

LOUISIANA



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.

SENATE



Southern Legislative Conference



The Council of State Governments
Sharing capitol ideas



LOUISIANA SENATE MEMBER ORIENTATION

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

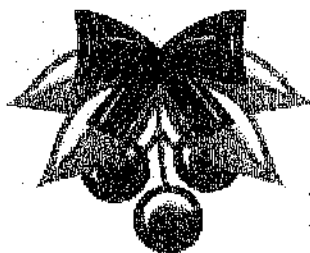
Senate Dining Room

■ 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 Koepp, Secretary of the Senate
- 8:45 - 10:00 **SENATE RULES OF ORDER AND PROCEDURE**
Glenn Koepp, 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 Koepp, Secretary of the Senate
- 11:40 - 12:00 **MOCK COMMITTEE HEARING**
Jerry Jones, Senate Counsel
- 12:00 - 1:00 Lunch (Senate Dining Room)



LOUISIANA SENATE MEMBER ORIENTATION

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



LOUISIANA SENATE MEMBER ORIENTATION

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**
Sherrí 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**
Sherrí 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)

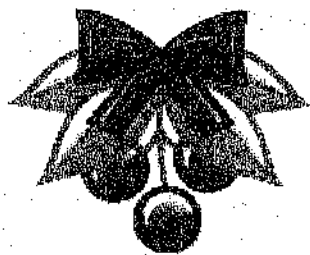


LOUISIANA SENATE MEMBER ORIENTATION

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)



LOUISIANA



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.

HOUSE



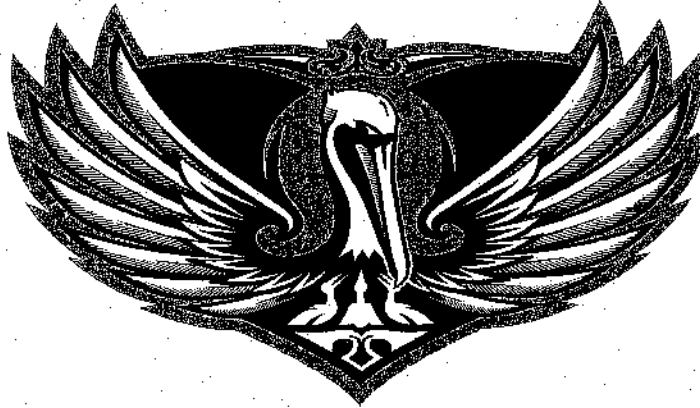
Southern Legislative Conference



The Council of State Governments
Sharing capitol ideas

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

Hilton Capital Park Hotel

4:00 – 4:15

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 – 6:00

"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 5
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

Alario Hall

Breakfast

8:30 – 8:45

House Committee Room 5

Introduction to the Fiscal Briefing - *Deborah Davison*

8:45 – 12:00

Ellender Room & Members' Lounge

Fiscal Focus
Tax and Spend....or Not

12:00 – 1:00

Alario Hall

Lunch for all attendees

1:00 – 2:00

House Committee Room 6

Lobbying & Lobbyists
*Reps. Gary Smith & Mert Smiley and Greg Bowser &
David Tatman*

2:00 – 2:45

House Committee Room 5

Technology Tools for the House membership
PSA staff

2:45 – 4:00

House Committee Room 6

Media Relations – *Sheila McCant & Gene Rose,
N. C. S. L.*

4:00 – 4:30

House Committee Room 5

Orientation Wrap Up
Rep. Jim Tucker, Speaker-designate

WELCOME WAGON
Thursday, November 1, 2007

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

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

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

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

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

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

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

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

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

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

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

4:00 p.m. to 4:45 p.m. - Introduction to Ethics and Follow-up Question and Answers - Speaker's Lounge

**PROFESSIONAL DEVELOPMENT/ORIENTATION PROGRAM FOR
DISTRICT OFFICE LEGISLATIVE ASSISTANTS**

**January 8, 9 & 10, 2008
House Committee Room 5**

Tuesday, January 8, 2008

- 12:00 p.m. Registration
- 1:00 p.m. Welcome
Representative Jim Tucker, Speaker of the House
- 1:30 p.m. Legislative Assistant's - Duties & Responsibilities - A legislator/assistant perspective
Representative Karen St. Germain
Representative Regina Barrow
Representative Cameron Henry
- 2:30 p.m. Public Relations and Handling the Media
Sheila McCant - 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 Dupree - 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
Guillermo 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 Biervenu - 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