

MEMBER GUIDEBOOK

83rd Legislative Assembly



OREGON HOUSE OF REPRESENTATIVES



OREGON SENATE



Oregon Legislative Assembly
State Capitol – 900 Court Street NE
Salem, Oregon 97301

Welcome to the Legislature!

On January 13, 2025, the House of Representatives and Senate will convene for the start of Oregon's Eighty-third Legislative Assembly. For over 160 years, elected officials have gathered from all corners of the state to collaborate on issues impacting all Oregonians.

Your new position is an honor that comes with many responsibilities – to your constituents, to your colleagues, and to Oregon. And along with this position comes a detailed set of rules, processes, and procedures that you will need to learn in order to be effective in your role.

There will be considerable in-depth education opportunities following the election and again at the beginning of session, but you likely have many initial questions about how to get started in this new position. Enclosed, you will find lots of practical information to get you started as a State Legislator.

The start of session can be hectic, but you will have a lot of support. Please know that both the Chief Clerk and Secretary of the Senate's Offices are here for you if you have any questions or concerns as you prepare for the upcoming legislative session.

Sincerely,

Timothy G. Sekerak
Chief Clerk of the House

Obadiah "Obie" Rutledge
Secretary of the Senate

Office of the Chief Clerk of the House

chiefclerk@oregonlegislature.gov

Timothy Sekerak, Chief Clerk

Tim.Sekerak@oregonlegislature.gov

Lacy Ramirez, Calendar Clerk

Lacy.Ramirez@oregonlegislature.gov

Sarah Curry, Journal Clerk

Sarah.Curry@oregonlegislature.gov

Jack Edwards, Reading Clerk

Jack.Edwards@oregonlegislature.gov

Mandi McGowan, Measure History Clerk

Mandi.Mcgowan@oregonlegislature.gov

Office of the Secretary of the Senate

secretaryofsenatesoffice@oregonlegislature.gov

Obadiah "Obie" Rutledge, Secretary

Obie.Rutledge@oregonlegislature.gov

McKenzie Barker, Measure Liaison

McKenzie.Barker@oregonlegislature.gov

Britton Taylor, Senior Deputy Secretary

Britton.Taylor@oregonlegislature.gov

Bonnie Allen, Reading Clerk

Bonnie.Allen@oregonlegislature.gov

James Goulding, Deputy Secretary

James.Goulding@oregonlegislature.gov

Wendy Cortes, Assistant to the Secretary

Wendy.Cortes@oregonlegislature.gov

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OFFICIAL DATES OF INTEREST

FOR NEWLY-ELECTED MEMBERS

Of the 83rd Legislative Assembly

NOVEMBER	19 – 20	New Member Academy
NOVEMBER	20	Oregon State Revenue Forecast
NOVEMBER	28 – 29	Thanksgiving Holidays – Capitol Closed
DECEMBER	4	Legislative draft requests submitted to LC by September 27 will be returned to members or committees by 5:00 PM
DECEMBER	10 – 12	Legislative Committee Days
DECEMBER	13	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 Session (January 13, 2025).
DECEMBER	25	Christmas Holiday – Capitol Closed
JANUARY	1	New Year's Holiday – Capitol Closed
JANUARY	9	Committee Chair/Vice Chair Training
JANUARY	9 – 10	New Member Academy
JANUARY	13	Organizational Session. Recommended start date for new members' session employees.
JANUARY	14 – 16	Member and Staff Training Days
JANUARY	20	Martin Luther King Jr. Day – Capitol Closed
JANUARY	21	START OF REGULAR SESSION
JUNE	29	Constitutional Sine Die

Onboarding

Onboarding is a process fostered by Employee Services to get you connected with all the appropriate systems to become a legislator and to receive your pay and benefits. The Human Resources Information System we currently use is [Workday](#).

Employee Services will initiate your onboarding by reaching out to you via email to provide instructions and information about your benefits, pay and how to hire your staff. **Please keep an eye out for the following five emails.** The first email will be sent to you in early November. If you need assistance, please call or email Cedar McMurrin: 503-986-1371 cedar.mcmurrin@oregonlegislature.gov.



Email #1

Oregon Legislature Employee Services New Hire Onboarding Welcome Email will include the following:

- Instructions on how to complete your application
- Mileage certification & taxability of per diem form
- Instructions on where to send your photo for your ID badge

Email #2

Member Tools for Hiring Staff & Interns

Email #3

Public Employees' Benefit Board – PEBB health insurance information

- Enrollment link – can't enroll until January 14th
- Calculator link
- Plan comparison link

Email #4

PERS letter & election form to complete and return to Cedar McMurrin

Email #5

Workday Onboarding tasks to complete

- I-9 form completed in Workday & ID verification
- State & federal W-4
- Direct deposit
- Emergency contacts

Ordering Stationery

You have an exciting new title: STATE LEGISLATOR! 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 business days to receive after approving the proof and quote.

Please call or e-mail to set up a time to visit about your options and to place an order.

House Contact Information:

Mandi McGowan

Office of the Chief Clerk

503-986-1873

mandi.mcgowan@oregonlegislature.gov

Senate Contact Information:

Wendy Cortes

Office of the Secretary of the Senate

503-986-1851

wendy.cortes@oregonlegislature.gov



Services and Supplies Account

Note: Returning members may continue to expend from their 2023-24 allocation until January 1, 2025. On January 1, 2025 the new regular session allocation, as referenced in House Rule 15.25, becomes available. There is no carry-over of unspent funds from one Legislative Assembly to the next.

Newly elected members may incur obligations for the purpose of ordering services and supplies beginning December 8, 2024. New members' staff can begin work on January 13, 2025.

Requesting Approval for Payment from S&S Account

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

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

The process to make an expenditure is as follows: (Note: if you have a question whether an expense is permitted or not, prior to purchase please consult with the Clerk of the House or the Secretary of the Senate.)

- 1) Incur an expense. This creates an invoice, receipt, statement or memo of which the original is submitted for payment or reimbursement. This document becomes a public record once submitted for reimbursement.
- 2) Generate a completed Approval for Payment (AFP) form. The Chief Clerk's Office or the Secretary of the Senate'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 or Secretary of the Senate need to approve the expense and sign. Send the AFP and documents to the Chief Clerk of the House or Secretary of the Senate for all office expenditures. Caucus offices have authorized designees for Caucus Office related expenses which do not go through the Clerk and Secretary.
- 4) The approved AFP and documentation is forwarded to Financial Services to be processed. A check will be issued to whomever needs to be reimbursed (e.g., member, staff, vendor).
 - a) Unless specific documents need to be mailed with the check. (Please make a note of this to Financial Services along with the request).
 - b) Checks will be hand delivered to your office during session and mailed during the interim, please make a request to Financial Services regarding any desired alternatives.

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

Please reach out to Financial Services at leg.finance@oregonlegislature.gov or 503-986-1695 for assistance with projections and analysis.

Services and Supplies – House

RULES OF THE HOUSE

16.01 Services and Supplies.

(1) Each member shall have an individual services and supplies account. New members will receive a one-time allowance for start-up expenses.

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

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

(a) Postage (all classes).

(b) Subscriptions to newspapers and periodicals related to the duties of a state representative until the end of the legislator's term in office.

(c) Stationery.

(d) Office supplies and consumables regularly used in office settings by members and staff to conduct legislative business. Medical supplies like nonprescription painkillers, bandages, and similar items as would be found in a first aid kit are eligible. Coffee, tea, and water and associated equipment for the preparation and service of these beverages in the member's office are eligible. Food, snacks and meals are not eligible. Mini fridges, microwave ovens, toasters, and all other similar items used to prepare or store food and beverages are not eligible. Decorative items such as artwork, frames, rugs and accessories are considered personal items and therefore not eligible.

(e) Copying.

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

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

(h) Establishment and maintenance of a district office, not to exceed the member's term in office.

(i) Billings from state agencies for services and supplies.

(j) Reasonable travel expenses incurred by members while on official legislative business. This item does not include in-district travel. Reimbursement for a member's travel for legislative business must be preapproved by the Chief Clerk. Approval will be granted for attending meetings of organizations

Services and Supplies – House

for which the Legislature provides dues or approves member payment of dues and for official meetings in which member participation is identified in statute and where the member has been officially appointed to the group by the Speaker. For other travel events members must submit appropriate documentation prior to travel such as a letter of invitation, agenda or completed registration form. Itemized receipts must be submitted for reimbursement upon completion of travel.

(k) Reasonable travel expenses incurred by caucus office staff, speaker's office staff, and member's personal staff while on official legislative business as authorized by the member.

(L) Language translation and interpretation services and equipment.

(m) Any other service or supply authorized by the Speaker.

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

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

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

Services and Supplies – Senate

RULES OF THE SENATE

16.01 Office Supplies, Stationery and Equipment.

(1) The Legislative Administrator shall issue office supplies directly to Senate members and staff in accordance with the Rules of the Senate and policies of the Legislative Administration Committee. Members and staff shall comply with ORS 171.136.

(2) New members will receive a one-time allowance of \$2,500 for start-up expenses, in addition to an allocation from funds available in the legislative branch budget as determined by the Senate President. The costs of requisitioned services and supplies shall be charged against the member's individual services and supplies account and must be approved by the Secretary of the Senate. Monthly reports of the status of the member's services and supplies accounts shall be provided to each member.

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

- (a) Postage (all classes);
- (b) Subscriptions to newspapers and periodicals;
- (c) Office supplies;
- (d) Copying, facsimile charges;
- (e) Newsletter printing, postage and labels; and
- (f) Any other service or supply authorized by the President.

(4) All orders for stationery and printing may be placed with the Secretary of the Senate.

(5) Each member's office in the Capitol and committee office in the Capitol shall be provided with office furniture and equipment necessary to assist in the conduct of Senate business. Requests for additional furniture or equipment shall be placed with the Secretary of the Senate.

(6) Any amount remaining unexpended or unobligated in the member's individual services and supplies account upon adjournment *sine die* of the preceding regular session may be used during the interim for the following:

- (a) Postage (all classes);
- (b) Office supplies;
- (c) Copying, facsimile charges;
- (d) Newsletter printing, postage and labels;
- (e) Interim staff; and
- (f) Any other service or supply authorized by the President.

(7) Except as provided in this subsection, out-of-state travel for legislative business must be pre-approved by the Secretary of the Senate. Pre-approval is not required for meetings of organizations for which the legislature provides dues or approves member payment of dues. Pre-approval is not required for official meetings of organizations in which member participation is identified in statute and where the member has been officially appointed to the organization by the Secretary of the Senate. For other out-of-state travel, members must submit appropriate documentation prior to travel such as a letter of invitation, conference agenda or completed registration form. Itemized receipts must be submitted for reimbursement upon completion of travel.

(8) Any member who spends in excess of the allowance provided under these rules shall reimburse the Legislative Assembly for the overdraft.

REPRESENTATIVES SUMMARY OF SALARIES & ALLOWANCES FOR 2023 SESSION 82nd Legislative Assembly

ALLOCATION	AMOUNT	STATUTE OR RULE	COMMENTS
Salary	Members- \$2,921 Presiding Officers- \$5,842	ORS 171.072 (1) (2)	
Per Diem	\$157 per day	ORS 171.072 (3) (9) GSA.gov Per Diem	Members will receive per diem for each day that the Legislative Assembly is in session. Greater than 200 miles away receive an additional day.
Mileage	\$0.655 per mile	IRS.gov Standard Mileage Rate	Members may receive one round trip mileage reimbursement for actual travel each week that has three or fewer floor sessions.
Session S&S Allowance	\$86,943 Suggested distribution • Staff Salaries: \$13,609/month • Services & Supplies: \$5,289	House Rules 15.10 House Rules 15.25 (1) House Rules 16.01 (2-6)	May be used for: • Personal staff • Postage • Subscriptions • Stationery • Office supplies • Copying • Communications with constituents • Rental expenses incurred for a town hall meeting • Establishment and maintenance of a district office • Bills from state agencies • Reasonable travel expenses incurred by members while on official legislative business (does not include in-district travel) • Reasonable travel expenses incurred by member's personal staff while on official legislative business as authorized by the member • And any other service or supply as authorized by the Speaker of the House
Balance of Session Allowance at Adjournment Sine Die		House Rules 15.25 (2)	Any remaining session allowance may be used during the subsequent interim allowance for postage, office supplies, copying, newsletter printing, postage and labels, interim staff, and any other service or supply as authorized by the Speaker of the House.
New Member Start-up Allowance	\$2,500	House Rules 16.01 (1)	Available for 90 days from being sworn in and may only be used for printing, office equipment, office supplies, office adjustments and other one-time expenses.
New District Number Allowance	\$1,000		Available to continuing members until the start of session (January 17 th) for print materials only. Business cards, letterhead, etc.

Note: This document reflects arrangements from the 81st Legislative Assembly and will be updated for the 82nd Legislative Assembly.

REPRESENTATIVES SUMMARY OF SALARIES & ALLOWANCES FOR 2023-24 INTERIM
82nd Legislative Assembly

ALLOCATION	AMOUNT	STATUTE OR RULE	COMMENTS
Salary	Members - \$3,397 Presiding Officers - \$6,794	ORS 171.072 (1) & (2)	Effective 4/1/2024
Interim Expense Allowance	\$450 to \$1,025 month	ORS 171.072 (4) & (8)	Amount based on the geographic area of a member's district, paid when legislature is not in session.
Per Diem	\$166 per day	ORS 171.072 (3) & (9) GSA.gov Per Diem	Daily rate for attendance at interim or statutory committee meetings. Per diem is adjusted in accordance with the federal rate. Members who travel over 200 miles to attend an interim committee meeting receive an additional per diem payment.
Mileage	\$0.67 per mile	IRS.gov Standard Mileage Rate	Members may receive one round trip mileage reimbursement for actual travel each week that has three or fewer floor sessions.
Out-of-State Travel	See H.R. 16.01	ORS 171.072 (5) House Rules 16.01 (3) (f)	Subject to approval by the Chief Clerk. Paid from members Interim S&S Allowance.
Interim S&S Allowance	\$162,921 Suggested distribution • Staff Salaries: \$8,690/month • Services & Supplies: \$6,505	SB 5516 (2023) House Rules 15.10 HOUSE Rules 15.25 (1) House Rules 16.01	SB 5516 (2023) Legislative Adopted Budget May also be used for services and supplies as defined in House Rules 16.01 Interim account expires 12/31/2024
Balance of Session Allowance at Adjournment Sine Die		House Rules 14.30 House Rules 15.25 (2) House Rules 16.01 (2)	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) Language translation & interpretation services and equipment (m) Any other service or supply as authorized by the Speaker.
New Member Start-up Allowance	\$2,500	House Rules 16.01 (1)	Available for 90 days from being sworn in and may only be used for printing, office equipment, office supplies, office adjustments and other one-time expenses.

Paid as part of members gross income	Paid from allowances
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Note: This document reflects arrangements from the 81st Legislative Assembly and will be updated for the 82nd Legislative Assembly.

Last update: 12/18/2023

LEGISLATIVE ASSEMBLY

Per Diem and Mileage Guidelines

Per Diem Eligibility

1. Per ORS 171.072, all members shall receive a per diem for each day within the period that the Legislative Assembly is in session.
2. During the interim, per diem may be authorized by the President of the Senate or the Speaker of the House for each day a member is engaged in the business of legislative interim committees.
3. One extra day of per diem will be paid for members traveling 200 miles or more round-trip. No more than one extra per diem will be paid for attending Legislative Days.
4. Unless specified by statute, per diem other than paid for attendance at interim committee meetings must be pre-authorized by the presiding officer, including:
 - Advisory committees
 - Subcommittees of advisory committees
 - Task forces
 - Interstate bodies
5. The location of the member's residence or of the meeting is not a factor in per diem eligibility.
6. When members attend two different committee meetings on the same day, per diem is only paid for one day.
7. When committee members participate in meetings by phone or technology, per diem is not paid.

Per Diem Mileage

1. During the interim, actual mileage may be claimed along with per diem except:
 - There is no mileage allowance provided as a passenger.
 - When committee members attend committee meetings on consecutive days or two different meetings on the same day, mileage is paid for only one round trip.
2. When committee members use an alternative mode of transportation to attend a committee meeting, reimburse for the actual cost not to exceed automobile mileage rates will be paid when the ticket or receipt is submitted.
3. When committee members use a motor pool vehicle, no mileage is allowed.

Note: Per ORS 171.072, mileage and per diem are not authorized for casual, routine contact with the staff, other committee members, and representatives of interest groups or similar activities.

