# Agenda
# ORIENTATION AND TRAINING SESSIONS FOR CERTAIN LEGISLATIVE EMPLOYEES

**Monday-Friday, December 7-11, 2026**

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

**Monday, December 7, 2026 - House and Senate Committee Clerks - Brynhild Haugland Room**

8:00 - 9:30 a.m. Receive desk assignments and prepare area, tour of committee rooms, have formal legislative picture taken - *Lori Ziegler, Legislative Administrative Officer, Legislative Council*

9:30 a.m. - 2:00 p.m. Orientation by the Legislative Council staff

- 9:30 a.m. Introduction - Overview of the legislative process - Employee/staff/intern relationships - *John Bjornson, Director*
- 9:35 a.m. Distribute packets
- 9:40 a.m. Overview of committee clerk activities - *Emily Thompson, Legal Division Director*
- 10:00 a.m. Overview of the North Dakota Century Code - *Beth Dittus, Assistant Legal Division Director*
- 10:15 a.m. Enrolling and engrossing - Amendment approval requirements - *Megan J. Gordon, Code Revisor*
- 10:30 a.m. Fiscal notes - *Sheila M. Sandness, Senior Fiscal Analyst*
- 1:00 p.m. **House and Senate Appropriations Committee Clerks** - Appropriation bills and budget status reporting - *Fiscal staff*
- 1:30 p.m. Committee hearings - Impact of the federal Americans with Disabilities Act of 1990 - *Dustin A. Richard, Counsel*
- 1:45 p.m. Open records and open meetings - *Liz Fordahl, Counsel*

2:00 - 4:00 p.m. Overview of the Legislative Session Employee Manual and training on committee procedures - *Kylah E. Aull, Research and Archives Manager, and Melissa Ingram, Research and Archives Assistant, Legislative Council*

4:00 - 5:00 p.m. Cybersecurity training - *Information Technology staff*

**Tuesday, December 8, 2026 - House and Senate Committee Clerks - Brynhild Haugland Room**

8:00 - 9:00 a.m. Training on use of Microsoft Windows, Word, and Outlook - *Information Technology staff*

9:00 - 10:00 a.m. Training on use of Legislator's Automated Work Station (LAWS) system and on the legislative branch website - *Information Technology staff*

10:00 a.m. - 12:00 noon Meeting examples and discussion of clerk responsibilities - *Melissa Ingram and Information Technology staff*

1:00 - 4:00 p.m. Training on committee room equipment, including committee room touch panels, projectors and monitors, laptops, printers, and scanners; placement of committee clerks; and Microsoft Teams demonstrations - *Information Technology staff*

**Wednesday, December 9, 2026**

8:00 a.m. - 4:30 p.m. **House and Senate Committee Clerks** - Brynhild Haugland Room - Training on creating committee minutes and the use of the committee report system - *Melissa Ingram 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 - 4:00 p.m. **House Chief Clerk and Secretary of the Senate** - House and Senate Chambers - Cybersecurity training - *Information Technology staff*

4:30 - 5:00 p.m. **House and Senate Appropriations Committee Clerks, Quality Assurance Clerks, and Chief Clerks** - Brynhild Haugland Room - Discussion on the use of green sheets and long sheets - *Melissa Ingram*

**Thursday, December 10, 2026**

8:00 a.m. - 5:00 p.m. **House and Senate Committee Clerks** - Brynhild Haugland Room - Training on the committee hearing schedule, use of committee room video systems, managing remote meetings, video indexing, digital signage, and scanning and uploading testimony - *Information Technology staff*

8:00 - 11:00 a.m. **House and Senate Bill and Recording Clerks** (Assistant Chief Clerk and Assistant Secretary of the Senate [backup]) - House Chamber - Training on use of the assignment of bill numbers system and the chamber camera systems - *Information Technology staff*

11:00 a.m. - 12:00 noon **House Assistant Chief Clerk, Assistant Secretary of the Senate, House and Senate Calendar Clerks, and House and Senate Bill and Recording Clerks** - House and Senate Chambers - Cybersecurity training - *Information Technology staff*

1:00 - 5:00 p.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 - *Information Technology staff*

**Friday, December 11, 2026**

8:00 a.m. - 12:00 noon **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*

8:00 a.m. - 12:00 noon **House and Senate Committee Clerks** - Brynhild Haugland Room - Practice session using simulations and demonstrations of committee meetings - *Melissa Ingram and Information Technology staff*

