

Oregon
HOUSE OF REPRESENTATIVES
79th Legislative Assembly

**NEW MEMBER
GUIDEBOOK**



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

Welcome to the House!

On January 9, the House will convene for the start of the 79th Legislative Assembly. For more than 150 years, state representatives have gathered from all corners of the state to collaborate on issues impacting Oregonians.

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

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

Please know that we are here for you if you have any questions or concerns as we prepare for the next session. We look forward to seeing you on November 15th for new member training.

Sincerely,

Rep. Tina Kotek
Speaker of the House

Rep. Jennifer Williamson
House Democratic Leader

Rep. Mike McLane
House Republican Leader

Table of Contents

Becoming a State Official **I**

On-Boarding as a State Official

Official Dates of Interest	1
On-Boarding	2

Paying for Office Expenses

Funding for Your Office.....	7
Services and Supplies.....	8
Expenditure Clarification Memo	10
Sample Summary of Salary and Expenses	12

Choosing Staff

Appointing Authority Chart.....	16
Hiring Staff	18
Session Benefits.....	18
Interview Do's and Don'ts	19

Office, Desk, and Parking Assignment Process

Process for Being Assigned Offices, Desks, and Parking	23
Member Seniority List.....	24
House Seating Chart.....	25
Office Floor Plans.....	26
Parking Diagram	29
Ordering Stationery	31
High Speed Copiers.....	32
Telephones.....	34
Technology Support.....	35

Working as a State Legislator **II**

Organizational Structure of the House

Legislative Branch Organizational Chart.....	41
Reference Table: Committees, Task Forces, and Work Groups.....	42
Speaker of the House.....	44
Caucus Offices.....	45
Chief Clerk of the House.....	46
Honorary Page Program.....	48

How an Idea Becomes Law

Legislative Process Flow Charts.....	54
Types of Measures	56

House Floor Protocols

Floor Protocols.....	59
Opening Ceremonies	61
Daily Agenda	63

Legislative Agencies

Legislative Counsel Office 72
 Getting Legislation Drafted 73
Legislative Fiscal Office 74
Legislative Revenue Office 75
Legislative Policy and Research Office 76
Legislative Commission on Indian Services 77
Legislative Administration 79
 Employee Services 80
 Facility Services 81
 Financial Services 82
 Information Services 83
 Visitor Services 84

Appendices

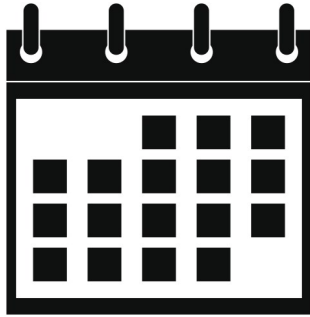
III

Safety and First Aid 87
Emergency Procedures and Contacts 88
Capitol Acronyms 94
Glossary of Terms 99

BECOMING A STATE OFFICIAL

- ◇ **On-Boarding as a State Official**
- ◇ **Paying for Office Expenses**
- ◇ **Choosing Staff**
- ◇ **Office, Desk, and Parking
Assignment Process**

On-Boarding as a State Official



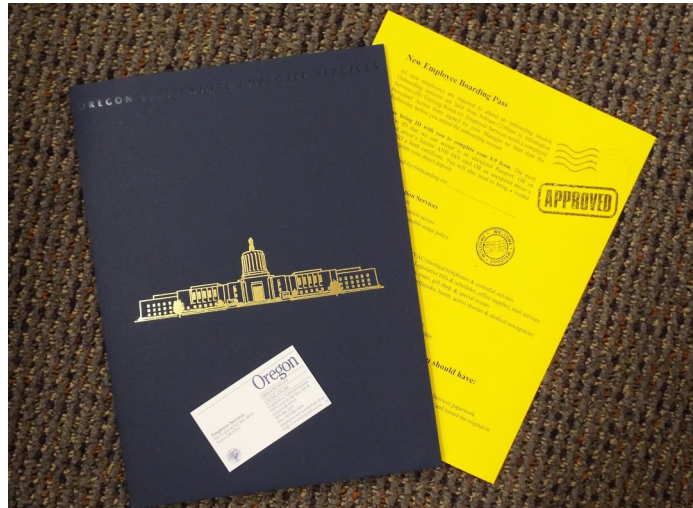
OFFICIAL DATES OF INTEREST

FOR NEWLY-ELECTED HOUSE MEMBERS

Of the 79th Legislative Assembly

NOVEMBER	15	New Member Training
NOVEMBER	16	Oregon State Revenue Forecast
NOVEMBER	24 & 25	Thanksgiving Holidays – Capitol Closed
DECEMBER	7	Legislative draft requests submitted to LC by September 26 will be returned to members or committees by 5:00 PM
DECEMBER	12 - 15	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.
DECEMBER	26	Christmas Holiday (observed) – Capitol Closed
JANUARY	2	New Year’s Holiday (observed) – Capitol Closed
JANUARY	3	Recommended start date for new members’ session employees
JANUARY	9	START OF ORGANIZATIONAL SESSION (Includes: House Organizational Session, Joint Session & Gubernatorial Inauguration)
JANUARY	10 & 11	Organizational days and mandatory training for all legislators and staff
JANUARY	16	Martin Luther King Day – Capitol Closed
JANUARY	13	Deadline for submission of unlimited bill draft requests to Legislative Counsel (pending approval by House Rules)
FEBRUARY	1	START OF REGULAR SESSION
JULY	10	Constitutional Sine Die

On-Boarding



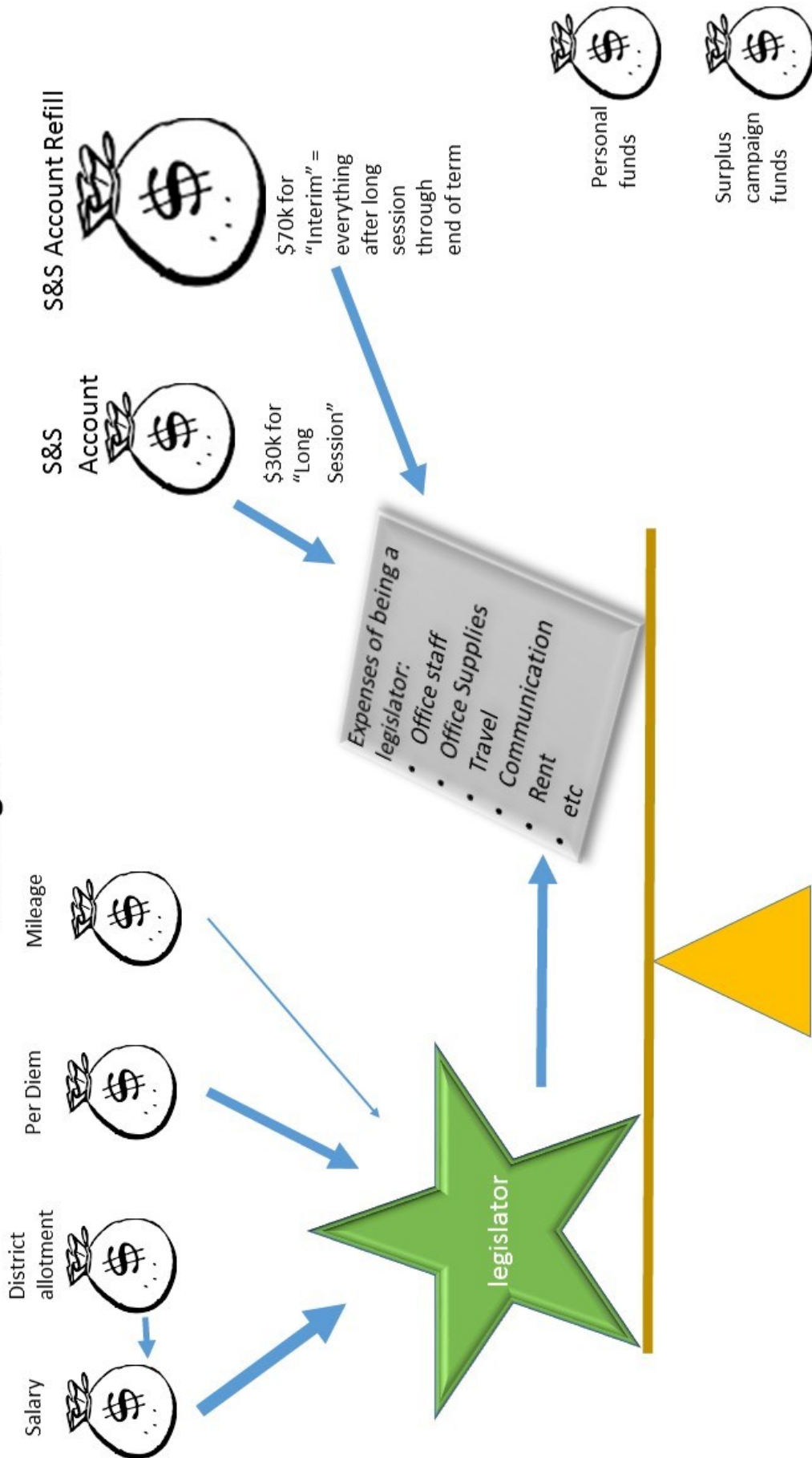
What to do in order to get paid and enrolled in benefits

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, 2017 *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:
 - \$1964 per month for salary during session and interim,
 - \$142 per day for per diem during session and for committee meetings during interim,
 - \$.54 per mile for mileage when required to attend committee meetings, and
 - an interim expense allowance between \$450 - \$750 per month, depending on the geographic size of their district.
3. ***You must attend an On-Boarding Session*** scheduled daily from 9am – 12pm during Legislative Days, December 12-14, 2017. 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.

Paying for Office Expenses

Funding for Your Office



Services and Supplies

Note: Returning members may continue to expend from their 2015-16 allocation until January 9, 2017. On January 9, 2017 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, 2016. New members' staff can begin work on January 2, 2017. Funds for these expenses will be available starting January 9, 2017.

