

Special Session Overview
Information Technology Planning Council
February 22, 2018

November 2017 Special Session

The Legislative Branch began preparations as soon as the reality of a special session was apparent. An “all hands on deck” mentality flourished in all areas and each staff member pitched in to make the 2017 Special Session a success.

As a result of the preparations of the Legislative Branch staff, there were no process delays due to training or technical issues. The branch professionally accommodated the legislators’ rapid special session activity. This list details some of the tasks needed for special session preparations.

Began preparations in September 2017

- Reviewed previous special session documents
- Reviewed regular 2017 session user list for staffed positions
- Received input from House and Senate proposed staff assignments

Users setup tasks

- Check names and network IDs; renew as needed
- Update computers and user logins

Technical and process tasks

- LAWS Oracle database setup
- LAWS II special session instance created
- Vote system operation verification and testing
- Rostrum operations setup and operational testing
- Update and prepare WordPerfect environments for bill drafting and bills processing, committee minutes, journals and amendments
- Info office setup
 - Symposium phone system setup and testing
 - Web messages database setup and testing
 - Phone message database setup and testing
- Committee secretary computers and user setup and operational testing
- Legislator infrastructure verification
 - Legislator-isolated wireless network testing
 - Printers operational testing
- Verify House and Senate sound systems
- Update and prepare Legislative Branch website with special session info
- Verify legislator information and update as needed in Leg Info database
- Identify and plan committee meeting and rostrum process training

Develop personnel staffing plan

- Staffing committee and session support
- Technical support staff planning

Publications

- Compile, edit, format, and print the Special Session booklet
- Distribute USBs and booklets to subscribers