Rev. 01/01/2024



**INTERIM PER DIEM
LEGISLATORS REQUESTS FOR PAYMENT**

Legislator		OR
Meeting		
Date <i>I attended committee meetings or engaged in legislative business on the dates indicated</i>		
Location		
Mileage Reimbursement <i>If not checked and left blank, mileage will not be reimbursed</i>	<input type="checkbox"/> Please reimburse me for miles	
Taxability	<p style="text-align: center;">FEDERAL TAXES & FICA WILL BE WITHHELD FROM PER DIEM UNLESS ONE OF THESE TWO BOXES IS CHECKED</p> <p> <input type="checkbox"/> I was away from home overnight on the committee dates listed above: OR <input type="checkbox"/> I certify I live more than 50 miles from the capitol and intend to make an IRC (H) election with the IRS along with my personal income tax. </p>	

Legislator's Signature:

Date:

Approved By:

Date:

For Employee Services use only:	
Payroll Entries:	Taxable / Non-Taxable Per Diem @ 166 per day days: Mileage @ 0.67 per <input type="checkbox"/> Extra day of per diem for traveling over 200 miles

Rev. 01/01/2024

Process for Assigning Offices, Desks and Parking for the 83rd Legislative Assembly

We are excited to have you all in the building again — and in preparation for that, **you will soon be contacted to take your selections for your**

- **Office** space in the wings
- Floor **desk** and
- Underground **parking** space.

Note: The Capitol parking garage is currently under construction and a final diagram has not yet been made available

For **Representatives**, assignments are handled by the **Chief Clerk's Office**.

For **Senators**, assignments are handled by Carol Suzuki in the **Senate President's Office**.

The process will be as follows:

- **House** Chamber desks and parking will be chosen by seniority – called in reverse-alphabetical order; and,
- **House** Offices will be chosen by seniority called in alphabetical order.
- **Senate** Chamber desks, offices, and parking are chosen by seniority, as established by Senate custom and practice. For questions on Senate seniority, contact the **Secretary of the Senate's Office** (503-986-1851).

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

It is very important that you have your decision made when it is your turn. If you cannot be reached within a reasonable timeline the process will continue without your decision. Should you plan to leave the area and not be available via phone, please call your respective assignments office to make alternative arrangements for making your selection. This will ensure the process moves quickly and smoothly. Members may be called during evenings or on weekends.

We are hopeful to complete this entire process by mid-December in accordance with HR 17.10 and SR 16.02.

For Representatives:

503-986-1870 – Chief Clerk's Office
503-986-1877 – Tim Sekerak's direct number
360-480-7150 – Tim Sekerak's mobile number

For Senators:

503-986-1600 – Senate President's Office
503-871-3428 – Carol Suzuki's direct number

OREGON HOUSE OF REPRESENTATIVES
Eighty-Second Legislative Assembly (Revised December 27, 2023)

TERMS	DEMOCRATS	REPUBLICANS
12th Term		Greg Smith 01-08-01
11th Term	Paul Holvey 01-23-04	
9th Term	Nancy Nathanson 01-08-07	
6th Term	David Gomberg 01-14-13 John Lively 01-14-13 Rob Nosse 07-07-14	
5th Term	Paul Evans 01-12-15 Ken Helm 01-12-15 Susan McLain 01-12-15 Dan Rayfield 01-12-15	
4th Term	Janelle Bynum 01-09-17 Julie Fahey 01-09-17 Pam Marsh 01-09-17 Tawna Sanchez 01-09-17	E. Werner Reschke 01-09-17 Rick Lewis 02-23-17
3rd Term	Courtney Neron 01-14-19 Maxine Dexter 06-14-20	Shelly Boshart Davis 01-14-19 Kim Wallan 01-14-19 Vikki Breese-Iverson 08-13-19 Mark Owens 01-30-20
2nd Term	Dacia Grayber 01-11-21 Zach Hudson 01-11-21 Jason Kropf 01-11-21 Khanh Pham 01-11-21 Lisa Reynolds 01-11-21 Ricki Ruiz 01-11-21 Andrea Valderrama 04-01-21 Travis Nelson 02-01-22 Nathan Sosa 02-01-22	Jami Cate 01-11-21 Bobby Levy 01-11-21 Boomer Wright 01-11-21 Anna Scharf 07-12-21 Christine Goodwin 08-25-21 James Hieb 02-08-22
1st Term	Tom Andersen 01-09-23 Ben Bowman 01-09-23 Farrah Chaichi 01-09-23 Mark Gamba 01-09-23 Annessa Hartman 01-09-23 Emerson Levy 01-09-23 Daniel Nguyen 01-09-23 Hoa Nguyen 01-09-23 Hai Pham 01-09-23 Thuy Tran 01-09-23 Jules Walters 01-09-23	Kevin Mannix (+ prior service) 01-09-23 Jeff Helfrich (+ prior service) 01-09-23 Charlie Conrad 01-09-23 Tracy Cramer 01-09-23 Ed Diehl 01-09-23 Lucetta Elmer 01-09-23 Cyrus Javadi 01-09-23 Emily McIntire 01-09-23 Virgle Osborne 01-09-23 Brian Stout 01-09-23 Court Boice 02-09-23 Dwayne Yunker 12-27-23

Note: This document reflects arrangements from the 82nd Legislative Assembly and will be updated for the 83rd Legislative Assembly. The process for being assigned offices, desks, and parking is outlined in this Guidebook and will follow an orderly procedure.

OREGON SENATE

Eighty-Second Legislative Assembly (Revised September 24, 2024)

TERMS	DEMOCRATS		REPUBLICANS		INDEPENDENTS	
6 th Term	Floyd Prozanski	2003* (sworn in 12/22/03)				
4 th Term			Fred Girod	2008* (sworn in 1/30/08)	Brian Boquist	2009
3 rd Term	Elizabeth Steiner	2012 (sworn in 1/5/12)	Tim Knopp	2013		
	Michael Dembrow	2013 (sworn in 11/20/13)	Bill Hansell	2013		
2 nd Term	Sara Gelser Blouin	2015	Kim Thatcher	2015		
	James Manning Jr.	2017* (sworn in 12/23/16)	Dennis Linthicum	2017		
	Lew Frederick	2017				
	Kathleen Taylor	2017				
	Robert Wagner	2018* (sworn in 1/31/18)				
	Jeff Golden	2019				
1 st Term	Chris Gorsek	2021	Lynn Findley	2020* (sworn in 1/09/20)	Art Robinson	2021
	Kate Lieber	2021	Dick Anderson	2021		
	Deb Patterson	2021	Cedric Hayden	2023		
	Kayse Jama	2021*	Daniel Bonham	2023		
	Janeen Sollman	2022* (sworn in 1/21/22)	Suzanne Weber	2023		
	Mark Meek	2023	David Brock Smith	2023* (sworn in 1/17/23)		
	Wlnsvey Campos	2023				
	Aaron Woods	2023				

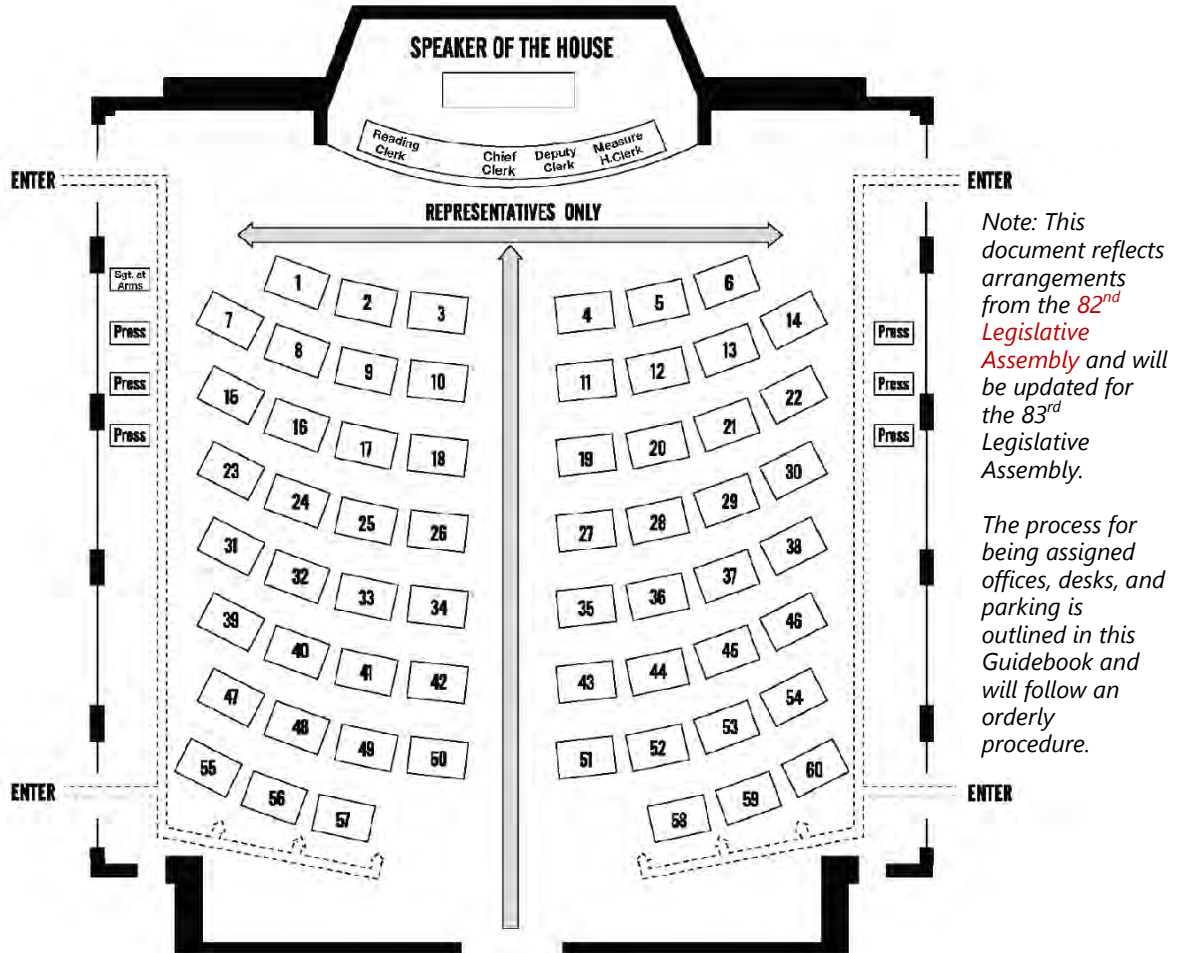
*appointed

Note: This document reflects arrangements from the 82nd Legislative Assembly and will be updated for the 83rd Legislative Assembly. The process for being assigned offices, desks, and parking is outlined in this Guidebook and will follow an orderly procedure.

EIGHTY-SECOND LEGISLATIVE ASSEMBLY

HOUSE SEATING CHART 2023-2024

Revised March 7, 2024



1 – McIntire
2 – Stout
3 – Mannix
4 – Diehl
5 – Pham, H.
6 – Grayber
7 – Javadi
8 – Nguyen, H.
9 – Sanchez
10 – Hartman
11 – Bowman
12 – Nguyen, D.
13 – Nosse
14 – Evans
15 – Boice

16 – Walters
17 – Tran
18 – Lewis
19 – Lively
20 – Chaichi
21 – Hudson
22 – Kropf
23 – Smith, G.
24 – Yunker
25 – Osborne
26 – Conrad
27 – Reynolds
28 – Levy, E.
29 – Neron
30 – Ruiz

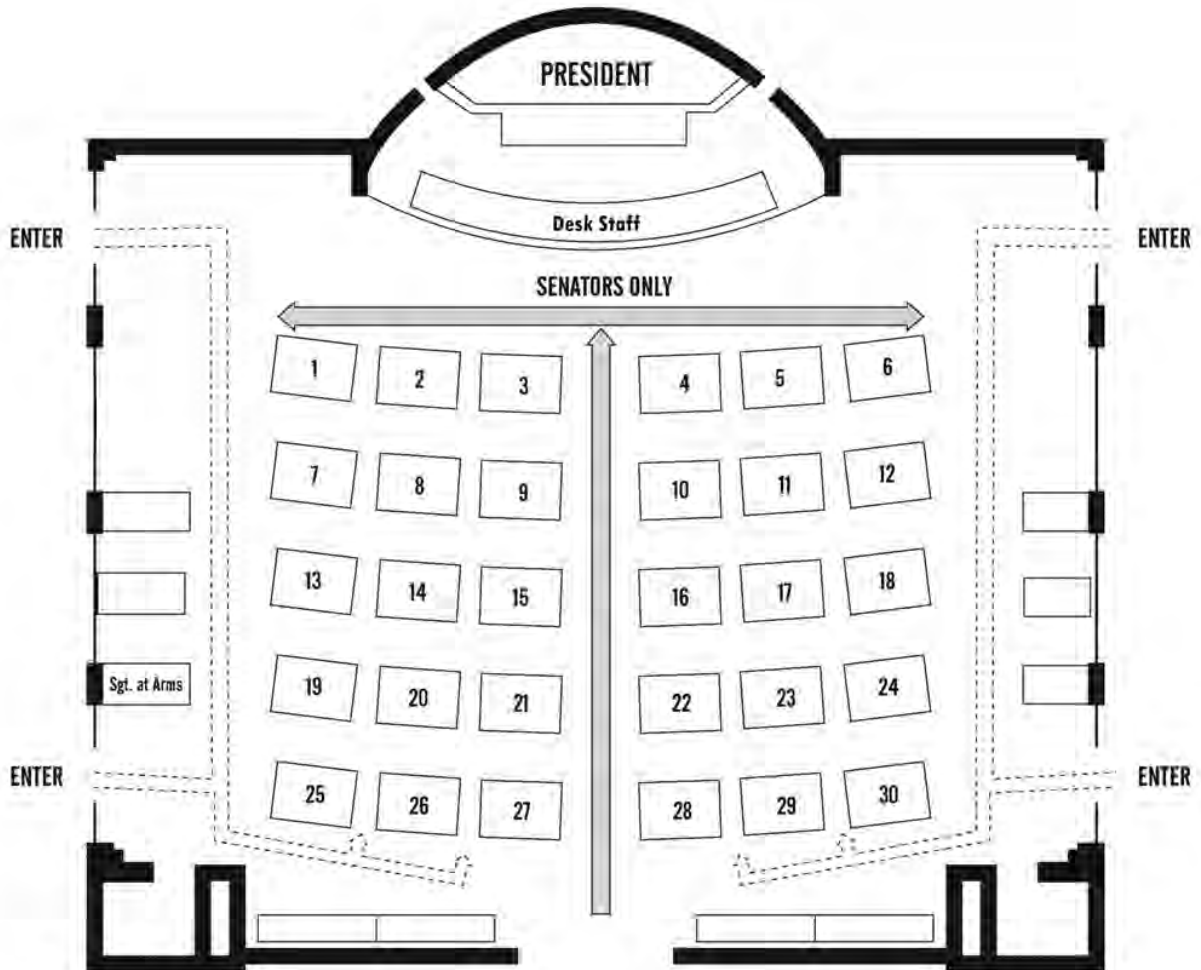
31 – Owens
32 – Goodwin
33 – Cramer
34 – Elmer
35 – Bynum
36 – Andersen
37 – Gamba
38 – Helm
39 – Scharf
40 – Wright
41 – Levy, B.
42 – Reschke
43 – Gomberg
44 – Marsh
45 – Dexter

46 – Pham, K.
47 – Hieb
48 – Cate
49 – Wallan
50 – Helfrich
51 – Rayfield
52 – Valderrama
53 – McLain
54 – Holvey
55 – Fahey
56 – Boshart Davis
57 – Breese-Iverson
58 – Nathanson
59 – Sosa
60 – Nelson

EIGHTY-SECOND LEGISLATIVE ASSEMBLY

2023-2024 INTERIM

SENATE SEATING CHART



1 – Wagner
2 – Campos
3 – Manning, Jr.
4 – Weber
5 – Knopp
6 – Robinson
7 – Golden
8 – Patterson
9 – Gelser Blouin
10 – Hayden

11 – Jama
12 – Boquist
13 – Frederick
14 – Woods
15 – Meek
16 – Gorsek
17 – Anderson
18 – Hansell
19 – Lieber
20 – Sollman

21 – Dembrow
22 – Brock Smith
23 – Thatcher
24 – Findley
25 – Steiner
26 – Prozanski
27 – Taylor
28 – Bonham
29 – Linthicum
30 – Girod

Note: This document reflects arrangements from the 82nd Legislative Assembly and will be updated for the 83rd Legislative Assembly. The process for being assigned offices, desks, and parking is outlined in this Guidebook and will follow an orderly procedure.

Notes

[illegible]

The following are just a few technology resources available to you as a State Legislator:

Telephones

Here are a few details you need to know about telephones in your Capitol office.



- 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**. All Senators' published numbers begin with the same 8 digits: 503-986-17__ and **end with the district number**.
- Examples: House District **#1** = (503-986-14**01**), **HD #23** (503-986-14**23**). Senate District **#1** = (503-986-17**01**), **SD #23** (503-986-17**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.
- Dialing: If calling within the Legislature, dial 6, then the four-digit extension. (6-1401). For an outside line, first dial 7, then phone number (503.986.1401).
- You may take your work phone home. You will need assistance from Information Services to do so. Call the Information Services Help Desk at 503.986.1914.
- Jabber is an application that allows us to set up a mobile client to access the phone system from your cellular device. We do not recommend that you forward your phone.
 - Removes the need for call forward.
 - Enables direct incoming and outgoing calls on any device.
 - Works on your Legislature or personal device
 - Only direct lines can be assigned to PC clients.
- For In-District needs, please reach out to your IS Engagement Team Member or the IS Help Desk.
- A cellular phone and service are not provided.

