



## Office of the Secretary of the Senate



### **Obadiah "Obie" Rutledge**

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Ext. 6-1854

### **Secretary of the Senate**

- Directs the lawmaking process and administrative support services of the Senate.
  - Oversees and certifies all aspects of the lawmaking process; serves as parliamentarian of the Senate chamber and committees, publisher of the official Senate documents and all lawmaking records.
  - Ensures the facilities for lawmaking activities for elected officials and their staff meet the required standards, and directs budgeting and manages personnel within the office.
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### **Britton Taylor**

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Ext. 6-1849

### **Senior Deputy Secretary of the Senate**

- Supervises the flow of legislative measures and gubernatorial appointments through the Senate and its entities.
- Creates and organizes the Senate Chamber daily agenda (script) and all procedural scripts.
- Serves as the Senate Senior Deputy Legislative Officer, and Parliamentarian. Oversees and facilitates the communication between the Senate, House, Legislative Branch offices, and the Executive.
- Assists in the administration of the Secretary of the Senate's Office – including budgeting and authorization of member and leadership expenditures. Supervises and manages session *only* employees.
- Serves as Secretary of the Senate in the absence of the Secretary.



## James Goulding

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Ext. 6-1852

### Deputy Secretary of the Senate

- The Deputy Secretary of the Senate is the junior member of the Secretary's leadership team. This position oversees and directs operations of the Senate Chamber including the Senate's voting system, media applications, and visual display boards.
  - Supervises requests from leadership and senators to schedule votes on measures, motions, and other Senate actions. Creates and uploads official Senate records; provides real time status updates of all Senate action on legislative measures and procedural events.
  - Supervises the creation, compilation, revision (proofing), and production of the published Senate Journal (official record of the Senate) in compliance with the Oregon Constitution, chronicling each biennial legislative assembly. Compiles, publishes, and distributes all central reports and communications to members in compliance with Senate Rules and the Constitution. Maintains and publishes committee membership rosters.
  - Serves as the Secretary of the Senate in the absence of the Secretary and Senior Deputy Secretary.
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## McKenzie Barker

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Ext. 6-1850

### Measure Liaison

- Manages and directs the introduction process of all Senate legislative measures.
- Compiles and edits the Senate daily journal; and maintains all original session documents in preparation for the final revision of the published journal in accordance with Senate Rules and the Oregon Constitution.
- Records the proceedings of the Senate and maintains the recording log of all Senate floor sessions.
- Manages the Senate enrolling and signatory process for all enacted legislative measures, as well as parchment copies as requested by Senators and staff.



## Wendy Cortes

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Ext. 6-1851

### Assistant to the Secretary

- Assists the Secretary of the Senate by providing executive support to ensure the efficient and effective operation of all Senate administrative processes.
  - Monitors and maintains monthly records, documentation, and online files. Calculates expenditures for reimbursements.
  - Manages the ordering of stationery for senators and leadership offices and maintains related records.
  - Maintains confidential correspondence and records and prepares correspondence for mailing to congressional delegation and other affected parties.
  - Generates the Senate President's congratulatory letters for Executive Appointments. Proofs and edits letters.
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## Bonnie Allen

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### Reading Clerk

- Serves as the Senate Reading Clerk by following the constitutional requirement that all legislation must be read out loud before the members. Reads all bills, resolutions, memorials, messages, letters, and reports during all Senate floor sessions.
- Records result of all votes taken; reads official messages during Senate Chamber sessions; operates the queuing sound system for microphones; tracks member locations and quorum numbers during session; prepares documentation for sessions.
- Assists in operation of the voting system.
- Schedules, screens, and oversees the opening ceremonies of the Senate.
- Assists and supports the Secretary and all other staff in the Secretary of Senate's office in a wide variety of tasks.



## Jason Fredrickson

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Ext. 1851

### Sergeant at Arms

- The Sergeant at Arms is an *officer* of the Senate as outlined in Senate Rule (SR) 15.02. The Sergeant serves as its chief protocol officer.
  - The position is responsible for enforcing complex protocols and rules that restrict access to the Senate Chamber and adjacent areas. The Sergeant, in coordination with Capitol security and Oregon State Police, maintain order in the chamber and other areas assigned to the Senate, including but not limited to Senate Committees.
  - Primary mission is the safety and security of the Senate; executing the protocols of the body to ensure the smooth operation of the Chamber during official deliberations of the lawmaking process.
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## Misty McCord

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Ext. 1851

### Honorary Page Coordinator/Assistant Sergeant at Arms

- The Honorary Page Coordinator position supervises, coordinates and schedules potential Honorary Pages for the Senate.
- Incorporates guiding the Honorary Pages through the processes, actions, procedures, and historical practices of the Senate while at the Capitol during a legislative session day. Responsible for the safety of the Honorary Pages in their charge during the daily program.



## Joshua Nearing

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### Senate Page

- Facilitates the smooth operation of the Senate by enforcing chamber rules and protocols.
  - Keeping lines of communication open between members and the staff and public.
  - Keeping floor session orderly, and providing versatile assistance to the members and staff.
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**\*Currently, due to construction, our offices are temporarily housed in the Somerville Building at 775 Court St. NE. Days the Senate convenes, you can find us working in the Chamber\***