

LEGISLATIVE ORGANIZATIONAL SESSION

Under Constitution and Statute

FIRST DAY - TUESDAY, DECEMBER 1, 2020

- 9:00 - 11:15 a.m. New 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 (15 minutes)
 - Legislative branch structure - Committees, officers, employees (10 minutes)
 - Affiliated organizations:
 - Council of State Governments and Midwest Council of State Governments (20 minutes) - Michael McCabe, Director and Laura Tomaka, Senior Program Manager, CSG Midwestern office
 - National Conference of State Legislatures (15 minutes) - Karmen Hanson, Program Director and North Dakota Liaison
 - Midwestern Higher Education Commission (15 minutes) - Susan Heegaard, President
 - Western Interstate Commission for Higher Education (15 minutes) - Demaree Michelau, President,
 - Education Commission of the States (15 minutes) - Deven Scott, State Relations Associate
 - Commission on Uniform State Laws (15 minutes) - Representative Lawrence R. Klemin
- 9:00 - 10:30 a.m. Returning legislator laptop computer training session in the Roughrider Room. The session is 90 minutes in length and is limited to 15 legislators. Training courses also are available online as video training that may be taken at your convenience. The Legislative Council IT staff encourages returning legislators to utilize the video training instead of signing up for classroom training courses. Signup is at the Legislative Council reception desk. Training includes a refresher on the laptop computers, virtual private network (VPN), legislative applications, Legislator's Automated Work Station system (LAWS), document synchronization between laptop and tablet computers, email quota and archive, correspondence templates, printing, and remote desktop support network access.
- 9:00 - 10:30 a.m. Returning legislator tablet computer training session in the Harvest Room. The session will be 90 minutes in length and is limited to 10 legislators. Training courses also are available online as video training that may be taken at your convenience. The Legislative Council IT staff encourages returning legislators to utilize the video training instead of signing up for classroom training courses. Signup is at the Legislative Council reception desk. This training includes virtual private network (VPN), legislative applications, operating system and application updates, creating and editing documents, note taking, document synchronization between laptop and tablet computers, remote network access, and other topics. For complete tablet computer training, see the training sessions scheduled after adjournment on Thursday.
- 1:00 p.m. Senate and House convene in respective chambers

Order of Business

- | Senate | House |
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| 1. Call to order by the Lieutenant Governor | 1. Call to order by Representative Lawrence R. Klemin (See NDCC Section 54-03-04) |
| 2. Prayer by Pastor Rich Wyatt, Living Hope Church of the Nazarene | 2. Prayer by Pastor Keith Ritchie, Cornerstone Community Church |
| 3. Certification of members by Secretary of State | 3. Certification of members by Secretary of State |
| 4. Roll call | 4. Roll call |
| 5. Chief Justice Jon J. Jensen administers Oath of Office to newly elected members | 5. Justice Jerod Tufte administers Oath of Office to newly elected members |

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| <p>6. Adoption of temporary rules</p> <p>7. Explanation and distribution of legislators' packets and other materials - <i>John Bjornson, Director, Legislative Council</i></p> | <p>6. Adoption of temporary rules</p> <p>7. Explanation and distribution of legislators' packets and other materials - <i>Vonette J. Richter, Legal Division Director, Legislative Council</i></p> |
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1:45 p.m. Recess

2:00 p.m. Caucuses of respective parties for discussion of organizational matters in assigned rooms:

- Senate Majority - Harvest Room
- Senate Minority - Fort Lincoln Room
- House Majority - Brynhild Haugland Room
- House Minority - Prairie Room

2:20 p.m. Senate and House reconvene

Senate

8. Election of Secretary of the Senate
9. Election of Journal Reporter
10. Election of Sergeant-at-Arms
11. Lieutenant Governor administers Oath of Office to Secretary of the Senate, Journal Reporter, and Sergeant-at-Arms
12. Election of President Pro Tempore
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)

House

8. Election of Chief Clerk of the House
9. Election of Journal Reporter
10. Election of Sergeant-at-Arms
11. Former Speaker administers Oath of Office to Chief Clerk of the House, Journal Reporter, and Sergeant-at-Arms
12. Election of Speaker and administration of Oath of Office by former Speaker
13. Selection of seats
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)

15. Committee and administrative announcements

- a. Each legislator must meet with photographer for taking official photograph before adjournment.
- b. Training courses for returning legislators also are available online as video training that may be taken at your convenience. The Legislative Council IT staff is encouraging returning legislators to utilize the video training instead of signing up for classroom training courses scheduled for Wednesday. Signup lists are located at the Legislative Council reception desk.

3:00 p.m. Adjournment until 9:00 a.m. Wednesday

3:15 p.m. Meeting of Rules and Employment Committees of each house in announced rooms
 Meeting of Senate Committee on Committees and House Committee on Committees
 Meeting of any other committee at the call of the chairmen as announced prior to recess

3:15 - 5:15 p.m. New legislator laptop computer distribution and training session in the Roughrider Room. The session is 2 hours in length and is limited to 10 legislators. Additional distribution and training sessions are available after adjournment on Thursday. Signup is at the Legislative Council reception desk. The session includes laptop computer distribution,

cybersecurity training, review of policies governing computer use, training on software applications used by legislators, correspondence templates, printing, virtual private network (VPN), and remote network access. Tablet computer distribution and training for new legislators will be held separately after adjournment on Thursday.