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

Tel: (503) 986-1914

Leg.Helpdesk@oregonlegislature.gov

Technology Support

Information Services Help Desk 503-986-1914



Steve Perez

The HelpDesk can assist you in solving technology problems, answering questions, or finding the right team member to help with basic technology needs. This includes help with setting up hybrid meetings, screen sharing, application help for Office 365, fixing a printer issue, or Microsoft Teams. They can help identify information on the Intranet, such as job aids for remote access, retrieve a video clip for a Floor Session, etc.

Points of contact:

Primary — **Legislative IS HelpDesk**, 503-986-1914, Leg.Helpdesk@oregonlegislature.gov or **Steve Perez**, 503-986-1217, Steve.Perez@oregonlegislature.gov

Secondary — **Phil Barker**, 503-986-1933, Phil.Barker@oregonlegislature.gov

Your Engagement Team member is Steve Perez. The IS Engagement Team's role is to help you use available technology, advise you on equipment inventory, support application needs, ensure your user accounts are set up correctly, answer questions about third-party software, sync mobile devices, review 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 format and used by the office:
 - Rep.FirstnameLastname@oregonlegislature.gov (published)
 - Sen.FirstnameLastname@oregonlegislature.gov (published)
- Members will also have a secondary account only accessible by the Member directly (not published)
 - Firstname.Lastname@oregonlegislature.gov

- **Are computers available for my office?** Member offices are equipped with three workstations and one printer supplied by the Legislative Assembly. Your Engagement Team member will provide you with 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 Engagement Team member will walk you through logging in with your new user account.

- **Will my staff have access to my files and other resources?** Yes, Staff/Legislative Assistants will have their login to access Legislative resources such as shared drives and email, if desired.

- **What training is available?** Training will be available prior to the 2025 session:

- Optional training for OLIS (Electronic Bill Information) and Measure Tracking System (MTS) will be available. These trainings will be essential for Legislative Assistants.
- Training is also available for GovDelivery, Microsoft OneDrive, Outlook, and many more. Just contact your Engagement Team member.

- **Can I use personal devices?** Yes, but you won't have full functionality with all Legislative applications, and IS support for these devices is limited. Personal computer devices, smartphones, tablets, and software configurations usually require some support from Information Services (IS). Contact the IS Help Desk for assistance.
- **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 Engagement Team member for assistance.
- **Is there Wi-Fi available?** Yes, Private Legislative Wi-Fi and public Wi-Fi in the Capitol is available for Members and the public for access to the Internet. Some restrictions to Internet access are applied.

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

- The Member's state webpage contains a contact section, a welcome message, biography, news and information sections, and a district map. Committee assignments is automatically populated from OLIS. To request access for yourself or staff and to obtain training materials to update specific information on your website, contact your Engagement Team member.
- Members have access to Gov Delivery for email newsletters. Contact your Engagement Team member for access and assistance in using this technology.
- Audio and Video of legislative meetings is available on OLIS and the Public Web Site to Members and the public. Anyone has access to view meetings live, review previous meetings, and create clips of meetings.

What other resources are available?



Legislative Intranet

- The [Intranet](#) is an excellent source of information for all members and staff with a wide variety of resources that includes a staff directory, Legislative Branch Rules, training materials, research requests, language services requests, Forms and Policies, Technology Resources and more.
- [OLIS](#) is the Oregon Legislative Information System hosted on the Legislative website. OLIS provides detailed information on Bill, Committees, and Legislative Sessions.
- A computer lab is not currently available due to construction. We anticipate it will return in the future. For group training, reach out to your Engagement Team member.



Jenny
Help Desk



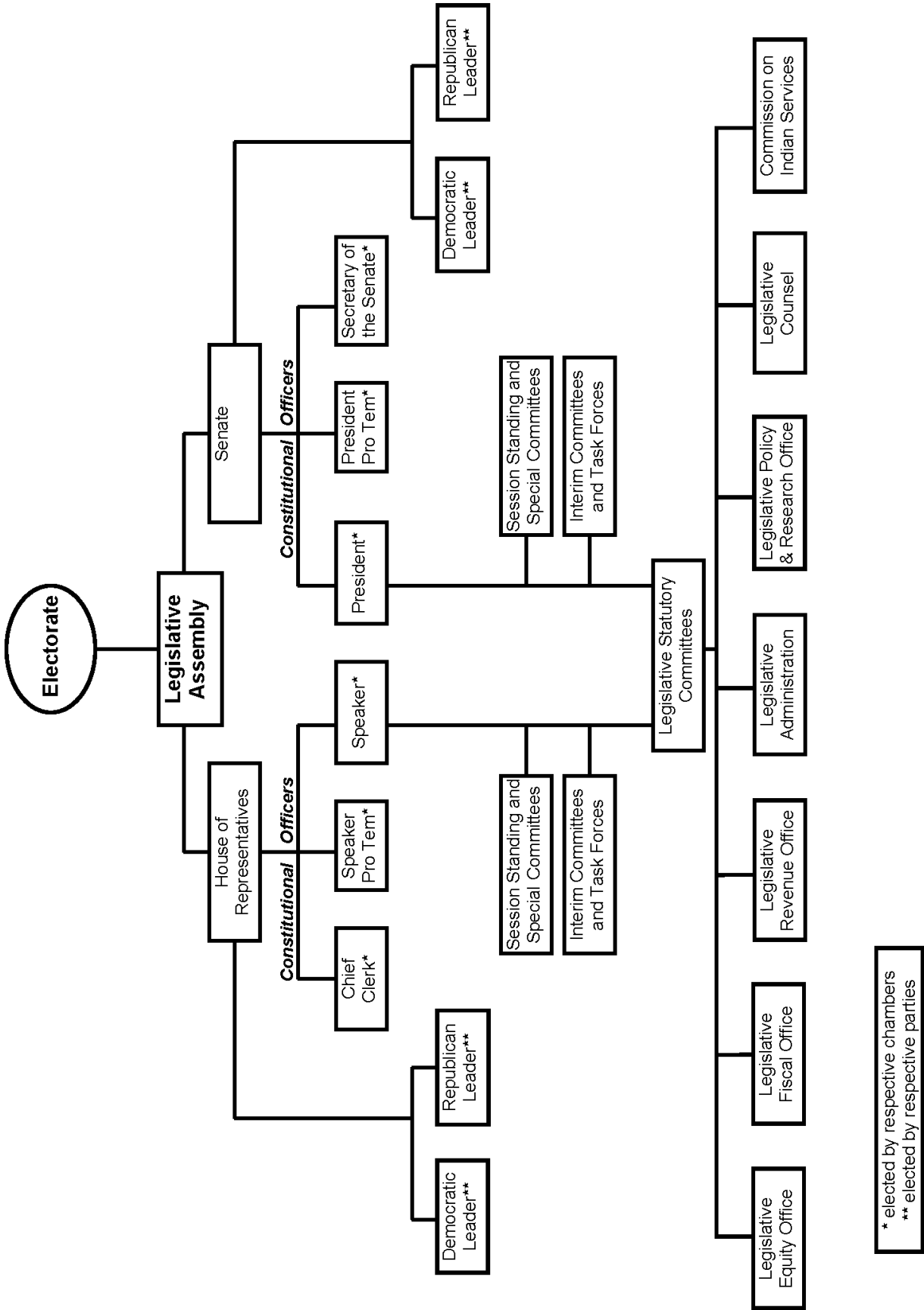
Tanya
Help Desk



What video or Media Services are available?

- IS Media Services records all Committee meetings and Floor Sessions. They can make copies of recordings for Members. If you want to make a video for your newsletter or website, Media Services can assist you with the production and recording. *Note: the studio is unavailable due to Capitol construction. Call Media for other options at 503.986.1197.

ORGANIZATIONAL CHART FOR THE LEGISLATIVE BRANCH



Reference Table: Interim Committees, Task Forces, and Workgroups

	Interim Committees			Task Forces	Workgroups
Formality	Most formality	Medium formality	Least formality		
Scope of work	Broad scope may be established by presiding officer under ORS 171.640.	Usually given a specific charge in enabling legislation.	A workgroup is an informal discussion or series of discussions often led by a legislator, focused on gathering information or solidifying ideas on a legislative concept.		
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. Road shows or subcommittees must be authorized in the document creating the Task Force. Best Practice: If created by a presiding officer, a memo creating a task force should state that, notwithstanding ORS 171.640, the body is a task force.	1. Any method except a bill or resolution. 2. Acceptable methods include written or verbal request addressed to the director of a legislative staffing agency from a committee chair or other legislator. Best Practice: Presiding officer should not create a workgroup by memo because it may subject a workgroup to certain rules.		
Membership	Legislators only	Legislators only or legislators and public members	Any combination (legislators only, legislators, agency representatives, and public members, or groups without legislators). A quorum of legislators from a committee may not participate. Partisan workgroups are not staffed by nonpartisan legislative agencies.		
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, subject to presiding officer approval (ORS 171.072)	Legislators: Yes, subject to presiding officer approval (ORS 171.072), and not available if participating remotely	Legislators: No (but subject to presiding officer discretion - ORS 171.072)		

September 5, 2024

Interim Committees			Task Forces	Workgroups
Compensation for qualified public members	Not applicable		Yes, if qualified under ORS 292.495, unless otherwise stated in creation document.	No
Reimbursement of mileage and costs Best practice: Indicate if mileage and costs are allowed in document creating group.	Yes, but subject to presiding officer approval (ORS 171.072).		Legislators: Yes (but subject to presiding officer approval - ORS 171.072) Public members: No (unless specified in document creating the task force)	Legislators: Yes, but only from members' services and supply account for reasonable travel expenses for out of district travel, or other expenses subject to presiding officer approval. Public members: No
Rules	Governed by chamber rules and rules adopted by committee. Joint committees must adopt rules.		Use task force rules provided by Legislative Policy and Research Office In some cases, task forces may adopt operating agreements to supplement rules.	No requirements (not a formal meeting)
Public Records / Public Meetings / Archives	Yes – All public records and meetings requirements are the same as session committees. Best practice: Audio and video recording		Model Task Force rules require recording (unless traveling makes it impractical) and a recording log, archiving, and open to the public. Best practice: Audio and video recording; live streaming when possible Note: Road show hearings require different technology and staffing.	Not a public meeting because no quorum of members from a committee is present and no authority to make formal recommendations. All documents and materials prepared, owned, or used during a workgroup process must be retained as a public record in accordance with House and Senate rules. Recording is not required but may be done for hybrid or virtual workgroups. Note: If agendas, recordings, summaries, presentations, or other workgroup materials are prepared, all materials are posted and retained on the OLIS workgroup materials webpage.

Interim Committees			Task Forces	Workgroups
				Note: Legislators have the usual duty to retain public records.
May pre-session file legislation	Yes (ORS 171.130), but may be limited by Chamber Rule, Concurrent Resolution, or statute.	No unless authorized by enabling legislation.	No	No
Quorum and voting by phone	Must be present at meeting location to vote or provide quorum (In emergency situations, presiding officers may waive this requirement).	Task Force rules allow participation and voting remotely. (ORS 174.130 requires majority for quorum unless other rules are adopted.)	A quorum of the members of a committee is not allowed. No quorum required for workgroup members to conduct business (not a formal meeting). Workgroups operate on a consensus model, not voting or majority rule.	A quorum of the members of a committee is not allowed. No quorum required for workgroup members to conduct business (not a formal meeting). Workgroups operate on a consensus model, not voting or majority rule.
Staffed by	LPRO, LFO, LRO	LPRO, LFO, LRO or state agencies (ORS 276A.253 requires state agencies to put on website)	Workgroups may have no formal staffing or be staffed by legislators' personal staff, executive agency staff, or legislative agency staff as workload allows. Legislative agency staff do not staff workgroups that involve advocacy for or against specific legislation.	Workgroups may have no formal staffing or be staffed by legislators' personal staff, executive agency staff, or legislative agency staff as workload allows. Legislative agency staff do not staff workgroups that involve advocacy for or against specific legislation.
Ways & Means review of enabling legislation	Yes, if created by bill or resolution	Yes, if created by bill or resolution	No (not created by bill or resolution) Note: Longer-term, complex, or large-scale workgroups, including those with subgroups, with legislative agency staffing require review by agency director to ensure sufficient resources.	No (not created by bill or resolution) Note: Longer-term, complex, or large-scale workgroups, including those with subgroups, with legislative agency staffing require review by agency director to ensure sufficient resources.
Website and desk name for CASS	"Interim Committee" Named in CASS system	Named in CASS system and OLIS webpage under "Committees/Task Forces" if staffed by legislative staff.	Workgroup materials should be posted on "Workgroup Materials" page if workgroup is staffed by legislative agency staff. Not named in CASS system.	Workgroup materials should be posted on "Workgroup Materials" page if workgroup is staffed by legislative agency staff. Not named in CASS system.

Interim Committees		Task Forces	Workgroups
End date	Ends when next Legislature takes office	Should include sunset date	Begin and end as specified by lead legislator.
Deliverables	Legislative drafting request	Workplan Report or less formal summary, typically with recommendations for legislative action.	Deliverables not always required. When appropriate, a summary of the workgroup discussions.

Appointing Authority Table

Appointing Authority	Authorization	Process	Authority Over
Speaker / President	Oregon Constitution Article IV, Section 11; House/Senate Rule 7.01	Elected by members of the House/ Senate during Organizational Session at the beginning of each biennium	Speaker / President's Office staff
Speaker Pro Tempore / President Pro Tempore	Oregon Constitution Article IV, Section 11; House/Senate Rule 7.01	Elected by members of the House/ Senate during Organizational Session at the beginning of each biennium	Personal staff
Chief Clerk / Secretary	Oregon Constitution Article IV, Section 11 House/Senate Rule 15.05	Elected by members of the House/ Senate during Organizational Session at the beginning of each biennium	Non-partisan staff: <i>desk staff, floor staff, receptionists, Lounge staff</i>
Majority Leader	Caucus Rules	Elected by Majority Caucus members	Majority Office staff
Minority Leader	Caucus Rules	Elected by Minority Caucus members	Minority Office staff
Member	Oregon Constitution Article IV, Section 3; Section 11	Elected by people at the General Election ~ Credentials reviewed and approved by peers at the beginning of each biennium.	Personal staff
Legislative Counsel	ORS 173.200	The Legislative Counsel Committee shall select the Legislative Counsel, who shall serve at the pleasure of the committee.	Legislative Counsel Office staff
Legislative Fiscal Officer	ORS 173.410	The Joint Committee on Ways and Means during a session and the Emergency Board during the interim shall select the Legislative Fiscal Officer who shall serve at the pleasure of the appointing authority and under its direction.	Legislative Fiscal Office staff; Committee staff supporting Ways and Means and/or Emergency Board
Legislative Revenue Officer	ORS 173.800	The House Revenue Committee and the Senate Revenue Committee during a session and the Interim Committee on Revenue during the interim, with the approval of the Speaker and the President, shall select a Legislative Revenue officer who shall serve at the pleasure of the appointing authority and under its direction.	Legislative Revenue Office staff; Committee staff supporting House and Senate Committees on Revenue
Legislative Policy and Research Director	ORS 173.605	The Legislative Policy and Research Committee shall select a Director to serve as its executive officer. The director shall serve at the pleasure of the committee.	Legislative Policy and Research Office staff
Legislative Administrator	ORS 173.710	The Legislative Administration Committee shall select a Legislative Administrator who shall serve at the pleasure of the committee and under its direction.	Legislative Administration employees
Legislative Equity Officer	ORS 173.900 and Concurrent Resolution	By concurrent resolution, the Legislative Assembly shall select a Legislative Equity Officer, to serve as the executive officer of the Legislative Equity Office.	Legislative Equity Office staff

Presiding Officers

Speaker of the House

~ Speaker Pro Tempore ~

Temporary Speaker Designee

President of the Senate

~ President Pro Tempore ~

Temporary President Designee

Each meeting of the body must have a chair or leader whose job it is to conduct the daily proceedings of the chamber, which we call the Orders of Business. This is referred to as the "presiding officer." Typically, the presiding officer is the Speaker and President, but each chamber has a designated backup – the Pro Tempore. When it is necessary for the Speaker or President to vacate the chair, the Speaker Pro Tempore or President Pro Tempore should take the chair. Additionally, these people may relinquish the chair to another member as the need arises. This person has no formal title, but is referred to as the "temporary designee." The Speaker or President may retake the chair at any time without needing to obtain the consent of the Pro Tempore or temporary designee or the body itself.

The duties of the presiding officer of each chamber are as follows:

- a) To open the meeting at the designated time, calling the members to order
- b) To announce the business before the body
- c) To recognize members entitled to the floor
- d) To restate and put to vote all questions that arise out of the proceedings
- e) To preserve order and decorum
- f) To rule upon all points of order
- g) To instruct the body on any chamber practice pertinent to its pending business
- h) To sign or authenticate all acts, proceedings, or orders of the body
- i) To receive all messages and communications and announce them to the body
- j) To guide and direct the proceedings of the body, subject to the rules and will of the body
- k) To enforce all laws and regulations applicable to the body
- l) To have general charge of the chamber, galleries, rooms, and adjoining and connecting hallways and passageways.

