michael A. Gaudiello, Director
Robert A. Zarnoch, Counsel, Annapolis Legislative Office

12:00 - 12:30 p.m.  SECURITY ISSUES IN THE LEGISLATIVE COMPLEX (House Chamber)
Presenters: 1st Sergeant Michael W. Thompson, Maryland State Police
Chief Warner Sumpter, Department of General Services

12:45 - 1:45 p.m.  LUNCHEON (Miller Senate Building, 1st Floor Reception Rooms-East)
Speaker: Dr. Alan Rosenthal, Professor, Public Policy, Eagleton Institute of Politics
PRELIMINARY AGENDA – ORIENTATION FOR LEGISLATORS-ELECT

2:00 - 5:30 p.m. WORKSHOP: SETTING UP AND MANAGING YOUR ANNAPOLIS AND DISTRICT OFFICES

Overview (Room 180, House Office Building)
- Rick Harrison, Manager, Finance and Administrative Services
- Lori L. Mathis, Manager, Human Resources
- Department of Legislative Services
  - Administrative Services
  - Compensation/Expenses
  - Selecting and Managing staff
  - General Assembly Guidelines

Presenter: Michael A. Gaudiello, Director, Office of Information Systems
- Computer Services

Presenter: Dean Saffos, Manager, Legislative Document Management
- Graphics and Printing

Presenter: J. Howard Pleines
- State Retirement Agency

Photos for the Roster and List of Committees – 2007 Session can be taken at this time.
(Room 218, House Office Building)

6:30 p.m. RECEPTION AND UNIVERSITY DINNER (Loews Annapolis Hotel)
Host: University System of Maryland and the Maryland Independent College and University Association
WEDNESDAY, NOVEMBER 29, 2006

8:00 - 9:30 a.m.  **REGISTRATION** *(Calvert Room, State House)*
(Continental Breakfast)

9:30 - 10:30 a.m.  **LEGISLATIVE PROCESS: HOW A BILL BECOMES A LAW** *(House Chamber)*
Presenters:  Department of Legislative Services, Office of Policy Analysis
Michael I. Volk, Legislation and Committee Support Coordinator
Susan G. Phelps, Legislative Drafting Manager, Bills and Code Revision
J. Patrick Ford, Legislative Drafting Manager, Amendments
and Legal Analysis
Carol L. Swan, Senior Manager for Committee Support

10:30 - 11:30 a.m.  **BUDGET PROCESS AND STATE FINANCES** *(House Chamber)*
Presenter:  Warren G. Deschenaux, Director, Office of Policy Analysis,
Department of Legislative Services

11:30 a.m. - 12:30 p.m.  **LUNCHEON BUFFET** *(Senate and House Lounges)*
**MEMBER RELATIONSHIPS WITH PRESIDING OFFICERS AND STAFF**
Presenters:  Timothy A. Perry, Chief of Staff, Office of the President
John F. Favazza, Chief of Staff, Office of the Speaker
Kristin F. Jones, Chief of Staff, Office of the Speaker

12:30 - 1:00 p.m.  **CHAMBER PROCEDURES** *(Senate and House Chambers)*
Presenters:  William B. Addison, Jr., Secretary of the Senate
Mary Monahan, Chief Clerk of the House of Delegates

1:15 - 3:15 p.m.  **ISSUES BRIEFING BY DEPARTMENT OF LEGISLATIVE SERVICES, OFFICE OF POLICY ANALYSIS** *(Delegation Rooms, House Office Building)*

Four 45-minute sessions to run concurrently and then cycle again. Legislators-elect will have the opportunity to attend two sessions.

- **Overview of PreK – 12 and Higher Education in Maryland** *(Room 145, House Office Building)*
  Presenters:  Rachel H. Hise
              Mark W. Collins

- **Building Blocks of Maryland’s Health Care System** *(Room 170, House Office Building)*
  Presenters:  David C. Romans
              Jennifer B. Chasse
              Linda L. Stahr
              Simon G. Powell
PRELIMINARY AGENDA - ORIENTATION FOR LEGISLATORS-ELECT

Environment and Natural Resources Management in Maryland and Transportation Overview  
(Room 142, House Office Building)  
Presenters: Lesley G. Cook  
Ryane M. Necessary  
Andrew D. Gray  
Jonathan D. Martin

Maryland Courts, Criminal Justice, and Civil Matters  
(Room 180, House Office Building)  
Presenter: Rebecca J. Moore  
Susan H. Russell  
Lauren C. Nestor  
Douglas R. Nestor

3:30 - 4:00 p.m.  
LEGISLATIVE DISCUSSION GROUPS (Locations to be announced)  
Senate Leaders: The Honorable Rob Garagiola  
The Honorable Lisa A. Gladden

House Leaders: The Honorable Steven J. DeBoy, Sr.  
The Honorable Marvin E. Holmes, Jr.  
The Honorable Keith E. Haynes  
The Honorable Barry Glassman

4:00 - 6:00 p.m.  
LEGISLATIVE SERVICES STAFF FAIR AND LEGISLATIVE COMPLEX TOURS  
(St. John's Corridor, House Office Building)  
An opportunity to meet with representatives from the National Conference of State Legislatures (NCSL), the Southern Legislative Conference (SLC), the Maryland Association of Counties (MACo), and the Maryland Municipal League (MML).

Legislative staff from the Office of Policy Analysis, the Office of Information Systems, and the Legislative Print Shop will be available to answer questions and provide forms and other materials. Photos for the Roster will be taken at this time.

Copies of Under the Dome will be available at the DLS table.

6:00 p.m.  
Program Concludes
PRELIMINARY AGENDA – ORIENTATION FOR SPOUSES

TUESDAY, NOVEMBER 28, 2006

8:00 -
REGISTRATION (Calvert Room, State House)
(Continental Breakfast)

9:00 -
OFFICIAL OPENING (House Chamber)
The Honorable Thomas V. Mike Miller, Jr., President of the Senate
The Honorable Michael E. Busch, Speaker of the House of Delegates
The Honorable Ellen O. Moyer, Mayor of Annapolis

9:15 -
PUBLIC ETHICS IN THE LEGISLATIVE ENVIRONMENT (House Chamber)
Presenters: William G. Somerville, Ethics Counsel, Maryland General Assembly
Suzanne A. Fox, Executive Director, State Ethics Commission

10:15 -
RESPONSIBILITIES OF BEING A LEGISLATOR (Senate and House Chambers)
Senate Presenters: The Honorable Ulysses Currie
The Honorable Brian E. Frosh
House Presenters: The Honorable Adrienne A. Jones
The Honorable Kumar P. Barve

10:45 a.m. -
PROFESSIONAL SERVICES (House Chamber)
Department of Legislative Services (DLS):
Office of Policy Analysis (OPA):
Office of Legislative Audits (OLA):
Office of Information Systems (OIS):
Office of the Attorney General:
Karl S. Aro, Executive Director,
Warren D. Deschenaux, Director
Bruce A. Myers, Legislative Auditor
Michael A. Gaudio, Director
Robert A. Zarnoch, Counsel, Annapolis
Legislative Office

12:00 -
SECURITY ISSUES IN THE LEGISLATIVE COMPLEX (House Chamber)
Presenters: 1st Sergeant Michael W. Thompson, Maryland State Police
Chief Warner Sumpter, Department of General Services

12:45 -
LUNCHEON (Harry Browne’s, 66 State Circle, Annapolis)
Host: Maryland General Assembly
Welcome: Johanne H. Greer, Coordinator, Library and Information Services, Department of
Legislative Services
Speaker: Patricia M. Harrison, Visitors’ Program Coordinator, Library and Information
Services, Department of Legislative Services
PRELIMINARY AGENDA – ORIENTATION FOR SPOUSES

2:00 - 3:00 p.m.  PANEL I: WINNING IS JUST THE BEGINNING: THE SPOUSES' POINT OF VIEW
(Room 211, House Office Building)
Speakers:  Shirley Gravel-Currie (Spouse of Senator Ulysses Currie)
William Forehand (Spouse of Senator Jennie Forehand)
Amy Weldon (Spouse of Delegate Richard B. Weldon, Jr.)
Maggie Holmes (Spouse of Delegate Marvin E. Holmes)
Sallie Brinkley (Spouse of Senator David R. Brinkley)

6:30 p.m.  RECEPTION AND UNIVERSITY DINNER (Loews Annapolis Hotel)
Co-Hosts: University System of Maryland and the Maryland Independent College and University Association
PRELIMINARY AGENDA – ORIENTATION FOR SPOUSES

WEDNESDAY, NOVEMBER 29, 2006.

8:00 - 9:30 a.m. REGISTRATION (Calvert Room) (Continental Breakfast)

9:30 - 10:30 a.m. PANEL II: UNDERSTANDING THE ROLE OF THE PRESS (Room 211, House Office Building) Presenters: Andrew Green, The Sun

10:30 - 11:30 a.m. PANEL III: THE ROLE OF LOBBYISTS IN ANNAPOLIS (Room 211, House Office Building) Presenters: John R. Stierhoff, Esquire, Funk & Bolton, P.A. Ellen Valentino-Benitez, VBA, Inc.

11:45 a.m. - 1:00 p.m. BUFFET LUNCHEON (Calvert Room, State House)

1:00 - 2:00 p.m. PANEL IV: THE ROLE OF LEGISLATIVE STAFF (Calvert Room, State House) Presenters: Diane Yaeger, Senate Staff Julie Scheide, House Staff

3:00 p.m. - 4:00 p.m. PANEL V: MARYLAND, ITS HISTORY, AND ANNAPOLIS, ITS PRESERVATION (Calvert Room, State House) Presenter: Dr. Gregory Stiverson, President, Historic Annapolis Foundation

3:00 p.m. PROGRAM CONCLUDES
Mississippi presently is re-thinking the content, format and location of its orientation for newly elected officials.
The Secretary of the Senate's Office holds a two-day orientation for newly elected members. The program is facilitated by a steering committee of six Missouri Senators, the Secretary of the Senate, the Senate Administrator and a professor from the Truman School of Public Affairs. Through the orientation, freshmen senators are given the opportunity to meet colleagues and staff, as well as learn about available services and resources to become better legislators. There are sessions on legislative procedure, process, ethics, and traditions.

For senators that have not previously served in the House, a third day is added to the orientation, in which members participate in informative discussions on the structure and function of state government.

Senators are also invited to attend the Missouri freshmen legislative tour, organized by the Office of the Chief Clerk of the House.
Dear Senator-elect:

On behalf of all members, we welcome you to the Missouri Senate. We have no doubt that you are proud of your election to the Senate, as you should be. The Senate is a unique institution with a rich history that reflects the work of our predecessors for the people of Missouri.

The First Regular Session of the 94th General Assembly is coming up very soon. With this in mind, we invite you to participate in the Senate portion of the Freshman Legislative Tour. The Senate's program is scheduled for November 27 & 28 and December 4. The program has been designed to enable you to learn about the Senate and still participate in all or part of the traditional Freshman Tour if you choose.

Monday and Tuesday’s programs are intended to make your transition to the Senate easier. You will have the opportunity to meet colleagues and staff, and learn what services are available to you. Sessions on tradition, procedure and the legislative process will be available. All recently elected senators can learn from it and are welcome to attend.

The program continues on Monday, December 4, and is for Senators who have not previously served in the House. An informative discussion of the structure and functions of state government is planned for this session.

Senators Chuck Gross, Pat Dougherty, Delbert Scott, Rita Days, Bill Stouffer and Victor Callahan serve on the advisory committee which developed the 2006 program. Staff on the committee are Terry Spieler, Secretary of the Senate, Jim Howerton, Senate Administrator, and Dr. David Valentine, Research Associate Professor at the Institute of Public Policy, Truman School of Public Affairs.

Please contact Jim Howerton at 573-751-4663 or Terry Spieler at 573-751-3766 by November 20 to let them know if you plan to attend this informative introduction to the Senate.

