

LEGISLATIVE ORGANIZATIONAL SESSION
Under Constitution and Statute
FIRST DAY - MONDAY, DECEMBER 2, 2024

- 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) - *John Bjornson, Director, Legislative Council*
 - Division of powers and duties among the three branches of government - Responsibilities of the legislative branch (15 minutes) - *Emily Thompson, Legal Division Director, Legislative Council*
 - Legislative branch structure - Committees, officers, employees (10 minutes) - *Christopher S. Joseph, Assistant Legal Division Director, Legislative Council*
 - Affiliated organizations:
 - Council of State Governments and Midwest Council of State Governments (20 minutes) - _____
 - National Conference of State Legislatures (15 minutes) - _____
 - Midwestern Higher Education Commission (15 minutes) - _____
 - Western Interstate Commission for Higher Education (15 minutes) - _____
 - Education Commission of the States (15 minutes) - _____
 - Commission on Uniform State Laws (15 minutes) - *Representative Lawrence R. Klemm*
- 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 Information Technology staff encourages returning legislators to use 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 (LAWS) system, 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 15 legislators. Training courses also are available online as video training that may be taken at your convenience. The Legislative Council Information Technology staff encourages returning legislators to use the video training instead of signing up for classroom training courses. Signup is at the Legislative Council reception desk. This training includes 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.
- 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 Acting Speaker (See NDCC Section 54-03-04) |
| 2. Prayer by _____ | 2. Prayer by _____ |
| 3. Certification of members by Secretary of State | 3. Certification of members by Secretary of State |
| 4. Roll call | 4. Roll call |
| 5. Justice _____ administers Oath of Office to newly elected members | 5. Justice _____ administers Oath of Office to newly elected members |
| 6. Adoption of temporary rules | 6. Adoption of temporary rules |

7. Explanation and distribution of legislators' packets and other materials - *John Bjornson*
7. Explanation and distribution of legislators' packets and other materials - *Emily Thompson*

1:45 p.m. Recess

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

Senate Majority - Pioneer 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 (8)

House

8. Election of Chief Clerk of the House
9. Election of Journal Reporter
10. Election of Sergeant-at-Arms
11. Acting 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 Acting 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 the photographer to take an 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 Information Technology staff encourages returning legislators to use the video training instead of signing up for classroom training courses scheduled for Tuesday. Signup lists are located at the Legislative Council reception desk.

3:00 p.m. Adjournment until 8:30 a.m. Tuesday

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 - 5:00 p.m. Returning legislators meet with the photographer to take an official photograph.

3:15 - 4:45 p.m. New legislator laptop computer distribution and training session in the Roughrider Room. The session is 1.5 hours in length and is required to receive equipment. Legislative Council Information Technology staff will assign legislators to training times. The session

includes laptop computer distribution, review of policies governing computer use, training on software applications used by legislators, correspondence templates, printing, VPN, and remote network access. Tablet computer distribution and training for new legislators will be held separately after adjournment on Wednesday.

- 3:15 - New legislator tablet computer distribution and training session in the Harvest Room.
5:15 p.m. The session will be 2 hours in length and is required to receive equipment. The Legislative Council Information Technology staff will assign legislators to training times.
- 4:45 - New legislators meet in the Roughrider Room for an informational session regarding
5:15 p.m. human resource applications and general benefits for legislators - *Lori Ziegler, Legislative Administrative Officer, Legislative Council*

