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## LEGISLATIVE PROCEDURE AND ARRANGEMENTS COMMITTEE

Wednesday, December 15, 2021  
Harvest Room, State Capitol  
Bismarck, North Dakota

Senator Rich Wardner, Chairman, called the meeting to order at 8:00 a.m.

**Members present:** Senators Rich Wardner, Joan Heckaman, Ray Holmberg, Larry Luick, Erin Oban\*; Representatives Joshua A. Boschee, Kim Koppelman, Scott Louser, Alisa Mitskog\*, Chet Pollert

**Member absent:** Senator Jerry Klein

**Others present:** John Bjornson, Cody Malloy, and Kyle W. Forster, Legislative Council, Bismarck

*\*Attended remotely*

**It was moved by Senator Holmberg, seconded by Representative Boschee, and carried on a voice vote that the minutes of the September 30, 2021, meeting be approved as distributed.**

Ms. Claire Ness, Senior Counsel and Code Revisor, Legislative Council, presented a request ([appendix](#)) from the North Dakota Medical Association to provide physician services to members of the Legislative Assembly during the 2023 legislative session.

**It was moved by Senator Holmberg, seconded by Representative Pollert, and carried on a voice vote that the North Dakota Medical Association's request to provide physician services to members of the Legislative Assembly during the 2023 legislative session be approved.**

Ms. Ness presented a memorandum entitled [Bill and Journal Room - Photocopy Fee Policy](#), which provides the fee to be collected by Bill and Journal Room employees during the 2023 legislative session. She noted:

- The photocopy fee provided in the policy is the same as for the 2021 legislative session; and
- Central Duplicating Services informed the Legislative Council paper prices are increasing rapidly, and paper for the legislative session likely will be purchased in the summer of 2022.

**It was moved by Senator Holmberg, seconded by Senator Luick, and carried on a roll call vote that the *Bill and Journal Room - Photocopy Fee Policy* be approved as distributed.** Senators Wardner, Heckaman, Holmberg, Luick, and Oban and Representatives Boschee, Koppelman, Louser, Mitskog, and Pollert voted "aye." No negative votes were cast.

Ms. Ness presented a memorandum entitled [Legislative Document Subscription Program](#), which provides the numbers of certain legislative documents to print during the 2023 legislative session and the fees to be collected for subscriptions for the documents. She noted the information in the documents generally is available online.

**It was moved by Senator Heckaman, seconded by Representative Louser, and carried on a roll call vote that bills, resolutions, daily journals, the journal index, and *Bill and Status Reports* be printed only upon request, except as required by House and Senate Rules 204.** Senators Wardner, Heckaman, Holmberg, Luick, and Oban and Representatives Boschee, Koppelman, Louser, Mitskog, and Pollert voted "aye." No negative votes were cast.

In response to requests from committee members, Ms. Ness noted the Legislative Council will determine whether the entities entitled to copies of bound journals under House and Senate Rules 204 want to continue receiving the same number of copies.

**It was moved by Representative Koppelman, seconded by Representative Pollert, and carried on a roll call vote that the number of daily calendars printed be reduced by half to 125 for the House and 100 for the**

**Senate, and the number of weekly committee hearing schedules printed be reduced by half to 150 for the House and 150 for the Senate.** Senators Wardner, Heckaman, Holmberg, Luick, and Oban and Representatives Boschee, Koppelman, Louser, Mitskog, and Pollert voted "aye." No negative votes were cast.

Mr. John Bjornson, Director, Legislative Council, presented information regarding Legislative Council staffing, employee workspace, and legislative session employees. He noted:

- The Legislative Assembly authorized eight new information technology employees for the Legislative Council, but changes must be made to the Legislative Council office area to provide adequate work space for those employees;
- The committee clerk workstations in the Legislative Council office area and part of the library could be converted into information technology employee offices and workstations;
- The Legislative Council needs additional storage space for information technology equipment and future employees;
- There is room on the ground floor of the Capitol for committee clerks to work;
- Changes in information technology and legislative operations have changed the roles of committee clerks and other session employees; and
- This interim may be a good time to review job descriptions, pay scales, and other administrative issues for session employees.

Chairman Wardner noted rooms on the ground floor would be better than the Legislative Council office area for committee clerks. He also noted information technology employees should have adequate work space and offices in the Legislative Council office area.

Representative Pollert noted he supports Mr. Bjornson's recommendations regarding the Legislative Council office area.

**It was moved by Representative Koppelman, seconded by Senator Luick, and carried on a roll call vote that the Legislative Council work with Representative Glenn Bosch, Chairman, House Employment Committee; Senator Dick Dever, Chairman, Senate Employment Committee; and other members of the House and Senate Employment Committees on legislative session employee administrative matters and report back to the committee at its next meeting.** Senators Wardner, Heckaman, Holmberg, Luick, and Oban and Representatives Boschee, Koppelman, Louser, Mitskog, and Pollert voted "aye." No negative votes were cast.

**It was moved by Senator Luick, seconded by Senator Holmberg, and carried on a roll call vote that the Legislative Council proceed with the plan to convert committee clerk workspace and part of the library to information technology offices and workstations.** Senators Wardner, Heckaman, Holmberg, Luick, and Oban and Representatives Boschee, Koppelman, Louser, Mitskog, and Pollert voted "aye." No negative votes were cast.

Mr. Kyle W. Forster, Information Technology Manager, Legislative Council, presented an update on information technology matters. He noted:

- 27 legislators need to finish cybersecurity training;
- New digital signage is being installed in the legislative spaces in the Capitol;
- The legislative branch website is being updated; and
- The legislative branch soon will use a new network domain called STAGENET LEGIS.

Representative Pollert noted the committee should discuss potential updates to the *North Dakota Legislative Assembly Policy Against Workplace Harassment* and changes to the Brynhild Haugland Room and other committee rooms at a future meeting.

No further business appearing, Chairman Wardner adjourned the meeting at 9:45 a.m.

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Claire Ness  
Senior Counsel and Code Revisor

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