16.01 Services and Supplies.

1. Each member shall have an individual services and supplies account. New members will receive a one-time allowance of \$200.00 for start-up expenses.
2. A member may obtain services and supplies necessary to conduct legislative business by submitting a requisition to personnel responsible for supplying the services or supplies. The requisition shall be signed by the member or by a person authorized by the member. The costs of requisitioned services and supplies shall be charged against the member's individual services and supplies account.
3. Services and supplies that may be obtained under this rule include:
 - a. Postage (all classes).
 - b. Subscriptions to newspapers and periodicals.
 - c. Stationery.
 - d. Office supplies.
 - e. Copying.
 - f. Communications with constituents in compliance with H.R. 14.30.
 - g. Rental expenses incurred for a town hall meeting.
 - h. Establishment and maintenance of a district office.
 - i. Billings from state agencies for services and supplies.
 - j. Reasonable travel expenses incurred by members while on official legislative business. This item does not include in-district travel.
 - k. Reasonable travel expenses incurred by member's personal staff while on official legislative business as authorized by the member.
 - l. Any other service or supply authorized by the Speaker.
4. Any member who exceeds their allowance as provided under House Rules or the adopted Legislative Assembly budget will have the overage deducted from their personal monthly expense allowance and any additional indebtedness will be prohibited.
5. Should a member resign or be removed from office, the individual expense allowance as provided under House Rules or the adopted Legislative Assembly budget shall be prorated based on length of service and, in the event an overage exists, further indebtedness shall be prohibited and the overage shall be deducted from their personal monthly expense allowance and any remaining indebtedness shall be billed by the Legislative Administrator and appropriate steps for collection taken. Any amount expended in excess of allocation is a debt owed to the state.
6. All equipment, furniture, unused supplies, and stationery are the property of the Legislative Assembly and shall be returned at the end of a member's legislative service in compliance with ORS 171.136.



Making S&S Expenditures

- I. Members incur expenses performing the functions of the position. Some of these items are allowed to be reimbursed or funded through expenditures from your Services and Supplies Account defined in House Rule 16.01.
- II. Financial Services will process authorized and approved payments and deduct those funds from the member's Services & Supplies Account.
- III. 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.
- 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 (House Speaker's designee) for all Representative 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.



- a) Unless documentations need to be mailed with the check. (Please make a note to Financial Services).
- b) Unless it is to be hand delivered. Make a request to Financial Services to deliver it to you.
- c) Unless the reimbursement is for a member or staff currently in the Capitol building; then Financial Services will deliver it to that office.

- IV. 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 allocation is a debt owed to the state.



MEMORANDUM

TO: Members of the House

RE: Services and Supplies Expenditure Clarifications

This memo clarifies some basic guidelines regarding the proper use of funds from a member's Service and Supply account. Where appropriate, these guidelines reflect the advice of the Chief Clerk (House Rule 16.01) and Legislative Counsel (ethics statutes).

Newspaper and Periodical Subscriptions

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

Town Hall Meetings

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

Membership to Civic Organizations

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

Furniture & Supplies

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

Technology

Requests for monthly charges for a high speed internet connection in a legislator's home or district office if the computer and connection are used only for legislative business will be approved. All software and computers being paid for with S&S funds must be purchased through and within the standards approved by Information Services.

Travel

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

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

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

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

REPRESENTATIVES
2015 Summary of Salaries and Expenses
78th Legislative Assembly

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

REPRESENTATIVES
2015-2017 Summary of INTERIM Salaries and Expenses

ALLOCATION	AMOUNT	STATUTE OR RULE	COMMENTS
Salary	Members - \$1,964 Presiding Officer - \$3,928	ORS 171.072 (1) (2)	New salary rates effective 12/1/15
Per Diem	\$142 per day (effective 10/1/2016) Previously \$140 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	Effective 1/1/16 private vehicle mileage is \$0.54		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) 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)	Amount based on the geographic area of a member's district, paid when legislature is not in session.
Interim Staff Allowance	\$69,952 Calculation: ▪ Staff & supply allowance of \$65,286 total for 18 months ▪ Additional adjustment for even-year session staffing in the amount of \$4,666.	Legislative Assembly Adopted Budget Rules of the House	SB 5518 (2015) Legislative Branch Budget - May also be used for services and supplies as defined in H.R. 16.01. Interim account ends 1/8/17.

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: 10/5/16
Handbook\4. Becoming a State Official\5. 78th Interim House Sal & Exp.docx

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Choosing Staff

Appointing Authority Chart

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

Appointing Authority Chart

Appointing Authority	Authorization	Process	Authority over . . .
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
Legislative Policy and Research Officer	Oregon Laws, 2016	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

Choosing Staff

Steps to Hiring Session Staff

1. Select an employee through a recruitment or direct appointment.
2. Agree on salary amount. Current budgeted amount for each legislator's office is based on a maximum of these salaries:
 - a. Legislative Assistant \$3627 (example)
 - b. Personal Assistant. \$2310 (example)

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

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, 2017.
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.

Your 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 below*) should NOT be asked.

You CAN ask about political affiliation.

Summary of Protected Classes in Oregon Law
OREGON REVISED STATUTES CHAPTER 659A
State laws apply 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

Office, Desk, and Parking Assignment Process

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 to seek your requests for office, desk and parking spaces.

The process will be as follows:

Chamber desks and parking will be chosen by seniority, alpha order, and offices will be chosen by reverse-alpha order. No member is required to move from their desk or office unless they choose to do so.

It is very important that you be available to make a decision when it is your turn.

If you cannot be reached within a reasonable timeline the process will continue without your decision. Should you plan to leave the area and not be available via phone, please call Tim to make alternative arrangements. This will ensure the process moves quickly and smoothly.

Note: Tim may call during evenings or on weekends.

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

Tim Sekerak's Contact information:

