



---

## LEGISLATIVE PROCEDURE AND ARRANGEMENTS COMMITTEE

Thursday, September 30, 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 and Kyle W. Forster, Legislative Council, Bismarck  
See [Appendix A](#) for additional persons present.

**It was moved by Representative Boschee, seconded by Senator Oban, and carried on a voice vote that the minutes of the June 22, 2021, meeting be approved as distributed.**

### ACCESSIBILITY IMPROVEMENTS TO THE CAPITOL

Mr. John Boyle, Director, Facility Management Division, Office of Management and Budget, and Ms. Carrie Meyer, Project Manager, J2 Studio Architecture + Design, PC, provided testimony ([Appendix B](#)) regarding accessibility improvements to legislative areas in the Capitol and other building updates.

In response to questions from members of the committee, Mr. Boyle noted the small rooms in the northwest part of the ground floor of the Capitol may be reconfigured into fewer, larger, more useable rooms. He noted he will work with the Legislative Council to develop plans for those rooms.

After Mr. Boyle presented multiple options for creating accessible family bathrooms on the ground floor of the Capitol, the members of the committee indicated to Mr. Boyle a preference to install between two and four family restrooms with care tables in the space comprising the entirety of the Missouri River Room.

### SPECIAL OR RECONVENED SESSION ARRANGEMENTS

Ms. Claire Ness, Senior Counsel, Legislative Council, presented a memorandum entitled [Special Legislative Session Arrangements - Background and Statutory References](#) and a memorandum entitled [Recent History of Joint Technical Correction Committees During Special Sessions](#).

Chairman Wardner noted because the Governor has not committed to calling a special session for redistricting, the Legislative Assembly may reconvene the regular session in November instead of a special session.

**It was moved by Representative Koppelman, seconded by Senator Holmberg, and carried on a roll call vote that the House hire up to 11 employees and the Senate hire up to 10 employees for the special or reconvened session to be held in November 2021.** Senators Wardner, Heckaman, Holmberg, Luick, and Oban and Representatives Boschee, Koppelman, Louser, Mitskog, and Pollert voted "aye." No negative votes were cast.

Representative Pollert noted bills other than those recommended by the Legislative Management must be approved by the Delayed Bills Committee to be introduced during the reconvened or special session. He noted bills regarding topics other than redistricting or appropriations will be referred to the Joint Technical Corrections Committee. He noted the Legislative Assembly saved 4 days that may be used for a reconvened session, and 1 day should be reserved for considering a possible veto.

Chairman Wardner noted the appropriations committees will have three 2-day meetings in October. He noted the appropriations committees will consider proposals for using federal funds to be received by the state and will prepare draft legislation appropriating those funds.

Ms. Ness presented draft amendments [[21.9775.01000](#) and [21.9776.01000](#)] to legislative rules for the reconvened or special session. She noted the presented rules amended the rules adopted by the committee in June to accommodate a reconvened session and the 4-day time frame for it.

**It was moved by Senator Holmberg, seconded by Representative Koppelman, and carried on a roll call vote that the rules be amended to provide approval by a majority of the members of each house on a joint committee is required for approval of a joint committee motion.** 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 Representative Pollert, seconded by Senator Luick, and carried on a roll call vote that the presented rules be approved as amended.** Senators Wardner, Heckaman, Holmberg, Luick, and Oban and Representatives Boschee, Koppelman, Louser, Mitskog, and Pollert voted "aye." No negative votes were cast.

### LEGISLATIVE PRINTING SERVICES

Ms. Ness presented a bill draft [[21.1096.01000](#)] to allow legislative materials to be printed by Central Duplicating Services within the Office of Management and Budget. Ms. Ness noted:

- Two requests for printing bids were issued before the 2021 legislative session, but no bids were received;
- Central Duplicating Services provided printing for the 2021 legislative session; and
- The bill draft does not eliminate the option of soliciting printing bids in the future.

**It was moved by Senator Luick, seconded by Representative Boschee, and carried on a roll call vote that the bill draft be recommended to the Legislative Management.** Senators Wardner, Heckaman, Holmberg, Luick, and Representatives Boschee, Koppelman, Louser, Mitskog, and Pollert Oban voted "aye." No negative votes were cast.

### COMPUTER USE POLICY

Ms. Ness presented the [Policy on Use of Computers by Legislators](#). She noted the committee reviews the policy each interim, and the Legislative Council staff recommend no changes to the policy.

**It was moved by Representative Pollert, seconded by Representative Boschee, and carried on a roll call vote that the Policy on Use of Computers by Legislators 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.

Mr. Kyle W. Forster, Information Technology Manager, Legislative Council, presented an update on information technology for the legislative branch. Mr. Forster noted:

- The Legislative Council acquired portable equipment to livestream meetings held outside the Capitol;
- The annual cybersecurity awareness training for legislators is available, and reminders to complete the training will be sent by email;
- The Legislative Council hired five of the eight new, allotted, full-time equivalent, information technology employees, and another system administrator will be hired within the next few months;
- There is a shortage of office and storage space for the information technology staff;
- The legislative branch will have a new information technology domain--ndlegis.gov and the information technology staff will need to update each legislator's laptop after the special or reconvened session; and
- The information technology staff is working to improve disaster recovery and make signage compliant with the requirements of the federal Americans with Disabilities Act.

**It was moved by Representative Boschee, seconded by Representative Pollert, and carried on a voice vote that the Legislative Council staff be requested to prepare a report and the rules amendments and bill draft recommended by the committee and to present the report and recommended rules amendments and bill draft to the Legislative Management.**

No further business appearing, Chairman Wardner adjourned the meeting at 10:00 a.m.

---

Claire Ness  
Senior Counsel

ATTACH:2