

NORTH DAKOTA LEGISLATIVE MANAGEMENT

Minutes of the

**LEGISLATIVE MANAGEMENT  
TELECONFERENCE MEETING**

Friday, May 11, 2018  
Prairie Room, State Capitol  
Bismarck, North Dakota

Senator Ray Holmberg, Chairman, called the meeting to order at 8:30 a.m.

**Members present:** Senators Ray Holmberg, Kelly M. Armstrong, Joan Heckaman, Jerry Klein, Erin Oban, Donald Schaible, Ronald Sorvaag, Rich Wardner; Representatives Larry Bellew, Al Carlson, Bill Devlin, Kathy Hogan, Mike Lefor, Scott Louser, Corey Mock, Jim Schmidt, Jay Seibel

**Others present:** John Bjornson and Allen H. Knudson, Legislative Council, Bismarck  
John Hageman, James MacPherson, Carrie Evans

**It was moved by Representative Carlson, seconded by Representative Bellew, and carried on a voice vote that the minutes of the September 28, 2017, meeting be approved as distributed.**

Chairman Holmberg said the business for today's meeting was to determine how to proceed to select a new director of the Legislative Council. He called on the Director for a review of the memorandum entitled [Information Regarding the Appointment of the Director of the Legislative Council](#).

The Director said the Legislative Management has the authority to select a director pursuant to North Dakota Century Code Section 54-35-06. He reviewed the process used in 1982 and 2007 to select a director and discussed the current director job description and Legislative Council staff organizational chart. He said the job description has been in place since 2007.

In response to a question from Representative Hogan, the Director said it generally reflects the current job requirements. He said the key requirements include being nonpartisan and understanding the legislative process. He said the organizational chart reflects the current organizational structure, focusing on three distinct divisions with division directors.

Chairman Holmberg outlined upcoming legislative deadlines, including the fall Legislative Management meeting in November, the legislative organizational session in December, and the regular legislative session in January 2019. He said due to the job requirements and upcoming deadlines, he recommends the committee consider internal candidates.

Representative Carlson said the Legislative Council has an outstanding staff and the committee should look internally for the next director. He suggested a timeline of Friday, June 1, 2018, be set for any internal applications to be submitted and Legislative Management meet after that date to consider the candidates.

Senator Sorvaag requested applicants include detailed background information so that legislators can be aware of individual work experiences.

Chairman Holmberg said the committee will plan to meet on Wednesday, July 11, 2018, in the State Capitol to interview candidates and select the next director.

**It was moved by Representative Carlson, seconded by Representative Bellew, and carried on a roll call vote that the Legislative Management allow current Legislative Council employees to apply for the position of Director of the Legislative Council, that any interested employee submit a detailed application to the Chairman of the Legislative Management by Friday, June 1, 2018, that all applications be shared with members of the Legislative Management prior to the next meeting of the committee, and that the Legislative Management meet on Wednesday, July 11, 2018, to interview candidates and select a director. Senators Holmberg, Armstrong, Heckaman, Klein, Oban, Schaible, Sorvaag, and Wardner and Representatives**

Bellew, Carlson, Devlin, Hogan, Lefor, Louser, Mock, Schmidt, and Seibel voted "aye." No negative votes were cast.

No further business appearing, Chairman Holmberg adjourned the meeting at 8:47 a.m.

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Jim W. Smith  
Director