503-986-1870 – Chief Clerk's Office

360-480-7150 – Mobile number

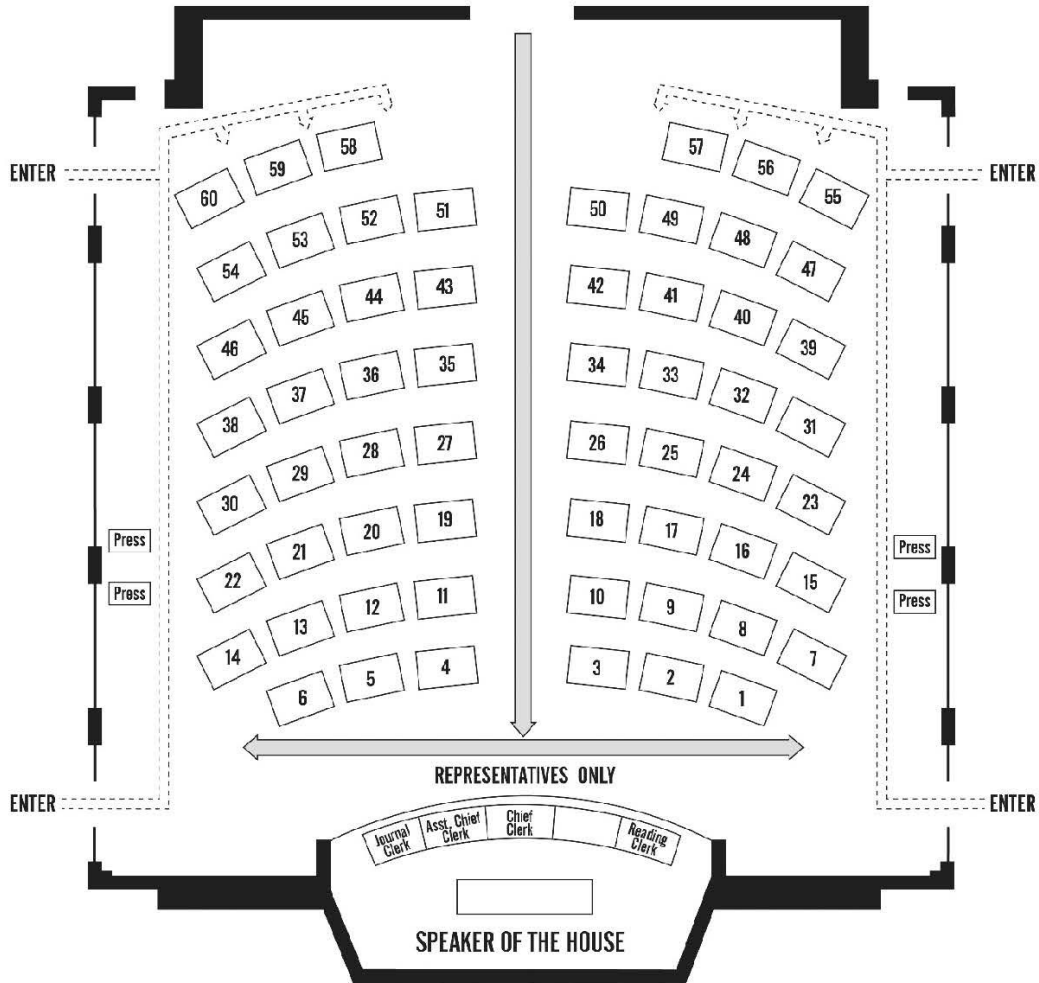
Tim.Sekerak@oregonlegislature.gov

OREGON HOUSE OF REPRESENTATIVES
Seventy-ninth Legislative Assembly
2017-2018

YEAR	DEMOCRATS		REPUBLICANS	
2001	Phil Barnhart	9 terms	Greg Smith	9 terms
2003	Jeff Barker	8 terms		
	Mitch Greenlick	8 terms		
2003-04-05	Gene Whisnant (R)	09/03/03	7+ terms	
	Paul Holvey (D)	01/23/04	7+ terms	
	Deborah Boone (D)	08/04/04	7+ terms	
	Sal Esquivel (R)	+ Senate Service	7 terms	
2005			Andy Olson	7 terms
2005	Brad Witt (D)	01/27/05	6+ terms	
2007	Brian Clem	6 terms	Vic Gilliam	6 terms
	Tina Kotek	6 terms		
	Nancy Nathanson	6 terms		
2007-08	John Huffman (R)	08/30/07	5+ terms	
	Cliff Bentz (R)	01/28/08	5+ terms	
	Sherrie Sprenger (R)	02/04/08	5+ terms	
	Bill Kennemer (R)	+ Senate Service	5 terms	
2009	Margaret Doherty (D)	09/29/09	4+ terms	
2011			Mark Johnson	4 terms
			Mike McLane	4 terms
			Julie Parrish	4 terms
2011	Alissa Keny-Guyer (D)	10/04/11	3+ terms	
2013	David Gomberg	3 terms		
	Chris Gorsek	3 terms		
	John Lively	3 terms		
	Caddy McKeown	3 terms		
	Jeff Reardon	3 terms		
	Jennifer Williamson	3 terms		
2014	Barbara Smith Warner (D)	01/15/14	2+ terms	
	Ann Lininger (D)	02/03/14	2+ terms	
	Rob Nosse (D)	07/07/14	2+ terms	
2015	Carl Wilson (R)	+House Service	2+ terms	
2015	Paul Evans	2 terms	Greg Barreto	2 terms
	Ken Helm	2 terms	Knute C Buehler	2 terms
	Susan McLain	2 terms	Jodi L Hack	2 terms
	Carla C Piluso	2 terms	Cedric Hayden	2 terms
	Dan Rayfield	2 terms	Dallas Heard	2 terms
			Mike Nearman	2 terms
			Bill Post	2 terms
			Duane A Stark	2 terms
2017	Teresa Alonso Leon	1 term	David Brock Smith	1 term
	*Janelle S Bynum	1 term	*Lori Chavez-Deremer	1 term
	Julie Fahey	1 term	Ron Noble	1 term
	Diego Hernandez	1 term	E. Werner Reschke	1 term
	Sheri Malstrom	1 term	A. Richard Vial	1 term
	Pam Marsh	1 term		
	Mark Meek	1 term		
	Karin Power	1 term		
	Tawna Sanchez	1 term		
	Janeen Sollman	1 term		

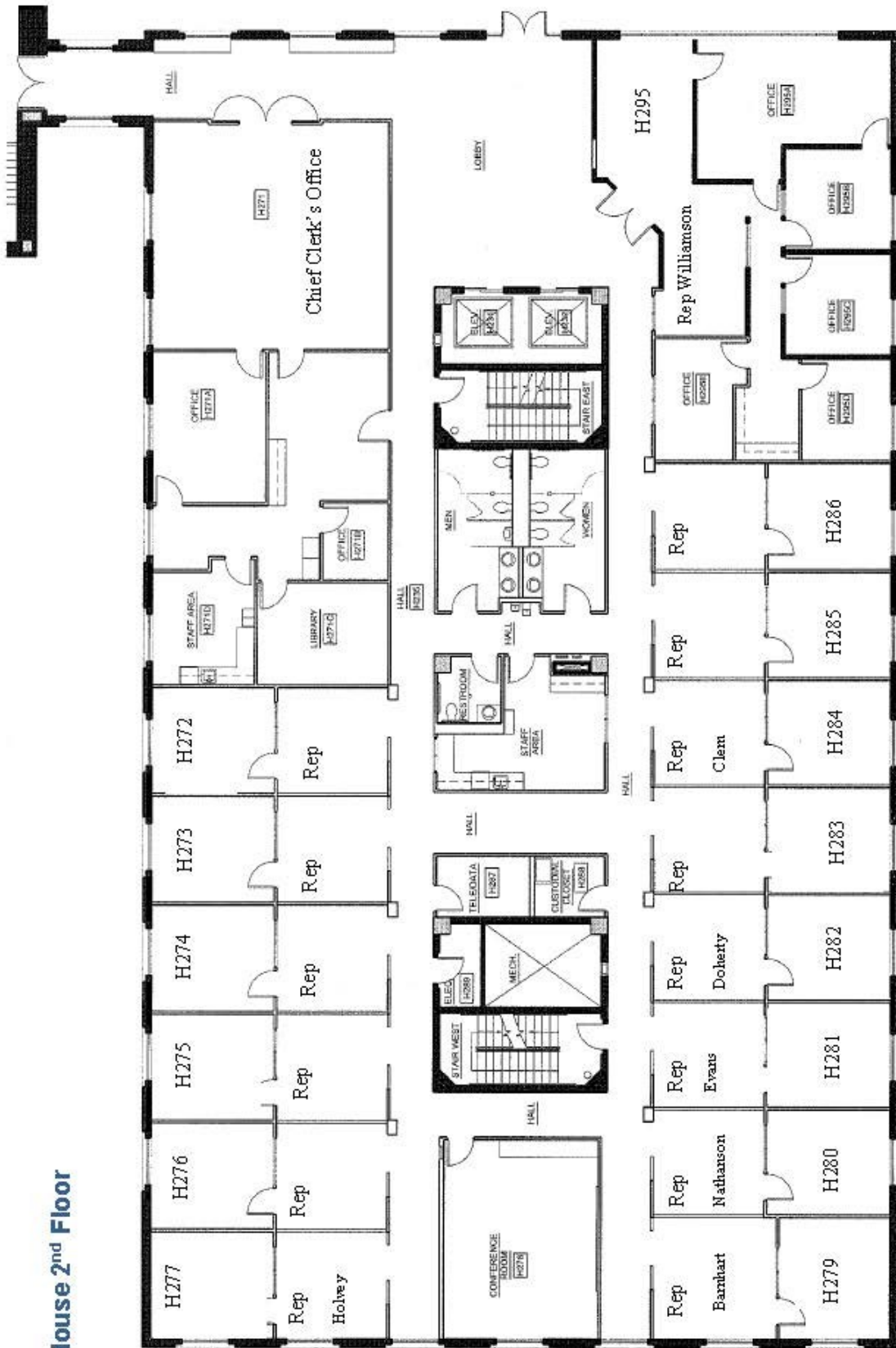
*Awaiting Final Election Results (As of 12:30PM, Nov 9, 2016)

SEVENTY-NINTH LEGISLATIVE ASSEMBLY
HOUSE SEATING CHART



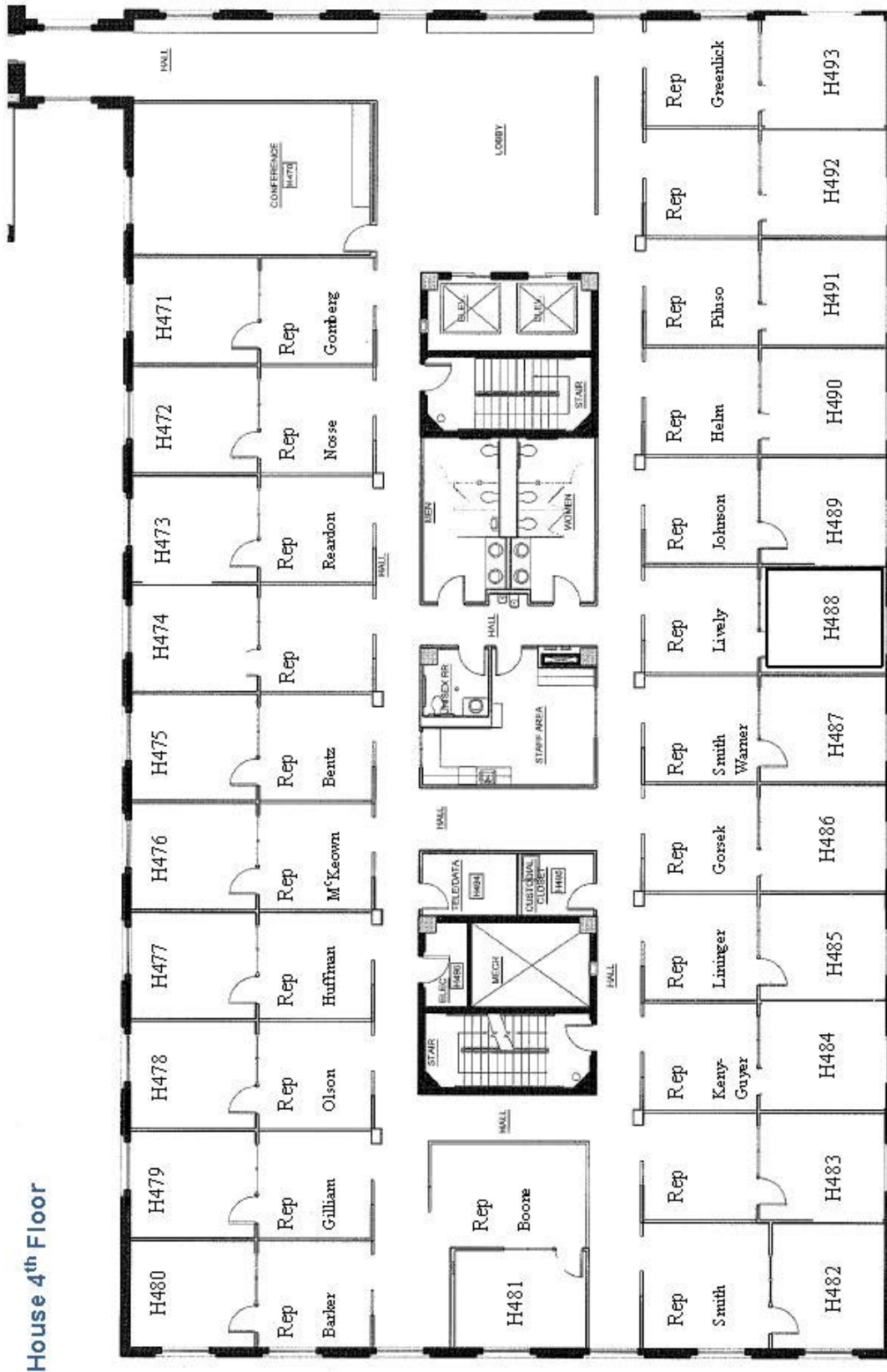
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|-----------------|-------------------|----------------|-----------------|
| 1 – Barreto | 16 – Buehler | 31 – Stark | 46 – Clem |
| 2 – Evans | 17 – Doherty | 32 – Post | 47 – Bentz |
| 3 – Barker | 18 – Gilliam | 33 – Heard | 48 – |
| 4 – Greenlick | 19 – Smith Warner | 34 – Whisnant | 49 – Sprenger |
| 5 – Nearman | 20 – | 35 – | 50 – McLane |
| 6 – Parrish | 21 – Rayfield | 36 – McKeown | 51 – Williamson |
| 7 – Huffman | 22 – Reardon | 37 – | 52 – |
| 8 – Johnson | 23 – Smith | 38 – Boone | 53 – Holvey |
| 9 – McLain | 24 – Hayden | 39 – | 54 – Witt |
| 10 – Piluso | 25 – Hack | 40 – | 55 – Kotek |
| 11 – Keny-Guyer | 26 – Lively | 41 – | 56 – Esquivel |
| 12 – Helm | 27 – | 42 – Wilson | 57 – Olson |
| 13 – Nosse | 28 – Gorsek | 43 – Nathanson | 58 – Barnhart |
| 14 – | 29 – Lininger | 44 – | 59 – |
| 15 – Kennemer | 30 – | 45 – Gomberg | 60 – |

