Tentative Agenda
ORIENTATION AND TRAINING SESSIONS
FOR CERTAIN LEGISLATIVE EMPLOYEES

Monday-Friday, December 9-13, 2024

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 9, 2024 - House and Senate Committee Clerks - Brynhild Haugland Room

8:00 - 9:30 a.m.	Receive desk assignments and prepare area, tour of committee rooms, receive committee room supplies, 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, Legislative Council*
	9:35 a.m.	Distribute packets
	9:40 a.m.	Overview of Committee Clerk activities - *Emily Thompson, Legal Division Director, Legislative Council*
	10:00 a.m.	Overview of the North Dakota Century Code - *Christopher S. Joseph, Assistant Legal Division Director, Legislative Council*
	10:15 a.m.	Enrolling and engrossing - Amendment approval requirements - *Megan J. Gordon, Code Revisor, Legislative Council*
	10:30 a.m.	Fiscal notes - *Sheila M. Sandness, Senior Fiscal Analyst, Legislative Council*
	1:00 p.m.	**House and Senate Appropriations Committees Clerks** - Appropriation bills and budget status reporting - *Legislative Council fiscal staff*
	1:30 p.m.	Committee hearings - Impact of the federal Americans with Disabilities Act of 1990 - *Dustin A. Richard, Counsel, Legislative Council*

2:00 - 4:00 p.m.	Training on the Legislative Session Employee Manual and committee procedures - *Melissa Ingram, Library and Records Assistant, Legislative Council*
4:00 - 5:00 p.m.	Cybersecurity training - *Information Technology staff*

Tuesday, December 10, 2024 - House and Senate Committee Clerks - Brynhild Haugland Room

8:00 - 9:00 a.m.	Training on use of 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 simulations and discussion of clerk responsibilities - *Information Technology staff and Melissa Ingram*
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 11, 2024

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 - *Library and Records Services staff 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 12, 2024

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 13, 2024

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, Manager Library and Records Services, Legislative Council, 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 16-19, 2024

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*

Thursday, January 2, 2025

8:00 a.m.	**House and Senate Committee Clerks and Legislative Interns** - Prairie Room - Assignment of committee rooms; 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 Library and Records Services staff*
9:15 a.m.	**Legislative Interns** - Prairie Room - General overview and information - *Megan J. Gordon and Liz Fordahl, Counsel, Legislative Council*
10:15 a.m.	**Legislative Interns** - Break
10:30 a.m.	**Legislative Interns** - Prairie Room - Training on bill tracking, LAWS, and the website - *Information Technology staff*
12:00 noon	Recess
1:00 p.m.	**Legislative interns** - Prairie Room - Drafting amendments and workflow - *Christopher S. Joseph, Megan J. Gordon, Liz Fordahl, and Andrea Cooper, Administrative Manager/Analyst, Legislative Council*
3:45 p.m.	**Legislative Interns** - Prairie Room - Presentation on workplace harassment policy - *Liz Fordahl*

Friday, January 3, 2025

9:00 a.m.	**Legislative Interns** - Prairie Room - Question and answer session - *Megan J. Gordon and Liz Fordahl*
9:30 a.m.	**Legislative Interns** - Prairie Room - Additional training in amendment drafting - *Christopher S. Joseph and Megan J. Gordon*
9:30 a.m. - 12:00 noon	**House and Senate Chief Pages** - House/Senate Page Rooms - Cyber security training, public website, LAWS, kiosk print on demand responsibilities - *Information Technology staff*
10:45 a.m.	**Legislative Interns** - Prairie Room - Tour - *Megan J. Gordon and Liz Fordahl*
11:15 a.m.	**Legislative Interns** - Prairie Room - Gather supplies, organize workstation, and self-tour
12:00 noon	Recess
1:00 p.m.	**Legislative Interns** - Prairie Room - In-room amendment drafting