Sincerely,

Michael R. Gibbons
Senate President Pro Tem

Charlie Shields
Majority Floor Leader

Maida Coleman
Minority Floor Leader

94th General Assembly - First Regular Session - 2007
New Member Orientation  
Monday, Nov. 27, 2006

9:00 a.m. – 9:15 a.m., Senate Chamber

Welcome
President Pro Tem Michael R. Gibbons
Senate Majority Floor Leader Charlie Shields
Senate Minority Floor Leader Maida Coleman

9:15 a.m. – 10:15 a.m., Senate Lounge

Thinking like a Senator
Topics: Legislative strategies; lobbyists and constituents; the Senate as an institution
Presenters:
Senate President Pro Tem Michael R. Gibbons
Former Senator Jim Mathewson

10:15 a.m. – 10:30 a.m.

Break

10:30 a.m. – 11:45 a.m., Senate Chamber

Committee and Chamber process
Topics: Roles of committees and the committee chair; common chamber procedures; the role of the presiding officer
Presenters:
Senate Majority Floor Leader Charlie Shields
Senate Minority Floor Leader Maida Coleman
Senator Bill Stouffer
Senator Victor Callahan

12:00 noon – 1:00 p.m., Senate Lounge – Lunch

Access and success
Topic: Engaging with the media for effective communication
Presenter:
Terry Ganey, Columbia Daily Tribune

1:15 p.m. – 2:00 p.m., Senate Chamber

Legislative process
Topic: Mock Session
Presenters:
Leadership and members

2:00 p.m. – 2:15 p.m.

Break

2:15 p.m. – 3:15 p.m., Senate Lounge

Federal court decisions
Topic: Implications for state legislatures
Presenters:
Judge Mary Rhodes Russell, Missouri Supreme Court
Judge Duane Benton, 8th U.S. Circuit Court of Appeals
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<th>Time</th>
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<td>3:15 p.m. - 3:30 p.m.</td>
<td>Break</td>
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| 3:30 p.m. - 4:00 p.m., Senate Lounge | Constitutional issues that affect the General Assembly  
Topics: Hancock Amendment; single/multiple subject issues  
Presenter:  
Dr. David Valentine, Research Associate Professor at the Institute of Public Policy, Truman School of Public Affairs |
| Tuesday, Nov. 28, 2006 |                                                                 |
| 9:00 a.m. - 10:30 a.m., Senate Lounge | Personnel and policies  
Topic: Discussion of office allotments, staffing, etc.  
Presenters:  
Jim Howerton, Senate Administrator  
Randy Crawford, Chief Financial Officer |
| 10:30 a.m. - 10:45 a.m. | Break                                                                           |
| 10:45 a.m. - 11:45 a.m., Senate Lounge | Research and bill drafting  
Topics: General discussion of research and bill-drafting support with tour of Senate and Legislative Research offices to follow  
Presenters:  
Jim Ertle, Director, Senate Research  
Russ Hambree, Director/Chief Bill Drafter, Legislative Research |
| 12:00 noon - 1:00 p.m., Senate Lounge - Lunch | Missouri ethics requirements  
Topic: The impact of House Bill 1900  
Presenter:  
Joe Carroll, Director, Missouri Ethics Commission |
| 1:15 p.m. - 2:45 p.m., Senate Committee Room 2 (Room 119) | Senate Appropriations Committee  
Topic: Committee and budget process  
Presenters:  
Senator Chuck Gross  
Senator Patrick Dougherty  
Dan Haug, Director, Senate Appropriations Committee |
| 2:45 p.m. - 4:00 p.m. | Walking tour of Senate facilities with introduction of directors  
Presenter:  
Jim Howerton, Senate Administrator |
### Monday, Dec. 4, 2006

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<tr>
<td>1:00 p.m.</td>
<td>Senate Lounge</td>
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<td>Orientation for new Legislators</td>
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<td>Topic: Organization of State Government</td>
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<td>Presenter: Dr. David Valentine, Research Associate Professor at the Institute of Public Policy, Truman School of Public Affairs</td>
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<tr>
<td>3:00 p.m.</td>
<td>Break</td>
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<tr>
<td>3:15 p.m.</td>
<td>Senate Lounge</td>
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<tr>
<td></td>
<td>Joint committee staffs</td>
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<td></td>
<td>Topic: Introduction of directors and brief summary of committees' duties</td>
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</table>

#### Biographies of Presenters

**Judge Duane Benton** – 8th U.S. Circuit Court of Appeals, Western District.
Judge Benton is a CPA and has a law degree from Yale Law School. He has worked in the public and private sectors as an attorney, a judge advocate in the U.S. Navy, an aide to Congressman Bailey, as Director of the Missouri Department of Revenue, and as Judge and Chief Justice of the Missouri Supreme Court. Since 2004, he has served on the 8th U.S. Circuit Court of Appeals, Western District (Kansas City).

**Joseph Carroll** – Director, Campaign Finance Reporting – Missouri Ethics Commission.
Joseph Carroll received his Bachelor of Arts degree from Rockhurst College, Kansas City. He served in the police department, city of Kansas City and as the Policy Chief of Marshall Missouri and owned and operated a security business in Marshall for 20 years. Mr. Carroll has over twenty-five years of experience in election law as the County Clerk of Saline County, Deputy Secretary of State, Election Services, and as the Director of Campaign Finance Reporting. He has served in the latter position since 1995.

**Terry Ganey** - Terry Ganey has a Bachelor of Arts from Southern Illinois University-Edwardsville and is a graduate student at the MU School of Journalism. He has extensive experience with the Associated Press, The Columbia Daily Tribune, and as the long-time state capital bureau chief for the St. Louis Post-Dispatch. He was one of three finalists for investigative reporting in 1993 and has written two New York Times best sellers: Under the Influence, the Unauthorized Story of the Anheuser-Busch Dynasty and Innocent Blood, a True Story of Obsession and Serial Murder.

Former Senator Mathewson is a business owner from Sedalia. He served in the House of Representatives from 1977-1981 when he was elected to the Senate. Senator Mathewson served the Senate in a leadership position for twelve years as Majority Floor Leader and as President Pro Temp.

**Judge Mary Rhodes Russell** – Judge, Missouri Supreme Court.
Judge Russell received her Bachelor of Arts and Bachelor of Science, summa cum laude from Truman State University and her JD from the University of Missouri-Columbia, School of Law. She was a law clerk for the Honorable George Gunn, Supreme Court of Missouri and a partner in Clayton and Rhodes, located in Hannibal, Missouri. Prior to her appointment to the Missouri Supreme Court, she served as a judge on the Missouri Court of Appeals, Eastern District, and as chief judge in 1999 to 2000. She was appointed to the Missouri Supreme Court in 2004.

**David Valentine** – Research Associate Professor, Truman School of Public Affairs, University of Missouri-Columbia.
David Valentine received degrees from the University of California, Santa Barbara and a Ph.D from the University of Missouri. He taught for several years before joining the Senate Research Staff where he served as an analyst for eight years and as Director of Research for 16 years.
For new House members, the Office of the Chief Clerk organizes a six-day orientation and tour which takes place over the course of three weeks.

The orientation includes sessions on legislative training and House rules/procedure. Members also participate in mock committee hearings and debates.

The tour consists of trips to 25 cities within the state. In each city, participants visit several facilities including educational institutions, state departments, military installations, museums, correctional facilities, and factories.

Members are also given a binder with information on administrative policies, human resources, and additional legislative information.
# 2006 Freshman Legislative Tour

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>7:20am</td>
<td><strong>BUS ARRIVAL RIVER SIDE OF CAPITOL</strong></td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td></td>
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<tr>
<td>29</td>
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</tr>
<tr>
<td>7:30am</td>
<td>Breakfast co-hosted by MO Farm Bureau and Jim Moody &amp; Associates (HR6)</td>
</tr>
<tr>
<td>Jefferson</td>
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<tr>
<td>City</td>
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<tr>
<td>Springfield</td>
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<tr>
<td>8:10am</td>
<td>Intro to MO State Highway Patrol security team</td>
</tr>
<tr>
<td>Branson</td>
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<tr>
<td>8:20am</td>
<td>Board bus at Capitol and travel to Springfield</td>
</tr>
<tr>
<td>11:30am</td>
<td>Tour and Lunch at Ozarks Technical Community College</td>
</tr>
<tr>
<td>1:00pm</td>
<td>Board bus and travel to Jordan Valley Community Health Center</td>
</tr>
<tr>
<td>1:15pm</td>
<td>Tour Jordan Valley Community Health Center</td>
</tr>
<tr>
<td>2:00pm</td>
<td>Board bus and travel to Branson</td>
</tr>
<tr>
<td>3:30pm</td>
<td>Tour of Branson Landing</td>
</tr>
<tr>
<td>5:30pm</td>
<td>Dinner at Silver Dollar City</td>
</tr>
<tr>
<td>7:00pm</td>
<td>Board bus and travel to Best Western</td>
</tr>
<tr>
<td>8:00pm</td>
<td>Reception at Montana Mike's (located on the property of Best Western)</td>
</tr>
<tr>
<td>Thursday</td>
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<tr>
<td>November</td>
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<td>30</td>
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</tr>
<tr>
<td>7:00am</td>
<td>Board bus and travel to the Keeter Center at the College of the Ozarks</td>
</tr>
<tr>
<td>Branson</td>
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<tr>
<td>7:30am</td>
<td>Breakfast hosted by the Division of Tourism</td>
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<tr>
<td>Point</td>
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<tr>
<td>Lookout</td>
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<tr>
<td>8:30am</td>
<td>Board bus and travel to Lebanon</td>
</tr>
<tr>
<td>Lebanon</td>
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<tr>
<td>10:15am</td>
<td>Tour Bennett Springs State Park</td>
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<tr>
<td>Fort</td>
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<tr>
<td>Leonard</td>
<td></td>
</tr>
<tr>
<td>Wood</td>
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</tr>
<tr>
<td>11:15am</td>
<td>Board bus and travel to Fort Leonard Wood</td>
</tr>
<tr>
<td>St. James</td>
<td></td>
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<tr>
<td>12:15pm</td>
<td>Tour and lunch at Fort Leonard Wood</td>
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<tr>
<td>Rolla</td>
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<tr>
<td>2:00pm</td>
<td>Board bus and travel to Rolla</td>
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<tr>
<td>Jefferson</td>
<td></td>
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<tr>
<td>City</td>
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</tr>
<tr>
<td>2:50pm</td>
<td>Driving tour of UMR Campus</td>
</tr>
<tr>
<td>3:15pm</td>
<td>Board bus and travel to St. James</td>
</tr>
<tr>
<td>3:45pm</td>
<td>Tour Boys &amp; Girls Town of Missouri, St. James</td>
</tr>
<tr>
<td>4:30pm</td>
<td>Travel to Jeff City</td>
</tr>
<tr>
<td>6:00pm</td>
<td>Arrive at hotel for free time</td>
</tr>
<tr>
<td>Time</td>
<td>Event</td>
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</tr>
<tr>
<td><strong>Monday December 04</strong></td>
<td></td>
</tr>
<tr>
<td>7:30am</td>
<td>Breakfast hosted by the MO State Medical Association (HR6)</td>
</tr>
<tr>
<td>Jefferson City</td>
<td>Legislative Training and Mock Committee Hearings (HR 3)</td>
</tr>
<tr>
<td>Hermann</td>
<td>Lunch and media presentation by the MO Cable Television (HR 6)</td>
</tr>
<tr>
<td>Jefferson City</td>
<td>Legislative Training &amp; Mock Debates (House Floor)</td>
</tr>
<tr>
<td>3:00pm</td>
<td>Intro. to House rules/procedures by House Research Director Bill Tucker &amp; House General Counsel Don Lograsso (House Floor)</td>
</tr>
<tr>
<td>4:00pm</td>
<td>Free Time and return to Hotel DeVille</td>
</tr>
<tr>
<td><strong>4:30pm</strong></td>
<td><strong>BUS ARRIVAL HOTEL DEVILLE</strong></td>
</tr>
<tr>
<td>5:00pm</td>
<td>Board bus and travel to Hermann (Hotel DeVille)</td>
</tr>
<tr>
<td>6:00pm</td>
<td>Reception and Dinner hosted by MO Department of Agriculture at Stone Hill Winery</td>
</tr>
<tr>
<td>8:00pm</td>
<td>Board bus and return to Jefferson City</td>
</tr>
<tr>
<td><strong>Tuesday December 05</strong></td>
<td></td>
</tr>
<tr>
<td>6:30am</td>
<td>BOARD BUS HOTEL DEVILLE</td>
</tr>
<tr>
<td>Jefferson City</td>
<td>Travel to Sheltered Workshop</td>
</tr>
<tr>
<td>Sedalia</td>
<td>Breakfast at the Sheltered Workshop</td>
</tr>
<tr>
<td>Warrensburg</td>
<td>Board bus and travel to Sedalia</td>
</tr>
<tr>
<td>Lee's Summit</td>
<td>Facility tour of MO State Fairgrounds and presentation by the Department of Agriculture</td>
</tr>
<tr>
<td>Kansas City</td>
<td>Board bus and travel to Warrensburg</td>
</tr>
<tr>
<td>10:30am</td>
<td>Tour and lunch presentation at UCM (University of Central Missouri)</td>
</tr>
<tr>
<td>12:00pm</td>
<td>Board bus and travel to Lees Summit</td>
</tr>
<tr>
<td>1:15pm</td>
<td>Tour and Presentation by MO Department of Transportation</td>
</tr>
<tr>
<td>2:00pm</td>
<td>Board bus and travel to Kansas City</td>
</tr>
<tr>
<td>2:30pm</td>
<td>Tour of Truman Sports Complex</td>
</tr>
<tr>
<td>3:25pm</td>
<td>Board bus to travel to Truman Medical Center</td>
</tr>
<tr>
<td>3:45pm</td>
<td>Tour Truman Medical Center</td>
</tr>
<tr>
<td>4:15pm</td>
<td>Board bus and travel to Western MO Mental Health Hospital</td>
</tr>
<tr>
<td>4:30pm</td>
<td>Tour MO Western Mental Health Hospital</td>
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<tr>
<td>5:00pm</td>
<td>Board bus and travel to the (Fairfield Inn)</td>
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<tr>
<td>5:15pm</td>
<td>Hotel Check-In and Free Time</td>
</tr>
<tr>
<td>5:30pm</td>
<td><strong>BOARD BUS TO LIBERTY MEMORIAL</strong></td>
</tr>
<tr>
<td>5:45pm</td>
<td>Board bus and travel to Liberty Memorial</td>
</tr>
<tr>
<td>6:00pm</td>
<td>Reception and Dinner hosted by the Kansas City Chamber of Commerce</td>
</tr>
<tr>
<td></td>
<td>at the Liberty Memorial</td>
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<tr>
<td>8:15pm</td>
<td>Hotel (Fairfield Inn/Union Hill)</td>
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**Wednesday December 06**

