



Oregon
HOUSE OF REPRESENTATIVES

NEW MEMBER

GUIDEBOOK

Developed for Members of the Oregon House of Representatives
Seventy-Eighth Legislative Assembly

Office of the Chief Clerk
State Capitol Building Rm H271
503-986-1870



House of Representatives
State Capitol - 900 Court Street NE
Salem, Oregon 97301

Welcome to the House!

On January 12, the House will convene for the start of the 78th Legislative Assembly. For more than 150 years, state representatives have gathered from all corners of the state to collaborate on issues impacting Oregonians.

Your new position is an honor that comes with responsibility – to your constituents, to your colleagues, to Oregon – and we are grateful that you have chosen to be a part of this endeavor. It is not always easy and it is rarely glamorous, but it is always worthwhile. We are grateful for your service and look forward to working with you.

The start of session can be chaotic, but you will have a lot of support to get through it. There will be more in-depth training, but – like we did – you likely have some initial questions about how to get started in this new position. Enclosed, you will find lots of practical information to get you started as a state representative.

Please know that we are here for you if you have any questions or concerns as we prepare for the next session. We look forward to seeing you on November 12th for new member training.

Sincerely,

Rep. Tina Kotek
Speaker of the House

Rep. Val Hoyle
House Democratic Leader

Rep. Mike McLane
House Republican Leader

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Oregon House of Representatives

2014/15

OFFICIAL DATES OF INTEREST FOR NEWLY-ELECTED HOUSE MEMBERS

NOVEMBER	12	New Member Training
NOVEMBER	13	Oregon State Revenue Forecast
NOVEMBER	27	Thanksgiving Holiday – Capitol Closed
DECEMBER	5	Legislative draft requests submitted to LC by September 22 will be returned to members or committees by 5:00 PM
DECEMBER	8-10	Legislative Committee Days
DECEMBER	19	Deadline to drop bills with the Chief Clerk for pre-session filing (5:00 PM). These bills will be introduced and read first time during Organizational Days.
DECEMBER	25	Christmas Holiday – Capitol Closed
JANUARY	1	New Year’s Holiday – Capitol Closed
JANUARY	5	Recommended start date for new members’ session employees
JANUARY	12	START OF ORGANIZATIONAL SESSION
JANUARY	13-14	Organizational days and mandatory training for all legislators and staff
JANUARY	16	Deadline for submission of unlimited bill draft requests to Legislative Counsel (pending approval by House Rules)
FEBRUARY	2	START OF REGULAR SESSION
JULY	11	Constitutional Sine Die

BECOMING A STATE OFFICIAL

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“On-Boarding”

What to do in order to get paid and enrolled in benefits

Now that you have won your election, here are the details you need to know so you can get paid and enrolled in benefits.

1. Your first paycheck will be on February 1, 2015 *if you complete the On-Boarding process by the end of January*. Everyone is required to sign up for electronic deposit. On February 1st your first paycheck may, however, be a paper check.
2. Salary, per diem and expense allowance details are all set forth in ORS 171.072. Currently, members are paid:
 - \$1921 per month for salary during session and interim,
 - \$129 per day for per diem during session and for committee meetings during interim,
 - \$.56 per mile for mileage when required to attend committee meetings, and
 - an interim expense allowance between \$450 - \$750 per month, depending on the geographic size of their district.
3. You must attend an On-Boarding Session scheduled daily from 9am – 12pm beginning on January 5, 2015. You must register with Employee Services prior to attending. Employment Forms will be completed at this session that will allow you to receive a salary. Employee Services staff will provide you with a “Boarding Pass” which includes a list of necessary documents you will need to bring with you.
4. Session per diem is included in your monthly paycheck. Please inform Employee Services about your “tax home” selection if you do not want per diem included as taxable income.
5. You will also complete your benefit enrollment at the On-Boarding Session. Forms will be provided for you to enroll. Coverage is effective February 1st, as long as you have enrolled (signed and dated) no later than the end of January.
6. Call and make an appointment with Karen Hupp 503-986-1372 or Cedar McMurrin 503-986-1371 if you have questions.

REPRESENTATIVES
2015 Summary of Salaries and Expenses
78th Legislative Assembly

ALLOCATION	AMOUNT	STATUTE OR RULE	COMMENTS
Salary	Members - \$1,921 per month Presiding Officer - \$3,842 per month	ORS 171.072 (1) (2)	
Per Diem	\$129 per day	ORS 171.072 (3) (9)	Members will receive per diem for each day that the Legislative Assembly is in session.
Mileage	N/A		Mileage is paid only during the interim for attending interim committee meetings.
Out-of-State Travel	Reimbursement for actual and necessary expenses	ORS 171.072 (5)	Subject to funds available in the member's session expense account.
Session Expense Allowance	\$37,662 Calculation: Legislative Assistant: \$3,556 per month x 6 mos. Personal Assistant: \$2,265 per month x 6 mos. Services & Supplies: \$2,736	House Rule 15.25 (1) House Rule 16.01 (2)	May be used for: <ul style="list-style-type: none"> ▪ Personal staff ▪ Postage ▪ Subscriptions ▪ Stationery ▪ Office supplies ▪ Copying ▪ Communications with constituents ▪ Rental expenses incurred for a town hall meeting ▪ Establishment and maintenance of a district office ▪ Bills from state agencies ▪ Reasonable travel expenses incurred by members while on official legislative business (does not include in-district travel) ▪ Reasonable travel expenses incurred by member's personal staff while on official legislative business as authorized by the member ▪ And any other service or supply as authorized by the Speaker of the House Account begins 1/12/15.
Balance of Session Expense Account at Adjournment Sine Die		House Rule 15.25 (2) House Rule 16.01 (2)	Any funds remaining in the Session account may be used during the interim as outlined above for Regular Session.

YOUR 2015 SESSION BUDGET

Note: Returning members may continue to expend from their 2013-14 Budget allocation until January 11, 2015. On January 12, 2015 the 2015 Regular Session allocation, as referenced in House Rule 15.25, will be available. Newly elected members will have access to these funds for the purpose of ordering services and supplies on December 8, 2014. New members' staff can begin work on January 5, 2015.

SERVICES AND SUPPLIES

16.01 Services and Supplies. (1) Each member shall have an individual services and supplies account. New members will receive a one-time allowance of \$200.00 for start-up expenses.

(2) A member may obtain services and supplies necessary to conduct legislative business by submitting a requisition to personnel responsible for supplying the services or supplies. The requisition shall be signed by the member or by a person authorized by the member. The costs of requisitioned services and supplies shall be charged against the member's individual services and supplies account.

(3) Services and supplies that may be obtained under this rule include:

- (a) Postage (all classes).
- (b) Subscriptions to newspapers and periodicals.
- (c) Stationery.
- (d) Office supplies.
- (e) Copying.
- (f) Communications with constituents in compliance with H.R. 14.30.
- (g) Rental expenses incurred for a town hall meeting.
- (h) Establishment and maintenance of a district office.
- (i) Billings from state agencies for services and supplies.
- (j) Reasonable travel expenses incurred by members while on official legislative business. This item does not include in-district travel.
- (k) Reasonable travel expenses incurred by member's personal staff while on official legislative business as authorized by the member.
- (l) Any other service or supply authorized by the Speaker.

(4) Any member who exceeds their allowance as provided under House Rules or the adopted Legislative Assembly budget will have the overage deducted from their personal monthly expense allowance and any additional indebtedness will be prohibited.

(5) Should a member resign or be removed from office, the individual expense allowance as provided under House Rules or the adopted Legislative Assembly budget shall be prorated based on length of service and, in the event an overage exists, further indebtedness shall be prohibited and the overage shall be deducted from their personal monthly expense allowance and any remaining indebtedness shall be billed by the Legislative Administrator and appropriate steps for collection taken. Any amount expended in excess of allocation is a debt owed to the state.

(6) All equipment, furniture, unused supplies, and stationery are the property of the Legislative Assembly and shall be returned at the end of a member's legislative service in compliance with ORS 171.136.

Expenditures

I. Members are allowed to incur certain expenditures. These items are defined in House Rule 16.01.

II. Financial Services will process approved payments and deduct charges from Member's Services & Supplies accounts.

III. The process to pay an expenditure is:

(Note: if you have a question whether an expense is permitted or not, prior to purchase, please consult with the Clerk of the House.)

1) Incur an expense.

This creates an invoice, receipt, statement or memo of which the original is submitted for payment or reimbursement.

2) Complete the Approval for Payment (AFP) form.

A copy of this form is in the Intranet, under Resources\Forms-Members and Staff\Approval for Payment. This can be saved in your files.

Attach documentation to the printed copy of the completed AFP.

3) Obtain Signatures.

a) The Member needs to authorize their approval by their signature. The signature may appear on the AFP, the invoice, receipt, statement, or memo. Then:

b) The Chief Clerk needs to approve the expense and sign.

i. Send the AFP and documents to the Chief Clerk of the House (House Speaker's designee) for all Representative expenditures. Caucus offices may have office authorized designees.

4) Leadership will forward the approved AFP and documentation to Financial Services to be processed. A check is generally mailed directly to the vendor:

a) Unless documentations need to be mailed with the check. (Please make a note to Financial Services).

b) Unless it is to be hand delivered. Make a request to Financial Services to deliver it to you.

c) Unless the reimbursement is for a member or staff currently in the Capitol building; then Financial Services will deliver it to that office.

5) Financial Services will deduct the Member charges from their account.

Signature Authorization

Authorization for Members:

When a member requests payment of an invoice or reimbursement of an expense for legislative business, the member's signature is required. Signatures may be written on the invoice, on the receipts, on the memo request, or on the Approval for Payment (AFP) form. This authorizes Financial Services to pay the expense or reimbursement and deduct it from the member's services and supplies account.

The Chief Clerk of the House must approve *all Representative* expenditure requests before payment is processed by Financial Services.

Authorization for Offices:

Each Caucus and Leadership office may designate one or more individuals to approve their office expenditures. Offices should fill out the "**Signature Authorization Form**" found on the intranet in the Forms section and send it to Financial Services. If there are changes, use the same form to obtain signatures, and send it to Financial Services. These are filed for audit purposes.

Members Accounting System

Each member receives funds for Services & Supplies for Interim and for Session. The amount is determined by Leadership. Session funds may be carried forward to Interim, but not the other way. The end of Interim is the end of funds. New funds start the beginning of Session.

House Rules 15.25 and 16.01 define the allowable expenses.

Financial Services maintains reports showing the balance of account for each member. These reports are delivered monthly to the member by the Sergeant at Arms during session and mailed monthly to the member's home or office during Interim.

For assistance on the rules, contact the Chief Clerk of the House.

For questions about the reports and deducted expenses, contact Financial Services at 986-1695.

General format samples follow.

Member Sample
 Session Expense Account Report
 06/23/2011 to 06/30/2011

Balance Beginning 06/23/2011 \$7,136.43

Expenses		Cumulative Totals
Employee Salaries	\$2,585.71	\$20,585.71
Office Supplies	\$0.00	\$224.02
Other Supplies	\$0.00	\$392.00
Photocopying	\$0.00	\$171.45
Postage	\$2.41	\$161.51
 Total Expenses	 \$2,588.12	 \$21,534.69

Balance Available at 06/30/2011 \$4,548.31

Questions? Please call Financial Services at (503) 986-1695.

Member Sample Session Expense Account Projection

Balance Beginning 06/23/2011 \$7,136.43

Our records show you currently employ the following staff:

Staff	Monthly Salary Rate	Months Remaining	Total Projected Salary
Staff, Employee Name	\$2,100.00	0	\$0.00
			\$4,548.31
Projected account balance at 6/30/11			\$4,548.31

The projected balance assumes no staffing changes are made.

Questions? Please call Financial Services at (503) 986-1695.

Member Sample
Expense Detail
06/23/2011 to 06/30/2011

=====

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
6/26/11	LAC	Postage June 2011	\$2.41
6/27/11	Staff, Employee Name	Salary June 2011	\$2,100.00
6/27/11	Staff, Employee Name	Salary June 2011	\$485.71
Total 06/23/2011 to 06/30/2011			\$2,588.12

Questions? Please call Financial Services at (503) 986-1695.



MEMORANDUM

TO: Members of the House

DATE: November 5, 2012

RE: Services and Supplies Expenditure Clarification

This memo clarifies some basic guidelines regarding the proper use of funds from a member's Service and Supply account. Where appropriate, these guidelines reflect the advice of the Chief Clerk (House Rule 6.01) and Legislative Counsel (ethics statutes).

Newspaper and Periodical Subscriptions

Payments for subscriptions to newspapers and other periodical literature will be approved when related to the duties of a State Representative. Subscriptions can be purchased only through the end of the legislator's term in office.

Town Hall Meetings

Payments for the cost of room rental for town hall meetings will be approved, but expenses for food and beverages will not. Expenses for electronic town halls (e.g. tele-town halls) will be approved, but will be subject to blackout limitations.

Membership to Civic Organizations

Requests for membership fees to bi-partisan or nonpartisan organizations specifically designed for legislative improvement or to organizations that are specifically designed for legislators will be approved. Membership in organizations (such as Chambers of Commerce, Kiwanis, Rotary, etc.) that are not related to official legislative duties will not be approved for payment from Services and Supply accounts.

Furniture & Supplies

All members will be provided with appropriate desks, chairs, and other necessary furniture. Requests for reimbursement for additional office furniture will not be approved. Any supplies purchased with S&S funds belong to the district and not the representative, and should remain in possession of the office/district.

Technology

Requests for monthly charges for a high speed internet connection in a legislator's home or district office if the computer and connection are used only for legislative

business will be approved. All software and computers being paid for with S&S funds must be purchased through and within the standards approved by Information Services.

Travel

Out-of-state travel for legislative business must be pre-approved. Pre-approval is not required for meetings of organizations for which the Legislature provides dues or approves legislator payment of dues.

Pre-approval is not required for official meetings of organizations in which legislator participation is identified in statute. For these *P*, the legislator must have been officially appointed to the organization by the presiding officer or Governor.

For other out-of-state travel, members must submit appropriate documentation prior to travel such as letter of invitation, conference agenda or completed registration form. Itemized receipts must be submitted for reimbursement upon completion of travel. Unless a legislator is a part of an official state-organized delegation, no out of country travel will be reimbursed.

If you have any questions please contact Timothy Sekerak, Chief Clerk or the appointed designee at 503-986-1870.

Process for being assigned offices, desks and parking

Congratulations on your election!

We are excited to have you all in the building again — and in preparation for that, Todd Kenady from the Chief Clerk's Office will be calling you soon to seek your requests for office, desk and parking spaces.

The process will be as follows: chamber desks and parking will be chosen by seniority – reverse alpha order; and, offices will be chosen by alpha order. No member is required to move from their desk or office unless they choose to do so.

It is very important that you be available to make a decision when it is your turn. If you cannot be reached within a reasonable timeline the process will continue without your decision. Should you plan to leave the area and not be available via phone, please call Todd to make alternative arrangements. This will ensure the process moves quickly and smoothly.

Todd may be calling members during evenings or on weekends.

We are hopeful to complete this entire process mid-to-late December in accordance with HR 17.10.

Todd Kenady's contact numbers
503-986-1870 – Chief Clerk's Office
503-986-1873 – Todd's direct number
503-510-8199 – Todd's mobile number

OREGON HOUSE OF REPRESENTATIVES

Seventy-eighth Legislative Assembly – 2015-2016

YEAR	DEMOCRATS		REPUBLICANS	
2001	Phil Barnhart	8 terms	Wayne Krieger	8 terms
			Greg Smith	8 terms

2003	Jeff Barker	7 terms		
	Mitch Greenlick	7 terms		

2003-04-05	Gene Whisnant (R)	09/03/03	6+ terms
	Paul Holvey (D)	01/23/04	6+ terms
	Deborah Boone (D)	08/04/04	6+ terms
	Sal Esquivel (R)	+ Senate Service	6 terms

2005	Peter Buckley	6 terms	Andy Olson	6 terms
	Betty E. Komp	6 terms		

2005	Brad Witt (D)	01/27/05	5+ terms
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2007	Brian Clem	5 terms	Vic Gilliam	5 terms
	Tina Kotek	5 terms		
	Nancy Nathanson	5 terms		
	Tobias Read	5 terms		

2007-08	John Huffman (R)	08/30/07	4+ terms
	Cliff Bentz (R)	01/28/08	4+ terms
	Sherrie Sprenger (R)	02/04/08	4+ terms
	Bill Kennemer (R)	+ Senate Service	4 terms

2009			Jim Weidner	4 terms
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2009	Margaret Doherty (D)	09/29/09	3+ terms
	Val Hoyle (D)	09/29/09	3+ terms
	Lew Frederick (D)	10/30/09	3+ terms

2011			Mark Johnson	3 terms
			Mike McLane	3 terms
			Julie Parrish	3 terms

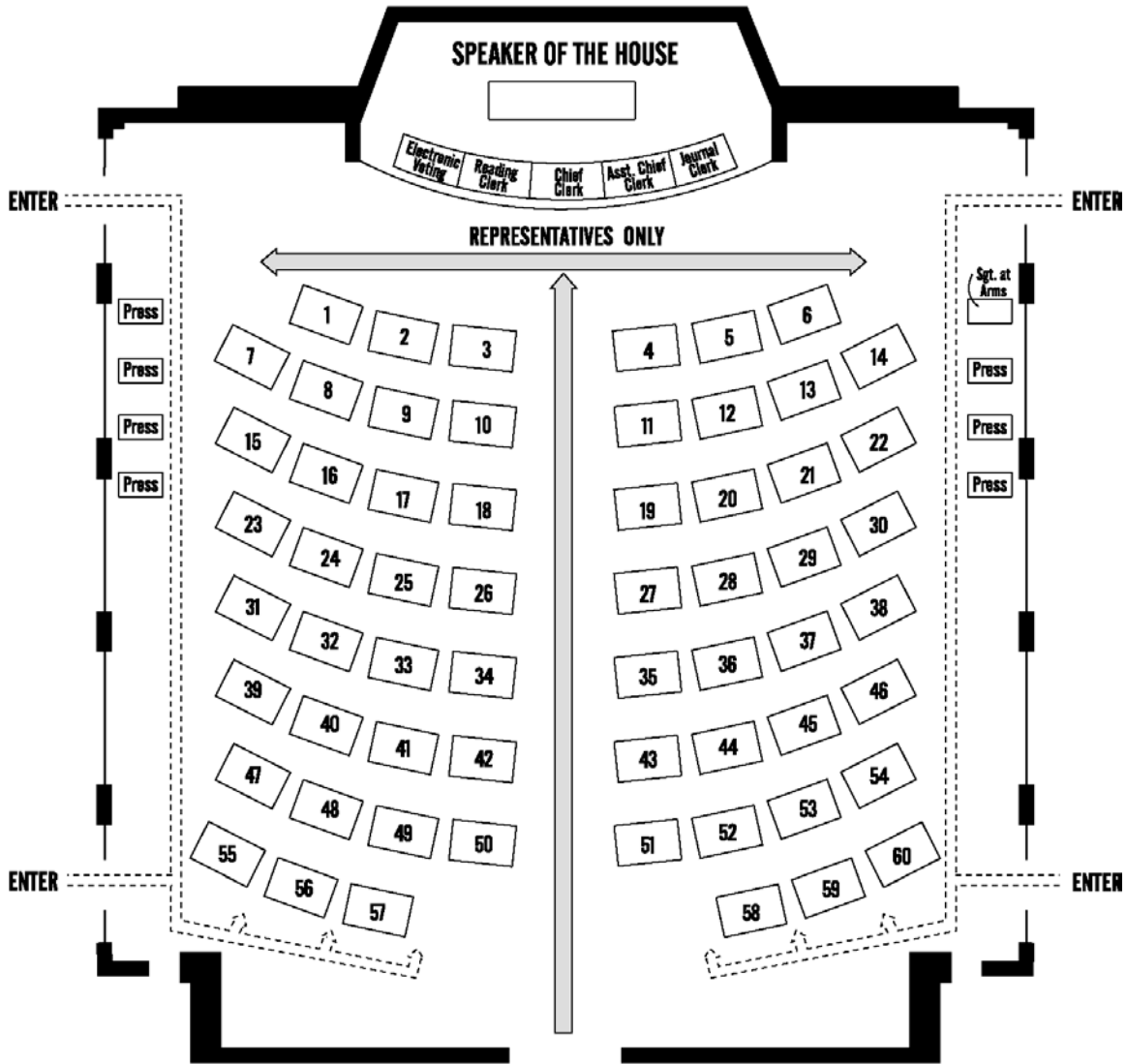
2011	Alissa Keny-Guyer (D)	10/04/11	2+ terms
	Brent Barton (D)	+House Service	2 terms

2013	Shemia Fagan	2 terms	John Davis	2 terms
	Joe Gallegos	2 terms	Gail Whitsett	2 terms
	David Gomberg	2 terms		
	Chris Gorsek	2 terms		
	John Lively	2 terms		
	Caddy McKeown	2 terms		
	Jeff Reardon	2 terms		
	Jessica Vega Pederson	2 terms		
	Jennifer Williamson	2 terms		

2014	Barbara Smith Warner (D)	01/15/14	1+ terms
	Ann Lininger (D)	02/03/14	1+ terms
	Rob Nosse (D)	07/07/14	1+ terms
	Carl Wilson (R)	+House Service	

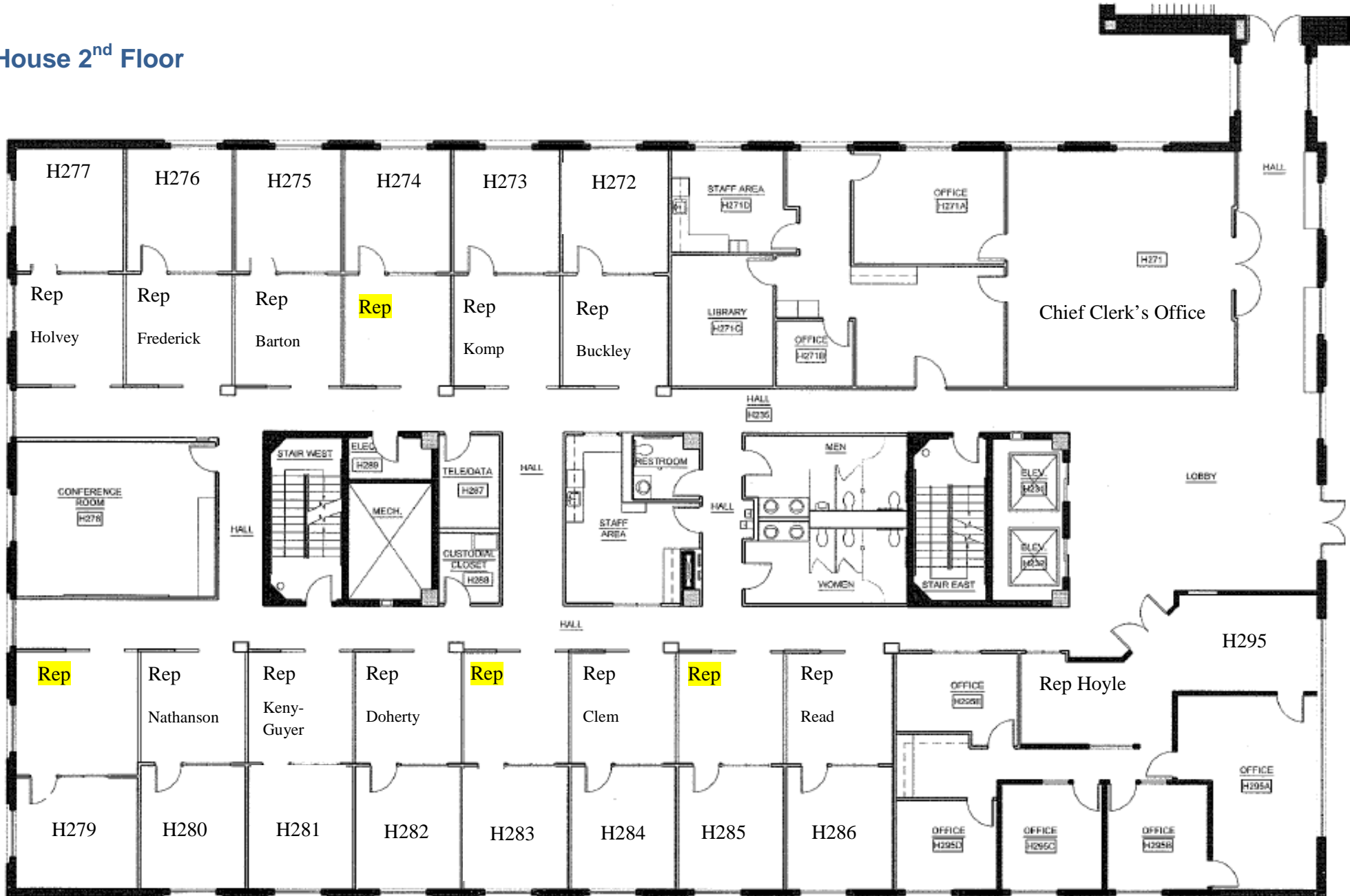
2015	Paul Evans	1 term	Greg Barreto	1 term
	Ken Helm	1 term	Knute C Buehler	1 term
	Susan McLain	1 term	Jodi L Hack	1 term
	Carla C Piluso	1 term	Cedric Hayden	1 term
	Dan Rayfield	1 term	Dallas Heard	1 term
	Kathleen Taylor	1 term	Mike Nearman	1 term
			Bill Post	1 term
			Duane A Stark	1 term

