

November 2012

Tentative Agenda
ORIENTATION AND TRAINING SESSIONS
FOR CERTAIN LEGISLATIVE EMPLOYEES

Monday-Friday, December 10-14

9:00 a.m. - **Leadership staff** - Training on Windows, Word, Excel, Outlook, and Publisher -
 4:00 p.m. Assistance provided as available - *Information Technology Staff, Legislative Council*

Monday-Friday, December 10-14

9:00 a.m. - **House and Senate journal reporters** (Assistant Chief Clerk and Assistant
 5:00 p.m. Secretary of the Senate [backup]) - House and Senate chambers - Assistance
 provided as available - *Kylah E. Aull, Library and Records Services Manager and
 Information Technology Staff, Legislative Council*

Monday, December 17 - House and Senate committee clerks

8:00 - Select desks and prepare area - Chief committee clerks
 9:00 a.m.

9:00 - Tour of committee rooms (*Lori Ziegler, Legislative Administrative Officer, Legislative
 10:15 a.m. Council*) and joint supply area (*Andrea Cooper, Legislative Services Specialist,
 Legislative Council*)

10:30 a.m. - Prairie Room - Orientation by the Legislative Council staff
 5:00 p.m.

10:30 a.m. Introduction - Overview of the legislative process -
 Employee/staff/intern relationships - *Jim W. Smith, Director,
 Legislative Council*

10:35 a.m. Distribute packets

10:40 a.m. Overview of committee clerk activities - *Jay E. Buringrud, Legal
 Services Division Director, Legislative Council*

11:15 a.m. Overview of North Dakota Century Code - *John Walstad, Code
 Revisor, Legislative Council*

11:30 a.m. Fiscal notes - *Becky Keller, Senior Fiscal Analyst, Legislative Council*

1:00 p.m. Enrolling and engrossing - Amendment approval requirements -
John Bjornson, Counsel, Legislative Council

2:00 p.m. **House and Senate Appropriations Committees clerks** -
 Appropriation bills and budget status reporting - *Allen H. Knudson,
 Legislative Budget Analyst and Auditor, Legislative Council*

2:30 p.m. Break

2:45 p.m. **House and Senate committee clerks** - Orientation on recording
 requirements, filing of minutes, deposit of minutes with the
 Legislative Council, and Appropriations Committees records -
Kylah E. Aull

4:30 p.m. Committee hearings - Impact of the Americans with Disabilities Act -
Jay E. Buringrud

Tuesday, December 18 - House and Senate committee clerks

- 8:00 - Brynhild Haugland Room - Training on use of LAWS and on the legislative branch website - *Information Technology Staff*
10:00 a.m.
- 10:00 a.m. - Brynhild Haugland Room - Training on use of the committee hearing system -
12:00 noon *Information Technology Staff*
- 1:00 - Brynhild Haugland Room - Training on recording committee meetings - *Information
2:00 p.m. Technology Staff*
- 2:00 - Brynhild Haugland Room - Training on use of Windows, Word, Outlook, and the
5:00 p.m. preparing and storing of minutes - *Information Technology Staff*

Wednesday, December 19 - House and Senate committee clerks

- 8:00 a.m. - Brynhild Haugland Room - Training on use of the committee report system - *Kylah E.
4:00 p.m. Aull and Information Technology Staff*
- 1:00 - **House Chief Clerk and Secretary of the Senate** (Assistant Chief Clerk and Assistant
3:00 p.m. Secretary of the Senate [backup]) - House and Senate Chambers - Training on use of
the voting system - *Information Technology Staff*
- 3:00 - **House and Senate recording clerks** (House and Senate bill clerks [backup]) - House
5:00 p.m. and Senate Chamber - Training on use of the chamber camera systems - *Information
Technology Staff*

Thursday, December 20 - House and Senate committee clerks

- 9:00 - **House and Senate bill clerks** (calendar clerks [backup]) - House chamber - Training
11:30 a.m. on use of the assignment of bill numbers system - *Kylah E. Aull and Information
Technology Staff*
- 1:00 - **Assistant Chief Clerk and Assistant Secretary of the Senate** (journal clerks
5:00 p.m. [backup]) - House and Senate chambers - Training on use of the message system -
Kylah E. Aull and Information Technology Staff

Friday, December 21 - House and Senate committee clerks

- 9:00 - **House and Senate calendar clerks** (Assistant Chief Clerk and Assistant Secretary of
11:30 a.m. the Senate [backup]) - House and Senate chambers - Training on use of the calendar
system - *Kylah E. Aull and Information Technology Staff*

Thursday, January 3

- 8:30 - **Information kiosk attendants** - Information kiosk - Training on use of the legislative
10:00 a.m. branch website and on information available on monitors/digital signage - *Information
Technology Staff*
- 8:30 - **Secretarial service** - Secretarial service area - Secretarial office setup - *Lori Ziegler
9:00 a.m.*
- 9:00 - **Secretarial service** - Secretarial service area - Training on telephones - *Lori Ziegler
10:00 a.m. and Information Technology Department Telecommunications Staff*
- 10:00 a.m. - **Secretarial service** - Secretarial service area - Training on use of the telephone
12:00 noon message and constituent views system - *Information Technology Staff*
- 1:00 - **Secretarial service** - Secretarial service area - Training on use of e-mail and word
4:00 p.m. processing procedures for assisting legislators - *Information Technology Staff*

Friday, January 4

- 8:00 - **Legislative interns** - Prairie Room - Assignment of committees - *Jim W. Smith*
8:15 a.m.
- 8:15 - **House and Senate committee clerks and legislative interns** - Prairie Room -
8:30 a.m. Meeting with Legislative Council legal and fiscal staff members - *Jim W. Smith*
- 8:30 - **Legislative interns** - Prairie Room - Amendment drafting - *John Bjornson and*
10:30 a.m. *Vonette J. Richter, Counsel, Legislative Council*
- 10:30 a.m. - **Legislative interns** - Prairie Room - Drafting amendments and workflow - *Andrea*
12:00 noon *Cooper and Information Technology Staff*
- 1:00 - **Legislative interns** - Prairie Room - Training on the use of digital signage - *Information*
2:00 p.m. *Technology Staff*
- 2:00 - **Legislative interns** - Prairie Room - Employment information - *Lori Ziegler*
2:15 p.m.
- 2:15 - **Legislative interns** - Prairie Room - Additional training - *Timothy J. Dawson, Counsel,*
4:00 p.m. *Legislative Council*