

# NORTH DAKOTA LEGISLATIVE COUNCIL

## Tentative Agenda

### **LEGISLATIVE MANAGEMENT COMMITTEE**

Monday, April 12, 2004  
Harvest Room, State Capitol  
Bismarck, North Dakota

- 9:00 a.m. Call to order  
Roll call  
Consideration of minutes of November 18, 2003, meeting
- 9:05 a.m. Presentation by Ms. Maryann F. Trauger, Manager, Information Technology Services, relating to:
- Results of project tracking e-mail use of legislators by return receipt e-mail
  - Results of survey of legislators regarding connection speed for legislators using remote dial-up connections to access their e-mail
- Committee discussion on providing legislators connections through 800# dial-up access or service provider access
- 9:30 a.m. Review by the Legislative Council staff of e-mail file quota policies applicable to state officials, employees, and legislators
- 9:45 a.m. Presentation by Ms. Trauger concerning the e-mail system used by legislators:
- Survey of legislators participating in the Microsoft Outlook e-mail pilot project
  - Review of the impact on the conference committee scheduling system of converting legislators to Microsoft Outlook e-mail
  - Review of the impact on the telephone room message system of converting legislators to Microsoft Outlook e-mail
- 10:15 a.m. Presentation by Mr. Curtis L. Wolfe, Chief Information Officer, Information Technology Department, on groupware topics:
- Enterprise architecture initiatives
  - Methodology for converting to Microsoft Outlook/Exchange
  - E-mail issues: mailbox quotas, e-mail archiving, backing up information, inactive accounts
- 10:45 a.m. Committee discussion of Lotus Notes/Microsoft Outlook e-mail:
- Legislative branch e-mail file quota policy
  - Conversion from Lotus Notes to Microsoft Outlook
  - Conversion of the conference committee scheduling system to the Microsoft Exchange application
  - Conversion of the telephone room message system to the Microsoft Exchange application
- 11:15 a.m. Review by the Legislative Council staff of *2005 Legislative Deadlines*

- 11:20 a.m. Presentation by the Legislative Council staff of a proposed schedule for pre-session computer training for legislative employees
- 11:35 a.m. Presentation by the Legislative Council staff of a proposed schedule for pre-session computer training for legislators
- 11:45 a.m. Consideration of request from the North Dakota Youth Leadership Seminar for use of the House chamber on Saturday, June 5, 2004
- 11:50 a.m. Luncheon recess
- 1:00 p.m. Presentation by Mr. Loren Haid, Physical Plant Director, Facility Management Division, regarding proposals for the sound system in the Brynhild Haugland Room
- 1:20 p.m. Review of the selection of chairs in the Brynhild Haugland Room and folding chairs for use in the legislative chambers and Memorial Hall
- 1:35 p.m. Review of the meeting room arrangement in the Peace Garden Room
- 1:45 p.m. Presentation by the Legislative Council staff of a memorandum entitled *Legislative Documents Subscription Program* and proposed document subscription services during the 2005 legislative session:
- Bills and resolutions
  - Journals
  - Daily calendars
  - Committee hearing schedules
  - Bill status report
- 1:55 p.m. Committee discussion of the legislative internship program during the 2005 legislative session
- 2:05 p.m. Review by the Legislative Council staff of *Invitation to Bid - Legislative Assembly Secretarial, Telephone Message, and Bill and Journal Room Services*
- 2:15 p.m. Review by the Legislative Council staff of invitation to bid for printing bills, resolutions, and journals during the 2005 legislative session
- 2:25 p.m. Review by the Legislative Council staff of *Invitation to Bid - Legislative Assembly Photography Services*
- 2:35 p.m. Review by the Legislative Council staff of a memorandum entitled *Results of the 2003 Legislative Process Questionnaire*
- 3:05 p.m. Review by the Legislative Council staff of a memorandum entitled *House and Senate Rule Differences*
- 3:20 p.m. Presentation by the Legislative Council staff of proposed rules amendments relating to:
- Senate and House Rules 206 - Roll call election of officers
  - Senate and House Rules 321 - Voting by members present
  - Senate Rule 350 - Procedure on return of a Senate measure with amendment
  - Senate and House Rules 401(3) - Procedure for prefiling of bills and resolutions
  - Joint Rule 206 - Items on consent calendar
  - Joint Rule 603(2) - Printing of bills and resolutions engrossed in the other house

- Joint Rule 1001(3) - Reference to length of terms of members

4:05 p.m. Discussion of other administrative matters

4:15 p.m. Adjourn

**Committee Members**

Senators Bob Stenehjem (Chairman), Randel Christmann, Michael A. Every, David P. O'Connell, Herb Urlacher

Representatives Rick Berg, LeRoy G. Bernstein, Merle Boucher, Eliot Glassheim, David Monson