House 2nd Floor



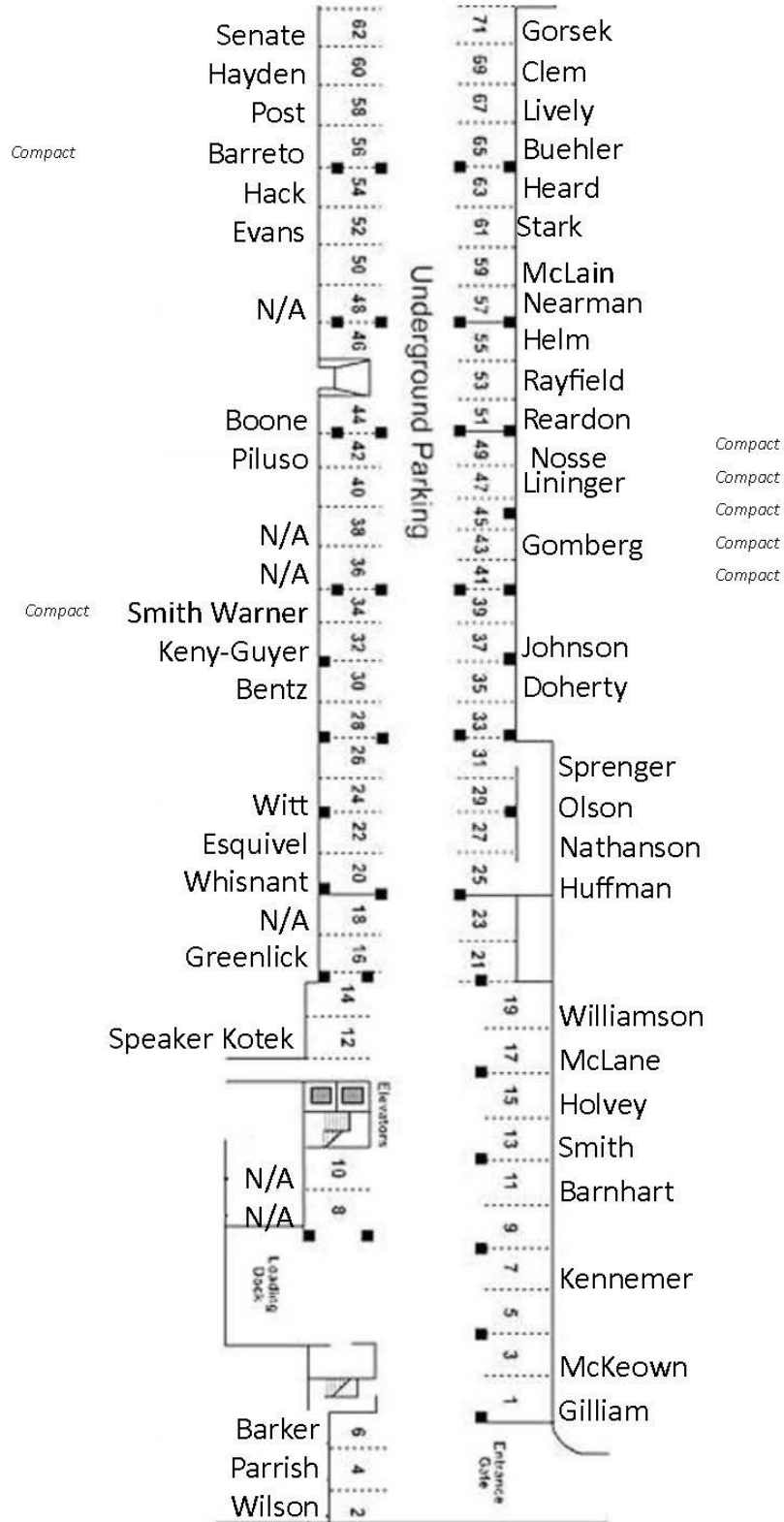


House 3rd Floor



PARKING

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



Ordering Stationery

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

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

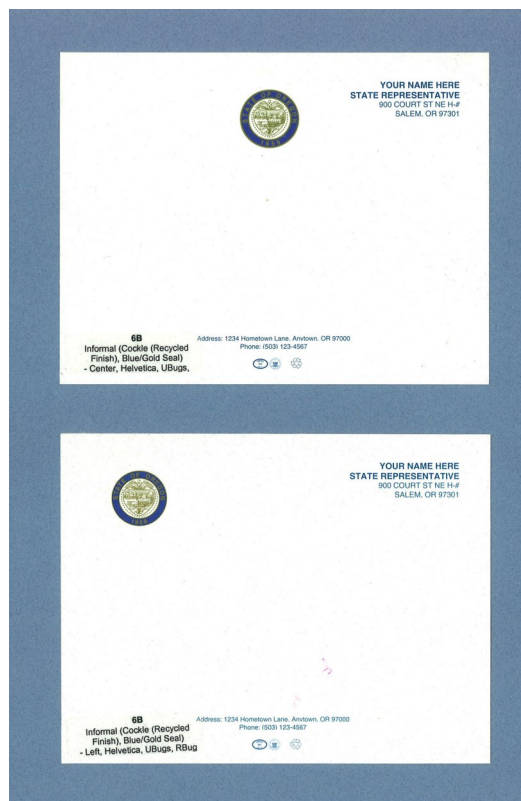
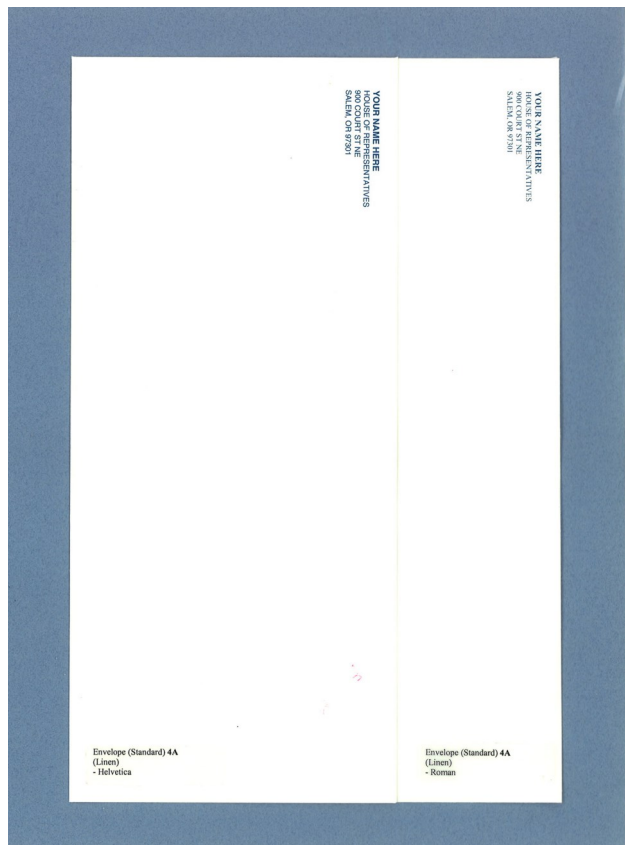
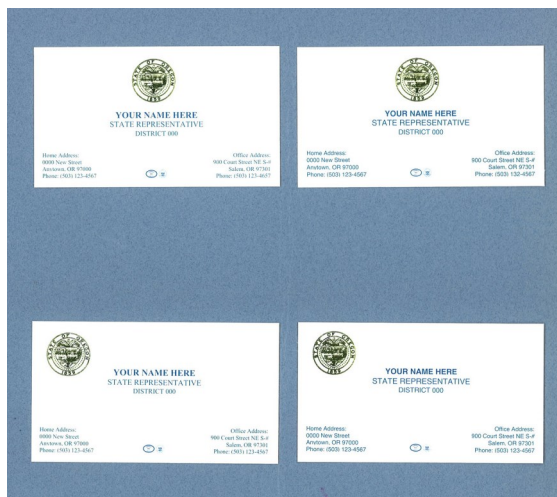
Contact Information:

Mandi McGowan

Office of the Chief Clerk

503-986-1870

mandi.mcgowan@oregonlegislature.gov



High Speed Copiers

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

- High speed black/white (\$0.05 per impression)
- Color (\$0.10 per impression)
- Scanning (no charge)

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

It’s also important to note:

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

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



In partnership with Information Systems (IS), the copiers have been programmed and are ready for your use.