1:00 - 3:00 p.m. **Quality Assurance Clerks and Chief Committee Clerks** - Brynhild Haugland Room - Training on reviewing minutes and testimony and video index entries - *Melissa Ingram*

3:00 - 4:00 p.m. **Chief Committee Clerks** - Brynhild Haugland Room - Training on managing workflow and tracking meeting minute packets and indexed video - *Melissa Ingram*

**Monday-Thursday, December 14-17, 2026**

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 - Training on journal report system and cybersecurity - Assistance provided as available - *Kylah E. Aull and Information Technology staff*

**Wednesday, December 30, 2026**

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| 8:00 a.m. | **House and Senate Committee Clerks and Legislative Interns** - Brynhild Haugland Room - Assignment of committee rooms and introductions among legislative interns, Legislative Council legal staff, and committee clerks - *John Bjornson* |
| 8:15 a.m. | **Legislative Interns** - Prairie Room - Employment information - *Lori Ziegler* |
| 8:30 a.m. | **Legislative Interns** - Prairie Room - Cybersecurity training - *Information Technology staff* |
| 8:20 a.m. - 4:00 p.m. | **House and Senate Committee Clerks** - Brynhild Haugland Room - Meeting simulations to practice applying the training and instruction received at previous training sessions - *Information Technology staff and Research and Archives staff* |
| 9:15 a.m. | **Legislative Interns** - Prairie Room - General overview and information - *Megan J. Gordon, Liz Fordahl, Casey Orvedal, Counsel, and Victoria Christian, Counsel, Legislative Council* |
| 10:00 a.m. | **Legislative Interns** - Prairie Room - Mock committee amendment - *Legal staff, Andrea Cooper, Administrative Manager/Legislative Analyst, Justin J. Blasy, Senior Legislative Administrative Specialist, and Robert Tallman, Senior Legislative Administrative Specialist, Legislative Council* |
| 10:20 a.m. | **Legislative Interns** - Break |
| 10:30 a.m. | **Legislative Interns** - Prairie Room - Drafting amendments and workflow - *Megan J. Gordon, Liz Fordahl, Austin Gunderson, Counsel, Dustin A. Richard, and Andrea Cooper, Legislative Council* |
| 12:00 noon | Recess |
| 1:00 p.m. | **Legislative Interns** - Prairie Room - Drafting amendments and workflow - *Megan J. Gordon, Liz Fordahl, Austin Gunderson, Dustin A. Richard, and Andrea Cooper* |
| 2:15 p.m. | **Legislative Interns -** Prairie Room - Presentation on workplace harassment policy - *Liz Fordahl* |
| 2:30 p.m. | **Legislative Interns** - Break |
| 2:45 p.m. | **Legislative Interns** - Prairie Room - Bill indexing training - *Emily Thompson and Megan J. Gordon* |
| 3:45 - 5:00 p.m. | **Legislative Interns** - Prairie Room - Bill indexing |

**Thursday, December 31, 2026**

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| 8:00 a.m. | **Legislative Interns** - Prairie Room - Training on bill tracking, LAWS, and the legislative branch website - *Information Technology staff* |
| 9:00 a.m. | **Legislative Interns** - Prairie Room - Question and answer session - *Megan J. Gordon, Liz Fordahl, Casey Orvedal, and Victoria Christian* |
| 9:30 a.m. | **Legislative Interns** - Prairie Room - Mentor assignments - *Legal staff* |
| 9:45 a.m. | **Legislative Interns** - Prairie Room - Additional training in amendment drafting - *Liz Fordahl and Megan J. Gordon* |
| 9:30 a.m. - 12:00 noon | **House and Senate Chief Pages** - House/Senate Page Rooms - Cybersecurity training, legislative branch website, LAWS, kiosk print on demand responsibilities - *Information Technology staff* |
| 10:45 a.m. | **Legislative Interns** - Prairie Room - Tour - *Legislative Tour Guide* |

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| 11:15 a.m. | **Legislative Interns** - Prairie Room - Gather supplies, organize workstation, and self-tour |
| 12:00 noon | Recess |
| 1:00 - 5:00 p.m. | **Legislative Interns** - Committee rooms - In-room amendment drafting |

**Monday, January 4, 2027**

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| 8:00 a.m. | **Legislative Interns** - Committee rooms - In-room amendment drafting |
| 12:00 noon | **Legislative Interns** - Recess |
| 1:00 - 5:00 p.m. | **Legislative Interns** - Committee rooms - In-room amendment drafting |