The presiding officer may not:

- a) Refuse to put any motion that is in order before the body
- b) Limit or close debate except as authorized by the rules of the body
- c) Disrupt the rights of the members by hurrying through proceedings, or other means. However, members must be reasonably prompt in exercising their prerogative to speak and offer motions.
- d) Interrupt a member who has the floor and is not transgressing any rule, except for ruling upon points of order, questions of privilege, or other matters requiring the immediate attention of the body.

Speaker of the House

State Capitol Building, Room H271

503-986-1200

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

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

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

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

President of the Senate

State Capitol Building, Room S201

503-986-1600

One of the first orders of business during the Organizational Session will be to elect a President of the Senate for the Assembly (two-year term). The President presides over the Oregon Senate and enforces all rules, laws and regulations applicable to the body – preserving order and decorum in the Senate chamber. The President is an elected officer of the Senate as well as a Constitutional officer and serves at the pleasure of all 30 members of the Senate.

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

A major component of the President's duties involves working with committees. This begins with appointing committee membership, including which senators will serve as the chair and vice chair(s). It also involves referring bills to committees – once a bill is introduced in the Senate, the President is responsible for determining which committee(s) will have purview over a bill. Finally, the President'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 President'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 House or making recommendations to the Governor for their ultimate appointment. It can also mean the appointment of a sitting legislator or of a member of the public depending on the specific statute and appointment. Additionally, the Senate is responsible for confirming certain executive appointments made by the Governor, an act which requires the Senate to convene.

Caucus Leaders

House Democratic Leader

State Capitol Building, Room H295
503-986-1900

Senate Democratic Leader

State Capitol Building, Room S223
503-986-1700

House Republican Leader

State Capitol Building, Room H395
503-986-1400

Senate Republican Leader

State Capitol Building, Room S323
503-986-1950

The four 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.



Parliamentarians

Chief Clerk of the House

**State Capitol Building, House Chamber
503-986-1870**

Secretary of the Senate

**State Capitol Building, Senate Chamber
503-986-1851**

Parliamentarians are persons who are experts in the formal rules and procedures of deliberative assemblies and other formal organizations. In the Oregon legislature, each house elects a parliamentarian to serve as the administrative officer and parliamentary expert of that chamber for a two-year term.

In the House, the parliamentarian is called the Chief Clerk. In the Senate, the parliamentarian is called the Secretary. Each has the duty to provide the proper setting for consideration and enactment of Oregon laws, maintain the Rules of their chamber, and advise presiding officers and members on the proper interpretation of chamber rules and protocols. The Chief Clerk and Secretary's offices maintain order in the chambers during session, create the daily session agendas, distribute information about measures, and document the actions of each house in meticulous fashion.

The work of the parliamentarians is non-partisan in nature but crucial for maintaining the integrity of the legislative process and fostering trust among the public, legislators, and Capitol staff.

Chief Clerk of the House (House Desk)

House Chamber and Somerville Building
503-986-1870 chiefclerk@oregonlegislature.gov



Timothy G. Sekerak, Chief Clerk

tim.sekerak@oregonlegislature.gov

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

Responsibilities include:

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

The Chief Clerk's Office also manages the following:

- Authorization of "Approval for Payment" requests for members and staff from their Services and Supplies accounts (S&S Funds);
- Assembly transition – office, parking, and chamber desk assignments;
- History of the House, including the documentation of past Speakers, Clerks, and Oregon Representatives dating back to 1841
- Ordering of stationery;
- Scheduling Opening Ceremonies for daily session; and
- The House Honorary Page Program and other civics education

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

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

Staff contacts:

Sarah Curry

Journal Clerk

503-986-1872

sarah.curry@oregonlegislature.gov

Mandi McGowan

Measure History Clerk

503-986-1873

mandi.mcgowan@oregonlegislature.gov

Lacy Ramirez

Calendar Clerk

503-986-1871

lacy.ramirez@oregonlegislature.gov

Jack Edwards

Reading Clerk

503-986-1875

jack.edwards@oregonlegislature.gov



Secretary of the Senate (Senate Desk)

Senate Chamber and Somerville Building

503-986-1851 secretaryofsenatesoffice@oregonlegislature.gov



Obadiah "Obie" Rutledge, Secretary Obie.Rutledge@oregonlegislature.gov

The Secretary of the Senate is an officer of the Senate and serves as the chief administrative officer and parliamentarian. The Secretary is elected by the 30 members of the Senate to a two-year term.

Responsibilities of the Secretary include:

- Providing expert and confidential counsel on parliamentary procedure as it pertains to the legislative process;
- Interpreting Senate rules and guiding the process of rule development and revision;
- Managing the bill-flow of all measures in possession of the Senate;
- Serving as the official custodian of all legislative measures and records of proceedings and actions of the Senate;
- Supervising all nonpartisan employees of the Senate, including floor staff, Senate Lounge staff, and desk staff 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 Senate;
- Developing and leading training and orientation programs for members and staff, particularly in the context of Senate procedures;
- Presenting to and engaging with entities and persons of all ages connected to civics education;
- Providing administrative support for Senate President appointment process; and
- Overseeing the Senate's consideration and confirmation of the Governor's executive appointments.

The Secretary of the Senate's Office, as a whole, is responsible for coordinating and documenting the actions of the Senate. In accordance with Senate Rules, the Secretary of the Senate's Office prepares the daily agenda, distributes information about measures throughout session, and publishes the Senate Journal. The Secretary of the Senate's Office also manages the process of receiving executive appointments from the Governor and facilitates the Senate's consideration and confirmation of those appointments.

In addition to the tasks noted above, the office also:

- Maintains a chronological list of Oregon's Senators and the historical record of and guide to Senate members dating back to 1849;
- Orders stationery for Senate members and staff;
- Manages reimbursement requests for Senate members and staff;
- Schedules opening ceremonies for daily floor session; and
- Creates and maintains the Secretary of the Senate webpage and linked records including the digital journal, fact-finding mission packets, current rules and calendars, Senate action on executive appointments, and other information relevant and connected to the Oregon Senate.

Contacts for the Secretary's office are:

Obadiah "Obie" Rutledge

Secretary of the Senate

Obie.Rutledge@oregonlegislature.gov

Britton M. Taylor

Senior Deputy Secretary of the Senate

Britton.M.Taylor@oregonlegislature.gov

James Goulding

Deputy Secretary of the Senate

James.Goulding@oregonlegislature.gov

McKenzie Barker

Measure Liaison

McKenzie.Barker@oregonlegislature.gov

Bonnie Allen

Reading Clerk

Bonnie.Allen@oregonlegislature.gov

Wendy (Wendolyne) Cortes

Assistant to the Secretary

Wendy.Cortes@oregonlegislature.gov





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

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

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

The program will begin in January, 2025. To schedule students please contact staff in your respective chamber offices: the Senate Honorary Page Coordinator in the Secretary of the Senate's Office, or the House Honorary Page Coordinator in the Chief Clerk's Office.

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

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

For chamber-specific guidelines and scheduling, contact the offices below:

House Honorary Page Coordinator
503-986-1870
www.oregonlegislature.gov/chief-clerk
civics.education@oregonlegislature.gov

Senate Honorary Page Coordinator
503-986-1851
www.oregonlegislature.gov/secretary-of-senate

Getting Legislation Drafted

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

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

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

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

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

General information

about LC is available here:

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

Contact information and forms:

Telephone: 503-986-1243

E-mail:

lc.request@oregonlegislature.gov

FAX: 503-373-1043

Bill and Amendment request forms are available here:

<http://intranet/Pages/Member-Information0420-4061.aspx>

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

Kate Tosswill, Chief Deputy Legislative Counsel

kate.tosswill@oregonlegislature.gov

Receiving Drafted Legislation

When can I expect the draft that I requested to be delivered?

We strive to provide drafts of measures promptly. However, we typically receive over 4,100 requests for draft measures for legislative sessions in odd-numbered years. Due to the volume of requests, we may be unable to acknowledge receipt of each request individually. However, we will send you a weekly report of the requests that we have received from you (docket report). The report will list each request by subject and will provide a docket number or "LC number" and the name of the attorney who has been assigned the responsibility for drafting the measure. Please review the report and contact us if your docket report is missing a request.

Each attorney who is assigned to draft your requested measures will strive to complete your request as soon as possible. However, we may be able to produce your draft earlier if you can provide with your request:

1. A clear statement, in person, by phone or in writing, of:
 - The problem the measure is addressing, including background and context.
 - The solution to the problem that you wish the measure to implement.
 - The barriers to achieving the goal of the measure, including statutory barriers, if known. If the measure relates to the action of an agency, barriers to achieving the goal may include the agency's reluctance to exercise its discretion under existing law or the agency's interpretation of existing law.
2. The name and a mobile number for a single contact person, if not you, who is knowledgeable about the concept, who has the authority to answer questions and who will respond quickly to questions from the drafting attorney.

If we need additional information to produce the draft, we will make every effort to contact you or the person you have designated for the needed information. However, many times the drafting deadlines do not allow us to make repeated attempts at contact or to do extensive research. Therefore, it may take us significantly longer to produce your draft, and there is a greater chance that the draft may not reflect your intent, if your request:

1. Provides only some proposed language for a measure without a detailed explanation of what the language is intended to accomplish.
2. Has not been fully developed.
3. Asks the drafting attorney to work with two or more stakeholders who have divergent or inconsistent interests.
4. Uses jargon or technical terms that are not defined in your request.

Also, there are certain types of legislative concepts that generally take us more time to capture in a draft of a measure. Those include:

1. Concepts involving big, new ideas.
2. Creating a new agency, abolishing an existing agency or transferring significant functions from one agency to another agency.
3. Extensive recommendations from a task force or work group report.
4. Model laws from a national organization or association.
5. Concepts based on laws from another state.

“At the request of...” Criteria

1. The names submitted must meet the requirements of ORS 171.127, which states that requesters must be named individuals or public or private organizations or their representatives.
2. We take names as submitted by the sponsor of the measure and the only thing we try to fix is obvious typos, if noticed. We generally do not research names or ensure they are spelled correctly.
3. We do not include other information about the names (so we would not print anything after the comma such as “Jane Doe, concerned citizen” or “John Doe, Crook County resident”).
4. Individuals must be human beings, e.g. “Otis the puppy” is not allowed.
5. Multiple requesters from the categories are allowed and would follow the format “at the request of Jane Doe, John Doe, Crime Victims United”.
6. We have overall space limitations in that if the sponsorship and requester lines (or any other preliminary elements of the measure such as summary and title) push the rest of the measure text too far down the page so that the body of the measure would start on page 2, we have a major formatting problem. If this happens, LC will get in touch with your office to let you know and discuss how the list of requesters needs to be adjusted.
7. Please write neatly on the billbacks, as the desks and LC have limited time to process them.
8. Note that different procedures and rules for requesters apply for amendments in committees, specifically House committees.

FILING DRAFTED LEGISLATION (MEASURES) For Introduction

1. **THE DEADLINE FOR PRE-SESSION FILING MEASURES FOR THE LONG SESSION IS DECEMBER 13, 2024 AT 5:00 PM.**
2. **THE DEADLINE FOR PRE-SESSION FILING FOR THE SHORT SESSION WILL BE SET BY RESOLUTION AT THE END OF THE LONG SESSION.**
3. **Deadlines for filing measures during session are set by resolutions passed during session.**
4. Only Legislators, a member's staff or their caucus office staff are authorized to drop the LC drafts (Legislative Concept) for their members. In the case of a committee measure, the committee staff is also authorized to drop LC's to be introduced as committee measures as signed by the chair of the committee.
5. Drop the LC drafts and bill backs electronically by sending a PDF version of the signed bill back along with the LC draft, as separate attachments, to:
 - (Representatives) Chief Clerk of the House tim.sekerak@oregonlegislature.gov
 - (Senators) Secretary of the Senate secretaryofsenatesoffice@oregonlegislature.gov
6. If you are filing in person, you will need **two** copies of the LC and **one** bill back (the signature sheet) for each measure introduction. Please do not staple them together. **Due to CAMS construction restrictions, you must call or e-mail to arrange a time to submit documents in person. See contact info listed at the bottom of this page.**
7. Make sure to indicate, by checking one of the boxes on the top of the bill back, what type of bill it is: **Member, Committee or Statewide Elected Official.**
8. A House introduction must have a House member listed first. Senators cannot introduce House measures. Likewise, a Senator must be listed first for a Senate introduction. Type or **legibly print** the chief sponsor or filer's name, and any additional sponsor names, then obtain a signature right above the typed or printed name(s).
9. There is room for three members to sign on as **Chief Sponsors** on the bill back. If more members want to sign on as a Chief Sponsor, please contact the Clerk's or Secretary's Office for the appropriate procedure.
10. **Remember to fill in your contact at the bottom of the bill back.** Type or **legibly print** the contact person's name and telephone number at the bottom of the bill back.

Important: The LC draft has a number and a date associated with that version of the draft. The bill back also has the same draft number and date on the upper left-hand corner of it. **The LC draft number and date must match the number and date on the bill back to be accepted.** This is to ensure that members are submitting or signing on to the same version of the bill. Once an LC is submitted to the Clerk's or Secretary's Office, the contents of the measure become public information and the LC cannot be withdrawn or returned to you.

Office of the Chief Clerk of the House
Mandi McGowan
(503) 986-1873
mandi.mcgowan@oregonlegislature.gov

Office of the Secretary of the Senate
McKenzie Barker
mckenzie.barker@oregonlegislature.gov

MEMBER GUIDEBOOK 2025

Please note: Newly-elected members may sign onto a bill back as an additional sponsor by crossing out the last name of the former member they are replacing and writing their own last name in its place, as well as initialing on the provided line.

LC 0	9/13/24	BILL BACK	Bill _____
Title: Relating to billbacks.			
Type: <input type="checkbox"/> Member <input type="checkbox"/> Committee <input type="checkbox"/> Statewide Elected Official			
Chief Sponsor(s)/Committee Chair/Other Filer:		For Member measures only, list other Chief Sponsors here:	
1. _____	2. _____		
Signature (First Chief Sponsor/Committee Chair/ Statewide Elected Official)	Signature (Second Chief Sponsor/Committee Chair)		
_____	_____		
Print Name	Print Name		
_____	3. _____		
Print Committee Name for Committee Measures	Signature (Third Chief Sponsor)		

	Print Name		
Requester(s):		(Attach list of other Chief Sponsors, if more than three.)	

All agencies, organizations and persons that have formally requested the measure are named herein in accordance with ORS 171.127.			
Additional Sponsors (initial)			
<u>SENATE</u>		<u>HOUSE</u>	
_____ Anderson	_____ Andersen	_____ Lively	
_____ Bonham	_____ Boice	_____ Mannix	
_____ Boquist	_____ Boshart Davis	_____ Marsh	
_____ Campos	_____ Bowman	_____ McIntire	
_____ Dembrow	_____ Breese-Iverson	_____ McLain	
_____ Findley	_____ Bynum	_____ Nathanson	
_____ Frederick	_____ Cate	_____ Nelson	
_____ Gelser Blouin	_____ Chaichi	_____ Neron	
_____ Girod	_____ Conrad	_____ Nguyen D	
_____ Golden	_____ Cramer	_____ Nguyen H	
_____ Gorsek	_____ Dexter	_____ Nosse	
_____ Hansell	_____ Diehl	_____ Osborne	
_____ Hayden	_____ Elmer	_____ Owens	
_____ Jama	_____ Evans	_____ Pham H	
_____ Knopp	_____ Fahey	_____ Pham K	
_____ Lieber	_____ Gamba	_____ Rayfield	
_____ Linthicum	_____ Gomberg	_____ Reschke	
_____ Manning Jr	_____ Goodwin	_____ Reynolds	
_____ Meek	_____ Grayber	_____ Ruiz	
_____ Patterson	_____ Hartman	_____ Sanchez	
_____ Prozanski	_____ Helfrich	_____ Scharf	
_____ Robinson	_____ Helm	_____ Smith G	
_____ Smith DB	_____ Hieb	_____ Sosa	
_____ Sollman	_____ Holvey	_____ Stout	
_____ Steiner	_____ Hudson	_____ Tran	
_____ Taylor	_____ Javadi	_____ Valderrama	
_____ Thatcher	_____ Kropf	_____ Wallan	
_____ Wagner	_____ Levy B	_____ Walters	
_____ Weber	_____ Levy E	_____ Wright	
_____ Woods	_____ Lewis	_____ Yunker	

FOR INFORMATION ONLY:

CONTACT PERSON (Print Name) _____

TELEPHONE NUMBER _____

MEASURE

Measure, defined:

A written document created 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.

Measure Folder:

A physical folder used to record the measure's progress within the legislative process and which contains complete documentation of the measure. Documents include the original LC draft and bill back, committee reports, any engrossings and reprintings of the measure, votes, and more. To assist with identification, all House measure folders are colored blue and all Senate measure folders are yellow.

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.