SEVENTY-EIGHTH LEGISLATIVE ASSEMBLY HOUSE SEATING CHART



- | | | | |
|-----------------|---------------------------|----------------|---------------|
| 1 - | 16 - | 31 - Bentz | 46 - Clem |
| 2 - | 17 - Doherty | 32 - Fagan | 47 - Esquivel |
| 3 - | 18 - Gilliam | 33 - Gallegos | 48 - Weidner |
| 4 - Greenlick | 19 - Barker | 34 - Whisnant | 49 - |
| 5 - | 20 - M ^c Keown | 35 - | 50 - McLane |
| 6 - Barnhart | 21 - Reardon | 36 - Barton | 51 - Hoyle |
| 7 - | 22 - Vega Pederson | 37 - Gomberg | 52 - Read |
| 8 - Huffman | 23 - Smith | 38 - Boone | 53 - Holvey |
| 9 - Johnson | 24 - Sprenger | 39 - | 54 - Witt |
| 10 - Parrish | 25 - Davis | 40 - Krieger | 55 - Kotek |
| 11 - | 26 - Lively | 41 - | 56 - |
| 12 - Williamson | 27 - Komp | 42 - | 57 - Olson |
| 13 - Whitsett | 28 - Gorsek | 43 - | 58 - |
| 14 - Frederick | 29 - Keny-Guyer | 44 - Nathanson | 59 - |
| 15 - Kennemer | 30 - | 45 - | 60 - Buckley |

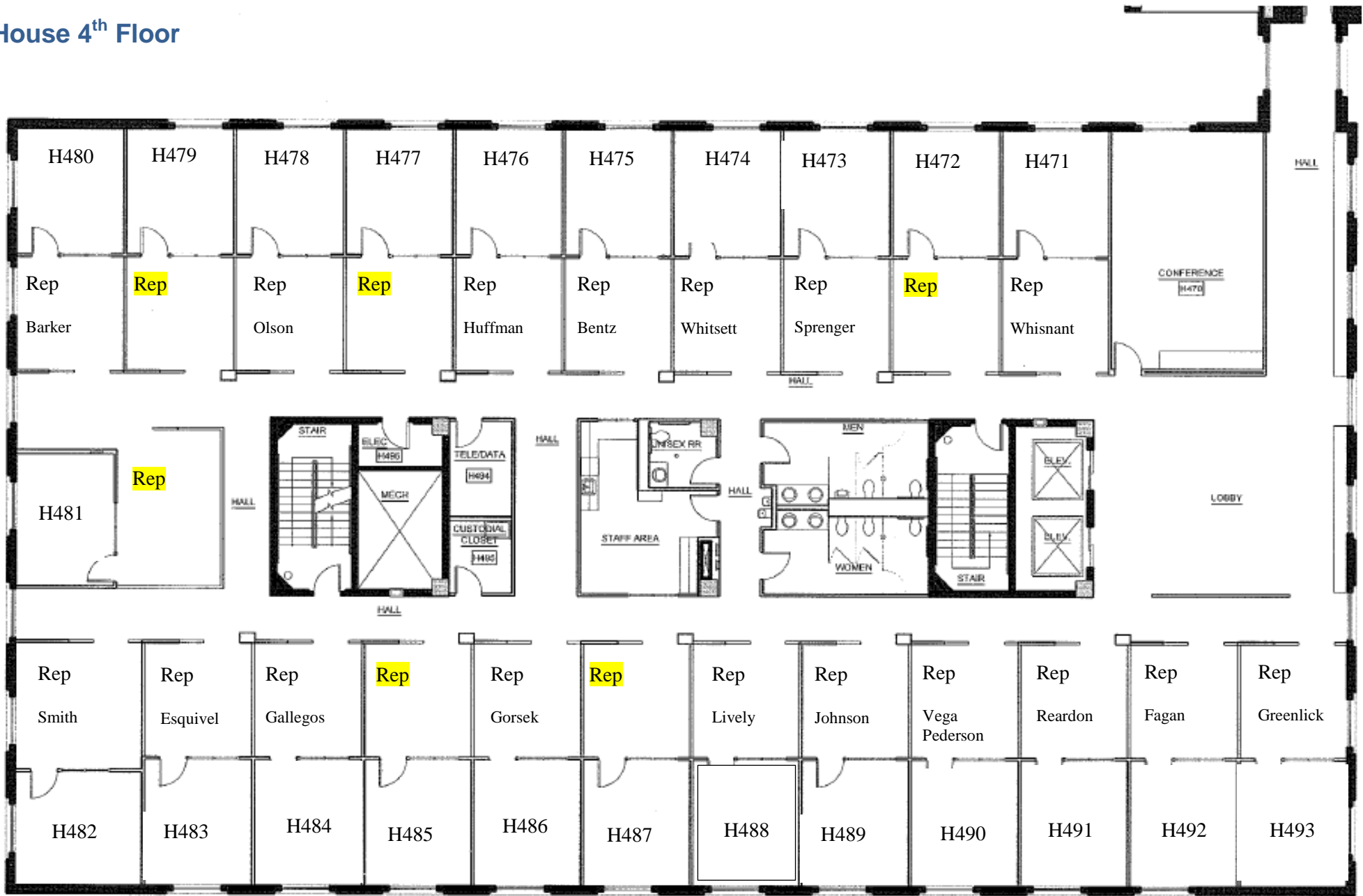
House 2nd Floor



House 3rd Floor

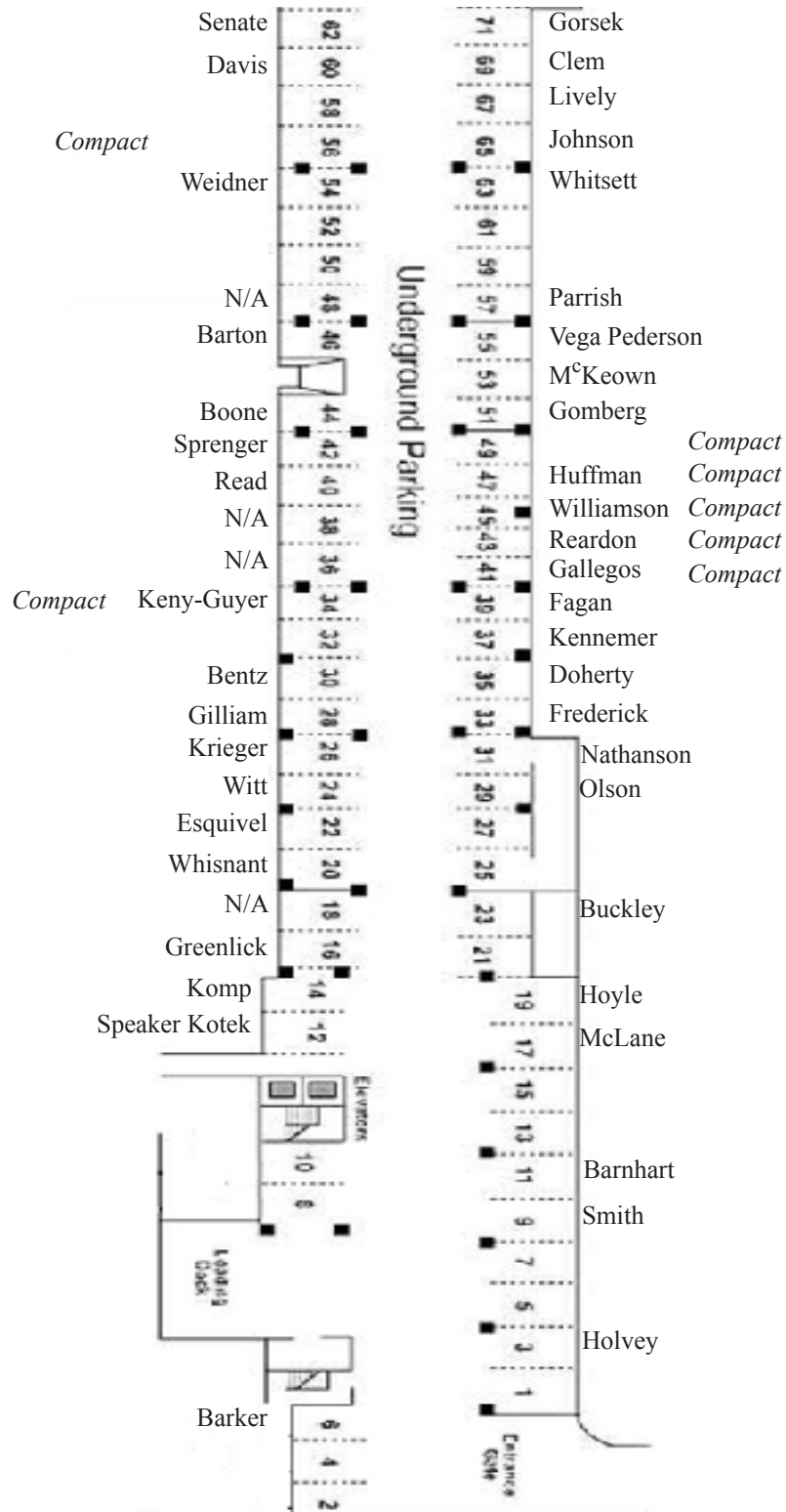


House 4th Floor



PARKING

This schematic reflects the parking available in the underground Capitol Parking Structure. Members (based on seniority) may choose to stay in their current parking space or move to a "blank" space. Leadership will be assigned their appropriate parking space after caucus elections. *Note:* N/A = not available.



Ordering Stationery

You have an exciting new title; STATE REPRESENTATIVE! Now you need stationery to reflect your important role in shaping Oregon's future and to conduct day to day official business.

You will want business cards, letterhead, envelopes and maybe even notecards. Standard orders take approximately 3-4 days.

Please call the Chief Clerk's office to set up a time to visit about your options and to place an order.

Office Supplies

Office supplies may be purchased:

1. at the Supplies Counter in **Room 49**,
2. through an outside **vendor** (who sends an invoice), or
3. through a personal purchase paid by a **member or a staff** person.

Room 49

- You may purchase supplies in Room 49 at the counter. The purchases are recorded in the Supply computer. At the end of the month, a summary of purchases are sent to each member and each office. This is information you may review. If you have a question about the supply item, please ask Purchasing & Supply. At the end of each month, a report is given to Financial Services. From this report, the member's purchases are deducted from each of their account by Financial Services.

Vendor

- Supplies may also be purchased from an outside vendor. Sometimes the vendor is willing to invoice the customer. When the invoice comes, an Approval for Payment (AFP) is completed, the documentation is attached, and signatures are obtained. The approved request is then sent to Financial Services to process.

Member or Staff

- Those supplies that are purchased and paid by a member or staff may be reimbursed. The receipts (or documentation) are attached to the Approval for Payment (AFP) form. Signatures are obtained and the approved request is sent to Financial Services and processed.

Please contact either the Chief Clerk of the House if you have a question about if an expense item is allowable.

Postage

Purchasing and Supply, Room 49, offers postal services for the building.

Postage:

Mail is run through a postage meter and each member and each office is charged for postage.

Reports are sent to Financial Services on a monthly basis. The charges are deducted from the Member's accounts and office accounts.

Stamps:

Stamps may be purchased through Supplies in Room 49.

Reports are sent to Financial Services on a monthly basis. The charges are deducted from the Member's account.

Bulk Mail:

Generally bulk mailings are processed through mailing houses. These mailing houses usually request a check in advance for postage, payable to the Postmaster. A check can be processed through financial services. You will need to work with your caucus office and Financial Services for timely processing.

If the mailing house is requesting to use a bulk permit set up by the Legislature, they must first contact Supplies. There is a limited amount of funds in these accounts and substantial advance notice is required.

Charges for bulk mailings and postage are deducted from the Member's account.

Federal Express/UPS:

Contact the mailroom (ex 6-1179) for Federal Express/UPS mailings/shipping. Items will be mailed/shipped and the cost will be deducted from the Member's accounts and Office accounts by Financial Service when they process the invoice.

Ordering Newspapers

FOR NEWSPAPER SUBSCRIPTIONS:

Statesman Journal and/or Oregonian:

You may order (change, renew and/or cancel) the Statesman and Salem Oregonian newspapers by going to the Global drive on your computer (G-Drive), open the Financial Services folder there you will find a newspaper folder.

When completed, it is sent electronically to Pam Holt in Room 49. If you have questions, please contact her at 503-986-1360 or Email: pam.s.holt@state.or.us.

Other subscriptions:

Each Member is responsible for ordering, renewing, canceling and changing addresses for the subscriptions they have.

1. Contact the newspapers directly.
 - a. You may make a phone call and request a subscription over the phone. Depending upon the vendor, they may be willing to start the subscription and send an invoice.
 - b. Other ways to order is by internet or e-mail. Be sure to print the documentation in order to request payment or reimbursement.
2. Things to know:
 - a. We will process payment as soon as we receive the invoice, since some subscriptions will only start after payment has been received.
 - b. When ordering the Oregonian and Statesman during Session at the Capitol building, please contact Purchasing & Supplies (or use the form on the G-drive).
 - c. The Oregonian and Statesman will deliver to the State Capitol. The Register Guard no longer delivers a daily subscription to the Capitol.
3. Newspaper invoices or renewal notices may be sent directly to Financial Services (have the member sign and indicate the period of time you want to subscribe):

Address: 900 Court St NE 140-C
Salem, OR 97301
Fax: 503-986-1110

4. An Approval for Payment form will be completed, House signatures will be obtained, the payment will be processed and the cost will be deducted from the Member's Services & Supplies.

FOR INVOICES or RENEWALS:

1. Receive the invoice or renewal notice.
 - a. If need, contact the newspaper to change the address or subscription period. (Be sure to get the correct payment amount for your chosen time period).
2. Complete an Approval for Payment (AFP) form. A copy of this form is in the Intranet under Resources/Forms-Members and Staff\Approval for Payment. This can be saved in your files. You may also use the example on page 4.
 - a. Indicate the subscription time period and costs.
 - b. Obtain members **signature**.
 - c. **Attach** the invoice or renewal notice.
3. Send to leadership office for signature, they will send it to Financial Services. **
4. Financial Services will process payments.

FOR REIMBURSEMENT:

1. Complete an Approval for Payment (AFP). You can find the form on the Legislative Intranet under Resources\Forms-Members and Staff\Approval for Payment or on page 4.
 - a. Indicate the subscription time period and costs.
 - b. Obtain member's **signature**.
 - c. **Attach** receipt showing payment.
2. Send to leadership office for signature, they will send it to Financial Services. **
3. Financial Services will process payments.

Note:

** You can send the AFP for renewals and reimbursement directly to Financial Services and they can give it to leadership for signature of authorization.

High Speed Copiers

High speed “all-in-one” (copy/print/scan) copiers have been installed in each of the break rooms on 2nd, 3rd and 4th floors. House copiers are connected to the computer network allowing House members and staff to print from their computers to those copiers in the following way:

- high speed black/white (.05 per impression)
- color (.10 per impression)
- scanning (no charge)

Each user in the system will be given their own personal pin number. This pin ties your login account used at the computer to the new copiers for job accounting and security. You will have to use the personal pin for printing and scanning and you can also use it for copying.

It's also important to note:

- In order to retrieve a print job at the copier, the user who was logged into the computer that sent the job to the printer will need to use their PIN to retrieve the job. Possible exceptions must be specifically configured. Please contact the Chief Clerk's office for this.
- When using the copier to do scanning, the individual who puts in their PIN at the copier will receive the e-mail of the documents scanned. If you need to share the scan, you can forward the e-mail or save it to a shared drive from your desktop.
- The Clerk's office will also be assigning a pin number per office for copying only; you cannot print or scan using that code.

(Note: Staff who work for multiple districts and need to be able to identify which member's office to be billed – please contact the Chief Clerk's office or your IS Advisor, Chris Erich for multiple billing options.)

In partnership with Information Systems (IS) the copiers have been programmed and are ready for your use. If you have any questions, please call Joe Prange at 503-986-1870.

New shared copiers/printers/scanners in the House staff areas

Each House wing staff area has a shared copier/printer/scanner that you can use. Each one prints and copies in color as well.

A personal PIN allows you to use the copiers and automatically bill the correct office. **A separate e-mail will be sent containing your personal PIN.**

A printer named **HSE_WING_SHARED** will be automatically added to your desktop computer. Choose this printer from your drop down box on the “print screen” and you will be able to retrieve your print job from any of the copiers on 2nd, 3rd and 4th floors.

If you work for multiple offices you will be able to specify the district number that should be billed for a job. Enter the district as two digits (like 00 or 99). Only authorized staff can bill the district.

The instructions below are posted to each copier for your reference. If you have any questions please don't hesitate to ask us at 503-986-1870.

Logging In

The copier will prompt for a PIN. Enter your PIN and press the Start button to use the copier.

Printing: Follow-Your Printing

After sending a print job to HSE_WING_SHARED printer, go to any of the 3 staff area copiers. Login. The copier will list the print jobs that are waiting to print. Select the individual job or use “Select All.” Then press Print.

Scanning: Scan-To-Me (via e-mail)

To scan, select the Scan-To-Me button while logging in. Or press the exit button on the screen and then choose Scan-To-Me.

Copying

To copy, first login. Then press the Copy key to the left side of the screen.

Logging Out

When finished using the copier press the login/logout button.

Telephones

Here are a few details you need to know about telephones in your Capitol/In-District offices.

- Your office in the Capitol will have three telephones and two lines. All Representatives' published numbers begin with the same 8 digits: 503-986-14__ and **end with the district number**.
 - Examples: House District #1 = (503-986-1401), HD #23 (503-986-1423).
- Only the member's office telephone will have a direct line, however all devices in the office will have access to all lines. The member's direct office number is private and unpublished.
- Cellular phones and service are not provided.

After you are sworn-in:

- Legislative Assembly will pay to have a telephone activated at an in-district office if requested and will cover basic monthly and long-distance charges. Additional functions such as Caller ID and voicemail will be charged to a member's services and supplies account if desired.

Information needed:

1. Member name
 2. Location of service
 3. If there is a jack/wiring available in the room
 4. On-site contact name and number for technician
- Because this is a state-owned telephone line, you do not have the ability to add DSL. If you know you want this service, please contact Jenelle Gasper in Facilities to discuss it. DSL charges also will come out of your services and supplies account.

Call, email or drop by and see Jenelle if you have questions or want to talk about this further. Her contact information is:

Jenelle Gasper
FACILITY SERVICES
Room 49
Tel: (503) 986-1367
jenelle.j.gasper@state.or.us

Technology

Information Services Help Desk
503.986.1914

The HelpDesk can assist in solving technology problems for you, answering questions for you, or finding the right team member to help you out with basic technology questions, i.e. setting up a projector, finding information on the Intranet, fixing a printer issue, retrieving a video clip for a floor session, etc.

Chris Erich, Customer Relationship Advisor

503.986.1198

chris.erich@state.or.us

The Advisor's role is to help you make use of the technology available, advising customers on equipment inventory in the district office and capitol office, supporting customers applications needs, ensuring user accounts are set up correctly, answering questions about third party software, syncing devices, accessing resources remotely, reviewing IS Usage Policy and security standards, etc.

In the past frequently asked questions from members and staff have been:

- What is my email address? All members will have a Legislative email account which will be configured based on the following syntax:
 - Rep.JohnJones@state.or.us
- Are computers available for my office? Member offices are equipped with 1 Desktop, 1 Laptop and 1 Printer supplied by the Legislative Assembly. Your Advisor will provide you an asset inventory when you are ready, as some offices may have purchased more equipment with district funds..
- How do I log into the Legislative network? Your advisor will walk you through logging in with your new user account and review the Information Services Usage Policy.
- Will my staff have access to the network? Staff/Legislative Assistants will have their own login.
- What training is available? There is Optional training available for the 2015 session.
 - Optional training for OLIS (Electronic Bill Information) and Measure Tracking System (MTS) will be available. It is important for Legislative Assistants to attend these trainings.
- Can I use personal devices? Yes, personal computer devices, smart phones, tablets and software configurations usually require some support from Information Services. Contact the Help Desk for help.

- Can I purchase additional equipment for my office? Purchase of additional computer equipment using state funds, MUST be pre-approved by IS. Contact your Advisor for assistance.
- Is there Wi-Fi available? Yes, there is public Wi-Fi in the Capitol that members and the public can use to access the internet.

What information or systems do Members need to update or use?

- Member information is updated using the Legislative Information Management System (LIMS). This information will be used to update your state website and other information areas. Access LIMS from the Intranet, or contact your Caucus Member Services Coordinator for assistance.
- The Member's state webpage is not only updated by LIMS, but this is where you will inform the public about your bio, committee assignments, news and other information. Contact the Help Desk for more information on updating your website.
- Member's email newsletters can be sent using the GovDelivery service. Contact your advisor for assistance in using this technology.
- AVS is the new Audio Video Streaming system that is available to members and the public and provides the ability to view active meetings, go back and review previous meetings and create clips of meetings.

What other resources are available?

- The Intranet is a great resource of information for all members and staff and contains everything from a staff directory, to rules, to training materials, to upcoming Legislative Days schedules.
- OLIS is the Oregon Legislative Information System and is the Electronic Bill, Session and Committee information system that supports legislative activities.
- A ten seat computer lab (room 63) is in place to provide hands on training to groups of staff, and this room can be reserved by any legislative employees. Contact the Help Desk or your Advisor to reserve.

What video or Media Services are available?

- IS Media Services records all committees and floor sessions and they can make copies for members. There are fees for copies.
- If you would like to make a video for your newsletter or website, Media Services can assist you with the production and recording in the studio which is equipped with a teleprompter. Contact the Help Desk for more information.

Appointing Authority Chart

Appointing Authority	Authorization	Process	Authority over . . .
Speaker	Oregon Constitution Article IV, Section 11 House Rule 7.01	Elected by members of the House during Organizational Session at the beginning of each biennium	Speaker's Office Staff
Speaker Pro Tempore	Oregon Constitution Article IV, Section 11 House Rule 7.01	Elected by members of the House during Organizational Session at the beginning of each biennium	Personal staff
Chief Clerk in consultation with Speaker	Oregon Constitution Article IV, Section 11 House Rule 15.05	Elected by members of the House during Organizational Session at the beginning of each biennium	Sergeant at Arms
Chief Clerk	Oregon Constitution Article IV, Section 11 House Rule 15.05	Elected by members of the House during Organizational Session at the beginning of each biennium	Non-partisan staff -- <i>Desk staff; floor staff; Receptionists; Lounge staff</i>
Majority Leader	Caucus Rules	Elected by Majority Caucus members	Majority Office staff
Minority Leader	Caucus Rules	Elected by Minority Caucus members	Minority Office staff
Member	Oregon Constitution Article IV, Section 3; Section 11	Elected by people at the General Election ~ Credentials reviewed and approved by peers at the beginning of each biennium.	Personal staff
Legislative Administrator	ORS 173.710	The Legislative Administration Committee shall select a Legislative Administrator who shall serve at the pleasure of the committee and under its direction.	Legislative Administration employees
Fiscal Officer	ORS 173.410	The Joint Committee on Ways and Means during a session and the Emergency Board during the interim shall select the Legislative Fiscal Officer who shall serve at the pleasure of the appointing authority and under its direction.	Legislative Fiscal Office staff; Committee Staff supporting Ways and Means and/or Emergency Board
Revenue Officer	ORS 173.800	The House Revenue Committee and the Senate Revenue Committee during a session and the Interim Committee on Revenue during the interim, with the approval of the Speaker and the President, shall select a Legislative Revenue officer who shall serve at the pleasure of the appointing authority and under its direction.	Legislative Revenue Office staff; Committee staff supporting House and Senate Committees on Revenue
Legislative Counsel	ORS 173.200	The Legislative Counsel Committee shall select the Legislative Counsel, who shall serve at the pleasure of the committee.	Legislative Counsel Office staff

Choosing Staff

STEPS TO HIRING SESSION STAFF:

1. Select an employee through a recruitment or direct appointment.
2. Agree on salary amount. Current budgeted amount for each legislator's office is based on a maximum of these salaries:
 - a. Legislative Assistant..... \$3556.00
 - b. Personal Assistant \$2656.00

YOU DO NOT HAVE TO PAY THESE AMOUNTS, Salaries can be negotiated as long as they do not exceed the total amount budgeted.

