

MEMBER GUIDEBOOK



Oregon House of Representatives
80th Legislative Assembly



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

Welcome to the House!

On January 14, 2018 the House of Representatives will convene for the start of the 80th Legislative Assembly. For 160 years, 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, and to Oregon. And along with this position comes a complicated set of rules, processes and procedures that you will need to learn in order to be effective in your role.

There will be considerable in-depth training at the beginning of session, but you likely have many 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.

The start of session can be chaotic, but you will have a lot of support to get through it. Please know that the Chief Clerk's Office is here for you if you have any questions or concerns as we prepare for the upcoming legislative session.

Sincerely,

Timothy G. Sekerak
Chief Clerk of the House

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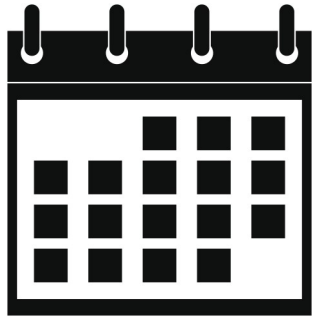
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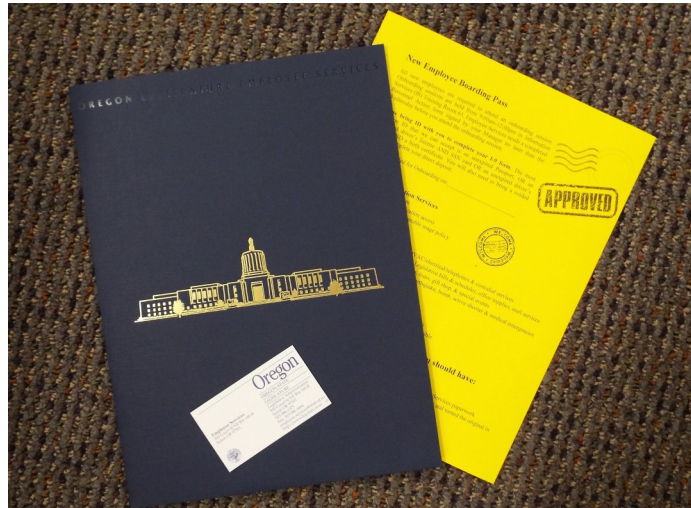
OFFICIAL DATES OF INTEREST

FOR NEWLY-ELECTED HOUSE MEMBERS

Of the 80th Legislative Assembly

NOVEMBER		New Member Training
NOVEMBER	14	Oregon State Revenue Forecast
NOVEMBER	22 & 23	Thanksgiving Holidays – Capitol Closed
DECEMBER	5	Legislative draft requests submitted to LC by September 28 will be returned to members or committees by 5:00 PM
DECEMBER	11 - 14	Legislative Committee and Task Force Days
DECEMBER	21	Deadline to drop bills with the Chief Clerk for pre-session filing (by 5:00 PM). These bills will be introduced and read first time during Organizational Days (January 14, 2019).
DECEMBER	25	Christmas Holiday – Capitol Closed
JANUARY	1	New Year's Holiday – Capitol Closed
JANUARY	2	Recommended start date for new members' session employees
JANUARY	14	START OF ORGANIZATIONAL SESSION Includes: House Organizational Session, Joint Session & Gubernatorial Inauguration
JANUARY	15 & 16	Organizational Days and mandatory training for all Representatives and staff
JANUARY	21	Martin Luther King Day – Capitol Closed
JANUARY	18	Deadline for submission of unlimited bill draft requests to Legislative Counsel (pending approval by House Rules)
JANUARY	22	START OF REGULAR SESSION
JUNE	30	Constitutional Sine Die

On-Boarding

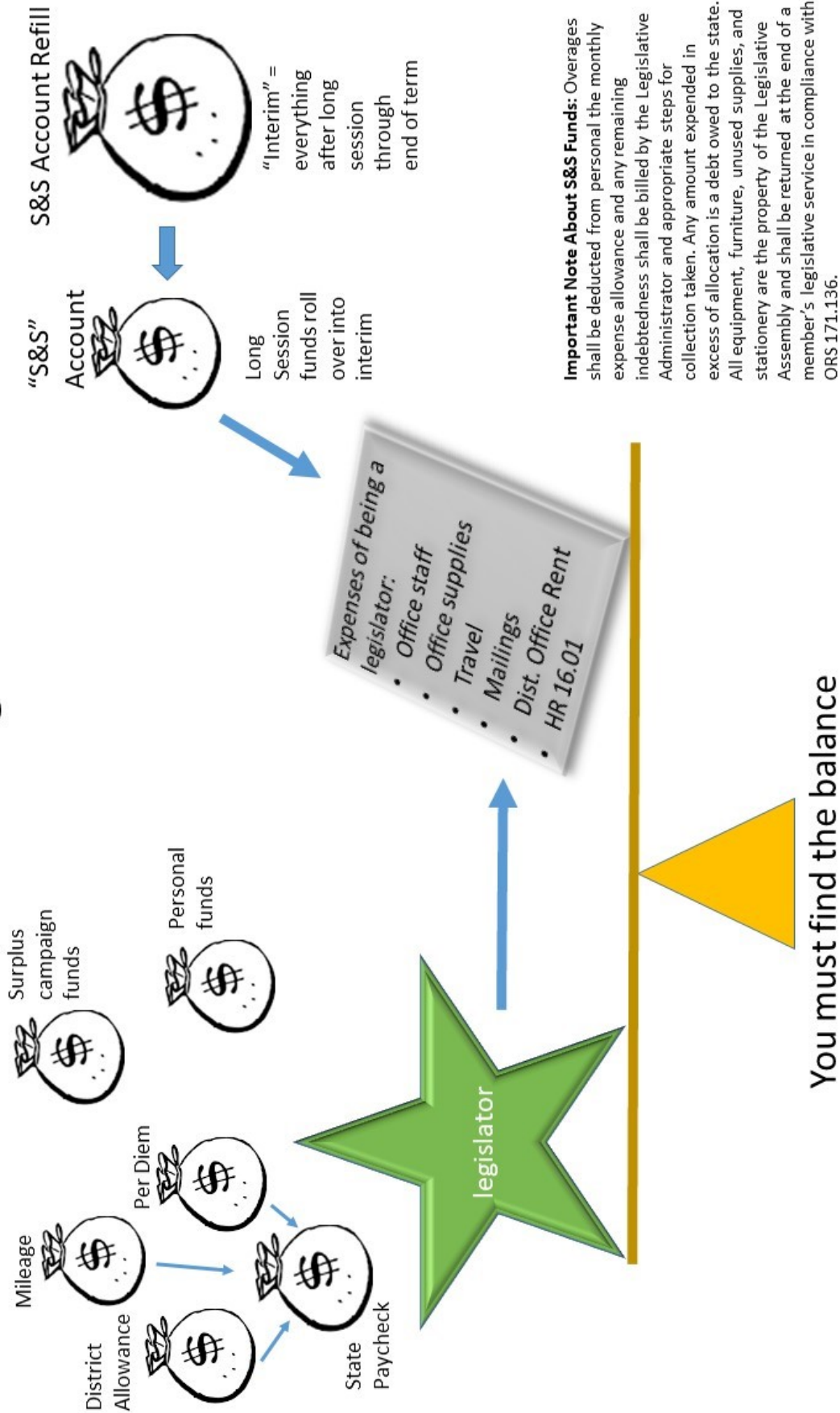


What to do in order to get paid and enrolled in benefits

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, 2019 *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:
 - \$2,038 per month for salary during session and interim,
 - \$149 per day for per diem during session and for committee meetings during interim,
 - \$.54 ½ 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** in December of 2018, dates and times TBD. 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.

Funding For Your Office



Services and Supplies Account

Note: Returning members may continue to expend from their 2017-18 allocation until January 14, 2018. On January 14, 2018 the regular session allocation, as referenced in House Rule 15.25, becomes available. There is no carry-over of unspent funds from one assembly to the next. Newly elected members may incur obligations for the purpose of ordering services and supplies beginning December 8, 2018. New members' staff can begin work on January 2, 2018. Funds for these expenses will be available starting January 14, 2018.

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 related to the duties of a state representative until the end of the legislator's term in office.

(c) Stationery.

(d) Office supplies and consumables regularly used in office settings by members and staff to conduct legislative business. Decorative items such as artwork, frames, rugs and accessories are considered personal items and therefore not eligible.

(e) Copying.

(f) Communications with constituents, including electronic town halls (e.g. tele-town halls), in compliance with Rule 14.30.

(g) Rental expenses incurred for a town hall meeting, excluding food and beverages.

(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. Reimbursement for a member's travel for legislative business must be preapproved by the Chief Clerk. Approval will be granted for attending meetings of organizations for which the Legislature provides dues or approves member payment of dues and for official meetings in which member participation is identified in statute

Services and Supplies Account

and where the member has been officially appointed to the group by the Speaker. For other travel events members must submit appropriate documentation prior to travel such as a letter of invitation, agenda or completed registration form. Itemized receipts must be submitted for reimbursement upon completion of travel.

(k) Reasonable travel expenses incurred by caucus office staff, speaker's office staff, and 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 his or her allowance as provided under these rules or the adopted Legislative Assembly budget will have the overage deducted from his or her personal monthly expense allowance and any additional indebtedness will be prohibited.

(5) Should a member retire, resign or be removed from office, the individual expense allowance as provided under these 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 his or her 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.



Services and Supplies Account

Requesting Approval for Payment from S&S Account

Members incur expenses performing the functions of their position. Some of these expenses are allowed to be reimbursed or funded through expenditures from your Services and Supplies Account defined in House Rule 16.01.

Financial Services will process authorized and approved payments and deduct those funds from the member's Services & Supplies Account each month.

The process to make an expenditure is as follows: (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. This document becomes a public record once submitted for reimbursement.
- 2) Generate a completed Approval for Payment (AFP) form. The Chief Clerk's Office will be happy to assist you in this or you can find a blank copy of this form on the House intranet. Attach original documentation to the completed AFP and proceed to step three.
- 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. Send the AFP and documents to the Chief Clerk of the House for all Representative office expenditures. Caucus offices have authorized designees for Caucus Office related expenses which do not go through the CCO.
- 4) The approved AFP and documentation is forwarded to Financial Services to be processed. A check will be issued to whomever needs to be reimbursed (e.g., member, staff, vendor).
 - a) Unless specific documents need to be mailed with the check. (Please make a note of this to Financial Services along with the request).
 - b) Checks will be hand delivered to your office during session and mailed during the interim, please make a request to Financial Services regarding any desired alternatives.

Over draws are not permitted. Please ensure you have sufficient funds in your account, and answers in advance to any questions you have, so that your office runs smoothly. Any amount expended in excess of your S&S allocation is a debt owed to the state recovered from your district interim allowance added to your state paycheck.

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 4-5 days to receive.

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

Contact Information:

Mandi McGowan

Office of the Chief Clerk

503-986-1870

mandi.mcgowan@oregonlegislature.gov



REPRESENTATIVES
2017 Summary of Salaries and Expenses
79th Legislative Assembly

ALLOCATION	AMOUNT	STATUTE OR RULE	COMMENTS
Salary	Members - \$2,018 per month Presiding Officer - \$4,036 per month	ORS 171.072 (1) (2)	
Per Diem	\$142 per day	ORS 171.072 (3) (9)	Members will receive per diem for each day that the Legislative Assembly is in session. Changed on 10/1/16 from \$140 to \$142
Mileage	\$0.535 per mile		Members will receive one round trip mileage reimbursement for session. The number of miles is based on the mileage certification form.
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	\$40,502 Calculation: Legislative Assistant: \$3,627 per month x 6 mos. Personal Assistant: \$2,310 per month x 6 mos. Services & Supplies: \$4,880	House Rule 15.25 (1) House Rule 16.01 (2)	May be used for: ■ 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
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.

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REPRESENTATIVES
2017-2019 Summary of INTERIM Salaries and Expenses

ALLOCATION	AMOUNT	STATUTE OR RULE	COMMENTS
Salary	Members - \$2,038 (effective 6/15/18) Presiding Officer - \$4,076 (effective 6/15/18)	ORS 171.072 (1) (2)	Members Previous Salary - \$2,018 Presiding Officer Previous Salary - \$4,036
Per Diem	\$149 per day (effective 10/1/2018) Previously \$144 per day	ORS 171.072 (4) (9)	Daily rate for attendance at interim or statutory committee meetings. Per diem is adjusted in accordance with the federal rate. Members who travel over 300 miles to attend an interim committee meeting receive an additional per diem payment.
Mileage	\$0.545 per mile (effective 1/1/2018) Previously \$0.535 per mile		Paid during the interim for attending interim committee meetings.
Out-of-State Travel	See H.R. 16.01	H.R. 16.01	
Balance of Session Expense Account at Adjournment Sine Die		H.R. 16.01 (3) H.R. 15.25 (2) H.R. 16.01 (2) H.R. 14.30	H.R. 16.01 (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 as authorized by the Speaker.
Interim Expense Allowance	\$450 to \$750 per month	ORS 171.072 (4) (8)	Amount based on the geographic area of a member's district, paid when legislature is not in session.
Interim Staff Allowance	\$70,652 Calculation: ▪ Staff & supply allowance of \$65,939 total for 18 months ▪ Additional adjustment for even-year session staffing in the amount of \$4,713.	Legislative Assembly Adopted Budget Rules of the House	HB 5017 (2017) Legislative Branch Budget May also be used for services and supplies as defined in H.R. 16.01. Interim account ends 1/13/19.

H.R. 16.01 (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.