<table>
<thead>
<tr>
<th>Time</th>
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<tbody>
<tr>
<td>8:15am</td>
<td><strong>BOARD BUS AT FAIRFIELD INN</strong></td>
</tr>
<tr>
<td>8:30am</td>
<td>Board bus and travel to Operation Breakthrough</td>
</tr>
<tr>
<td>8:45am</td>
<td>Tour Operation Breakthrough</td>
</tr>
<tr>
<td>9:45am</td>
<td>Board bus and travel to Conservation Discovery Center</td>
</tr>
<tr>
<td>10:00am</td>
<td>Tour and presentation at the Conservation Discovery Center</td>
</tr>
<tr>
<td></td>
<td>by the Department of Conservation</td>
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<tr>
<td>10:30am</td>
<td>Board bus and travel to Negro Leagues Baseball Museum</td>
</tr>
<tr>
<td>10:45am</td>
<td>Tour the Negro Leagues Baseball Museum</td>
</tr>
<tr>
<td>11:30am</td>
<td>Board bus and travel to KCHB</td>
</tr>
<tr>
<td>11:45am</td>
<td>Lunch hosted by the Kansas City Homebuilders Association</td>
</tr>
<tr>
<td>12:30pm</td>
<td>Board bus and travel to Chillicothe</td>
</tr>
<tr>
<td>2:15pm</td>
<td>Tour of Chillicothe Women's Prison &amp; New Prison Site</td>
</tr>
<tr>
<td>3:15pm</td>
<td>Board bus and travel to Macon</td>
</tr>
<tr>
<td>4:15pm</td>
<td>Tour of Macon Ethanol Plant</td>
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<tr>
<td>5:00pm</td>
<td>Board bus and travel to Moberly</td>
</tr>
<tr>
<td>5:45pm</td>
<td>Dinner and Presentation at Moberly Area Community College</td>
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<tr>
<td>7:00pm</td>
<td>Board bus and travel to Columbia</td>
</tr>
<tr>
<td>7:45pm</td>
<td>Check-In at Holiday Inn Select</td>
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<tr>
<td>8:00pm</td>
<td>Hospitality Room hosted by UM System</td>
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<tr>
<td>Columbia</td>
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<tr>
<td>Mexico</td>
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<tr>
<td>Fulton</td>
<td>9:20am</td>
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<td>Jefferson City</td>
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<tr>
<td>Jefferson City</td>
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<td>Wentzville</td>
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<td>St. Louis</td>
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<tr>
<td><strong>Tuesday December 12</strong></td>
<td></td>
</tr>
<tr>
<td><strong>St. Louis</strong></td>
<td>8:45am Board bus and travel to St. Louis Community College-Forest Park</td>
</tr>
<tr>
<td><strong>Cape Girardeau</strong></td>
<td>9:20am Tour of St. Louis Community College-Forest Park</td>
</tr>
<tr>
<td><strong>Cape Girardeau</strong></td>
<td>9:50am Board bus and travel to St. Louis Public School</td>
</tr>
<tr>
<td><strong>Cape Girardeau</strong></td>
<td>10:20am Tour St. Louis Public School (Roosevelt High School)</td>
</tr>
<tr>
<td><strong>Cape Girardeau</strong></td>
<td>10:50am Board bus and travel to the St. Louis Multimodal Trans.</td>
</tr>
<tr>
<td><strong>Cape Girardeau</strong></td>
<td>11:10am Tour St. Louis Multimodal Transportation Center site</td>
</tr>
<tr>
<td><strong>Cape Girardeau</strong></td>
<td>11:30am Board bus and travel to Metropolitan Square Building</td>
</tr>
<tr>
<td><strong>Cape Girardeau</strong></td>
<td>11:50am Lunch hosted by Schnucks</td>
</tr>
<tr>
<td><strong>Cape Girardeau</strong></td>
<td>12:50pm Board bus and travel to Jefferson Barracks</td>
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<tr>
<td><strong>Cape Girardeau</strong></td>
<td>1:30pm Tour Jefferson Barracks</td>
</tr>
<tr>
<td><strong>Cape Girardeau</strong></td>
<td>2:15pm Board bus and travel to Cape Girardeau</td>
</tr>
<tr>
<td><strong>Cape Girardeau</strong></td>
<td>3:45pm Tour Missouri Veterans Home--Cape Girardeau</td>
</tr>
<tr>
<td><strong>Cape Girardeau</strong></td>
<td>4:30pm Board bus for driving tour of SE Missouri State</td>
</tr>
<tr>
<td><strong>Cape Girardeau</strong></td>
<td>4:50pm Travel to hotel</td>
</tr>
<tr>
<td><strong>Cape Girardeau</strong></td>
<td>5:00pm Check-In and Free Time at Drury Lodge</td>
</tr>
<tr>
<td><strong>Cape Girardeau</strong></td>
<td>6:00pm Board bus and travel Cape Conservation Nature Center</td>
</tr>
<tr>
<td><strong>Cape Girardeau</strong></td>
<td>6:10pm Tour and dinner at Cape Conservation Nature Center</td>
</tr>
<tr>
<td><strong>Cape Girardeau</strong></td>
<td>8:00pm Board bus and travel to Drury Lodge</td>
</tr>
<tr>
<td><strong>Wednesday December 13</strong></td>
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</tr>
<tr>
<td><strong>Cape Girardeau</strong></td>
<td>7:00am Breakfast hosted by MO Port Authority</td>
</tr>
<tr>
<td><strong>Portageville</strong></td>
<td>7:50am Board bus and tour the Cape Girardeau Port</td>
</tr>
<tr>
<td><strong>Portageville</strong></td>
<td>8:15am Board bus and travel to Portageville</td>
</tr>
<tr>
<td><strong>Poplar Bluff</strong></td>
<td>9:00am Tour of Delta Center</td>
</tr>
<tr>
<td><strong>Poplar Bluff</strong></td>
<td>9:40am Board bus and travel to Poplar Bluff</td>
</tr>
<tr>
<td><strong>Farmington</strong></td>
<td>10:40am Tour/lunch presentation at Three Rivers Community College</td>
</tr>
<tr>
<td><strong>Jefferson City</strong></td>
<td>12:15pm Board bus and travel to Farmington</td>
</tr>
<tr>
<td><strong>Jefferson City</strong></td>
<td>1:45pm Tour Missouri Sexual Offender Treatment Center</td>
</tr>
<tr>
<td><strong>Jefferson City</strong></td>
<td>2:30pm Board bus and travel to Mineral Area College</td>
</tr>
<tr>
<td><strong>Jefferson City</strong></td>
<td>2:40pm Tour &amp; Ice Cream Social at Mineral Area College</td>
</tr>
<tr>
<td><strong>Jefferson City</strong></td>
<td>3:45pm Board bus and return to Jefferson City</td>
</tr>
</tbody>
</table>
New member orientation is organized by the North Carolina Legislative Services Office for both chambers of the legislature. The program is divided into three portions, of which the orientation is held at the Statehouse and a subsequent program is conducted at the Institute of Government on the campus of the University of North Carolina-Chapel Hill (UNC).

The first program is two days and covers administrative information as well as sessions on research, bill drafting, fiscal research, and ethics.

The second portion of the program is a one and a half day agenda that is facilitated by the UNC School of Government faculty and additional academics from surrounding college campuses. The agenda consists of issue briefings and leadership training.

The last leg of the North Carolina new legislator orientation involves a one-and-a-half day follow-up on the information imparted in the previous two sessions as well as an overview of new developments policy and legislative strategies.
NEW MEMBER ORIENTATION

Agenda

December 13-14, 2006 – State Legislative Complex, Raleigh

Wednesday, December 13

9:15 am       Pick up materials in Room 544, Legislative Office Building
              (light refreshments served)

9:30 am       Welcome
              Deputy President Pro Tempore Charlie S. Dannelly
              Speaker James Black

              Elected Officers
              Senate Principal Clerk Janet Pruitt
              House Principal Clerk Denise Weeks

10:00 am      Staff Structure, Services and Benefits
              George R. Hall, Legislative Services Officer
              Carolyn Jernigan, Personnel Officer

10:15 am      Administrative Division
              Tony Goldman, Director

10:45 am      Visits with Staff Divisions
              New members will be divided into three groups and will go to three
              Divisions within Legislative Services – Research, Bill Drafting, and
              Fiscal Research

10:45 – 11:15 am – Group A – Research Division, Terry Sullivan, Director
                   Group B – Fiscal Research Division, Lynn Muchmore, Director
                   Group C – Bill Drafting Division, Gerry Cohen, Director

11:15 – 11:45 am  Group A – Fiscal Research Division
                   Group B – Bill Drafting Division
                   Group C – Research Division

11:45 – 12:15 pm – Group A – Bill Drafting Division
                   Group B – Research Division
                   Group C – Fiscal Research Division

Group A = Senators Brunstetter, Preston; Reps. Braxton, Blue, Brisson, Harrell,
          Killias, Thomas; Guide: Karen Cochrane-Brown, Research Division
Group B = Senators Foriest, Queen; Reps. Boylan, Hall, Love, Neumann,
          Samuelson, Tillis; Guide: Deborah Bridgers, Fiscal Research Division
Group C = Senator Goss; Reps. Avila, Hurley, Jones, McElrath, Spear, Tarleton,
          Warren; Guide: Emily Johnson, Bill Drafting Division
Page 2 – Wednesday, December 13

12:30 pm  Lunch
Legislative Building Cafeteria, Members’ Dining Room (Dutch Treat).

