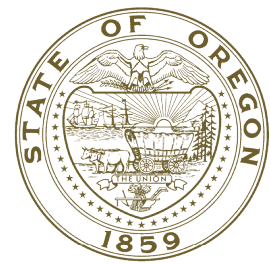


TRAINING PLAN 2024-2025

Oregon State Legislature
900 Court Street NE
Salem, OR 97301
<https://www.oregonlegislature.gov>



Prior to the start of the 2025 legislative session, nonpartisan staff will provide training for new members of the legislature, members’ staff, and for committee chairs and vice chairs. The training plan outlined in this document provides a detailed breakdown of the training for all groups.

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New Member Academy

Day 1: November 19, 2024

Room 170

8:30 – 9:00 AM	Welcome & introductions <i>The Speaker of the House and the Senate President will welcome newly elected legislators.</i>	Speaker, President
9:00 – 9:30 AM	Transition from candidate to legislator <i>Legislative leaders, the Chief Clerk of the House, and the Secretary of the Senate will discuss the challenges of transitioning from being a candidate to becoming an elected official.</i>	Leadership, Parliamentarians
9:30 – 9:45 AM	Break	
9:45 – 10:45 AM	Civics 101 <i>Nonpartisan staff from the Legislative Policy and Research Office and Legislative Counsel will introduce the principles underpinning the American governing system.</i>	LPRO, LC
10:50 – 12:00 PM	Civics 102 <i>Nonpartisan staff from the Legislative Policy and Research Office and Legislative Counsel will introduce the inner workings of the Oregon State Legislature.</i>	LPRO, LC
12:00 – 1:30 PM	Lunch <i>Staff from the National Policy Consensus Center at Portland State University will provide a brief workshop on collaborative decision-making.</i>	NPCC
1:30 – 2:30 PM	Requesting & filing bills, working with Counsel <i>Attorneys from Legislative Counsel will discuss how to request bills and best practices for working with their office. The Chief Clerk of the House and the Secretary of the Senate will describe how to file bills.</i>	LC, Parliamentarians
2:30 – 3:30 PM	Ethics, public records, open meetings <i>Attorneys from Legislative Counsel will describe Oregon's ethics, public records, and open meetings laws as they apply to state legislators.</i>	LC



New Members Day 2: November 20, 2024

Room 170

8:30 – 9:00 AM	Setting up your office <i>Staff from the Chief Clerk of the House, Secretary of the Senate, and Senate President's Office will describe the resources available to set up your legislative office, including selecting your office, chamber desk, and parking.</i>	Parliamentarians, SPO
9:00 – 10:00AM	Respectful workplace <i>The Legislative Equity Officer will provide an overview of Rule 27 and the Respectful Workplace Policy; discuss discrimination, harassment, retaliation in the workplace and legislative business; and review the role and responsibilities of members. Leaders of the Capitol Diversity, Equity, and Inclusion (DEI) committee will introduce themselves and the work of the committee.</i>	LEO, DEI Leaders
10:00 – 10:10 AM	Break	
10:10 – 11:30 AM	Management approaches <i>Nonpartisan staff from Legislative Administration will offer information and resources for managing legislative staff.</i>	Legislative Admin
11:30 – 12:00 PM	Capitol security <i>Nonpartisan staff from the Oregon State Police and Legislative Administration will provide an overview of security measures at the Capitol.</i>	OSP, Legislative Admin
12:00 – 1:00 PM	Lunch	
1:00—1:30 PM	Building tour <i>Nonpartisan staff from Visitor Services will provide a tour of the currently open portions of the Capitol building.</i>	Visitor Services
1:30—2:20 PM	Accessibility at the Capitol <i>Nonpartisan staff from Visitor Services and the Legislative Policy and Research Office's Language Access Team will present an overview of accessibility measures at the Capitol, including physical access as well as interpretation and translation services.</i>	Visitor Services, LPRO
2:30 – 4:00 PM	Overviews of legislative agencies <i>The directors of the legislature's service agencies will deliver brief overviews of their offices' functions and duties.</i>	Various directors