Financial Services, last update: 10/1/18

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Choosing Staff

Steps to Hiring Session Staff

1. **Select an employee through a recruitment or direct appointment.**
2. **When you have found your preferred candidate for the position, forward their resume or completed application to Employee Services to determine their salary amount.**
3. **Find a Personnel Action Form (PA) for personal staff on the intranet, under the "Resources" tab, and then select "forms" on the drop down menu.**
4. **Turn in completed PA to Employee Services (Room 140 B) and schedule onboarding.**
5. **START DATE cannot be before January 3, 2019.**
6. **All new employees must attend onboarding within 3 days of hire. Please have your staff bring a passport or other ID for their employment eligibility verification (I-9 form).**

Session Benefits

Session employees are allowed to enroll in health insurance if they meet the salary requirements. Employees must be paid at a minimum of \$1794.00 per month to receive 100% coverage, otherwise the contribution by the legislature will be calculated on a pro-rata basis. To qualify for part time insurance employees must earn at least \$897 per month and work at least 50% of the time.

Health Insurance:

- ◇ Legislature will make a contribution toward the cost of medical, dental and basic life insurance. Depending on the medical plan selected the legislature will pay either 95% or 99%.
- ◇ 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.
- ◇ All session employees will receive sick leave. Part time employees will receive a pro-rated accrual.

Employee Interview Do's and Don'ts

CAUTION! 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 (*see list on next page*) should NOT be asked.

You CAN ask about political affiliation.

****See next page for a summary of protected classes***

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

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, Tim Sekerak, the Chief Clerk will be calling you soon take your selections for your office, desk and parking spaces.

The process will be as follows:

- Chamber desks and parking will be chosen by seniority – called in reverse-alpha order; and,
- Offices will be chosen by seniority called in alphabetical order.

Returning members are not required to move from their office desk or parking space unless they were appointed to their legislative seat during the previous term.

It is very important that you have your decision made 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 Tim to make alternative arrangements for making your selection. This will ensure the process moves quickly and smoothly.

Tim may be calling members during evenings or on weekends.

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

Tim Sekerak contact numbers

503-986-1870 – Chief Clerk's Office

503-986-1877 – Tim's direct number

360-480-7150 – Tim's mobile number

HOUSE SENIORITY LIST
Seventy-ninth Legislative Assembly

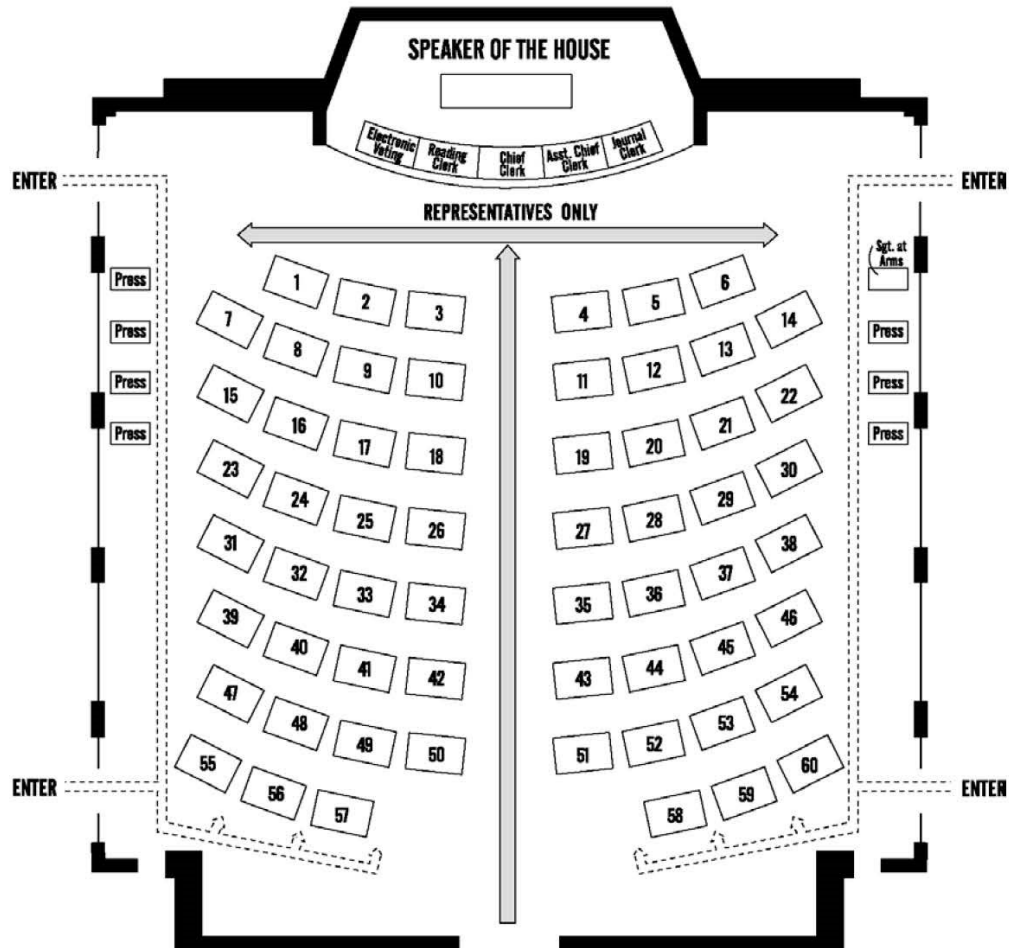
TERMS	DEMOCRATS		REPUBLICANS	
9th Term	Phil Barnhart	01-08-01	Greg Smith	01-08-01
8th Term	Jeff Barker	01-13-03	Gene Whisnant	09-03-03
	Mitch Greenlick	01-13-03		
	Paul Holvey	01-23-04		
	Deborah Boone	08-04-04		
7th Term			Sal Esquivel + Senate Service	01-10-05
			Andy Olson	01-10-05
	Brad Witt	01-27-05		
6th Term	Brian Clem	01-08-07	Sherrie Sprenger	02-04-08
	Tina Kotek	01-08-07		
	Nancy Nathanson	01-08-07		
5th Term			Bill Kennemer + Senate Service	01-12-09
	Margaret Doherty	09-29-09		
4th Term			Mike McLane	01-10-11
			Julie Parrish	01-10-11
	Alissa Keny-Guyer	10-04-11		
3rd Term	David Gomberg	01-14-13		
	Chris Gorsek	01-14-13		
	John Lively	01-14-13		
	Caddy McKeown	01-14-13		
	Jeff Reardon	01-14-13		
	Jennifer Williamson	01-14-13		
	Barbara Smith Warner	01-15-14		
	Rob Nosse	07-07-14		
2nd Term			Carl Wilson + House Service	01-12-15
	Paul Evans	01-12-15	Greg Barreto	01-12-15
	Ken Helm	01-12-15	Knute C. Buehler	01-12-15
	Susan McLain	01-12-15	Cedric Hayden	01-12-15
	Carla C. Piluso	01-12-15	Mike Nearman	01-12-15
	Dan Rayfield	01-12-15	Bill Post	01-12-15
			Duane A Stark	01-12-15
1st Term	Teresa Alonso Leon	01-09-17	Ron Noble	01-09-17
	Janelle S Bynum	01-09-17	E. Werner Reschke	01-09-17
	Julie Fahey	01-09-17	David Brock Smith	01-09-17
	Diego Hernandez	01-09-17	A. Richard Vial	01-09-17
	Sheri Malstrom	01-09-17		
	Pam Marsh	01-09-17		
	Mark Meek	01-09-17		
	Karin Power	01-09-17		
	Tawna Sanchez	01-09-17		
	Janeen Sollman	01-09-17		
			Rick Lewis	02-23-17
			Denyc Boles + House Service	01-26-18
	Andrea Salinas	09-18-17		
			Daniel Bonham	11-28-17
			Jeffrey A. Helfrich	12-06-17
			Lynn P. Findley	01-30-18
			Garv Leif	05-09-18

Note: This document reflects the arrangement of the 79th Legislative Assembly. Assignment to spaces for the 80th Legislative Assembly will follow a specific process, outlined in this Member Guidebook.

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Updated 05-09-18

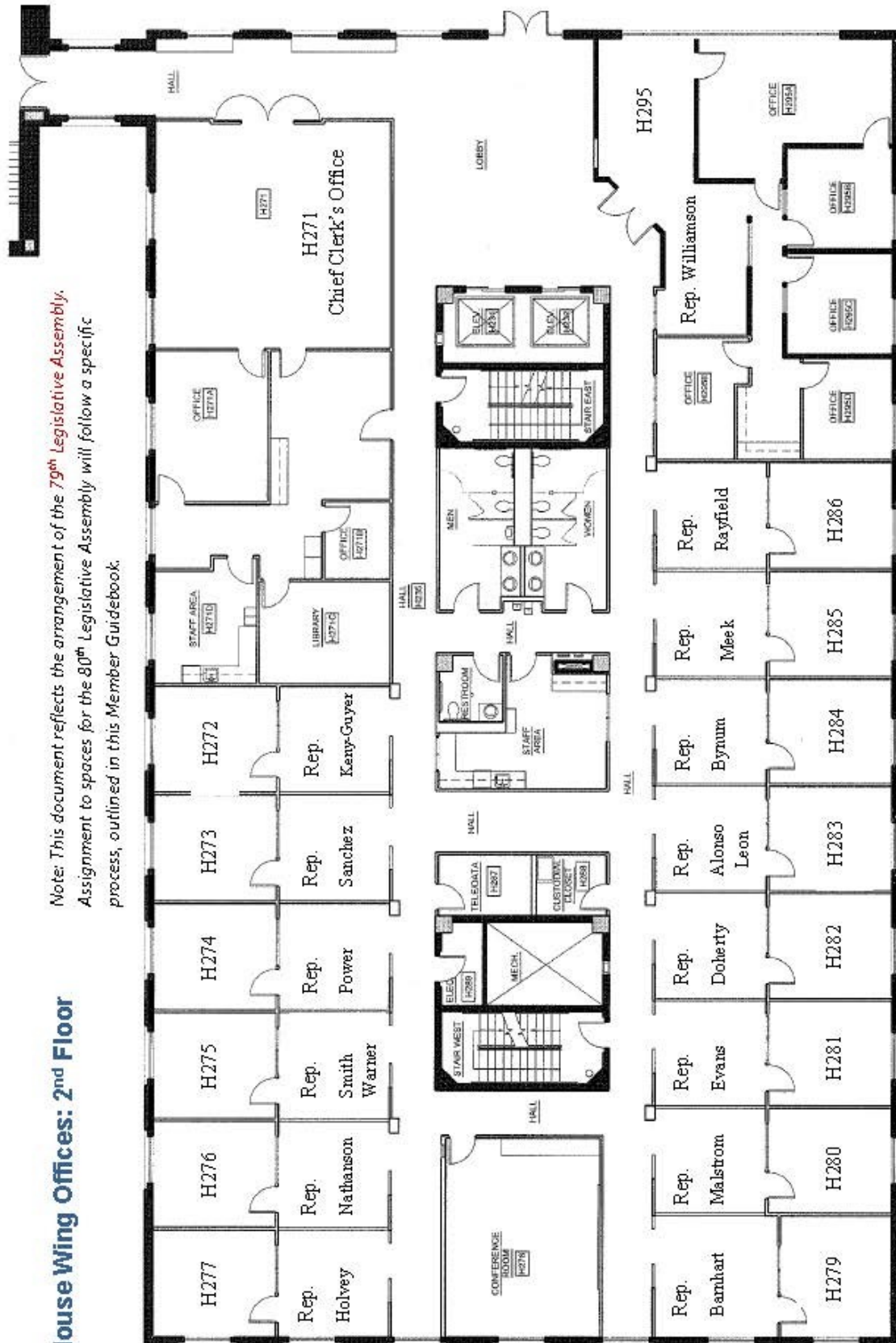
SEVENTY-NINTH LEGISLATIVE ASSEMBLY

HOUSE SEATING CHART
2018 Regular Session

1 – Smith, D.B.	16 – Noble	31 – Stark	46 – Clem
2 – Vial	17 – Doherty	32 – Post	47 – Findley
3 – Barker	18 – Lewis	33 – Leif	48 – Boles
4 – Greenlick	19 – Malstrom	34 – Whisnant	49 – Sprenger
5 – Sollman	20 – McLain	35 – Bynum	50 – McLane
6 – Parrish	21 – Meek	36 – Alonso Leon	51 – Williamson
7 – Bonham	22 – Power	37 – Salinas	52 – Rayfield
8 – Helfrich	23 – Smith, G.	38 – Boone	53 – Holvey
9 – Sanchez	24 – Nearman	39 – Buehler	54 – Witt
10 – Piluso	25 – Reschke	40 – Hayden	55 – Kotek
11 – Keny-Guyer	26 – Lively	41 – Barreto	56 – Esquivel
12 – Helm	27 – Marsh	42 – Wilson	57 – Olson
13 – Nosse	28 – Gorsek	43 – Gomberg	58 – McKeown
14 – Evans	29 – Hernandez	44 – Smith Warner	59 – Nathanson
15 – Kennemer	30 – Fahey	45 – Reardon	60 – Barnhart

