LEGISLATIVE ORGANIZATIONAL SESSION
Under Constitution and Statute
FIRST DAY - MONDAY, DECEMBER 3, 2012

9:00 a.m. Freshmen legislators meet in the Brynhild Haugland Room for presentations on the following topics:
- Legislative Council services to legislators (15 minutes)
- Division of powers and duties among the three branches of government - Responsibilities of the legislative branch (20 minutes)
- Legislative branch structure - Committees, officers, employees (10 minutes)

10:00 a.m. Affiliated organizations
- Council of State Governments (10 minutes)
- Midwest Council of State Governments (10 minutes)
- National Conference of State Legislatures (15 minutes)
- Midwestern Higher Education Commission (20 minutes)
- Western Interstate Commission for Higher Education (15 minutes)
- Education Commission of the States (15 minutes)

9:00 a.m. Computer training session for returning legislators in the Roughrider Room. The session is 90 minutes in length and is limited to 40 legislators. Signup is at the Legislative Council reception desk. Training includes a refresher on the new laptop/tablet computers and Legislator's Automated Work Station system (LAWS), e-mail quota and archive, and remote desktop support.

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

Order of Business

Senate	House
1. Call to order by the Lieutenant Governor	1. Call to order by Representative David Drovdal (See NDCC Section 54-03-04)
2. Prayer by Pastor _____, _____, Bismarck	2. Prayer by Pastor _____, _____, Bismarck
3. Certification of members by Secretary of State	3. Certification of members by Secretary of State
4. Roll call	4. Roll call
5. Justice Dale Sandstrom administers Oath of Office to newly elected members	5. Justice Carol Ronning Kapsner administers Oath of Office to newly elected members
6. Explanation and distribution of legislators' packets and other materials - *Jay E. Buringrud, Legal Services Division Director, Legislative Council*	6. Explanation and distribution of legislators' packets and other materials - *Jim W. Smith, Director, Legislative Council*

1:45 p.m. Recess

2:00 p.m. Caucuses of respective parties for discussion of organizational matters in assigned rooms:
Senate Majority - Fort Totten 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
7. Election of Secretary of the Senate	7. Election of Chief Clerk of the House
8. Election of Journal Reporter	8. Election of Journal Reporter
9. Election of Sergeant-at-Arms	9. Election of Sergeant-at-Arms
10. Lieutenant Governor administers Oath of Office to Secretary of the Senate, Journal Reporter, and Sergeant-at-Arms	10. Former Speaker administers Oath of Office to Chief Clerk of the House, Journal Reporter, and Sergeant-at-Arms
11. Election of President Pro Tempore	11. Election of Speaker and administration of Oath of Office by former Speaker
12. Adoption of temporary rules	12. Adoption of temporary rules
13. Selection of seats	13. Selection of seats

14. Appointment of procedural committees:
    a. Temporary committee to inform Governor and House that Senate is organized (3)
    b. Committee on Committees (8)
    c. Delayed Bills (5)
    d. Committee Rooms (3)
    e. Employment (5)
    f. Correction and Revision of the Journal (3)
    g. Rules (9)
    h. Inaugural Planning (3)

14. Appointment of procedural committees:
    a. Temporary committee to inform Governor and Senate that House is organized (3)
    b. Committee on Committees (11)
    c. Delayed Bills (5)
    d. Committee Rooms (3)
    e. Employment (5)
    f. Correction and Revision of the Journal (5)
    g. Rules (7)
    h. Inaugural Planning (3)

15. Committee and administrative announcements
    a. Each legislator must meet with photographer for taking official photograph before adjournment.
    b. Returning legislators assigned notebook computers can sign up for training courses scheduled for Tuesday. Signup lists at 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 committee rooms

Meeting of Senate Committee on Committees and House Committee on Committees

Meeting of any other committee at the call of the chairman as announced prior to recess

3:15 p.m. Computer distribution and training session for new legislators in the Roughrider Room. The session is two hours in length and is limited to 10 legislators. Signup is at the Legislative Council reception desk. The session includes laptop computer distribution, review of policies governing computer use, and training on software applications used by legislators, including LAWS. Tablet computer training for new legislators will be held separately after adjournment.