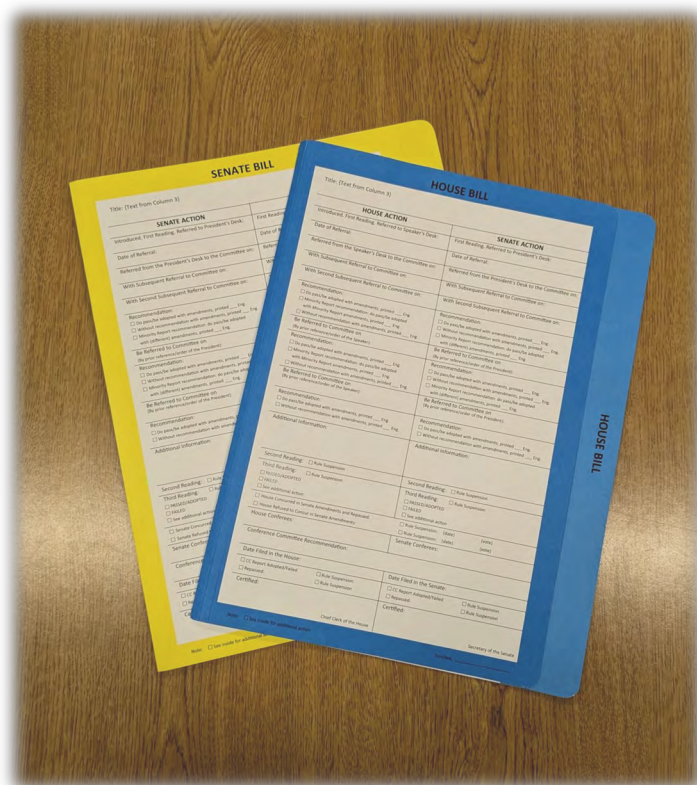
Joint Memorial: A measure adopted by both houses and used to make a request of or to express an opinion to Congress, the President of the United States, or both. It is not used to commemorate the dead.

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*)



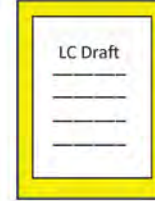
How a Measure moves through the Oregon Legislative Process



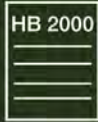
Bill is introduced in the
HOUSE



In this example, the Measure is a (Bill)



Bill is introduced in the
SENATE



The Bill is First read in the House and referred to committee by the Speaker.

The Bill is First read in the Senate and referred to committee by the President.



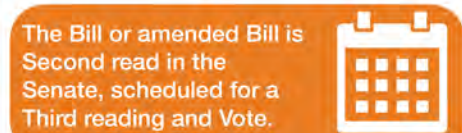
The Bill has a public hearing and work session. In Oregon, the Committee is the only place a bill can be amended.



The Bill has a public hearing and work session. In Oregon, the Committee is the only place a bill can be amended.



The Bill or amended Bill is Second read in the House, scheduled for a Third reading and Vote.



The Bill or amended Bill is Second read in the Senate, scheduled for a Third reading and Vote.



The Bill or amended Bill is Third read, discussed on the House floor and a vote is taken. If the bill receives at least 31 votes, it passes and is sent to the Senate.



The Bill or amended Bill is Third read, discussed on the Senate floor and a vote is taken. If the bill receives at least 16 votes, it passes and is sent to the House.

(Tax increases require a three-fifths majority)

(Tax increases require a three-fifths majority)

Any
Measures
passing
both
Chambers
are sent to
the
Governor.



The Governor may:

- Sign the Bill
- Veto the Bill (A veto can be overridden by a 2/3 vote of the House and Senate)
- Not sign the Bill, becomes a law after a number of days: "Spontaneous Ratification"



How to Get Excused from House Floor Session

As required by the Oregon Constitution, 10 or more unexcused absences by any House member from legislative floor sessions called to transact business during a regular or special legislative session shall be deemed disorderly behavior and shall disqualify the member from holding office as a Representative for the term following the election after the member's current term is completed. For the purposes of this rule, attendance at "legislative floor sessions" shall be determined when the quorum roll call is performed at the beginning of a session day or if there is a Call of the House during that session day. No excuse may be announced while the House is under a Call of the House. No member shall be assessed an unexcused absence more than once per calendar day.

1) *Excused (out of the Capitol):*

Except for emergencies, a member shall attend all sessions of the House unless an Excused Absence Request is filed with the Chief Clerk forty-eight (48) hours in advance. To be excused to be out of the building for all or a portion of a House floor session, please file an Excused Absence Request Form at least 48 hours in advance with the Chief Clerk (forms are available in the [Clerk's Office](#)). A properly filed request will, by rule, be presumed approved unless otherwise notified by the presiding officer.

REQUEST FOR EXCUSED ABSENCE FROM HOUSE SESSION	
DATE OF ABSENCE _____	PHONE _____
NAME OF REPRESENTATIVE _____	
REASON FOR EXCUSED ABSENCE _____	
_____ SIGNATURE OF REPRESENTATIVE	
_____ DATE	
(All absences are presumed excused unless the Speaker's Office contacts you and requires your attendance)	
(Please file with the Chief Clerk 2 days (48 hours) before absence occurs)	

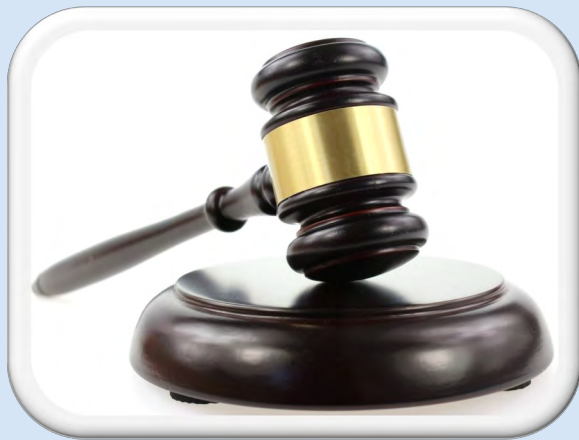
2) *Excused for Business of the House (in the Capitol):*

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

The Daily House Floor 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 the membership to stand.

(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 the membership 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. Members are limited to one courtesy each day which may be no longer than 60 seconds in length. Yields are not permitted during Courtesies.

In addition, the Speaker will announce some special guests from the rostrum prior to recognizing individual members. These include the honorary pages (*additional information follows*) and special visiting groups from around the state. To be recognized for courtesies press the "To Speak" button which places your name on the Speakers queue. Once recognized, stand and address 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. After we have moved past Courtesies, the only person who may welcome guests to the chamber during business is the presiding officer.

(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.

Excused (out of the Capitol):

To be excused from House floor session, members are asked to file an Excused Absence Request Form at least 48 hours in advance with the Chief Clerk (forms are available in the Clerk's Office or online via the Legislative Intranet).

Excused for Business of the House (in the Capitol)

While the House is in session, members may occasionally need to be Excused for Business of the House; no form is required for this. There are many reasons members may need to leave the chamber during session but not leave the building: a committee may meet (with approval of the Speaker), or a Senator or the Governor may request an urgent meeting, etc. When these situations arise, please check-in (and out) with the Chief Clerk each time you exit the chamber and upon your return. This will ensure that you are reflected as "Excused for House Business" as opposed to "Absent" on any votes while you are away. This also ensures the House always has a quorum; and assists us in locating you if a Call of the House is invoked.

(5) MESSAGES FROM GOVERNOR

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

(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 (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.

The House may read messages at any time a quorum is present.

(7) FIRST READING: MEMORIALS AND RESOLUTIONS

All measures are read first time for introduction in the House. A "First Reading List" (Green Sheet) will be distributed to the members electronically which lists all measures scheduled for first reading that day.

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

Note: *The Speaker has seven calendar days to refer measures to committee. Usually the Speaker will refer measures the next session day after first reading. If you have a measure you would like to recommend for referral, it is important that you contact the Speaker's office immediately after its first reading.*

(8) 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). By rule, measures that are reported out of committee are scheduled on the committee report for second and third reading.

This Committee Report will be distributed to members electronically; all analyses of the bills will be available on OLIS.

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

(9) PROPOSITIONS AND MOTIONS

The order of business Propositions and Motions is used for the consideration of messages as received by the Governor or the Senate, special reports, and special motions, including but not limited to:

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

As a courtesy, the Clerk prepares a script using the proper language for these motions and places them on your chamber desk prior to daily session. If you need assistance with any scripts, please see the Chief Clerk.

(10) FIRST READING OF HOUSE BILLS

Same as First Reading: Memorials and Resolutions

(11) SECOND READING OF HOUSE BILLS:

Bills are read second time, again meeting the requirement that all bills must have three separate readings. The Reading Clerk will read the bill number and title only. No action may be taken under Second Reading.

(12) CONSENT CALENDAR

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

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

(13) THIRD READING OF HOUSE BILLS

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

After the Reading Clerk has read the bill (or the number and title if Article IV, Section 19 of the Oregon Constitution has been suspended), 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 at their desk; this will automatically place their name in the "queue." If the key is depressed again, it will remove their name from the "queue."

Members may yield their time to another member (5 minutes) but may no longer speak on the measure since their time has been forfeited.

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

Once recognized by the Speaker, they should state: "Mr./Madam. Speaker, will the Representative from _____ yield to a question?"

The Speaker will then ask the representative if they yield to the question and they will agree or not agree to receive it.

Again, the Speaker will recognize the inquiring member for the question.

This process is repeated for each question that is asked.

After the questions are answered, the member may 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 to check with 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 may yield during 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 or as otherwise directed by House Rule.

After the system is closed, the members' 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?" The member must **respond verbally** with a "yea" or "nay." The Clerk will record this 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 a member needs 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.

By rule, measures cannot be amended on the floor. All amendments must be proposed in committee.

(14) FINAL READING: MEMORIALS AND RESOLUTIONS

Same as Third Reading of House Bills

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

This order of business equates to an announcement only.

(16) FIRST READING OF SENATE BILLS

Same as First Reading of House Bills

(17) SECOND READING OF SENATE BILLS

Same as Second Reading of House Bills

(18) THIRD READING OF SENATE BILLS

Same as Third Reading of House Bills

(19) 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 amendments are then referred by the Speaker to the Committee on Rules.
- Vote changes
- Any other unfinished business

(20) ORDERS OF THE DAY HAVE BEEN COMPLETED

This is an announcement only.

(21) ANNOUNCEMENTS

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

(22) 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).

(23) ADJOURNMENT

The Speaker will recognize the Dean of the House (member with most seniority) to place the adjournment motion.

Voting in the House

House Rule 3.12 – 3.20

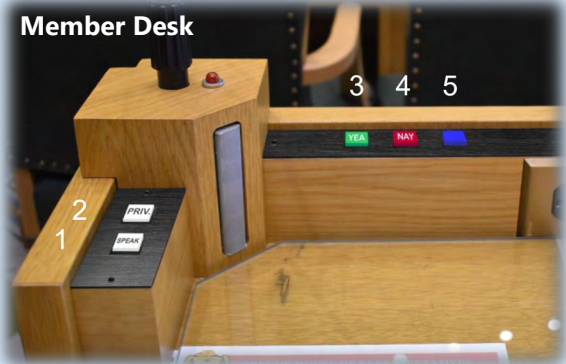


Voting in the House is performed through an electronic voting system operated by the Chief Clerk. When it is time to vote, the voting system will be “opened,” and members will have 30 seconds to depress the “**YEA**” (yes) and “**NAY**” (no) voting buttons installed at their desks. Once depressed, these voting buttons will light up and the member’s name should equally display in red or green font on the electronic roll call boards within the House chamber. However, it is the responsibility of every member to verify that their vote has been properly recorded. Per House Rules, no member is allowed to abstain from voting.

The buttons located on members’ desks are outlined as follows :

1. White **SPEAK** button located beneath the member microphone. Used when a member seeks recognition by the presiding officer for the purposes of debate or for making a motion.
2. White **PRIV.** button located beneath the member microphone and above the “SPEAK” button. Used only for purposes requiring immediate attention, such as impugment.
3. Green **YEA** button located to the right of the member’s speaker and microphone. Used to record a member’s “yes” vote and to affirm the member’s presence for quorum.
4. Red **NAY** button located between the green “YEA” button and blue indicator light. Used to record a member’s “no” vote.
5. **Blue indicator** light located to the right of the “NAY” button. The presiding officer alone has the ability to activate this light and uses it to summon members from their desk to the rostrum. If activated by the presiding officer, the button will blink blue, indicating a summons to the dais.

Member Desk

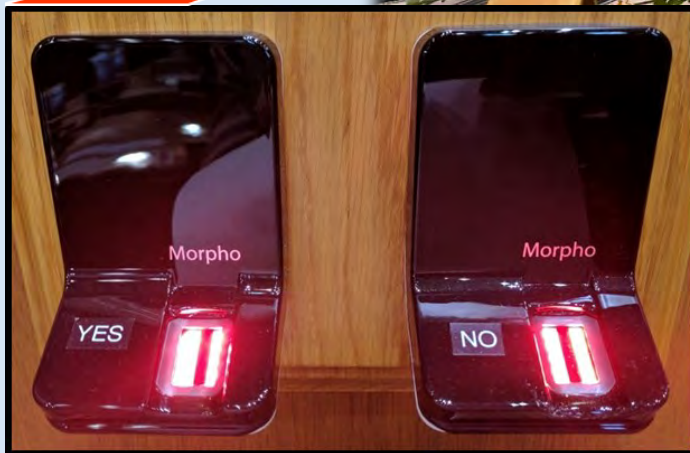
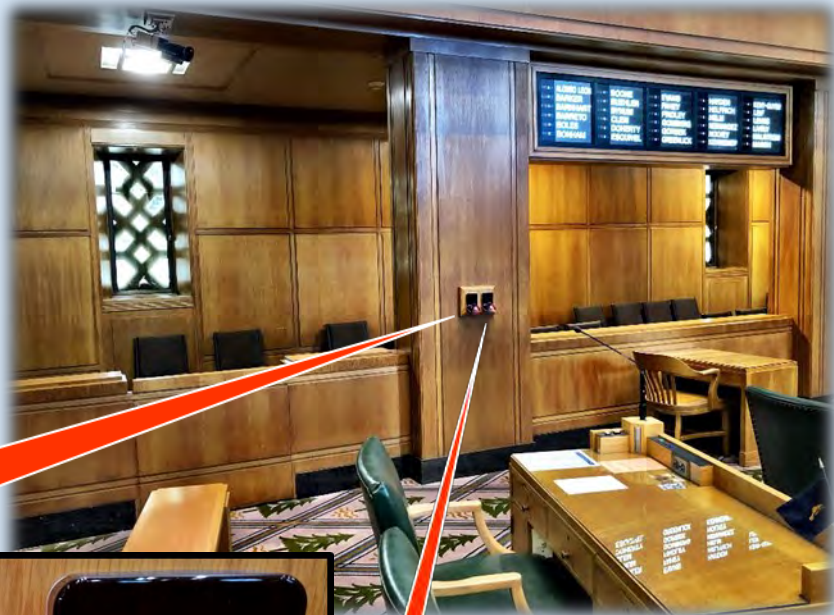


Biometric Voting

The House chamber is equipped with four Biometric (finger print) voting stations. Two stations flank the double doors at the back of the chamber; the other two stations are located opposite each other on the inside of the wood pillar adjacent to the North and South side aisles at the rear of the chamber. These Biometric readers have proven to be a safe and convenient way for members to vote and the Oregon House is one of the only legislative houses in the United States to utilize this technology for voting.

Important:

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



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

In order to participate in this voting option, set up is required.

Please reach out to the Chief Clerk's Office at 503-986-1870 or chiefclerk@oregonlegislature.gov.



FLOOR SESSION



How to Get Excused from Senate Floor Session

Senate Rule 3.10 Attendance.

(1) A member shall attend all sessions of the Senate unless excused by the President. A request by a member to be excused from a session shall be in writing. The President shall indicate approval or disapproval of the request in writing. The Journal will record on each roll call all members "present," "excused," or "absent."

To request to be excused from a Senate floor session, fill out the Senate Request to be Excused form. This form is available on the Legislative Intranet (*Forms and Publications* tab), or by request from the Senate President's Office. Please submit the completed form to the Senate President's Office at least one day before the requested excuse date.

**OREGON STATE SENATE
MEMBER REQUEST TO BE EXCUSED**

According to Senate Rule 3.10, a member shall attend all sessions of the Senate unless excused by the President. The Journal will record on each roll call all members "present," "excused," or "absent."

MR. PRESIDENT:

I wish to be excused from my duties in the Senate on: _____ (Date)

Due to: _____

(Maximum 100 characters)

Name (please type): _____

Signature: _____ Date: _____
(Senator)

☐ Approved ☐ Not Approved

Signature: _____ Date: _____
(Senate President)

Instructions:

1. Print a copy of this form
2. Sign and return to the Senate President's Office

Upon approval, copy will be sent to the Secretary of Senate. Members will be notified if request is not approved.

THE DAILY SENATE FLOOR AGENDA



(1) CALL TO ORDER

The President, President Pro Tempore, or designated presiding officer, will drop the gavel once to call the Senate to order.