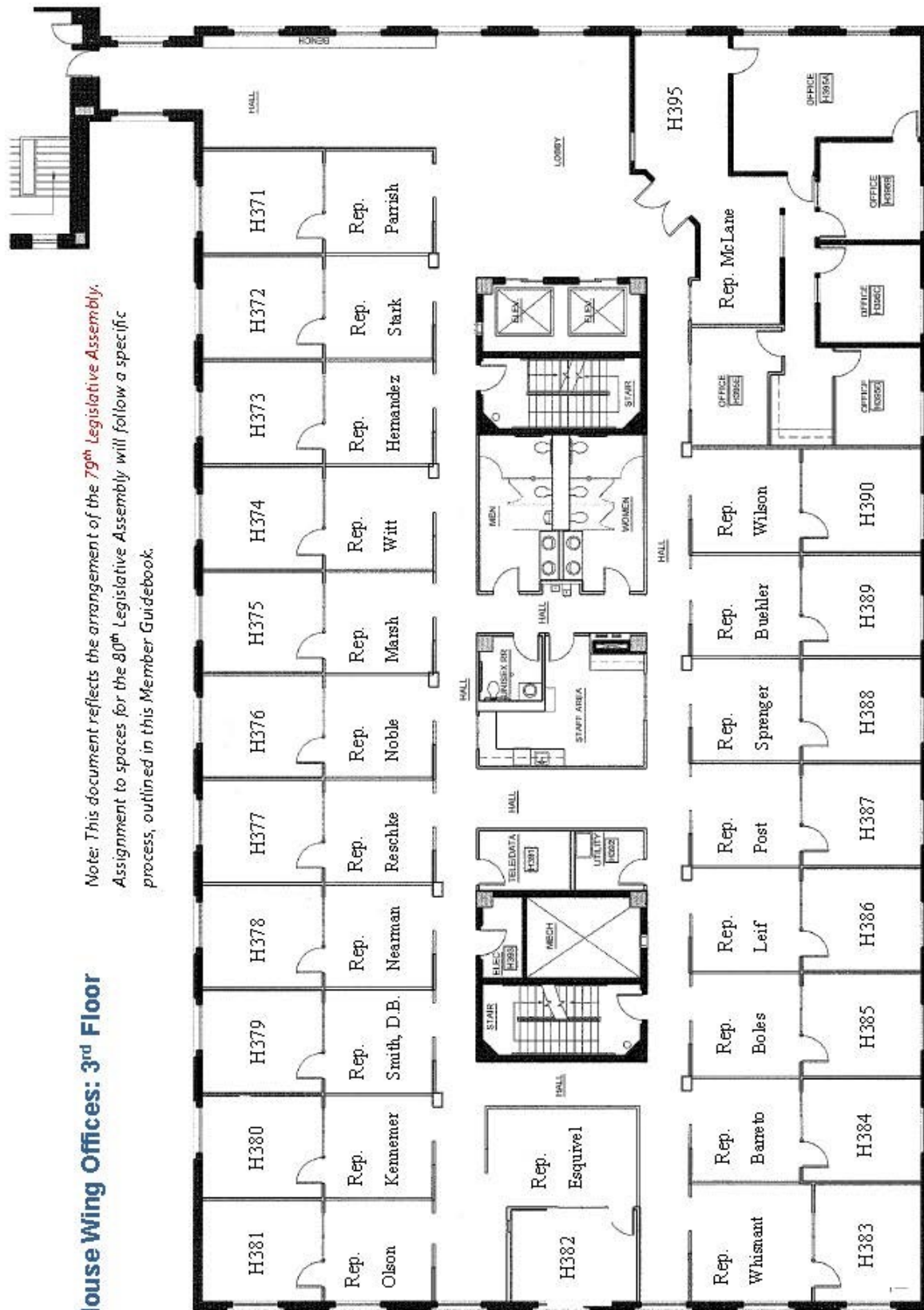
House Wing Offices: 2nd Floor

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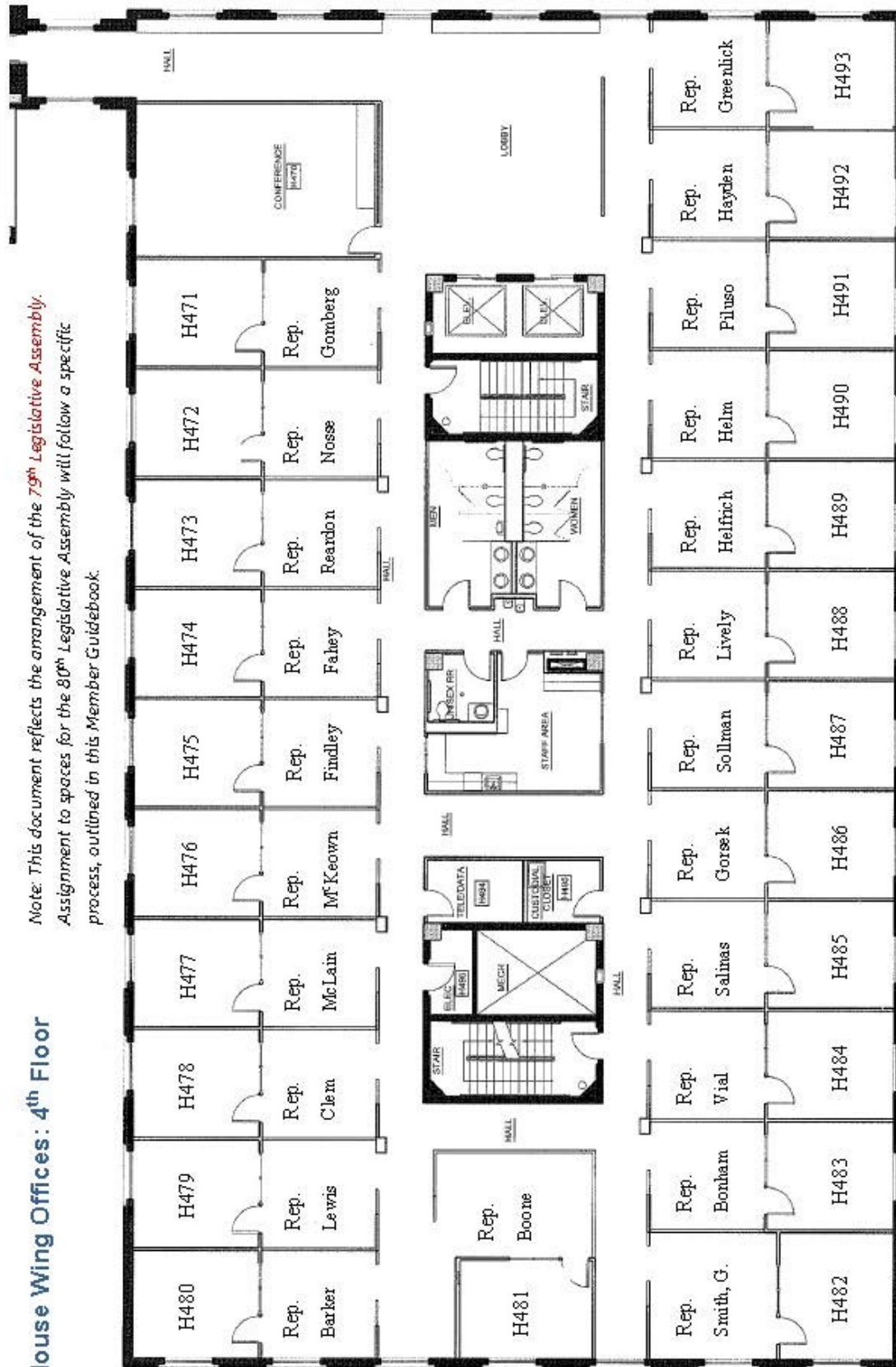
House Wing Offices: 3rd Floor

Note: This document reflects the arrangement of the 79th Legislative Assembly. Assignment to spaces for the 80th Legislative Assembly will follow a specific process, outlined in this Member Guidebook.



House Wing Offices: 4th Floor

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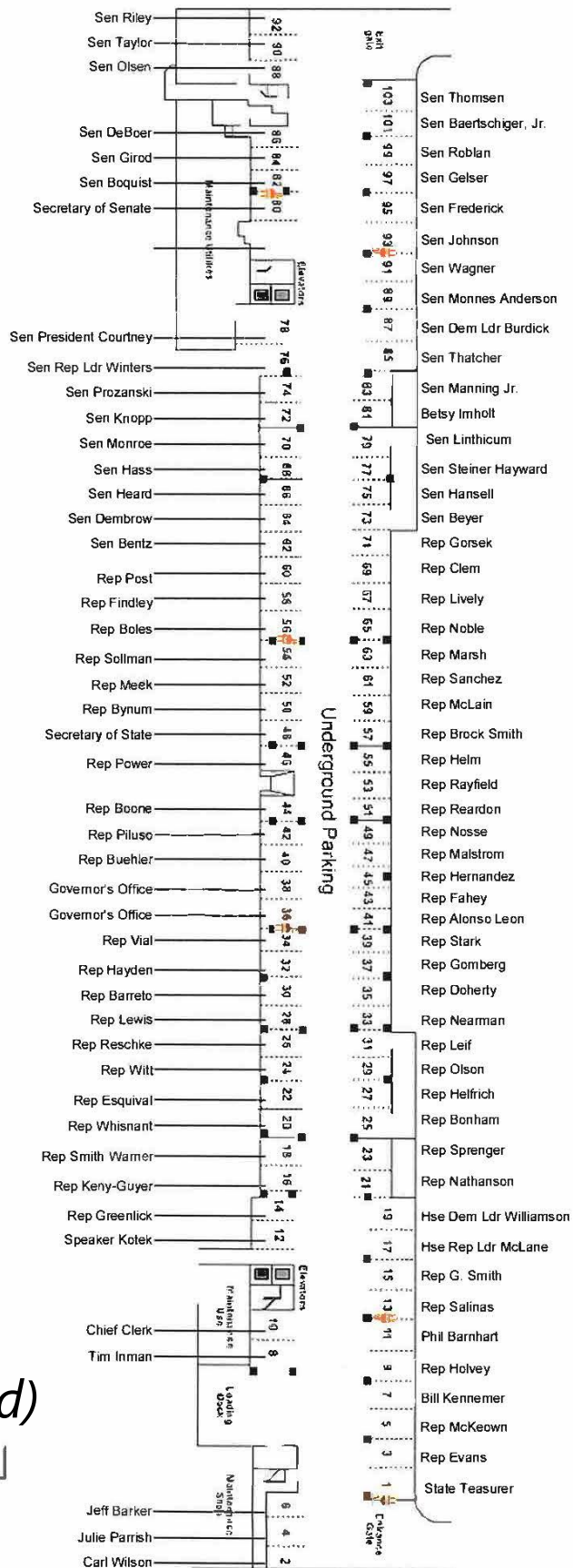
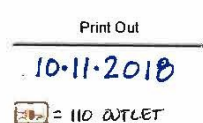


FRONT SPACES

22	Café @ the Capitol 503-585-4266
21	Lore Christopher
20	SRO COS-
19	Tom Powers
18	Lindsey O'Brien
17	Michael Carew

Note: This document reflects the arrangement of the 79th Legislative Assembly. Assignment to spaces for the 80th Legislative Assembly will follow a specific process, outlined in this Member Guidebook.

Parking (Underground)



Technology Information

Information Services Help Desk 503-986-1914

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

Steve Perez
Member Advisor



Points of contact:

Primary — **Steve Perez**, 503-986-1217, steve.perez@oregonlegislature.gov

Secondary — **Dan Rapoza**, 503-986-1215, dan.rapoza@oregonlegislature.gov

Tertiary — **Chris Erich**, 503-986-1198, chris.erich@oregonlegislature.gov

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 application needs, ensuring user accounts are set up correctly, answering questions about third party software, syncing mobile devices, accessing resources remotely, reviewing IS Usage Policy and security standards, and more.

Some frequently asked questions from members and staff are:

- What is my email address? All members will have a Legislative email account which will be configured based on the following syntax:
⇒firstname.lastname@oregonlegislature.gov
- 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? Yes, Staff/Legislative Assistants will have their own login.
- What training is available? There is Optional training available for the 2017 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 sessions.
⇒Training is also available for GovDelivery and Microsoft OneDrive.
- 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 to ensure it is a supported device. 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, 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.



High Speed Copier

One high speed “all-in-one” (copy/print/scan) copier is available to you in the Chief Clerk’s Office. This copier is connected to the computer network and automatically added to your desktop computer. You may utilize the copier in the following ways:

- **Printing or Copying**

- ⇒ Black and white (charge: \$.05 per impression)
- ⇒ Color (charge: \$.10 per impression)

- **Scanning** (no charge)

Each user in the system will be given their own personal identification number (PIN). This PIN ties the account used at your state computer to the shared copier for job accounting and security. You will be required to enter your PIN each time you would like to use the shared copier. Please note that there is a ***charge** to your Services and Supplies account for printing and copying services. In the event that you forget or need to regain access to your PIN, please contact either the Chief Clerk’s Office or Information Services for assistance.

*Note: If a staffer is logged in to a computer as a **Representative**, the Representative's PIN must be used at the copier.*



*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, Steve Perez:

steve.perez@oregonlegislature.gov (503) 986-1217

Printing

1. From your computer, select the printer "HSE_WING_SHARED" while under the "Print" screen. Select desired print options and click on "print" when ready.
2. Log in to the shared high speed copier *in the Chief Clerk's Office*, room H-271.
3. The copier will list any print jobs waiting for print that are linked to your login/PIN.
4. Select the individual job or use "Select All."
5. Press "Start."

Copying

1. Log in to the shared high speed copier *in the Chief Clerk's Office*, room H-271.
2. Press the "Copy" key to the left of the copier screen.
3. Select desired options (if color copy is desired, be sure to select this option).
4. Place document in copier for copying (either on top tray or within the copier itself).
5. Press "Start."

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

1. Access the high speed copier *in the Chief Clerk's Office*, room H-271.
2. Select the "Scan-To-Me" button to the left of the copier screen (before logging in). If already logged in, press the exit button on the screen and then choose "Scan-To-Me."

Note: The individual associated with the entered PIN will be the one to receive an e-mail of the documents scanned.

1. Place document in copier for scanning (either on top tray or within the copier itself).
2. Press "Start."



If you have any questions,
please contact:

The Chief Clerk's Office
503-986-1870

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.

