

OKLAHOMA



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.

SENATE



Southern Legislative Conference



The Council of State Governments
Sharing capitol ideas

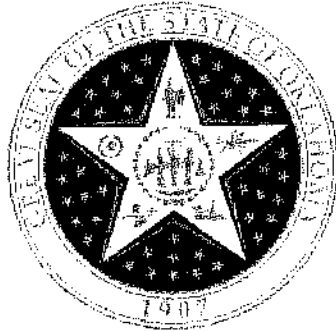
2006 New Senator Orientation
Friday, November 17, 2006

- 9:00 a.m.
(Lounge) **Welcome**
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 Paddock
Senator Mike Mazzei
- 10:15 a.m. **Break**
- 10:30 a.m.
(419C) **Data processing services**
John Warren, Director of Senate Data Processing
- 11:00 a.m.
(419C) **Legislative process and deadlines**
Tom Walls, 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
(Hist. Soc.) **Ethics, lobbyists and conflicts of interest (luncheon)**
Senator Johnnie Crutchfield
Senator Brian Crain
Caroline Dennis, Director of Senate Committee Staff
- ~1:15 p.m.
(Bell to
Chamber) **Rules, floor procedures and first day of session**
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.
(419C) **Constituent relations**
Senator Kenneth Corn
Senator David Myers
- 3:15 p.m.
(419C) **Senate protocol and decorum**
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)
(419C) *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)
(419C) *Kim Brown, Legislative Analyst; Jeremy Geren, Fiscal Analyst; Lori Block, Staff Attorney; Alicia Emerson, Legislative Analyst*
- 11:30 a.m. **Communications Services** (EAs invited)
(419C) *Malia Bennett, Senate Communications Director*
- Noon **Lunch** (Senators only)
(511A)
- 1:00 p.m. **Health and Human Services Budget and Policy Briefing** (EAs invited)
(419C) *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)
(419C) *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)
(419C) *Sean Wallace, Fiscal Analyst; Nancy Pellow, Legislative Analyst; Lewis LeNaire, Legislative Analyst; Matt Duehning, Staff Attorney*

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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.

HOUSE



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Freshman Orientation Outline
 Draft 11-28-06

Wednesday, November 29, 2006

Time	Topics	Speakers	Location	Food	Handouts	Notes
8:00 AM	Continental Breakfast		432A	30		Kelley*
	Session 1 – Formal Process					
8:30 AM	Welcome – Rep. Cargill Reps. Blackwell and Morrissette		432A		Orientation Notebook Legislative Manual	
	I. Bill Drafting <ul style="list-style-type: none"> • Research – Marcia Goff (5 min) • bill request and deadlines – Sue Derr (5 min) • Contact the drafting attorney – Rep. Dornan (10 min) • Get a Senate author - Dornan 					
9:30 AM	Break			40		
9:45 AM	II. Committee Process <ul style="list-style-type: none"> • Why Committees – Rep. DeWitt (5 min) • Members' Responsibilities – Rep. Worthen, Rep. Banz (5 min each) <ul style="list-style-type: none"> • Talk to chair – Worthen, Banz • Send a letter – Worthen, Banz • Talk to members – Worthen, Banz • Vote – Worthen, Banz • Staff Responsibilities <ul style="list-style-type: none"> • Research – Brad Wolgannott (5 min) • Legal – Mark Harter (5 min) Mock committee meeting – Reps. Blackwell, Morrissette, Banz, DeWitt, Dornan, Worthen		432A		Committee meeting script	

