

## 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)
  - 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)
- 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

1. Call to order by the Lieutenant Governor
2. Prayer by Pastor \_\_\_\_\_,  
\_\_\_\_\_, Bismarck
3. Certification of members by Secretary of State
4. Roll call
5. Justice \_\_\_\_\_ administers Oath  
of Office to newly elected members
6. Explanation and distribution of legislators'  
packets and other materials - *Jay E. Buringrud,*  
*Director, Legal Services Division, Legislative*  
*Council*

##### House

1. Call to order by Representative David Drovdal  
(See NDCC Section 54-03-04)
2. Prayer by Pastor \_\_\_\_\_,  
\_\_\_\_\_, Bismarck
3. Certification of members by Secretary of State
4. Roll call
5. Justice \_\_\_\_\_ administers Oath  
of Office to newly elected members
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

7. Election of Secretary of the Senate
8. Election of Journal Reporter
9. Election of Sergeant-at-Arms
10. Lieutenant Governor administers Oath of Office  
to Secretary of the Senate, Journal Reporter,  
and Sergeant-at-Arms
11. Election of President Pro Tempore
12. Adoption of temporary rules
13. Selection of seats

##### House

7. Election of Chief Clerk of the House
8. Election of Journal Reporter
9. Election of 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 Speaker and administration of Oath  
of Office by former Speaker
12. Adoption of temporary rules
13. Selection of seats

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| <p>14. Appointment of procedural committees:</p> <ol style="list-style-type: none"> <li>a. Temporary committee to inform Governor and House that Senate is organized (3)</li> <li>b. Committee on Committees (8)</li> <li>c. Delayed Bills (5)</li> <li>d. Committee Rooms (3)</li> <li>e. Employment (5)</li> <li>f. Correction and Revision of the Journal (3)</li> <li>g. Rules (9)</li> <li>h. Inaugural Planning (3)</li> </ol> <p>15. Committee and administrative announcements</p> <ol style="list-style-type: none"> <li>a. Each legislator must meet with photographer for taking official photograph before adjournment.</li> <li>b. Returning legislators assigned notebook computers can sign up for training courses scheduled for Tuesday. Signup lists at Legislative Council reception desk.</li> </ol> <p>3:00 p.m. Adjournment until 9:00 a.m. Tuesday</p> <p>3:15 p.m. Meeting of Rules and Employment Committees of each house in announced committee rooms<br/>Meeting of Senate Committee on Committees and House Committee on Committees<br/>Meeting of any other committee at the call of the chairman as announced prior to recess</p> <p>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.</p> | <p>14. Appointment of procedural committees:</p> <ol style="list-style-type: none"> <li>a. Temporary committee to inform Governor and Senate that House is organized (3)</li> <li>b. Committee on Committees (11)</li> <li>c. Delayed Bills (5)</li> <li>d. Committee Rooms (3)</li> <li>e. Employment (5)</li> <li>f. Correction and Revision of the Journal (5)</li> <li>g. Rules (7)</li> <li>h. Inaugural Planning (3)</li> </ol> |
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## 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. Freshman 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, Director, Legal Services Division, 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 5:00 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.