3. Create a Personnel Action Form (PA) available on the intranet, under the "Resources" tab, and then select "forms" on the drop down menu.
 4. Turn PA into Employee Services (Room 140 B)
 5. START DATE cannot be before Undetermined (January 5, 2015).
-

SESSION BENEFITS

Each member is allowed benefits for two staff members. Employees must be paid at a minimum of \$1702.00 (minimum wage of \$9.25 per hour) per month to receive 100% coverage, otherwise the contribution by the legislature will be calculated on a pro-rata basis – staff paid less than 50% or \$851.00 monthly will not qualify for benefits.

Benefits are as follows:

- Legislature will make a contribution toward the cost of medical, dental and basic life insurance. The amount of the contribution for 2015 is currently under review.
- Employees with proof that they are covered by another group medical plan may choose to opt out of medical and receive an insurance refund in lieu of insurance.
- Employees may insure eligible family members, premiums in excess of the state contribution will be deducted from their monthly paycheck.

CAUTION!

EMPLOYEE INTERVIEW DO'S AND DON'TS

Liability for discrimination can include **personal** liability!

You are the Appointing Authority and sole employer of your Personal Support Staff. These positions have duties in common, but every member employer can assign unique duties based on their individual needs. Most positions will include these duties:

- Providing customer service in person, by telephone and in writing;
- Computer literacy in the Microsoft Suite (Word, Outlook, Excel and Access);
- Professional written communication, correspondence;
- Professional verbal communication, analysis, research;
- Interpersonal communication and conflict resolution with a variety of individuals including angry/irate individuals.

You interview questions must be relevant to the applicant's ability to perform the job.

You must be prepared to defend the hiring decision and factors contributing to the hire choice.

Questions that are NOT relevant to the position SHOULD NOT be asked.

Questions directed to an Oregon protected class should NOT be asked.

You CAN ask about political affiliation.

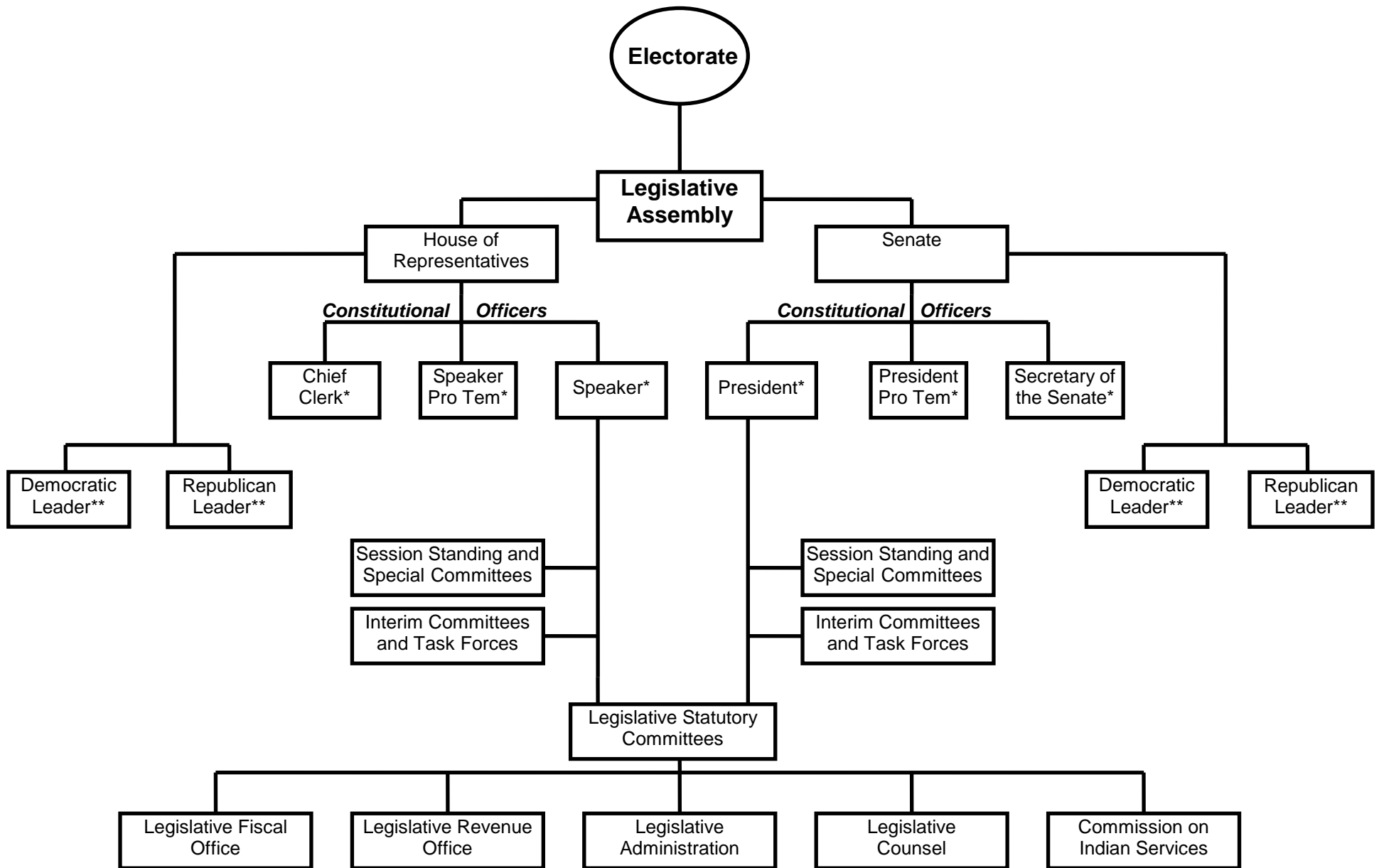
Summary of Protected Classes in Oregon Law
OREGON REVISED STATUTES CHAPTER 659A
State laws apply except where noted when an employer has 1 or more employees (except where noted)
Race
Color
National Origin
Sex (includes pregnancy-related conditions)
Religion
Retaliation
Association with Protected Class
Age (18 and older)
Veteran Status
Veterans' Preference (in Hiring and Promotion Public Employers)
Sexual Orientation and Gender Identity
Physical or Mental Disability (in companies with 6+ employees)
Access to Employer-owned Housing
Credit Records or Credit History
Expunged Juvenile Record
Injured Workers (in companies with 6+ employees)
Lawful Use of Tobacco Products on off-duty hours
Leave to Donate Bone Marrow

Leave to Serve in the State Legislature (ORS 171.120-125)
Limits on Breathalyzer and Blood Alcohol Testing
Marital Status
Medical Release as a Condition of Continued Employment
Opposition to Health or Safety Conditions (ORS 654.062(5)(a))
Prohibition on Employer Requiring Medical Release unless Employer Pays Out-of-Pocket Costs
Prohibition on Polygraph Exams
Family Relationship
Right to File a Lawsuit, Testify in Criminal or Civil Proceedings or Report Criminal Activities
Right to Report Health Care Violations
Right to Testify at Employment Division Hearings
Right to Testify Before the State Legislature
Prohibition on Genetic Screening and Brain-wave Testing

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ORGANIZATIONAL CHART FOR THE LEGISLATIVE BRANCH



* elected by respective chambers
 ** elected by respective parties

Speaker of the House

Representative Tina Kotek
State Capitol Building, Room 269
503-986-1200

The Speaker is the presiding officer for the Oregon House of Representatives and serves all 60 members of the House. The Speaker is elected by the House as one of the body's first orders of business at the beginning of each legislative assembly.

As the presiding officer, the Speaker is responsible for overall administration of the House of Representatives. Much of this work is coordinated with the Chief Clerk and the two caucus offices. Additionally, the Speaker works with the President of the Senate on branch-wide administrative and management issues (e.g. the legislative budget, building and infrastructure and other various items).

A major component of the Speaker's duties involves working with committees. This begins with appointing committee membership, including which representatives will serve as the chair and vice chair(s). It also involves referring bills to committees – once a bill is introduced in the House, the Speaker is responsible for determining which committee(s) will have purview over a bill. Finally, the Speaker's work with committees involves coordinating with chairs and committee staff to ensure the committees are properly managed and that they execute their functions appropriately.

Another component of the Speaker's duties is to make any appointments to committees, work groups, task forces, boards, commissions or similar bodies as designated by statute. This sometimes involves joint appointments with the Senate or making recommendations to the Governor for his ultimate appointment. It can also mean the appointment of a sitting legislator or of a member of the public depending on the specific statute and appointment.

Chief Clerk of the House (House Desk)

Timothy G. Sekerak, Chief Clerk
State Capitol Building Room H-271
503- 986-1870

The Chief Clerk, an elected officer of the House of Representatives, serves as chief administrative officer and parliamentarian.

Responsibilities include:

- Providing expert and confidential counsel on parliamentary procedure as it pertains to the legislative process;
- Serving as the official custodian of all legislative measures and records of proceedings and actions of the House;
- Supervising all nonpartisan employees of the House, including the desk staff, sergeant at arms, floor staff, Chamber receptionist, House Lounge staff, and those engaged in the preparation, production and distribution of the daily agenda, measure histories, journals, and related publications;
- Managing special projects involved with designing and implementing automated systems for the House of Representatives;
- Training and orientation programs for members and staff; and
- Developing educational programs for youth.

The Chief Clerk's Office also currently coordinates the following:

- Authorization of "Approval of Payment" requests;
- Issuance of office and voting keys;
- Ordering of stationery;
- Scheduling Opening Ceremonies for daily session; and
- Honorary Page Program.

In addition, the following publications are produced and distributed through the Chief Clerk's Office:

- First Reading List (Green Sheet)
- Referral Notice (Pink Sheet)
- Committee Report File/Summary (Blue Sheet)
- Third Reading Notice
- Third Reading Alert (House only)
- Journal
- Adopted Rules of House

Honorary Page Program

The Honorary Page Program is a popular program offered through the Chief Clerk's Office. This exciting opportunity offers students the chance to "learn-by-doing" both in the Chamber and in 'question-and-answer' classroom instruction.

Students will be exposed to civics class specific to the Oregon Legislature that details how an idea can become law. In addition, participants learn how many ways they can personally become involved and affect the outcome of legislation.

Students then get to watch the 60 elected individuals debate the merits of measures from varying perspectives and philosophies, while working in the chamber accomplishing various tasks for Representatives. This gives them a special "in Chamber, in session" experience impossible to receive in any other way.

The program will begin on February 2015. To schedule students please contact the Honorary Page Coordinator in the Chief Clerk's Office (503) 986-1870 beginning January 2015.

Students must be sponsored by a representative and be at least twelve years of age.

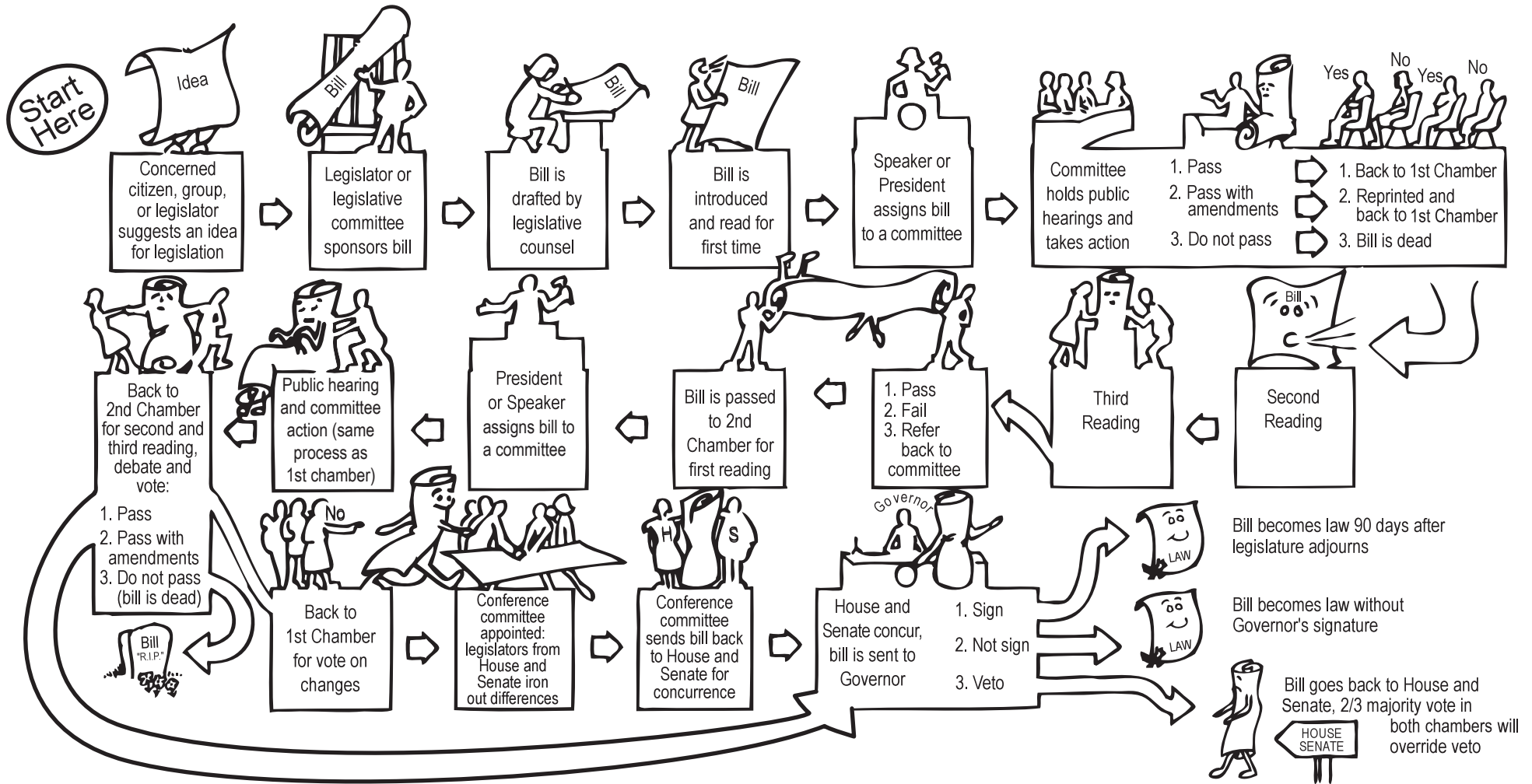
Dress code, we ask that students dress appropriately for the occasion. They should dress in clean, modest clothing that is respectful to the Oregon State Capitol and the Legislative process. Comfortable shoes are always a good idea!

- No jeans or shorts
- No T-shirts



How an Idea Becomes Law

A simple view of the Oregon Legislative Process



The Oregon Legislative Assembly

The Oregon Legislative Assembly is state government's "board of directors." It is responsible for making laws dealing with Oregon's well-being, adopting the state's budget, and for setting public policy. The Legislative Assembly is made up of two bodies: the Senate and the House of Representatives. The Senate consists of 30 members elected for four-year terms. The House consists of 60 representatives elected for two-year terms. Each member of the legislature represents a district (an area determined by population). Every Oregonian is represented by one state Senator and one state Representative.

The legislature convenes annually in February at the State Capitol in Salem, but sessions may not exceed 160 days in odd-numbered years and 35 days in even-numbered years, unless extended by a two-thirds vote in each chamber. About 3,000 bills are considered in each odd-year session. Relying largely upon work done in committees, the legislature enacts about one-third of these bills into Law

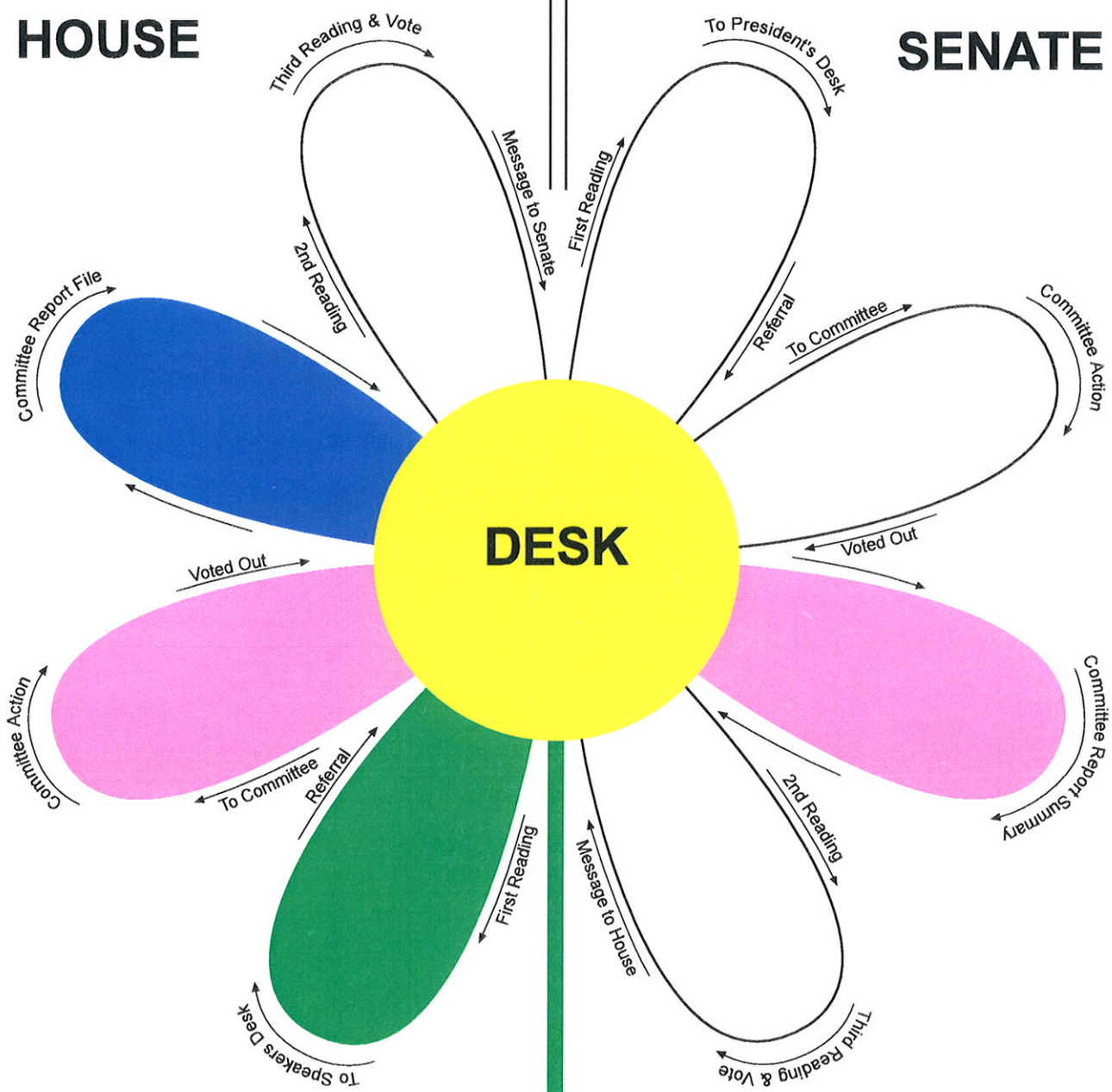
HOUSE

SENATE

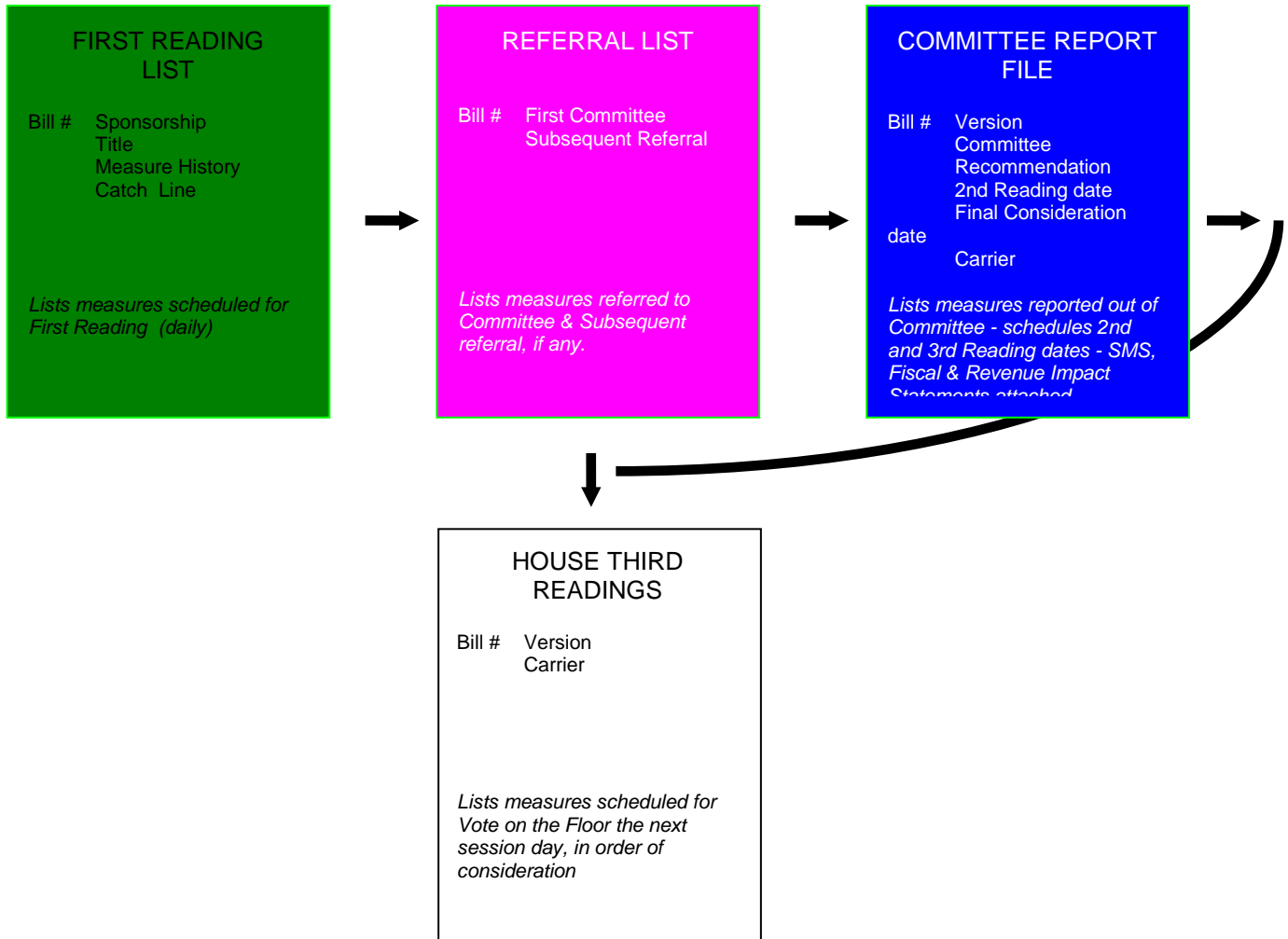
DESK

INTRODUCTION

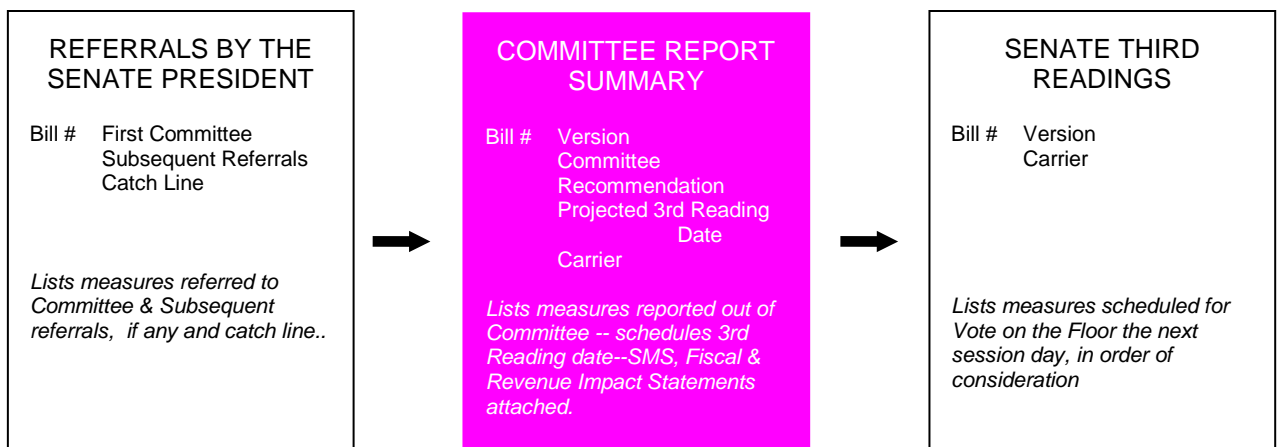
ENROLLING



HOUSE



SENATE





General Protocol Guidelines for the House of Representatives

The side aisle and ceremonial double doors at the back of the House Chamber are closed 30 minutes prior to session and remain closed 30 minutes following adjournment. During this *protocol* period, all House rules are in force, just as when the House is in session.