New Members Day 3: January 9, 2025

Room 170

8:30 – 9:45 AM	Overview of state budget and revenue	LFO, LRO
	<i>The Legislative Fiscal Officer and the Legislative Revenue Officer will provide an overview of Oregon’s state budget and revenues.</i>	
10:00 – 12:00 PM	Policy area open houses	LFO, LC, LRO, LPRO
	<i>Nonpartisan staff from the Legislative Fiscal Office, Legislative Counsel, and Legislative Policy and Research Office will deliver overviews designed to orient legislators to the following policy areas.</i>	
	Health & Human Services	HR F
	<i>Health care and related issues as well as services for vulnerable populations.</i>	
	Education	HR C
	<i>Early childhood, K-12 public education, and higher education.</i>	
	Natural Resources & Environment	HR D
	<i>Management of Oregon’s natural resources, energy, and environment.</i>	
	Judiciary & Public Safety	HR E
	<i>Civil law, criminal law, law enforcement, and related issues.</i>	
	Emergency Management, Elections, Veterans.....	HR B
	<i>Management of natural disasters, elections, and policies that impact veterans.</i>	
	Housing & Transportation	HR A
	<i>Housing, homelessness, and transportation.</i>	
	Business & Labor	Room 170
	<i>Business, labor, minimum wage, family leave, and related issues.</i>	
	Revenue & Taxation	Room 174
	<i>Tax and revenue policy.</i>	
12:00—1:00 PM	Lunch	
1:00—2:00 PM	Overview of Opening Day	Parliamentarians
	<i>The Chief Clerk of the House and the Secretary of the Senate will describe the events, timelines, and procedures for the opening day of the legislative session, also known as Organizational Session, January 13, 2025.</i>	
2:00—3:00 PM	Rules of parliamentary procedure	Parliamentarians, LPRO
	<i>The Chief Clerk of the House, the Secretary of the Senate, and the Legislative Policy and Research Office will describe procedural ins-and-outs that govern legislative work in the chamber as well as in committees.</i>	

**3:00—4:00 PM****Chamber Orientation****Parliamentarians**

Members will break into two groups and proceed to their respective chambers. The Chief Clerk of the House and the Secretary of the Senate will provide an overview of the chambers, including physical space, operational rules, customs, and culture of the Chamber, as well as an overview of parliamentary procedure.



New Members Day 4: January 10, 2025

Room 170

9:00 – 9:15 AM	Welcome & introductions	LPRO Leadership
	<i>Legislative Policy and Research Office leaders will welcome members-elect back and discuss the importance of committees.</i>	
9:15 – 10:15 AM	Introduction to committees	LPRO, Parliamentarians
	<i>Staff from the Legislative Policy and Research Office as well as the Chief Clerk of the House and the Secretary of the Senate will describe the functions and operations of legislative committees.</i>	
10:15 – 11:15 AM	Mock committee hearing	LPRO
	<i>Members-elect will participate in a scripted mock hearing.</i>	
11:15—11:30	Break	
11:30 – 12:30 PM	Committee Basics for Vice Chairs	LPRO
	<i>Staff from the Legislative Policy and Research Office will provide a basic overview of the roles and responsibilities of committee chairs and vice chairs and review the processes that committee leaders use to plan the work of policy committees during a legislative session.</i>	
12:30 – 1:30 PM	Lunch	Mark Quiner, NCSL
	<i>Mark Quiner from the National Conference of State Legislatures will speak about decorum and civility in legislative settings.</i>	
1:30 – 2:30 PM	How to read bills and amendments	LC
	<i>Nonpartisan staff from Legislative Counsel will introduce members-elect to legislative language and key elements of legislation.</i>	
2:30—3:30 PM	Documents and analysis	LPRO, LFO, and LRO
	<i>Nonpartisan staff from the Legislative Policy and Research Office, Legislative Fiscal Office, and Legislative Revenue Office will describe the documents they produce to help legislators in the consideration of legislative measures.</i>	
3:30—3:45 PM	Break	
3:45—4:15 PM	Use of legislative funds	Parliamentarians
	<i>The Chief Clerk of the House and the Secretary of the Senate will describe the rules for use of legislative funds.</i>	



Legislative Assistant/Chief of Staff Training

January 9

Hearing Room D

8:30 – 10:00 AM

Civics 101/102

LPRO, LC

Nonpartisan staff from the Legislative Policy and Research Office and Legislative Counsel will give an overview of the principles underpinning American government as well as the inner workings of the Oregon Legislature.