Return to Room 544 LOB after lunch

1:45 pm  Legislative Panel
This session will utilize experienced legislators who will offer helpful hints on dealing with constituents, the press, and lobbyists.
Senator Phil Berger    Senator Kay Hagan
Representative Beverly Earle    Representative Bill Daughtridge

Moderator: Jim Drennan, Professor of Public Law and Government, Institute of Government, Chapel Hill

2:30 pm  Information Systems Division
NC General Assembly Computer Policies and Procedures
Dennis McCarty, Director

3:00 pm  Break

3:15 pm  Budget Session
Fiscal Research Division Staff

4:30 pm  Adjourn

Thursday, December 14

9:00 am  House and Senate Chambers – Legislative Building
Senate Principal Clerk, Janet Pruitt
House Principal Clerk, Denise Weeks

Lunch (on your own)

1:00 pm  Legislative Ethics
Walker Reagan, Staff Attorney, Research Division
Erika Churchill, Staff Attorney, Research Division

2:30 pm  Adjourn

REMINDER! A FOLLOW UP ORIENTATION SESSION WILL BE HELD AT THE INSTITUTE OF GOVERNMENT IN CHAPEL HILL, JANUARY 10-11, 2007
New Member Orientation Follow-Up  
UNC School of Government

Agenda

Tuesday, November 13

9:30  Continental breakfast

10:00  Welcome  
   •  Aimée Wall, UNC School of Government

10:10  Reflections on the Session  
   •  Jim Drennan, moderator, UNC School of Government

11:45  Lunch

12:45  How Blogs and Other New Media Are Affecting the Policy Debate  
   •  Shannon Schelin, UNC School of Government  
   •  Jason Smith, Office of Senator John Snow  
   •  Ryan Thornburg, UNC School of Journalism  
   •  Ryan Teague Beckwith, Raleigh News & Observer

1:45  Break

2:00  Advanced Legislative Strategy  
   •  Philip Boyle, Leading and Governing Associates and UNC School of Government

5:00  Adjourn
Wednesday, November 14

9:30 Legislative Ethics Update 2007
- Walker Reagan, Co-Counsel to Legislative Ethics Committee

10:15 Break

10:30 The Legislator/Staff Connection
- Brian Weberg, National Conference of State Legislatures
- NC General Assembly Division Directors
  - Gerry Cohen, Bill Drafting
  - Lynn Muchmore, Fiscal Research
  - Terry Sullivan, Research
  - John Turcotte, Program Evaluation
- Anne Cole, Director of Legislative Assistants (House)
- Joyce Hodge, Director of Legislative Assistants (Senate)
- Janet Pruitt, Senate Principal Clerk
- Denise Weeks, House Principal Clerk

12:30 Adjourn (boxed lunch provided)
Agenda

New Member Orientation
Institute of Government, UNC School of Government
Room 2403

Wednesday, January 10

8:30  Pick up materials
      Light refreshments served

9:00  Welcome
      Michael Smith, Dean, School of Government and Vice Chancellor for
      University Engagement, UNC Chapel Hill

9:15  The Constitution and the General Assembly
      James Drennan, Professor of Public Law and Government, Institute of
      Government, UNC-Chapel Hill

10:00 Break

10:15 Dealing with the Press
      Laura Leslie, WUNC
      Mark Johnson, Charlotte Observer
      Moderator: Aimee Wall, Assistant Professor of Public Law and Government, Institute of
      Government, UNC Chapel Hill

10:45 Financing the Future: Fiscal Modernization in North Carolina
      Roland Stephen, Assistant Director for Research and Policy, Institute for Emerging
      Issues, NC State University

12:00 Lunch (provided)

1:00  Financing the Future: Fiscal Modernization in North Carolina (continued)
      Roland Stephen, Assistant Director for Research and Policy, Institute for Emerging
      Issues, NC State University

1:45  Break

2:00  Transitioning from Campaigning to Governing
      Phillip Boyle, Adjunct Instructor, Institute of Government and President,
      Leading and Governing Associates

5:00  Reception

2/25/2008
Thursday, January 11

8:30 Light refreshments available

9:00 North Carolina – A Historical Context
   A Tar Heel Journey from the 16th to 21st Century
   Karl Campbell, Professor of History, Appalachian State University

10:30 Break

10:45 The Changing Face of North Carolina
   James Johnson, Professor of Management, Sociology and Public Policy and
   Director of the Urban Investment Strategies Center in the Kenan Institute, UNC-Chapel Hill

12:15 Closing Remarks

12:30 Lunch (provided) and adjourn
The Oklahoma Senate holds a two-day orientation for newly elected members. The first day of the program is centered on the legislative process and includes sessions on ethics, lobbyists, conflict of interest, constituent relations, protocol, and decorum.

Day two of the orientation focuses on issues that are expected to be considered in the following session.

The program is facilitated by current members of the chamber and legislative staff.
2006 New Senator Orientation
Friday, November 17, 2006

9:00 a.m. Welcome
(Lounge) Senator Mike Morgan, President Pro Tempore
Senator Glenn Coffee, Republican Floor Leader

9:15 a.m. Self-introductions of new members

9:45 a.m. Introduction to the Senate: Advice from new(er) members to the others
Senator Susan Paddack
Senator Mike Mazzei

10:15 a.m. Break

10:30 a.m. Data processing services
(419C) John Warren, Director of Senate Data Processing

11:00 a.m. Legislative process and deadlines
(419C) Tom Wails, Chief of Staff
Bill drafting and introduction
Caroline Dennis, Director of Senate Committee Staff
Committee meetings, staff and procedures
Senator Jay Paul Gumm
Senator Harry Coates
Caroline Dennis, Director of Senate Committee Staff

Noon Ethics, lobbyists and conflicts of interest (luncheon)
(Hist. Soc.) Senator Johnnie Crutchfield
Senator Brian Crain
Caroline Dennis, Director of Senate Committee Staff

~1:15 p.m. Rules, floor procedures and first day of session
(Bell to Chamber) Senator Ted Fisher, Majority Floor Leader
Senator Owen Laughlin
Floor staff and publications
Michael Clingman, Secretary of the Senate

2:15 p.m. Break

2:30 p.m. Constituent relations
(419C) Senator Kenneth Corn
Senator David Myers

3:15 p.m. Senate protocol and decorum
(419C) Senator Ted Fisher, Majority Floor Leader
New Senator Orientation—Policy Issues
Tuesday, December 5, 2006

8:30 a.m.  Coffee and donuts

9:00 a.m.  **Overview of State Budget Process and Tax System** (EAs invited)
            Randy Dowell, Director of Senate Fiscal Staff
            Joanie Raff, Legislative Analyst, Senate Finance Committee

10:15 a.m.  Break

10:30 a.m.  **Education Budget and Policy Briefing** (EAs invited)
            Kim Brown, Legislative Analyst; Jeremy Geren, Fiscal Analyst; Lori Block, Staff
            Attorney; Alicia Emerson, Legislative Analyst

11:30 a.m.  **Communications Services** (EAs invited)
            Malia Bennett, Senate Communications Director

Noon      **Lunch** (Senators only)

1:00 p.m.  **Health and Human Services Budget and Policy Briefing** (EAs invited)
            Anthony Sammons, Fiscal Analyst; Jennifer Christol, Legislative Analyst; Lori Block,
            Staff Attorney

2:00 p.m.  Break

2:15 p.m.  **Insurance, Workers Compensation, and Judiciary Policy Briefing** (EAs invited)
            Tracy Kersey, Legislative Analyst/Attorney; Lexa Shafer, Legislative Analyst; Selden
            Jones, Staff Attorney

3:15 p.m.  Break

3:30 p.m.  **Public Safety and Corrections Budget and Policy Briefing** (EAs invited)
            Sean Wallace, Fiscal Analyst; Nancy Pellow, Legislative Analyst; Lewis LeNaire,
            Legislative Analyst; Matt Duehning, Staff Attorney
The Oklahoma House holds a two-day orientation for newly elected members. The program includes sessions on the formal process, committee process, floor process, decorum, ethics, fiscal policy and professionalism. The program is facilitated by current members of the chamber.

The agenda also includes mock committee meetings and discussions on media relations and working with lobbyists.

During lunch breaks, a legislative liaison from the DHS, DOC, DOE and DOT are introduced to the program participants.

Orientation handouts on human resource information, rules of the House, Mason's Manual and parliamentary speaking are given to participants for reference.
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<td><strong>Lobbyists - Rep. Blackburn (30 min)</strong></td>
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**Session 2 - Initial Process**

- **Bill Tracking - Rep. Watson (10 min)**
- **Governance - Rep. Curry (10 min)**
- **Conference Committee - Rep. Whelan (15 min)**
- **Senate Process - Sen. Cooke (15 min)**

**Session**

- **Corp. Comms.**
  - **DOC**
  - **DHS**
  - **TAylo**

**Dr. Blackburn**

- **Senate and Client's Staff**
  - Blackburn, Morrison, Mason, Dodman, Watson, Suen
  - Scripted mock session with senior members - Reps.
  - Checkpoints in every 5 minutes - Suen
  - Floor amendments - Rep. Jackson (5 min)
  - Preliminary procedures - Joel Kniss (10 min)

** Chamber**

- **Chamber**
- **House**
- **Senate**

**Lobbyists - Rep. Blackburn (30 min)**

- Sexual harassment - Amy Allen (25 min)
- Your word is your bond - Rep. Blackburn (10 min)
- Ethics
  - Use of the microphone
  - Silence of colleagues
  - Work together
- **Decommission - Rep. Morrissey (15 min)**

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**Travel Claim for Orientation - Terry Austin**

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**Topics in place in attention of sweeping-in-day:**

*Note:*
The South Carolina House of Representatives hosts a one-and-a-half-day orientation at the legislative offices and the Statehouse for newly elected members. The program agenda outlines the expectation of the leadership, committee responsibilities, house rules and duties to constituents, media relations, allowances/compensations, appropriations, bond bills, and house floor operations.

The program also provides members with information on sexual harassment, staff support, and bill drafting.

The Speaker's wife hosts a luncheon on the first day of the orientation for the spouses of newly elected House members.

The South Carolina Supreme Court hosts a "law school for legislators" at the House chamber.

