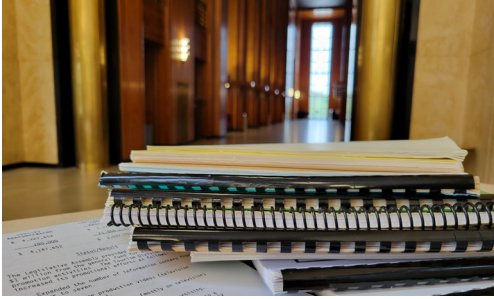




# The Council

## The Hero



The Administrative and Operations Division (administrative staff) are the unseen heroes in the Legislative Council office. Every document produced by our office is formatted and reviewed by administrative staff before it is distributed or becomes public.

In the early 2000s there were 12 full-time staff--1 office manager, 1 assistant office manager, 6 operators, 2 proofreaders, and 2 receptionists. In preparation for a legislative session, an additional 9 temporary staff were hired--4 operators, 4 proofreaders, and 1 messenger. Two of the six operators were solely responsible for assisting with engrossing and enrolling.

All documents were dictated on microcassettes, transcribed by the operators, and returned to the drafters for review before being returned to the administrative staff for final processing. After final processing, the team of proofreaders would read all documents aloud to each other before a final review by the office manager or the assistant office manager. By 2010, many seasoned staff had retired, and the office shifted to a new generation of staff and the use of current technology.

In 2011, with the implementation of a new bill drafting system, drafters began drafting their own documents, rather than dictating the documents or marking changes on paper, which reduced the workload of operators. The operator position transformed into a broader, more professional legislative administrative specialist position with new responsibilities. For example, instead of outsourcing the graphics and creation of the Finance Facts booklet, a member of the administrative staff was trained in graphic design programs and began producing the booklet. Administrative staff implemented other graphics changes on legislative publications, digital signage, and letterhead, and led a 2012 redesign of the website. With the website redesign, administrative staff began designing and maintaining the website internally.

The Administrative and Operations Division now consists of 11 permanent staff--1 director, 1 administrative manager and analyst, 2 editors, 6 legislative administrative specialists, and 1 front desk specialist. A second temporary front desk specialist also is retained during the legislative session. The division performs a multitude of duties including proofreading, editing, assisting with engrossing and enrolling, website maintenance, graphic design, record archiving, and post-session processing.

While technology has changed the role of the administrative staff, technology also has moved the staff into more visible roles. With interim committee meetings being livestreamed, the duties of running cameras and indexing meetings have given the administrative staff a bit more face time outside the office. Legislators also have the opportunity to interact with administrative staff when their photos are taken. In 2023, when photography vendors were not available to take legislator photos, the administrative staff quickly assumed the new role of legislative photographer.

The ability to adapt has been a hallmark of the Legislative Council, and the administrative staff members have been the behind the scenes, unsung heroes in helping transform the Legislative Council office over the last decade.

## Session Statistics

**238** Bills Awaiting Final Action  
**103** Bills in Committee  
**403** Bills Enrolled  
**332** Bills Signed by Governor  
**1,223** Amendments Requested

## Important Dates

**Apr. 16:** Deadline to Report Bills and Resolutions Out of Committee

## Employee Spotlight



**Haley Dubourt** began working for the state at Job Service North Dakota. Haley joined the Legislative Council in 2021 as a legislative administrative specialist. Her work includes proofreading, formatting, and processing bills, resolutions, amendments, and other legislative documents, and providing support during the interim through meeting setup, operating cameras, and indexing.

Haley grew up on a hobby farm in Pembina County, North Dakota, and graduated from the University of Mary with a bachelor's degree in politics. She will be graduating from the University of North Dakota this fall with a bachelor's degree in communication. In her free time, she enjoys spending time with family, doing conservation work, and traveling.

## Employee Spotlight



**Adam Roeder** joined the Legislative Council in 2022 as an information technology specialist. During the legislative session, he often can be seen on the floor of the chambers assisting legislators with any technological challenges that arise. Adam has an associate's degree in cybersecurity and networking from Bismarck State College, and a bachelor of fine arts degree in visual arts from North Dakota State University.

Adam was born in Crookston, Minnesota, but has lived in Bismarck for most of his life. Adam and his wife Stephanie keep busy raising their 14-month-old son, Theo, and are eagerly awaiting the arrival of their new baby girl this summer. In his free time, Adam enjoys gardening, cooking, ice fishing, and spending time with his wife, son, and German shorthair, Norman.



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