SECOND DAY - TUESDAY, DECEMBER 4, 2012

9:00 a.m. Reconvene in respective chambers
Prayer by chaplain
Senate - Pastor _____, _____, Bismarck
House - Chaplain _____, _____, Bismarck
Roll call and announcements

9:10 a.m. **Joint Session - House Chamber**

Report of findings and recommendations of committees by the Chairman of the Legislative Management and the Director of the Legislative Council

Presentation by Representative Lawrence R. Klemin, North Dakota Commission on Uniform State Laws, regarding uniform state laws

10:15 a.m. Recess

10:30 a.m. Freshmen 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)
- Explanation of daily routine of the House and Senate - Floor procedures, orders of business, "carrying" bills (15 minutes)
- Explanation of procedure bill follows to become law - Introduction, hearings, amendment, crossover, conference committee, final passage, presentation to Governor (15 minutes)
- Prefiling of bills (5 minutes)

10:30 a.m. Computer training session for returning legislators in the Roughrider Room. The session is 90 minutes in length and is limited to 40 legislators. Signup is at the Legislative Council reception desk. Training includes a refresher on the new laptop/tablet computers and LAWS, e-mail quota and archive, and remote desktop support.

10:30 a.m. Tablet computer training for returning legislators in the Harvest Room. The session will be 90 minutes in length and is limited to 15 legislators. Signup is at the Legislative Council reception desk. This training is similar to the original tablet computer training provided to legislators when they received their tablet computer.

1:15 p.m. Senate and House reconvene in respective chambers

Senate Legislative Ethics Session

1. President announces that discussion will be of joint rules on legislative ethics
2. Presentation on legislative ethics and laws and rules governing the activities and conduct of public officials - *Jay E. Buringrud, Legal Services Division Director, Legislative Council*
3. Remarks on legislative ethics - Majority Leader
4. Remarks on legislative ethics - Minority Leader

House Legislative Ethics Session

1. Speaker announces that discussion will be of joint rules on legislative ethics
2. Presentation on legislative ethics and laws and rules governing the activities and conduct of public officials - *Jim W. Smith, Director, Legislative Council*
3. Remarks on legislative ethics - Majority Leader
4. Remarks on legislative ethics - Minority Leader

2:15 p.m. Adjournment until 8:30 a.m. Wednesday
Caucuses of respective parties for discussion of legislative rules amendments:
Senate Majority - Fort Totten 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 (20 minutes)
- Calendars, journals, bill status reports, fiscal notes (10 minutes)
- Budget status reports and executive budget report (10 minutes)
- Committee minutes, Legislative Management reports - Legislative Council's library and records (10 minutes)

2:45 p.m. Computer training session for returning legislators in the Roughrider Room. The session is 90 minutes in length and is limited to 40 legislators. Signup is at the Legislative Council reception desk. Training includes a refresher on the new laptop/tablet computers and LAWS, e-mail quota and archive, and remote desktop support.

2:45 p.m. Tablet computer training for returning legislators in the Harvest Room. The session will be 90 minutes in length and is limited to 15 legislators. Signup is at the Legislative Council reception desk. This training is similar to the original tablet computer training provided to legislators when they received their tablet computer.

THIRD DAY - WEDNESDAY, DECEMBER 5, 2012

8:30 a.m. Call to order in respective chambers
Prayer by chaplain
Senate - Chaplain _____, _____, Bismarck
House - Pastor _____, _____, Bismarck
Roll call
Recess

8:40 a.m. Caucuses of respective parties for discussion of committee assignments:
Senate Majority - Fort Totten Room
Senate Minority - Fort Lincoln Room
House Majority - Brynhild Haugland Room
House Minority - Prairie Room

9:10 a.m. Reconvene
Committee reports (including announcements of standing committee appointments)
Selection and administration of oath of any officer not selected on Tuesday
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

11:00 a.m. Budget Section convenes in Senate chamber

12:00 noon Computer distribution and training session for new legislators in the Roughrider Room. The session is two hours in length and is limited to 10 legislators. Signup is at the Legislative Council reception desk. The session includes laptop computer distribution, review of policies governing computer use, and training on software applications used by legislators, including LAWS. Tablet computer training for new legislators will be held separately after adjournment.

12:00 noon Tablet computer distribution/training for new and returning legislators in the Harvest Room. The session will be two hours in length and is limited to 15 legislators. Signup is at the Legislative Council reception desk.

2:30 p.m. Computer distribution and training session for new legislators in the Roughrider Room. The session is two hours in length and is limited to 10 legislators. Signup is at the Legislative Council reception desk. The session includes laptop computer distribution, review of policies governing computer use, and training on software applications used by legislators, including LAWS. Tablet computer training for new legislators will be held separately after adjournment.

2:30 p.m. Tablet computer distribution/training for new and returning legislators in the Harvest Room. The session will be two hours in length and is limited to 15 legislators. Signup is at the Legislative Council reception desk.

NOTE: The Budget Section will meet in the Senate chamber to receive detailed information regarding the executive budget and conduct other business on Wednesday morning at 11:00 a.m. and is scheduled to adjourn by 4:30 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.