10:00 – 12:00 PM

Policy area open houses

LFO, LC, LRO, LPRO

Nonpartisan staff from the Legislative Fiscal Office, Legislative Counsel, Legislative Revenue Office, and Legislative Policy and Research Office will deliver overviews designed to orient legislators to the following policy areas.

Health & Human Services.....HR F

Health care and related issues as well as services for vulnerable populations.

EducationHR C

Early childhood, K-12 public education, and higher education.

Natural Resources & EnvironmentHR D

Management of Oregon's natural resources, energy, and environment.

Judiciary & Public SafetyHR E

Civil law, criminal law, law enforcement, and related issues.

Emergency Management, Elections, Veterans.....HR B

Management of natural disasters, elections, and policies that impact veterans.

Housing & TransportationHR A

Housing, homelessness, and transportation.

Business & Labor 170

Business, labor, minimum wage, family leave, and related issues.

Revenue & Taxation 174

Tax and revenue policy.

12:00—1:00 PM

Lunch

1:00—2:00 PM

Nonpartisan offices

LPRO, LFO, LRO, LC, LEO, LCIS

Staff from the legislature's nonpartisan offices will describe the responsibilities of their offices as well as the resources available to legislative staff.



2:00 – 3:00 PM	How to read bills, amendments	LC
	<i>Nonpartisan staff from Legislative Counsel will introduce staff to legislative language and key elements of legislation.</i>	
3:00 – 3:15 PM	Break	
3:15 – 4:15 PM	De-escalation training	OSP
	<i>The Oregon State Police will provide information on how to de-escalate tense situations that may arise in legislative offices.</i>	
4:15 – 5:00 PM	Staffing committee leaders	LPRO, invited LAs
	<i>Experienced staff will offer advice and illustrate best practices for staffing committee chairs and vice chairs.</i>	



Chair/Vice-Chair Training

January 9

Hearing Room F

8:30 – 10:00 AM

Basics for chairs & vice-chairs

LPRO, LFO, LRO

Staff from the Legislative Policy and Research Office, Legislative Fiscal Office, and Legislative Revenue Office will provide an overview of the roles, responsibilities, and authorities of a committee chairs and vice chairs.

10:00 – 12:00 PM

Policy area open houses

LFO, LC, LRO, LPRO

Nonpartisan staff from the Legislative Fiscal Office, Legislative Counsel, Legislative Revenue Office, and Legislative Policy and Research Office will deliver overviews designed to orient legislators to the following policy areas.

Health & Human Services.....HR F

Health care and related issues as well as services for vulnerable populations.

EducationHR C

Early childhood, K-12 public education, and higher education.

Natural Resources & EnvironmentHR D

Management of Oregon's natural resources, energy, and environment.

Judiciary & Public SafetyHR E

Civil law, criminal law, law enforcement, and related issues.

Emergency Management, Elections, Veterans.....HR B

Management of natural disasters, elections, and policies that impact veterans.

Housing & TransportationHR A

Housing, homelessness, and transportation.

Business & Labor 170

Business, labor, minimum wage, family leave, and related issues.

Revenue & Taxation 174

Tax and revenue policy.

12:15 – 1:45 PM

Legislative oversight lunch

Levin Center

Learn about the methods of and best practices for legislative oversight of the executive branch.

1:45 – 2:15 PM

De-escalation training

OSP

Staff from the Oregon State Police will provide information on how to de-escalate tense situations that may arise in committee hearings.

**2:30 – 3:15 PM Committee planning**

Nonpartisan staff will provide an overview of best practices for planning committee agendas.

Policy committees	LPRO (HR F)
Revenue committees	LRO (HR 174)
JWM subcommittees	LFO (HR E)

3:30 – 4:30 PM Hearing room practice**LPRO, LRO, LFO**

Nonpartisan staff from the Legislative Policy and Research Office, Legislative Revenue Office, and Legislative Fiscal Office will provide an opportunity for newer or less experienced chairs to practice chairing a committee hearing.