

LEADERSHIP NOTEBOOK: CONTENTS FROM 2009 VERSION

Questions to consider to improve notebook for 2011 Leadership:

1. Was this information useful?
2. What additional information would be helpful?
3. Is there any information that should be omitted?
4. Add'l information to research or questions to answer.

CHAPTER 1 LEADERSHIP INFORMATION

This information outlines the constitutional and statutory authority of legislative leaders. Information is also provided from the Joint, House, and Senate Rules, Mason's Manual of Legislative Procedure, and National Conference of State Legislatures.

CHAPTER 2 Proposed SESSION CALENDAR(s)

The Legislative Council adopted a proposed Session Calendar. Legislative leadership may choose to change the session calendar. Two additional options are provided. Many organizations have already planned using the proposed calendar, so any changes are appreciated as soon as possible.

Some of the dates that should be considered in any change are:

1. when the transmittal of general bills occurs (45th legislative day);
2. when transmittal break occurs and the number of days for break;
3. Easter break and the number of days;
4. how the transmittal of amendment to appropriations bills (80th legislative day) is affected.

If you would like to see other alternatives, please contact Susan Fox at 444-3066 and additional versions can be provided to you.

CHAPTER 3 BRANCH BUDGETS & Feed Bill Issues

This chapter contains information on the Legislative Branch budget overall and the budgets for Program 20 (includes all branch centralized services and LSD staff) and Program 21 (interim committee budgets) in the Legislative Services Division.

Please refer to the "Feed Bill Issues" that was presented to the Legislative Council in March of 2008. Funding of the 2009 legislative session (legislator and staff salaries and legislator per diem) will be compromised if the feed bill is not passed expeditiously because of a low remaining Balance in the 2007 feed bill.

CHAPTER 4 SESSION STAFFING

Included is the Session staff matrix that will be presented to the Legislative council on November 18, 2008, and a description of the traditional session staffing positions.

Also included is a sample of the positions as they were filled in 2007 session. The most critical positions to hire immediately are the Secretary of the Senate/Chief Clerk of the House and the Sergeants-at-Arms. Legislative Services Division staff traditionally holds training sessions in the week prior to session. Most of the LSD training involves the use of information technology (computers) and additional training should be provided by other session staff. If you need assistance, we have gathered some training manuals and information in the Legislative Services Division and will be happy to help. Even if past staff is not re-hired, they can be a valuable resource to train your new staffers.

The proposed rules contain a provisions that the Journal Clerk would be hired by the Legislative Services Division in the future if the rule passes. For the 2009 session, please hire the Journal Clerk. Legislative Services Division will provide additional training, support, and quality control. The Journal is a constitutional responsibility and it is imperative that a meticulous detail-oriented person is hired.

CHAPTER 5 COMMITTEE ASSIGNMENTS

These spreadsheets are provided as examples of what will be provided to leadership. These spreadsheets will be populated with the legislators' names and printed in a large, poster size for assignment of legislators to committees.

This spreadsheet has been formatted to reflect the Legislative Council recommendation in the proposed Senate Rules that:

1. Agriculture, Livestock, and Irrigation become a class 3 committee (T, Th, 3 p.m.)
2. Local Government become a class 2 committee (M, W, F 3 p.m.)
3. That a separate Senate Energy Committee be formed as a class 3 committee

(T, Th 3 p.m.)

In the event that Senate leadership does not follow this recommendation, a new spreadsheet can easily be formatted.

CHAPTER 6 COMMITTEE STAFFING

Attached is a matrix of proposed session committee staffers. Staffing of standing committees is provided by the Legislative Services Division. Staffing of the joint subcommittees of Appropriations and Finance and Claims is provided by the Legislative Fiscal Division.

CHAPTER 7 Proposed changes to JOINT, HOUSE, SENATE RULES

Included is a summary of the proposed changes to the Joint, House, and Senate Rules. The changes were proposed and adopted by the Legislative Council. Also attached are the definitions past last special session that are relevant to the formulation of new rules.

Greg Petesch, staff to the House and Senate Rules Committees, has information compiled from the 2005 and 1985 legislative session in which the House was split as reference, including the rules and the memorandums of understanding.

If you plan on holding Rules Committees soon, please provide public notice, arrange for secretarial support in order to record the meetings, and contact Legislative Services Division for staffing.

CHAPTER 8 TURN KEY OPERATIONS for Office space, computers, phones, etc.

The enclosed information represents a monumental effort by Legislative Services Division staff to streamline our support of your operations in terms of office space, phones, and computers. The maps represent where the phone lines, computer jacks, desks and other office equipment have traditionally be located. The past use of the office is also indicated. LSD staff will work with your staff, especially the Sergeants-at-Arms to take your office assignments and enter them into a centralized spreadsheet that allows the most streamlined approach to getting your phones and computers activated accurately. The traditional use is provided only to assist you and changes are certainly within your prerogative. This information, once assigned by

you, will be used to generate all directory and legislative information.

CHAPTER 9 INTERIM COMMITTEE, BOARDS, AND INTERSTATE COMMITTEE APPOINTMENTS

Legislative leaders are responsible to make dozens of appointments to committees, boards, and interstate organizations. Included is a spreadsheet that provides you information on the committee/organization, deadline for appointment, appointing authority, legal citation, and membership from the last interim.

When appointments are made, please address the appointment to either the person being appointed or to Susan Byorth Fox, Executive Director. Legislative Services will be responsible to pass the information onto the respective agency.

Many appointments don't need to be made until the latter half of the session, however, some are needed relatively earlier in the session: Legislative Council, and any vacancies on Legislative Audit Committee, Legislative Finance Committee, Environmental Quality Council, and the Legislative Consumer Committee.

Examples of forms from 2007 that you can use to solicit interest from legislators are included. As soon as any changes to interim committees are clear and I have verified the committees for NCSL and CSG, I will prepare an updated form for your use.

CHAPTER 10 CIVILITY

An interesting article from CSG and a Legisbrief from NCSL are included.