10:45 AM	Break		Lounge	40	Floor session script	
11:00 AM	III. Floor Process Brief cases and Pins – Harold Hale (10 min) <ul style="list-style-type: none"> Parliamentary procedure – Joel Kintsel (10 min) Floor amendments – Renee Jourden (5 min) Checking in everyday – Susan Hill (5 min) 		Chamber			
	Scripted mock session with senior members – Reprs. Blackwell, Morrisette, Banz, Dorman, Worthen, Sergeants and Clerk's Staff					
12:00 PM	Lunch	Dr. Blackburn*	OK History Center*	50		Taylor* DHS* DOC* Corp Comm*
	Session 2 – Informal Process					
1:30 PM	Senate Process – Sen. Coffee (15 min) Conference Committee – Rep. Wright (15 min) Governor – Rep. Carey (10 min) Bill Tracking – Rep. Worthen (10 min)		432A			
2:30 PM	Break			40		
2:45 PM	Decorum – Rep. Morrisette (15 min) <ul style="list-style-type: none"> working together Shifting alliances Use of the microphone 		432A			
	Ethics <ul style="list-style-type: none"> your word is your bond – Rep. Blackwell (10 min) sexual harassment – Amy Alden (25 min) 					
3:45 PM	Break			40		
4:00 PM	Lobbyists – Rep. Blackwell (30)	Rasmussen*	432A			

Thursday, November 30, 2006

6:00 PM	Dinner	Directed Discussion Press – Rep. Morrissette (30 min) Directed Discussion	Longacher* Lewis* Taylor* Reed (Gus) Kelley* Carter* Bateman* Jenkins* Hinton (Damon)	Boulevard	35		Veneta
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Time	Topics	Speakers	Location	Food		
8:00 AM	Continental Breakfast		House Lounge	30		Katherine Jones
8:30 AM	Session 3 – House Staff Fiscal Policy • A&B Process Q&A	Rep. Benge* Buchanan – Fiscal* Tygret – Fiscal*	Chamber			
9:30 AM	Break			35		
9:45 AM	House Staff	Chad Warmington*				Introduce various staffs
10:45 AM	Break			35		
11:00 AM	Bill Introduction – Janet Muller (5 min) Mock Floor Session – Reps. Blackwell, Morrissette, Sergeants and Clerk's Staff					
12:00 PM	Lunch		Gov	50		Thomas*

	Session 4 – Professionalism					Ostrander* Leann* 2 Sergeants* ODOT* DOE*
1:00 PM	Professional Office <ul style="list-style-type: none"> Legislative Compensation Board – Rep. Miller (10 min) 12:15 PM Time management – Rep. Morrissette (10 min) Constituent service – Denice Yardley (10 min) Picking an LA – Dedra Blackwell (10 min) Page Program – Christi Deal & Karen Kipgen (10 min joint) <ul style="list-style-type: none"> LA Pay & Time Sheets – Debbie Brown (5 min) Per Diem – Terry Austin (5 min) Mileage – Austin Interim Travel – Austin Office supplies – Craig Sanger (5 min) Stamps – Sanger Phone card – Sanger Sooner Save – Angela Breath-Razor (5 min) Travel claim for orientation – Terry Austin	Gov. Pavilion				

Notes:

At lunch we should invite DHS, DOC, DOE, DOT to bring 3 or 4 people. The legislative liaison should be allowed 5 min to introduce his agency and the people present. They should mingle and get acquainted. Two agencies each day.

Topics to place in orientation or swearing-in-day:

<p>Packet to be Mailed</p>	<p>Discuss at Swearing-In-Day Meeting 11 AM</p>	<p>Orientation Handouts</p>
<p>Payroll - Debbie Direct Deposit - Debbie W-4 - Angela Insurance - Angela Retirement Info & Memmo - Angela Sooner Save - Angela Per Diem - Terry Mileage Sheet & Memmo - Terry Personal Data Sheet - Rick Orientation Info Flyer - Rick</p>	<p>Welcome - Chad Payroll Questions - Debbie Benefits Packet - Angela Office Supplies - Craig Mailing Limits/Qualifications - Chad Office assignment - Chad Parking assignment - Chad Seat assignment - Chad Car Tag - Chad OSEGIB will be present. Craig will set up tables in lounge to answer questions and fill out forms 10:30-12:30.</p>	<p>Photo Shop Flyer Parliamentarily Speaking Rules of the House Mason's Manual 2005 Legislative Manual Orientation Notebook</p>