If you have any questions, please contact:

The Chief Clerk’s Office
503-986-1870

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

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

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

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

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

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

Logging In

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

Printing: Follow-Your Printing

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

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

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

Copying

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



Logging Out

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

Telephones

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

- Your office in the Capitol will have three telephones and two lines. All Representatives' published numbers begin with the same 8 digits: 503-986-14__ and **end with the district number**.
 - * Examples: House District **#1** = (503-986-14**01**), **HD #23** (503-986-14**23**).
- Only the member's office telephone will have a direct line, however all devices in the office will have access to all lines. The member's direct office number is private and unpublished.
- Cellular phones and service are not provided.

After you are sworn-in:

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

Information needed:

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

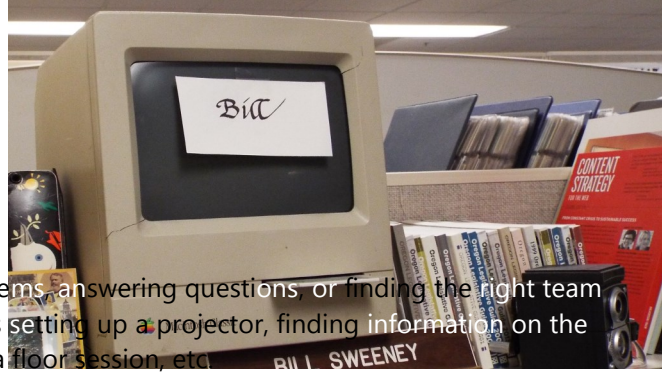
Call, email or drop by and see Jenelle if you have questions or want to talk about this further. Her contact information is:

Jenelle Gasper
FACILITY SERVICES
Room 49
Tel: (503) 986-1367
jenelle.j.gasper@oregonlegislature.gov



Technology

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.

Points of contact:

Primary — **Bud Richmond**, 503.986.1217, bud.richmond@oregonlegislature.gov

Secondary — **Chris Erich**, 503.986.1198, chris.erich@oregonlegislature.gov

Tertiary — **Dan Rapoza**, 503.986.1215, dan.rapoza@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 a 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?

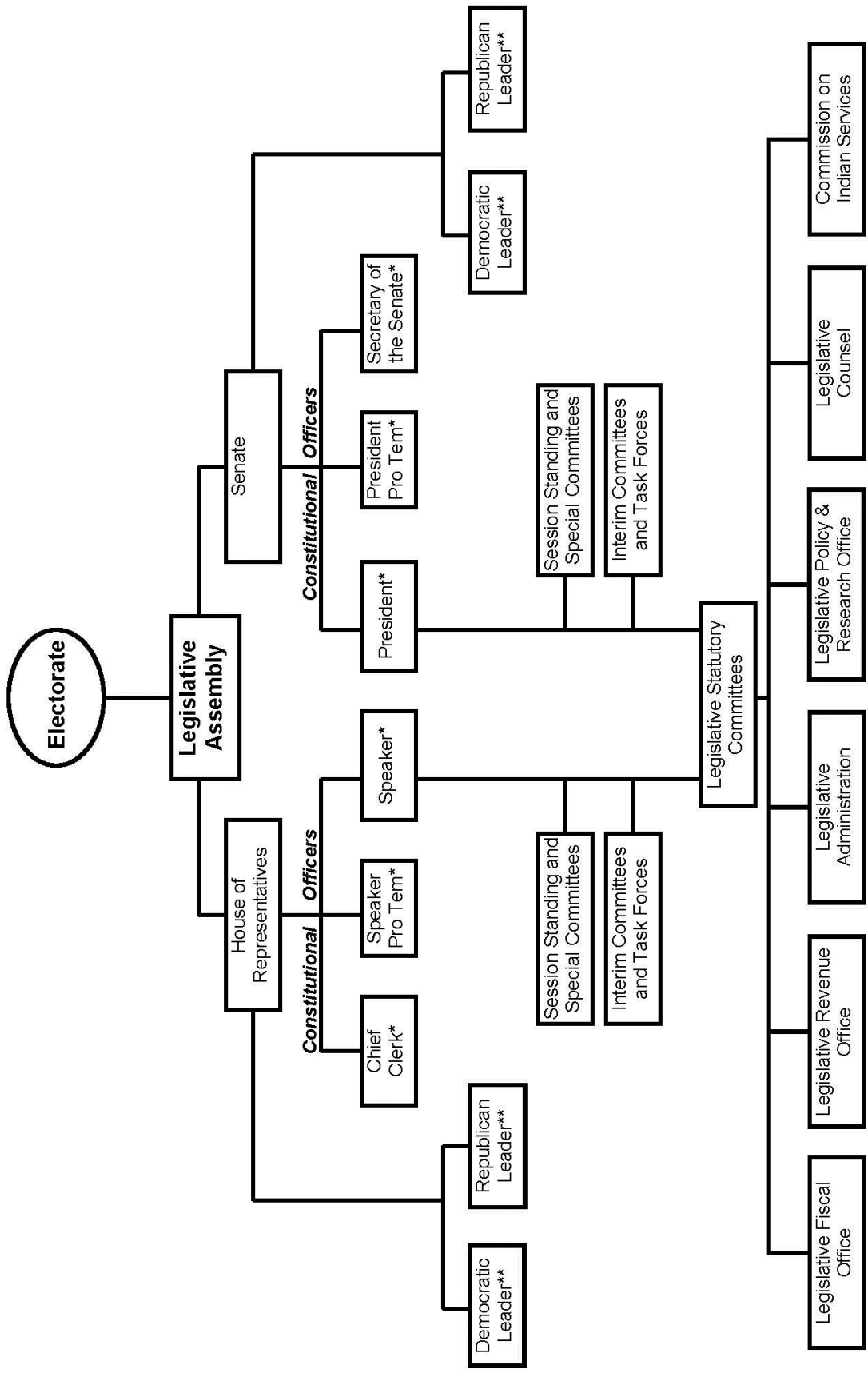
- IS Media Services records all committees and floor sessions and they can make copies for members. There are fees for copies.
- If you would like to make a video for your newsletter or website, Media Services can assist you with the production and recording in the studio which is equipped with a teleprompter.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

WORKING AS A STATE LEGISLATOR

- ◇ Organizational Structure of the House
- ◇ How a Bill Becomes a Law
- ◇ House Floor Protocols
- ◇ Legislative Agencies

Organizational Structure of the House

ORGANIZATIONAL CHART FOR THE LEGISLATIVE BRANCH



* elected by respective chambers
 ** elected by respective parties

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

	Interim Committee	Task Force	Work Groups
Formality	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)	Note: members do not receive per diem if they participate by phone 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



Representative Tina Kotek

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

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

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

Another component of the Speaker's duties is to make any appointments to committees, work groups, task forces, boards, commissions or similar bodies as designated by statute. This sometimes involves joint appointments with the Senate or making recommendations to the Governor for his/her 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 H-271
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:

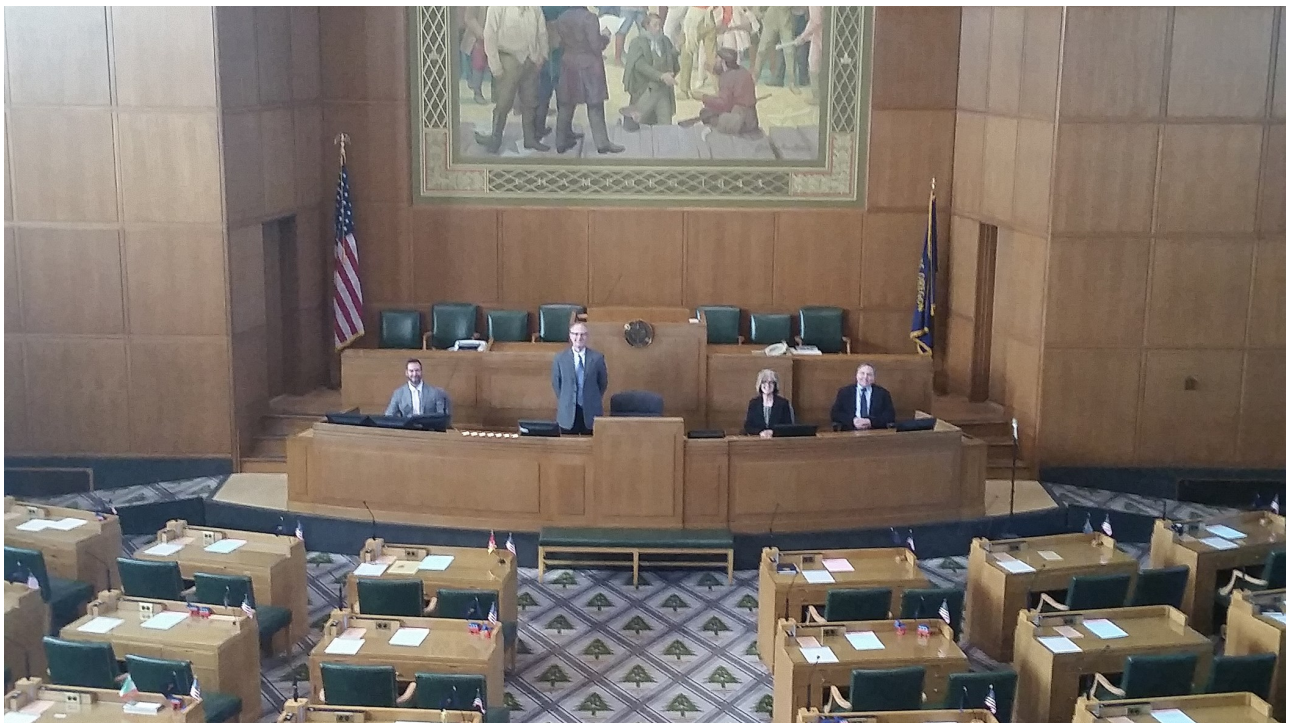
- Providing expert and confidential counsel on parliamentary procedure as it pertains to the legislative process;
- Serving as the official custodian of all legislative measures and records of proceedings and actions of the House;
- Supervising all nonpartisan employees of the House, including the desk 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 coordinates the following:

- Authorization of "Approval of Payment" requests;
- Coordinates each assembly transition – office, parking, and chamber desk assignments;
- Ordering of stationery;
- Scheduling Opening Ceremonies for daily session; and
- Honorary Page Program.