SECOND DAY - WEDNESDAY, DECEMBER 2, 2020

- 9:00 a.m. Reconvene in respective chambers
Prayer by chaplain
Senate - Pastor Keith Ritchie, Cornerstone Community Church
House - Pastor Kai Hardee, Gateway Community Fellowship
Roll call and announcements
- 9:10 a.m. **Joint Session - House Chamber**
Report of findings and recommendations of interim committees by the Chairman of the Legislative Management, the Director of the Legislative Council, the Legislative Budget Analyst and Auditor, and the Legal Division Director of the Legislative Council
Presentation on workplace harassment policy and on legislative ethics and laws, social media, and rules governing the activities and conduct of public officials
Remarks on workplace harassment and legislative ethics - Majority Leaders
Remarks on workplace harassment and legislative ethics - Minority Leaders
- 10:45 a.m. Adjournment until 8:30 a.m. Thursday
- 11:00 a.m. New 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 the procedure a bill follows to become law - Introduction, hearings, amendment, crossover, conference committee, final passage, presentation to Governor (15 minutes)
 - Explanation of unique statutory requirements for certain bills (5 minutes)
- 12:30 - 2:00 p.m. Returning legislator laptop computer training session in the Roughrider Room. The session is 90 minutes in length and is limited to 15 legislators. Training courses also are available online as video training that may be taken at your convenience. The Legislative Council IT staff encourages returning legislators to utilize the video training instead of signing up for classroom training courses. Signup is at the Legislative Council reception desk. Training includes a refresher on the laptop computers, virtual private network (VPN), legislative applications, LAWS, document synchronization between laptop and tablet computers, email quota and archive, correspondence templates, printing, and remote desktop support network access.
- 12:30 - 2:00 p.m. Returning legislator tablet computer training session in the Harvest Room. The session will be 90 minutes in length and is limited to 10 legislators. Training courses also are available online as video training which may be taken at your convenience. The Legislative Council IT staff encourages returning legislators to utilize the video training instead of signing up for classroom training courses. Signup is at the Legislative Council reception desk. This training includes virtual private network (VPN), legislative applications, operating system and application updates, creating and editing documents, note taking, document synchronization between laptop and tablet computers, remote network access, and other topics. For complete tablet computer training, see the training sessions scheduled after adjournment on Thursday.
- 2:15 p.m. Caucuses of respective parties for discussion of legislative rules amendments:
Senate Majority - Harvest 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
 - Daily calendars, weekly committee schedules, journals, and bill status
 - Budget status reports, fiscal notes, and executive budget report
 - Committee minutes and Legislative Management reports - Legislative Council's library and records
- 2:45 -
4:15 p.m. Returning legislator laptop computer training session in the Roughrider Room. The session is 90 minutes in length and is limited to 15 legislators. Training courses also are available online as video training that may be taken at your convenience. The Legislative Council IT staff encourages returning legislators to utilize the video training instead of signing up for classroom training courses. Signup is at the Legislative Council reception desk. Training includes a refresher on the laptop computers, virtual private network (VPN), legislative applications, LAWS, document synchronization between laptop and tablet computers, email quota and archive, correspondence templates, printing, and remote desktop support network access.
- 2:45 -
4:15 p.m. Returning legislator tablet computer training session in the Harvest Room. The session will be 90 minutes in length and is limited to 10 legislators. Training courses also are available online as video training that may be taken at your convenience. The Legislative Council IT staff is encouraging returning legislators to utilize the video training instead of signing up for classroom training courses. Signup is at the Legislative Council reception desk. This training includes virtual private network (VPN), legislative applications, operating system and application updates, creating and editing documents, note taking, document synchronization between laptop and tablet computers, remote network access, and other topics. For complete tablet computer training, see the training sessions scheduled after adjournment on Thursday.

THIRD DAY - THURSDAY, DECEMBER 3, 2020

- 8:00 a.m. Call to order in respective chambers
Prayer by chaplain
Senate - Pastor Kai Hardee, Gateway Community Fellowship
House - Pastor Rich Wyatt, Living Hope Church of the Nazarene
Roll call
Recess
- 8:10 a.m. Caucuses of respective parties for discussion of committee assignments:
Senate Majority - Harvest Room
Senate Minority - Fort Lincoln Room
House Majority - Brynhild Haugland Room
House Minority - Prairie Room
- 8:40 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

- 11:15 a.m. Budget Section convenes in House Chamber
- 12:00 noon - New legislator laptop computer distribution and training session in the Roughrider Room.
2:00 p.m. The session is 2 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, training on software applications used by legislators, document synchronization between laptop and tablet computers, correspondence templates, printing, virtual private network (VPN), and remote network access. Attendees will be directed to a different room for cybersecurity training.
- 12:00 noon - New and returning legislator tablet computer distribution and training session in the
2:00 p.m. Harvest Room. The session will be 2 hours in length and is limited to 15 legislators. The Legislative Council IT staff encourages returning legislators to utilize the online video training at their convenience instead of signing up for classroom training courses. Signup is at the Legislative Council reception desk.
- 2:30 - New legislator laptop computer distribution and training session in the Roughrider Room.
4:30 p.m. The session is 2 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, training on software applications used by legislators, document synchronization between laptop and tablet computers, correspondence templates, printing, virtual private network (VPN), and remote network access. Attendees will be directed to a different room for cybersecurity training.
- 2:30 - New and returning legislator tablet computer distribution and training session in the
4:30 p.m. Harvest Room. The session will be 2 hours in length and is limited to 15 legislators. The Legislative Council IT staff encourages returning legislators to utilize the online video training at their convenience instead of signing up for classroom training courses. Signup is at the Legislative Council reception desk.

NOTE: The Budget Section will meet in the House Chamber to receive detailed information regarding the executive budget and conduct other business on Thursday morning at 11:15 a.m. and is scheduled to adjourn by 4:15 p.m. on Thursday. 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.