(2) HONORS TO THE COLORS AND PLEDGE OF ALLEGIANCE

Members will stand and face the flag of the United States until the colors are posted. If the colors are already posted, members will face the United States flag (to the left of the presiding officer). A member will be chosen to lead the Senate in reciting the pledge of allegiance.

(3) INVOCATION, GREETING, OR OPENING PERFORMANCE

After the pledge, the President will announce the opening ceremony, and give instructions on whether members should sit or remain standing. If members remained standing, the President will drop the gavel one time at the conclusion of the invocation or opening ceremony to signal the membership to be seated.

Members may make arrangements with the Secretary of the Senate'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 5 minutes for a performance. Members of the legislature are encouraged to personally present an invocation or opening.

(4) COURTESIES OF THE SENATE

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 President will announce some special guests from the rostrum prior to recognizing individual members. These include the honorary pages and special visiting groups from around the state. To be recognized for courtesies press the button by the microphone on your desk. The red light indicates you are in the queue to speak. Press the button again to remove yourself from the queue. Once recognized, stand and address the President by stating into the microphone:

"Mr./Madam President, 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.

(5) ROLL CALL

The Constitution requires a quorum of all elected members of the Senate (20) be present in order to conduct official business. The Reading Clerk will call the roll. Please answer "here" when your name is called. If you miss your name being called, please signal a member of the Secretary of the Senate's staff at the desk as soon as you arrive on the floor.

Requesting to be Excused:

To be excused from Senate floor session, members are asked to file an excuse form in advance with the Senate President's Office (*forms are available in the Senate President's Office or online via the Legislative Intranet*).

(6) REMONSTRANCES

Remonstrances allow a member to make a statement in protest -- no member may speak for longer than two 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.

(7) MESSAGES

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

The House and Senate formally communicate with each other by messages. In some messages, one house may ask the other to take further action, such as concur in an amendment (this action is taken up under Propositions and Motions).

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

The Senate may read messages at any time a quorum is present.

(8) REPORTS FROM COMMITTEES

As committees report measures to the Secretary of the Senate's office (Desk) after taking action, the recommendations are recorded on the "Committee Report File" (once called Pink Sheets, for the color of paper they were printed on). By rule, measures that are reported out of committee are scheduled on the committee report for second and third reading.

This Committee Report will be distributed to members electronically; all analyses of the bills will be available on OLIS.

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

(9) PROPOSITIONS AND MOTIONS

The order of business Propositions and Motions is used for the consideration of special reports, and special motions, including but not limited to:

- Reconsideration
- Suspend the Rules
- House Amendments to Senate Measures
- Conference Committee Reports
- Committee and Minority Reports
- Vetoed Measures by the Governor

As a courtesy, the Secretary's office prepares a script using the proper language for these motions and places them on your chamber desk prior to daily session. If you need assistance with any scripts, please contact the Secretary of the Senate's office.

(10) ACTION ON EXECUTIVE APPOINTMENTS REQUIRING SENATE CONFIRMATION

The governor will periodically submit appointments to various boards and commissions that require confirmation by the Senate. Appointments, after receiving an affirmative vote in committee, will be placed on a Committee Report Summary and will come up for a vote of final consideration on the Senate floor under this order of business. Multiple appointments may be confirmed *en bloc* with one vote. If you wish to have a specific appointment voted on individually, please contact the Senate Desk as soon as possible, or at least **one hour** before the start of the floor session that the vote is scheduled for.

(11) INTRODUCTION AND FIRST READING OF SENATE MEASURES

All measures are read first time for introduction in the Senate. A "First Reading List" will be distributed to the members electronically which lists all measures scheduled for first reading that day.

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 Senate President will announce referral to the President's desk for purpose of referral to appropriate committee.

(12) SECOND READING OF SENATE MEASURES

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 second reading notifies the Senate that the measure will be up for a vote on the next session day.

(13) THIRD READING OF SENATE MEASURES

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

After the Reading Clerk has read the bill (or the number and title if Article IV, Section 19 of the Oregon Constitution has been suspended), the President will recognize the "Carrier of the Bill." The Carrier has 10 minutes to present the bill.

The President will then ask if there is further debate.

Members wishing to speak on the bill need to press their desk button; this will automatically place their name in the "queue." If the key is pressed again, it will remove their name from the "queue."

Members may yield their time to another member (5 minutes) but may no longer speak on the measure since their time has been forfeited.

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

Once recognized by the President, they should state: "Mr./Madam. President, will the Senator from _____ yield to a question?"

The President will then ask the senator if they yield to the question and they will agree or not agree to receive it.

Again, the President will recognize the inquiring member for the question.

This process is repeated for each question that is asked.

After the questions are answered, the member may 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 to check with leadership and Secretary of the Senate's Office prior to making any of these motions. Upon request, the Secretary of the Senate 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 may yield during the close.

The President will then place the question and direct the Reading Clerk to call the roll. The clerk will call the roll in alphabetically order, the President's name is always called last. The clerk will "roll the roll" for each vote, so the roll call will begin with the next member on this list.

The member must **respond verbally** when called with "aye" or "nay." The Clerk will record this vote and it will appear in on the chamber display board. If you wish to change your vote *before* the gavel is dropped, quickly get the attention of the Senate Desk staff or presiding officer.

After all votes are recorded, the President will announce the outcome and drop the gavel. **Note:** *Members must be "within the bar" to vote.*

(14) FIRST READING OF HOUSE MEASURES

Same as First Reading of Senate Bills

(15) SECOND READING OF HOUSE MEASURES

Same as Second Reading of Senate Bills

(16) THIRD READING OF HOUSE MEASURES

Same as Third Reading of Senate Bills

(17) OTHER BUSINESS OF THE SENATE

This order of business is used for any other unfinished business before the Senate.

18) ANNOUNCEMENTS

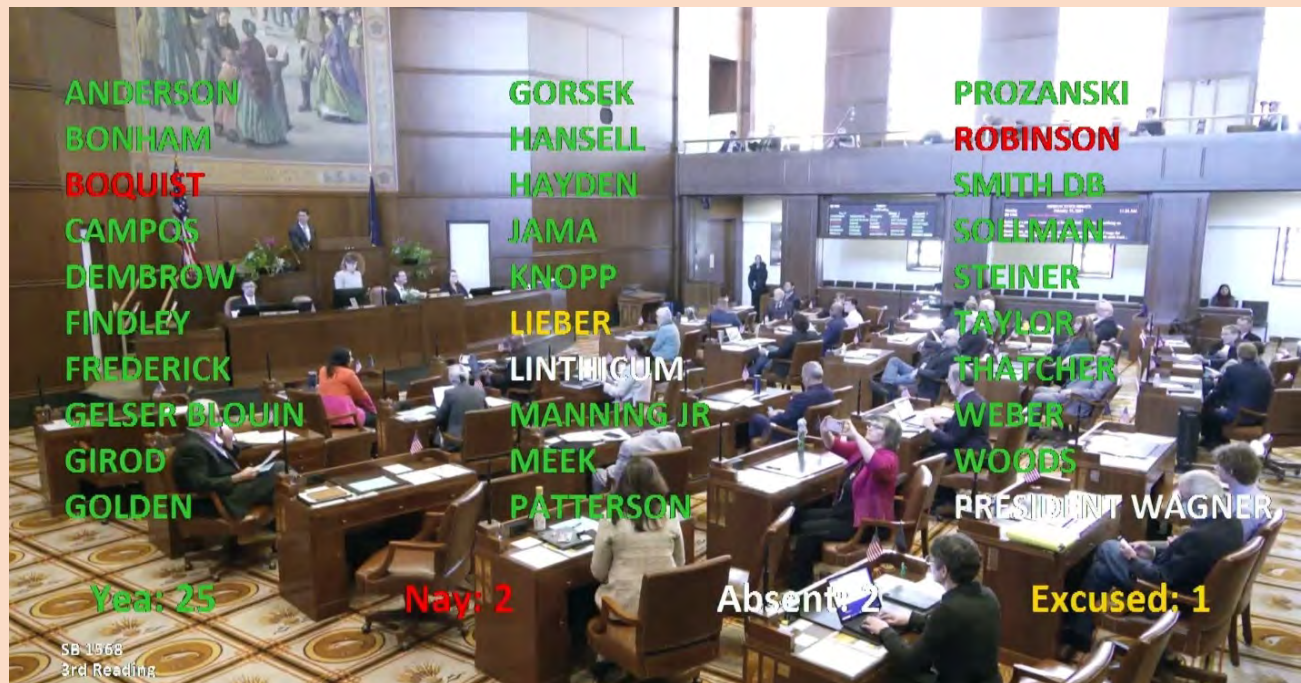
This order of business is used for the announcement of caucus meetings, committee meetings, and any special events.

(19) ADJOURNMENT

If the Senate expects to meet later the same session day, the Senate will be placed in recess. As the end of the session day, the President of the Senate adjourns the chamber to a specified date and time (or until the Call of the President).

Voting in the Senate

Senate Rule 3.15 – 3.20



Senate Roll Call Vote in progress

Voting in the Senate is conducted by a traditional oral roll call. The following Senate Rules apply:

3.15 Roll Call.

- (1) A roll call vote of audible “ayes” and “nays” shall be taken and recorded on the final passage of all measures, with the exception of memorials and resolutions that affect only the Senate and do not appropriate money.

3.20 Requirements for Voting.

- (1) Every member who is in attendance when the question is stated shall vote.
- (2) Except by unanimous consent, no member shall be permitted to vote on any question unless in attendance at the time the question is put. A member shall be considered in attendance if the member is in the chamber.

When a question arises before the body, the Reading Clerk will call the roll. Member names will be called in alphabetical order with the President being called last. When your name is called, you must answer audibly. It is not in order to vote “present” or otherwise abstain from a vote. It is a tradition of the Senate to “roll-the-roll”, which means the roll call will start with next person on the alphabetical list for each subsequent roll call.

The voting boards in the chamber display the vote tally in real time. If you believe your vote has been recorded incorrectly, you should signal or approach the Senate Desk staff immediately. The vote is **not final** until the Reading Clerk reads back the vote tally and the presiding officer **gavels** after announcing the outcome.

Opening Ceremonies

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

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



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

Another very important note is that each of the above guests **must** be sponsored by a legislator but is not required to reside in that legislator's district. This sponsorship provides a vehicle for responsibility/accountability of opening ceremony guests. If something controversial occurs, other members will be looking to the sponsor of the guest to answer.

Once you have invited your guest(s), please connect them with the Chief Clerk's Office or Secretary of Senate's Office through the contacts listed below. From there, a date will be scheduled based upon availability and further details, such as parking, rehearsal, and other specific guidelines, will be discussed.

Chief Clerk's Office

Jack Edwards

jack.edwards@oregonlegislature.gov

503-986-1875

Secretary of the Senate's Office

Bonnie Allen

bonnie.allen@oregonlegislature.gov

503-986-1851



ESSENTIAL CHAMBER PROTOCOLS

The following pages contain important information about specific protocols that are upheld by the Sergeant at Arms for the House and Senate Chambers.



What is the chamber, exactly?

The House and Senate chambers are comprised of several areas each with their own slightly different set of rules and protocols.

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

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

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

The "Protocol Period"

The "protocol period" goes into effect before and after each convening of the body. It is in effect 30 minutes before and after sessions of the House, and 15 minutes before and after sessions of the Senate. The major visual cue for you to know we are in this period of time is that the side aisle and ceremonial double doors at the back of the chamber are closed and "in session" signs are posted outside the doors. During this protocol period, all House and Senate Rules are in force, just as when the chamber is in active session.

For additional information and details:

House Rule 17.01 and Senate Rule 17.01

Parliamentary Process and Protocols

Mason's Manual of Legislative Procedure

Camera Use (including Social Media) in the House and Senate Chambers

By members, staff, guests, and media

While in session, including the protocol period

ONLY members may take pictures (no flash, please!) inside the bar, while in session. *Please try to keep photography to a minimum.*

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

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

General rules for all areas...
NO flash, strobe or supplemental lighting,
NO blocking of the view of others.
NO blockage of exits and walkways with
tripods/equipment.

Specifics of camera usage by area:
South side-aisle, hand-held cameras only.
North side-aisle, hand-held and monopod.
North gallery (3rd floor), hand-held, monopod,
and tripod.



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

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

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

During session, one (and only one) tripod TV camera may be used on the North aisle at a time. No special lighting, no blockage of other's views, no blockage of exits and walkways. The various television stations will have to work out rotation times among themselves in the event of multiple requests.

Please direct any questions concerning these customs and practices to staff from the offices of the Chief Clerk of the House or Secretary of the Senate.

Admission to the House Chamber While in Session

17.01 House Chamber Privileges. (1) The presiding officer shall balance access to the chamber and physical safety by ensuring that the total number of people in the House chamber does not exceed the total capacity limit of the chamber as determined by the Fire Marshal. Consequently, people otherwise allowed to access the chamber may be asked to leave until such time that the total number of people in the chamber is within safety limits. When the House is in session, no person shall be permitted within the bar except:

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

(a) Members of the Legislative Assembly;

(b) Floor personnel of the House;

(c) One of the following individuals, seated at a member's desk:

(i) One individual from the member's personal staff employed under Rule 15.10 or receiving credit in the intern program;

(ii) A member of the staff of a House standing committee, statutory committee, special committee; or

(iii) A member of the staff of the caucus offices; or;

(iv) A member of House floor staff including Honorary Pages, or:

(v) A family member.

(d) Speaker's and caucus staff;

(e) Persons authorized by the Speaker; and

(f) Accredited representatives of the news media.

(2) Courtesies of the house and floor privileges may be extended only to special dignitaries and former members of the Legislative Assembly with the permission of the body. However, courtesies shall not be extended to any former member who is registered as a lobbyist with the Oregon Governmental Ethics Commission.

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

(4) Seating in the rear of the chamber is for members, and staff of the Speaker and caucus offices only.

(5) To ensure access to the chamber proceedings, an area on the south side of the third-floor gallery shall be reserved for accredited representatives of the news media as defined in House Rule 18.01, and the south-side of the third-floor gallery shall be available to the public and press. The presiding officer may set time limits on public access to the chamber to ensure an equitable opportunity to all members of the public to observe the proceedings of the House.

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



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

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

(9) The Sergeant at Arms shall enforce this rule.

NOTE:

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

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

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

Admission to the Senate Chamber While in Session

Senate Rule 17.01 Floor Privileges.

- (1) When the Senate is in session, no person shall be permitted within the bar except:
 - (a) Members of the Senate;
 - (b) Desk and floor personnel of the Senate;
 - (c) Members of the House of Representatives;
 - (d) Accredited representatives of the news media;
 - (e) Staff of the Senate President's office and caucus offices; and
 - (f) One member of a senator's personal staff or a member of the staff of a Senate committee may be seated at a member's desk. Additional Senate staff members are permitted on the side aisles.
- (2) Notwithstanding subsection (1) of this rule, staff, personnel, and media access to the floor may be limited during a public health emergency or due to construction impacts. All persons allowed access to the floor or chamber area shall adhere to any law or regulation of general application pertaining to a public health emergency or other emergency.
- (3) Courtesies of the floor may be extended only to special dignitaries, former members of the Legislative Assembly and members of the family of a member to whom courtesies of the floor have been extended in accordance with policies as set by the President. Courtesies shall not be extended to any former member who is a lobbyist.
- (4) No person who is a lobbyist as defined in ORS 171.725 shall be permitted in the Senate Chamber area during its daily session. Any person transgressing this subsection shall be removed from the chamber area and shall be subject to the penalties provided by law for violation of lobbying regulations. Notes from a lobbyist are prohibited while the Senate is in daily floor session.
- (5) Admission to the side aisles beyond the bar shall be reserved for the families and guests of members of the Senate, local and state elected officials and such other persons as may be authorized by the President. However, the privilege shall not be granted to any person actively engaged in seeking the passage or defeat of any measure, except during consideration of Concurrent Resolutions as may be authorized by the President.
- (6) No food, beverage other than water, or smoking is permitted on the side aisles or within the bar.
- (7) While the Senate is in daily session, the center aisle of the floor shall be kept clear of all persons, except legislators and the Secretary of the Senate or someone acting under the direction of the Secretary of the Senate and conducting the business of the Senate. Access to the chamber during a daily session shall be by the side doors and side aisles.
- (8) Beginning 15 minutes before the opening of each session and ending 15 minutes after the session, no person shall be permitted in the chamber area except those authorized to be in the chamber under this rule.

NOTE:

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

Secretary of the Senate's floor staff will ask unknown persons to identify themselves prior to entering the chamber and side-aisles while in session, including protocol period 15 minutes before and after floor session.