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

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



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 and in 'question-and-answer' classroom instruction.

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 February 2017. To schedule students please contact Brian Fenderson, House Honorary Page Coordinator in the Chief Clerk's Office beginning January 2017.

Students must be at least twelve years of age.

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

- No jeans or shorts
- No T-shirts

There are more specific guidelines to be found on the Chief Clerk's webpage, including an application and a sample schedule for a typical page experience.

Contact:

Brian Fenderson

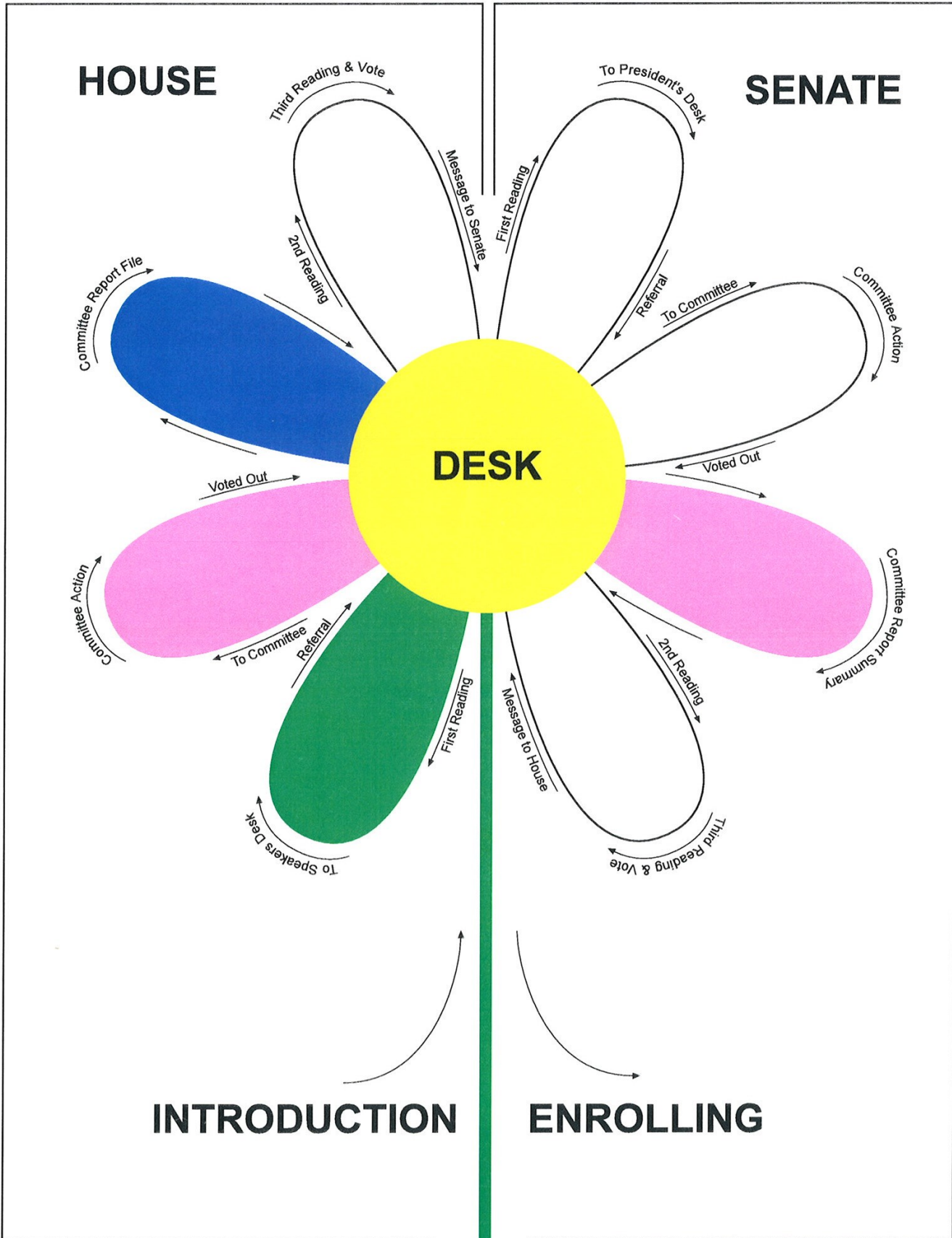
House Honorary Page Coordinator

503-986-1822

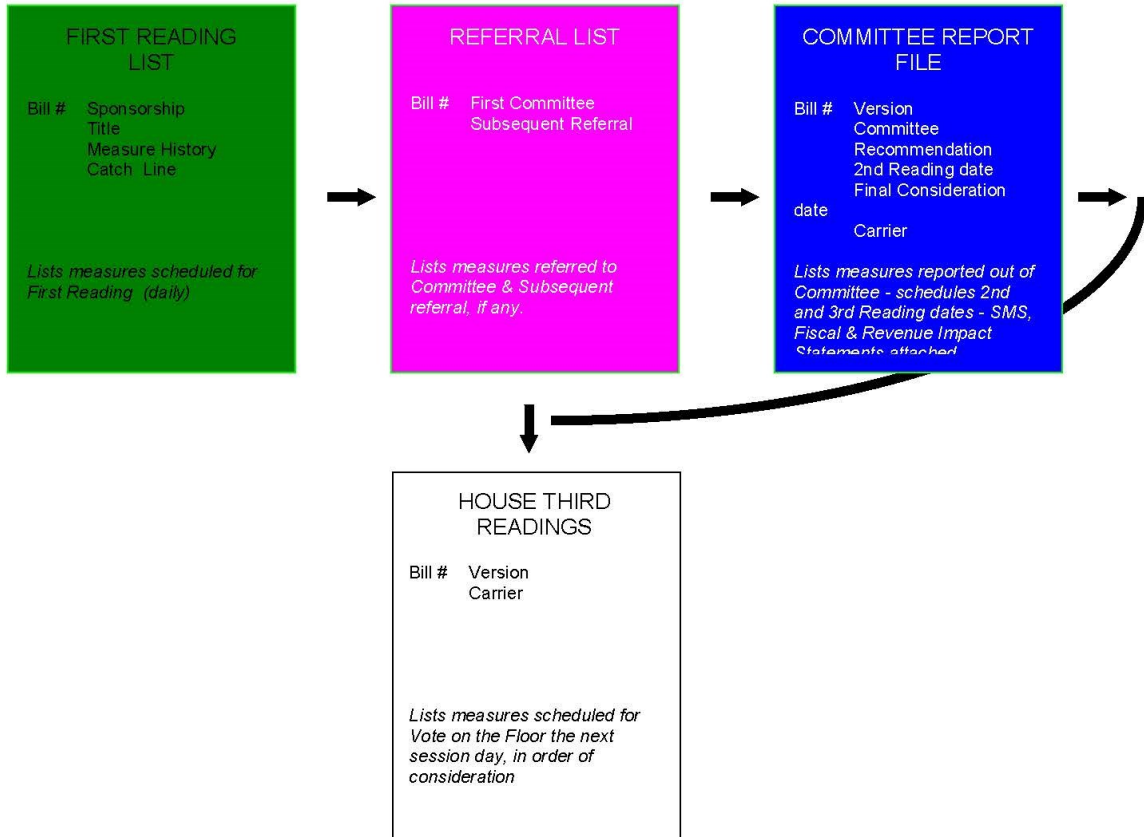
brian.fenderson@oregonlegislature.gov



How a Bill Becomes a Law

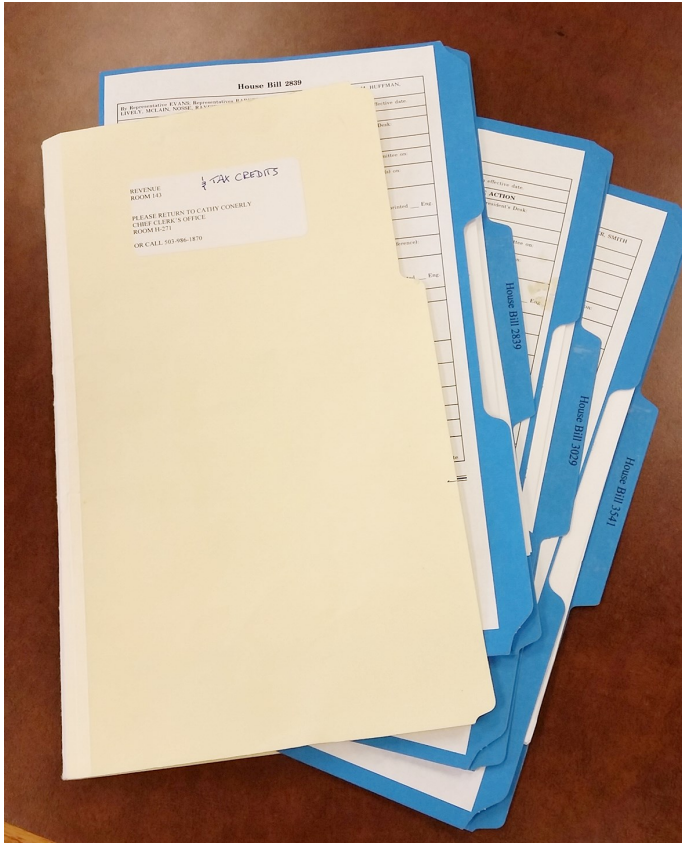


HOUSE



SENATE





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*)

House Floor Protocols

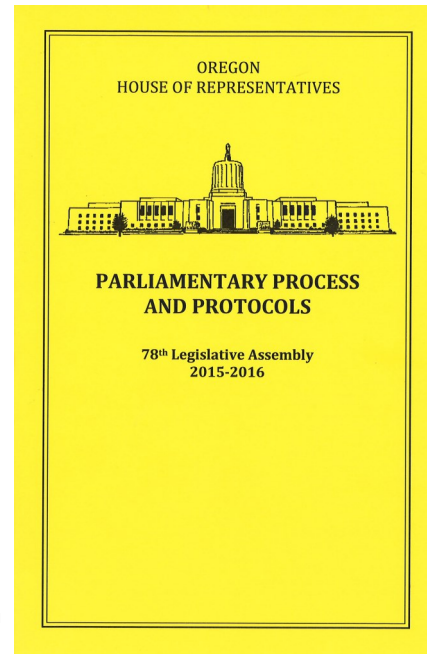
Essential House Floor Protocols

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

During floor sessions, and during protocol, that part of the House chamber which includes the center aisle and the space between the podium and the members' desks (The "T") may be used **by members only** (see diagram on next page).

