

LEGISLATIVE ORGANIZATIONAL SESSION

Under Constitution and Statute

FIRST DAY - MONDAY, DECEMBER 6, 2004

- 9:00 a.m. Freshmen legislators meet in the Brynhild Haugland Room for presentations on the following topics:
- Division of powers and duties among the three branches of government - Responsibilities of the legislative branch (25 minutes)
 - Legislative branch structure - Committees, officers, employees (20 minutes)
 - Legislative Council services to legislators (30 minutes)
- Concurrent computer training sessions - "Tips, Tricks, Techniques, and Survival Kits" - for returning legislators assigned notebook computers. Each session is 90 minutes in length and is limited to 12 legislators. Signup is at the Legislative Council reception desk.

E-Mail
(Roughrider Room)
9:00 a.m.

Internet
(Harvest Room)
9:00 a.m.

- 1:00 p.m. Senate and House convene in respective chambers

Order of Business

Senate

1. Call to order by Lieutenant Governor Jack Dalrymple
2. Prayer by Chaplain
3. Certification of members by Secretary of State
4. Roll call
5. Justice William A. Neumann administers Oath of Office to newly elected members
6. Explanation and distribution of legislators' packets and other materials - *John D. Olsrud, Director, Legislative Council*

House

1. Call to order by (member of the majority party of the House with seniority based on terms of service in the House--members tied for seniority draw lots to determine who shall call the House to order) (See NDCC Section 54-03-04)
2. Prayer by Chaplain
3. Certification of members by Secretary of State
4. Roll call
5. Justice Dale V. Sandstrom administers Oath of Office to newly elected members
6. Explanation and distribution of legislators' packets and other materials - *Jay E. Buringrud, Assistant 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 Senate and administration of Oath of Office by Lieutenant Governor
8. Election of Desk Reporter and administration of Oath of Office by Lieutenant Governor
9. Election of Sergeant-at-Arms and administration of Oath of Office by Lieutenant Governor

House

7. Election of Chief Clerk of House and administration of Oath of Office by former Speaker
8. Election of Desk Reporter and administration of Oath of Office by former Speaker
9. Election of Sergeant-at-Arms and administration of Oath of Office by former Speaker

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| <p>10. Election of President Pro Tem</p> <p>11. Adoption of temporary rules</p> <p>12. Selection of seats</p> <p>13. Appointment of procedural committees:</p> <p style="margin-left: 20px;">a. Temporary committee to inform Governor and House that Senate is organized (3)</p> <p style="margin-left: 20px;">b. Committee on Committees (8)</p> <p style="margin-left: 20px;">c. Delayed Bills (5)</p> <p style="margin-left: 20px;">d. Committee Rooms (3)</p> <p style="margin-left: 20px;">e. Employment (5)</p> <p style="margin-left: 20px;">f. Correction and Revision of the Journal (3)</p> <p style="margin-left: 20px;">g. Rules (9)</p> <p style="margin-left: 20px;">h. Inaugural Planning (3)</p> <p>14. Committee and administrative announcements</p> <p style="margin-left: 20px;">a. Each legislator must meet with photographer for taking official photograph before adjournment.</p> <p style="margin-left: 20px;">b. Legislators assigned notebook computers can sign up for training courses scheduled for Tuesday afternoon and Wednesday morning. Signup lists at Legislative Council receptionist's desk.</p> | <p>10. Election of Speaker and administration of Oath of Office by former Speaker</p> <p>11. Adoption of temporary rules</p> <p>12. Selection of seats</p> <p>13. Appointment of procedural committees:</p> <p style="margin-left: 20px;">a. Temporary committee to inform Governor and Senate that House is organized (3)</p> <p style="margin-left: 20px;">b. Committee on Committees (8)</p> <p style="margin-left: 20px;">c. Delayed Bills (5)</p> <p style="margin-left: 20px;">d. Committee Rooms (3)</p> <p style="margin-left: 20px;">e. Employment (5)</p> <p style="margin-left: 20px;">f. Correction and Revision of the Journal (5)</p> <p style="margin-left: 20px;">g. Rules (7)</p> <p style="margin-left: 20px;">h. Inaugural Planning (3)</p> |
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3:00 p.m. Adjournment until 9:00 a.m. Tuesday

3:15 p.m. Meeting of Rules and Employment Committees of each house in announced committee rooms
Meeting of Senate Committee on Committees and House Committee on Committees
Meeting of any other committee at the call of the chairman as announced prior to recess
Concurrent computer training sessions - "Tips, Tricks, Techniques, and Survival Kits" - for returning legislators assigned notebook computers. Each session is 90 minutes in length and is limited to 12 legislators. Signup is at the Legislative Council reception desk.