If you have any questions regarding your Capitol phone, please contact the IS HelpDesk:

IS HelpDesk
Room 40
Tel: (503) 986-1914
Leg.Helpdesk@oregonlegislature.gov



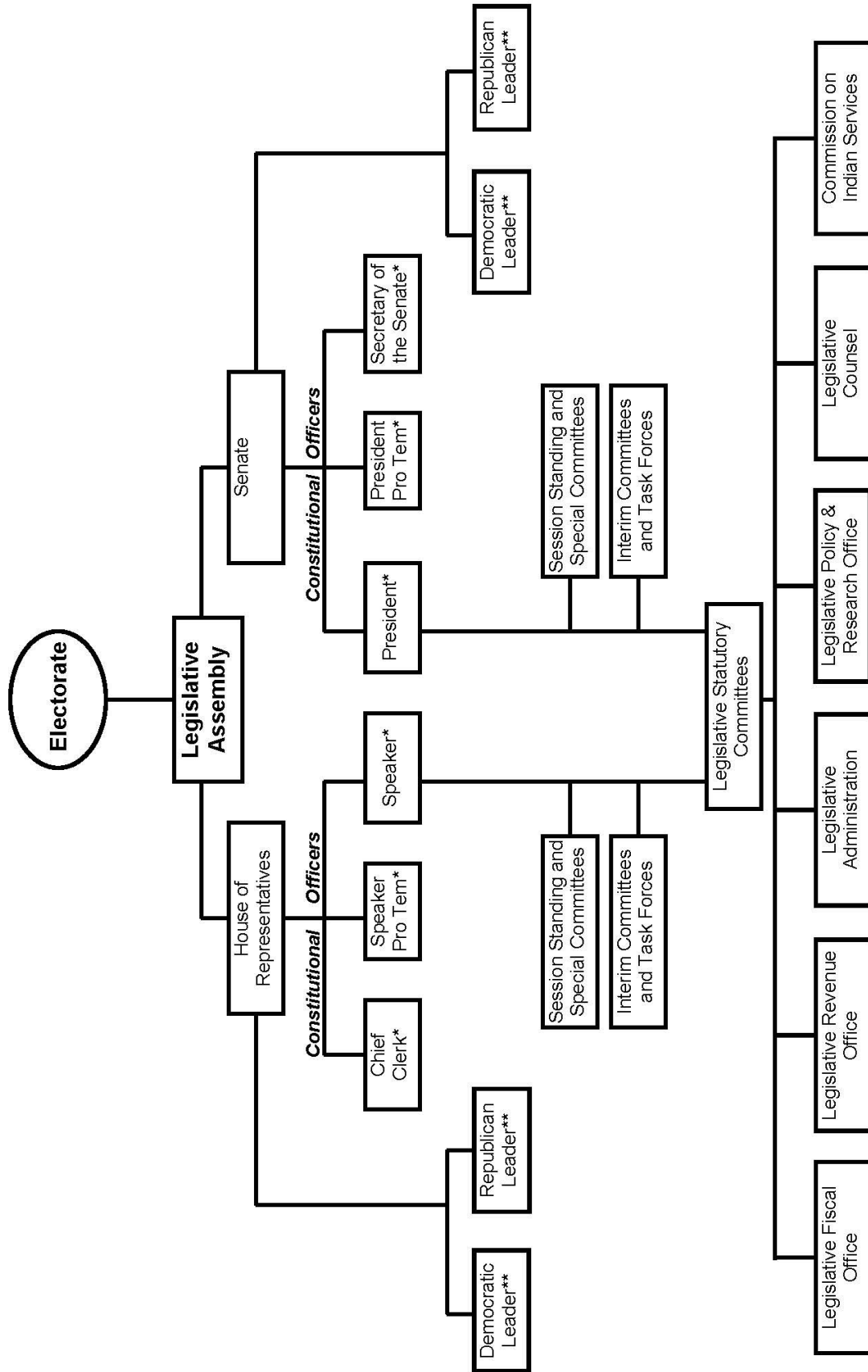
After you are sworn-in:

- 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@oregonlegislature.gov

ORGANIZATIONAL CHART FOR THE LEGISLATIVE BRANCH



* elected by respective chambers
 ** elected by respective parties

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 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

Appointing Authority Chart (*cont'd*)

Appointing Authority	Authorization	Process	Authority over
Legislative 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
Legislative 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 Policy and Research Director	ORS 173.605	The Legislative Policy and Research Committee shall select a Director to serve as its executive officer. The director shall serve at the pleasure of the committee.	Legislative Policy and Research Office 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

Reference Table: Interim Committees, Task Forces, and Work Groups

Formality	Interim Committee		Task Force		Work Groups	
	Most formality		Medium formality		Least formality	
Scope of work	Broad		Usually given a specific charge		Usually given a specific charge	
Created by: Best Practice: Do not create by resolution because it triggers many other requirements.	Bill or presiding officer under ORS 171.640		Bill or presiding officer under ORS 171.640 Best Practice: Presiding officer should ensure that memos creating task forces state that notwithstanding ORS 171.640, the body is a task force. (ORS 171.640 states that a task force may become an interim committee if there are three or more members.)		Any method except a bill or resolution. Acceptable methods include direction or memo from a committee chair or other legislator. Best Practice: Presiding officer should not create a work group by memo because it may subject a work group to rules.	
Membership	Legislators only		Legislators only or legislators and public members		Any combination (Legislators only, legislators and public members, or public members). No quorum of legislators from a committee.	
Per Diem (for legislators) Best practice: Indicate if per diem is allowed in document creating group. (Note: members do not receive both per diem and reimbursement for costs)	Yes (but subject to Presiding Officer approval - ORS 171.072)		Yes (but subject to Presiding Officer approval - ORS 171.072)		No (but subject to Presiding Officer discretion - ORS 171.072)	
Reimbursement of mileage and costs Best practice: Indicate if mileage and costs are allowed in document creating group.	Yes (but subject to presiding officer approval - ORS 171.072)		Legislators: Yes (but subject to presiding officer approval - ORS 171.072) Public members: No		Legislators: - Yes but only from members' services and supply account for reasonable travel expenses, or other expenses subject to presiding officer approval Public members: - No	
Rules	Governed by chamber rules and rules adopted by committee		Use model task force rules provided by Legislative Policy and Research Office		No requirements (not a formal meeting)	

October 20, 2016

	Interim Committee	Task Force	Work Groups
	Joint committees must adopt rules.		
Public Records / Public Meetings/Archives	<p>Yes – All public records and meetings requirements are the same as session committees</p> <p>Best practice: Audio and video recording</p>	<p>Model Task Force rules require at least written minutes, archiving, and open to the public.</p> <p>Best practice: Audio and video recording</p>	<p>Not a public meeting as long as no quorum of members from a committee is present. No record or archiving required.</p> <p>Legislators can request that Legislative Media create an audio and video record to be placed on the Legislative Media website if the meeting is held in the Capitol building.</p> <p>Note: legislators have the usual duty to retain public records.</p>
May pre-session file legislation:	Yes (ORS 171.130) But may be limited by Chamber Rule, Concurrent Resolution or statute	No	No
Quorum and voting by phone	Must be present to vote or provide quorum	Model task force rules allow participation and voting by phone (ORS 174.130 requires majority for quorum unless other rules are adopted)	No requirements (not a formal meeting)
Staffed by	LPRO, LFO, LRO	LPRO, LFO, LRO or state agencies (ORS 184.483 requires state agencies to put on website)	No formal staffing Ongoing legislative staff may be available if work load allows.
Ways & Means review	Yes, if created by bill or resolution	Yes, if created by bill or resolution	No – not created by bills or resolutions
Website and Desk Name for CASS	“Interim Committee” Named in CASS system	“Task Force” if staffed by legislative staff Named in CASS system	Not on OLIS Not named in CASS system
End date	Ends when next Legislature takes office	Should include sunset date	Begin and end as specified by convening person or document

October 20, 2016

Speaker of the House

**State Capitol Building, Room 269
503-986-1200**



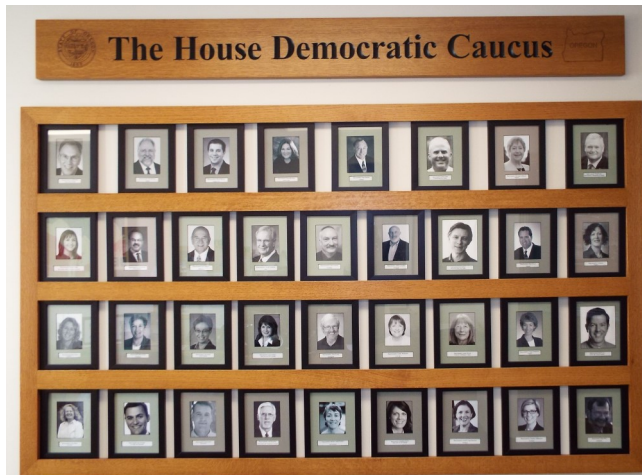
The Speaker is an elected officer of the House as well as a Constitutional officer. One of the first orders of business during the organizational session will be to elect a Speaker for the biennium (two years). The Speaker presides over the Oregon House of Representatives and enforces all rules, laws and regulations applicable to the body – preserving order and decorum in the House chamber. The Speaker serves all 60 members of the House.

Additionally, the Speaker is responsible for the 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 their 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.

Caucus Offices



House Democratic Leader
State Capitol Building, Room H295
503-986-1900



House Republican Leader
State Capitol Building, Room H395
503-986-1400

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.

Chief Clerk of the House (House Desk)

State Capitol Building Room H271
503-986-1870



Timothy G. Sekerak, Chief Clerk

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

Responsibilities include:

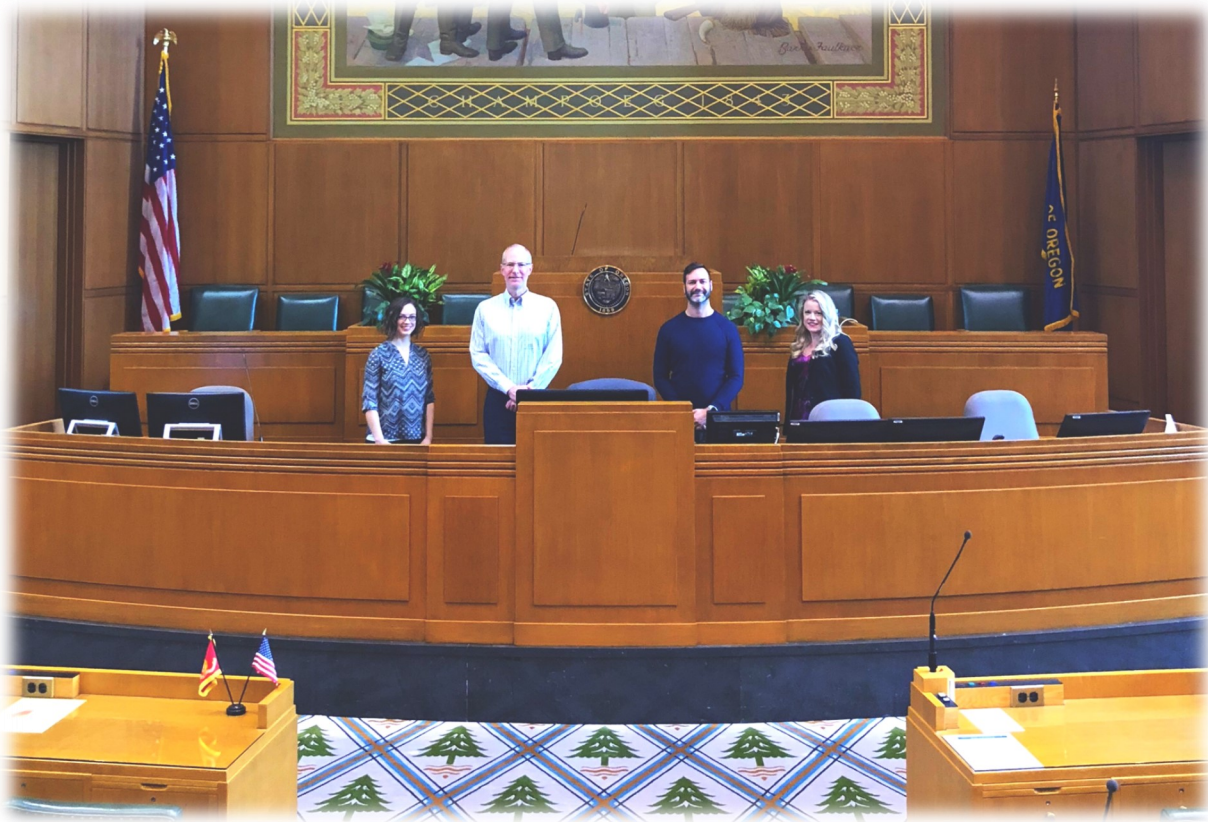
- Providing expert and confidential counsel on parliamentary procedure as it pertains to the legislative process;
- Managing the bill-flow of all measures in possession of the House;
- Serving as the official custodian of all legislative measures and records of proceedings and actions of the House;
- 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;
- Provides administrative support for Speaker appointment process.

The Chief Clerk's Office also manages the following:

- Authorization of "Approval for Payment" requests for members and staff from their Services and Supplies accounts (S&S Funds);
- Coordinates each assembly transition – office, parking, and chamber desk assignments;
- Ordering of stationery;
- Scheduling Opening Ceremonies for daily session; and
- Honorary Page Program.

And produces and distributes these publications:

- House Journal
- Rules of the House
- Parliamentary Process and Protocols Manual
- Member Guidebook
- House Agenda, Session
- First Reading List (Green Sheet)
- Referral Notice (Pink Sheet)
- Committee Report File (Blue Sheet)
- Third Reading Notice and Third Reading Alert



Honorary Page Program

The Honorary Page Program is a unique, time-honored tradition offered through the Chief Clerk's Office. This exciting opportunity offers students the chance to learn by doing: Both in the Chamber, question-and-answer classroom instruction, via a specialized building tour and attending committee hearings.

