

**LEGISLATIVE ORGANIZATIONAL SESSION**  
**Under Constitution and Statute**  
**FIRST DAY - MONDAY, DECEMBER 5, 2022**

9:00 - 11:15 a.m. New legislators meet in the Brynhild Haugland Room for presentations on the following topics:

- Legislative Council services to legislators (15 minutes) - *John Bjornson, Director, Legislative Council*
- Division of powers and duties among the three branches of government - Responsibilities of the legislative branch (15 minutes) - *Emily Thompson, Legal Division Director, Legislative Council*
- Legislative branch structure - Committees, officers, employees (10 minutes) - *Jennifer S. N. Clark, Senior Counsel and Code Revisor, Legislative Council*
- Affiliated organizations:
  - Council of State Governments and Midwest Council of State Governments (20 minutes) - *Laura Tomaka, Senior Program Manager, CSG Midwestern office*
  - National Conference of State Legislatures (15 minutes) - *Karmen Hanson, Program Director and North Dakota Liaison*
  - Midwestern Higher Education Commission (15 minutes) - \_\_\_\_\_
  - Western Interstate Commission for Higher Education (15 minutes) - *Demaree Michelau, President*
  - Education Commission of the States (15 minutes) - *Deven Scott, State Relations Assistant Director*
  - Commission on Uniform State Laws (15 minutes) - *Representative Lawrence R. Klemin*

9:00 - 10:30 a.m. Returning legislator laptop computer training session in the Roughrider Room. The session is 90 minutes in length and is limited to 15 legislators. Training courses also are available online as video training that may be taken at your convenience. The Legislative Council Information Technology staff encourages returning legislators to utilize the video training instead of signing up for classroom training courses. Signup is at the Legislative Council reception desk. Training includes a refresher on the laptop computers, virtual private network (VPN), legislative applications, Legislator's Automated Work Station (LAWS) system, document synchronization between laptop and tablet computers, email quota and archive, correspondence templates, printing, and remote desktop support network access.

9:00 - 10:30 a.m. Returning legislator tablet computer training session in the Harvest Room. The session will be 90 minutes in length and is limited to 15 legislators. Training courses also are available online as video training that may be taken at your convenience. The Legislative Council Information Technology staff encourages returning legislators to utilize the video training instead of signing up for classroom training courses. Signup is at the Legislative Council reception desk. This training includes VPN, legislative applications, operating system and application updates, creating and editing documents, note taking, document synchronization between laptop and tablet computers, remote network access, and other topics.

1:00 p.m. Senate and House convene in respective chambers

**Order of Business**

- | <b>Senate</b>  | <b>House</b>   |
|--|--|
| 1. Call to order by the Lieutenant Governor                          | 1. Call to order by _____<br>(See NDCC Section 54-03-04)             |
| 2. Prayer by _____   | 2. Prayer by _____   |
| 3. Certification of members by Secretary of State                    | 3. Certification of members by Secretary of State                    |
| 4. Roll call   | 4. Roll call   |
| 5. Justice _____ administers Oath of Office to newly elected members | 5. Justice _____ administers Oath of Office to newly elected members |

- |  |   |
|--|---|
| 6. Adoption of temporary rules   | 6. Adoption of temporary rules  |
| 7. Explanation and distribution of legislators' packets and other materials - <i>John Bjornson</i> | 7. Explanation and distribution of legislators' packets and other materials - <i>Emily Thompson</i> |

1:45 p.m. Recess

2:00 p.m. Caucuses of respective parties for discussion of organizational matters in assigned rooms:

Senate Majority - Pioneer Room  
Senate Minority - Fort Lincoln Room  
House Majority - Brynhild Haugland Room  
House Minority - Prairie Room