Those permitted on the floor during session include:

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



A center aisle divides the House Chamber. While a member is speaking, no staff should enter or leave the side of the chamber in which the member is speaking.

To approach a member's desk, authorized staff must enter from a side aisle gate at the back of the chamber, then proceed up the row to their destination (see diagram).

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

No eating, drinking of beverages, or tobacco in any form is permitted in the House chamber. Representatives may have bottled water at their desk.

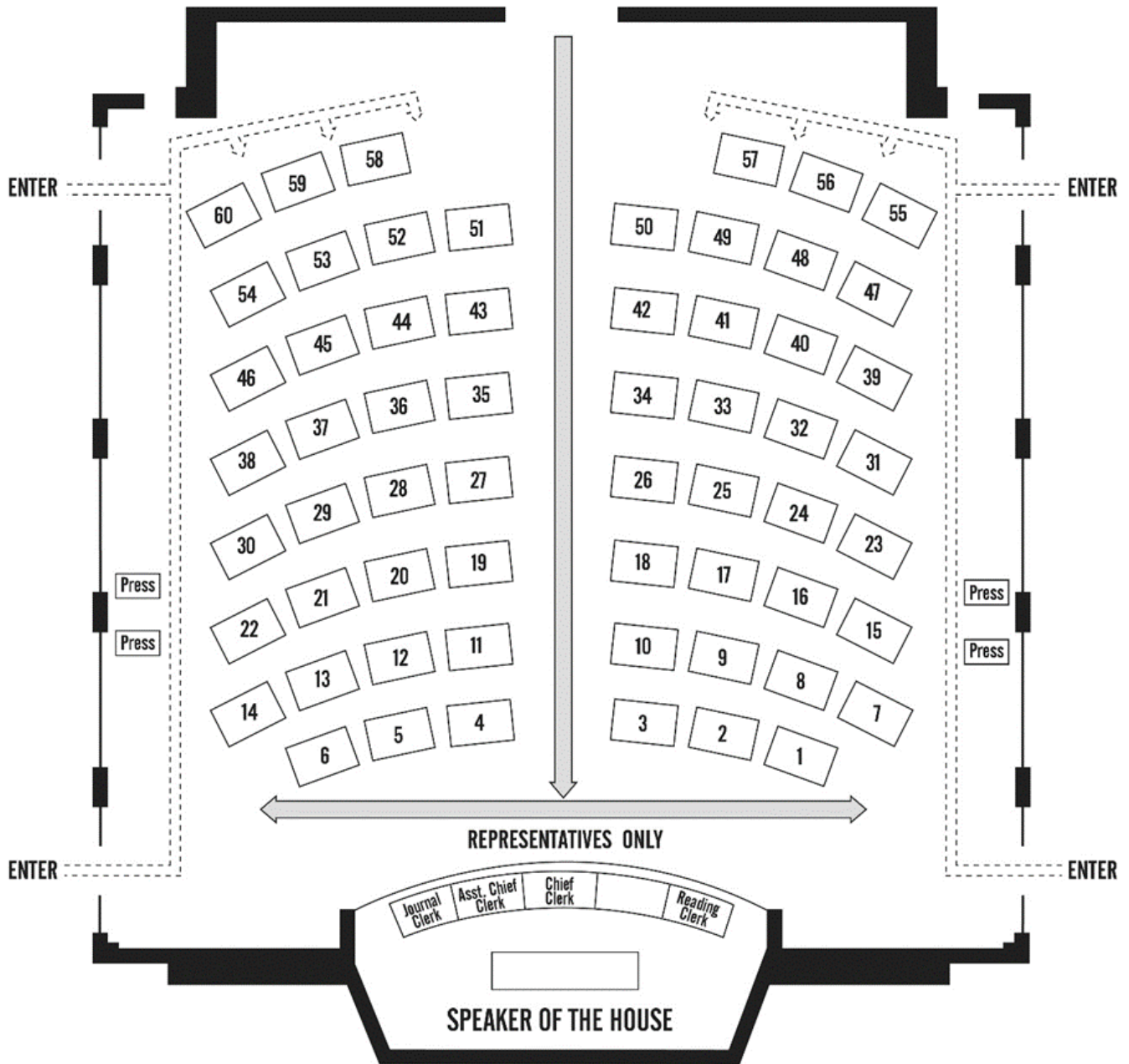
No one should enter the Chamber during the pledge or invocation. When a quorum is attained, the Speaker gavels three times signaling all (who are able) to stand for the Pledge of Allegiance. Everyone will remain standing (unless otherwise indicated) during the invocation.

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

For additional information and details:

- House Rule 17.01
- *Parliamentary Process and Protocols*
- *Mason's Manual of Legislative Procedure*

Diagram of the House Floor



Opening Ceremonies



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

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

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

Sarah Curry

sarah.curry@oregonlegislature.gov

503-986-1870

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 or traditional attire.

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

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.

(3) COURTESIES

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

In addition, the Speaker will announce some special guests from the rostrum prior to recognizing individual members. These include the honorary pages (*additional information follows*) and special visiting groups from around the state. To be recognized for courtesies, 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

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.

(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 or agree to the appointment of a conference committee. (This action is taken up under Propositions and Motions.)

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

(7) FIRST READING: MEMORIALS AND RESOLUTIONS

All measures are read first time for introduction. A “First Reading List” will be distributed to the members electronically. Members may also request that a printed list be placed at their chamber desk prior to session each day listing measures scheduled for first reading. (Green Sheet)

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

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

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. Members may also request a printed list be placed at their chamber desks.

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

(9) SPECIAL COMMITTEE REPORTS

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

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

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

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

(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.

(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 is 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 number and title, the Speaker will recognize the "Carrier of the Bill."

The Carrier has 10 minutes to present the bill.

The Speaker will then ask if there is further debate?

Members wishing to speak on the bill need to press their "To Speak" button. This will automatically place 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.

Legislative Agencies

Legislative Counsel Office

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

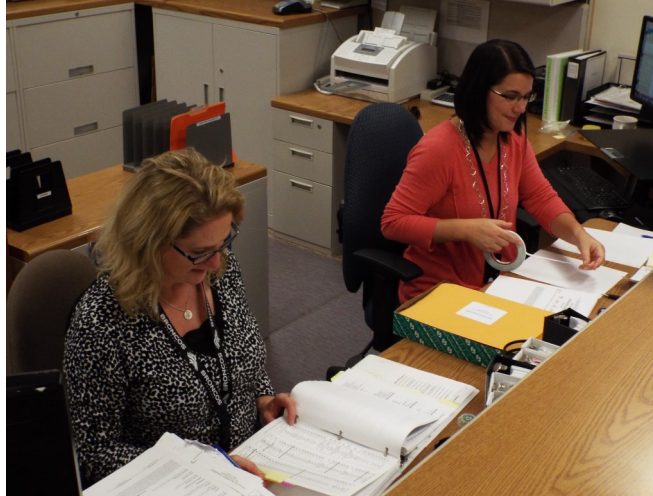
Dexter Johnson, Legislative Counsel

Lorey Freeman, Chief Deputy Legislative Counsel

Kate Tosswill, Chief Editor and Special Counsel

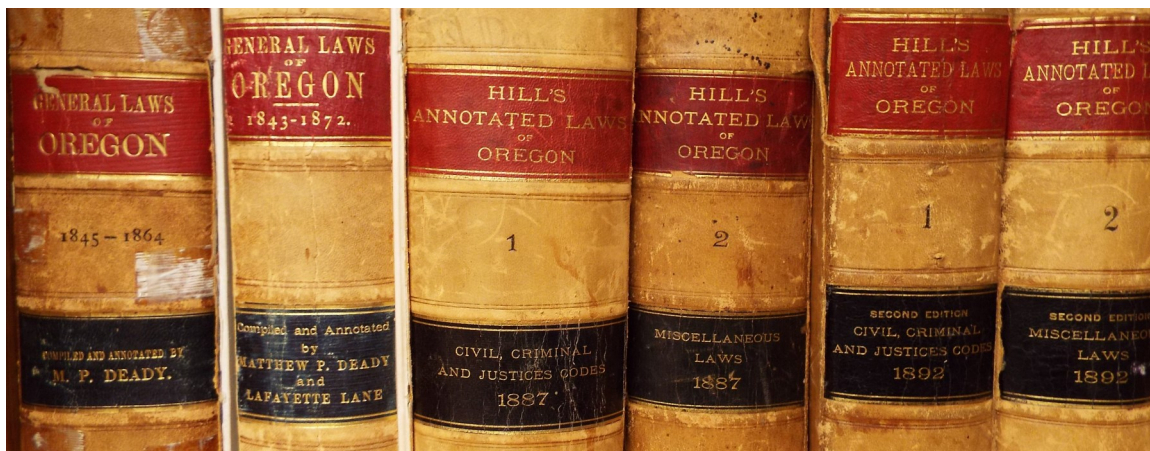
Lisa Ehlers, Executive Assistant

Carol Todd, 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.