Students will be exposed to a 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 in January 2019. To schedule students please contact Brian Fenderson, House Honorary Page Coordinator in the Chief Clerk's Office beginning December 2018.

Students must be at least twelve years of age and no older than seventeen years of age.

Dress code:

We ask that students dress appropriately for the occasion. **House Rule 6.01 states that "To maintain professionalism in the legislative process, members and employees should dress according to standards of contemporary business attire."** Please be aware that when honorary pages assist in the House Chamber during a floor session, they are in contact with elected officials and may be on television as part of the live and recorded coverage. Comfortable dress shoes are encouraged!

- No jeans or shorts
- No T-shirts

More specific guidelines, including an application and a sample schedule, can be found on the Chief Clerk's webpage: <https://www.oregonlegislature.gov/chief-clerk>

Contact:

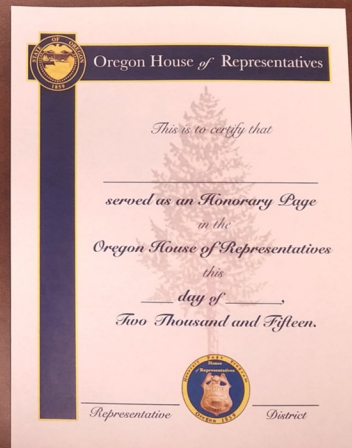
Brian Fenderson, House Honorary Page Coordinator

503-986-1822

brian.fenderson@oregonlegislature.gov



Brian Fenderson



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 <https://www.oregonlegislature.gov/lc/Pages/LegalStaff.aspx>

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:
<https://www.oregonlegislature.gov/lc>

Contact information and forms:

Telephone: 503-986-1243

E-mail: lc.request@oregonlegislature.gov

FAX: 503-373-1043

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

LEGISLATOR DRAFT REQUEST 1003107

____ 2018 Session (max. of 2 requests for Rep. and 1 request for Sen. by Nov. 21, 2017)

____ 2019 Session Request Date: _____

Legislator: _____ Phone: _____

Legislator's Staff: _____ Phone: _____

PLEASE PROVIDE THE FOLLOWING INFORMATION FOR THIS REQUEST:

❶ PROBLEM (describe the problem; attach any additional information)

❷ PROPOSED SOLUTION TO THE PROBLEM

❸ HAS THIS BEEN INTRODUCED IN A PRIOR SESSION?

Year _____ Bill # _____

❹ DO YOU KNOW WHETHER THIS AMENDS A CURRENT LAW OR PROGRAM?

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

dexter.johnson@oregonlegislature.gov

Lorey Freeman, Chief Deputy Legislative Counsel

lorey.freeman@oregonlegislature.gov

Kate Tosswill, Special Counsel & Chief Editor

catherine.tosswill@oregonlegislature.gov

PROCEDURE FOR FILING LC DRAFTS WITH THE CHIEF CLERK'S OFFICE

1. During pre-session filing, you need **two** copies of the LC (the Legislative Concept) and **one** bill back (*see next page for example*) for each measure introduction. Once session begins only one LC and one bill back is required for introduction.
2. LC drafts should be printed on "clean" paper (without other, unrelated text). While we encourage you to print using both sides of paper for drafts that are more than one page of text, using "scratch" paper delays our office's filing procedures as we need to clarify and confirm that we only record text from the LC draft. Any color of paper is acceptable as long as the draft is readable.
3. Staple one LC draft to the bill back in such a way that the front of the LC draft and the front of the bill back both face outwards away from each other (essentially, back-to-back). As you do so, please do not staple over the LC number in the upper left corner.
4. During pre-session filing, the second LC draft should not be attached to anything. If the unattached LC draft has multiple pages, it should have a single staple in the upper left-hand corner as you look at the front of the LC draft.
5. Do not use paperclips, or other style of clip, on any of the drafts or bill backs. Do not hole-punch the drafts or bill backs.
6. Make sure to indicate, by checking one of the boxes on the top of the bill back, what type of bill it is: **Member, Committee or Statewide Elected Official**.
7. Type or **legibly print** the chief sponsor or filer's name, and any additional sponsor names, then obtain a signature right above the typed or printed name(s). A House introduction must have a House member listed first.
8. Type or **legibly print** the contact person's name and telephone number at the bottom of the bill back. This portion must be filled out or the draft / bill back will not be accepted.
9. LC drafts and bill backs may be filed electronically by sending a PDF version of the signed bill back and LC draft to the Chief Clerk of the House, Tim Sekerak at tim.sekerak@oregonlegislature.gov.
10. Only legislators, member staff or caucus office staff are authorized to drop the LC drafts for their members. In the case of a committee measure, the committee staff would also be authorized to drop LC drafts to be introduced as committee measures.

Important: The LC draft has a number and a date associated with that version of the draft. The bill back also has the same draft number and date on the upper left-hand corner of it. **The LC draft number and date must match the number and date on the bill back to be accepted.** The is to ensure that members are submitting or signing on to the correct version of the bill (they desire to be introduced). Once an LC is submitted to the Clerk's Office, the contents of the measure become public information.

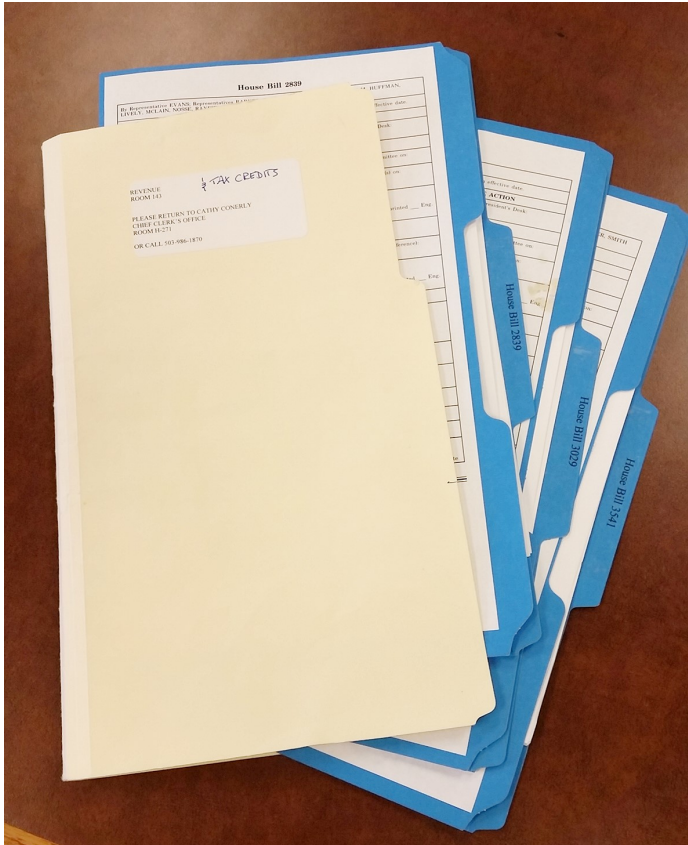
LC 0	11/1/18	BILL BACK	Bill _____
Title: Relating to _____			
Type: <input type="checkbox"/> Member <input type="checkbox"/> Committee <input type="checkbox"/> Statewide Elected Official			
Chief Sponsor(s)/Committee Chair/Other Filer:		For Member measures only, list other Chief Sponsors here:	
1. _____	2. _____		
Signature (First Chief Sponsor/Committee Chair/ Statewide Elected Official)	Signature (Second Chief Sponsor/Committee Chair)		
_____	_____		
Print Name	Print Name		
_____	3. _____		
Print Committee Name for Committee Measures	Signature (Third Chief Sponsor)		

	Print Name		
Requester(s): _____		(Attach list of other Chief Sponsors, if more than three.)	
All agencies, organizations and persons that have formally requested the measure are named herein in accordance with ORS 171.127.			
Additional Sponsors (initial)			
<u>SENATE</u>		<u>HOUSE</u>	
_____ Baertschiger Jr	_____ Alonso Leon	_____ McKeown	
_____ Bentz	_____ Barker	_____ McLain	
_____ Beyer	_____ Barnhart	_____ McLane	
_____ Boquist	_____ Barreto	_____ Meek	
_____ Burdick	_____ Boles	_____ Nathanson	
_____ Courtney	_____ Bonham	_____ Nearman	
_____ DeBoer	_____ Boone	_____ Noble	
_____ Dembrow	_____ Buehler	_____ Nosse	
_____ Frederick	_____ Bynum	_____ Olson	
_____ Gelser	_____ Clem	_____ Parrish	
_____ Girod	_____ Doherty	_____ Piluso	
_____ Hansell	_____ Esquivel	_____ Post	
_____ Hass	_____ Evans	_____ Power	
_____ Heard	_____ Fahey	_____ Rayfield	
_____ Johnson	_____ Findley	_____ Reardon	
_____ Knopp	_____ Gomberg	_____ Reschke	
_____ Linthicum	_____ Gorsek	_____ Salinas	
_____ Manning Jr	_____ Greenlick	_____ Sanchez	
_____ Monnes Anderson	_____ Hayden	_____ Schouten	
_____ Monroe	_____ Helfrich	_____ Smith DB	
_____ Olsen	_____ Helm	_____ Smith G	
_____ Prozanski	_____ Hernandez	_____ Smith Warner	
_____ Riley	_____ Holvey	_____ Sollman	
_____ Roblan	_____ Kennemer	_____ Sprenger	
_____ Steiner Hayward	_____ Keny-Guyer	_____ Stark	
_____ Taylor	_____ Kotek	_____ Vial	
_____ Thatcher	_____ Leif	_____ Whisnant	
_____ Thomsen	_____ Lewis	_____ Williamson	
_____ Wagner	_____ Lively	_____ Wilson	
_____ Winters	_____ Marsh	_____ Witt	

FOR INFORMATION ONLY:

CONTACT PERSON (Print Name) _____

TELEPHONE NUMBER _____



MEASURE

Measure, defined:

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.

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.

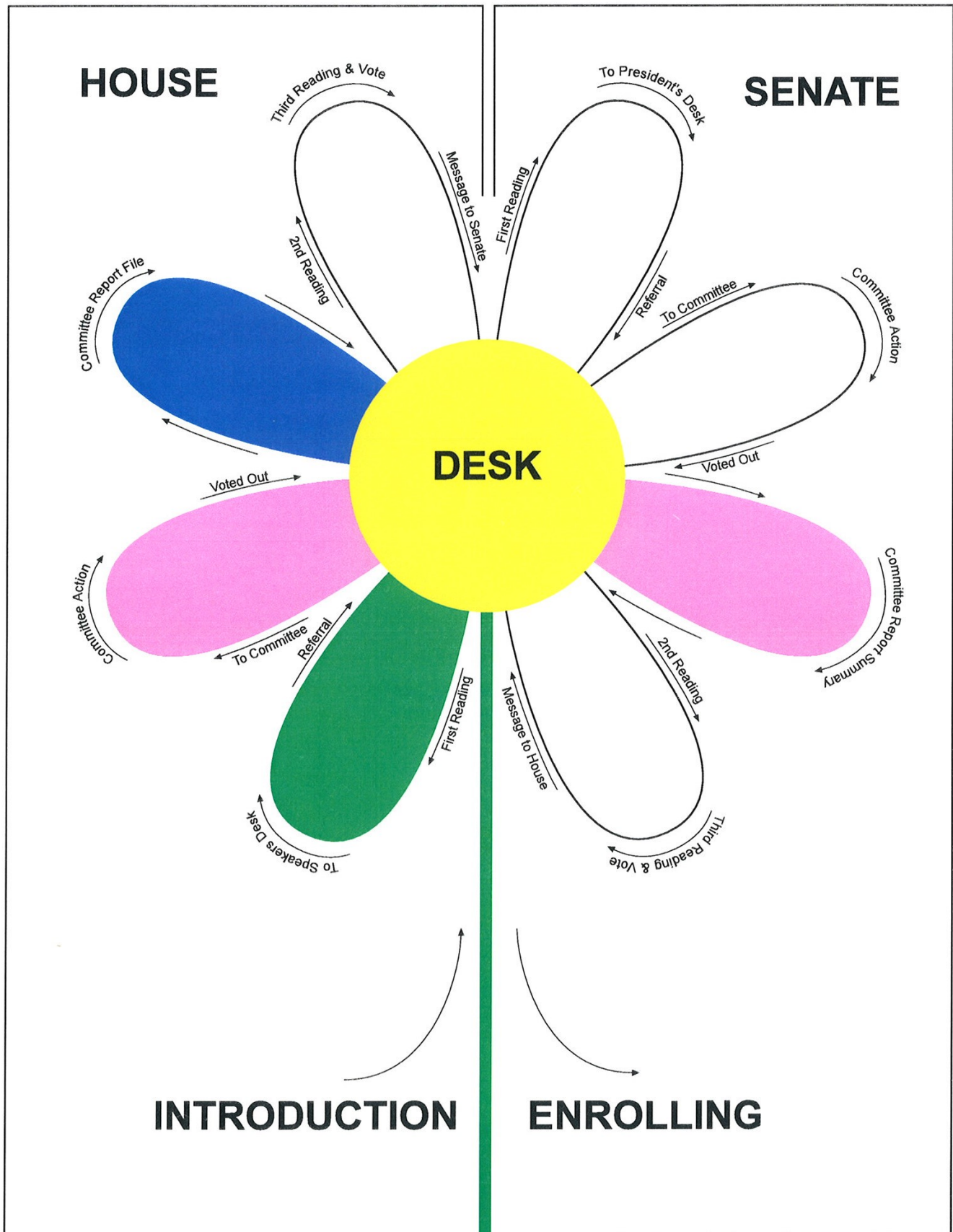
Joint Memorial: A measure adopted by both houses and used to make a request of or to express an opinion to Congress, the President of the United States, or both. It is not used to commemorate the dead.