During floor sessions, and during protocol, that part of the House chamber which includes the center aisle and the space between the podium and the members' desks is for members' use only (see diagram).

Those permitted on the floor during session include:

- Current members of the House of Representatives
- Desk and floor staff of the House
- Current members of the Senate
- Accredited representatives of the news media
- Staff members of the speaker, majority, and minority offices
- One member of a Representative's personal staff or a member of a leadership office, or House committee staff may be seated at a member's desk. Additional House staff members are permitted on the side aisles.
- Courtesies of the floor may be extended only to special dignitaries and former members of the Legislative Assembly with permission of the body. However, courtesies shall not be extended to any former member who is a lobbyist.

A CENTER AISLE divides the House Chamber. While a member is speaking, no staff should ENTER or LEAVE the side of the chamber in which the member is speaking.

To approach a member's desk, support and floor staff must enter from a side aisle gate and proceed to the back of the chamber, then proceed up the row to their destination. (See diagram on back.)

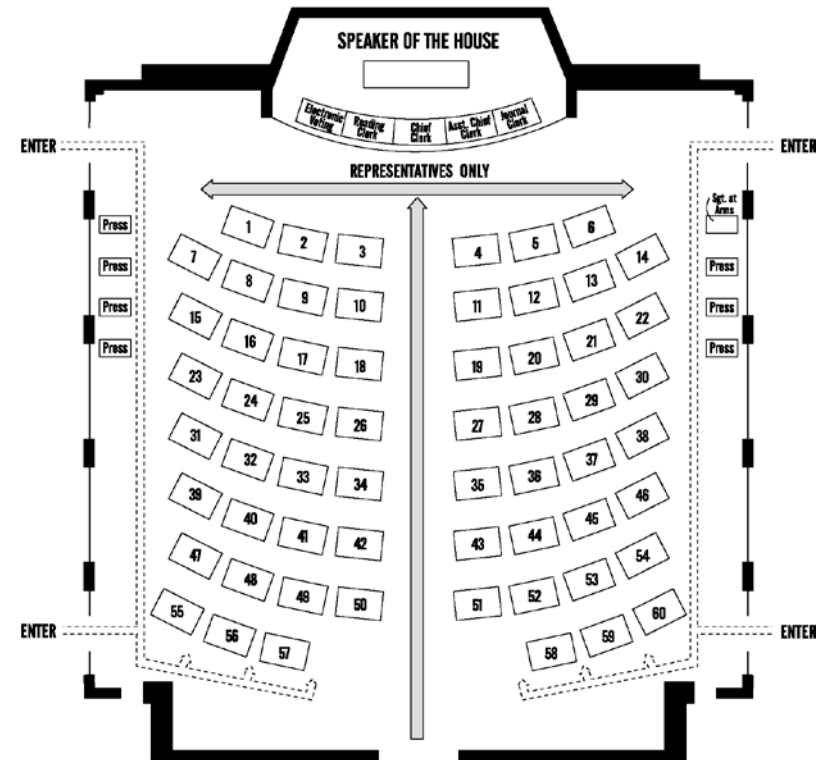
Nameplates identify House Chamber desks. Two chairs are at each desk. The chair with arms is for members ONLY, and the side chair is for support staff.

No eating, drinking of beverages (other than water), or smoking is permitted in the House chamber. Representatives may have bottled water at their desk.

When a quorum is attained, the Speaker gavel three times signaling all to stand for the Pledge of Allegiance. Everyone will remain standing (unless otherwise indicated) during the invocation. No one should enter the Chamber during this order of business.

When six members of the House demand a Call of the House, the floor staff ensures that no Representative leaves from within the bar.

Notes to and from Representatives are passed by the floor staff and are confidential.



Opening Ceremonies

As a Representative you will have the privilege of inviting guests to come open the House. Opening ceremonies have long been a cherished tradition. Here are three examples of events that qualify as an opening ceremony:

1. Invocation/Prayer
2. Performance, either singing or musical group
3. Inspirational Reading

Each guest must be sponsored by a representative. Once you have invited your guest or guests have them contact Obie Rutledge in the Chief Clerk's office directly and he will schedule a date based on the opening ceremonies calendar. Obie will manage all the details with your guests. Obie will also coordinate all Honor Guards (during the flag salute).

Obie Rutledge
Reading Clerk
obie.rutledge@state.or.us
503.986.1875

Guidelines for House Opening Ceremonies

We are pleased that you can give the invocation or perform for opening ceremonies of the Oregon House of Representatives. In accordance with House protocol and decorum, we request that your invocation/opening ceremony comply with the following guidelines:

- Don't lobby. You are the invocator/opening ceremony, not a lobbyist. Don't use this opportunity as a platform. You are leading in prayer or entertaining others, not preaching. Don't take advantage of the trust placed in you.
- Invocations must be less than two minutes/opening ceremonies less than three minutes. Keep it short and understandable.
- An inspirational, non-partisan selection is appropriate.
- Religious and cultural diversity is appreciated.



THE OREGON HOUSE OF REPRESENTATIVES

DAILY HOUSE AGENDA

(a) CALL TO ORDER

The Speaker will drop the gavel once to call the House to order.

A member will be assigned to lead the flag salute each day. The Speaker will drop the gavel three times to signal the membership to stand.

(b) OPENING CEREMONY

After the flag salute, the Speaker will announce the opening ceremony. If there is a prayer, the membership will remain standing, however, if a special opening ceremony is scheduled, the Speaker will drop the gavel one time to signal the membership to be seated.

Members may make arrangements with the Clerk's office to schedule an opening ceremony. (*additional information follows*) The rules allow both prayer or an opening ceremony (school groups, vocalists, musicians, readings, etc.) They need to be brief, less than 2 minutes for prayer, and 3 minutes for a performance. Members are encouraged to personally present a invocation or opening.

(c) COURTESIES

The order of business "Courtesies" provides an opportunity for members to recognize guests from their individual districts and/or other special guests.

In addition, the Speaker will announce some special guests from the Rostrum prior to recognizing individual members. These include the honorary pages (*additional information follows*) and special visiting groups from around the state. To be recognized for courtesies press the "To Speak" button to place your name on the Speakers queue. Once recognized, stand and address the Speaker by stating into the microphone:

"Mr. Speaker, Members, I would like to welcome..."

When introducing a guest with access to the floor or side aisle, a member should not indicate any issue the guest supports or opposes. Guests on the floor should not wear or display visible indications supporting or opposing an issue or legislation.

A request to return to the order of business of Courtesies shall be out of order until all other orders of the day have been completed.

(d) **VERIFICATION OF QUORUM**

The Constitution requires a quorum of all elected members of the House (40) be present in order to conduct official business. The Speaker will instruct the Clerk to open the voting system to determine the presence of a quorum. Members shall press the “yea” button to record their attendance.

(e) **MESSAGES FROM GOVERNOR**

This order of business allows for messages from the Governor to be read. They include bills signed, vetoed, or bills allowed to become law without Governor’s signature. Special proclamations.

(f) **MESSAGES FROM SENATE**

The House and Senate formally communicate with each other by messages. Measures are transmitted from one house to the other by a message, which explains what action has been taken. In some messages, one house may ask the other to take further action, such as concur in an amendment or agree to the appointment of a conference committee. (This action is taken up under Propositions and Motions.)

Measures are transmitted at the end of each session day to the other house, unless a “notice of intent to reconsider” is given prior to adjournment that day.

(g) **FIRST READING: MEMORIALS AND RESOLUTIONS**

All measures are read first time for introduction.

A “First Reading List” will be distributed to the members electronically, members also may request a printed list be placed at their chamber desks prior to session each day listing measures scheduled for first reading. (Green Sheet)

In addition, a packet of bills may be purchased and distributed which will include the text of all bills for first reading, and measures that have been amended and engrossed from committee.

The Speaker will announce the order of business and the Reading Clerk will read each measure by number and title in compliance with Article IV, Section 19 of the Oregon Constitution. After the readings are complete the Speaker will announce referral to the Speaker’s desk for purpose of referral to appropriate committee.

Note: The Speaker has seven calendar days to refer measures to committee. Usually the Speaker will refer measures the next session day after first reading. If you have a

measure you would like to recommend for referral, it is important that you contact the Speaker's office immediately after its reading.

(h) STANDING COMMITTEE REPORTS

As committees report measures to the Clerk's office (Desk) after taking action, the recommendations are recorded on the "Committee Report File". (Blue Sheet) Attached to the Blue Sheet are copies of the staff measure summaries, fiscal and revenue impact statements, if applicable, and any budget reports.

A "Committee Report File" will be distributed to the members electronically, members also may request a printed list be placed at their chamber desks. (Blue Sheet)

These attachments should be filed in your individual electronic bill folders. When the measures are scheduled for third reading and a vote -- your staff will pull each bill folder for your review.

The Speaker will announce daily whether a Committee Report File will be distributed.

(i) SPECIAL COMMITTEE REPORTS

This order of business allows for the reporting of action taken by a Conference Committee or report from the Rules Committee.

The reports are listed on the Committee Report File (Blue Sheet) and support information is attached to the File.

A "Special Committee Report File" will be distributed to the members electronically, members also may request a printed list be placed at their chamber desks. (Blue Sheet)

The Speaker will also announce whether any Special Committee Reports are included on the Committee Report File.

(j) PROPOSITIONS AND MOTIONS

The order of business of Propositions and Motions is used for the consideration of messages as received by the Governor or Senate; special reports; and special motions:

Consideration of:

- Reconsideration
- Senate Amendments
- Conference Committee Reports
- Committee and Minority Reports
- Vetoed Measures by the Governor
- House Rule Amendments

(Above are examples and not meant to be all inclusive)

As a courtesy, the Clerk prepares a script using the proper language for these motions and places them on your chamber desk prior to daily session.

(k) FIRST READING OF HOUSE BILLS

(Same as First Reading: Memorials and Resolutions)

(l) SECOND READING OF HOUSE BILLS:

Bills are read second time, again meeting the requirement that all bills must have three separate readings. The Reading Clerk will read the Bill Number and Title only. No action is taken under Second Reading.

(m) CONSENT CALENDAR

This is the final reading of a measure and the order of business when the vote is called for immediately after the Reading Clerk has read the Measure Number, Title and Short Summary.

Measures scheduled under this order of business are not subject to debate. They must have been reported out of committee unanimously and the committee must have recommended they placed on the Consent Calendar.

If four objections signed by members of the House are received at the Desk within the two-day period after the measure appears on the Committee Report File, the measure will be removed from the Consent Calendar and placed in its proper order on the Third Reading Calendar for the next session day. The measure may also be removed by order of the Speaker.

(n) THIRD READING OF HOUSE BILLS

This is the final reading of a bill and the order of business when the vote is recorded.

After the Reading Clerk has read the Bill Number and Title, the Speaker will recognize the "Carrier of the Bill."

The Carrier has 10 minutes to present the bill.

The Speaker will then ask if there is further debate?

Members wishing to speak on the bill need to press their "To Speak" button. This will automatically place your name in the "queue." If you depress the key again, it will remove you from the "queue."

Members may yield time to another member (5 minutes), but cannot then speak on the measure.

If you should have a question, it must be asked prior to speaking to the bill.

Once recognized by the Speaker, state: “Mr. Speaker, will the carrier respond to a question?”

The Speaker will ask the Carrier and the Carrier will agree or not agree to receive your question.

Again the Speaker will recognize you for the question.

This process is repeated for each question you might have.

After your questions are answered, you can then speak to the bill.

If you should want to make a motion, it must be placed prior to speaking to the bill.

The following motions are acceptable under the consideration of bills:

- to lay on the table
- previous question (to close debate)
- to make special order of business or to postpone to a certain day and time
- to refer or re-refer to committee
- to postpone indefinitely

It is recommended that you check with your leadership prior to making any of these motions.

Upon request, the Clerk will provide a script for any of these motions.

After the debate has concluded or the previous question has been called for and adopted, the Carrier has the option to close (10 minutes). (No member can yield on the close.)

The Speaker will then place the question and direct the Clerk to open the voting system.

Members have 30 seconds to cast their votes from their desks.

After the system is closed the vote count will appear on the reader boards.

If a member has not voted, the Speaker will request their vote by asking: “Representative (name), how do you vote?” You need to **respond verbally** either “yea” or “nay.” The Clerk will record your vote at the Dais console.

After all votes are recorded, the Speaker will announce the outcome.

***Note:** You must be “within the bar” prior to the vote closing (30 seconds) in order to cast your vote, otherwise you will be recorded as “absent.”*

If you need to leave the chamber during session, you must notify the Clerk prior to leaving. This is extremely important, especially late in the session, when the question of a quorum becomes a problem.

No measures can be amended on the floor. All amendments must be proposed in committee.

(o) FINAL READING: MEMORIALS AND RESOLUTIONS

(Same as Third Reading of House Bills)

(p) BILLS, REPORTS AND OTHER BUSINESS LYING ON TABLE

This order of business equates to an announcement only.

(q) FIRST READING OF SENATE BILLS

(Same as First Reading of House Bills)

(r) SECOND READING OF SENATE BILLS

(Same as Second Reading of House Bills)

(s) THIRD READING OF SENATE BILLS

(Same as Third Reading of House Bills)

(t) OTHER BUSINESS OF THE HOUSE

This order of business is used to announce the following:

- Distribution of any proposed amendments to the House Rules. The proposed amendment is then referred by the Speaker to the Committee on Rules.
- Unfinished business.

(u) OTHER BUSINESS OF THE SENATE

This order of business equates to an announcement only.

ORDERs OF THE DAY HAVE BEEN COMPLETED

This is an announcement only.

(v) ANNOUNCEMENTS

This order of business is used for the announcement of caucus meetings, committee meetings, special events and vote changes.

(w) REMONSTRANCES

Remonstrances allow a member to make a statement in protest (House Rule 1.01) -- no member may speak for longer than three minutes or for a second time, or yield time to another member. The motives or integrity of any member of the House or the Senate shall not be impugned (House Rule 4.01)

ADJOURNMENT

The Speaker will recognize the Dean of the House to place the adjournment motion.

Caucus Offices

House Democratic Leader

State Capitol Building Rm H295

House Republican Leader

State Capitol Building Rm H395

The House Democratic Leader and the House Republican Leader (often referred to as “caucus leaders”) are elected by the membership of their respective caucuses. The caucus leaders manage their respective caucus offices in an effort to provide additional services and support for the elected members of their party.

While each caucus may organize the functions of their caucus office differently there are general services that each caucus office provides. A major function of the caucus offices is policy research and legislative bill management. Policy analysts within the caucus offices help members by researching concepts, monitoring committees, working with Legislative Counsel to draft bills and amendments, and keeping them apprised of issues that arise in and out of session.

Another important function of the caucus offices is to provide support to members when it comes to constituent services (helping Oregonians navigate through issues relating to state government). Additionally, the caucus offices help the caucus leader and individual members with communications and media relations.

Finally, the caucus leaders help manage the overall administration of caucus issues such as scheduling meetings and events, offering support to caucus member staff, and assisting with whatever other issues might arise during a member’s time in office.

Legislative Counsel Office

State Capitol Building, Room S-101
503-986-1243

Dexter Johnson, Legislative Counsel
Ted Reutlinger, Chief Deputy Legislative Counsel
Cheryl Churchek, Executive Assistant
Lisa Ehlers, Executive Assistant

The Office of Legislative Counsel (LC) is a permanent, non-partisan legislative service agency. It provides legal and publication services to the members, committees and staff of the Legislative Assembly. Specifically, the office:

- Drafts all legislative measures and amendments to measures considered by the Legislative Assembly
- Provides legal opinions and gives informal legal advice to members, committees and staff
- Publishes the *Oregon Revised Statutes* and other legal publications
- Reviews all administrative rules adopted by executive branch agencies for constitutionality and legal sufficiency.
- Performs other legal services as directed by the Legislative Assembly.



STATE OF OREGON
Legislative Counsel Committee

Getting Legislation Drafted

The Office of Legislative Counsel (LC) is your law firm and your resource for getting bills and amendments to bills prepared. Legislative rules and customs require LC to prepare all bills and amendments.

To request a bill, you simply need to contact us and explain the **problem** you are trying to solve and the **solution** to the problem that you are proposing. You do not need to supply us with statutory language; a common-sense explanation of the problem and solution is often the best way to ensure that you receive a bill that does what you want. You may also direct us to work with a lobbyist, stakeholder or outside expert in developing your bill.

The 20 attorneys at LC specialize in different subject areas, and are available to answer your questions about the state of the law and the constitutionality of proposals being considered by the Legislative Assembly. LC attorneys may provide informal legal advice or give written opinions answering your legal questions. The list of attorneys and subject-matter assignments is available here: <http://www.lc.state.or.us/pdfs/subjectsbyatty.pdf>

LC is a nonpartisan office. All of the work we do on your behalf is confidential, though you are free to disclose that work at any time.

General information about LC is available here: <http://www.lc.state.or.us/>

Contact information and forms:

Telephone: 503-986-1243
E-mail: lc.request@state.or.us
FAX: 503-373-1043

Bill and Amendment request forms are available here: <http://intranet/Pages/Member-Information0420-4061.aspx>

NOTE: You do not need to use a form to request a bill or amendment. The forms help ensure that you provide the information necessary to get the bill you want, but any written direction or conversation with an LC attorney will suffice.

Key LC staff:

Dexter Johnson, Legislative Counsel
Ted Reutlinger, Chief Deputy Legislative Counsel

dexter.johnson@state.or.us
ted.w.reutlinger@state.or.us

Six Types of Measures

Bill: A measure that creates new law, amends or repeals existing law, appropriates money, prescribes fees, transfers functions from one agency to another, provides penalties, or takes other action.

Joint Memorial: A measure adopted by both houses and used to make a request of or to express an opinion to Congress, the President of the United States, or both. It is not used to commemorate the dead.

Joint Resolution: A measure used for proposing constitutional amendments, creating interim committees, giving direction to a state agency, expressing legislative approval of action taken by someone else, or authorizing a kind of temporary action to be taken. A joint resolution may also authorize expenditures out of the legislative expense appropriations.

Concurrent Resolution: A measure affecting actions or procedures of both houses of the Legislature. A concurrent resolution is used to express sympathy, commendation, or to commemorate the dead.

Resolution: A measure used by the House or the Senate (a measure used by both would be a *joint resolution*) to take an action that would affect only its own members, such as appointing a committee of its members, or expressing an opinion or sentiment on a matter of public interest.

Measure: A written document used by the Legislative Assembly to propose a law or to express itself as a body. A measure may be a bill, a memorial, or a resolution.

Memorial: A measure adopted by either the House or the Senate (a measure adopted by both is a *joint memorial*) to make a request of or express an opinion to Congress or the President of the United States, or both. It is not used to commemorate the dead. (*See Concurrent Resolution*)

Legislative Fiscal Office

State Capitol Building, Room H-178
503-986-1828

Ken Rocco, Legislative Fiscal Officer
Daron Hill, Deputy Legislative Fiscal Officer

The Legislative Fiscal Office is a permanent nonpartisan legislative service agency that:

- Provides comprehensive research, analysis, and recommendations on the state's biennial budget
- Evaluates state expenditures, program administration, agency organization, and state information technology projects
- Assists in developing the Legislature's adopted balanced budget
- Prepares fiscal impact statements on legislative measures
- Responds to member inquiries regarding state finances and agency budgets
- Publishes detailed analyses, summary documents, and briefs on budget-related topics and issues of interest to the Legislature

The Legislative Fiscal Office provides professional staff for the:

- Joint Committee on Ways and Means (appropriations committee that determines state budget policy)
- Emergency Board
- Joint Committee on Legislative Audits and Information Management & Technology
- Other special committees or task forces on budget as directed by legislative leadership

Legislative Revenue Office

State Capitol Building, Room H-197
(503) 986-1266

Paul Warner, Legislative Revenue Officer
Corinne Gavette, Office Manager

The [Legislative Revenue Office](#) (LRO) is a permanent nonpartisan legislative service agency. It provides research and analysis on tax policy, school finance and other revenue issues for legislators, legislative committees and legislative staff.

LRO's duties include:

- Staffing the House & Senate Revenue Committees.
- Preparing revenue impact statements and measure summaries.
- Gathering and analyzing relevant information for revenue proposals.
- Assisting in the development of tax and school finance related proposals.
- Briefing legislators on the implications of revenue trends and legislative proposals.
- Producing research reports on major revenue related legislation and initiatives.

LRO Tools:

- Tax Calculator—personal income tax micro simulation model.
- Oregon Tax Incidence Model—General equilibrium model of state economy designed to trace long term economic effects of tax changes.
- School formula distribution model.
- Cigarette tax model.
- Various ad-hoc models for specific proposals.

Legislative Commission on Indian Services

State Capitol Building, Room 167
503-986-1067

Karen M. Quigley, Executive Director
Dianna Brainard-King, Commission Assistant

The Legislative Commission on Indian Services (LCIS) is a statutory body comprised of a Tribal leader from each of the nine Federally recognized Tribal Governments in Oregon and four legislators: two Senators and two Representatives jointly appointed by the Speaker of the House and Senate President to serve two year terms. LCIS may appoint one non-voting member for a total of fourteen.

The Commission:

- Holds meetings to address issues of state-tribal relations
- Sponsors Tribal Government Day at the State Capitol
- Provides Trainings to state agencies, legislators and others on working with Tribal governments in Oregon
- Serves as information clearing house for the state of Oregon on Indian issues
- The Commission's website provides information on a variety of topics dealing with Indian Tribal Governments and Indians in Oregon as well as links to Tribal government websites and important contact information for each of the 9 Tribal governments and state agencies that work with them
- By statute, the Commission advises the Legislative and Executive Branch and monitors state agency actions on matters affecting Indian Tribes and Indians in Oregon and makes recommendations for improvements

The Legislative Commission on Indian Services plays a strategic role in the implementation of Oregon's state Government to Government law.

- If you need assistance or guidance on Indian issues please contact the Commission office: 503-986-1067

Legislative Administration

Agency Overview

State Capitol Building, Room 140-A
503-986-1848

Kevin Hayden, Legislative Administrator

The Legislative Administrator is appointed by the Legislative Administration Committee (LAC) to oversee support services for the Legislative Assembly members, its staff and the public. Additionally, Legislative Administration is charged with maintaining and enhancing the Capitol, as well as providing an exciting and inviting experience for the thousands of visitors who come every year. The Legislative Administration Agency provides support services through the following divisions:

- Committee Services
- Employee Services
- Facility Services
- Financial Services
- Information Services, including Legislative Media Services

The Legislative Administration office responds to inquiries from legislators, employees, and members of the public that call for general assistance.

Committee Services

A Division of Legislative Administration

State Capitol Building, Room 453
503-986-1813

Rick Berkobien, Manager	503-986-1485
Receptionist/General Information	503-986-1813
Patsy Wood, Admin. Supervisor	503-986-1474

Why is a committee important?