2:20 p.m. Senate and House reconvene

### Senate

### House

- |  |  |
|--|--|
| 8. Election of Secretary of the Senate   | 8. Election of Chief Clerk of the House  |
| 9. Election of Journal Reporter  | 9. Election of Journal Reporter  |
| 10. Election of Sergeant-at-Arms   | 10. Election of Sergeant-at-Arms   |
| 11. Lieutenant Governor administers Oath of Office to Secretary of the Senate, Journal Reporter, and Sergeant-at-Arms  | 11. Acting Speaker administers Oath of Office to Chief Clerk of the House, Journal Reporter, and Sergeant-at-Arms  |
| 12. Election of President Pro Tempore  | 12. Election of Speaker and administration of Oath of Office by Acting Speaker   |
| 13. Selection of seats   | 13. Selection of seats   |
| 14. Appointment of procedural committees:  | 14. Appointment of procedural committees:  |
| a. Temporary committee to inform Governor and House that Senate is organized (3)   | a. Temporary committee to inform Governor and Senate that House is organized (3)   |
| b. Committee on Committees (8)   | b. Committee on Committees (11)  |
| c. Delayed Bills (5)   | c. Delayed Bills (5)   |
| d. Committee Rooms (3)   | d. Committee Rooms (3)   |
| e. Employment (5)  | e. Employment (5)  |
| f. Correction and Revision of the Journal (3)  | f. Correction and Revision of the Journal (5)  |
| g. Rules (8)   | g. Rules (7)   |
| 15. Committee and administrative announcements   |  |
| a. Each legislator must meet with photographer for taking official photograph before adjournment.  |  |
| b. Training courses for returning legislators also are available online as video training that may be taken at your convenience. The Legislative Council Information Technology staff encourages returning legislators to utilize the video training instead of signing up for classroom training courses scheduled for Tuesday. Signup lists are located at the Legislative Council reception desk. |  |
| 3:00 p.m. Adjournment until 9:00 a.m. Tuesday  |  |
| 3:15 p.m. Meeting of Rules and Employment Committees of each house in announced rooms  |  |
|  | Meeting of Senate Committee on Committees and House Committee on Committees  |
|  | Meeting of any other committee at the call of the chairmen as announced prior to recess  |
| 3:15 -   | New legislator laptop computer distribution and training session in the Roughrider Room.   |
| 5:15 p.m.  | The session is 2 hours in length and is required to receive equipment. Legislative Council Information Technology staff will assign legislators to training times. The session includes laptop computer distribution, cybersecurity training, review of policies governing |

computer use, training on software applications used by legislators, correspondence templates, printing, VPN, and remote network access. Tablet computer distribution and training for new legislators will be held separately after adjournment on Wednesday.

5:15 - New legislators meet in the Roughrider Room for an informational session regarding  
5:45 p.m. human resource applications and general benefits for legislators - *Lori Ziegler, Legislative Administrative Officer, Legislative Council*

## **SECOND DAY - TUESDAY, DECEMBER 6, 2022**

8:30 a.m. Reconvene in respective chambers  
Prayer by chaplain  
Senate - Pastor \_\_\_\_\_  
House - Pastor \_\_\_\_\_  
Roll call and announcements

### 8:40 a.m. **Joint Session - House Chamber**

Report of findings and recommendations of interim committees by the Chairman of the Legislative Management, the Director of the Legislative Council, the Legislative Budget Analyst and Auditor, and the Legal Division Director of the Legislative Council (20 minutes)

Presentation on workplace harassment policy and on legislative ethics and laws, social media, and rules governing the activities and conduct of public officials (10 minutes) - *Jennifer S. N. Clark*

Presentation on workplace harassment and legislative ethics (90 minutes) - *Mark Quiner, Director, Center for Ethics in Government, and Angela Andrews, Senior Professional Development Partner, Legislative Training Institute, National Conference of State Legislatures*

Remarks on workplace harassment and legislative ethics (5 minutes) - *Majority and Minority Leaders*

Training for contact persons on receiving and processing workplace harassment complaints (15 minutes) - \_\_\_\_\_

11:00 a.m. Adjournment until 8:30 a.m. Wednesday

11:10 a.m. New legislators meet in the Brynhild Haugland Room for presentations and a question and answer session on the legislative process:

- Explanation of legislative rules (15 minutes) - *Jennifer S. N. Clark*
- Explanation of the daily routine of the House and Senate - Floor procedures, orders of business, "carrying" bills (10 minutes) - *Samantha E. Kramer, Senior Counsel and Assistant Code Revisor, Legislative Council*
- Explanation of the procedure a bill follows to become law - Introduction, hearings, amendment, crossover, conference committee, final passage, presentation to Governor (10 minutes)
- Explanation of unique statutory requirements for certain bills (5 minutes) - *Christopher S. Joseph, Senior Counsel, Legislative Council*

12:30 - Returning legislator laptop computer training session in the Roughrider Room. The  
2:00 p.m. session is 90 minutes in length and is limited to 15 legislators. Training courses also are available online as video training that may be taken at your convenience. The Legislative Council Information Technology staff encourages returning legislators to utilize the video training instead of signing up for classroom training courses. Signup is at the Legislative Council reception desk. Training includes a refresher on the laptop computers, VPN, legislative applications, LAWS, document synchronization between laptop and tablet computers, email quota and archive, correspondence templates, printing, and remote desktop support network access.

12:30 - Returning legislator tablet computer training session in the Harvest Room. The session  
2:00 p.m. will be 90 minutes in length and is limited to 15 legislators. Training courses also are

available online as video training which may be taken at your convenience. The Legislative Council Information Technology staff encourages returning legislators to utilize the video training instead of signing up for classroom training courses. Signup is at the Legislative Council reception desk. This training includes VPN, legislative applications, operating system and application updates, creating and editing documents, note taking, document synchronization between laptop and tablet computers, remote network access, and other topics.