The newly elected legislators are given a 15-chapter handbook for additional reference.
ORIENTATION FOR NEW HOUSE MEMBERS
NOVEMBER 28-29, 2006

TUESDAY, NOVEMBER 28

9:30-10:00
208 Blatt Building
INFORMAL GET ACQUAINTED
Donuts and Coffee

10:00-10:15
208 Blatt Building
WELCOME AND INTRODUCTION OF PROGRAM and
POWERS, DUTIES, AND EXPECTATIONS OF THE SPEAKER

The Honorable Robert W. Harrell, Jr., Speaker

10:15-11:00
208 Blatt Building
HOUSE COMMITTEES

The Honorable James H. Harrison, Chairman
Judiciary Committee, Moderator

The Honorable Harry F. Cato, Chairman
Labor, Commerce and Industry Committee

The Honorable Robert F. Walker, Chairman
Education and Public Works Committee

The Honorable William D. Witherspoon, Chairman
Agriculture, Natural Resources and
Environmental Affairs Committee

11:00-11:45
208 Blatt Building
THE ANNUAL APPROPRIATIONS BILL and BOND BILLS

The Honorable Daniel T. Cooper, Chairman
Ways and Means Committee, Moderator

The Honorable Herb Kirsh
Ways and Means Committee

The Honorable Annette D. Young
Ways & Means Committee

Beverly Smith, Chief of Staff to the Ways and Means Committee
11:45-12:15
208 Blatt Building

THE HOUSE RULES

The Honorable W. Douglas Smith
Speaker Pro-Tempore, Moderator
The Honorable Converse A. Chellis, II
Chairman, Rules Committee
Mikell C. Harper
Legal Counsel to the Speaker

12:15-1:30

LUNCH

Speaker and New Members Only
The McCutcheon House - University of South Carolina Horseshoe
Host: The Honorable Robert W. Harrell, Jr., Speaker

Mrs. Cathy Harrell and New Member Spouses
The Capital City Club
Hostess: Mrs. Cathy Harrell

1:30-2:00
208 Blatt Building

THE HOUSE ETHICS COMMITTEE and RULES OF CONDUCT

The Honorable J. Roland Smith, Chairman
House Ethics Committee
Helen Ann S. Thrower, Assistant Clerk and Legal Counsel
to the House Ethics Committee

2:00-2:45
208 Blatt Building

TIPS ON SURVIVING YOUR FRESHMAN YEAR

The Honorable Nikki Haley, Moderator
The Honorable Nathan Ballentine
The Honorable Carl Anderson
The Honorable Davey HIott

2:45-3:30
208 Blatt Building

HANDLING CONSTITUENT SERVICE

The Honorable Bill Sandifer, Moderator
The Honorable David Mack
The Honorable Shirley Hinson
The Honorable Joan Brady

3:30-3:45

BREAK

3:45-4:15
208 Blatt Building

MEMBER ALLOWANCES AND COMPENSATION

Charles Reid, Clerk
Shirley Black, Accounts Manager
MEDIA RELATIONS

Greg Foster, Communications Director, Moderator
Mr. Bill Rogers, SC Press Association
The Honorable Harry Ott, Minority Leader
The Honorable Adam Taylor, Assistant Majority Leader

CLOSING COMMENTS

The Honorable Robert W. Harrell, Jr., Speaker

COCKTAILS/
DINNER
Speaker, New Members and Spouses Only

The Palmetto Club
Host: The Honorable Robert W. Harrell, Jr., Speaker
WEDNESDAY, NOVEMBER 29

8:00-9:00
BREAKFAST
The Capital City Club
Host: The Honorable Andre’ Bauer, Lieutenant Governor

9:15 - 9:45
SEXUAL HARASSMENT
208 Blatt Building
Mary D. Snead, Director of Staff Development and Training Services
SC Office of Human Resources

9:45 - 10:15
STAFF SUPPORT
208 Blatt Building
Charles Reid, Clerk of the House, Moderator
Mary Denis Cauthen, Director of Research, Medical, Military,
Public and Municipal Affairs Committee
Helen “Len” Marini, Director of House Research
Vivian Rutland, Director of Office of Word Processing
Gigi Brickle, Director of Legislative Printing, Information, and
Technology Services (LPITS)

10:15 - 10:30
WALK TO STATE HOUSE CHAMBER

10:30 - 11:00
HOUSE FLOOR OPERATIONS
House Chamber
State House
Charles Reid, Clerk of the House
House Desk Staff
Mitch Dorman, Sergeant-at-Arms
Sergeant-at-Arms Staff

11:00 - 11:45
PUTTING IDEAS INTO BILLS AND AMENDMENTS and
UNDERSTANDING A BILL AND AGENCY REGULATIONS
House Chamber
State House
Stephen T. Draffin, Director of Legislative Council and Code Commissioner

11:45 - 12:30
LUNCH
Joint Meeting Room
State House
Host: The Honorable Robert W. Harrell, Jr., Speaker

12:30 - 2:30
CLOSING REMARKS
LAW SCHOOL FOR LEGISLATORS
House Chamber
State House
The Honorable Jean H. Toal, Chief Justice, SC Supreme Court
(see supplemental agenda)
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PART IV: Reproduction of Statutory Language of the Ethics, Government Accountability and Campaign Act of 1991, As Amended

PART V: General List of Permissible and Impermissible Uses of Campaign Funds

PART VI: Campaign Contributions by Foreign Nationals, the Prohibition of Federal Statute, 2 USC Section 441e

CHAPTER I: THE NEWS MEDIA

PART I: The News Media

PART II: Media Relations for Legislators by Dr. Erik L. Collins William C. Rogers and Dr. Sonya Forte Duhe

PART III: "Meeting the Media" a reprint from Journal of State Government

PART IV: Legislative Press Corps
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CHAPTER J: BEING AN EFFECTIVE LEGISLATOR
CHAPTER K: CONSTITUENT SERVICES
CHAPTER L: HOUSEKEEPING
CHAPTER M: PAGES AND LEGISLATIVE AIDES
CHAPTER N: LEGISLATOR COMPENSATION, ALLOWANCES AND BENEFITS
CHAPTER O: SEXUAL HARASSMENT POLICY
The Tennessee Senate hosts a one-day orientation for new state senators. The program is organized by the Senate staff and is facilitated by the Office of the Chief Clerk of the Senate and other affiliated agencies.

The agenda covers Senate rules and procedures, registry of election finances, administrative offices of the courts, ethics, legislative legal services, budget analysis, fiscal review, information systems, and human resources/administrative services.
2008 NEW MEMBER ORIENTATION
TENNESSEE SENATE
THE ONE HUNDRED FIFTH GENERAL ASSEMBLY

MONDAY, JANUARY 7, 2008

1:00  Senate Rules and Procedures

1:30  Registry of Election Finance

2:00  Attorney General & Reporter

2:30  Administrative Office of the Courts

3:00  Tennessee Ethics Commission
(Ethics Training)

4:00  Legislative Legal Services

4:15  Legislative Budget Analysis

4:30  Fiscal Review

4:45  Legislative Information Systems

5:00  Legislative Administration

5:15  Final Comments/Questions

Mr. Russell Humphrey,
Chief Clerk of the Senate

Mr. Drew Rawlings, Executive Director
Attorney General Bob Cooper
Ms. Libby Sykes, Director
Mr. Bruce Androphy
Executive Director
Ms. Ellen Tewes, Director

Mr. Jim White, Director
Mr. David Thurman, Director
Mr. Steve Kriegish, Director
Ms. Connie Frederick, Director

Mr. Russell Humphrey, Chief Clerk
Mr. Alan Whittington, Assistant Chief Clerk
Mr. Scott Sloan, Chief Engrossing Clerk
2006 NEW MEMBER ORIENTATION
TENNESSEE SENATE
THE ONE HUNDRED FIFTH GENERAL ASSEMBLY

TUESDAY, DECEMBER 12, 2006

12:00 Noon  Lunch with Constitutional Officers:
              (Capitol, 2nd Floor, Legislative Lounge)  Mr. Riley Darnell, Secretary of State
              Mr. John Morgan, Comptroller
              Mr. Dale Simms, Treasurer

1:00 p.m.    Senate Chamber and Procedures  Mr. John S. Wilder, Speaker of the Senate &

1:30 p.m.    Legislative Administration  Lieutenant Governor

2:00 p.m.    Rules  Ms. Connie Frederick, Director

2:30 p.m.    Administrative Office of the Courts  Senator Jim Kyle, Rules Chairman
              Ms. Libby Sykes, Administrative Director
              of State Court System

3:00 p.m.    Legal Services  Mr. Tom Tigue, Deputy Legislative Attorney

3:30 p.m.    Fiscal Review  Mr. Jim White, Director

4:00 p.m.    Legislative Budget Analysis  Mr. David Thurman, Budget Analyst

WEDNESDAY, DECEMBER 13, 2006

7:30 a.m.    Individual Pictures, Coffee and Doughnuts  General Bob Cooper
              (Legislative Plaza Room 31)

8:00 a.m.    Attorney General  Mr. Drew Rawlings, Executive Director

8:30 a.m.    Registry of Election Finance  Steve Kriegish, Director

9:00 a.m.    Legislative Information Systems  Mr. Bruce Androphy, Executive Director

9:30 a.m.    Tennessee Ethics Commission  Mr. Russell Humphrey, Chief Clerk

10:00 a.m.   Final Comments / Questions  Mr. Alan Whittington, Assistant Chief Clerk
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location/Note</th>
</tr>
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<tbody>
<tr>
<td>8:00</td>
<td>Have pictures made with State Photographer - Coffee &amp; Doughnuts</td>
<td>Lounge, Capitol 2nd Floor</td>
</tr>
<tr>
<td>9:00</td>
<td>Welcome and Introductory Remarks</td>
<td>Lt. Governor John S. Wilder</td>
</tr>
<tr>
<td>9:30</td>
<td>Senate Chamber and Procedures</td>
<td>Mr. Russell Humphrey, Chief of Staff and Chief Clerk</td>
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<tr>
<td>10:00</td>
<td>Registry of Election Finance</td>
<td>Mr. Drew Rawlings, Executive Director</td>
</tr>
<tr>
<td>10:30</td>
<td>Attorney General &amp; Chief Deputy Attorney General</td>
<td>Attorney General Paul Summers, Deputy General Andy Bennett</td>
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<tr>
<td>11:00</td>
<td>Administrative Office of the Courts</td>
<td>Ms. Cornelia Clark, Director</td>
</tr>
<tr>
<td>11:30</td>
<td>Legal Services</td>
<td>Ms. Ellen Tewes, Director</td>
</tr>
<tr>
<td>12:00</td>
<td>Lunch with Constitutional Officers:</td>
<td>Mr. Riley Darnell, Secretary of State, Mr. John Morgan, Comptroller, Mr. Dale Simms, Treasurer</td>
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<tr>
<td>1:30</td>
<td>Capitol Tour</td>
<td>Ms. Tootie Haskins</td>
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<tr>
<td>2:30</td>
<td>Legislative Budget Analysis</td>
<td>Mr. David Thurman</td>
</tr>
<tr>
<td>3:00</td>
<td>Fiscal Review</td>
<td>Mr. Jim White, Director</td>
</tr>
<tr>
<td>3:30</td>
<td>Legislative Information Systems</td>
<td>Mr. Steve Kriegish, Director</td>
</tr>
<tr>
<td>4:00</td>
<td>Legislative Administration</td>
<td>Ms. Connie Frederick, Director</td>
</tr>
<tr>
<td>4:30</td>
<td>Final Comments/Questions</td>
<td>Mr. Russell Humphrey, Chief Clerk, Mr. Alan Whittington, Assistant Clerk, Mr. Patrick Merkel, Chief Engrossing Clerk</td>
</tr>
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</table>
The Tennessee House hosts a two-day orientation at the legislative plaza. The program is facilitated by the Office of Chief Clerk. The agenda calls for an introduction of House leadership and constitutional officers. There are also sessions on House chamber procedure, legal services, fiscal review, and budget analysis.

