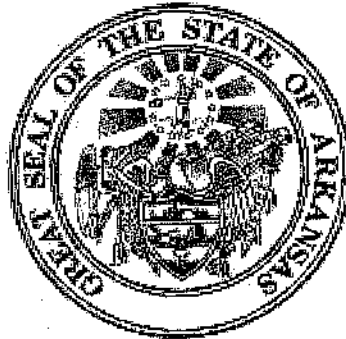


ARKANSAS



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.

SENATE



Southern Legislative Conference



The Council of State Governments
Sharing capitol ideas

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 Cornwell, 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

ARKANSAS



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.

HOUSE



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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



SUNDAY, DECEMBER 3, 2006

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
 - A. Constitutional and Statutory Provisions on Legislation in Arkansas - (See Manual, pages 10-14) (Tim Massanelli, Parliamentarian)
 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)

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)