- 2:15 p.m. Caucuses of respective parties for discussion of legislative rules amendments:  
 Senate Majority - Pioneer Room  
 Senate Minority - Fort Lincoln Room  
 House Majority - Brynhild Haugland Room  
 House Minority - Prairie Room  
 Meetings of committees at call of the chairmen
- 2:45 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 - *Jennifer S. N. Clark*
  - Daily calendars, weekly committee schedules, journals, and bill status - *Jill Grossman, Counsel, Legislative Council*
  - Budget status reports, fiscal notes, and executive budget report - *Allen H. Knudson, Legislative Budget Analyst and Auditor, Legislative Council*
  - Committee minutes and Legislative Management reports - Legislative Council's library and records - *Kylah E. Aull, Library and Records Services Manager, Legislative Council*
- 2:45 -  
4:15 p.m. Returning legislator laptop computer training session in the Roughrider Room. The session is 90 minutes in length and is limited to 15 legislators. Training courses also are available online as video training that may be taken at your convenience. The Legislative Council Information Technology staff encourages returning legislators to utilize the video training instead of signing up for classroom training courses. Signup is at the Legislative Council reception desk. Training includes a refresher on the laptop computers, VPN, legislative applications, LAWS, document synchronization between laptop and tablet computers, email quota and archive, correspondence templates, printing, and remote desktop support network access.
- 2:45 -  
4:15 p.m. Returning legislator tablet computer training session in the Harvest Room. The session will be 90 minutes in length and is limited to 15 legislators. Training courses also are available online as video training that may be taken at your convenience. The Legislative Council Information Technology staff encourages returning legislators to utilize the video training instead of signing up for classroom training courses. Signup is at the Legislative Council reception desk. This training includes VPN, legislative applications, operating system and application updates, creating and editing documents, note taking, document synchronization between laptop and tablet computers, remote network access, and other topics.

### **THIRD DAY - WEDNESDAY, DECEMBER 7, 2022**

- 8:00 a.m. Call to order in respective chambers  
 Prayer by chaplain  
 Senate - Pastor \_\_\_\_\_  
 House - Pastor \_\_\_\_\_  
 Roll call  
 Recess
- 8:10 a.m. Caucuses of respective parties for discussion of committee assignments:  
 Senate Majority - Pioneer Room  
 Senate Minority - Fort Lincoln Room  
 House Majority - Brynhild Haugland Room  
 House Minority - Prairie Room

- 8:40 a.m. Reconvene  
Committee reports (including announcements of standing committee appointments)  
Selection and administration of oath of any officer not selected on Monday  
Adoption of permanent rules  
All other unfinished business  
Announcements
- 9:40 a.m. Recess
- 9:55 a.m. Reconvene in House Chamber
- 10:00 a.m. **Joint Session - House Chamber**  
Presentation by the Governor of the executive budget and revenue proposals
- 10:45 a.m. Adjourn
- 11:15 a.m. Budget Section convenes in House Chamber
- 12:00 noon - 2:00 p.m. New legislator laptop computer distribution and training session in the Roughrider Room. The session is 2 hours in length and is required to receive equipment. Legislative Council Information Technology staff will assign legislators to training times. The session includes laptop computer distribution, review of policies governing computer use, training on software applications used by legislators, document synchronization between laptop and tablet computers, correspondence templates, printing, VPN, and remote network access.
- 2:00 - 2:30 p.m. New legislators meet in the Roughrider Room for an informational session regarding human resource applications and general benefits for legislators - *Lori Ziegler*
- 12:00 noon - 2:00 p.m. New legislator tablet computer distribution and training session in the Harvest Room. The session will be 2 hours in length and is required to receive equipment. The Legislative Council Information Technology staff will assign legislators to training times.
- 2:30 - 4:30 p.m. New legislator laptop computer distribution and training session in the Roughrider Room. The session is 2 hours in length and is required to receive equipment. The Legislative Council Information Technology staff will assign legislators to training times. The session includes laptop computer distribution, review of policies governing computer use, training on software applications used by legislators, document synchronization between laptop and tablet computers, correspondence templates, printing, VPN, and remote network access.
- 2:30 - 4:30 p.m. New legislator tablet computer distribution and training session in the Harvest Room. The session will be 2 hours in length and is required to receive equipment. The Legislative Council Information Technology staff will assign legislators to training times.
- 4:30 - 5:00 p.m. New legislators meet in the Roughrider Room for an informational session regarding human resource applications and general benefits for legislators - *Lori Ziegler*
- NOTE:** The Budget Section will meet in the House Chamber to receive detailed information regarding the executive budget and conduct other business on Wednesday morning at 11:15 a.m. and is scheduled to adjourn by 4:15 p.m. on Wednesday. All legislators named to the Appropriations Committees, the Majority and Minority Leaders and their assistants, and the Speaker of the House serve on the Budget Section. Other legislators also may attend the Budget Section meeting.
- 4:30 - 5:00 p.m. Review of desk manual for committee chairman - *Jennifer S. N. Clark and Kylah E. Aull*