The following day includes discussions with the directors of legislative information systems, registry of election finance, Tennessee ethics commission, legislative administration office, and the Attorney General.
2006 NEW MEMBER ORIENTATION
TENNESSEE HOUSE OF REPRESENTATIVES
THE ONE HUNDRED FIFTH GENERAL ASSEMBLY

DECEMBER 12 2006

12:00 LUNCH (MEET IN LP 29)

WELCOME & INTRODUCTORY REMARKS
SPEAKER JIMMY NAIFEH

INTRODUCTION OF HOUSE LEADERS BY SPEAKER
SPEAKER PRO TEMPORE DEBERRY
MAJORITY LEADER ODOM
MAJORITY CAUCUS CHAIR RINKS
MINORITY LEADER
MINORITY CAUCUS CHAIR
RILEY DARNELL, JOHN MORGAN AND DALE SIMS

CONSTITUTIONAL OFFICERS

LEGALISLATIVE PLAZA ROOM 29

2:00 LEGAL SERVICES
ELLEN TEWES, DIRECTOR

2:30 FISCAL REVIEW
JIM WHITE, DIRECTOR

3:00 OFFICE OF LEGISLATIVE BUDGET ANALYSIS
DAVID THURMAN, BUDGET ANALYSIS SPECIALIST

3:30 BREAK- (PICTURES IN LP 31)

4:00 HOUSE CHAMBER AND PROCEDURE
BUREN DURHAM, CHIEF CLERK
BETTY KAYE FRANCIS, CHIEF ENGROSSING CLERK
VICTOR THOMPSON, CHIEF SERGEANT-AT-ARMS

DECEMBER 13 2006
LEGALISLATIVE PLAZA ROOM 29

7:30 DONUTS AND COFFEE (PICTURES IN LP 31)

8:30 LEGISLATIVE INFORMATION SYSTEMS
STEVE KRIEGISH, DIRECTOR

9:00 REGISTRY OF ELECTION FINANCE
DREW RAWLINS, EXECUTIVE DIRECTOR

9:30 ATTORNEY GENERAL
ANDY BENNETT, CHIEF DEPUTY

10:00 TENNESSEE ETHICS COMMISSION
BRUCE ANDROPHY, EXECUTIVE DIRECTOR

10:30 LEGISLATIVE ADMINISTRATION
CONNIE FREDERICK, DIRECTOR
The Texas Legislature hosts orientation for newly elected members in both chambers. The program is co-sponsored by the Lyndon B. Johnson (LBJ) School of Public Affairs on the University of Texas campus. The agenda is facilitated by several panels made up of members from the Texas Legislature and affiliated agencies and offices, as well as individuals from the private sector.

The first day and a half of the program, the Senate and House hold combined orientation sessions which are held at the legislative conference center, and discussions are concentrated on administrative policies and procedures.

The Wednesday afternoon and Thursday morning meetings are breakout sessions exclusive to each house.

The final portion of the orientation agenda, at the LBJ School of Public Affairs, includes panel discussions on higher education, budget process, health and human services, and property tax.

The legislature also hosts a reception and one-day orientation for spouses of newly elected legislators. The panel discussions include topics on ethics and a legislator's life from the perspective of a spouse.
Mr. Mikko Lindberg  
Southern Legislative Conference  
P.O. Box 98129  
Atlanta, Georgia 30359

Dear Mr. Lindberg:

I have enclosed a copy of our orientation program for members for the last legislative session. The first day and a half the Senate and House have combined sessions. We split the sessions on Wednesday afternoon and Thursday morning for sessions exclusive to each house. On Thursday afternoon and all day Friday our sessions are combined but are held at the LBJ School of Public Affairs on The University of Texas campus.

I have also included a copy of the Spouses' Program.

If I may be of further assistance, please do not hesitate to call me.

Sincerely,

Patsy Spain  
Secretary of the Senate
Pre-Session Legislative Conference

Part One (State Capitol)
November 30–December 2, 2004

Part Two
December 2-3, 2004
(The University of Texas at Austin)
New Member Orientation, Part I
Tuesday, November 30, 2004

8:30 a.m. - Registration
9:00 a.m. - Coffee and donuts
9:00 a.m. - Capital Welcome
9:20 a.m. - The Honorable Tom Craddick, Speaker of the House
The Honorable David Dewhurst, Lieutenant Governor
9:30 a.m. - Overview of Legislative Service Agencies
9:30 - 9:40 Texas Legislative Council
9:40 - 10:00 Legislative Budget Board
10:00 - 10:20 State Auditor
10:20 - 10:40 Break
10:40 - 11:00 State Preservation Board
11:00 - 11:20 Sunset Commission
11:20 - 11:30 Legislative Reference Library (Tour)

12:00 noon - Luncheon
1:30 p.m. - Speaker: Michael Dell, Founder and Chairman of the Board, Dell, Inc.

1:30 p.m. - How a Bill Becomes a Law
3:00 p.m. - Karina Casari Davis, Senate Parliamentarian
Denise Davis, House Parliamentarian

3:00 p.m. - Break
3:15 p.m. - Ethics and Open Records Panel
5:30 p.m. - Panelists:
Senator Jeff Wentworth
Representative Lois Kolkhorst
David Reisman, Executive Director, Texas Ethics Commission
Misty Cary, Chief of the Open Records Division, Office of the Attorney General
Spencer Reid, General Counsel, Office of the Lieutenant Governor
Royce Parnett, General Counsel, Office of the Speaker
Moderator:
Chris Griessel, House Deputy Parliamentarian

5:15 p.m. - Reception for members-elect hosted by
7:00 p.m. - Lieutenant Governor and Speaker
Lt. Governor's Reception Room, 2nd Floor, East Wing
State Capitol
Wednesday, December 1, 2004

10:00 a.m. – Press Relations Panel

Panelists:
Senator Rodney Ellis
Representative Vicki Truitt
Clay Robison, Austin Bureau, Houston Chronicle
Christy Hoppe, Bureau Chief, Dallas Morning News
Ross Ramsey, Editor, Texas Weekly

Moderators:
Ray Sullivan, Sullivan Public Affairs
Bob Richter, Press Secretary for Speaker
Mark Miner, Communications Director for Lieutenant Governor

11:30 a.m. – Lunch Break
(Members-elect are free to make lunch arrangements of their choosing.)

1:00 p.m. – Senate Administration Policies, Procedures, and Services

Betty King
Committee Room
2E.20
State Capitol

E2002
Capitol Extension
Thursday, December 2, 2004

9:30 a.m. – 10:30 a.m.  Tour of Senate Media

10:30 a.m. – 11:45 a.m.  Question and Answer Session

12:00 noon  Buses will transport members-elect to the Thompson Conference Center for a luncheon and the portion of the conference sponsored by the Lyndon B. Johnson School of Public Affairs.

Room 675
Sam Houston Building
Betty King
Committee Room 2E.29
State Capitol
Ground Level
West Elevator Bank
Capitol Extension
New Member Orientation, Part II
Thursday, December 2, 2004

12:00 p.m. - Registration
12:30 p.m. - Luncheon
   Host: Larry Faulkner
   Presiding: Speaker Tom Craddick
   and Lieutenant Governor David Dewhurst
   Speaker: General Tom Hill
   "What It Means to Be a Public Servant"

1:45 p.m. - Session 1: The Executive Branch
   Billy Hamilton, Office of the
   Comptroller of Public Accounts
   Mike Morrissey, Office of the Governor

2:30 p.m. - Break

2:45 p.m. - Session 2: Texas Budget Process and Outlook
   Representative Jim Pinks, Chair,
   House Appropriations Committee
   Senator Steve Ogden, Chair, Senate Finance Committee

3:30 p.m. - Session 3: Sunset of State Agencies
   Representative Burt Solomons
   Senator Mike Jackson

4:15 p.m. - Session 4: Health and Human Services
   Moderator:
   Albert Hawkins
   Panelists:
   Representative John Davis
   Representative Craig Eiland
   Senator Kyle Janek
   Senator Judith Zaffirini

5:15 p.m. - Adjourn and transport to Main Building and UT Tower

5:30 p.m. - Reception and Tower Tour
   Co-Hosts: Mark G. Yudof, Chancellor, UT System,
   and Larry R. Faulkner, President, UT at Austin
   Meet UT Olympic Gold Medalists for photos
Friday, December 3, 2004

8:30 a.m.  Registration and Continental Breakfast

9:06 a.m. – 9:15 a.m.  Opening Remarks
Ed Dorn, Dean, LBJ School of Public Affairs

9:15 a.m. – 10:15 a.m.  Session 1: State and Federal Relations
Speaker: Joe Barton, U.S. House of Representatives
Introduction: Speaker Tom Craddick

10:15 a.m. – 10:30 a.m.  Break

10:30 a.m. – 11:30 a.m.  Session 2: Economic Development:
What’s on the Horizon
Moderator:
Ted Rappaport, Director, Wireless and Communications
   Group, UT at Austin
Panelists:
Ray Perryman, President, The Perryman Group
Tony D’Amico, Vice President of Site Consolidation,
   Vought Aircraft Industries, Inc.
Barbara McDaniel, Manager of Government Relations,
   Toyota Motor Manufacturing North America
Robert DeRodes, Executive Vice President and
   Chief Information Officer, Home Depot

11:30 a.m.  Break for Lunch

11:45 a.m.  Luncheon (UT Club by invitation)
Host: James R. Huffman, Chairman,
   UT System Board of Regents
Speaker: Don Evans, U.S. Secretary of Commerce
Introduction: Speaker Tom Craddick

1:15 p.m. – 2:15 p.m.  Session 3: Higher Education
Moderator:
Sheldon Ekland-Olson, Professor and Provost,
   UT at Austin
Panelists:
Representative Gena Morrison
Representative Helen Giddings
Senator Todd Staples

Thompson
Conference Center
Lobby

Thompson
Conference Center
Room 1.110

Thompson
Conference Center
Room 1.110

Thompson
Conference Center
Room 1.110

UT Club
Sixth Floor

Thompson
Conference Center
Room 1.110
Friday, December 3, 2004 (cont.)

2:15 p.m. - 3:15 p.m.  Session 4: Public Education and Public School Finance

Moderator:
Dr. Uri Treisman, Dana Center, UT at Austin

Panelists:
Representative Kent Grusendorf
Representative Jim Keffler
Senator Florence Shapiro

Thompson Conference Center
Room 1.110

3:15 p.m. - 3:30 p.m.
Break

3:30 p.m. - 4:30 p.m.
Session 5: Challenges in Public Education

Speaker: The Honorable John Edgar, President and
Chief Executive Officer, National Association of
Manufacturers and former Governor of Michigan

Introduction: Speaker Tom Craddick

Thompson Conference Center
Room 1.110

4:30 p.m.
Adjourn

6:00 p.m.
Tour of LBJ Library and Dinner

LBJ Library

Reminder

Lighting of the House Christmas Tree, Nadine and Tom Craddick
Floor of the Texas House of Representatives
Saturday, December 4, 2004
3:00 - 5:00 p.m.
Pre-Session Legislative Conference

Spouses' Program

November 29 and December 1, 2006
# 2006 Pre-Session Legislative Conference
## Spouses' Program
## Agenda

**Wednesday, November 29, 2006**

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<td>5:45 p.m. - 7:00 p.m.</td>
<td>Reception for House members-elect and their spouses</td>
<td>The Speaker’s Apartment</td>
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**Friday, December 1, 2006**

<table>
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<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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<tr>
<td>9:00 a.m. - 10:00 a.m.</td>
<td>Coffee</td>
<td>The Speaker’s Apartment</td>
</tr>
<tr>
<td>10:00 a.m. - 11:00 a.m.</td>
<td>&quot;Life in the Legislature: A Spouse’s Perspective&quot;&lt;br&gt;Moderator: Nadine Craddock&lt;br&gt;Panelists:</td>
<td>Old Supreme Courtroom&lt;br&gt;Room 3N.3</td>
</tr>
<tr>
<td>11:15 a.m.</td>
<td>Buses will transport spouses of members-elect to The University of Texas UT Club for lunch with their spouses</td>
<td>Ground Level&lt;br&gt;West Elevator Bank&lt;br&gt;Capital Extension</td>
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<tr>
<td>11:45 a.m.</td>
<td>Luncheon (UT Club, with spouses)</td>
<td></td>
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<tr>
<td>1:30 p.m. - 3:00 p.m.</td>
<td>Can a Free Cup of Starbucks Get Me in Trouble?&lt;br&gt;Everything You Always Wanted to Know About Texas Ethics Laws But Were Afraid to Ask&lt;br&gt;Chris Griesel, House Deputy Parliamentarian</td>
<td>Thompson Conference Center&lt;br&gt;Room 2.102</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>Adjourn</td>
<td></td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>Dinner for new members and their spouses hosted by Nadine and Tom Craddock</td>
<td>Location to be announced</td>
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</table>

