IDAHO STATE LEGISLATURE

2010 New Legislator Orientation Program

(Open to New and Returning Legislators)

Monday, November 29: Overview of Organization, Staff, Facilities
Tuesday, November 30: Procedures and Protocols
Wednesday, December 1: Law School for Legislators
New Legislator Orientation Program
Monday, November 29
General Overview of Organization, Staff and Facilities

Capitol Dining Room, West Wing (Senate side)
11:45 - 12:45 p.m.  Opening Luncheon: Public Service and the Idaho Legislature
Welcoming remarks, program outline, and an opportunity to meet and
greet fellow freshmen legislators with co-hosts Senate President Pro
Tem Robert Geddes, House Speaker Lawerence Denney and Legislative
Services Office Director Jeff Youtz.

House Hearing Room EW40
1:00 - 1:30 p.m.  What I Know Now That I Wish I Knew Then
Senator Melinda Smyser and Rep. Brian Cronin will give their
perspectives as sophomore legislators about what they learned as
freshmen and provide practical advice to the incoming freshmen.

1:30 - 2:30 p.m.  The Idaho Legislature and other State Legislative Processes
Dr. Gary Moncrief from Boise State University, a nationally recognized
expert on state legislatures, will provide a basic overview of the Idaho
Legislature and compare our institution to other state legislatures.

2:30 - 2:45 p.m.  Break

2:45 - 3:30 p.m.  The Idaho Legislature's Staff Resources
An introduction to the people who support legislative operations — the
nonpartisan Legislative Services Office, the Senate and House legislative
staff, and the Office of Performance Evaluations.

3:30 - 4:15 p.m.  Update on the Capitol Restoration and Public Outreach Programs
Jeff Youtz, Legislative Services Office
Robyn Lockett; Capitol Services Coordinator
An update on the Capitol Restoration and Expansion project and public
outreach programs, followed by a brief tour of the Capitol Building.

Senate Conference Room, W333
House Majority Caucus Room, E403
4:15 - 5:15 p.m.  Administrative Details Concerning Life in the Legislature
Mary Sue Jones, Executive Assistant to President Pro Tem
Terri Franks-Smith, Chief Fiscal Officer of the House
Details about legislative compensation including salary, per diem and
other allowances, medical and life insurance, state travel policy and how
to submit travel claims, ordering stationery, making travel arrangements
and other details to get through the session.

5:15 p.m.  Adjourn for the Day
New Legislator Orientation Program
Tuesday, November 30
Procedures and Protocols

Capitol Dining Room, West Wing
7:30 - 8:00 a.m.  Breakfast

House Hearing Room EW40

8:00 - 8:30 a.m.  How Bills are Drafted and the Flow of Legislation
    Katharine Gentry, Principal Legislative Research Analyst
    Eric Milstead, Principal Legislative Research Analyst
    Includes a discussion of how legislation originates and the flow of legislation through the process, as well as a discussion of formats, statements of purpose, and fiscal notes.

8:30 - 9:00 a.m.  The Idaho Code, Session Laws, Constitution and Research Library
    Brooke Murdoch, Principal Legislative Research Analyst
    Kristin Ford, Legislative Librarian
    This session will explain how to navigate the Idaho Code, the Idaho Session Laws, and the Idaho Constitution. Also covers other research options available through the LSO Legislative Research Library.

9:00 - 9:45 a.m.  The Idaho State Budget Process
    Cathy Holland-Smith, Manager, Budget & Policy Analysis Division
    This session will include an overview of the state budgeting and appropriation process, how the Joint Finance-Appropriations Committee operates, and a picture of budget challenges facing the 2011 Legislature.

9:45 - 10:00 a.m.  Break

House Hearing Room EW41

10:00 - 11:45 a.m.  Legislative Computers and Online Resources
    Glenn Harris, Manager, Information Technology Division
    Meet the Legislature's Information Technology staff; hear about what’s available on the Legislature’s website, and other Internet resources. Receive your legislative laptop computer and learn “hands on” how to log on to the legislative network, use e-mail, and other functions.

Capitol Dining Room, West Wing

12:00 - 1:00 p.m.  Luncheon Panel: Working with the Media
    Moderator: Peter Morrill, General Manager, Idaho Public Television
    Panelists:  Betsy Russell, Spokesman Review; Brian Murphy, Idaho Statesman; Thanh Tan, IPTV; John Miller, AP
    This lunch session will focus on how the print and broadcast media cover the Idaho Legislature, and how legislators can effectively communicate with the media and maintain a good working relationship.
House Hearing Room EW40

1:00 - 1:45 p.m.  Legislative Rules Review
Paige Parker, Principal Legislative Research Analyst
Dennis Stevenson, Administrative Rules Coordinator
How and why the Legislature reviews (and sometimes rejects) state agency rules and the technical issues involved in their review.

1:45 - 2:15 p.m.  Decorum, Civility and Rules in the Idaho Legislature
Senator Denton Darrington, Chairman, Senate Judiciary & Rules
Representative John Rusche, House Minority Leader
Learn about addressing colleagues "through the chair," who "the gentleman on the second floor" is, and the importance of maintaining civility and decorum in the legislative process.