- Oregon's legislative process is centered on legislative committees.
- The legislative committee is where most of the work to shape legislation and public policy is done.
- Oregon does not amend measures during floor debate. So when the measure moves out of committee and onto the chamber floor, no further changes can be made unless the measure is referred back to a committee.
- Committee membership includes a small group of legislators from both political parties who are knowledgeable on issues.

Who is Committee Services?

Legislative committees are staffed by a committee administrator or counsel and a committee assistant. The role of committee staff is to facilitate the legislative process by:

- Providing information and research to the chair, committee and other members;
- Analyzing information and assisting with developing policy options;
- Serving as a communication link between the committee and the public on matters of interest to or before the committee (NOTE: this function does not preclude constituents from talking directly with elected officials);
- Complying with procedural laws and parliamentary rules; and,
- Responding to the needs of the chair, committee members, other legislators, legislative staff, and the public.

Committee Records and the Legislative Library are offices included in Committee Services. Committee Services staffs policy committees. The Legislative Fiscal Office staffs the Ways and Means committees and the Legislative Revenue Office staffs the Revenue committees.

How does the committee work?

- The process begins when a measure is introduced and referred to a committee.
- The committee administrator works with the committee chair to determine the measures to be scheduled.

- Committee members consider the testimony of the public, other legislators, lobbyists, and agencies during public hearings and work sessions.
- The committee debates, amends, and votes on measures.
- If approved, the full House or Senate considers the measure by a vote, and if the measure is approved, it moves to the opposite chamber and the committee process is repeated.
- When a measure is approved by both chambers in the same form, it is sent to the Governor for signature.
- The Oregon Constitution and state law requires that deliberations of the Legislative Assembly and its committees be open to the public and that public notice be given to interested persons and the public.

What does Committee Services do?

Committee Services assists the Legislative Assembly by providing professional support and information to legislative committees, legislators and their staff, legislative offices, government agencies, and the public. Services include:

- Organizing and administering committee meetings;
- Producing committee meeting records;
- Researching past and current issues and requested topics;
- Reviewing implementation of legislation;
- Providing reference materials and copies of committee records; and,
- Operating the toll-free WATS telephone line to reach members and for general information.

Employee Services

A Division of Legislative Administration

State Capitol Building, Suite 140-B
503-986-1373

Lore Christopher, Employee Services Manager, 503-986-1370

Human Resource support in the Legislative Branch is centralized in the Employee Services Unit. This unit is responsible for all employment related information and support within the Legislative Branch, including recruitment and termination/separation, payroll, compensation and benefits, worker's compensation, training, and performance management.

Information/Support provided:

- Benefits Administration (medical, life, dental, optional benefits)
- Employee Assistance Program
- Employee Employment Forms (I-9, W-4, Emergency Contact, Employment Application)
- Employee Relations (workplace harassment, conflicts, concerns)
- Employee Off Boarding (termination, separation)
- Legislative Branch Personnel Rules
- New Employee orientation-on-boarding (including elected officials)
- Oregon Savings and Growth Plan (deferred compensation)
- Payroll Administration and distribution of payroll
- Pay and Timesheets, Trackstar on-line time off management system
- Per Diem and mileage for legislators
- Personnel Action Forms
- Personnel Records Management (employee files)
- Recruitment
- Retirement System
- Safety and Security
 - Safety Committee
 - Emergency Action Plan
- Workers' compensation claims

Facility Services

A Division of Legislative Administration

State Capitol Building, Room 49
503-986-1360

Dan Brown, Facility Services Manager, 503-986-1361

Facility Services is responsible for operational support within the State Capitol, including coordination of visitor services and tours, Capitol events, custodial services, operations and maintenance of the buildings mechanical, electrical, and plumbing systems, contracting and purchasing, room scheduling, space planning, risk management, publications and mail distribution, telephone services and oversight of security and food service. The unit is also responsible for Capitol projects and improvements and history preservation.

Services provided directly from Facility Services include:

- Capitol event coordination
- Environmental controls, including heating/cooling plant operations
- Building maintenance
- Recycling services
- Custodial services, including maintenance services
- Key and ID reader card assignments
- Parking
- Telephones
- Inventory property management
- Contracting and procurement
- Building tours
- Capitol Gift Shop operations

Financial Services

A Division of Legislative Administration

State Capitol Bulding, Room 140C
503-986-1695

Sandra Rierson, Financial Services Manager, 503-986-1377

Financial Services provides fiscal support to the Legislature through budgeting, accounting and financial reporting.

Specific responsibilities include:

- Accounts Payable
- Accounts Receivable/Cash Receipts
- Financial Reporting
- Statewide Financial Reporting
- Members' Accounting System
- Budget Preparation

Information Services

A Division of Legislative Administration

State Capitol Building, Room 141
503-986-1914

Shancy Saban, CIO, 503-986-1914

Information Services supports a broad range of technology-based services using computer and media technologies for the Oregon Legislature. The vision of Information Services is to be recognized for service excellence and progressive technology leadership by providing integrated, reliable solutions that keep pace with changing, complex technology and align with our customers' dynamic needs.

Some of the solutions and services supported by Information Services include web site development, desktop computer and print technologies, wifi services at the capitol, application support, audio/video services, and video production. Information Services also provides customer service, application development, and job-related education for Legislative Staff and the public who access legislative systems.

Contact the Information Services HelpDesk at 503-986-1914 for any questions related to legislative systems.

Services provided by Information Services include:

- Help Desk / Technical Support
- Web Services
- Desktop Support
- Printer Support
- Copier Support
- Application Support
- Application Development
- IT Project Management
- Business Analysis
- Application Training (Core Applications Only)
- WiFi Services
- Network Services
- Media Services
- Video Duplication
- Video Production

Visitor Services

A Division of Legislative Administration

State Capitol Building, Capitol Kiosk
503-986-1388 General Information & Tour Scheduling
503-986-1384 Capitol Room Scheduling
503-986-1391 Capitol Store

Juliene Poppinga, Visitor Services Supervisor, 503-986-1388

The information kiosk is staffed during Capitol business hours to answer a wide variety of questions over the phone and in person. The department is responsible for scheduling Capitol meeting rooms, galleria exhibits, rotunda, and front steps.

Visitor Services schedules and provides guided tours that highlight the historic features of the Capitol and provides an overview of the legislative process for visiting guests, foreign dignitaries, and students (4th grade and older).

The Capitol Store located on the first floor is your source for souvenirs and gifts showcasing a wide variety of Oregon artists and Capitol/Oregon branded products. Staff is available to help you find the perfect gift. Gift wrapping is available.

Visitor Services has over 50 volunteers who serve as Capitol ambassadors year-round including; tour guides, Chamber doorkeepers during session, Capitol Store clerks, kiosk information receptionists, and special event volunteers.

Services provided by Visitor Services include:

- Visitor Information and Guest Services
- Capitol Room Reservations
- Building Tour (School and Public) Scheduling and Programing
- Tower Tour (School and Public) Scheduling and Programing
- Capitol Store Operations
- Capitol Volunteer Programing
- Capitol Special Events



Oregon State Capitol Foundation

The Fund for the Oregon State Capitol Foundation 501(c)(3)
 900 Court St. NE, Room 140-A, Salem OR 97301 — 503-986-1555
capitol.foundation@state.or.us

Overview:

The Oregon State Capitol Foundation was established through legislation and is a nonprofit organization. Foundation members are appointed by the Legislative Administration Committee (LAC). The Foundation's vision is to create a living history, enhance the dignity and beauty of the Capitol and foster cultural and educational opportunities. The Capitol is a treasure to be safeguarded and the Foundation is dedicated to preserving, enhancing and sharing the heritage that it represents for all.

Projects and Events:

Since April 2001, the Capitol Foundation has made significant progress. Foundation projects include:

- Black granite benches in the Capitol Rotunda.
- Oregon Veterans Medal of Honor Memorial.
- Walk of Flags in Willson Park.
- 16 Capitol Galleria display case exhibits.
- Capitol History Gateway displays.

The Capitol Foundation celebrates contributions to state government for the benefit of all Oregonians by sponsoring events such as:

- Mark O. Hatfield Day.
- Lewis & Clark Bicentennial Commemoration.
- Oregon Capitol 75th Birthday Celebration.
- Gov. Vic Atiyeh Memorial Service Reception.
- Holidays at the Capitol.
- Annual Oregon Birthday Celebration (Feb. 14).

Foundation Members:

Fred Neal – Chair, Joan Plank – Vice Chair, Jane Cease – Past Chair, Sen. Lee Beyers, Sen. Ted Ferrioli, Sen. Arnie Roblan, Rep. Brian Clem, Rep. John Huffman, Frankie Bell, Herb Colomb, Verne Duncan, Judy Hall, Paul Hanneman, Ginny Lang, Anthony Meeker, Annette Price, Ed Schoaps, Norm Smith, Gerry Thompson, Fred VanNatta, Gary Wilhelms.
 Ex-Officio member: Debbie Miller. Emeritus members: Frank Brawner, Norma Paulus.

Join Today:

Join the many friends that have already committed to helping the Oregon State Capitol Foundation accomplish its goals. We've made it easy for you to join. Go to oregoncapitolfoundation.org to become a Capitol Friend, or complete the form below and mail it to: Oregon State Capitol Foundation, 900 Court St. NE, Room 140-A, Salem, OR 97301.

Yes! I want to support the Oregon State Capitol Foundation!

- Enclosed is my gift of \$1,000 \$500 \$250 \$100 \$50 \$25 Other \$_____
- I would like to volunteer Send me information on leaving a legacy gift in my estate plans
- My company offers a matching gift program Contact me about setting up an automatic monthly direct donation

Form of Payment Check **OR** Charge my credit card VISA MasterCard

Credit Card # _____ Exp. Date _____

Name _____

Billing Address _____

Phone _____ Email _____

Signature _____

My Gift is in Memory of Honor of

Person's name _____

Please notify _____

Address _____ City/State/Zip _____

- I would like my gift to remain anonymous Name as it should appear for recognition

Thank you for our support. For more information, call 503-986-1555 or capitol.foundation@state.or.us. To make a gift online, visit www.oregonstatecapitolfoundation.com. Please return this form with your check to:



The American Legislative Exchange Council (ALEC) works to advance the fundamental principles of free-market enterprise, limited government, and federalism at the state level through a nonpartisan public-private partnership of America's state legislators, members of the private sector and the general public.

ALEC serves as the "state legislators' think tank." ALEC's policy staff provides research, policy analysis, scholarly articles, reference materials, legislative bill tracking, and expert testimony on a wide spectrum of issues.

ALEC Model Legislation

The centerpiece of Task Force projects is ALEC model legislation. ALEC is the only state legislative organization that adopts policies and creates model legislation for its members to use in their states. To date, ALEC has nearly 1,000 pieces of model legislation.

Issue Analysis

Short analyses of topical issues that provide perfect preparation for talking points and media briefings.

Report Cards and Special Studies

State-by-state analyses of critical issues such as education and tax and fiscal policy.

ALEC Academies and State Issue Seminars

Throughout the year ALEC conducts issue-specific seminars in 20 to 30 state capitols. ALEC Academies are special two-day intensive programs on specific issues, featuring national experts as faculty.

Inside ALEC

This magazine for ALEC members is published up to nine times throughout the year. ALEC members can read and learn about issues shaping public policy, the success of policy in state legislatures, and submit their own articles.

ALEC Lectures

Reprints of significant speeches and presentations made at ALEC meetings.

ALEC Website www.alec.org

ALEC's website is a valuable resource to our members. Register for meetings, receive task force updates, find out what other states are doing and how their policies have been successful, and download nearly 1,000 pieces of model legislation.

American Legislative Exchange Council
1101 Vermont Ave. N.W., 11th Floor
Washington, D.C. 20005
Phone: 202-466-3800 | Fax: 202-466-3801



Founded in 1933, The Council of State Governments is our nation’s only organization serving all three branches of state government. CSG is a region-based forum that fosters the exchange of insights and ideas to help state officials shape public policy. This offers unparalleled regional, national and international opportunities to network, develop leaders, collaborate and create problem-solving partnerships.

The Council of State Governments – *WEST* (CSG-*WEST*) is a non-profit, non-partisan organization that serves the western legislatures of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington and Wyoming. Associate members include the Canadian provinces of Alberta and British Columbia and the Pacific islands of American Samoa, the Commonwealth of Northern Mariana Islands and Guam.

Through a variety of programs and services offered to legislators and legislative staff, CSG-*WEST* facilitates regional cooperation, exchange of information and fosters the strengthening of legislative institutions among its 13 member states. This includes policy forums, sharing of best practices, professional development training, international relations opportunities, publications and institutional linkages with other political entities in the West as well as nationally. Such opportunities provide value to member states and create opportunities for lawmakers to develop lasting and insightful relationships with leaders in neighboring states.

Founded in 1947, CSG-*WEST* is one of 4 regions of the Council of State Governments that form part of a national community of states. CSG’s regional and national structure invites focused participation from members on a more intimate, regional level while also providing a national platform to exchange ideas and information. Moreover, this structure provides Western lawmakers an opportunity to engage with state officials of all three branches of state government , access a myriad of national policy research and to stay abreast of national trends and developments in Washington, D.C. impacting state governments

<http://www.csgwest.org/>

CSG-WEST
1107 Ninth Street Suite 730
Sacramento, CA 95814

Phone: (916) 553-4423
FAX: (916) 446-5760

CSG National Headquarters
2760 Research Park Drive
P.O. Box 11910
Lexington, KY 40578-1910

Phone: (859) 244-8000
FAX: (859) 244-8001



The National Conference of State Legislatures is a bipartisan organization that serves the legislators and staffs of the nation's 50 states, its commonwealths and territories. NCSL provides research, technical assistance and opportunities for policymakers to exchange ideas on the most pressing state issues. NCSL is an effective and respected advocate for the interests of state governments before Congress and federal agencies. NCSL is your organization. The leadership of NCSL is composed of legislators and staff from across the country. The NCSL Executive Committee provides overall direction on operations of the Conference.

In five easy steps, you'll discover all the resources NCSL has at your fingertips. As a legislator or legislative staffer, you are a member of NCSL and can get all the tools you need to be successful at your legislative job—absolutely free. Start taking advantage of **your benefits** today! As a legislator, **you are a member of NCSL.**

<http://www.ncsl.org/about-us/ncslservice/guide-for-members.aspx>



- 50-State Research
- Bill Information Services
- Issue Area Contacts
- State Legislatures Magazine
- NCSL e-Newsletters
- Legislative Summit
- Fall Forum
- Staff Professional Development
- Webinars

Oregon's State Contact: Larry Morandi (direct number) 303-856-1472

Denver Office:

7700 East First Place
Denver, CO 80230

Phone: (303) 364-7700
Fax: (303) 364-7800

Washington DC Office:

444 North Capitol Street, N.W. Suite 515
Washington, D.C. 20001

Phone: (202) 624-5400
Fax: (202) 737-1069

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KEY CONTACTS

Department	Room #	Phone Number	Description
Administration, Legislative (LAC)	140-A	503-986-1848	Primary support service arm of the Legislative Assembly. Oversees the activities of the following administrative units: Committee Services; Employee Services; Facility Services; Financial Services; Information Systems and Visitor Services.
Audio Systems	41	503-986-1195	Coordinates and assists with audio systems and producing DVD copies.
Bill Drafting	S-101	503-986-1243	Legislative Counsel does all drafting of bills and amendments.
Capitol Cafe	57	503-585-4266	Located downstairs in the Oregon State capitol building, Sassy Onion's Café at the Capitol provides sit-down or take-out meals Monday through Friday. During Session, the "quick stop" facility, near the main entry of the coffee shop, offers short-order items during the day. http://www.sassyonion.com/menus/Capitol_togo_menu_sm.pdf
Chief Clerk of the House	H-271	503-986-1870	Serves as the parliamentarian of the House and handles all administrative functions associated with the House; prepares all measures, histories, journals and related publications; retains all measures and official papers or records of the proceedings and actions of the House; supervises non-partisan House employees; and provides the proper stage for the consideration and enactment of Oregon laws.
Commission on Indian Services	167	503-986-1067	Compiles information relating to services available to Indians, including but not limited to education and training programs, work programs, housing programs, health programs, mental health programs including alcohol and drug services, and welfare programs from local, state and federal sources and through private agencies.
Committee Records	454	503-986-1182	Responds to requests for information by providing copies of minutes, exhibits and audio tapes recordings of legislative committee meetings.
Committee Services	453	503-986-1813	Supports the Legislative Assembly by providing professional services to legislative committees, legislators, legislative offices and staff, government agencies and the public. These include organizing and administering committee meetings, researching current issues and requested topics and reviewing implementation of legislation. Committee Services is also responsible for the Legislative Library and provides copies of minutes from legislative committee proceedings.
Computers (Help Desk)	141	503-986-1914	HelpDesk can assist in solving technology problems, answering

Department	Room #	Phone Number	Description
			questions or finding the right team member to help you out with basic technology questions, i.e. setting up a projector, finding information on the Intranet, fixing a printer issue, retrieving a video clip for a floor session, etc.
Counsel, Legislative (LC)	S-101	503-986-1243	Drafts all legislative measures and amendments to measures considered by the Legislative Assembly; provides legal opinions and gives informal legal advice to members, committees and staff; publishes the Oregon Revised Statutes and other legal publications; reviews all administrative rules adopted by executive branch agencies for constitutionality and legal sufficiency; and performs other legal services as directed by the Legislative Assembly.
Distribution	49	503-986-1180	Provides single copies of bills free of charge to the public. Subscriptions to bill sets are available.
Employee Services	140B	503-986-1373	Provides human resource administration and information on legislative employment opportunities. The unit also provides payroll, benefits, Public Employees Retirement System (PERS), workers' compensation and other general human resource information related to legislators and staff.
Facility Services	49	503-986-1360	Provides building and visitor services, key control, purchasing and contract management. In addition, Facility Services provides oversight of security and food service, risk management and historic preservation, and is responsible for all major building construction projects.
Financial Services	140C	503-986-1695	Manages finances and accounting for Legislative Administration (LA) and the Assembly, as well as member service and supply accounts. Responsible for preparation of LA and Assembly budgets.
Fiscal, Legislative (LFO)	H-178	503-986-1828	Provides research, analysis, and evaluation of state expenditures, financial affairs, program administration and agency organization. LFO also provides fiscal impact statements on legislative measures.
Gift Shop	Rotunda Area	503-986-1391	A source for souvenirs, gifts and snacks showcasing a wide variety of Oregon artists and products. Discounts are provided when large quantities are purchased. Gift wrapping is available.
Governor's Office	160	503-378-3111	The governor is the Chief Executive of Oregon. The Oregon Constitution charges the governor with faithfully executing the laws, making recommendations to the Legislature and transacting all necessary business of government. The governor may veto bills of the Legislature

Department	Room #	Phone Number	Description
			and shall fill vacancies by appointment.
House Democratic Office	H-295	503-986-1900	Caucus offices provide many services to their members during both session and interim periods. Each office is directed by a leader chosen by the respective political party. The operations of the four offices are not identical, but typical services include: conducting research, writing speeches and press releases, providing public information services, serving as liaison to state and federal agencies to help solve constituent problems, organizing caucus activities and circulating information about legislative business among caucus members during both session and interim periods.
House Republican Office	H-395	503-986-1400	Caucus offices provide many services to their members during both session and interim periods. Each office is directed by a leader chosen by the respective political party. The operations of the four offices are not identical, but typical services include: conducting research, writing speeches and press releases, providing public information services, serving as liaison to state and federal agencies to help solve constituent problems, organizing caucus activities and circulating information about legislative business among caucus members during both session and interim periods.
Information Line	453	503-986-1187	Legislative information and citizen access line.
Information Services (IS)	141	503-986-1914	Information Services supports a broad range of technology-based services using computer and media technologies for the Oregon Legislature. The vision of Information Services is to be recognized for service excellence and progressive technology leadership by providing integrated, reliable solutions that keep pace with changing, complex technology and align with our customers' dynamic needs.
Lobby Message Center	60G	503-378-9800	Serves as a satellite office for many members of the Capitol Club (an organization of professional advocates whose primary role is to provide information on behalf of their clients to Oregon legislators and state government officials.). The Lobby Message Center provides an array of services including phone and fax, copying, printing, and delivery of documents and messages.
Lost and Found	Kiosk	503-986-1388	If items are lost or found it is taken to the kiosk for holding.
Media Services	35	503-986-1195	Provides audio and video coverage of legislative events, production videos, and maintains audio and video equipment in the Capitol.

Department	Room #	Phone Number	Description
Member Pay/Benefits	140-B	503-986-1373	Contact Employee Services for this information
Operations and Maintenance	49	503-986-1360	Responsible for providing building services within the Capitol, including custodial, maintenance, key control, heating/cooling plant operations and coordination of telephone services.
Parliamentarian	H-271	503-986-1870	Chief Clerk provides parliamentary advice to members of the House and House committees.
Press Corps	43-A	503-399-6745	Oregon Legislative Correspondents Association. News organizations rent office space in the Capitol during session and year around. To record news conferences see Media Services. To reserve the press room contact 503-399-6745.
Purchasing & Supply Services	49	503-986-1180	Legislative Purchasing & Supply serves as the Legislature's central purchasing, receiving, asset management, supply, mail and publication distribution office and is the site at which the public may receive copies of legislative measures and publications.
Revenue, Legislative (LRO)	143	503-986-1266	Provides research and analysis on tax policy and school finance issues for legislators, legislative committees and their staff. LRO also provides revenue impact statements on legislative measures that affect state or local revenue. Legislative committees staffed by LRO are the Senate Finance & Revenue Committee and the House Revenue Committee.
Room Scheduling	140A	503-986-1384	Schedules the Galleria, rooms within the Capitol and the front steps for meetings and functions.
Secretary of the Senate	233	503-986-1851	Serves as the parliamentarian of the Senate and handles all administrative functions associated with the Senate; prepares all measures, histories, journals and related publications; retains all measures and official papers or records of the proceedings and actions of the Senate; supervises non-partisan Senate employees; and provides the proper stage for the consideration and enactment of Oregon laws.
Secretary of State	136	503-986-1523	Keeper of the State of Oregon's History, the auditor of public funds, the first stop for Oregon businesses and the State's chief elections officer.
Shower Facilities	60	503-986-1360	Pay-for-use showers and lockers are located in the Capitol basement. Contact Facility Services for details.
Speaker's Office	269	503-986-1200	Coordinates operations of the speaker's office, assist the presiding officer in performing official duties, provides research and policy support in issue areas, provides information to the news media, and assists legislators in solving constituent problems. In conjunction with the

Department	Room #	Phone Number	Description
			Senate president's office, the speaker's office coordinates and supervises operations of the legislative branch of government, joint statutory committees and joint interim committees and task forces.
State Police (Capitol Mall Patrol)	60-C	503-986-1122	Provides security relating to personal safety, loss, damage of property, to report any suspicious activities or other public safety concerns.
Senate Majority Office	S-223	503-986-1700	Caucus offices provide many services to their members during both session and interim periods. Each office is directed by a leader chosen by the respective political party. The operations of the four offices are not identical, but typical services include: conducting research, writing speeches and press releases, providing public information services, serving as liaison to state and federal agencies to help solve constituent problems, organizing caucus activities and circulating information about legislative business among caucus members during both session and interim periods.
Senate President's Office	S-201	503-986-1600	Coordinates operations of the president's office, assists the presiding officer in performing official duties, provides research and policy support in issue areas, provides information to the news media, and assists legislators in solving constituent problems. In conjunction with the House Speaker's office, the president's office coordinates and supervises operations of the legislative branch of government, joint statutory committees and joint interim committees and task forces.
Senate Republican Office	S-323	503-986-1950	Caucus offices provide many services to their members during both session and interim periods. Each office is directed by a leader chosen by the respective political party. The operations of the four offices are not identical, but typical services include: conducting research, writing speeches and press releases, providing public information services, serving as liaison to state and federal agencies to help solve constituent problems, organizing caucus activities and circulating information about legislative business among caucus members during both session and interim periods.
State Treasurer	159	503-378-4329	Office of the State Treasurer is a highly sophisticated organization with a wide range of financial responsibilities, including managing the investment of state funds, issuing all state bonds, serving as the central bank for state agencies, and administering the Oregon 529 College Savings Network. The Treasury is managed like a business, striving to save taxpayers money and earn the highest possible return on

Department	Room #	Phone Number	Description
			investments.
Supply, Legislative	49	503-986-1180	General office supplies are available.
Telephone Coordinator	49	503-986-1360	Provides telephone support and schedules telephone and voice-mail training sessions.
Tours (Building)	Kiosk	503-986-1388	Visitor Services schedules and provides guided tours that highlight the historic features of the Capitol and give an overview of the legislative process for guests, foreign dignitaries, and 4 th grade – high school students.
Visitor Services	Kiosk	503-986-1388	Visitor Information Kiosk is open during business hours. Staff is available to schedule tours, answer questions and direct visitors to offices in the Capitol.



