Prepared by the North Dakota Legislative Council staff

November 2012

Tentative Agenda
ORIENTATION AND TRAINING SESSIONS FOR CERTAIN LEGISLATIVE EMPLOYEES

Monday-Friday, December 10-14

9:00 a.m. - 4:00 p.m. **Leadership staff** - Training on Windows, Word, Excel, Outlook, and Publisher - Assistance provided as available - *Information Technology Staff, Legislative Council*

Monday-Friday, December 10-14

9:00 a.m. - 5:00 p.m. **House and Senate journal reporters** (Assistant Chief Clerk and Assistant Secretary of the Senate [backup]) - House and Senate chambers - Assistance provided as available - *Kylah E. Aull, Library and Records Services Manager and Information Technology Staff, Legislative Council*

Monday, December 17 - House and Senate committee clerks

8:00 - 9:00 a.m. Select desks and prepare area - Chief committee clerks

9:00 - 10:15 a.m. Tour of committee rooms (*Lori Ziegler, Legislative Administrative Officer, Legislative Council)* and joint supply area (*Andrea Cooper, Legislative Services Specialist, Legislative Council*)

10:30 a.m. - 5:00 p.m. Prairie Room - Orientation by the Legislative Council staff

- 10:30 a.m. Introduction - Overview of the legislative process - Employee/staff/intern relationships - *Jim W. Smith, Director, Legislative Council*
- 10:35 a.m. Distribute packets
- 10:40 a.m. Overview of committee clerk activities - *Jay E. Buringrud, Legal Services Division Director, Legislative Council*
- 11:15 a.m. Overview of North Dakota Century Code - *John Walstad, Code Revisor, Legislative Council*
- 11:30 a.m. Fiscal notes - *Becky Keller, Senior Fiscal Analyst, Legislative Council*
- 1:00 p.m. Enrolling and engrossing - Amendment approval requirements - *John Bjornson, Counsel, Legislative Council*
- 2:00 p.m. **House and Senate Appropriations Committees clerks** - Appropriation bills and budget status reporting - *Allen H. Knudson, Legislative Budget Analyst and Auditor, Legislative Council*
- 2:30 p.m. Break
- 2:45 p.m. **House and Senate committee clerks** - Orientation on recording requirements, filing of minutes, deposit of minutes with the Legislative Council, and Appropriations Committees records - *Kylah E. Aull*
- 4:30 p.m. Committee hearings - Impact of the Americans with Disabilities Act - *Jay E. Buringrud*

Tuesday, December 18 - House and Senate committee clerks

8:00 - 10:00 a.m. Brynhild Haugland Room - Training on use of LAWS and on the legislative branch website - *Information Technology Staff*

10:00 a.m. - 12:00 noon Brynhild Haugland Room - Training on use of the committee hearing system - *Information Technology Staff*

1:00 - 2:00 p.m. Brynhild Haugland Room - Training on recording committee meetings - *Information Technology Staff*

2:00 - 5:00 p.m. Brynhild Haugland Room - Training on use of Windows, Word, Outlook, and the preparing and storing of minutes - *Information Technology Staff*

Wednesday, December 19 - House and Senate committee clerks

8:00 a.m. - 4:00 p.m. Brynhild Haugland Room - Training on use of the committee report system - *Kylah E. Aull and Information Technology Staff*

1:00 - 3:00 p.m. **House Chief Clerk and Secretary of the Senate** (Assistant Chief Clerk and Assistant Secretary of the Senate [backup]) - House and Senate Chambers - Training on use of the voting system - *Information Technology Staff*

3:00 - 5:00 p.m. **House and Senate recording clerks** (House and Senate bill clerks [backup]) - House and Senate Chamber - Training on use of the chamber camera systems - *Information Technology Staff*

Thursday, December 20 - House and Senate committee clerks

9:00 - 11:30 a.m. **House and Senate bill clerks** (calendar clerks [backup]) - House chamber - Training on use of the assignment of bill numbers system - *Kylah E. Aull and Information Technology Staff*

1:00 - 5:00 p.m. **Assistant Chief Clerk and Assistant Secretary of the Senate** (journal clerks [backup]) - House and Senate chambers - Training on use of the message system - *Kylah E. Aull and Information Technology Staff*

Friday, December 21 - House and Senate committee clerks

9:00 - 11:30 a.m. **House and Senate calendar clerks** (Assistant Chief Clerk and Assistant Secretary of the Senate [backup]) - House and Senate chambers - Training on use of the calendar system - *Kylah E. Aull and Information Technology Staff*

Thursday, January 3

8:30 - 10:00 a.m. **Information kiosk attendants** - Information kiosk - Training on use of the legislative branch website and on information available on monitors/digital signage - *Information Technology Staff*

8:30 - 9:00 a.m. **Secretarial service** - Secretarial service area - Secretarial office setup - *Lori Ziegler*

9:00 - 10:00 a.m. **Secretarial service** - Secretarial service area - Training on telephones - *Lori Ziegler and Information Technology Department Telecommunications Staff*

10:00 a.m. - 12:00 noon **Secretarial service** - Secretarial service area - Training on use of the telephone message and constituent views system - *Information Technology Staff*

1:00 - 4:00 p.m. **Secretarial service** - Secretarial service area - Training on use of e-mail and word processing procedures for assisting legislators - *Information Technology Staff*

Friday, January 4

8:00 - 8:15 a.m.	**Legislative interns** - Prairie Room - Assignment of committees - *Jim W. Smith*
8:15 - 8:30 a.m.	**House and Senate committee clerks and legislative interns** - Prairie Room - Meeting with Legislative Council legal and fiscal staff members - *Jim W. Smith*
8:30 - 10:30 a.m.	**Legislative interns** - Prairie Room - Amendment drafting - *John Bjornson and Vonette J. Richter, Counsel, Legislative Council*
10:30 a.m. - 12:00 noon	**Legislative interns** - Prairie Room - Drafting amendments and workflow - *Andrea Cooper and Information Technology Staff*
1:00 - 2:00 p.m.	**Legislative interns** - Prairie Room - Training on the use of digital signage - *Information Technology Staff*
2:00 - 2:15 p.m.	**Legislative interns** - Prairie Room - Employment information - *Lori Ziegler*
2:15 - 4:00 p.m.	**Legislative interns** - Prairie Room - Additional training - *Timothy J. Dawson, Counsel, Legislative Council*