2:15 - 3:00 p.m.  Legislative Standing Committees
Senator Brent Hill, Chairman, Senate Local Government & Taxation
Rep. Maxine Bell, Chairman, House Appropriations
Rep. Elaine Smith, Ranking Minority Member, House State Affairs
This session will focus on the role of standing committees, the work engines of the legislative process where bills originate and where legislative expertise, staff support and public testimony all come together in creating public policy.

3:00 - 3:20 p.m.  Organizational Session Preview
Senator Joe Stegner, Senate Assistant Majority Leader
Representative Scott Bedke, House Assistant Majority Leader
Learn about Idaho's unique method for selecting its leadership and organizing into committees prior to the 2011 legislative session.

3:20 - 3:30 p.m.  Break

House and Senate Chambers

3:30 - 4:45 p.m.  Parliamentary Procedure, Orders of Business and Mock Session
Senator Robert Geddes, President Pro Tempore, presiding
Senator Bart Davis, Senate Majority Leader
Jeanine Wood, Secretary of the Senate
Representative Lawrence Denney, Speaker, presiding
Representative Mike Moyle, House Majority Leader
Bonnie Alexander, Chief Clerk of the House
This session will give new legislators a feel for how the Senate and House operate when on the floor of the chambers, including the orders of business, basic protocols and parliamentary procedures.

4:45 p.m.  Adjourn for the Day
New Legislator Orientation Program

Wednesday, December 1

Law School for Legislators

Capitol Dining Room, West Wing
7:30 - 8:00 a.m.  Breakfast

Hearing Room EW40

8:00 - 8:45 a.m.  Conflicts of Interest: Review Statutes and Rules
                  Brian Kane, Assistant Chief Deputy Attorney General
This session will focus on the inherent conflicts of interest that exist in a
citizen legislature, and review the laws and rules that govern conflict of
interest situations, House Rule 38 and Senate Rule 39, and discuss
appropriate responses from legislators in certain situations.

8:45 - 9:45 a.m.  State and Federal Bribery and Corruption Laws
                  Brian Kane, Assistant Chief Deputy Attorney General
                  Wendy Olson, U.S. Attorney
This session will review the Title 18 statutes governing bribery and
corruption, as well as relevant federal statutes concerning using a public
position for personal gain, gifts to public servants from people within their
jurisdiction, and misuse of influence in public matters, among other
topics.

9:45 - 10:00 a.m.  Break

10:00 - 11:00 a.m. Campaign Finance, Sunshine Laws & Working with Lobbyists
                    Ben Ysursa, Secretary of State
                    Tim Hurst, Chief Deputy Secretary of State
This session will review the statutes governing campaign finance and
sunshine laws, the appropriate use of campaign funds, and also review
the laws and procedures related to legislators' work with lobbyists.

11:00 - 11:45 a.m. Lobbying and the Idaho Legislature
                    Rep. Dennis Lake, Chairman House Revenue and Taxation
                    Steve Ahrens, Former President of IACP, retired
                    Bill Roden, Lobbyist and former Senate Majority Leader
This section includes a panel discussion with two veteran lobbyists and a
committee chairman about what they consider to be "best practices" in
their profession. The focus will be on the role of the lobbyist,
effects lobbyists have of legislators, and the ethical responsibilities
lobbyists and legislators both have in their working relationship.

12:00 - 1:30 p.m. Lunch at the Associated Taxpayers of Idaho Annual Conference
Transportation will be provided to and from the Centre on the Grove for
the luncheon and Governor Otter's luncheon address.
House Hearing Room EW40

1:45 - 2:30 p.m.  Tribal Law in Idaho
    Helo Hancock, Legislative Director, Coeur d'Alene Tribe
    Clive Strong, Deputy Attorney General; Chief, Natural Resources Div.
    This presentation will focus on tribal law in the state of Idaho and the
    unique relationships among and between the different tribes, as well as a
    look at the sovereignty, authority and responsibilities of state and local
    government, the federal government and the tribes.

2:30 - 3:30 p.m.  Ethics Panel Discussion
    Sen. Denton Darrington, Chairman, Senate Judiciary & Rules
    Sen. Brent Hill, Chairman, Senate Local Government & Taxation
    Rep. Tom Loertscher, Chairman, House State Affairs
    Rep. Wendy Jaquet, House Appropriations Committee
    Brian Kane, Assistant Chief Deputy Attorney General
    This panel discussion will provide insights and practical advice from four
    veteran lawmakers on the importance of ethics in government, the
    inherent conflicts in a citizen legislature and specific ethical situations
    legislators will find themselves in and the appropriate way to conduct
    yourself.

3:30 - 4:00 p.m.  Wrap-up and Thoughts for New Legislators
    Senator Robert L. Geddes, President Pro Tem
    Representative Lawerence Denney, Speaker of the House
    Senate Minority Leader
    Representative John Rusche, House Minority Leader
    Senate and House majority and minority leaders will extend their
    welcome and offer final observations and practical advice about their
    legislative experiences.

4th Floor Rotunda

4:00 - 5:30 p.m.  Reception for New Legislators
    The reception is an opportunity for government officials, Supreme Court
    Justices, returning legislators, lobbyists, orientation presenters,
    legislative staff, and others to extend a welcome to newly elected
    legislators.