Building Orientation

Summary: This section is to familiarize you with the Capitol and Capitol Mall area.

Official address of the Capitol:

**900 Court Street NE
Salem, Oregon 97301**

(Note: You must use this address when contacting "911.")

Building Hours (Interim)

Main Entrances: 8:00 a.m. to 5:00 p.m. – Monday-Friday. Badge access available at any time.

Senate/House Wings: 8:00 a.m. to 5:00 p.m. – Monday-Friday

Elevators **Badge Required from underground parking garage**

Parking Structures:

- Capitol Underground: Badge access only
- Capitol Mall Underground: 5:30 a.m. to 7:00 p.m. – Monday-Friday

Building Hours (Session)

Main Entrances: 7:00 a.m. to 5:30 p.m. – Monday-Friday or until committee hearings are concluded.

Senate/House Wings: 7:00 a.m. to 5:30 p.m. – Monday-Friday

Elevators **Badge Required from underground parking garage**

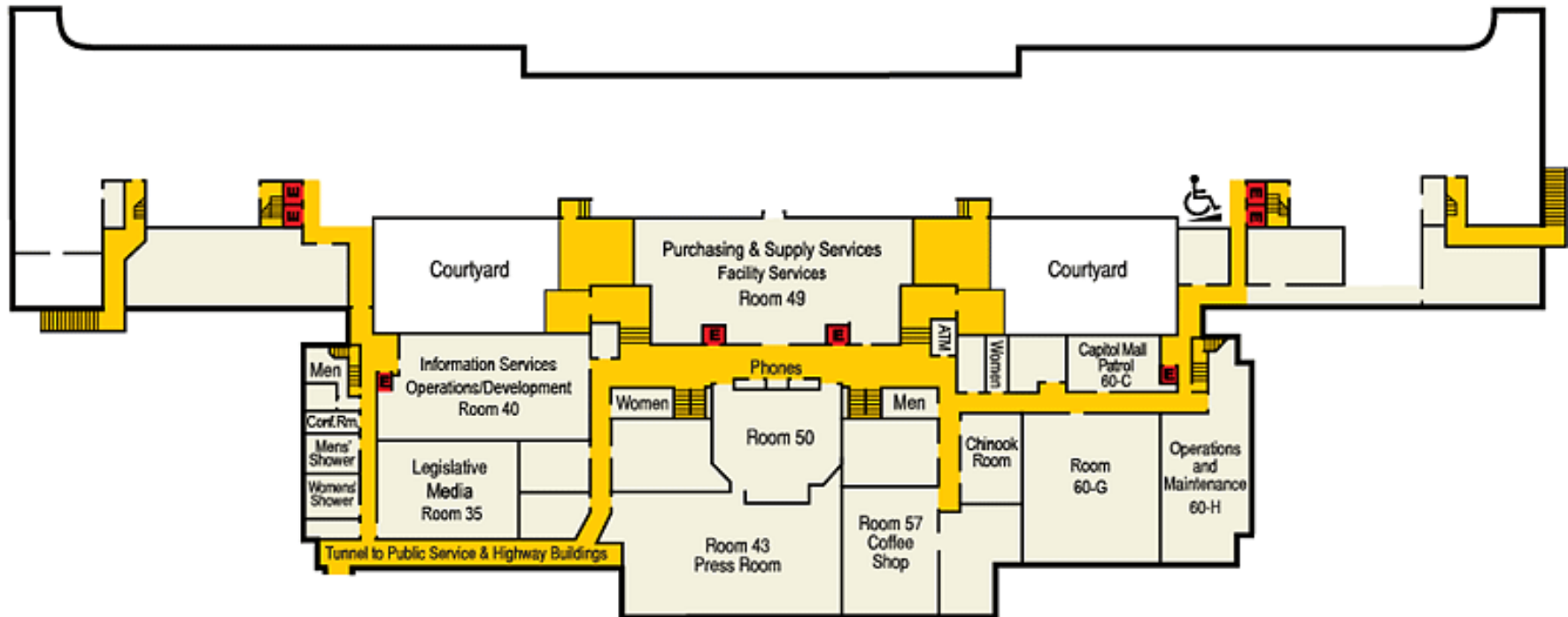
Night & Weekend Hearings: State and Court Street doors, and ADA entrance located on the east end of the building are open until hearings are concluded.

Parking Structures:

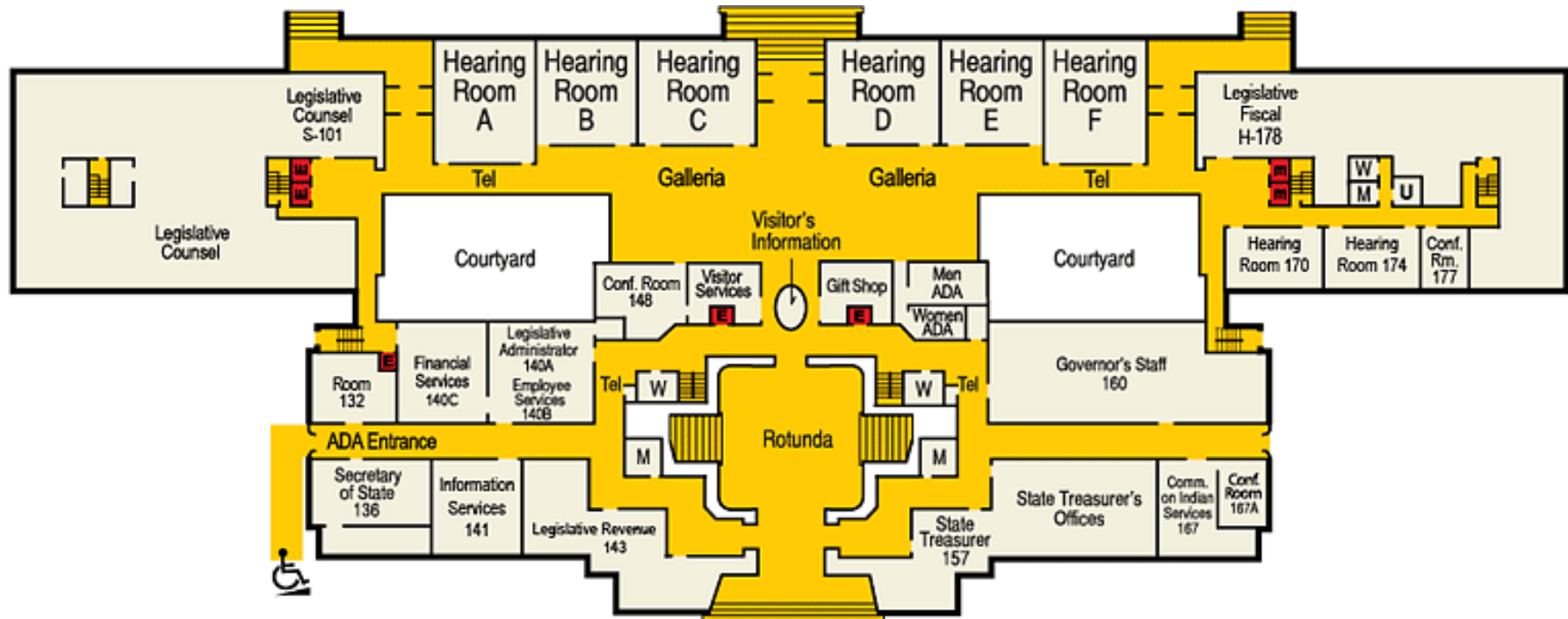
- Capitol Underground: Badge access only
- Capitol Mall Underground: 5:30 a.m. to 7:00 p.m. – Monday-Friday

Note: In the event you do not have your badge to access the Capitol during off-hours, contact the Capitol Mall Patrol Office at 503-986-1122. Identification may be required.

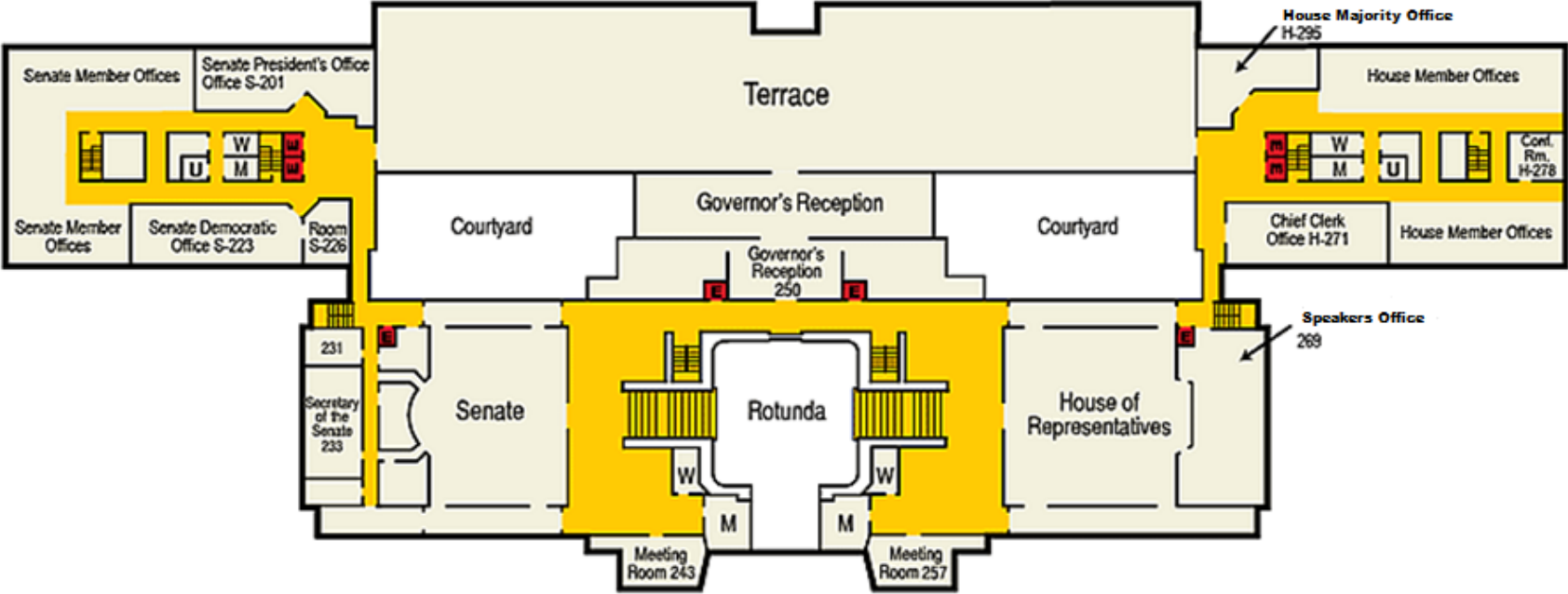
Ground Floor



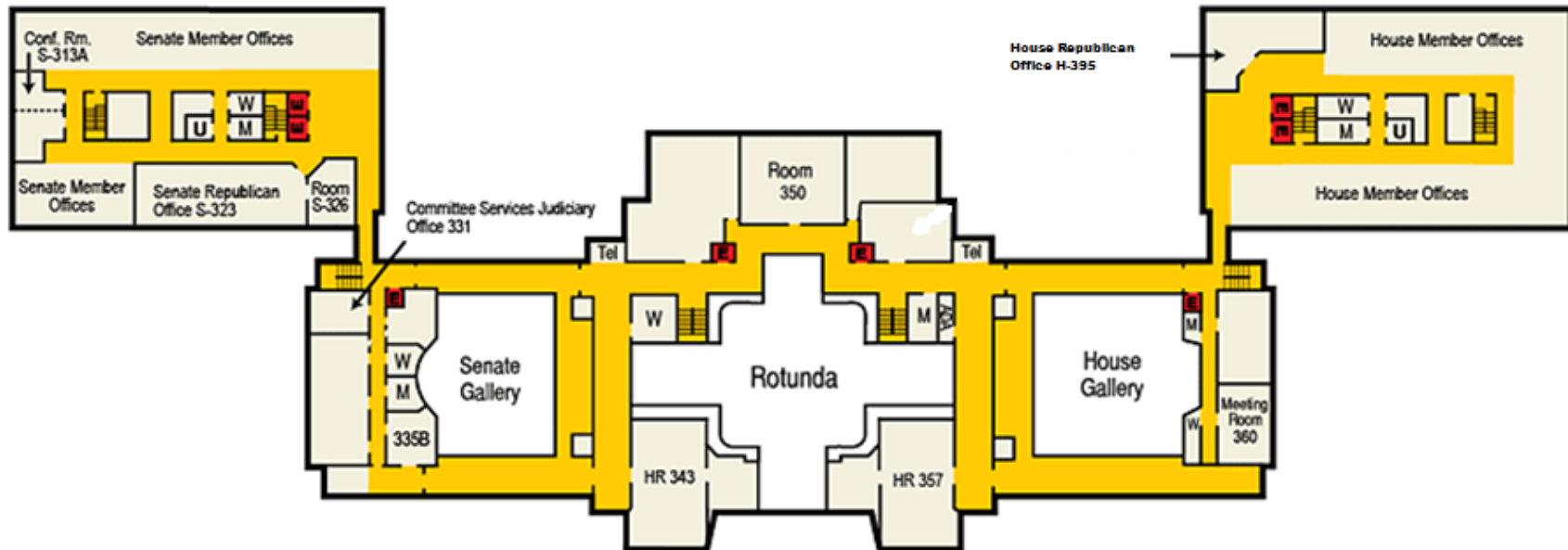
First Floor



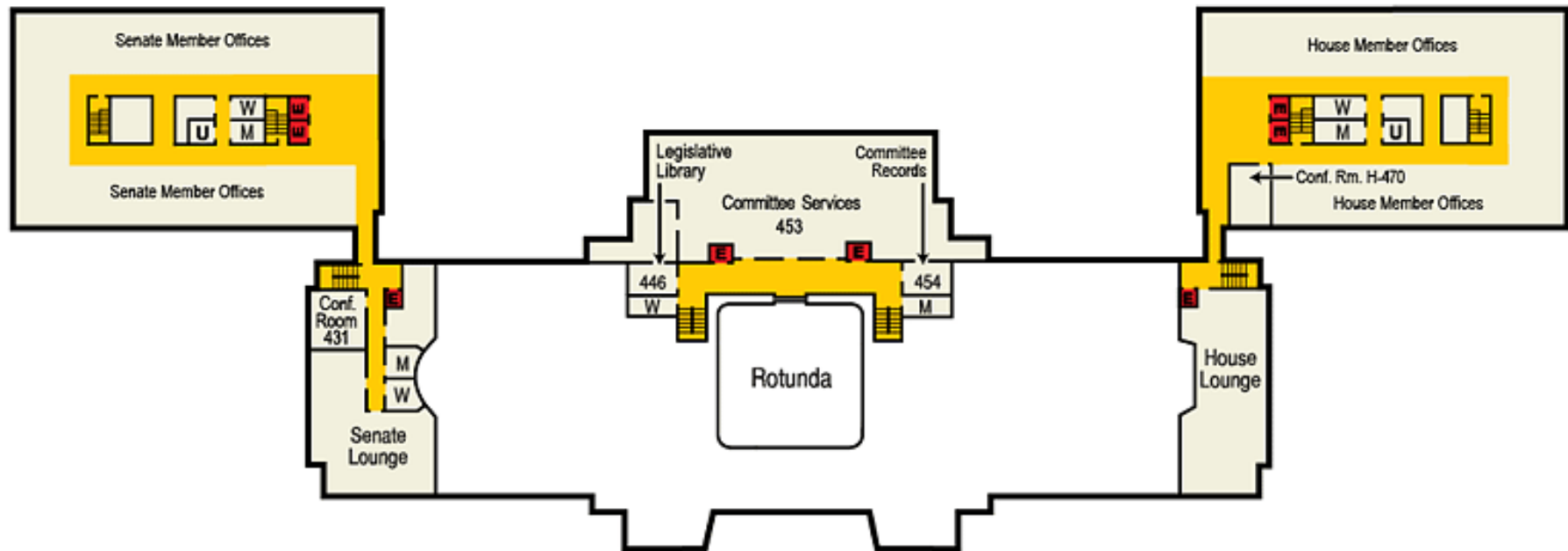
Second Floor



Third Floor



Fourth Floor



Safety and First Aid

Building Address:

Oregon State Capitol
900 Court Street NE
Salem, Oregon 97301

Structure: Brick, concrete and marble built in 1938, Senate and House wing additions completed in 1977.

Total Number of Floors: Seven levels including basement and dome in old building, five levels in east and west wings.

Occupancy: Daily average of 350 with a maximum of 2000 during session. Hearing Rooms have posted capacity. Emergency Numbers

Building Closures	503-986-1178
Oregon State Police dispatch	503-375-3555
Fire	911
Hazardous Materials	911
Salem Police	911
Medical Emergency	911
National Weather Service	503-363-4131
Building Maintenance	503-986-1360
Mental Health Crisis Line	503-585-4949
Poison Control	1-800-222-1222
Facility Services Manager	503-986-1361
Safety Coordinator	503-986-1360

Need a Trooper / 375-3555

The Capitol Mall Patrol Office of the Oregon State Police is located in Room 60-C on the ground floor of the Capitol. Contact them with issues relating to personal safety, loss, damage of property, to report any suspicious activities, or other public safety concerns.

Evacuation and Alarm

In the event of an emergency that requires the immediate evacuation of the building, the fire alarm bell will be used to signal an evacuation. The alarm may be activated by any of the red pull stations located throughout the building.

All building occupants and employees are **required** to leave the building immediately, using stairway escape routes or alternate and proceed to designated assembly areas clear of the building. The designated assembly areas are: the east and west park areas, to the north across Court Street, and to the south across State Street to the Willamette campus.

DO NOT use elevators to evacuate the building.

DO NOT exit the building through the underground parking area.

Emergency Procedures

SUSPICIOUS PERSONS/OBJECTS

- DO NOT CONFRONT a suspicious person, or touch a suspicious object. CALL OREGON STATE POLICE DISPATCH AT 503-375-3555 OR 911.
- Try to PROVIDE AS MUCH INFORMATION AS POSSIBLE: description of person or object, location of person or object, direction of travel of person, and vehicle license, if possible and appropriate.
- If a suspicious person is attempting to leave, do not block the person's exit.

FIRE

- ACTIVATE THE NEAREST FIRE ALARM if you detect a fire or smoke and a fire alarm is not sounding.
- EVACUATE THE BUILDING.
- Use STAIRS, NOT elevators when evacuating the building.
- If time permits, TAKE PERSONAL BELONGINGS WITH YOU. If not, LEAVE THEM BEHIND.
- When outside, MOVE AWAY FROM THE BUILDING to your designated gathering point.
- Do not return to an evacuated building until told to do so by Safety Monitors or other emergency response officials.

EARTHQUAKE

- DO NOT EVACUATE
- DUCK, COVER AND HOLD under tables or desks.
- KEEP AWAY FROM WINDOWS, FILING CABINETS, BOOKCASES
- KEEP CALM AND AWAIT EMERGENCY INSTRUCTIONS by area monitors or security.
- If during the earthquake the fire alarm is activated DO NOT EVACUATE until directed to do so.
- OUTDOORS - move to an open area.

MEDICAL EMERGENCY / FIRST AID

- CALL 911

- CALL STATE POLICE DISPATCH AT 503-375-3555.
- CALL FACILITIES AT 503-986-1360
- CALL LEGISLATIVE ADMINISTRATION AT 503-986-1848
- AUTOMATIC EXTERNAL DEFIBRILLATORS (AED) is located near the Kiosk, and in the House and Senate wings, 2nd floor copy/kitchen areas.

POWER/UTILITY FAILURE

- CALL OREGON STATE POLICE DISPATCH AT 503-375-3555.
- DO NOT EXIT the building unless instructed to do so or the fire alarm sounds.
- Remain calm
- Locate flashlight or Safety Monitor with flashlight.
- If possible shut off computers, fax machine, copiers, etc. If an evacuation occurs, Safety Monitors with flashlights will lead groups out of the building.
- Do not return to an evacuated building until directed to do so by emergency response officials.

BUILDING EVACUATION

- When a FIRE ALARM is activated, EVACUATE THE BUILDING unless there is an earthquake (see above).
- Use STAIRS, NOT elevators.
- Notify evacuation personnel at Kiosk to assist persons with disabilities or special needs.
- If time permits, TAKE PERSONAL BELONGINGS WITH YOU. If not, LEAVE THEM BEHIND.
- When outside, MOVE AWAY FROM THE BUILDING to your designated gathering point.
- Do not return to an evacuated building until told to do so by Safety Monitors or other emergency response officials.

Additional emergency procedures information for staff can be found on the Intranet at <http://aplprod2:7777/intranet/index.htm>

Contact Facilities for questions or comments regarding emergency procedures.

503-986-1360

EMERGENCY PHONE NUMBERS

(Dial 9 + number from an Agency phone)

Fire Department: 9-1-1

Medical Emergency: 9-1-1

Police (Local): 9-1-1



Oregon State Police Dispatch: 503-375-3555

OSP Capitol Mall Non-Emergency: 503-986-1122

OSP General Headquarters: 503-378-3720

DAS Facilities Maintenance: 503-378-3664

Suicide Hotline: 800-433-2320

Agency Weather Hotline: 503-986-2342

Health Department 503-945-5944

Oregon Emergency Management: 503-378-2911

Red Cross 503-585-5414

Employee Assistance Program: 800-433-2320

CPR



Check to see if patient is responsive. Call 911. Start 30 chest compressions, 2 inch deep, 100 beats a minute. Give two breaths (if you are trained or comfortable) and reassess.

CPR Rhythm to the Bee Gee's Staying alive.

"Ah Ah Ah Ah Staying alive staying alive"

Oregon State Police (503) 375-3555

The Oregon State Police is committed to providing safety to the people and the buildings located in the Capitol Mall. The Oregon State Police relies on each individual to be aware of safety and security concerns. State Employees and Citizens are encouraged to report any suspicious activities.

"All that is necessary for the triumph of evil is that good men do nothing."
~ Edmund Burke

These include:

- Medical Emergencies
- Vandalism
- Thefts
- Unruly customers
- Threats to employees or state agencies
- Found property
- Suspicious vehicles
- Mentally ill persons
- Transients who refuse to leave

Depending on the complaint, an Oregon State Police Trooper will determine if any Law Enforcement action is required. In many cases, the Trooper's presence may be the only action necessary and may prevent a further escalation of the problem. It is always better to be safe.

The Oregon State Police Northern Command Center is staffed 24 hours - 7 days a week by trained police dispatchers. The Oregon State Police is directing that all requests for service related calls on the Capitol Mall and for the Oregon State Capitol be directed to our Northern Command Center.

The Oregon State Police Capitol Mall Patrol Office is located inside the Oregon State Capitol Building.
900 Court St. NE, Room 60C
Salem, Oregon 97301

If you need to contact our office for something that is not a service related call, then please call us at (503) 986-1122.

We can also be reached via email at:

capitol.police@state.or.us

Oregon State Police (503) 375-3555

Oregon State Police

Capitol Mall Patrol Office



Incident Quick Reference Guide

"Need a Trooper?"

call
(503) 375-3555

- Know where the Automated External Defibrillators are in your workplace.

WHAT TO DO IN AN EMERGENCY

Fire

- Pull the fire alarm.
- Call 911. Tell the dispatcher the workplace location and the nature of the emergency.
- Do not use elevators. Evacuate following evacuation procedures. Close doors as you exit.

Medical Emergency

- Call 911. Tell the dispatcher the workplace location and the nature of the emergency.
- Call the building Medical Response Team, if applicable.
- Do not move the victim.
- Inform the victim's supervisor.
- Assist professional medical responders when they arrive in locating the victim.

Bomb Threat

- Take threats seriously.
- Utilize the Oregon State Police Bomb Threat checklist.
- Call the Oregon State Police (503) 375-3555.
- Do not use fire alarms or cell phones in the building – they could trigger a bomb.
- Determine if evacuation of the affected area is needed, if so, leave doors open.
- Be advised, building occupants may be instructed to search workspaces for suspicious packages.