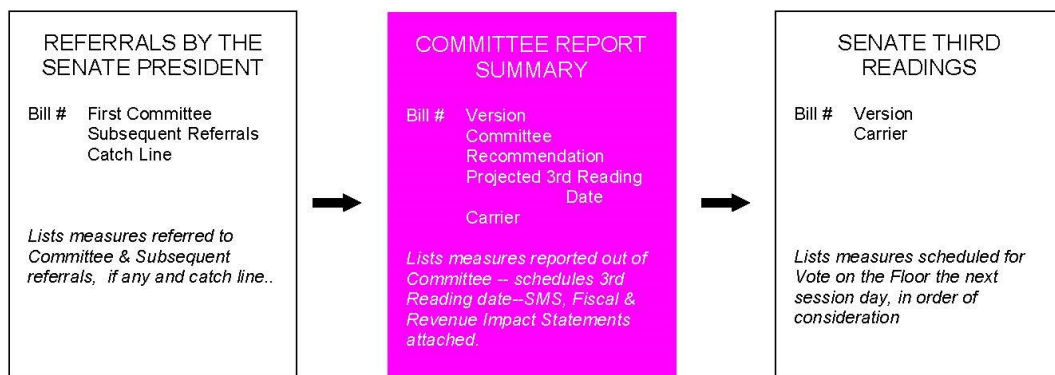
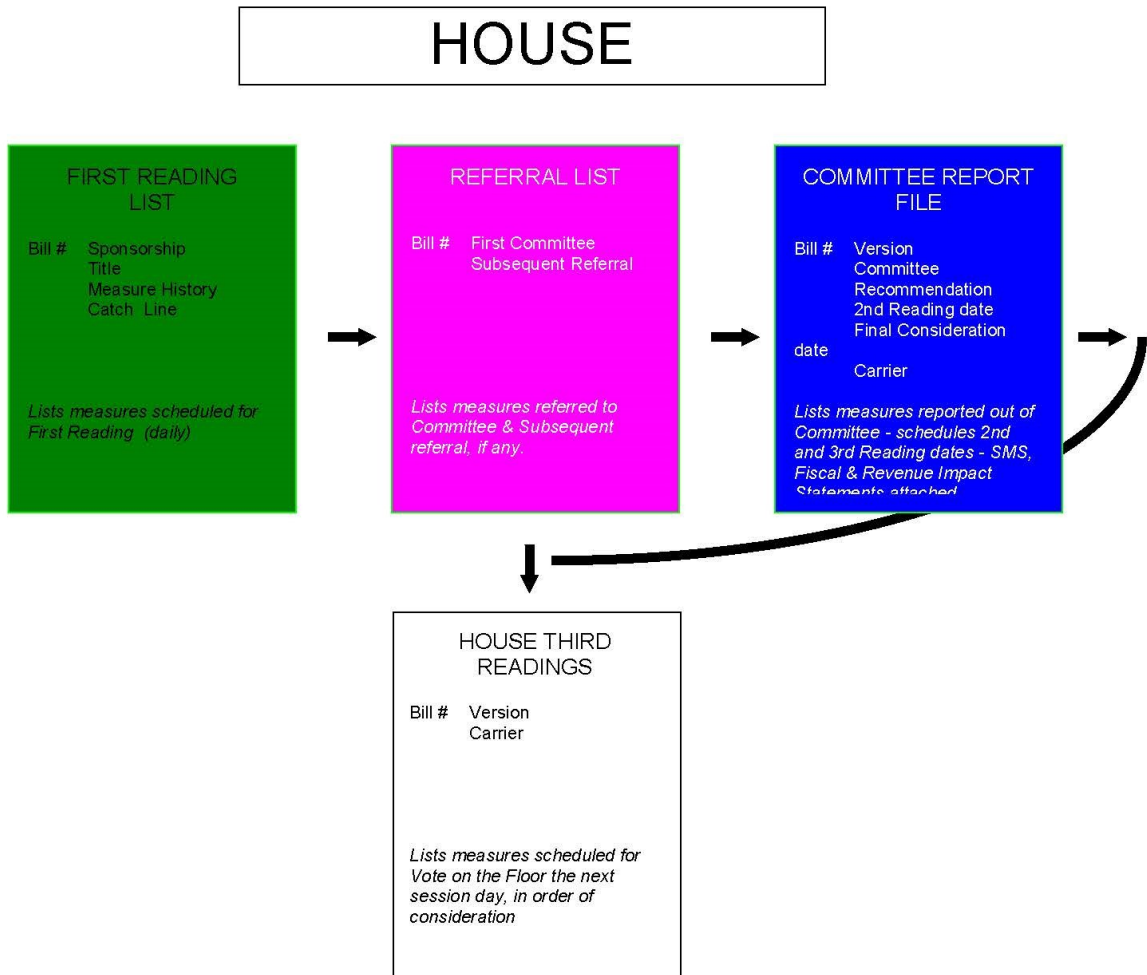
Joint Resolution: A measure used for proposing constitutional amendments, creating interim committees, giving direction to a state agency, expressing legislative approval of action taken by someone else, or authorizing a kind of temporary action to be taken. A joint resolution may also authorize expenditures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

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*)



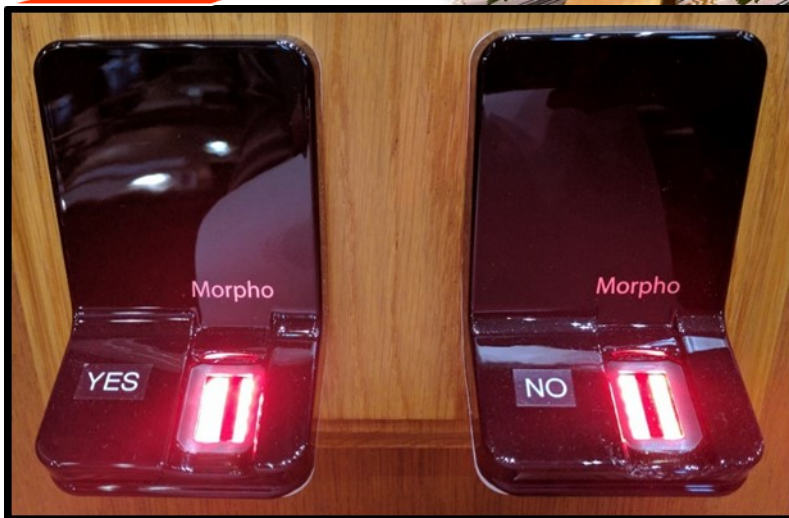


Biometric Voting

The House chamber is equipped with four Bio-Metric (finger print) voting stations. Two stations flank the double doors at the back of the chamber; the other two stations are located opposite each other on the inside of the wood pillar adjacent to the North and South side aisles at the rear of the chamber.

Important:

Please note, if you choose to use the biometrics you are still responsible to verify that your vote is recorded properly. We encourage you to always stay on the House floor to visually verify that your vote was accurately recorded on the voting boards.



These Biometric voting stations are a voluntary tool that can be used to vote on all questions (recorded votes), as well as to record your presence during attendance (Quorum Calls & Calls of the House).

To register, please stop by the Chief Clerk's Office. The process takes approximately three minutes. These Bio-Metric readers have proven to be a safe and convenient way for members to vote. The Oregon House is one of the only legislative houses in the United States to utilize this technology for voting.



How to Get Excused

1) Excused (out of the Capitol):

To be excused to be out of the building for all or a portion of a House floor session, please file an Excused Absence Request Form at least 48 hours in advance with the Chief Clerk (forms are available in the Clerk's Office). A properly filed request will, by rule, be presumed approved unless otherwise notified by House leadership.

-Sample Excused Form (out of the Capitol)-

REQUEST FOR EXCUSED ABSENCE FROM HOUSE SESSION	
DATE OF ABSENCE_____	PHONE_____
NAME OF REPRESENTATIVE_____	
REASON FOR EXCUSED ABSENCE_____	

SIGNATURE OF REPRESENTATIVE_____	
DATE_____	
(All absences are presumed excused unless Leadership contacts you and requires your attendance)	
(Please file with the Chief Clerk 2 days (48 hours) before absence occurs)	

2) Excused for Business of the House (in the Capitol):

When the House is in session you will occasionally need to be Excused for Business of the House (**no form is required for this**). There are many reasons you may need to leave the chamber during session: A committee may meet (with approval of the Speaker); meeting with your Senator or the Governor. When these situations arise, please check-in (and out) with the Chief Clerk each time you exit the chamber and upon your return. This will ensure that you are reflected as "Excused for House Business" as opposed to "Absent" on any votes while you are away. This also ensures the House always has a quorum; and assists us in locating you if a Call of the House is invoked.

House Rule 3.03 declares that members must be present at all sessions of the House unless they have been excused by the presiding officer.

The Daily House Agenda



The daily **House Agenda** is a schedule of the day's business on the floor of the House. This business is conducted in a specific format, known as "orders of business," in accordance with House Rules.

They are listed as follows:

(1) 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 everyone to stand, if able.

(2) OPENING CEREMONY

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

Members may make arrangements with the Clerk's office to schedule an opening ceremony. The rules allow for a 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 of the legislature are encouraged to personally present an invocation or opening.

Please refer to the House Floor Protocol section within this Member Guidebook for additional important details.

(3) COURTESIES

The order of business "Courtesies" provides an opportunity for members to recognize guests from their individual districts and/or other special guests. Members' remarks are limited to 60 seconds and yields are not permitted.

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, a member presses the "To Speak" button which places their name on the Speakers queue. Once recognized, the member stands and addresses the Speaker by stating into the microphone:

"Mr./Madam 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.

(4) **VERIFICATION OF QUORUM**

- (5) 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.

Excused (out of the Capitol):

To be excused from House floor session, please file an Excused Absence Request Form at least 48 hours in advance with the Chief Clerk (forms are available in the Clerk’s Office).

Excused for Business of the House (in the Capitol)

When the House is in session you will occasionally need to be Excused for Business of the House (no form is required for this). There are many reasons you may need to leave the chamber during session: A committee may meet (with approval of the Speaker); meeting with your Senator or the Governor. When these situations arise, please check-in (and out) with the Chief Clerk each time you exit the chamber and upon your return. This will ensure that you are reflected as “Excused for House Business” as opposed to “Absent” on any votes while you are away. This also ensures the House always has a quorum; and assists us in locating you if a Call of the House is invoked.

(5) **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 as well as special proclamations. Messages from the Governor may be read at any time.

(6) **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. (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.

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

- (8) All measures are read first time for introduction. A “First Reading List” will be distributed to the members electronically. (Green Sheet)

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 a member has a measure they would like to recommend for referral, it is important that they contact the Speaker’s office immediately after its reading.*

(8) **STANDING COMMITTEE REPORTS**

- (9) 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” will be distributed to the members electronically; all analysis of the bill will be available on OLIS.

The Speaker will announce from the rostrum when a Committee Report File has been distributed.

(10) 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 the member's chamber desk as needed, prior to daily session. If you need assistance with any scripts, please see the Chief Clerk.

(11) FIRST READING OF HOUSE BILLS

(Same as First Reading: Memorials and Resolutions)

(12) 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. A bill must be read second time only once. No action may be taken under Second Reading.

(13) CONSENT CALENDAR

This is the final reading of a measure. 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 be 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.

(14) 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 (or the number and title, pursuant to Article IV, Section 19 of the Oregon Constitution), 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 their name in the "queue." If the member depresses the key again, it will remove them from the "queue."

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

Questions must be asked **prior** to speaking to the bill:

Once recognized by the Speaker, a member should state: "Mr./Madam Speaker, will the carrier respond to a question?" The Speaker will ask the Carrier and the Carrier will agree or not agree to receive the question. Then again the Speaker will recognize the member with the question to state the question.

This process is repeated for each question a member might have.

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

If a member 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 members check with their 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?" Members need to **respond verbally** either "yea" or "nay." The Clerk will then record their vote at the dais console.

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

Note: Members must be "within the bar" prior to the vote closing (30 seconds) in order to cast their vote, otherwise they will be recorded as "absent." If members need to leave the chamber during session, they must notify the Clerk prior to leaving. This is extremely important, especially late in the session, when the question of a quorum becomes a critical matter.

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

(15) FINAL READING: MEMORIALS AND RESOLUTIONS

(Same as Third Reading of House Bills except that memorials and resolutions are read only two times)

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

This order of business equates to an announcement only.

(17) FIRST READING OF SENATE BILLS

(Same as First Reading of House Bills)

(18) SECOND READING OF SENATE BILLS

(Same as Second Reading of House Bills)

(19) THIRD READING OF SENATE BILLS

(Same as Third Reading of House Bills)

(20) 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.

(21) OTHER BUSINESS OF THE SENATE

This order of business equates to an announcement only.

(22) ORDERS OF THE DAY HAVE BEEN COMPLETED

This is an announcement only.

(23) ANNOUNCEMENTS

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

(24) 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)

(25) ADJOURNMENT

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

Essential House Chamber Protocols



The following pages contain important information about specific protocols that are upheld by the House Sergeant-At-Arms in the House chamber.

What is the chamber, exactly?

The House chamber is comprised of several areas each with their own slightly different set of rules and protocols.

The House floor is the area in the chamber that contains the members' desks and rostrum and that is enclosed by the waist-high partitions on the north and south and the walls at the front and back of the room. The partitions are referred to as "the bar" and being on the floor is sometimes referred to as being "within the bar."

