Agenda

LEGISLATIVE ORGANIZATIONAL SESSION

Under Constitution and Statute

FIRST DAY - TUESDAY, DECEMBER 3, 1996

9:00 a.m. Senate and House convene in respective chambers

Order of Business

SENATE

1. Call to order by Lieutenant Governor
2. Certification of members by Secretary of State
3. Roll call
4. Associate Justice William A. Neumann administers Oath of Office to newly elected members
5. Prayer by Chaplain
6. Explanation and distribution of legislators' packets and other materials - *Jay E. Buringrud, Assistant Director, Legislative Council*

HOUSE

1. Call to order by Representative Clarence Martin (See NDCC Section 54-03-04)
2. Certification of members by Secretary of State
3. Roll call
4. Associate Justice Dale Sandstrom administers Oath of Office to newly elected members
5. Prayer by Chaplain
6. Explanation and distribution of legislators' packets and other materials - *John D. Olsrud, Director, Legislative Council*

10:00 a.m. Recess - Coffee break

10:15 a.m. Caucuses of respective parties for discussion of organizational matters and selection of party nominees for legislative positions and key employment positions in assigned rooms:

Senate Majority - Harvest Room
Senate Minority - Sakakawea Room
House Majority - Brynhild Haugland Room
House Minority - Roughrider Room

10:45 a.m. Senate and House reconvene

SENATE

7. Election of Secretary of Senate and administration of Oath of Office by Lieutenant Governor
8. Election of Desk Reporter and administration of Oath of Office by Lieutenant Governor

HOUSE

7. Election of Chief Clerk of House and administration of Oath of Office by former speaker
8. Election of Desk Reporter and administration of Oath of Office by former Speaker

9. Election of Sergeant-at-Arms and administration of Oath of Office by Lieutenant Governor	9. Election of Sergeant-at-Arms and administration of Oath of Office by former Speaker
10. Election of President Pro Tem	10. Election of Speaker and administration of Oath of Office by former Speaker
11. Adoption of temporary rules	11. Adoption of temporary rules
12. Selection of seats	12. Selection of seats
13. Appointment of procedural committees: a. Temporary committee to inform Governor and House that Senate is organized (3) b. Committee on Committees (8) c. Delayed Bills (5) d. Committee Rooms (3) e. Employment (5) f. Correction and Revision of the Journal (3) g. Rules (9) h. Inaugural (3)	13. Appointment of procedural committees: a. Temporary committee to inform Governor and Senate that House is organized (3) b. Committee on Committees (8) c. Delayed Bills (5) d. Committee Rooms (3) e. Employment (5) f. Correction and Revision of the Journal (5) g. Rules (9) h. Inaugural (3)

14. Committee and administrative announcements
    a. Each legislator must meet with photographer for taking official photograph before adjournment.
    b. Legislators assigned notebook computers can sign up for training courses conducted during the organizational session. Signup lists at Legislative Council receptionist's desk.

12:00 noon Luncheon recess

1:30 p.m. Legislators not otherwise occupied meet in the Brynhild Haugland Room for presentations on the following topics:

- Division of powers and duties among the three branches of government - Responsibilities of the legislative branch (20 minutes)
- Legislative branch structure - Committees, officers, employees (10 minutes)
- Legislative Council services to legislators (15 minutes)

Meeting of Rules and Employment Committees of each house in announced committee rooms
Meeting of other committees at the call of the chairman as announced prior to recess
Meeting of Senate Committee on Committees and House Policy Committee
Concurrent computer training sessions for legislators assigned notebook computers. Each session is one hour in length and is limited to 12 legislators. Signup is at the Legislative Council receptionist's desk.

Word Processing (Roughrider Room)	**E-Mail (Sakakawea Room)**	**Internet (Harvest Room)**
1:30 p.m.	1:30 p.m.	1:30 p.m.
2:40 p.m.	2:40 p.m.	2:40 p.m.
3:50 p.m.	3:50 p.m.	3:50 p.m.

SECOND DAY - WEDNESDAY, DECEMBER 4, 1996

9:00 a.m. Reconvene in respective chambers

Prayer by Chaplain

Roll call and announcements

9:10 a.m. **JOINT SESSION - HOUSE CHAMBER**

Report of findings and recommendations of committees of the Legislative Council by the Chairman, Director, and Legislative Budget Analyst and Auditor

10:30 a.m. Recess

10:45 a.m. Legislators not otherwise occupied meet in the Brynhild Haugland Room for presentations and a question and answer session on the legislative process:

- Explanation of legislative rules (15 minutes)
- Explanation of daily routine of the House and Senate - Floor procedures, orders of business, "carrying" bills (15 minutes)
- Explanation of procedure bill follows to become law - Introduction, hearings, amendment, crossover, conference committee, final passage, presentation to Governor (15 minutes)
- Prefiling of bills (5 minutes)

Concurrent computer training sessions for legislators assigned notebook computers. Each session is one hour in length and is limited to 12 legislators. Signup is at the Legislative Council receptionist's desk.

Word Processing (Roughrider Room)	E-Mail (Sakakawea Room)	Internet (Harvest Room)
10:45 a.m.	10:45 a.m.	10:45 a.m.
3:00 p.m.	3:00 p.m.	3:00 p.m.
4:10 p.m.	4:10 p.m.	4:10 p.m.

1:15 p.m. Senate and House reconvene in respective chambers

Order of Business

SENATE

1. President announces that discussion will be of proposed rules on legislative ethics
2. Remarks by Majority Leader
3. Remarks by Minority Leader
4. Presentation on legislative ethics and laws and rules governing the activities and conduct of public officials - *Jay E. Buringrud, Assistant Director, Legislative Council*

HOUSE

1. Speaker announces that discussion will be of proposed rules on legislative ethics
2. Remarks by Majority Leader
3. Remarks by Minority Leader
4. Presentation on legislative ethics and laws and rules governing the activities and conduct of public officials - *John D. Olsrud, Director, Legislative Council*

2:45 p.m. Recess

3:00 p.m. Legislators not otherwise occupied meet in the Brynhild Haugland Room for presentations on the purpose and use of legislative documents:

- Bills, resolutions, amendments (committee reports), Session Laws, and North Dakota Century Code (10 minutes)
- Calendars, journals, bill status reports, fiscal notes (10 minutes)
- Committee minutes, Legislative Council reports - Legislative Council's library collection (10 minutes)
- Budget status reports and executive budget report (10 minutes)

Meetings of committees at call of the chairmen

3:45 p.m. Committee chairmen, Employment Committee members, and other interested legislators meet in the Brynhild Haugland Room for a presentation on the impact of the federal Americans with Disabilities Act on legislative employment practices, legislative services, and committee operations

THIRD DAY - THURSDAY, DECEMBER 5, 1996

9:00 a.m. Call to order in respective chambers

Prayer by Chaplain

Roll call

9:05 a.m. Committee reports (including announcements of standing committee appointments)

Selection and administration of oath of any permanent employees

Adoption of permanent rules

All other unfinished business

Announcements

10:10 a.m. Recess - Coffee break

10:25 a.m. Reconvene in respective chambers

10:30 a.m. **JOINT SESSION - HOUSE CHAMBER**

Presentation by Governor Edward T. Schafer of the executive budget and revenue proposals

11:10 a.m. Adjourn

NOTE: The Budget Section will meet in the Senate chamber Thursday afternoon at a time to be announced and will also meet on Friday, December 6. All legislators named to the Appropriations Committees and the leadership serve on the Budget Section. Other legislators also may attend the Budget Section meeting.