**Reminder**

*Lighting of the House Christmas Tree, Nadine and Tom Craddock*<br>*Floor of the Texas House of Representatives*<br>*Saturday, December 2, 2006*<br>*2:00 p.m. - 4:00 p.m.*
New Member Orientation, Part I
Tuesday, November 28, 2006

8:30 a.m. - Registration
9:00 a.m. - Coffee and refreshments
9:00 a.m. - Capitol Welcome
 The Honorable David Dewhurst, Lieutenant Governor
 The Honorable Tom Craddick, Speaker of the House
9:20 a.m. - Overview of Legislative Service Agencies
  9:20 - 9:35 Texas Legislative Council
  9:35 - 9:50 Legislative Budget Board
  9:50 - 10:05 State Auditor
  10:05 - 10:20 Break
  10:20 - 10:35 State Preservation Board
  10:35 - 10:50 Sunset Commission
  10:50 - 11:05 Legislative Reference Library (Tour)
12:00 noon - Luncheon
1:45 p.m. - Opening Remarks: Speaker Tom Craddick and
Lieutenant Governor David Dewhurst
Special Guest: Herb Kelleher, Chairman, CEO, and
President, Southwest Airlines, Inc.
2:00 p.m. - Parliamentary Process
3:00 p.m.
Karina Casari Davis, Senate Parliamentarian
Denise Davis, House Parliamentarian
3:00 p.m. - Break
3:15 p.m.
3:15 p.m. - Open Records and Ethics Panel
Panelists:
Senator Jeff Wentworth
Representative Bryan Hughes
Missy Cary, General Counsel,
Office of the Attorney General
Royce Poinsett, General Counsel,
Office of the Speaker
Spencer Reid, General Counsel,
Office of the Lieutenant Governor
David Reisman, Executive Director,
Texas Ethics Commission
Moderator:
Chris Griessel, House Deputy Parliamentarian
5:15 p.m. - Reception for members-elect hosted by
7:00 p.m.
Lieutenant Governor and Speaker

Reagan Building
Room 130
Reagan Building
Room 130
Reagan Building
Room 130
Legislative Conference
Center
E2.002
Meet in House Chamber
Legislative Conference
Center
E2.002
Lt. Governor's
Reception Room,
2nd Floor, East Wing
State Capitol
Wednesday, November 29, 2006

10:00 a.m. — Press Relations Panel
            Panelists:
            Senator Leticia Van de Putte
            Representative Dan Branch
            Ross Ramsey, Editor, Texas Weekly
            Mike Rosen, Fox News
            Terry Stutz, Dallas Morning News
            Mike Ward, Austin American-Statesman
            Moderators:
            Alexis DeLee, Press Secretary for Speaker
            Mike Winternute, Communications Director for Lt. Governor

11:30 a.m. — Lunch Break
            (Members-elect are free to make lunch arrangements
            of their choosing.)

1:00 p.m. — Welcome to the House of Representatives
            Representative Peggy Hamric
            Chair, House Administration Committee
            Introduction of Speaker’s Staff
            Introduction of House Officers and Staff
            Introduction of Capitol Nurse Practitioner

2:00 p.m. — House Administration Policies, Procedures, and Services

3:30 p.m. — Break

3:45 p.m. — House Administration Policies, Procedures, and Services (continued)

5:30 p.m. — 

5:45 p.m. — Reception for House members-elect
            and their spouses

7:00 p.m. —
Thursday, November 30, 2006

8:30 a.m. – 10:00 a.m.
Tour of House Video/Audio Services
Monica Vigil-McDonald, Director of Communications
Reagan Building
Room 330

9:45 a.m. – 10:00 a.m.
Break
Reagan Building
Room 130

10:00 a.m. – 12:00 noon
Question and Answer Session with Veteran House Members
(This session open to panelists and members-elect only.)
Opening Remarks: Speaker Tom Craddick
Moderator:
Representative Sylvester Turner, Speaker Pro Tempore
Panelists:
Representative Myra Crownover
Representative Harold Dutton
Representative Helen Giddings
Representative Veronica Gonzales
Representative Ryan Guillen
Representative Geanie Morrison
Representative Todd Smith
Representative Joe Straus
Representative Corbin Van Arsdale
Reagan Building
Room 130

12:00 noon
Buses will transport members-elect to the UT Alumni Center for a luncheon and the portion of the conference sponsored by the Lyndon B. Johnson School of Public Affairs.
East Side of
Reagan Building
New Member Orientation, Part II
Thursday, November 30, 2006

12:00 noon – Registration
12:30 p.m. Luncheon
Host: Bill Powers, President, UT Austin
Presiding: Speaker Tom Craddick
    and Lieutenant Governor David Dewhurst
Guest Speaker: General Dennis J. Reimer (Retired)

1:45 p.m. Session 1: Higher Education
Panelists:
Bill Powers, UT Austin
Representative Geanie Morrison
Senator Judith Zaffirini

3:00 p.m. – Break
3:15 p.m. Session 2: Texas Budget Process and Outlook
Representative Jim Pitts, Chair,
    House Appropriations Committee
Senator Steve Ogden, Chair, Senate Finance Committee
Office of the Governor
State Comptroller’s Office

4:15 p.m. – Reception
Co-Hosts: Mark G. Yudof, Chancellor, UT System,
    and Bill Powers, President, UT Austin

UT Alumni Center Lobby
UT Alumni Center Legends Room
UT Alumni Center
Friday, December 1, 2006

8:30 a.m.  Registration and Continental Breakfast

9:00 a.m. -
9:15 a.m.  Opening Remarks
LBJ School of Public Affairs

9:15 a.m. -
11:30 a.m.  Session 1: Health and Human Services

Report on Health and Human Services in Texas:
Albert Hawkins, Commissioner, Health and Human Services Commission
(30 minutes)

Panel Response:
Senator Bob Deuell
Representative John Davis
(30 minutes)

Medicaid Reform
Maureen Milligan, Deputy Chief of Staff,
Health and Human Services Commission
(30 minutes)

Q&A
(30 minutes)

11:30 a.m.  Break for Lunch

11:45 a.m.  Luncheon (UT Club by invitation)

Host: James R. Huffines, Chairman,
   UT System Board of Regents
Speaker: Mark McKinnon, Vice Chairman,
   Public Strategies, Inc.
Introduction: Speaker Tom Craddick and
   Lt. Governor David Dewhurst

Thompson
Conference Center
Lobby

Thompson
Conference Center

Thompson
Conference Center

UT Club
Sixth Floor
Friday, December 1, 2006 (cont.)

1:30 p.m. - 3:00 p.m.
Session 2: Property Tax and Appraisal Reform
Moderator:
Tom Pauken, Chair, Texas Task Force on Appraisal Reform
Panelists:
Senator Kyle Janek
Senator Kim Brimer
Representative Fred Hill
Representative John Otto

3:00 p.m.
Adjourn

6:00 p.m.
Dinner for new members and their spouses hosted by Nadine and Tom Craddick

Location to be announced

Reminder
Lighting of the House Christmas Tree, Nadine and Tom Craddick
Floor of the Texas House of Representatives
Saturday, December 2, 2006
2:00 - 4:00 p.m.
The Virginia Division of Legislative Services holds a one-day orientation for all newly elected members of the Virginia General Assembly.

The program is facilitated by the legislative staff and the agenda consist of discussions on bill drafting, upcoming legislative issues, bill introduction and committee staffing, general research publications, judicial selection, the reference center, administrative law, and the Conflict of Interest Act.

The orientation participants are given a reference handout that includes a legislator's guide to legislative services and the judicial selection process, as well as request forms for bill drafting.
I. Welcome - E. M. Miller
   A. Who we are
   B. Where we are
   C. What we do

II. Drafting
   A. Taking request and processing draft - Bill Crammé
   B. Constitutional issues - Bill Crammé

III. Issues - 2008 - Jack Austin

IV. Bill Introduction and Committee Staffing
   A. Introduction of legislation, Prefile advantages/Deadlines, 1st day legislation
      and fiscal impact statements - John Garka
   B. Staffing committees - Frank Munyan

V. Interim Activity - Research/Information
   A. General Research Studies/Commissions - Frank Munyan
   B. Publications and Mapping - Jack Austin

VI. Reference Center - Cheryl Jackson

VII. Judicial Selection - Mary Pelch

VIII. Administrative Law - Jane Chaffin

IX. General Assembly - Conflicts of Interests Act - Mary Spain

X. Conclusion - E. M. Miller
Packet Handout

1. Legislators' Guide to Legislative Services
2. Request Forms for drafting
3. Outline of and PowerPoint presentation
4. Legislative Process (illustration)
5. Session Issue Brief

District Map to be distributed
Who We Are

- Legislative Branch
- Central Agency
- Non-Partisan
- Confidentiality

Where We Are Located

- Second Floor of General Assembly Building
- Find us on the web at: http://ils.state.va.us
What We Do

- Draft Legislation
- Counsel to Committees and Commissions
- Research/Analysis
- Support Interim Studies
- General Assistance
- Publications
- Registrar of Regulations
- Special Assignments (Redistricting, Judicial Selection)

Legislation
Legislation Requested*, Introduced and Passed
*Number Included
(1999-2007)

Drafting

Drafting Legislation

In Writing  In Person  By Telephone, Emailed or Fax
Drafting Legislation

Consultation
- Options
  - What Other States are Doing to Address the Problem
- Legislative History
- Policy Analysis
- Pros and Cons
- Fiscal Considerations

Drafting Legislation

Bill Preparation
- Experienced Staff
- Constitutionality
- Quality Control

Drafting Legislation

Final Processing
- "Covered" Bill Draft
  - December 26th Final Mailing
  - Two Deliveries Daily During Session
- Your Review
  - January 4th
2008 Issues

2008 Issues – Mental Health

- Virginia Tech tragically spotlighted some of the issues
- Chief Judicial Commissioner on Mental Health Law Reform has been ongoing
- Legislative and Executive Branch studies and conferences

Involuntary Commitment
- Criteria
  > Present, imminent danger to self or others
  > Alternative means of treatment is present but becoming a danger
- Commitment process
  > Longer time to exclude through BDS and TDO
- Community Service Based Involvement
- "Safe Haven" for information sharing
- Involuntary Discharge Treatment
- Improve monitoring/reporting of compliance with treatment orders

2008 Issues – Mental Health

Service Delivery
- Service models of outpatient services
- Role of Community Service Boards
- Enhanced community-based programs
- Increased service delivery oversight

Records Disclosure
- Federal law (HIPPA, HITEA) prohibits disclosure and restricts data access
- Virginia Tech Review Panel - some cases where state law determines whether disclosure is permitted
- Panel recommends clarification of disclosure process to extent possible
2008 Issues - Firearms

- Prohibit person involuntarily committed, including outpatients, from purchasing firearms
- Would codify Governor’s Executive Order 50
- Clarify authority of higher education institutions to regulate possession and carrying of firearms
- Alternative: expressly authorize students and faculty to possess and carry firearms
- Require background check for purchase of firearms at gun shows

2008 Issues - Immigration

- Develop national, state, and local criteria
- Base in decisions, including several County Assembly elections

Higher Education

- Drop admission to higher education guidelines for illegal immigrants

Law Enforcement

- Crime Coordination involving state and federal agencies
- Local jails and state prisons to maintain status and identifications
- Training program for law enforcement and immigration officers
- Phrase in local law enforcement - immigrant community relationships

Business

- Employees to check status of employees
- Required businesses confirm if hiring illegal immigrants

2008 Issues

Real Estate Tax Reform

- Maintained property in 2008 with light duties
- Assessors determine property tax responsibilities for the first time under new laws
- Will differ in structure - larger activities and lower value

- Existing Districts Amendment
- Increased Property Tax Relief
- Mixture of Current Tax Relief
- Taxpayers with existing tax relief, with gradual increase or lower tax
- New Assessments may be increased

- Extra or public share of benefit or base by number of total units
- Benefits are ended and it is the total benefit
- New Assessment practices may be increased
2008 Issues – Payday Loans

• First allowed in Virginia in 2002 - rapid growth since

• Efforts to curtail in recent years include:
  ▶ Repeal 2002 Act
  ▶ Cap annual rate (e.g., 36%)
  ▶ "Cooling off" period between loans
  ▶ Central database: lender can confirm no other loans outstanding

2008 Issues
Smoking in Restaurants

• Ban on smoking in restaurants/pubs in place a regular proposal

• 2007 – Prohibited unless "Smoking Permitted" sign posted – Vetoed

• Health Commissioner convened stakeholder meetings in interim

• Defining "Restaurant" a key issue (patios, carts, etc.)

