

# WEST VIRGINIA



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.

## SENATE



Southern Legislative Conference



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**SENATE OF WEST VIRGINIA  
ORIENTATION FOR MEMBERS-ELECT**

**TUESDAY, JANUARY 9, 2007**

**1 P.M.**

**ROOM 219**

1:00 p.m.	-Introduction & Remarks	President Tomblin Clerk Holmes
1:10 p.m.	-Security	Jay Smithers Director, Division of Protective Services
1:20 p.m.	-Medical Services	Marsha Francis, R.N.
Joint Services		
1:30 p.m.	-Overview	Aaron Allred Legislative Manager
1:45 p.m.	-Legislative Services	John Homburg Senior Attorney
2:00 p.m.	-Office of Legislative Information	Charlene Glagola Director
3:00 p.m.	-Payroll, Expenses, Benefits	Judy Schultz Fiscal Officer
3:30 p.m.	-Ethical Issues	Teresa Kirk Ethics Commission
3:45 p.m.	-Stationery, Computers,	Rick Winnell Assistant Clerk
4:00 p.m.	Parliamentary Procedure	Ray Ratliff Counsel to President
4:15 p.m.	Journal/Bills/Resolutions	Marguerite Duda Deputy Clerk
4:30 p.m.	Lobbying	Lobby Group Rep.

# WEST VIRGINIA



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.

## HOUSE



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GREGORY M. GRAY  
CLERK OF THE HOUSE

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## MEMORANDUM

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

Welcome to the House of Delegates!

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

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

We are pleased to assist you as you embark upon your legislative career.

## 2007 NEW MEMBER ORIENTATION

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

**Sunday, January 7<sup>th</sup>**

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.	<b>Administrative Issues 101</b> 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.	<b>Administrative Issues 201</b> 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 8<sup>th</sup>

9:00 a.m. to 9:45 a.m.	<b>Leadership Objectives Discussion</b> Overview of leadership positions, roles and responsibilities, Procedural aspects of leadership, and caucuses	<b>Speaker - Elect</b> <b>Majority Leader</b> <b>Majority Whip</b> <b>Minority Leader</b>
9:45 a.m. to 10:00 a.m.	<b>BREAK</b>	
10:00 a.m. to 11:00 a.m.	<b>Legislative Process 101</b> Overview of legislative documents and the House Floor Order of Business. Includes an overview of protocol for Floor activities, pages, and general decorum.	<b>Speaker - Elect</b> <b>Majority Leader</b> <b>Greg Gray, Clerk</b> <b>Clerk's Office Staff</b>
11:00 a.m. to 11:15 a.m.	<b>BREAK</b>	
11:15 a.m. to 12:15 p.m.	<b>Legislative Process 201</b> Overview of the floor procedure, fundamentals of Parliamentary procedure and voting procedures	<b>Speaker - Elect</b> <b>Majority Leader</b> <b>Greg Gray, Clerk</b> <b>Clerk's Office Staff</b>
12:15 p.m. to 1:30 p.m.	<b>LUNCH ON OWN</b>	
1:30 p.m. to 2:15 p.m.	<b>Bill Drafting and Introduction of Legislation</b> Overview of "how to" introduce a bill and the subsequent procedural actions	<b>Greg Gray, Clerk</b> <b>Bo Hoover, Asst. Clerk</b> <b>Aaron Allred, Legislative Services Manager</b> <b>John Homburg, Legislative Services</b> <b>Ralph Kent, Bill Drafting</b>
2:15 p.m. to 2:30 p.m.	<b>BREAK</b>	
2:30 p.m. to 3:30 p.m.	<b>Committee Structure and Process</b> Overview of the committee process and key legislation from the major committee chair's perspective.	<b>Chair H. K. White and Staff</b> <b>Chair Jim Morgan and Staff</b> <b>Chair Carrie Webster and Staff</b> <b>Chair Mary Poling and Staff</b> <b>Greg Gray, Clerk</b>
3:30 p.m. to 3:45 p.m.	<b>BREAK</b>	
3:45 p.m. to 5:00 p.m.	<b>Working with State Agencies</b> As a public representative, constituents will contract Legislators for assistance with various issues. This session will provide information on working with state agencies.	<b>Majority Leader</b> <b>Joe Martin,</b> <b>Legislative Director</b> <b>Betty Ireland,</b> <b>Secretary of State</b>

**Tuesday, January 9<sup>th</sup> (All meetings to be held in Room 252)**

9:30 a.m. to 10:30 a.m.	<b>Public Service and Private Life - What to Expect</b> 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.	<b>Majority Leader</b> <b>Del. Mike Caputo</b> <b>Del. Carrie Webster</b> <b>Anna Border</b>
10:30 a.m. to 10:45 a.m.	<b>BREAK</b>	
10:45 a.m. to 11:45 a.m.	<b>Ethics Training</b>	<b>Lewis Brewer,</b> <b>Ethics Commission</b> <b>Teresa Kirk,</b> <b>Ethics Commission</b>
11:45 a.m. to 12:30 p.m.	<b>Press Releases &amp; Communications</b> 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.	<b>Charlene Glagola, Dir.</b> <b>Legislative Information</b> <b>Stacey Ruckle,</b> <b>Communications Dir.</b>
12:30 p.m. to 1:30 p.m.	<b>LUNCH ON OWN/ PROVIDED CAPITOL TOUR</b> <i>Tour begins @ 12:30 p.m. by the Information Desk in the Lower Rotunda</i>	
1:30 p.m. to 2:30 p.m.	<b>Sexual Harassment and other legal issues</b> Overview of harassment and other legal issues in the workplace.	<b>Dee Truman, Governor's</b> <b>EEO Office</b> <b>Dawn Jordan,</b> <b>Governor's EEO Office</b>
2:30 p.m. to 2:45 p.m.	<b>BREAK</b>	
2:45 p.m. to 3:45 p.m.	<b>Lobbying</b> Members from the lobbying community discuss the Legislative process and the role of lobbyists.	<b>Steve Haid, President</b> <b>Assoc. of Lobbyists</b> <b>Patti Hamilton,</b> <b>Assoc. of Counties</b>
3:45 p.m. to 4:00 p.m.	<b>BREAK</b>	
4:00 p.m. to 5:00 p.m.	<b>Mock Floor Session and Chamber Automation Training</b> 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.	<b>Speaker - Elect</b> <b>Majority Leader</b> <b>Greg Gray, Clerk</b> <b>Clerk's Office Staff</b> <b>Joe Koval</b> <b>Mick Bailey</b>
5:00 p.m.	<b>Practical Computer Uses by a Legislator / Questions and Answers Wrap-Up Session</b>	<b>Speaker - Elect</b> <b>Majority Leader</b> <b>Greg Gray, Clerk</b> <b>Joe Koval</b> <b>Mick Bailey</b>

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