

**LEGISLATIVE ORGANIZATIONAL SESSION**  
**Under Constitution and Statute**  
**FIRST DAY - MONDAY, DECEMBER 3, 2018**

- 9:00 - 11:15 a.m. New legislators meet in the Brynhild Haugland Room for presentations on the following topics:
- Legislative Council services to legislators (15 minutes)
  - Division of powers and duties among the three branches of government - Responsibilities of the legislative branch (15 minutes)
  - Legislative branch structure - Committees, officers, employees (10 minutes)
  - Affiliated organizations:
    - Council of State Governments and Midwest Council of State Governments (20 minutes)
    - National Conference of State Legislatures (15 minutes)
    - Midwestern Higher Education Compact (15 minutes)
    - Western Interstate Commission for Higher Education (15 minutes)
    - Education Commission of the States (15 minutes)
    - Commission on Uniform State Laws (15 minutes)
- 9:00 - 10:30 a.m. Returning legislator laptop computer training session in the Roughrider Room. The session is 90 minutes in length and is limited to 40 legislators. Signup is at the Legislative Council reception desk. Training includes a refresher on the laptop computers, legislative applications, Legislator's Automated Work Station system (LAWS), document synchronization between laptop and tablet computers, email quota and archive, correspondence templates, printing, and remote desktop support network access.
- 9:00 - 10:30 a.m. Returning legislator tablet computer training session in the Harvest Room. The session will be 90 minutes in length and is limited to 20 legislators. Signup is at the Legislative Council reception desk. This training includes legislative applications, operating system and application updates, creating and editing documents, note taking, document synchronization between laptop and tablet computers, remote network access, and other topics. For complete tablet computer training, see the training sessions scheduled after adjournment on Wednesday.
- 1:00 p.m. Senate and House convene in respective chambers

**Order of Business**

**Senate**

1. Call to order by the Lieutenant Governor
2. Prayer by \_\_\_\_\_
3. Certification of members by Secretary of State
4. Roll call
5. Justice \_\_\_\_\_ administers Oath of Office to newly elected members
6. Explanation and distribution of legislators' packets and other materials - *John Bjornson, Director, Legislative Council*

**House**

1. Call to order by Representative Larry Bellew (See NDCC Section 54-03-04)
2. Prayer by \_\_\_\_\_
3. Certification of members by Secretary of State
4. Roll call
5. Justice \_\_\_\_\_ administers Oath of Office to newly elected members
6. Explanation and distribution of legislators' packets and other materials - *Vonette J. Richter, Legal Division Director, Legislative Council*

- 1:45 p.m. Recess
- 2:00 p.m. Caucuses of respective parties for discussion of organizational matters in assigned rooms:
- Senate Majority - Harvest Room
  - Senate Minority - Fort Lincoln Room
  - House Majority - Brynhild Haugland Room
  - House Minority - Prairie Room

2:20 p.m. Senate and House reconvene

### Senate

7. Election of Secretary of the Senate
8. Election of Journal Reporter
9. Election of Sergeant-at-Arms
10. Lieutenant Governor administers Oath of Office to Secretary of the Senate, Journal Reporter, and Sergeant-at-Arms
11. Election of President Pro Tempore
12. Adoption of temporary rules
13. Selection of seats
14. Appointment of procedural committees:
  - a. Temporary committee to inform Governor and House that Senate is organized (3)
  - b. Committee on Committees (8)
  - c. Delayed Bills (5)
  - d. Committee Rooms (3)
  - e. Employment (5)
  - f. Correction and Revision of the Journal (3)
  - g. Rules (9)
  - h. Inaugural Planning (3)
15. Committee and administrative announcements
  - a. Each legislator must meet with photographer for taking official photograph before adjournment.
  - b. Returning legislators can sign up for training courses scheduled for Tuesday. Signup lists at Legislative Council reception desk.