The side-aisles are also within the chamber. These are the seating/walking areas along the north and south perimeters of the floor area. These areas are accessed by doors which will be closed and monitored by doorkeepers during the protocol period. The side-aisles are used as seating areas for authorized persons during the floor session. Often it is necessary to reserve seats in these areas for your dignitaries and special guests, please contact the Chief Clerk's Office to make these arrangements.

The Gallery is also within the chamber. The gallery is the 3rd floor public seating area forming a U-shape around the House floor below. The gallery is public seating on a first come-first served basis.

The "Protocol Period"

The "protocol period" extends 30 minutes before and after each floor session of the body. The major visual cue for you to know we are in this period of time is that the side aisle and ceremonial double doors at the back of the House Chamber are closed and "in session" signs are posted outside the doors. During this protocol period, all House rules are in force, just as when the House is in active session.

For additional information and details, see:

House Rule 17.01

Parliamentary Process and Protocols

Mason's Manual of Legislative Procedure

Camera Use (including Social Media) in the Oregon House Chamber

By Representatives, staff, guests, and media

While in session, including the protocol period

ONLY Representatives may take pictures (no flash, please!) inside the bar, while in session.

Staff, guests, and journalists may take pictures from 3 areas in the House Chamber, all of which are outside the bar.

the south side-aisle (on 2nd floor);
the north side-aisle (on 2nd floor) and
the north gallery (on 3rd floor).

General rules for all areas...

NO flash, strobe or supplemental lighting,

NO blocking of the view of others.

NO blockage of exits and walkways with tripods/equipment.

Specifics of camera usage by area:

South side-aisle, hand-held cameras only.

North side-aisle, hand-held and monopod.

North gallery (3rd floor), hand-held, monopod, and tripod.

Notes to legislative assistants:

It would be helpful for you to go over these guidelines with your Representative's guests beforehand, especially the "no flash" rule.

If session is over, but the ceremonial doors are still closed (the protocol period) and your member wants to have pictures taken with visiting constituents on the floor, check with the Chief Clerk or the House Sgt-at-Arms. If it is determined that the picture-taking is not disruptive to others in the Chamber, it MAY be allowed...but only if requested.

A special exception for accredited commercial broadcast television on the North side-aisle:

During session, one (and only one) tripod TV camera may be used on the North aisle at a time.

No special lighting, no blockage of other's views, no blockage of exits and walkways. The various television stations will have to work out rotation times among themselves in the event of multiple requests.

Please direct any questions concerning these customs and practices to your House Sergeant-at-Arms, 503-986-1870.

Admission to the House Chamber While in Session

House Rule 17.01 Floor Privileges.

(1) When the House is in session, no person shall be permitted within the bar except:

- (a) Members of the Legislative Assembly;
- (b) Floor personnel of the House;
- (c) One of the following individuals, seated at a member's desk:
 - (i) One individual from the member's personal staff employed under Rule 15.10 or receiving credit in the intern program;
 - (ii) A member of the staff of a House standing committee, statutory committee, special committee or the caucus offices; or
 - (iii) A family member;
- (d) Speaker and caucus staff;
- (e) Persons authorized by the Speaker; and
- (f) Accredited representatives of the news media.

(2) Courtesies of the house and floor privileges 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 registered as a lobbyist with the Oregon Governmental Ethics Commission.

(3) Seating in the side aisles beyond the bar shall be reserved for the families and guests of members and such other persons as may be authorized by the Speaker. However, the privilege shall not be granted to any person actively engaged in seeking the passage or defeat of any measure. An exception may be granted to members of families that have spoken in support of a memorial or resolution in their honor.

(4) While the House is in session, the center aisle of the floor shall be kept clear of all persons except legislators and the Chief Clerk or someone acting under the Chief Clerk's direction in conduct of the business of the House. Access to the chamber while the House is in session shall be by the side doors and side aisles.

(5) During the period beginning thirty minutes before the opening of each session and ending thirty minutes after the session, no person shall be permitted in the House chamber except those authorized to be in the chamber under this rule.

(6) No person who is a lobbyist as defined in ORS 171.725 shall be permitted on the House floor or the adjacent side aisles while the House is in session.

(7) The Sergeant at Arms shall enforce these rules.

NOTE:

House Rule provides that the House dress code shall be "contemporary business attire." On the floor, this applies to everyone, including honorary pages, staff, family, and dignitaries. An exception is made for opening ceremonies participants.

*All non-legislators, including guests, staff and family members, may **not** wear or display visible indications of advocacy on any issue or measure while on the floor or side-aisle during session.*

Every doorkeeper/page must ask every unknown person to identify themselves prior to entering the chamber and side-aisles while in session, including protocol period 30 minutes before and after floor session, in order to determine how to apply the above rules.

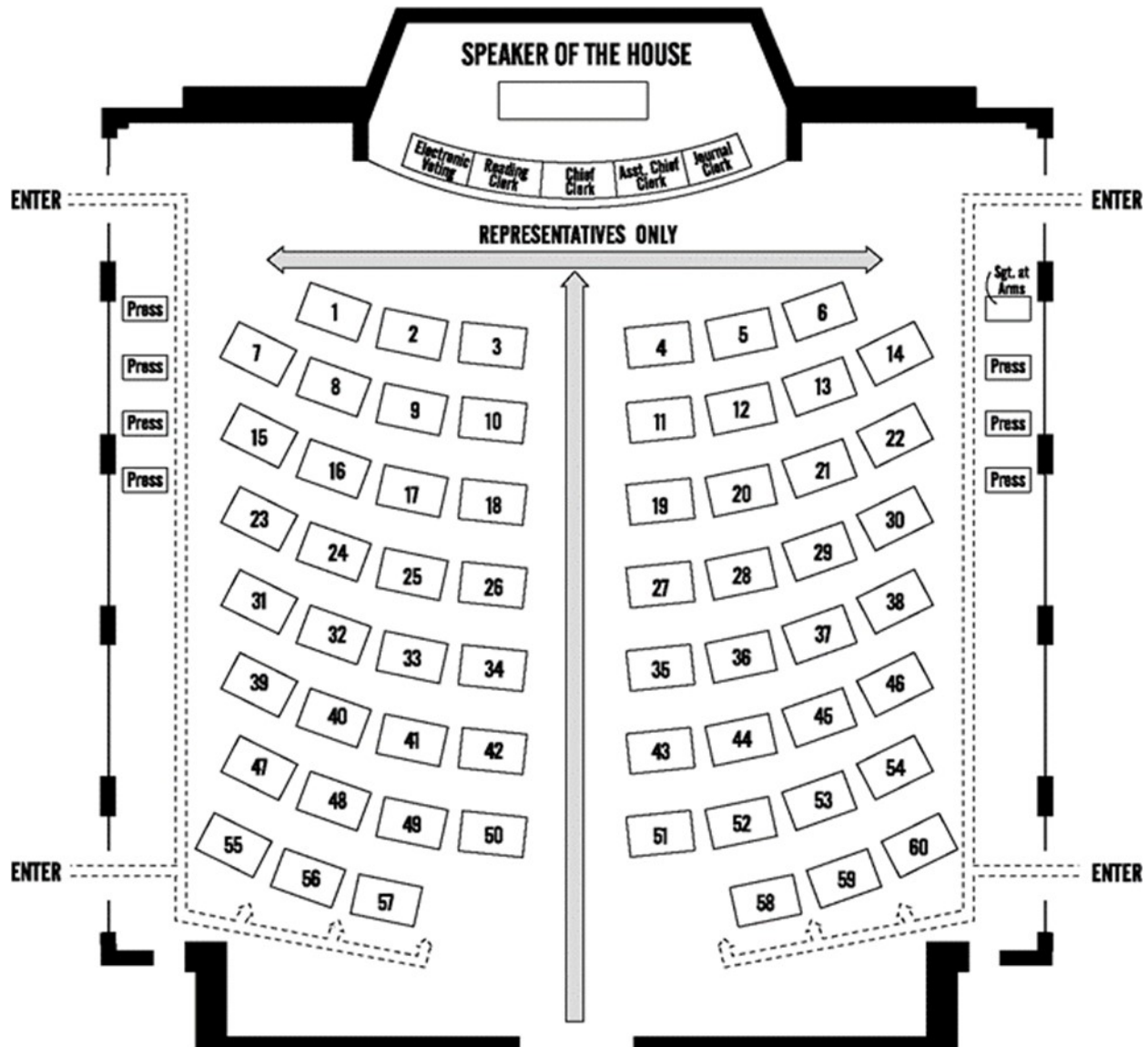
Movement on the House Floor while in Session

During floor sessions, including the protocol period, that part of the House chamber which includes the center aisle and the space between the podium and the members' desks (the "T") is for members' use only. Staff, guests, and family of members (with limited exceptions) are not allowed in the "T" during session, *including 30 minutes before and after.*

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 below)

Staff, guests and family seated at a member's desk should remain seated at that desk while any members are speaking on their side of the chamber.

If a Representative is addressing the body, ONLY other Representatives and Senators (not staffers) may enter or leave that side of the floor. If, a member on one side has a "question to the carrier" and the carrier of the bill is on the other side, both sides are closed to staff entering/leaving.



Opening Ceremonies

As a representative, you have the privilege of inviting guests to attend and open floor sessions of the House with a brief ceremony (3 minutes or less). Opening ceremonies have long been a cherished tradition and are a way to celebrate the many cultures, faiths and beliefs that are represented in the House. Here are four examples of events that would qualify as an opening ceremony:

1. Invocation/Prayer
2. Performance (either singing, dancing or a musical performance)
3. Inspirational Reading (most often a poem)
4. Presentation of Colors (flag salute/Honor Guard)



Choir Performance

Please note that a Presentation of Colors may occur in conjunction with another opening event, such as a prayer. This is made possible due to the presentation of colors being tied to the flag salute/pledge of allegiance which immediately precedes the Opening Ceremony "order of business."

Another very important note is that each of the above guests **must** be sponsored by a Representative, but is not required to reside in that Representative's district. This sponsorship provides a vehicle for responsibility/accountability of opening guests. If something controversial occurs, other members will be looking to the sponsor of the guest to answer. The measures that we take to avoid such controversy are to ask all of your guests to review and comply with the Opening Ceremonies Guidelines, a document created by the Chief Clerk's Office in consultation with the House Speaker's Office.

Once you have invited your guest – or guests – please contact (or have them contact) Sarah Curry in the Chief Clerk's office directly: She will schedule a date based upon the opening ceremonies calendar as well as manage all of the ensuing details, such as rehearsal and parking. Occasionally, interest by a group or guest is expressed to the Chief Clerk's Office directly as opposed to the guest's sponsor (Representative); in that case, the Chief Clerk's Office will reach out to the group or guest's Representative and inquire about their willingness to sponsor.

Sarah Curry

Office of the Chief Clerk

sarah.curry@oregonlegislature.gov

503-986-1872



Presentation of Colors



Invocation

Opening Ceremonies Guidelines

Thank you for your interest in participating in the proceedings of the Oregon State House of Representatives. In order to facilitate your participation and to ensure the orderly conduct of business before the House, we ask that you be mindful of the following:

- 1) Our time on the House floor is scheduled but the specifics of that schedule are subject to change depending on unpredictable circumstances. We apologize for any inconvenience this may cause.
- 2) After the Call to Order and presentation of the colors, we conduct "Opening Ceremonies." These are not always religious prayers, but may also be a performance of music, poetry, or a moment of silence depending on the many factors that affect our schedule. Please adhere to the following time limitations:
 - a. Two minutes or less for an invocation or reading
 - b. Three minutes or less for a performance
- 3) The purpose of prayer in the opening ceremonies is to seek guidance and to provide for contemplation, inspiration and reflection; it is not meant for entertainment, proselytizing or persuasion. Requiring others to join or participate in prayer, or conducting ceremonies or using props is inappropriate.
- 4) The members of the House, their staff, and the citizens of Oregon, whom they serve, hold a variety of beliefs and opinions. You are addressing everyone and we ask that you be respectful to followers of all faiths.
- 5) House Rules provide that only legislators and certain employees may be on the floor while the House is in session.
- 6) The dress code of the House provides for contemporary business attire. Additionally, we encourage guests of the House to dress in traditional attire and regalia when appropriate.

We appreciate your interest in the legislative process and are happy to welcome you into the House chamber. Please let us know if you have any questions or if there is any way we can assist you.