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

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 on the Legislative Intranet:
<http://intranet/Pages/Member-Information0420-4061.aspx>

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

Key LC staff:

Dexter Johnson, Legislative Counsel

dexter.johnson@oregonlegislature.gov

Lorey Freeman, Chief Deputy Legislative Counsel

lorey.freeman@oregonlegislature.gov

Legislative Fiscal Office

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

Ken Rocco, Legislative Fiscal Officer

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

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

The Legislative Fiscal Office provides professional staff for the:

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



Legislative Revenue Office

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

Paul Warner, Legislative Revenue Officer

Corinne Gavette, Office Manager



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

LRO's duties include:

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

LRO Tools:

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

Legislative Policy and Research Office

**State Capitol Building, Room 453
503-986-1813**

Chris Reinhart, Director

Rick Berkobien, Deputy 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

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: Stephanie Risbrough*
- **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

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
- Office Supplies
- Mail Services
- Inventory property management
- Procurement

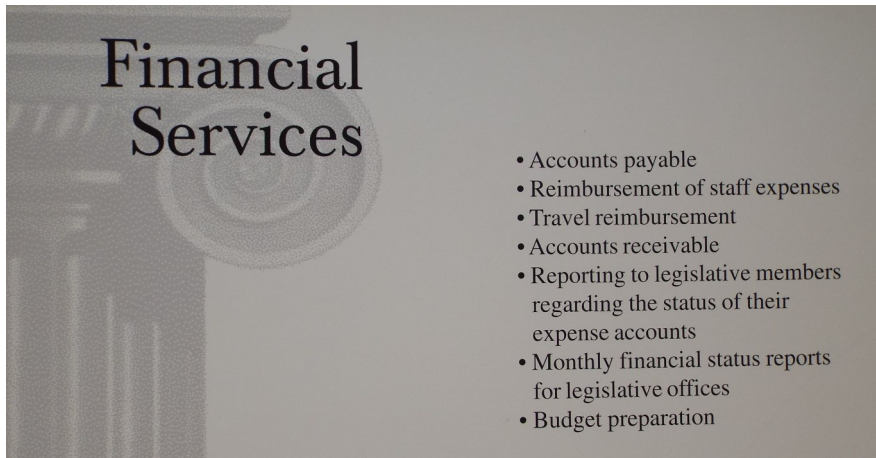


Financial Services

A Division of Legislative Administration

State Capitol Building, Room 140C

503-986-1695 financialservices@oregonlegislature.gov



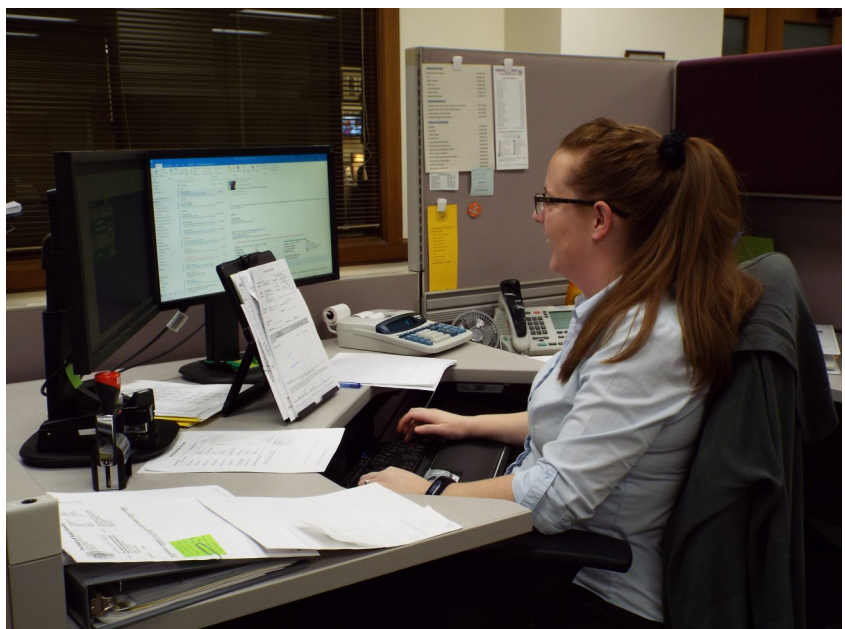
Stephanie Risbrough, Financial Services Manager

503-986-1377

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

Specific responsibilities include:

- Accounts Payable- Reimbursements and Direct Pay to Vendors
- Accounts Receivable/Cash Receipts
- Budget Preparation and projections
- Contract Administration
- Financial Reporting- Internal and Statewide
- Members' Accounts- Tracking, Projecting and Reporting
- Payroll projections



Information Services

A Division of Legislative Administration

State Capitol Building, Room 141
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.



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

Contact the Information Services [HelpDesk](#) at 503-986-1914 for any questions related to legislative systems.

Visitor Services

A Division of Legislative Administration

State Capitol Building, Capitol Kiosk



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



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

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

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

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

Services provided by Visitor Services include:

- Visitor Information and Guest Services
- 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

APPENDICES

- ◇ **Safety and First Aid**
- ◇ **Emergency Procedures and Contacts**
- ◇ **Capitol Acronyms**
- ◇ **Glossary of Terms**

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 / 375-3555

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

Evacuation and Alarm

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

All building occupants and employees are **required** to leave the building immediately, using stairway escape routes and proceed to your predetermined muster point. Predetermined muster points are based on the location of your home office:

- Wings: Field on Willamette University campus, south of the Capitol
- East 1938: Circuit Rider
- West 1938: Walk of Flags

DO NOT use elevators to evacuate the building.

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

- 1) DO NOT EVACUATE
- 2) DUCK, COVER AND HOLD under tables or desks.
- 3) KEEP AWAY FROM WINDOWS, FILING CABINETS, BOOKCASES
- 4) KEEP CALM AND AWAIT EMERGENCY INSTRUCTIONS by area monitors or security.
- 5) If during the earthquake the fire alarm is activated DO NOT EVACUATE until directed to do so.
- 6) If 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 911.
- 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?

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

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

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

The Oregon State Police Capitol Mall Patrol Office is located inside the Oregon State Capitol Building.

900 Court St. NE, Room 60C
Salem, Oregon 97301

If you need to contact our office for something that is not a service related call, then please call us at (503) 986-1122. We can also be reached via email at:

capitol.police@state.or.us

Oregon State Police (503) 375-3555

Oregon State Police

Capitol Mall Patrol Office



Incident Quick Reference Guide

"Need a Trooper?"

**call
(503) 375-3555**

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.

Capitol Acronyms (*continued*)

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 amendments incorporated into its text. If a bill is engrossed, it will be printed as "HB NNNN A-Eng.," meaning "House Bill NNNN, including its amendments." A bill may be amended more than once; in that case, the bill will be printed "B-Eng.," and so on.

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

A & R Tables: Officially known as the "Table of Sections Amended, Repealed, or Added To" printed in the Cumulative Index to Legislative Measures and Oregon Laws. These printed tables show all Oregon Revised Statutes (ORS), Oregon Rules of Civil Procedure (ORCP), Session Laws and Oregon Constitutional sections amended, repealed, or "added to" by measures and overturned vetoes. 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: The ending of a meeting or legislative session. Adjournment of the House or Senate takes place at the close of each legislative floor session.

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

Amendment: An alteration made or proposed to be made to a measure by specifying lines and pages of the measure where changes are to be made. 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 with General Fund monies or limits an agency's expenditure of monies 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: The condition of the House or Senate when it temporarily stops its floor work for some other brief, 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 and 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: The general term for a standard or point of reference; often refers to an Oregon Benchmark. *See Oregon Benchmarks*

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

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

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

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

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

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

Business Day: Defined as any day that the House meets in floor session or committees hold meetings.

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

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

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

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

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

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

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

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

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

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

Committee Administrator: See *Legislative Policy and Research Office (LPRO) Analyst*

Committee 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).

Committee Assistant: Works with the LPRO Analyst (*formerly 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 an LPRO Analyst (*formerly Committee Administrator*) who is an attorney.

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

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

Concurrence: The 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: The 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. See also *Conflict Amendment*

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

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

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

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

Constitutional Majority: The 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 redrawn by the Legislature every ten years to accurately reflect changes in population. Each larger Senate district contains two equally-populated House districts.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Form and Style Manual for Legislative Measures: The manual that explains the official, uniform system for preparing 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. *See also 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: The First Reading of a bill, resolution or memorial in the Chamber of origin.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Legislative Policy and Research Office (LPRO) Analyst (*formerly Committee Administrator*): The staff “manager” of a committee, responsible for assisting the Chair in getting agendas posted, bill management, meeting logistics, assembling background materials and information, and bill analysis.

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: An 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 LPRO Analyst (*formerly Committee Administrator*) authorizing Legislative Counsel to work with the person possessing the note on drafting a measure or amendments.

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

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.

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 ("for the day"): 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-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: The 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: The staff appointed by each house to maintain order within that Chamber.

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

Session Laws: Officially called the "Oregon Laws," 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 office in the absence of the Speaker of the House. If the office of the Speaker of the House of Representatives becomes vacant, the Speaker Pro Tempore becomes the Speaker until a new President is elected.

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

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

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

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

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

Status Report: See *Measure Status Report*

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

Statutory Committee: A legislative committee established by statute.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Witness: A person who testifies before a legislative committee.

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

Developed for members of the Oregon House of Representatives

Seventy-ninth Legislative Assembly

By the Office of the Chief Clerk

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