Suspicious Packages / Devices

- If a suspicious package is found, note its size, shape, smell, and if it emits a sound. Do not touch, move, or handle the package! Determine why you believe it is suspicious.
- Attempt to identify the owner of the item.
- Contact your supervisor and a building manager.
- Call the Oregon State Police (503) 375-3555.
- If able, take a photograph of the package / device. This will assist law enforcement during the initial response period.
- Assist law enforcement when they arrive.
- Determine if evacuation of the affected area is needed.
- Do not use fire alarms or cell phones in the building – they could trigger a bomb.

White Powder/Substance Incidents

- Immediately secure the location and keep all exposed employees contained, but away from the substance.
- Call the Oregon State Police (503) 375-3555. Provide the workplace location and the nature of the emergency.
- Notify building facilities so the HVAC can be turned off.
- Do not allow anyone in or out of the secured location.
- OSP will notify Fire Hazmat for a response.
- Fire Hazmat will determine if and when it is safe for involved employees to be released.

Earthquake

- If you are indoors, stay there and take cover under sturdy furniture or against an inside wall.
 - Cover your head with your arms or hands.
 - Stay away from windows and anything that can tip, fall or drop on you. Do not use elevators.
 - If ordered to evacuate, follow evacuation procedures.
- If not at work:
- Listen to the radio or check online to determine what areas are affected and condition of roads.
 - Attend to your family.
 - Once the aftershocks have subsided, if your family is safe and the roads are clear, call your Manager for instructions for reporting to work.

Explosion

- Call 911. Tell the dispatcher the workplace location and the nature of the emergency.
- Do not use elevators.
- Evacuate following evacuation procedures.

Hazardous-Substance Release

- Call the Oregon State Police (503) 375-3555. Tell the dispatcher the workplace location and the nature of the emergency
- Notify building facilities so the HVAC can be turned off.
- Evacuate the area surrounding the release (upwind, uphill and upstream).

WHAT TO DO IN SPECIAL SITUATIONS

Active Shooter Situations

- Call 911. Tell the dispatcher the workplace location and the nature of the emergency.
- If you are able to flee safely from the affected area, leave.
- If unable to flee, initiate your agency "Lock Down" protocols.
 - Lock doors, turn off lights and shut windows.
 - If unable to secure a door, then barricade it with furniture.
 - Hide under desks or inside closets.
 - Silence cell phones.
- Remain in your secure area until instructed by Law Enforcement that it is safe to exit.

Disruptive Customers / Visitors

- When an individual displays inappropriate behavior or conduct that is disruptive or interferes with the ability to conduct business, it is legal to limit an individuals' access.
- Every State Agency has protocols in place for their employees to follow if an incident occurs.
- If the situation escalates, call the Oregon State Police (503) 375-3555

Threatening Customers / Visitors

- When an individual makes a verbal threat of violence, or an act of violence towards employees, it is legal to limit an individuals' access.
- Every State Agency has protocols in place for their employees to follow if an incident occurs.
- If the situation escalates, call the Oregon State Police (503) 375-3555.
- The Oregon State Police will work with building management to develop a safety plan, if needed.

Suicidal Customers / Visitors

- When an individual makes a verbal threat of suicide, it must be taken seriously. Intervene when you have a reasonable suspicion that the individual might be at risk of harming themselves.
- Immediately notify your supervisor.
- If the threat was made over the telephone, if possible, determine where the caller resides and call the local Law Enforcement Agency that has jurisdiction and report the incident.
- If the threat was made over the telephone, and you cannot determine where the caller resides, call the Oregon State Police (503) 375-3555.
- Prepare to provide detail information to the police dispatcher regarding the caller and the specifics of the threat.
- If the threat is made in person, call the Oregon State Police (503) 375-3555.

Restraining Orders / Stalking Orders

- If a state employee has a valid restraining or stalking protection order the Oregon State Police advises a copy be provided to the employee's agency and a copy to the Oregon State Police. It is impossible to develop a safety plan if your employer and the Oregon State Police are unaware of the potential risks.



12.01.12



Legislative Branch Information Services Acceptable Use Policy

Version 1.1

December 1, 2010

1 Purpose

The Information System Usage Policy governs the use of Information Technology (IT) data, systems and equipment in the conduct of the Legislature's business, consistent with legal requirements, security standards and established legislative policies and procedures.

For the purpose of this policy, IT data, systems and equipment will refer to e-mail, internet, intranet, software applications, electronic documents, computers, equipment connected to the network, including cell phones and PDA's (personal data assistant), audio/video equipment, radios, networking equipment and all other electronic equipment used to generate information.

All users of IT data, systems and equipment are obligated to use these resources responsibly, professionally, ethically and lawfully. This policy applies to all authorized users ("system user") of the Legislature's IT data, systems and equipment on or off work premises.

2 Policy

The policy section further defines usage areas and the specific details associated with each usage area.

2.1 Legislature-owned computer systems and devices

Computer systems and devices provided by the Legislature are for business purposes, and all of the information on those systems is the property of the Legislature. The Legislature may withdraw permission for any or all use of its systems at any time without cause or explanation.

2.2 Privacy

No part of IT data or systems, whether on privately owned or state owned devices, may become the private property of any system user. The Legislature owns all legal rights to control, transfer, or use all IT data, systems and equipment. All information stored within applications, systems, and networks are the property of the Oregon State Legislature.

Personally identifiable information provided on computers is secured in a controlled environment, protected from unauthorized access, use or disclosure.

2.3 Professional Conduct

Use of legislature data, systems and equipment shall not be unlawful, offensive, or disruptive. Viewing, downloading, storing, or transmitting information or material for not work related purposes, which is harassing or threatening; obscene or sexually explicit; defamatory or discriminatory; fraudulent or illegal, is prohibited. Use of systems will be consistent with Employee Services policies and will include but not be limited to the appropriate use of software applications, email, internet (including social networking media), and other emerging technology.

Examples of inappropriate use of data, systems and equipment for non-work related purposes include, but are not limited to, the following:

- Transmitting obscene, profane, or offensive material
- Accessing inappropriate materials
- Sending messages which violate harassment policies
- Creating an intimidating or hostile work environment
- Setting up personal businesses
- Sending chain letters is prohibited, except for State-sanctioned chains i.e. United Way

- Forwarding unsolicited personal views on social, political, religious, or other non-business related matters indiscriminately
- Soliciting to buy or sell goods or services
- Receipt and/or sending of software, excluding authorized use
- Downloading software, except for authorized use
- Increasing risk for initiating viruses in the work environment by visiting sites during incidental personal use. Most viruses are traceable to their origin.

2.4 Legal Compliance

Use of legislature data, systems and equipment shall be in compliance with copyrights, licenses, contracts, intellectual property rights and laws associated with data, software programs, and other materials made available through those systems. Users should contact IS if they are unsure about compliance requirements.

2.5 Security

System users will ensure all sensitive branch information is held in strict confidence during business hours and off the job, and that confidential information will only be disclosed to those authorized to know such information. System users shall respect the confidentiality of other users' information and shall not attempt to:

- (i) Access other systems without prior authorization by the system owners;
- (ii) Obtain other user's login names or passwords;
- (iii) Attempt to defeat or breach computer or network security measures;
- (iv) Intercept, access, or monitor electronic files or communications of other users without approval from the owner; or
- (v) View the files or information of another user without specific business need to do so or without prior approval.

2.6 Data Integrity

Users shall not knowingly destroy, misrepresent, or otherwise change the data stored in state information systems.

2.7 Accounts and Account Passwords

Password integrity is essential to the Legislature's information security practices. Account names and passwords shall not be shared with *anyone*. Legislative employees and Assembly Members are responsible for the safe-keeping of any system accounts or passwords that they use in the course of business. If an account or password is compromised, it will be reported immediately to the Legislative IS Help Desk. If a system user provides their user name and password to another person, they may be held liable for any misuse, loss of data or loss of confidentiality to data, systems, or equipment. Account creation, modification and deletion are the responsibility of the appropriate Appointing Authority or staff designated within the respective area. IS maintains a responsibility matrix for account management for the Legislature, which identifies who is responsible for account management in each agency/department.

After termination, system user's accounts will be disabled and the associated data and account will be and deleted within 30 days.

2.8 Software Installation/Downloads

No software will be installed on state-owned equipment within the legislative branch without prior approval from Legislative Information Systems. Any software that would result in copyright or licensing violations shall not be installed onto equipment owned by the Legislature.

2.9 Hardware Installation

Privately owned devices, such as personal laptops, shall not be permitted to authenticate directly to the Legislative Network; however, these privately owned devices can use other networks to connect to the Legislative Network through a virtual private network connection to receive authorized system data.

Privately owned devices, such as PDA's, mobile devices, or storage devices, shall not be connected to the state networks, computers (including remotely used computers), or other equipment without the approval of Information Services prior to connection. All hardware attached to state systems shall be appropriately configured, protected, and monitored so it will not compromise state information assets. Any devices connected to the Legislative Network can be terminated, disconnected, scanned and/or wiped (cleared of all data) at any time at the discretion of Information Services. IS has defined equipment standards, and all purchases within the standards set out will ensure system compatibility, on-going support and maintenance. IS may not be able to support non-standard equipment or ensure compatibility with other systems and applications.

2.10 Remote Login

Access to the Legislative computer network from remote locations is not allowed except through the use of Legislative-approved and Legislative-provided remote access systems or software, which is facilitated by Legislative IS.

2.11 Training

Managers will instruct employees on the proper use of technology used by the Legislature or seek training externally from systems vendors. Managers will be responsible for ensuring all employees understand and comply with this IS Usage Policy.

3 Ownership

Any exceptions to the Oregon State Legislature Information Services Usage Policy must be pre-approved by the Legislative Administrator or CIO. It is the responsibility of the CIO to update this policy. It is the responsibility of all system users to adhere to this policy.

Capitol Acronyms

ALEC – American Legislative Executive Council: The American Legislative Exchange Council (ALEC) is a 501(c)(3) non-profit organization. It provides a constructive forum for state legislators and private sector leaders to discuss and exchange practical, state-level public policy issues. The potential solutions discussed at ALEC focus on free markets, limited government and constitutional division of powers between the federal and state governments. The organization respects diversity of thought; it is a non-partisan resource for its members, which include more than 2,000 Republican and Democratic state legislators.

CSG – Council of State Governments: The Council of State Governments is our nation's only organization serving all three branches of state government. CSG is a region-based forum that fosters the exchange of insights and ideas to help state officials shape public policy. This offers unparalleled regional, national and international opportunities to network, develop leaders, collaborate and create problem-solving partnerships.

DAS – Department of Administrative Services: The Department of Administrative Services (DAS) is the central administrative agency of state government.

HB – House Bill: A measure originating in the House that creates new law, amends or repeals existing law, appropriates money, prescribes fees, transfers functions, provides penalties or takes other action.

HCR – House Concurrent Resolution: A measure originating in the House that affects actions or procedures of both houses. A concurrent resolution is used to express sympathy, commendation or to commemorate the dead.

HJM – House Joint Memorial: A measure originating in the House that is adopted in both houses and used to make a request of or to express an opinion to Congress, the President of the United States or both. It is not used to commemorate the dead.

HJR – House Joint Resolution: A measure originating in the House that proposes constitutional amendments, creates interim committees, gives direction to a state agency, expresses legislative approval of action taken by someone else, or authorizing a kind of temporary action to be taken. A Joint Resolution may also authorize expenditures out of the legislative expense appropriations.

HM – House Memorial: A measure originating in the House that makes a request of or expresses an opinion to Congress or the President of the United States or both. It is not used to commemorate the dead.

HR – House Resolution: A measure originating in the House to take an action that would affect only its own members, such as appointing a committee of its members, or expressing an opinion or sentiment on a matter of public interest.

IS – Information Systems: Information Services provides audio, video, internet, application, computer and print technologies to the legislative community. The unit also offers customer service, support, application development and job-related education for access to all legislative information.

IT – Information Technology: Another acronym used to describe Information Systems.

LA – A member’s Legislative Assistant or Aide.

LAC – Legislative Administration Committee: The Legislative Administration Committee is the primary support service arm of the Legislative Assembly. Its executive officer, the Legislative Administrator, oversees the activities of a number of units within Legislative Administration which include Employee Services; Facility Services; Information Systems; Financial Services; and Committee Services.

LC – Legislative Counsel: The Office of the Legislative Counsel provides legal and publication services to the Legislative Assembly and its members and other agencies of state government. The office drafts measures and amendments for legislators, legislative committees and state agencies; provides legal advice to legislators and legislative committees; reviews state agency rules for legal sufficiency; prepares indexes and tables for legislative publications; and edits, publishes, sells and distributes the Oregon Revised Statutes.

LFO – Legislative Fiscal Office: The Legislative Fiscal Office is a permanent, non-partisan legislative service agency. It provides research, analysis and evaluation of state expenditures, financial affairs, program administration and agency organization. LFO also provides fiscal impact statements on legislative measures.

LRO – Legislative Revenue Office: The Legislative Revenue Office (LRO) is a permanent, non-partisan legislative service agency. It provides research and analysis on tax policy and school finance issues for legislators, legislative committees and their staffs. The LRO also provides revenue impact statements on legislative measures that affect state or local revenue. Legislative committees staffed by the LRO are the Senate Finance & Revenue Committee and the House Revenue Committee.

NCSL – National Conference of State Legislatures: The National Conference of State Legislatures is a bipartisan organization that serves the legislators and staffs of the nation's 50 states, its commonwealths and territories. NCSL provides research, technical assistance and opportunities for policymakers to exchange ideas on the most pressing state issues. NCSL is an effective and respected advocate for the interests of state governments before Congress and

federal agencies. NCSL is your organization. The leadership of NCSL is composed of legislators and staff from across the country.

OAR – Oregon Administrative Rules: Rules adopted by state agencies to clarify how the law will be implemented.

OLIS – Oregon legislative Information Systems (OLIS) has centralized session, bill and committee information and provide close to real-time access to legislative information. Members have expanded services to annotate, comment, and upload documents relating to a bill. Legislative staff will be able to provide information to the public and members sooner with the goal to reduce inquiries about committee and bill information.

ORS – Oregon Revised Statutes: The statutory law governing the state of Oregon, as enacted by the Oregon Legislative and by citizen initiative. The statutes are subordinate to the Oregon Constitution.

PA – Personnel Action Request. A form used to hire & terminate employees. The form also is used to set the employee's salary and provide personal & financial information.

RS – Rules Suspension.

SB – Senate Bill: A measure originating in the Senate that creates new law, amends or repeals existing law, appropriates money, prescribes fees, transfers functions, provides penalties or takes other action.

SCR – Senate Concurrent Resolution: A legislative measure originating in the Senate that affects actions or procedures of both houses. A concurrent resolution is used to express sympathy, commendation or to commemorate the dead

SJM – Senate Joint Memorial: A measure originating in the Senate that is adopted in both houses and used to make a request of or to express an opinion to Congress, the President of the United States or both. It is not used to commemorate the dead.

SJR – Senate Joint Resolution: A measure originating in the Senate that proposes constitutional amendments, creates interim committees, gives direction to a state agency, expresses legislative approval of action taken by someone else, or authorizing a kind of temporary action to be taken. A Joint Resolution may also authorize expenditures out of the legislative expense appropriations.

SM – Senate Memorial: A measure originating in the Senate that makes a request of or expresses an opinion to Congress or the President of the United States or both. It is not used to commemorate the dead.

SR – Senate Resolution: A measure originating in the Senate that takes an action that would affect only its own members, such as appointing a committee of its members, or expressing an opinion or sentiment on a matter of public interest.

SMS – Staff Measure Summary: Provides an informative, impartial summary of a legislative measure. House & Senate Rules require a SMS to be filed as part of the committee report on each measure.

U/C – Unanimous Consent: The consent of all members is required to allow the Speaker to take actions out of order from the orders of business.

Glossary of Terms

A-Engrossed: An engrossed (meaning "to make a final fair copy of") bill is a bill that is printed with its amendments. If a bill is engrossed, it will be printed as "HB _____, A-Eng.," meaning "House Bill _____, including its amendments." A bill may be amended more than once; in that case, the bill will be printed "B-Eng.," and so on.

Administrative Rule: Any agency directive, standard, regulation or statement of general applicability that implements, interprets or prescribes law or policy, or describes the procedure or practice requirements of any agency. (ORS 183.310(9))

Agenda: The official plan that outlines what the committee will do on a given day. Agendas normally list measures and the kind of hearing scheduled (e.g., public hearing, work session) or topical informational hearings.

A & R Tables: Officially known as the "Table of Sections Amended, Repealed, or Added To" printed in the Weekly Cumulative Index to Legislative Measures and in the Final Calendar. These printed tables show all Oregon Revised Statutes (ORS), Oregon Rules of Civil Procedure (ORCP), Session Laws, and Constitutional provisions amended, repealed, or "added to" by introduced measures. These tables are useful when researching changes made to particular pieces of legislation over the years.

Act: A bill which has been made law by passing both houses of the Legislative Assembly, and which either has been signed by the Governor, filed without the Governor's signature, or passed by both houses of the Legislative Assembly over the Governor's veto.

Adjournment: Ending of a meeting or legislative session. Adjournment of the House or Senate takes place at the close of each legislative day.

Advance Sheets: The compilation of laws enacted and selected memorials and resolutions adopted during a single legislative session, before the publication of the "Oregon Laws."

Amendment: An alteration made or proposed to be made to a measure. Measures may be amended more than once.

Appropriation: A sum of money designated for a particular purpose by an Act. For example: an *appropriations* bill funds a state agency over the upcoming biennium.

Approved by the Governor: Acceptance by the Governor of a bill passed by the Legislative Assembly as indicated by the Governor's signature on the enrolled bill.

At Ease: Describes the condition of the House or Senate when it temporarily stops its floor work for some other specific activity. A committee may also "stand at ease" for a short while.

Bar: The Bar is the railing along the sides of the House or Senate Chamber which separates the Chamber floor and the side aisle. Only legislators, legislative staff, or invited guests, may be

within the bar and side aisles. The press is allowed both within the bar (in the press area) and in the side aisles.

Benchmark: General term for a standard or point of reference, but often refers to an Oregon Benchmark. See Oregon Benchmarks.

Bicameral: A body made up of or having two houses, branches, or chambers. Oregon, for example, has a *bicameral* Legislative Assembly.

Biennial: Occurring every two years. The Legislative Assembly creates a *biennial* state budget.

Biennium: A two-year period. Regular sessions convene twice per *biennium*: for 160 days in the odd-numbered year, and 35 days in the even-numbered year.

Bill: A measure that creates new law, amends or repeals existing law, appropriates money, prescribes fees, transfers functions from one agency to another, provides penalties, or takes other action.

Bill Back: The cover of the measure, showing the bill number, title, and sponsors. It is also used on resolutions and memorials. The covers are sometimes green, and are sometimes referred to as "green backs." They have also been referred to as "blue backs."

Blue/Pink Sheet: Committee Report File/Summary listing measures reported out of committee and filed with the Desks. Blue Sheets are produced by the Chief Clerk and signify measures eligible for floor debate in the House and the Pink Sheets are produced by the Secretary of the Senate and signify measures eligible for floor debate in the Senate.

Business Day: A "business day" is defined as any day that the House meets in floor session or committees hold meetings.

Calendar Days: The days listed on a normal seven day per week calendar, as distinguished from legislative or session days, which are those days the Legislature is in session.

Call of the House/Senate: A Call of the House/Senate is a means of compelling all members (unless they are excused) to present themselves to the Chamber. The Call empowers the floor staff to lock the Chamber, preventing those present from leaving, and requires the Sergeant at Arms to bring in absent members. A Call is usually requested just before a major vote is to take place or to bring a quorum to the floor to conduct other business.

Carrier: The legislator assigned by the Committee Chair to explain and speak in favor of a measure on the floor and to answer questions about it.

Caucus: "Caucus" is used as both a noun and a verb. A *caucus*, n., is a group of people who share something in common (e.g. they are members of the same political party, such as the House Republican Caucus or the House Democratic Caucus, or come from the same area of the state, such as the Coastal Caucus or the Eastern Oregon Caucus, or share something else in common, such as the Freshman Caucus or the Women's Caucus). When these people *caucus*, v.,

they meet to address their group's policy questions and to select political candidates for office, or political party leaders.

Caucus Staff: The people working for the members of a political party. In each Chamber there is a majority caucus staff and a minority caucus staff. The caucus staff helps legislators research issues and serve constituents.

Chair: The legislator appointed by the Speaker of the House or the President of the Senate to preside over an individual committee; for example, the Chair of the House Revenue Committee.

Chamber: The official meeting place of the House or Senate.

Chief Clerk of the House: The chief administrative officer of the House of Representatives. The Chief Clerk is elected by the members of the House, and is responsible for keeping records of the proceedings of the House, supervising House employees, acting as parliamentarian of the House, advising members on parliamentary procedures, and preparing all House publications for printing.

“Christmas Tree” Bill: A “Christmas Tree” bill is generally passed late in a legislative session and contains funding for particular projects. It gains its name from the provisions or “ornaments” that are attached.

Committee: A group of legislators chosen to consider bills in a particular subject area and make recommendations to the full House or Senate.

Committee Administrator: The staff "manager" of a committee, responsible for assisting the Chair in getting agendas posted, bill management, meeting logistics, assembling background materials and information, and bill analysis.

Committee Assistant: Works with the Committee Administrator in providing assistance to legislative committees. The assistant is responsible for recording meetings, preparing and maintaining the committee records, and submitting reports to the office of either the Chief Clerk of the House or Secretary of the Senate.

Committee Counsel: Another name for a Committee Administrator who is an attorney.

Committee Records: Office that provides copies of minutes/recording logs, exhibits, and audio recordings of legislative committee meetings.

Committee Reports: A one page report made to the Speaker of the House or President of the Senate by a standing, special, or conference committee, which recommends further action on a measure, or reports the measure without recommendation.

Committee Services: The unit of Legislative Administration (LA) that provides non-partisan, ongoing staff research, policy analysis, and committee staff support to the Legislative Assembly. Committee Administrators and Assistants are part of this office.

Concurrence: Agreement by one chamber to a proposal or action taken by the other chamber.

Concurrent Resolution: A measure affecting actions or procedures of both houses of the Legislative Assembly. A concurrent resolution is used to express sympathy, commendation, or to commemorate the dead.

Conference Committee: A committee usually consisting of two or three members of each house, appointed by their respective presiding officers. A conference committee is appointed when one house refuses to concur with amendments to a measure adopted by the other house. Its goal is to prepare a version of the measure acceptable to both houses.

Confirmation: Approval of a Governor's appointment by the Senate, requiring that a constitutional majority (16) of the members approve the appointment.

Conflict: A conflict occurs when two or more measures amend or repeal the same section of law, and the changes cannot be blended, even if the measures do not conflict in purpose. The Oregon Constitution allows the compilation of more than one amendment unless the amendments conflict in purpose. If conflicting amendments become law, the measure last signed by the Governor prevails. Also see conflict amendment.

Conflict Amendment: An amendment drafted for the purpose of resolving conflicts between two or more measures.

Conflict of Interest: An action that could be expected to have a financial impact on the official, his or her business, or the person's relative. See ORS 244.020 (1) ("actual conflict of interest") and ORS 244.020 (12) ("potential conflict of interest"). Representatives only, **House Rule 3.21 Announcement of Conflict of Interest.** (1) When involved in an actual or potential conflict of interest, as defined by ORS 244.20, a member shall announce, on the floor or in the committee meeting, the nature of the actual or potential conflict prior to voting on the issue giving rise to the conflict. (2) The member shall file in writing a statement of the nature of the actual or potential conflict with the Chief Clerk or the committee assistant by 5:00p.m. the next business day following the vote on the measure.

Consent Calendar: In the House of Representatives, measures reported out of committee unanimously may be placed on the Consent Calendar at the recommendation of the committee. Such measures must be held at the Desk for two days prior to being scheduled for consideration. If four written objections are received, signed by members of the House, the measure is placed in its proper order on the daily calendar. Measures scheduled on the Consent Calendar are not debatable.

Constituent: A citizen residing within the district of a legislator (or other elected official).

Constitutional Majority: A majority of the membership in the Oregon Legislative Assembly: 31 votes in the House of Representatives and 16 votes in the Senate. (See extraordinary votes.)