• Local ordinances may force issue – uniform policy

Prefile Advantages

• No limit on number of bills that may be prefilled

• Draft requests must be received by DLS no later than December 5th at 3 p.m.

• Quality

• Time to review and refine

• Expedites business
  - Introduction by 10 a.m. January 9th
Making Better Use of the Time Available

- Prefiling* and Bill Introduction Limits, beginning with 2001
- Per-Capita Pre-filed Bills**
- Legislators may introduce as many bills and resolutions as they want before the session (Prefile cutoff is 10:00 a.m. on the morning of the session’s first day)
- Legislators may introduce only a limited number of bills and joint resolutions once the session begins as a means of encouraging prefiling:
  > House limit is five (initially six)
  > Senate limit is eight (initially ten)

Making Better Use of the Time Available Cont’d

- The number of days allowed for filing bills was the session starts also has been reduced slightly
- Prefiling provisions have dramatically affected the flow of work, especially in the first week or two of the session. Most legislation is now available when the session begins and committees can start work right away.
- Prefiling (Bill introduction with the program sheet) is the most efficient way to pass legislation when the first week has been reduced slightly.
- Prefiling (Bill introduction with the program sheet) is the most efficient way to pass legislation when the first week has been reduced slightly.
- Percent of Legislation Prefiled (Bills Only)

Percent of Legislation Prefiled (Bills Only)
Bill Introduction

First-Day Introductions & Fiscal Impacts

- Charter Bill/County
  Optional Forms of Government
- Net Reduction of Revenues Collected by Local Government
- Net Additional Expenditures by Local Government
- Sales Tax Exemption
- Claims/Relief Bills
- Virginia Retirement System
- Corrections Impact Legislation
- Bills Continuing or Creating a Study
- Fiscal Impacts

Draft Legislation-2007 Session

Staffing Committees

- DLS staff work at direction of chair
- Closely involved in Standing Committees and subcommittees
- Provide members with information regarding the bills before the committee
- Drafting key amendments and substitutes
- Provide drafting assistance for Floor Sessions
- Research and drafting during interim
- Conference Committee Reports
Interim Activity
Studies/Commissions/Research

- DLS staffs Joint Subcommittees and Commissions
- Staffing for meetings on carryover legislation
- Committee studies pursuant to House Rule 19/Senate Rule 20(3)
- Work at direction of chair
- Research and drafting assistance
- Assistance with inquiries from constituents

Publications - Session
Jack Asaie, Section Manager, Special Projects

- Issue Brief
- Session Preview
- Session Highlights
- Session Summary
- Digest
- Liaison Officer Directory
- Legislative Record

District Maps
Legislative Reference Center
Cheryl Jackson, Manager, Information and Research Services

- Serving Your Information Needs
- Law and Public Administration
- Research Services
  - Other State Statutes and Cases
  - Journal and Newspaper Articles
  - Statistics
  - Legislative History
- Online Databases/Internet Research Sites

Reference Center Orientation

Tuesday, January 8
2:00 p.m.
Division of Legislative Services
General Assembly Building
Second Floor

Virginia Judges

The Supreme Court of Virginia consists of a chief justice and eight associate justices. The justices are elected to eight-year terms. The Chief Justice serves as the president of the court and is responsible for the administration of the court's business. The other justices are divided into three groups, each serving a term of three years.

The Justices of the Court of Appeals are elected to six-year terms. The Court of Appeals is divided into three groups, each serving a term of two years. The Chief Justice of the Court of Appeals is elected by the justices sitting in the court.

The Judges of Virginia's District Courts are elected by the voters of each county or city in which the court is located. Each district has one Chief District Court Judge, elected to a four-year term.

Each Judge is elected to a two-year term. Each Judge is elected by the voters of the county or city in which the court is located.
Regulations in Virginia

- Administrative Code
  - Updated daily on the web
- Virginia Register
  - Biweekly publication
  - Supplement Virginia Administrative Code
- Virginia Code Commission
  - Official source of regulations in Virginia
  - Central repository for state agency regulations

The General Assembly
Conflicts of Interests Act

- Code of Virginia §§ 30-100 through 30-129.
The GACOLIA
- Six Key Components:
  1. Purpose
  2. Generally Prohibited & Unlawful Conduct
  3. Prohibited Conduct Regarding Contracts
  4. Conduct Regarding Transactions
  5. Disclosure
  6. Advice

Purpose — § 30-100

"The General Assembly, recognizing that our system of representative government is dependent in part upon (i) citizen legislative members representing fully the public in the legislative process and (ii) its citizens maintaining the highest trust in their public officers, finds and declares that the citizens are entitled to be assured that the judgment of the members of the General Assembly will not be compromised or affected by inappropriate conflicts."
**Generally Prohibited & Unlawful Conduct — §§ 30-102 and 30-103**

- Quid pro quo offers such as taking money for performing a legislative duty, obtaining employment for someone in the government, obtaining a government contract for someone, or using confidential information for his economic benefit.
- Accepting money or opportunities that may influence ("reasonably tends to influence") his actions as a legislator.
- A revolving door prohibition. A ban on accepting fees for speeches and consulting services. A ban on accepting excessive gifts. A ban on serving on the board of certain regulated industries.

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**Prohibited Conduct Regarding Contracts — §§ 30-104, 30-105, and 30-106**

- Neither you nor your business can have a "personal interest in a contract" with a legislative branch agency. A personal interest includes a three percent ownership interest in a business or a $10,000 annual income.
- Neither you nor your business can have a "personal interest in a contract" with a state government agency unless the contract is the result of competitive bidding or negotiation.
- Neither you nor your business can have a "personal interest in a contract" with a local government agency unless the contract is the result of competitive bidding, competitive negotiation, or an otherwise authorized competitive procedure.
- Note: there are a number of exceptions.

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**Conduct Regarding Transactions — §§ 30-107 and 30-108**

- Voting on a bill is prohibited when a member (or a member of his immediate family) has a personal interest in the bill.
- A personal interest is triggered by an annual income over $10,000, a 3% business stake, equity or liability, a $10,000 nonbusiness ownership interest, or representation of a client (any amount).
- A personal interest in a transaction has two elements: (1) the legislator or immediate family member's property or business interest or client is the subject of the bill; AND it is affected in a substantially different way than the general public or other recognized group.
Disclosure
§§ 30-109, 30-110 and 30-111

- You must file your disclosure statement (Statement of Economic Interests) on or before January 6, 2008, "as a condition to assuming office," with the House or Senate Clerk as appropriate.
- The House or Senate Clerk will provide the form to you by November 30.
- The Statement sets out definitions and a series of questions and related schedules.
- You sign the Statement and have it notarized.

Advice
§§ 30-120 and 30-124

- You may call on other members of the Clerks for advice of an informal nature.
- § 30-120 provides for a three-member Committee on Standards of Conduct in each house that will consider any request by a member of its house for an advisory opinion as to whether the facts in a particular case will violate the CACOA.
- § 30-124 states that a member may rely on an opinion of the Committee or of the Attorney General as a defense against prosecution or discipline.

Special Prohibition on Campaign Fundraising During the Session — § 24.2-954

- General Assembly members and statewide elected officials are prohibited from soliciting or accepting campaign contributions during a regular session from the first day to adjournment sine die.
- Persons and political committees are prohibited from making or promising to make campaign contributions to members and statewide elected officials during the session.
- There is a civil penalty for violations equal to the amount of the contribution or $500, whichever amount is greater.
Division of Legislative Services

Mission Statement:
We provide the Virginia General Assembly with the highest quality legal and analytical information, support services and advice.

Conclusion and Questions
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.
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<th>Time</th>
<th>Session</th>
<th>Presenter</th>
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<tr>
<td>1:00 p.m.</td>
<td>Introduction &amp; Remarks</td>
<td>President Tomblin</td>
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<td>Clerk Holmes</td>
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<td>1:10 p.m.</td>
<td>Security</td>
<td>Jay Smithers</td>
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<td>Director, Division of Protective Services</td>
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<td>1:20 p.m.</td>
<td>Medical Services</td>
<td>Marsha Francis, R.N.</td>
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<td>Joint Services</td>
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<td>1:30 p.m.</td>
<td>Overview</td>
<td>Aaron Allred</td>
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<td>Legislative Manager</td>
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<td>1:45 p.m.</td>
<td>Legislative Services</td>
<td>John Homburg</td>
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<td>Senior Attorney</td>
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<td>2:00 p.m.</td>
<td>Office of Legislative Information</td>
<td>Charlene Glagola</td>
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<td>Director</td>
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<td>3:00 p.m.</td>
<td>Payroll, Expenses, Benefits</td>
<td>Judy Schultz</td>
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<td>Fiscal Officer</td>
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<td>3:30 p.m.</td>
<td>Ethical Issues</td>
<td>Teresa Kirk</td>
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<td>Ethics Commission</td>
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<td>3:45 p.m.</td>
<td>Stationery, Computers,</td>
<td>Rick Winnell</td>
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<td>Assistant Clerk</td>
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<td>4:00 p.m.</td>
<td>Parliamentary Procedure</td>
<td>Ray Ratliff</td>
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<td>Counsel to President</td>
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<td>4:15 p.m.</td>
<td>Journal/Bills/Resolutions</td>
<td>Marguerite Duda</td>
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<td>Deputy Clerk</td>
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<td>4:30 p.m.</td>
<td>Lobbying</td>
<td>Lobby Group Rep.</td>
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</table>
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 matters 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, Procedural 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 Pelung
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 Martina,
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 Glagola, Dir.
   Legislative Information
   Stacey Ruckle,
   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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Legislative Orientation Programs
In the
Southern States

Sources

ALABAMA

Mr. Jerry Bassett
Director
Legislative Reference Service
Alabama State House, Room 613
Montgomery, AL 36130
Telephone: 334/242-7560
Fax: 334/242-4358
jelbalrs@aol.com

Mr. Robert L. McCurley
Director
Alabama Law Institute
P.O. Box 861426
Tuscaloosa, AL 35486
Telephone: 205/348-7411
Fax: 205/348-8411

ARKANSAS

Ms. Ann Cornwell
Secretary of the Senate
Room 320
State Capitol
Little Rock, AR 72201
Telephone: 501/682-5951
Fax: 501/682-2917
annc@arkleg.state.ar.us

Mr. Tim Massanelli
Parliamentarian/Orientation Advisor
Arkansas House of Representatives
Room 350
State Capitol
Little Rock, AR 72201
Telephone while in Session: 501/682-6211

FLORIDA

Ms. Tracy Cantella
Assistant to Faye Blanton
Secretary of the Florida Senate
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404 South Monroe Street
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Telephone: 850/487-5270
Fax: 850/487-5174
CANTELLA.TRACY@fsenate.gov

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The University of Georgia
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Fax: 706/542-9301

KENTUCKY

Mr. Bill Phelps
Legislative Research Commission
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