Legislative Counsel Office

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

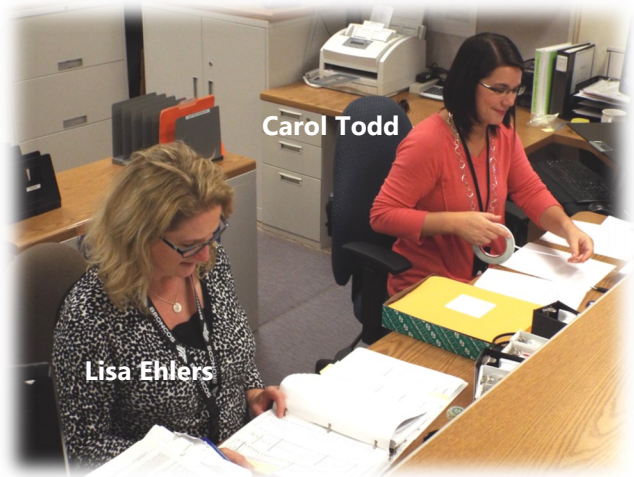
Dexter Johnson, Legislative Counsel

Lorey Freeman, Chief Deputy Legislative Counsel

Kate Tosswill, Chief Editor and Special Counsel

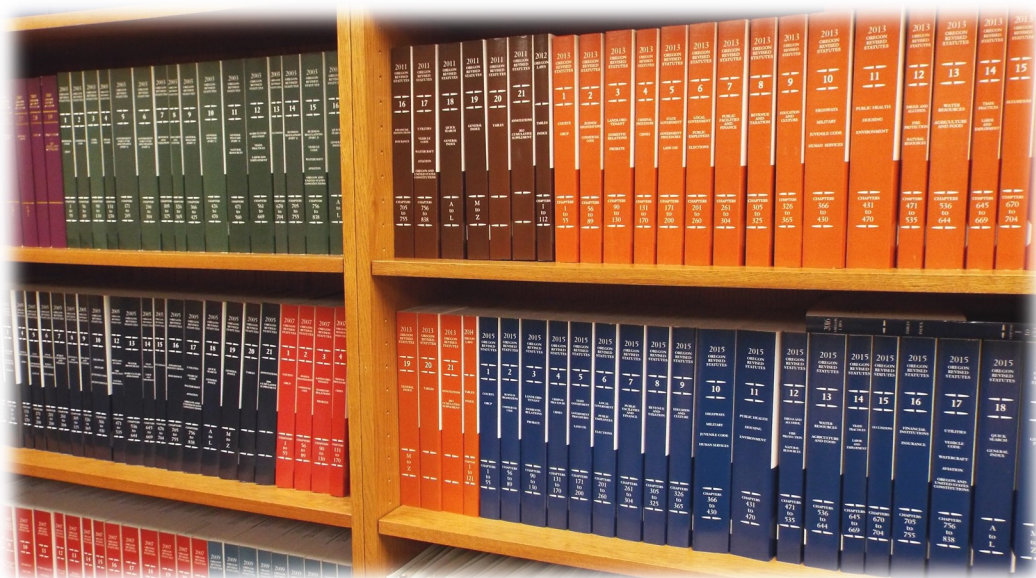
Lisa Ehlers, Executive Assistant

Alice LaForce, 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.



Legislative Fiscal Office

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

Ken Rocco, Legislative Fiscal Officer

Paul Siebert, Deputy Legislative Fiscal Officer

Gina Rumbaugh, Office Manager

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 Legislative Audits Committee
- Joint Legislative Committee on Information Management and Technology
- Transparency Oregon Advisory Commission
- Other special committees or task forces on budget as directed by legislative leadership



Lynn Buchanan,
Administrative
Support

Legislative Revenue Office

State Capitol Building, Room 160
(503) 986-1266

Chris Allanach, 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 Policy and Research Office

State Capitol Building, Room 453
503-986-1813

Brett Hanes, Interim Director

Patsy Wood, Admin. Supervisor

The **Legislative Policy and Research Office** (LPRO), created by the Legislative Assembly in Senate Bill 1569 (2016), provides centralized, professional and nonpartisan research, issue analysis and committee management services for the Legislative Assembly.



Among other responsibilities, LPRO:

- Assists committee chairs in developing committee work plans, organizing and administering meetings, posting agendas and processing measures in and out of committee;
- Provides nonpartisan, objective research to legislators and assists with developing policy options;
- Conducts measure analysis (summarizes what measures do, captures key issues discussed, and provides background information);
- Coordinates with Legislative Counsel's Office to obtain legal opinions, bill drafts, and amendments;
- Works with Legislative Fiscal and Revenue Offices to obtain impact statements on measures;
- Serves as a resource and additional communications link for legislators, legislative personnel, agencies, the public, and other participants in the legislative process;
- Assists committees with adherence to procedural and parliamentary rules;
- Develops publications, such as Background Briefs on policy issues and a Summary of Legislation for each Session; and
- Produces committee meeting records, which are available on the Legislative Assembly's website.

Legislative Commission on Indian Services

State Capitol Building, Room 167 503-986-1067

Karen M. Quigley, Executive Director

(until December 1, 2018)

Adrienne Fischer, 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

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

AGENCY OVERVIEW

Daron Hill, Legislative Administrator

The **Legislative Administrator** is appointed by the Legislative Administration Committee (LAC) to oversee support services for the Legislative Assembly, 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. Legislative Administration provides support services through the following divisions:

- **Employee Services**
 - ◇ *Manager: Lore Christopher*
- **Facility Services**
 - ◇ *Manager: Dave Palmer*
- **Financial Services**
 - ◇ *Manager: Joshua Sweet*
- **Information Services**, including Legislative Media Services
 - ◇ *Manager: Brett Hanes*
- **Visitor Services**
 - ◇ *Manager: Juliene Poppinga*



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

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
- Diversity, Equity & Inclusion Committee



Facility Services

A Division of Legislative Administration

State Capitol Building, Room 49
503-986-1360

Dave Palmer, Facility Services Manager

503-986-1361

Facility Services is responsible for operational support within the State Capitol, including set-up for events, custodial services, operations and maintenance of the buildings mechanical, electrical, and plumbing systems, purchasing, 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:

- Environmental controls, including heating/cooling plant operations
- Electrical and Plumbing
- Building maintenance
- Recycling services
- Custodial services, including maintenance services
- Key and ID reader card assignments
- Parking
- Telephones (in-district ONLY)
See I.S. for in-capitol telephone needs
- Office Supplies
- Mail Services
- Inventory property management
- Procurement

Financial Services

A Division of Legislative Administration

State Capitol Building, Room 140C
503-986-1695 leg.finance@oregonlegislature.gov

Joshua Sweet, Financial Services Manager

503-986-1377

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

Specific responsibilities include:

- Accounts Payable
- Reimbursement of Expenses
- Accounts Receivable/Cash Receipts
- Budget Preparation and projections
- Financial Reporting:
Internal and Statewide
- Members' Accounts:
Tracking,
Projecting and Reporting
- Payroll Projections



Paula Sandefur,
Accounting
Technician

Information Services

A Division of Legislative Administration

State Capitol Building, Room 40
503-986-1914

Brett Hanes, Chief Information Officer

503-986-1916
brett.hanes@oregonlegislature.gov

The mission of the **Information Services** team is to support the legislative process by providing technology solutions and services for the public good.

Some of the solutions and services supported by Information Services include, but are not limited to: web site development, desktop computer and print technologies, wireless and network 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
- Telephone Services

Visitor Services

A Division of Legislative Administration

State Capitol Building, Capitol Kiosk and Room 148



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

General Information & Tour Scheduling, 503-986-1388

Capitol Room Scheduling, 503-986-1384

Capitol Store, 503-986-1391

View Visitor Information at www.oregoncapitol.com

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

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 (grade 4 and older). A downloadable self-guided walking tour and virtual tours are also offered.

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. Gift wrapping is available.

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

Services provided by Visitor Services include:

- Visitor Information and Guest Services
- Room Reservations
- Building Tour (School and Public) Scheduling and Programing
- Tower Tour Scheduling (April - September)
- Capitol Store Operations
- Capitol Volunteer Program
- Capitol History Gateway Exhibits
- Special Events and Programing

Safety and First Aid

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

Need a Trooper / 503-375-3555

The Capitol Mall Patrol Office of the Oregon State Police is located in Room 141 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 and proceed to Willamette University campus, south of the Capitol.

DO NOT use elevators to evacuate the building.

DO NOT exit the building through the underground parking area.

Emergency Procedures

SUSPICIOUS PERSONS/OBJECTS

When you receive a ***bomb threat***...

By Phone:

- 1) Remain calm – WRITE DOWN WHAT CALLER IS SAYING or COMPLETE BOMB CHECKLIST (Exhibit H)
- 2) DO NOT OFFER RESISTANCE. As far as possible, go through the motions of meeting demands.
- 3) DO NOT HANG UP. Keep on the line until the caller agrees to end the call, or threat of injury or death to building occupants is imminent.
 - a. After call, notify State Police 503-375-3555
 - b. Notify Administrator's office of emergency 6-1848
 - c. Notify Facilities of the emergency 6-1360

Verbal Threats:

- 1) DO NOT OFFER RESISTANCE. As far as possible, go through the motions of meeting demands.
- 2) Description – get a good mental picture of the person, clothes, speech, etc.
- 3) As soon as possible – call State Police 503-375-3555
- 4) Notify Facilities of the emergency 6-1360
- 5) Notify Administrator's office of emergency 6-1848

Written Threats:

- 1) Remain calm – DO NOT CONFRONT INDIVIDUAL.
- 2) DO NOT OFFER RESISTANCE. As far as possible, go through the motions of meeting demands.
- 3) After interaction, notify State Police at 503-375-3555
- 4) Notify Facilities of the emergency at 6-1360
- 5) Notify Administrator's office of the emergency at 6-1848

IF A SUSPICIOUS OBJECT (POSSIBLE BOMB) IS FOUND:

- 1) DO NOT TOUCH IT. Evacuate the area immediately and notify the State Police at 503-375-3555
- 2) Provide Details:
 - a. Exact location of the object
 - b. Size of the object
 - c. Type of container or wrappings
 - d. Any sound coming from the object
- 3) If possible, leave all doors in bomb area open. This will help reduce damage by relieving pressure if an explosion occurs.
- 4) Attempt to clear the area if possible.

FIRE

If you discover a fire in the Capitol, activate the nearest fire alarm pull station.

Then do as many of the following as time and safety allow.:

- 1) Call 911 to report the fire.
- 2) Evacuate the building at the nearest safe exit and report to your prescribed gathering area.

If you are in the Capitol and hear the fire alarm sound:

- 1) Immediately exit the building at the nearest safe exit and report to your gathering area.
- 2) Check in with your Blue Vest Safety Monitor.
- 3) Await further instruction by the Blue Vest Safety Monitor.
- 4) **DO NOT RE-ENTER THE CAPITOL UNLESS INSTRUCTED TO DO SO BY YOUR BLUE VEST SAFETY MONITOR OR THE INCIDENT COMMANDER. FINAL DETERMINATION TO RE-ENTER THE CAPITOL RESIDES WITH THE INCIDENT COMMANDER AND FIRST RESPONDERS.**

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

In the event that you are experiencing a serious medical emergency or in the vicinity of someone else experiencing a serious medical emergency, do the following:

- 1) Report to the nearest phone and dial 911¹.
- 2) Attempt to relay as much information to the operator as possible, such as:
 - a. What is happening to the person?
 - b. Can they breathe?
 - c. Can they speak?
 - d. Can they physically move?
 - e. What symptoms are they experiencing?
 - f. Where in the building are they located?
- 3) Notify Facility Services of the emergency at **6-1360**, and provide them the same information that was provided to first responders in step one.
- 4) Unless imminent danger to life and/or safety exist, DO NOT ATTEMPT TO MOVE THE PERSON.
- 5) Clear the area of bystanders and allow room for Facility Services personnel and first responders to work in the area.

The location of Automatic External Defibrillators (AEDs) can be found in Exhibit O of the Emergency Action Plan on the legislative intranet.

Although not required, it is often beneficial to write down any notes regarding the situation. When recording any information about the event, attempt to track the following:

- 1) Where and when did the event happen?
- 2) Who was experiencing a medical emergency? If unknown, describe what they looked like.
- 3) Brief description of the event and how it unfolded.
- 4) What symptoms were they experiencing?
- 5) Was any dialogue exchanged? If so, what?
- 6) What actions did you take?

¹ If you are experiencing a medical emergency, it is the policy of Legislative Administration to contact professional medical personnel by calling 911. Legislative Administration does not endorse or promote the use of personal transport during a perceived or actual medical emergency.

POWER/UTILITY FAILURE

In the event that power is shut off to the Capitol, do the following:

- 1) Unless the area is unsafe, remain in the area you are at the time of the power shutdown.
- 2) Do not move throughout the building unless instructed to do by your Blue Vest Safety Monitor or other emergency response personnel.
- 3) Remain calm and await further instruction by your department manager via cell phone or email.

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: 503-375-3555

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 Staying alive staying alive"



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

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
- Theft
- 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 141
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@oregonlegislature.gov

Oregon State Police (503) 375-3555

Oregon State Police

Capitol Mall Patrol Office



Incident Quick Reference Guide

"Need a Trooper?"

**call
(503) 375-3555**

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

Capitol Acronyms

ALEC – American Legislative Exchange 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 – Legislative Assistant/Aide: 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; and Financial 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.

LPRO – Legislative Policy and Research Office: The Legislative Policy and Research Office provides centralized, professional and nonpartisan research, issue analysis and committee management services for the Legislative Assembly.

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: The suspension of a House or Senate rule. Often used to expedite the process.

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 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 (present) of the House or Senate.

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.

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 calendar days in the odd-numbered year, and 35 calendar 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 Analyst: 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 filed with the Chief Clerk and Secretary of the Senate and made to the Speaker of the House or President of the Senate by a standing, special, or conference committee, which 'reports' the measure out of that committee's possession and recommends further action on a measure, or reports the measure without recommendation.

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. 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; the Speaker also may remove a measure from the Consent 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." 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 the Legislative Branch.

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

Enrolled Measures: A final copy of a measure that passed or was adopted by both houses (except HR, HM, SR & SM) 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, the Chief Clerk (House measures only) or the Secretary of the Senate (Senate measures only). Enrolled bills then go to the Governor for approval (signature) or veto (no signature). A bill shall become law if the Governor's allotted time to sign or veto a bill elapses. All measures are filed with the Secretary of States signature.

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 requires that bills reducing criminal sentences, as approved by the people, requires a 2/3 majority vote for passage. Constitutional revisions also require a 2/3 vote for adoption.

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, 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 Policy and Research Office: Provides centralized, professional and nonpartisan research, issue analysis and committee management services for the Legislative Assembly.

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 officer 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 year and may last 160 calendar days in odd-numbered years and 35 calendar 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 Speaker 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. Bills vetoed following adjournment Sine Die 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.

Developed for members of the Oregon House of Representatives
Eightieth Legislative Assembly

By the Office of the Chief Clerk
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