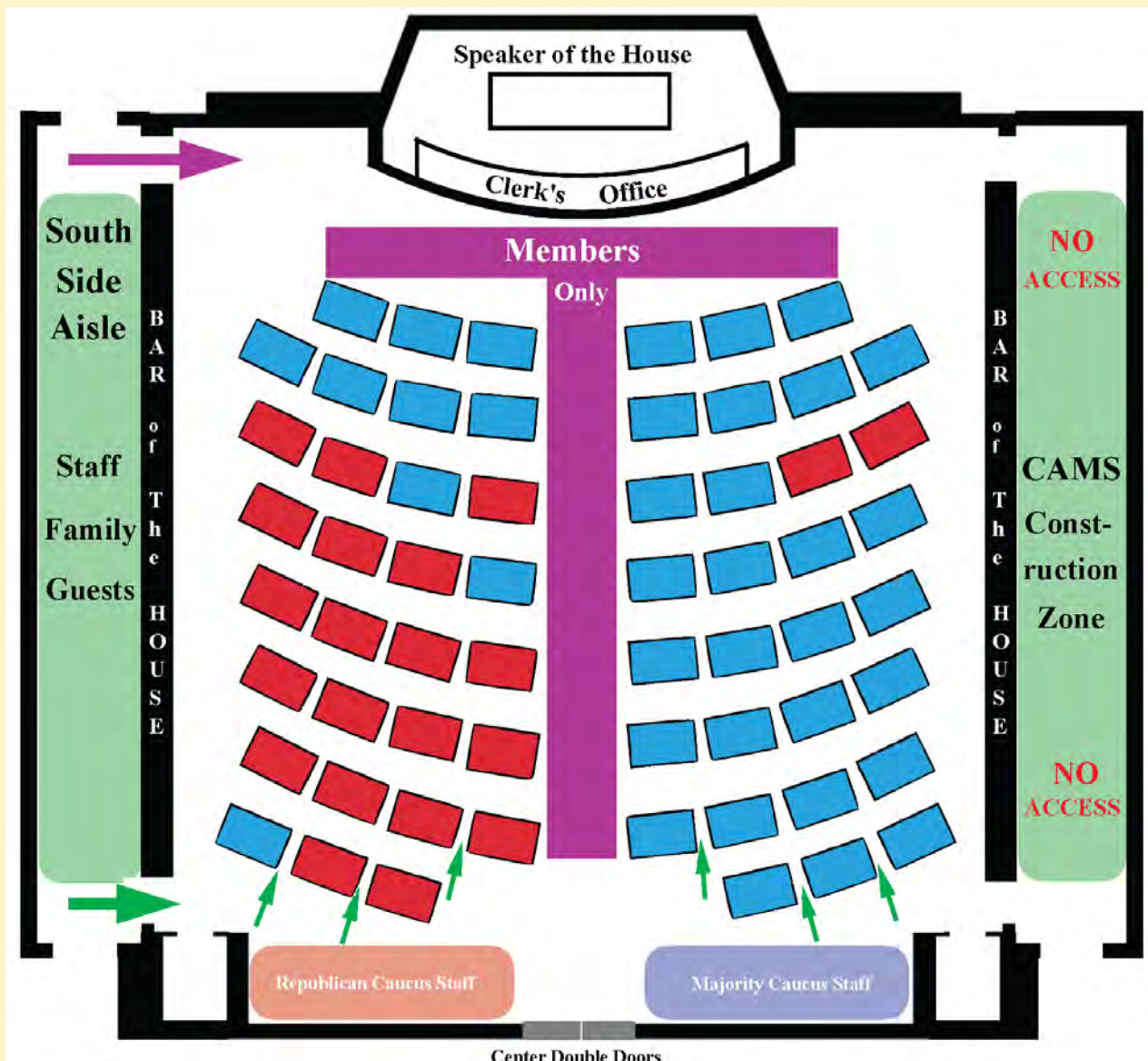
Movement on the House Floor While in Session

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

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

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

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



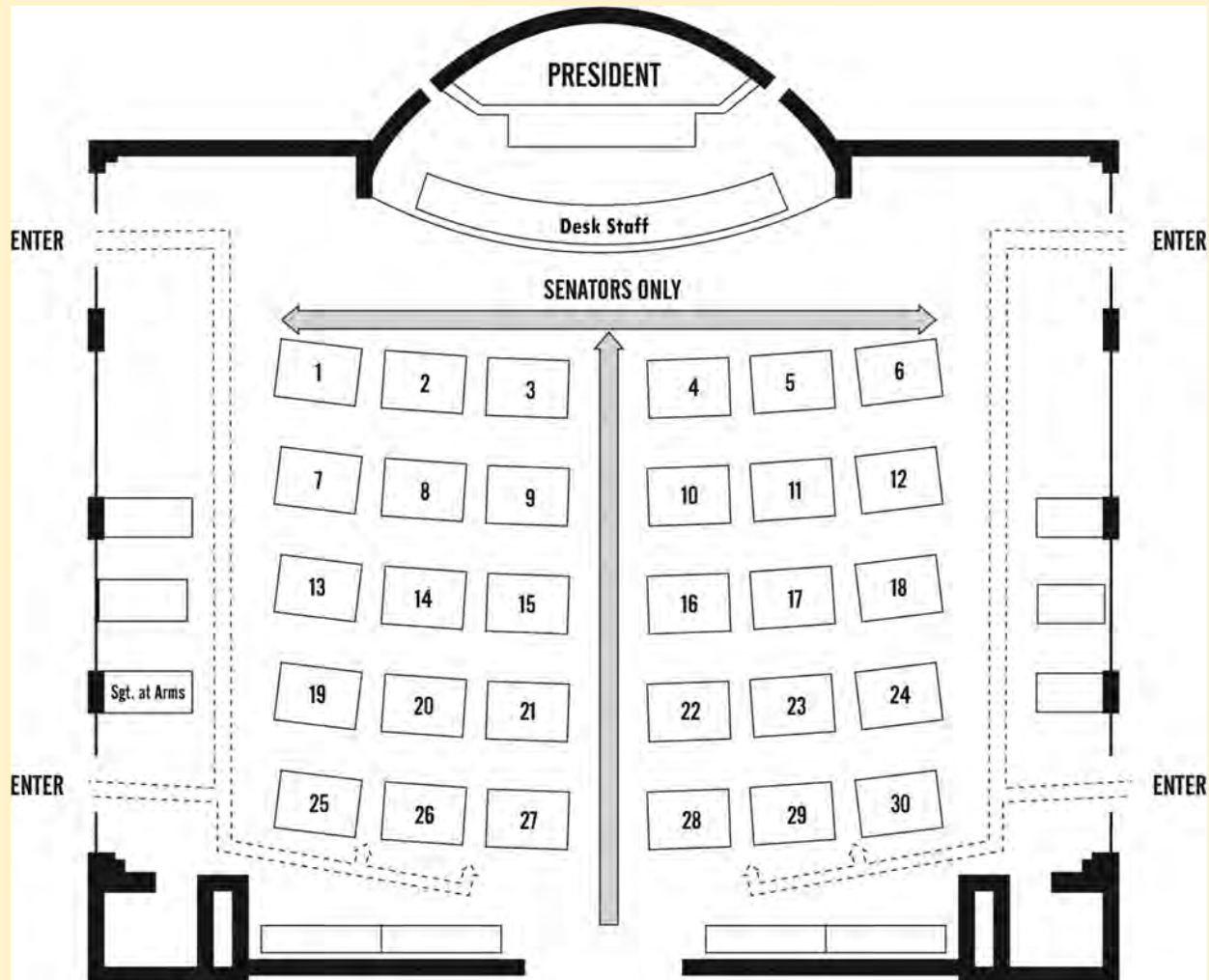
Movement on the Senate Floor While in Session

During floor sessions, including the protocol period, that part of the chamber which includes the center aisle and the space between the podium and the members' desks (the "T") is for members' use only. Staff, guests, and family of members are not allowed in the "T" during session, *including 15 minutes before and after*.

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

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

Anyone on the Senate floor should avoid walking through/between member sightlines with each other (during questions/debate) as well as their sightline with the presiding officer during motions/etc).



Legislative Counsel Office

State Capitol Building, Room S101
503-986-1243

Dexter Johnson, Legislative Counsel

Kate Tosswill, Chief Deputy Legislative Counsel

Lisa Ehlers, Executive Assistant

Alice LaForce, Executive Assistant



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

Specifically, the office:

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



Legislative Fiscal Office

State Capitol Building, Room H178
503-986-1828

Amanda Beitel, Legislative Fiscal Officer

John Terpening, Deputy Legislative Fiscal Officer

Paul Siebert, Deputy Legislative Fiscal Officer

Gina Rumbaugh, Committee Manager



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

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

The Legislative Fiscal Office provides professional staff for the:

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

Legislative Revenue Office

**Public Service Building, 5th Floor: 255 Capitol St. NE
(503) 986-1266**

Chris Allanach, Legislative Revenue Officer

Corinne Gavette, Office Manager

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

LRO's duties include:

- Staffing the House & Senate Revenue Committees
- Preparing revenue impact statements and measure summaries
- Gathering and analyzing relevant information for revenue proposals
- Assisting in the development of tax and school finance related proposals
- Producing estimates for tax and school finance 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
- Other tax program models such as Corporation Income Tax and the Corporate Activity Tax.
- Various ad-hoc models for specific proposals



LRO Reception in the Public Service Building

Legislative Policy and Research Office

**Public Service Building, 5th Floor: 255 Capitol St. NE
503-986-1813**

Misty Mason Freeman, Director

Beth Patrino, Deputy Director for Committee Services

Oliver Droppers, Deputy Director for Policy Research

Lisa Rybloom, Deputy Director for Administration

Hector De la Cruz, Language Access Supervisor



The **Legislative Policy and Research Office (LPRO)** is a nonpartisan legislative service agency. It provides centralized, professional, and nonpartisan research, issue analysis, and committee management services for the Legislative Assembly.

Committee Services:

- Assists policy committee chairs in developing committee work plans, organizing and administering meetings, posting agendas, and processing measures in and out of committees.
- Conducts measure analysis (summarizes what measures and amendments do, captures key issues discussed in committee, 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.
- Manages committee meeting records, which are available on the Legislative Assembly's website.

Research and Analysis:

- Develops publications, such as background briefs on policy issues and a summary of legislation for each session.
- Provides nonpartisan, objective research to legislators and assists with developing policy options.
- Consult with legislators and legislative staff in designing research studies.
- Perform statistical analyses and support data visualization for research memos, reports, and other products.
- Utilize GIS tools to create paper maps, interactive web maps, and dashboards.

Language Access Services:

- Coordinates fulfillment of requests for language access services, including interpretation or translation of Spanish or other spoken languages and American Sign Language.

Legislative Commission on Indian Services

Public Service Building, 5th Floor: 255 Capitol St. NE
503-986-1067

Patrick Flanagan, Executive Director
Patrick.Flanagan@oregonlegislature.gov

Adrienne Fischer, Commission Assistant
Adrienne.Fischer@oregonlegislature.gov

Elissa Bullion, State Physical Anthropologist
Elissa.Bullion@oregonlegislature.gov

The Legislative Commission on Indian Services (LCIS) is a statutorily -founded 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:

- By statute, the Commission advises the Legislative and Executive Branch and monitors state agency actions on matters affecting the nine federally recognized Tribes in Oregon and makes recommendations for improvements
- Holds regularly-scheduled meetings to address issues pertaining to state-tribal relations
- 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 each of the nine federally recognized Tribes of Oregon as well as links to Tribal government websites and important contact information for each of the nine Tribal governments and state agencies that work with them

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 impacting the nine federally recognized Tribes in Oregon, please contact the Commission office: lcis@oregonlegislature.gov

Legislative Equity Office

Public Service Building: 255 Capitol St. NE Salem, OR 97301
503-986-1625; LEO@oregonlegislature.gov

The Legislative Equity Office (LEO) is a permanent, non-partisan agency created by House Bill 3377 (2019) (aka *Legislative Branch Personnel Rule 27*) and revised by HCR 28 (2021) to prevent and respond to harassment, discrimination and retaliation in the workplace and legislative business. The Office is staffed by Bor Yang, Legislative Equity Officer and Aislyn Matias, Support Specialist.

The Legislative Equity Office:

- Receives confidential and anonymous complaints from members, staff, volunteers, externs, lobbyists and members of the public
- Receives reports from members of the Legislative Assembly, appointing authorities and any person with managerial duties who have reporting obligations under LBPR 27.
- Enforces Rule 27 by conducting the Rule 27 investigations or assigning the investigations to a contractor.
- Provides mandatory training for members, staff, volunteers, externs, and lobbyists.
- Disseminates climate/culture surveys for the Legislature to evaluate conduct experienced in the workplace and legislative business.
- Provides support, services and process counseling to any person pertaining to LBPR 27 compliance, respectful workplace concerns and preventative training, and equity issues

Who is subject to the LBPR 27? Legislators, staff, interns, externs or volunteers, registered lobbyists, State Capitol contractors and their employees, employees of the Judicial and Executive Branch, members of the public who are present in the State Capitol.

What conduct is prohibited? Harassment that creates a hostile work environment; harassing behavior that denigrates or shows hostility toward a protected class or person who belongs to a protected class; sexual harassment that creates a hostile work environment; unlawful practice that aids or abets discrimination in a place of public accommodation; retaliation against someone for making a report or participating in an investigation.

Who is a mandatory reporter? All appointing authorities including Legislative members, supervisors, contractors, and employees of contractors are mandatory reporters. They must report harassment, discrimination and retaliation to the LEO and take steps to address and mitigate harm.

Learn more about the mission and vision of the office, rights and responsibilities under Rule 27 and the mandatory training requirement here: [Legislative Equity Office Home Page \(oregonlegislature.gov\)](https://www.oregonlegislature.gov/leo).

Legislative Administration

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

Brett Hanes, 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** – 503-986-1373

◇ *Manager: Tracey Lee*

- **Facility Services** – 503-986-1360

◇ *Manager: Patrick Jay*

- **Financial Services** – 503-986-1695

◇ *Manager: Joshua Sweet*

- **Information Services**, including Legislative Media Services – 503-986-1914

◇ *Manager: Shane Walker*

- **Visitor Services** – 503-986-1388

◇ *Manager: Juliene Poppinga*

During CAMS construction,
the Legislative Administration teams
will be located in the following locations:

- **CAMS construction yard** – Legislative Administration and Facilities

- **Somerville building** – Employee Services, Financial Services, Information Services, and Visitor Services

- **Public Services Building, 5th Floor** – Facilities

- **Capitol** – Media Services, Facilities (supplies and mail), Information Services (technicians), Visitor Services (limited gift shop)

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

Somerville Building: 775 Court St. NE
 503-986-1373 Employee.Services@oregonlegislature.gov

Tracey Yee, Human Resources Director

503-986-1373

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 by Employee Services:

- Benefits Administration (medical, vision, life, dental, optional benefits)
- Classification & Compensation
- Employee Assistance Program
- Employee Relations (conflicts, performance management)
- Employee Separation (voluntary and involuntary termination)
- Legislative Branch Personnel Rules
- New Employee orientation-on-boarding (including elected officials)
- Oregon Savings Growth Plan (deferred compensation)
- Organizational Development
- Payroll Administration
- Per Diem and Mileage for legislators
- Personnel Record Management
- Position Changes (FTE, pay changes)
- Protected Leaves
- Recruitment and Direct Hires
- Retirement System (PERS)
- Workday Support (Human Resources Information System)
- Workers' Compensation Claims

Employee Services Team:

- Tracey Yee, Human Resources Director
- Celia Feres-Johnson, Sr. HR Policy Consultant
- Aimee Steketee, Sr. HR Specialist
- Cedar McMurrin, Sr. HR Specialist
- Jodi Rohde, Payroll & Benefits Specialist
- Marilyn Sherwood, Payroll & Benefits Specialist
- Vaishnavi Sudakar, HR Coordinator



Facility Services

A Division of Legislative Administration

CAMS Construction Yard, State Capitol, and Public Service Building

503-986-1360 leg.facilities@oregonlegislature.gov

Patrick Jay, Facility Services Manager

503-986-1361

Facility Services is responsible for State Capitol operational support, including set-up for events, custodial services, operations and maintenance of the building's mechanical, electrical, and plumbing systems, purchasing, publications and mail distribution, 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
- Painting
- Custodial services, including maintenance services
- Key and ID reader card assignments
- Office Supplies
- Mail Services
- Inventory property management
- Procurement
- Office moves

Financial Services

A Division of Legislative Administration

Somerville Building: 775 Court St. NE

503-986-1695 leg.finance@oregonlegislature.gov

Joshua Sweet, Financial Services Manager

503-986-1377

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

Specific responsibilities include:

- Accounts Payable – Reimbursements, payments to vendors
- Accounts Receivable/Cash Receipts
- Contracting – Large and complex procurements
- Member Allowance Tracking, Projecting and Reporting
- Budget Preparation, Projections and Reporting
- Financial Reporting – Internal and Statewide



Interim Expense Account Report

Balance Beginning 10/1/2019	\$89,090.00	
Expenses		Cumulative Totals
Employee Salaries	\$4,000.00	\$16,000.00
Newsletter and Advertising Expenses	\$2,000.00	\$3,000.00
Office Supplies	\$100.00	\$400.00
Postage	\$500.00	\$1,000.00
Subscriptions	\$50.00	\$250.00
Total Expenses	\$6,650.00	\$20,650.00
Additions		Cumulative Totals
2019 - 2020 Interim Budget	\$0.00	\$101,090.00
Session 2019 Carryover S&S Account	\$0.00	\$2,000.00
Total Additions	\$0.00	\$103,090.00
Balance Available at 10/1/2019	\$82,440.00	

Information Services

A Division of Legislative Administration

Somerville Building: 775 Court St. NE
503-986-1914 Leg.Helpdesk@oregonlegislature.gov

Shane Walker, Chief Information Officer

503-986-1918
shane.walker@oregonlegislature.gov

Information Services enables the Legislative Process by providing innovative technology solutions and services for the public good.