### House

7. Election of Chief Clerk of the House
8. Election of Journal Reporter
9. Election of Sergeant-at-Arms
10. Former Speaker administers Oath of Office to Chief Clerk of the House, Journal Reporter, and Sergeant-at-Arms
11. Election of Speaker and administration of Oath of Office by former Speaker
12. Adoption of temporary rules
13. Selection of seats
14. Appointment of procedural committees:
  - a. Temporary committee to inform Governor and Senate that House is organized (3)
  - b. Committee on Committees (11)
  - c. Delayed Bills (5)
  - d. Committee Rooms (3)
  - e. Employment (5)
  - f. Correction and Revision of the Journal (5)
  - g. Rules (7)
  - h. Inaugural Planning (3)

3:00 p.m. Adjournment until 9:00 a.m. Tuesday

3:15 p.m. Meeting of Rules and Employment Committees of each house in announced rooms  
 Meeting of Senate Committee on Committees and House Committee on Committees  
 Meeting of any other committee at the call of the chairmen as announced prior to recess

3:15 - New legislator laptop computer distribution and training session in the Roughrider Room.  
 5:15 p.m. The session is 2 hours in length and is limited to 10 legislators. Additional distribution and training sessions are available after adjournment on Wednesday. Signup is at the Legislative Council reception desk. The session includes laptop computer distribution, cybersecurity training, review of policies governing computer use, training on software applications used by legislators, correspondence templates, printing, and remote network access. Tablet computer distribution and training for new legislators will be held separately after adjournment on Wednesday.

## SECOND DAY - TUESDAY, DECEMBER 4, 2018

9:00 a.m. Reconvene in respective chambers  
 Prayer by chaplain  
     Senate - \_\_\_\_\_  
     House - \_\_\_\_\_  
 Roll call and announcements

**9:10 a.m. Joint Session - House Chamber**

Report of findings and recommendations of interim committees by the Chairman of the Legislative Management, the Director of the Legislative Council, the Legislative Budget Analyst and Auditor, and the Legal Division Director of the Legislative Council

Presentation on workplace harassment policy and on legislative ethics and laws and rules governing the activities and conduct of public officials

Remarks on workplace harassment and legislative ethics - Majority Leaders

Remarks on workplace harassment and legislative ethics - Minority Leaders

10:45 a.m. Adjournment until 8:30 a.m. Wednesday

11:00 a.m. New legislators meet in the Brynhild Haugland Room for presentations and a question and answer session on the legislative process:

- Explanation of legislative rules (15 minutes)
- Explanation of daily routine of the House and Senate - Floor procedures, orders of business, "carrying" bills (15 minutes)
- Explanation of the procedure a bill follows to become law - Introduction, hearings, amendment, crossover, conference committee, final passage, presentation to Governor (15 minutes)
- Explanation of unique statutory requirements for certain bills (5 minutes)

12:30 - 2:00 p.m. Returning legislator laptop computer training session in the Roughrider Room. The session is 90 minutes in length and is limited to 40 legislators. Signup is at the Legislative Council reception desk. Training includes a refresher on the laptop computers, legislative applications, LAWS, document synchronization between laptop and tablet computers, email quota and archive, correspondence templates, printing, and remote desktop support network access.

12:30 - 2:00 p.m. Returning legislator tablet computer training session in the Harvest Room. The session will be 90 minutes in length and is limited to 20 legislators. Signup is at the Legislative Council reception desk. This training includes legislative applications, operating system and application updates, creating and editing documents, note taking, document synchronization between laptop and tablet computers, remote network access, and other topics. For complete tablet computer training, see the training sessions scheduled after adjournment on Wednesday.