E-Mail
(Roughrider Room)
3:15 p.m.

Internet
(Harvest Room)
3:15 p.m.

SECOND DAY - TUESDAY, DECEMBER 7, 2004

9:00 a.m. Reconvene in respective chambers
Prayer by Chaplain
Roll call and announcements

9:10 a.m. **Joint Session - House Chamber**

Report of findings and recommendations of committees of the Legislative Council by the chairman, director, and legislative budget analyst and auditor

Presentation by Representative Lawrence R. Klemin and Senator Thomas L. Trenbeath, North Dakota Commission on Uniform State Laws, regarding uniform state laws

10:30 a.m. Recess

10:45 a.m. Legislators not otherwise occupied 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)

Concurrent computer training sessions for returning legislators assigned notebook computers. Each session is 90 minutes in length and is limited to 12 legislators. Signup is at the Legislative Council reception desk.

E-Mail
(Roughrider Room)
10:45 a.m.

Internet
(Harvest Room)
10:45 a.m.

1:15 p.m. Senate and House reconvene in respective chambers

Legislative Ethics Session

Senate

House

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| <ol style="list-style-type: none"> 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 - <i>John D. Olsrud, Director, Legislative Council</i> 3. Remarks on legislative ethics - Majority Leader 4. Remarks on legislative ethics - Minority Leader 5. Presentation on sexual harassment issues - Ms. Laurie Sterioti Hammeren, Director, Human Resource Management Services | <ol style="list-style-type: none"> 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 - <i>Jay E. Buringrud, Assistant Director, Legislative Council</i> 3. Remarks on legislative ethics - Majority Leader 4. Remarks on legislative ethics - Minority Leader 5. Presentation on sexual harassment issues - Ms. Linda Jensen, Director of Training and Development, Human Resource Management Services |
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2:00 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

2:15 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 Council reports - Legislative Council's library collection (10 minutes)

2:15 p.m. Concurrent computer training sessions for returning legislators assigned notebook computers. Each session is 90 minutes in length and is limited to 12 legislators. Signup is at the Legislative Council reception desk.

E-Mail
(Roughrider Room)
2:15 p.m.

Internet
(Harvest Room)
2:15 p.m.

THIRD DAY - WEDNESDAY, DECEMBER 8, 2004

8:30 a.m. Call to order in respective chambers
Prayer by Chaplain
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 Governor John Hoeven of the executive budget and revenue proposals
- 10:45 a.m. Adjourn
- 11:00 a.m. Budget Section convenes in Senate chamber
- 1:15 p.m. Concurrent computer training sessions for returning legislators assigned notebook computers. Each session is 90 minutes in length and is limited to 12 legislators. Signup is at the Legislative Council reception desk.

E-Mail
(Roughrider Room)
 1:15 p.m.

Internet
(Harvest Room)
 1:15 p.m.

NOTE: Computer training for new legislators. New legislators can sign up to receive personal computers and the required training in the use of the computers. This includes signout of personal computers, review of policies governing computer use, and training on software programs used by legislators. Classes are six hours in length. The class for new legislators with experience in the use of computers is from 11:30 a.m. to 5:30 p.m. on Wednesday, December 8. The class for legislators with limited experience in the use of computers is from 9:00 a.m. to 4:00 p.m. on Thursday, December 9. Signup is at the Legislative Council reception desk.

NOTE: LAWS System training for all legislators. Legislators can sign up to receive training on the Legislator's Automated Work Station (LAWS) system, which is the system for obtaining legislative information during the session. The training will be in the Brynhild Haugland Room. Classes are two and one-half hours in length (8:30 to 11:00 a.m.; 11:30 a.m. to 2:00 p.m.; and 2:30 to 5:00 p.m.) and are limited to 49 legislators at a time, on a first-come, first-served basis. Signup is at the Legislative Council reception desk. Training classes are scheduled for Monday, January 3.

NOTE: The Budget Section will meet in the Senate chamber 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.