Continuously Appropriated: Monies received by an agency other than from the General Fund that are deposited into a fund or account for specified uses by the agency. The amount of money that the agency can spend from the continuously appropriated fund or account is restricted by the Legislature through the budget process in the form of an expenditure limitation.

Convene: To officially begin a meeting of a legislative body.

Current Service Level: An estimate, required by law, of the cost to continue current legislatively approved programs at their current levels. The essential budget level is built on the base budget plus essential packages.

Desk: The station of the Chief Clerk of the House and staff at the desk below the main podium in the House Chamber, or the station of Secretary of the Senate and staff at the desk below the main podium in the Senate Chamber.

Desk Personnel: The people who work at the Desks: the Chief Clerk of the House and the Secretary of the Senate and their staff, which includes, for example, the Journal Editor, Reading Clerk, and Calendar Composer.

Digest: The brief measure summary found at the top of a bill. The digest is written by Legislative Counsel.

District: A geographical area designated for representation by a Representative or Senator. Legislative districts are drawn to ensure that a nearly equal number of constituents reside in each legislator's district, and are re-drawn by the Legislature every ten years to accurately reflect changes in population. Each larger Senate district contains two equally-populated House districts.

Do Pass: The recommendation by a committee for passage of a measure, abbreviated "DP." "DPA" means "do pass with amendments."

Drop: Refers to submitting a committee report to the appropriate Desk after a measure passes out of committee, as in "I *dropped* the bill at the Desk at 2:00 p.m."

Effective Date: When a bill goes in to effect. "Except as otherwise provided in the Act, an Act of the Legislative Assembly takes effect on January 1 of the year after passage of the Act." (ORS 171.022) Some bills contain a clause that specifies a particular effective date; others may have emergency, sunset, or referendum clauses attached.

Emergency Board: The joint committee of Representatives and Senators that meets during the interim periods to address state fiscal and budgetary matters.

Emergency Clause: A statement added to the end of a measure that causes the Act to become effective before the accustomed date (on January 1 of the year after passage of the Act). An emergency clause either sets a specific date or is effective immediately, which means that the measure will take effect on the date it is signed into law.

Employee Services: The non-partisan unit of Legislative Administration (LA) that manages personnel, payroll, and recruitments for LA, the Assembly, Fiscal, Counsel and Revenue Offices.

Engrossed Bill: A measure that is printed with its amendments included.

Enrolled Bill: A final copy of a bill that has passed both houses of the Legislative Assembly and has been specially reprinted in preparation for the signatures of the Speaker of the House and President of the Senate. After these confirmatory signatures, the enrolled bill goes to the Governor.

Executive Branch: The branch of state government that carries out and enforces state laws. It includes state agencies and the Governor's Office, Secretary of State, State Treasurer, Superintendent of Public Instruction, and Commissioner of Bureau of Labor and Industries. The other two branches of government are the legislative and judicial.

Exhibit: Anything submitted for the record that supplements a witness' oral testimony. An exhibit can also be a copy of a witness' oral testimony.

Expenditure Limitation: A spending limit set by the Legislative Assembly directing state agencies as to the level of Other Funds, Lottery Funds, or Federal Funds they can spend in a biennium. If an agency receives more Other Funds or Federal Funds than the Legislature approved them to spend, they must obtain an increase in their expenditure limitation from the Legislature or the Emergency Board in order to spend the revenue.

Extraordinary Votes: The Constitution requires that bills raising revenue receive 3/5 majority for passage. Revenue raising bills must originate in the House. The Constitution also requires that bills reducing criminal sentences, as approved by the people, requires a 2/3 majority vote for passage.

Facility Services: The non-partisan unit of Legislative Administration (LA) which maintains the Capitol, including heating and cooling, custodial service, and ongoing maintenance, as well as telephone service, supplies and distribution services.

Financial Services: The non-partisan unit of Legislative Administration (LA) that manages finances and accounting for LA and the Assembly, as well as member service and supply accounts. Financial Services is also responsible for preparing the LA and Assembly budgets.

First Reading: The recitation on the Chamber floor of the measure number and title by the Reading Clerk upon introduction of a measure in either house. After the First Reading, the measure is referred to committee by the Speaker or President.

Fiscal Impact Statements: An analysis of a bill done by the Legislative Fiscal Office that estimates future costs resulting from the passage of a bill.

Floor: The area within the bar in both the House and Senate Chambers.

Floor Personnel: This term refers to the Sergeant at Arms, Assistant Sergeant at Arms, and Pages who work on the floor of the Senate and House Chambers.

Form and Style Manual for Legislative Measures: The manual that explains the official, uniform system for preparing of all legislative measures.

General Fund: Money available for the state budget that is not dedicated to a specific agency or purpose and that can be used for general purposes of state government. Most General Fund money in Oregon derives from personal and corporate income taxes. Some revenue from liquor, cigarettes, and other sources also go into the General Fund.

General Election: An election involving most or all constituencies in a state (or nation) in choosing candidates for office and voting on ballot measures. In Oregon, the general election is held on the first Tuesday following a Monday in November.

Germane: Appropriate, relevant, pertinent. As the term is used in relation to legislation, “germane-ness” is a parliamentary determination as to whether or not a provision fits into a measure.

Governor’s Recommended Budget: The budget proposed by the Governor. A newly elected Governor must submit a recommended budget by February 1 after the election. Thereafter, the Governor must send a recommended budget to the Legislative Assembly by December 1 in even-numbered years.

“Gut and Stuff”: A slang term that refers to removing the text of a measure and inserting entirely new language which, while it may change the nature of the measure completely, still must fall under the measure’s title, also known as the “relating-to” clause.

Hearing: A public meeting of a legislative committee held for the purpose of taking testimony and/or other action concerning proposed legislation.

House of Representatives: The legislative body of 60 members, called Representatives, each of whom represents a district of approximately 63,851 Oregon citizens.

Information Services (IS): The non-partisan unit of Legislative Administration that manages all computer and media systems, including closed circuit television, within the Capitol.

Initiative: A procedure enabling a specified number of registered voters, via petition, to place proposed laws, changes to laws, or changes to the State Constitution on a general election ballot. In Oregon, the number of signatures required is determined by a fixed percentage of the votes cast for all candidates for governor at the general election preceding the filing of the petition. (Also see: Referendum)

Interim: The period of time between two sessions of the Legislative Assembly.

Interim Committee: A legislative committee authorized by the Legislative Assembly to study a particular subject or subjects between sessions. Interim committees are appointed by the presiding officers or established by a bill.

Introduction: First Reading of a bill, resolution or memorial in the Chamber of origin.

Joint Committee: A legislative committee composed of members of both houses. NOTE: Committees may also meet *jointly*; that is, two committees may meet simultaneously, for example, to hear testimony on matters of interest to both committees.

Joint Legislative Schedule: A document published daily during Legislative Sessions identifying planned committee meetings, locations, and bills scheduled to be discussed.

Joint Memorial: A measure adopted by both houses and used to make a request of or to express an opinion to Congress, the President of the United States, or both.

Joint Resolution: A measure used for proposing Constitutional amendments, creating interim committees, giving direction to a state agency, expressing legislative approval of action taken by someone else, or authorizing a kind of temporary action to be taken. A joint resolution may also authorize expenditures out of the legislative expense appropriations.

Joint Session: A combined meeting of the House and Senate, usually taking place in the House Chamber.

Journal: The edited and official record of all proceedings in each Chamber of the Legislative Assembly, published after each Legislative Session.

Judicial Branch: The branch of state government that interprets the Oregon Constitution and state laws. It includes the courts of the state, with the Supreme Court having general power over all other courts. The other two branches are the Legislative Branch and Executive Branch.

Law: A bill that has been passed by both the Senate and House, enrolled, and approved by the Governor.

LC Draft: Refers to “legislative concept.” It is a draft of an idea for legislation prepared by Legislative Counsel. Each LC draft has its own number (e.g., LC 345) If the draft is introduced as a measure, it is given a bill number instead. For example, LC 345, if introduced in the House, could become HB 2040, or whatever number assigned.

Leadership: The presiding elected officers of each house: the Speaker of the House and President of the Senate. They are elected by the members of each Chamber when the body organizes for a Legislative Session following a general election. Sometimes “leadership” also refers to the majority and minority leaders, who are elected by their respective caucuses.

Legislative Administrator: The non-partisan chief administrative officer of the Legislative Administration Committee who coordinates service functions—visitor services, personnel and payroll, facilities, financial services, information systems, committee staffing, and mail and distribution—for the Legislative Assembly.

Legislative Assembly: The House of Representatives and Senate collectively. The terms Legislative Assembly and Legislature are often used interchangeably.

Legislative Branch: The branch of state government that creates state laws. It also decides how state government will be financed. The Legislative Branch in Oregon consists of a House of Representatives with 60 members and a Senate with 30 members. The other two branches are the Executive Branch and Judicial Branch.

Legislative Counsel (LC): The bill drafter and legal adviser to the Legislative Assembly, and the chief administrative officer for the Legislative Counsel Committee. The Legislative Counsel Office also publishes and distributes Oregon Laws and edits, indexes, annotates, and publishes the Oregon Revised Statutes.

Legislative Fiscal Officer (LFO): The statutory fiscal adviser to the Legislative Assembly, and chief administrative officer for the Emergency Board, the Joint Ways and Means Committee, the Joint Legislative Audit Committee and the Joint Information Management and Technology Committee. In addition, the Legislative Fiscal Office prepares fiscal impact statements for proposed bills.

Legislative Guide: A directory listing the names and office locations of all members, names and room locations of all committees, a Capitol floor plan, telephone numbers, and other pertinent legislative information.

Legislative Publications and Distribution Services: A division of Facility Services popularly known as “distribution” or “the bill room.” This legislative service unit receives all printed measures, measure status reports, and digests from the State Printer and distributes these publications to legislators and members of the public on call or by mail upon request.

Legislative Revenue Officer: The statutory chief revenue analyst for the Legislative Assembly and chief administrative officer for the interim revenue committees and the separate standing House and Senate Committees on Revenue. In addition, the Legislative Revenue Office prepares revenue impact statements for proposed bills.

Legislative Schedule: See Joint Legislative Schedule.

Legislature: See Legislative Assembly.

Lobbyist: A person who is employed by an organization to represent its interests before the Legislature.

Majority Leader: A legislator elected by their peers to lead the party having the majority in their house. The majority leader is responsible for the development and implementation of the caucus agenda.

Mason's Manual: The source document for legislative parliamentary procedures. It is used in Oregon only in instances which are not provided for in the Oregon Constitution, the rules and custom of either house, or statute.

Measure: A written document used by the Legislative Assembly to propose a law or to express itself as a body. A measure may be a bill, a memorial, or a resolution.

Members Present: Those members of a Chamber who are physically present at a daily floor session. Many votes are determined by a majority of the members present.

Memorial: A measure adopted by either the House or Senate (a measure adopted by both is a joint memorial) to make a request of or express an opinion to Congress or the President of the United States, or both.

Message from the Governor: Official communication from the Governor read during session and printed in the Journal.

Message from the House (Senate): An official communication from the opposite Chamber read during session and printed in the Journal.

Minority Leader: A legislator elected by their peers to lead the party in the minority in their house. The minority leader is responsible for the development and implementation of the caucus agenda.

Minority Report: A committee report signed by at least two committee members (not necessarily in the political minority) who are present and vote in opposition to the committee report, accompanies the committee report, both shall be filed and placed on the calendar.

Minutes/Recording Logs: A written record of the proceedings of a committee. By Oregon statute, the official record of a meeting is the digital recording of its proceedings. The minutes/logs accompanying it serve as an index to the contents of the recordings.

Motion: A formal proposal for action during debate on the floor or in committee. For example, a member may move that an amendment to a bill be adopted in committee, or that a measure be recommended for passage by the committee, or a member may move to table a measure.

“Note from Mother”: A slang term for a note from a legislator or committee administrator authorizing Legislative Counsel to work with the person possessing the note on drafting a measure or amendments.

Oregon Administrative Rules (OAR): A compilation of the administrative rules of Oregon state agencies, compiled, indexed, and published by the Secretary of State's Office.

Oregon Benchmarks: High level measures of societal well-being identified by the Oregon Progress Board to measure the state’s social, economic, and environmental progress. State agencies are expected to link to these benchmarks when developing strategic plans and budget requests.

Order of Business: The established sequence of activity during each floor Session in each Chamber.

Oregon Laws: The collected laws and memorials and resolutions of a Legislative Session.

Oregon Revised Statutes: The codified laws of the State of Oregon. The ORS is published every two years. Each edition of the ORS incorporates all laws, and changes to laws, enacted by the Legislative Assembly through the odd-numbered year regular session referenced in the volume titles for that edition.

Original Bill Folder: The file folder that contains the official bill documentation: a copy of the bill, committee reports, staff measure summary, and fiscal and revenue impact statements. The original bill file is distributed to committee staff when the bill is referred to committee and is returned to the Desks with official documentation when the bill is reported out of committee. The House uses blue folders and the Senate uses yellow folders for original bill folders.

Other Funds: Money received by state agencies that does not come from the General Fund or from the federal government. Other Funds come from sources such as gasoline taxes, driver licenses fees, and fishing license fees. Other Funds may be dedicated, requiring the revenue to be spent for specific purposes. Examples of dedicated funds are park user fees dedicated to park programs and gasoline taxes dedicated to highway programs.

Page: A person who works on the Chamber floor, and occasionally in committees, to distribute materials, open doors, deliver messages, and generally facilitate the legislative work flow. Honorary pages are guests of members who serve as pages for a day.

Parliamentary Inquiry: A request from the floor or from a committee member to ask a question. Typically, such questions are about parliamentary procedures or agenda items under consideration.

Passage: Favorable action on a measure before either house.

Per Diem: Meaning “for the day.” It is an allowance made to legislators for expenses when on legislative business.

Pink Sheet: See Blue Sheet.

Point of Inquiry: A motion from a member on the floor or in committee in order to ask a question. Typically, questions are about such issues as parliamentary procedures or agenda items under consideration.

Point of Order: A motion from the floor or from a committee member calling attention to a breach of order or a breach of rules.

Point of Personal Privilege: A way in which a legislator can get the attention of the presiding officer on the floor of either Chamber. It is used when some question requires immediate consideration such as raising the question of no quorum.

Postpone/ Postpone Indefinitely: A motion from the floor to postpone further consideration of a bill. A motion to postpone will contain a time certain for further consideration. A motion to postpone indefinitely does not contain a time certain and in most cases, bills that are indefinitely postponed are not heard again.

Precedent: Precedents are previous interpretations of rulings by presiding officers and/or appeals by the body on specific rules.

Prefiled Bill: A bill that a legislator requests to be drafted during the interim between legislative sessions. The bill is introduced and given a number on the first day of the next legislative session.

Presiding Officer: The person elected to direct the activities of a Chamber. May be a member designated by the Speaker or President to direct activities of the Chamber that day. Sometimes Presiding Officer is used to describe the Speaker or President. (Another term for Speaker or President).

President of the Senate: The presiding officer of the Senate, elected by a majority of members of the body.

President Pro Tempore: President "for a time": a Senator elected to serve as the temporary presiding office in the absence of the President of the Senate. If the office of the President of the Senate becomes vacant, the President Pro Tempore becomes the President until a new President is elected.

Previous Question: A motion to close debate and bring the pending question to an immediate vote.

Primary Election: A preliminary election in which the registered voters of a political party nominate candidates for office. A political party may allow registered independents or unaffiliated voters to vote in a primary election.

Propositions and Motions: A customary, traditional order of business on the floor where legislators may make a motion if they wish.

Quorum: The number of members required to be present before business can be transacted in the House, Senate, or a committee. In the Senate, 20 members must be present; in the House, 40 members; and in committees a constitutional majority constitutes a quorum. (NOTE: If a quorum is not present, the chair can convene the committee as a subcommittee for the purposes of taking testimony ONLY.)

Quorum Call: The method used to determine if a quorum exists.

Ratify: To approve and make valid.

Reapportionment: See Redistricting.

Reading Clerk: A House or Senate staff member responsible for reading bills and recording votes on any question or motion before the body.

Recess: A break in a daily legislative session. A committee may also recess for a period of time before resuming later in the same day.

Reconsideration: The process for taking a second vote on a measure. A motion to reconsider must carry before a second vote can be taken. A bill may be reconsidered by a committee after being voted out of committee, if it has not yet been dropped at the Desk. A vote on a bill may also be reconsidered on the floor.

Redistricting: The redrawing of legislative and congressional district boundaries following the federal census to reflect changes in population distribution. In Oregon, the Legislature is responsible for Congressional and Legislative redistricting. If the Legislature does not agree on a redistricting bill or does not obtain the Governor's signature on such a bill, the authority transfers to the Secretary of State.

Referendum: The submission of a measure passed by the Legislature to a vote of the people. In Oregon, either the Legislature or citizens, by petition, may cause a measure passed by the Legislature to be placed on the ballot for a vote. In the case of a legislative referral, both houses of the Legislature must vote to refer the measure. Such referrals cannot be vetoed by the Governor. In the case of a citizen referendum, supporters of the referendum must obtain a specified number of signatures from registered voters. The number of signatures required is determined by a fixed percentage of the votes cast for all candidates for governor at the general election preceding the filing of the petition. Any change to the Oregon Constitution passed by the Legislature requires referral to voters. (See also: Initiative).

Referendum Clause: A clause added to the end of a measure that causes the measure to be referred to a vote of the people for approval before it takes effect. The referred measure goes on the ballot at the next general election unless the Legislative Assembly calls a special election for the vote.

Refer: To direct a bill to a committee (e.g., HB 2000 was *referred* to the Ways and Means Committee).

Relating-to Clause: The title of a bill begins with the phrase "Relating to" and expresses the subject of that bill. For example, HB 2000, relating to charter schools. In Oregon, a bill may only address one subject, and for this reason the relating-to clause becomes an important element of the bill.

Remonstrance: A protest. It is a Constitutional right of legislators that "any member of either house shall have the right to protest, and have his protest, with his reasons for dissent, entered on the journal." (*Oregon Constitution, Article IV, Section 26*).

Report Out: To return a measure from a committee to the House or House Desk with or without recommendation as to further action.

Resolution: A measure used by the House or Senate (a measure used by both would be a *joint resolution*) to take an action that would affect only its own members, such as appointing a committee of its members, or expressing an opinion or sentiment on a matter of public interest.

Revenue Impact Statement: An analysis of a bill done by the Legislative Revenue Office that identifies any potential state or local revenue changes that might result from the bill's passage.

Roll Call: A recitation by the Reading Clerk of each legislator's name, done at the beginning of a floor session, during a Call of the House or Senate to identify those present, or during a vote of the House or Senate. The House employs the electronic voting system for opening roll calls and calls of the House.

Rules: The written procedures by which the House of Representatives, Senate, or a committee governs its meetings. Rules are formally adopted at the first convening of the Legislative Assembly or of a committee, and require a vote (with at least a quorum of members present) for official adoption.

Second Reading: This order of business is to give notice that the measure/bill will be up for a vote the following session day. Like the First Reading, a recitation of the measure's number and title by the Reading Clerk. Second Reading occurs after the measure has been referred to committee, worked on, and reported back to the floor for a vote.

Secretary of the Senate: The chief administrative officer of the Senate. The Secretary of the Senate is elected by the members of the Senate, and is responsible for keeping records of the proceedings of the Senate, supervising Senate employees, acting as parliamentarian of the Senate, advising members on parliamentary procedure, and preparing all Senate publications for printing.

Senate: The legislative body consisting of 30 members, called Senators, each representing districts of approximately 127,702 Oregon citizens.

Sergeant at Arms: Staff appointed by each house to maintain order within that Chamber.

Session: The period of time in which the Legislative Assembly officially convenes. Regular sessions convene each February and may last 160 days in odd-numbered years and 35 days in even-numbered years. .

Session Laws: Officially called the "Oregon Laws," the session laws are a compilation of laws enacted and selected memorials and resolutions adopted during a single session. They are

published in bound volumes with tables and an index.

Sine Die: "Without fixing a day for a future meeting"--the last day of a Legislative Session.

Speaker of the House: The presiding officer of the House of Representatives, elected by the members of the House.

Speaker Pro Tempore: Speaker "for a time": a Representative elected to serve as the temporary presiding officer in the absence of the Speaker of the House. If the office of the Speaker of the House of Representatives becomes vacant, the Speaker Pro Tempore becomes the Speaker until a new President is elected.

Special (select) committee: A committee authorized by House or Senate Rules to study a limited subject.

Special Session: A convening of the Legislative Assembly called by the Governor or a majority of the members of the Legislative Assembly, at a time other than during a regular session. Typically, special sessions of the Legislative Assembly are called for the purpose of addressing a specific state problem or issue.

Sponsor: The legislator(s), state agency, or legislative committee that introduces a measure. The name of this person or committee is printed at the top of the measure.

Staff Measure Summary: A brief, impartial description of a measure that must accompany the measure when it is reported out of committee.

Standing Committee: A permanent committee during a session authorized by House or Senate Rules.

Status Report: See Measure Status Report.

Statute: A codified law. (NOTE: "Codify" means "to arrange laws systematically." A codified law is one that has been incorporated into that section of the ORS that it amends, modifies, or accompanies.)

Statutory Committee: A legislative committee established by statute.

Subcommittee: A subordinate committee composed of members appointed by the chair (or by House or Senate leadership) from the full committee. A subcommittee usually considers a narrower range of topics than the full committee, and generally is authorized only to make recommendations to the full committee.

Subsequent Referral: When the Speaker or President designates a bill to go to two committees, one after the other (e.g., a tax measure might first be referred to a committee to consider the substantive issues, and then to the Revenue Committee to consider the revenue issues).

Substitute Measure: A measure submitted by a standing committee as a substitute for a measure referred to it. It is treated in the same manner as an amendment if it is germane to the title and subject of the original measure.

Summary: The measure summary or digest found printed near the top of a bill.

Sunset Clause: A statement added to the end of a measure which causes the act to "sunset," or become ineffective, after a certain date.

Table: "Table" is used as both a noun and a verb. Tables, n., are found at the back of the calendars, and display legislative information in a variety of ways. Table, v., is used in reference to stopping bills from further action in committees or on the floor. A bill is tabled by a majority vote, after a non-debatable motion from a member.

Task Force: A legislative committee authorized by legislative leadership to study a specific subject for a specified period of time. A task force may contain lay members and is different from a committee in that it typically considers a narrow subject within a broader topic area; for example a task force might consider mental health in Oregon rather than health issues in Oregon.

Third Reading: As in First or Second Readings, a recitation of a measure's number and title by the Reading Clerk on the floor before a final vote by either Chamber.

Time Certain: A means of designating a definite time for a certain activity, for example, to hear a particular bill.

Unfunded Mandate: A requirement that a lower level of government provides a program or performs an activity with their own resources. Under a federal mandate, the federal government may require a state or local government to provide a service and not provide the federal funding to pay for it. Under a state mandate, the state may require a local government to provide a service, but under the Oregon Constitution, the local government is not required to comply with certain new state mandates unless the state pays the costs of the new services. The Constitution provides exceptions.

Veto: An action by the Governor in disapproval of a measure that has passed both houses. After a veto, the bill is returned to the house of origin with written objections. A Governor's veto may be considered by both houses, and if the bill is again passed by two-thirds of the members present, it is considered overridden and becomes law. A veto must be considered at the very next Legislative Session following the veto.

Vice-Chair: A committee member chosen by the Speaker or President to serve as the committee chair in the chair's absence.

Visitor Services: The non-partisan unit of the Legislative Administration (LA) which provides Capitol tours and video presentations on the legislative process and Capitol history. They also schedule and coordinate special events in the Capitol and operate the Capitol Gift Shop.

Vote Explanation: On occasion, legislators may wish the official record to reflect the reason why they voted yes or no on particular bill. A member may submit a written vote explanation. A written vote explanation is found in the Journal, following the vote record of a bill.

Whip: A term used at the federal level to refer to the Deputy Majority Leader. It derives from the British fox-hunting term "whipper-in," which described the person responsible for keeping the foxhounds from leaving the pack. Some, but not all, of the caucuses in the Oregon Legislative Assembly use the term "whip" in reference to the Deputy Majority or Minority Leader.

Witness: A person who testifies before a legislative committee.

Work Session: A committee meeting held for the purpose of determining the contents of a measure to be reported out of committee. A work session is different from a public hearing. In a work session, testimony is usually not taken from the public, although the public may attend the hearing.