Services provided by Information Services include:

- Help Desk / Technical Support for applications: Word, Excel, Teams, Outlook, etc.
- Legislative Applications Development & Support: OLIS, Measure Tracking, LIMS, etc.
- Legislative Desktop / Laptop Support
- Printer / Copier Support
- Web Services
- IT Project Management
- Business Analysis and IT Solutions
- Application Training (Core Applications Only)
- Network and Wi-Fi Services in the Capitol (and temporary offices during construction)
- Remote access
- Audio / Video Services
- Video Duplication and Production
- Legislative Telephone Services

If you have any questions related to legislative systems, contact the Information Services HelpDesk at 503.986.1914 or Steve Perez at 503.986.1217 (your Engagement Team Member).



Information Services
Operations
Application Development

Visitor Services

A Division of Legislative Administration

Visit www.oregoncapitol.com

The Guest Services desk, Capitol Store and Welcome Center are located on the first floor of the State Capitol Building, across from the South State St. entrance.

Juliene Poppinga, Visitor Services Manager

Information and Guest Services: visitor.services@oregonlegislature.gov 503-986-1388
School Tours (Live, Virtual) Scheduling: visitor.services@oregonlegislature.gov 503-986-1388
Capitol Store: capitol.store@oregonlegislature.gov 503-986-1391
Room Reservations: capitol.events@oregonlegislature.gov 503-986-1384
Visitor Services Manager: juliene.poppinga@oregonlegislature.gov 503-986-1386

Visitor Services is a non-partisan welcoming arm of the Capitol that curates and facilitates the visitor experience for the public and school groups. This includes staffing the information and guest services desk during business hours to answer a variety of questions. Visitor Services is your source for scheduling meeting rooms.

The division offers live virtual tours in the classroom during construction. To schedule a virtual classroom tour call 503-986-1388 or email visitor.services@oregonlegislature.gov. A self-guided public virtual tour is offered in English, Spanish and Mandarin at www.oregoncapitol.com, along with educational resources including a self-guided virtual school tour. In-person tours (public and school tours) are contingent upon the CAMS construction schedule and availability of space. Tours are based on the audience and highlight the historic features of the Capitol, an overview of the legislative process, and opportunities for civic engagement.

Visitor Services is also responsible for developing and executing Capitol programming including exhibition development, public programming, and special events.

The division manages the Capitol Store which is located on the first floor. The store is your source for exclusive souvenirs and gifts. The collection includes Capitol, State Seal and Oregon specialty items that showcase a variety of Oregon artisans.

Visitor Services offers:

- **Visitor Information and Guest Services at the Capitol**
- **Virtual School Tours in the Classroom and Online Educational resources at www.oregoncapitol.com/education**
- **In-Person Tours TBD (contingent upon construction schedule and availability of space)**
- **Capitol Store (onsite pop-up during**
- **2025 session and online shopping at www.oregoncapitolstore.com)**
- **Room Reservations**
- **Exhibit and Event Programming**
- **Capitol Volunteer Program**
- **Welcome Center**
- **Visitor Website at www.oregoncapitol.com**

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 an upper amount around 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	503-986-1364

Need a Trooper / 503-375-3555

During CAMS construction, the Capitol Mall Patrol Office of the Oregon State Police is located in the CAMS construction yard and in the galleria section 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.

Our Informacast notification system will also send out information to the building. You can opt in to receive notifications on your personal device. The instructions can be found here: <http://intranet/jobaids/InformaCast%20Opt%20In.pdf> . Contact Information Services (503-986-1914) for assistance.

All building occupants and employees are **required** to leave the building immediately, using stairway escape routes and proceed to Willamette University campus, south of the Capitol.

DO NOT use elevators to evacuate the building.

DO NOT exit the building through the underground parking area.

Emergency Procedures

SUSPICIOUS PERSONS/OBJECTS

If 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 86-1848
 - c. Notify Facilities of the emergency 86-1360

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 86-1360
- 5) Notify Administrator's office of emergency 86-1848

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 86-1360
- 5) Notify Administrator's office of the emergency at 86-1848

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 of people if possible.

FIRE

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

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

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

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

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

EARTHQUAKE

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

MEDICAL EMERGENCY / FIRST AID

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

- 1) Report to the nearest phone and dial 911¹.
- 2) Attempt to relay as much information to the operator as possible, such as:
 - a. What is happening to the person?
 - b. Can they breathe?
 - c. Can they speak?
 - d. Can they physically move?
 - e. What symptoms are they experiencing?
 - f. Where in the building are they located?
- 3) Notify Facility Services of the emergency at 86-1360, and provide them the same information that was provided to first responders in step one.
- 4) Unless imminent danger to life and/or safety exist, DO NOT ATTEMPT TO MOVE THE PERSON.
- 5) Clear the area of bystanders and allow room for Facility Services personnel and first responders to work in the area.

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

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

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

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

POWER/UTILITY FAILURE

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

- 1) Unless the area is unsafe, remain in the area you are at the time of the power shutdown.
- 2) Do not move throughout the building unless instructed to do so 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](http://intranet/Pages/Security.aspx) at <http://intranet/Pages/Security.aspx>

Contact Facilities for questions or comments regarding emergency procedures.
503-986-1360



Emergency Information

OREGON STATE CAPITOL
900 COURT ST NE SALEM, OREGON 97301
Legislative Administration, Sarah Wirfs 503-986-1848

FIRE/HAZ MATERIALS/MEDICAL 9-1-1

OSP – “IF YOU NEED A TROOPER” 9-503-375-3555

OSP – CAPITOL OFFICE 503-986-1122 (6-1122)

FACILITY SERVICES 503-986-1360 (6-1360)

BUILDING STATUS LINE 503-986-1178

“BLUE VEST” MONITORS

A “Blue Vest Monitor” is assigned to your office area or floor and will familiarize you with the escape route and assembly area for your office in an emergency.

PRACTICE EXIT ROUTES TO YOUR MEETING AREA

FIRE ALARM

All occupants are **required** to leave the building immediately, using stairway or alternate escape routes and proceed to designated meeting area.

Blue Vest Monitor should advise person with 2-way radio at exit of a person needing assistance or missing.

DO NOT USE ELEVATORS

DO NOT EXIT THROUGH UNDERGROUND PARKING AREA

DO NOT RE-ENTER UNTIL INSTRUCTED TO DO SO

PERSON NEEDING ASSISTANCE WITH EVACUATION SHOULD INFORM BLUE VEST MONITOR OF THEIR NEED AND WAIT WITH ANOTHER PERSON AT NEAREST STAIRWELL OR EXIT

EARTHQUAKE

Stay in the building (EVEN IF FIRE ALARM IS RINGING)

Take shelter under tables, desks, or similar places

Keep away from windows and objects capable of falling over

Await emergency instructions

BOMB THREAT

Written – Remain calm, leave message where found,

call State Police at 9-503-375-3555, do not alarm others

In-Person – **DO NOT OFFER RESISTANCE**, try to get a good mental picture of the person, clothes, speech, etc., if someone is able to slip away unnoticed, call State Police at **9-503-375-3555** or push panic alarm.

MEMBER GUIDEBOOK 2025

By Telephone – Remain calm, fill out as much information on the call as possible, call State Police at 9-503-375-3555 and wait for instruction

IF YOU FIND A BOMB OR SUSPICIOUS PACKAGE

DO NOT TOUCH IT, Evacuate the area, and call State Police at **9-375-3555**.

Please give as many details as possible, wait for instruction.

POWER FAILURE

Do not exit the building unless instructed to do so or the alarm sounds.

If possible turn off office equipment around you, if an evacuation is to be carried out monitors with flashlights will lead groups out of the building.

MEDICAL EMERGENCIES/FIRST AID

Call 9-1-1 (if deemed necessary)

Call Facility Services at 986-1360

Call State Police at 9-503-375-3555 **OR** 986-1122

NINE AED LOCATIONS IN CAPITOL

Galleria (1st Floor)

Room 49

2nd /3rd / 4th Floor House Wing

2nd /3rd /4th Floor Senate Wings

Observation Deck

EMERGENCY TEXT MESSAGING

Each Legislative session, an email is sent inviting employees to participate in our emergency text program. This is one way that may be used to keep you informed of dangerous situations.

Please email: capitol.notifications@state.or.us if you have questions or want to sign-up.

BUILDING STATUS LINE

The Building Status Line (**503-986-1178**) is a number you can call to get information on any closures or other situations where the Capitol is affected, especially due to weather.

Management updates the information you hear if the building is closed or is opening late and the message will indicate employee options.

OTHER MISCELLANEOUS SITUATIONS

If at any time you feel threatened or uncomfortable with a person, press any available panic alarm or if possible, call State Police at 986-1122 and indicate you “HAVE SOME PAPERS THAT NEED SIGNED”.

The State Police are aware of what this indicates and will respond accordingly.

It would be advisable to work through this scenario with your coworkers before a crisis occurs and decide on a plan of action.



Oregon State Police Capitol Mall Patrol Office

The Oregon State Police Capitol Mall Patrol Office is committed to the safety of staff and visitors to Oregon's Capitol Mall.

We ask everyone to be mindful of safety and security concerns and promptly report concerning or suspicious behavior, criminal activity, and other incidents requiring a police report or response.

Troopers are available 24/7/365 for service-related calls by calling **(503) 375-3555** or ***OSP (*677)**.

The OSP Capitol Mall Patrol Office is located inside the Oregon State Capitol located at:
900 Court St. NE, Room 141
Salem, OR 97301

To contact the patrol office for non-service-related calls, please call (503) 986-1122 or email capitol.police@oregonlegislature.gov.

What to do in special situations

Active Shooter

- Call 911. First, tell the dispatcher where the incident is occurring. Then, provide as much information as you can about the situation.
- If you are able to safely flee from the affected area, leave.
- If unable to flee, initiate your agency's "Lock Down" protocols.
- Lock doors, turn off lights, and close windows.
- If unable to secure a door, 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.

Quickly determine the most reasonable way to protect your own life.

RUN

HIDE

FIGHT

Restraining Orders and Stalking Orders

- If a state employee has a valid restraining or stalking protection order, we recommend providing a copy to your agency and OSP.
- OSP can work with you and your agency to develop a safety plan.

Threatening Customers/Visitors

- Know your agency's protocols.
- When an individual makes a verbal threat of violence, or an act of violence towards employees, it is legal to limit the individual's access to state offices and/or buildings.
- If the situation escalates, call OSP at (503) 375-3555 or 911 if an immediate emergency exists.
- OSP will work with building management to develop a safety plan, if needed.

Important Phone Numbers

Dial 9 + number from an agency phone

OSP Dispatch	(503) 375-3555	Suicide & Crisis Lifeline	988 (call, text, or chat)
OSP General Headquarters	(503) 375-3720	Employee Assistance Program	(800) 433-2320
DAS Facilities Maintenance	(503) 378-3664	Red Cross	(503) 585-5414
Agency Weather Hotline (Salem & Metro area)	(503) 373-0850	Oregon Emergency Management	(503) 378-2911

Fire | Medical | Police (local) 911

InformaCast: Opt-in to receive emergency alert notifications on your personal devices. For more information, visit the Legislative Intranet page or email security@oregonlegislature.gov.

Incident Quick Reference Guide, page 2
Oregon State Police | Capitol Mall Patrol Office

What to do in an emergency

Fire

- Pull the fire alarm and call 911.
- Give dispatch the workplace location and as much information as possible.
- Do not use elevators. Evacuate following evacuation procedures.
- Close doors as you exit.

Medical Emergency

- Call 911. Give the dispatcher the workplace location and any information.
- Call the building Medical Response Team, if applicable.
- Do not move the victim.
- Inform the victim's supervisor.
- Assist medical responders when they arrive to locate the victim.

Bomb Threat

- Take threats seriously.
- Utilize the OSP Bomb Threat checklist.
- Call the OSP at (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.
- Building occupants may be instructed to search workspaces for suspicious packages.

White Powder/Substance

- Immediately secure the location and keep all exposed employees contained and away from the substance.
- Call OSP at (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.

Suspicious Package/Device

- 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 OSP at (503) 375-3555.
- If possible, photograph 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.

Explosion

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

Earthquake

- If you are indoors, stay inside 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 current road conditions.
 - 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.

Hazardous Substance Release

- Call OSP at (503) 375-3555. Give the dispatcher the workplace location and as much information as possible.
- 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, cont.

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 OSP at (503) 375-3555.

Suicidal Individuals

- 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 phone, attempt to determine where the caller currently is and call the local law enforcement agency with jurisdiction and report the incident.
- If the threat was made over the phone and you cannot determine where the caller resides, call OSP at (503) 375-3555.
- Prepare to provide detailed information to the dispatcher regarding the caller and the specifics of the threat.
- If the threat is made in person, call OSP at (503) 375-3555.

Oregon State Police Capitol Mall Patrol Office | (503) 375-3555

Capitol Acronyms

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.

FIS – 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.

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 Services: 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.

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.

LEO – -Legislative Equity Office: The Legislative Equity Office (LEO) is a permanent, non-partisan agency created by House Bill 3377 (2019) to prevent and respond to conduct at the Oregon State Capitol that is

intimidating, hostile, offensive, or retaliatory in nature. Communication with the LEO is completely confidential for all staff, members of the Legislative Assembly, interns, volunteers, lobbyists, and members of the public. Members of the Legislative Assembly are mandated to report certain types of conduct to the LEO.

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 or budget reports 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 and financial information.

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

RS – Rules Suspension: A motion that requires the approval of 40 members in the House and 20 members in the Senate to temporarily suspend a rule(s).

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.

UC – Unanimous Consent: The consent of all members.

Glossary of Terms

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

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

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

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

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

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

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

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

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

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

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

Bar: The Bar is the railing along the sides of the House or Senate Chamber which separates the Chamber floor and the side aisle. Only legislators, legislative staff, or invited guests, may be within the bar and side aisles. The press is allowed both within the bar (in the press area) and in the side aisles.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Committee Reports: A one-page report filed with the Chief Clerk and Secretary of the Senate and made to the Speaker of the House or President of the Senate by a standing, special, or conference committee, which 'reports' the measure out of that committee's possession and recommends further action on a measure, or reports the measure without recommendation.

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

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

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

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

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

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

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

Consent Calendar: In the House of Representatives, measures reported out of committee unanimously may be placed on the Consent Calendar at the recommendation of the committee. These measures are held at the Desk for two days before being considered. If four written objections are received, signed by members of the House, the measure is placed in its proper order on the daily calendar; the Speaker also may remove a measure from the Consent Calendar. Measures scheduled on the Consent Calendar are not debatable.

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

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

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

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

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

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

Desk Personnel: The people who work at the Desks: the Chief Clerk of the House and the Secretary of the Senate and their staff, which includes, for example, staff responsible for operating the voting boards, documenting measure history, processing committee reports, and producing the daily journal.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

House of Representatives: The legislative body of 60 members, called Representatives, each of whom represents a district of approximately 70,621 Oregon citizens.

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

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

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

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

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

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

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

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

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

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

Journal: The edited and official record of all proceedings in each Chamber of the Legislative Assembly, published online after each legislative session and printed in book format after each biennium.

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

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

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

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

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

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

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

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

Legislative Equity Officer (LEO): The statutory equity officer for the Legislative Assembly. Created by House Bill 3377 (2019) to prevent and respond to conduct at the Oregon State Capitol that is intimidating, hostile, offensive, or retaliatory in nature.

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

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

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

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

Legislative Schedule: See Joint Legislative Schedule.

Legislature: See Legislative Assembly.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Passage: Favorable action on a measure before either house.

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

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.

Pre-filed Measure: A measure that a legislator requests to be drafted during the interim between legislative sessions. The measure is introduced and given a number on the first day of the next legislative session.

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

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

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

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

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

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

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

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

Ratify: To approve and make valid.

Reapportionment: See Redistricting.

Reading Clerk: A House or Senate staff member responsible for reading bills and calling roll.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Senate: The legislative body consisting of 30 members, called Senators, each representing districts of approximately 141,242 Oregon citizens.

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

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

Session Laws: Officially called the "Oregon Laws," the session laws are a compilation of laws enacted and selected memorials and resolutions adopted during a single session. They are published in bound volumes with tables and an index.

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

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

Speaker Pro Tempore: Speaker "for a time": a Representative elected to serve as the temporary presiding 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 Speaker is elected.

Special 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 (SMS): A brief, impartial description of a measure that must accompany the measure when it is reported out of committee.

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

Status Report: See Measure Status Report.

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

Statutory Committee: A legislative committee established by statute.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Witness: A person who testifies before a legislative committee.

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



**DEVELOPED FOR MEMBERS OF THE
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