SECOND DAY - TUESDAY, DECEMBER 3, 2024

- 8:30 a.m. Reconvene in respective chambers
Prayer by chaplain
Senate - Pastor _____
House - Pastor _____
Roll call and announcements
- 8:40 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 (20 minutes)
Presentation on workplace harassment policy and on legislative ethics and laws, social media, and rules governing the activities and conduct of public officials (10 minutes) - *Christopher S. Joseph*
Presentation on workplace harassment and legislative ethics (90 minutes) - _____
National Conference of State Legislatures
Remarks on workplace harassment and legislative ethics (5 minutes) - *Majority and Minority Leaders*
Training for contact persons on receiving and processing workplace harassment complaints (15 minutes) - *Liz Fordahl, Counsel, Legislative Council*
- 11:00 a.m. Adjournment until 8:00 a.m. Wednesday
- 11:10 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) - *Christopher S. Joseph*
 - Explanation of the daily routine of the House and Senate - Floor procedures, orders of business, "carrying" bills (10 minutes) - *Megan J. Gordon, Code Revisor, Legislative Council*
 - Explanation of the procedure a bill follows to become law - Introduction, hearings, amendment, crossover, conference committee, final passage, presentation to Governor (10 minutes)
 - Explanation of unique statutory requirements for certain bills (5 minutes) - *Dustin A. Richard, Counsel, Legislative Council*
- 12:30 - New legislators meet with the photographer to take an official photograph.
2:00 p.m.
- 12:30 - Returning legislator laptop computer training session in the Roughrider Room. The
2:00 p.m. 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 Information Technology staff encourages returning legislators to use 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, 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 15 legislators. Training courses also are available online as video training which may be taken at your convenience. The Legislative Council Information Technology staff encourages returning legislators to use the video training instead of signing up for classroom training courses. Signup is at the Legislative Council reception desk. This training includes 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.
- 2:15 p.m. Caucuses of respective parties for discussion of legislative rules amendments:
Senate Majority - Pioneer 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 - *Megan J. Gordon*
 - Daily calendars, weekly committee schedules, journals, and bill status - *Christopher S. Joseph*
 - Budget status reports, fiscal notes, and executive budget report - *Legislative Council fiscal staff*
 - Library Orientation - Legislative Council's library and records - *Kylah E. Aull, Library and Records Services Manager, Legislative Council*
- 2:45 -
4:15 p.m. New legislators meet with the photographer to take an official photograph.
- 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 Information Technology staff encourages returning legislators to use 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, 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 15 legislators. Training courses also are available online as video training that may be taken at your convenience. The Legislative Council Information Technology staff encourages returning legislators to use the video training instead of signing up for classroom training courses. Signup is at the Legislative Council reception desk. This training includes 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.

THIRD DAY - WEDNESDAY, DECEMBER 4, 2024

- 8:00 a.m. Call to order in respective chambers
Prayer by chaplain
Senate - Pastor _____
House - Pastor _____
Roll call
Recess

- 8:10 a.m. Caucuses of respective parties for discussion of committee assignments:
 Senate Majority - Pioneer 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 Monday
 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 Senate Chamber
- 12:00 noon - 5:00 p.m. Returning legislators meet with the photographer to take an official photograph.
- 12:00 noon - 1:30 p.m. New legislator laptop computer distribution and training session in the Roughrider Room. The session is 1.5 hours in length and is required to receive equipment. Legislative Council Information Technology staff will assign legislators to training times. 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, VPN, and remote network access.
- 1:30 - 2:00 p.m. New legislators meet in the Roughrider Room for an informational session regarding human resource applications and general benefits for legislators - *Lori Ziegler*
- 12:00 noon - 2:00 p.m. New legislator tablet computer distribution and training session in the Harvest Room. The session will be 2 hours in length and is required to receive equipment. The Legislative Council Information Technology staff will assign legislators to training times.
- 2:15 - 3:45 p.m. New legislator laptop computer distribution and training session in the Roughrider Room. The session is 1.5 hours in length and is required to receive equipment. The Legislative Council Information Technology staff will assign legislators to training times. 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, VPN, and remote network access.
- 2:30 - 4:30 p.m. New legislator tablet computer distribution and training session in the Harvest Room. The session will be 2 hours in length and is required to receive equipment. The Legislative Council Information Technology staff will assign legislators to training times.
- 3:45 - 4:15 p.m. New legislators meet in the Roughrider Room for an informational session regarding human resource applications and general benefits for legislators - *Lori Ziegler*
- 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 11:15 a.m. and is scheduled to adjourn by 4:15 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.
- 4:30 - 5:00 p.m. Review of desk manual for committee chairmen - *Christopher S. Joseph and Kyla E. Aull*

5:00 - Mentorship opportunity - Question and answer session for new and returning committee
5:30 p.m. chairmen