2:15 p.m. Caucuses of respective parties for discussion of legislative rules amendments:

- Senate Majority - Harvest Room
- Senate Minority - Fort Lincoln Room
- House Majority - Brynhild Haugland Room
- House Minority - Prairie Room

Meetings of committees at call of the chairmen

2:45 p.m. Legislators not otherwise occupied meet in the Brynhild Haugland Room for presentations on the purpose and use of legislative documents:

- Bills, resolutions, amendments (committee reports), Session Laws, and North Dakota Century Code
- Daily calendars, weekly committee schedules, journals, and bill status
- Budget status reports, fiscal notes, and executive budget report
- Committee minutes and Legislative Management reports - Legislative Council's library and records

2:45 - 4:15 p.m. Returning legislator laptop computer training session in the Roughrider Room. The session is 90 minutes in length and is limited to 40 legislators. Signup is at the Legislative Council reception desk. Training includes a refresher on the laptop computers, legislative applications, LAWS, document synchronization between laptop and tablet computers, email quota and archive, correspondence templates, printing, and remote desktop support network access.

2:45 - Returning legislator tablet computer training session in the Harvest Room. The session  
4:15 p.m. will be 90 minutes in length and is limited to 20 legislators. Signup is at the Legislative Council reception desk. This training includes legislative applications, operating system and application updates, creating and editing documents, note taking, document synchronization between laptop and tablet computers, remote network access, and other topics. For complete tablet computer training, see the training sessions scheduled after adjournment on Wednesday.

### **THIRD DAY - WEDNESDAY, DECEMBER 5, 2018**

8:30 a.m. Call to order in respective chambers  
Prayer by chaplain  
Senate - \_\_\_\_\_  
House - \_\_\_\_\_  
Roll call  
Recess

8:40 a.m. Caucuses of respective parties for discussion of committee assignments:  
Senate Majority - Harvest Room  
Senate Minority - Fort Lincoln Room  
House Majority - Brynhild Haugland Room  
House Minority - Prairie Room

9:10 a.m. Reconvene  
Committee reports (including announcements of standing committee appointments)  
Selection and administration of oath of any officer not selected on Monday  
Adoption of permanent rules  
All other unfinished business  
Announcements

9:40 a.m. Recess

9:55 a.m. Reconvene in House chamber

10:00 a.m. **Joint Session - House Chamber**  
Presentation by the Governor of the executive budget and revenue proposals

10:45 a.m. Adjourn

11:00 a.m. Budget Section convenes in Senate chamber

12:00 noon - New legislator laptop computer distribution and training session in the Roughrider Room.  
2:00 p.m. The session is 2 hours in length and is limited to 10 legislators. Signup is at the Legislative Council reception desk. The session includes laptop computer distribution, cybersecurity training, review of policies governing computer use, training on software applications used by legislators, document synchronization between laptop and tablet computers, correspondence templates, printing, and remote network access. Tablet computer training for new legislators will be held separately after adjournment on Wednesday.

12:00 noon - New and returning legislator tablet computer distribution and training session in the  
2:00 p.m. Harvest Room. The session will be 2 hours in length and is limited to 15 legislators. Signup is at the Legislative Council reception desk.

2:30 - New legislator laptop computer distribution and training session in the Roughrider Room.  
4:30 p.m. The session is 2 hours in length and is limited to 10 legislators. Signup is at the Legislative Council reception desk. The session includes laptop computer distribution, cybersecurity training, review of policies governing computer use, training on software applications used by legislators, document synchronization between laptop and tablet computers, correspondence templates, printing, and remote network access. Tablet computer training for new legislators will be held separately after adjournment on Wednesday.

2:30 - New and returning legislator tablet computer distribution and training session in the  
4:30 p.m. Harvest Room. The session will be 2 hours in length and is limited to 15 legislators.  
Signup is at the Legislative Council reception desk.

**NOTE:** The Budget Section will meet in the Senate chamber to receive detailed information regarding the executive budget and conduct other business on Wednesday morning at 11:00 a.m. and is scheduled to adjourn by 4:00 p.m. on Wednesday. All legislators named to the Appropriations Committees, the Majority and Minority Leaders and their assistants, and the Speaker of the House serve on the Budget Section. Other legislators also may attend the Budget Section meeting.