Agenda

2011 NEW MEMBER INSTITUTE
Sponsored by the Wisconsin Joint Legislative Council
January 4-6, 2011

Tuesday, January 4, 2011
State Capitol

9:00 a.m.  Registration; Breakfast Snacks (412 East)

9:15 a.m.  Welcome and Introductions – Senator Mary Lazich and Representative Joan Ballweg, Joint Legislative Council Co-Chairs, and Terry C. Anderson, Legislative Council Director (412 East)

9:30 a.m.  Effective Performance Tips from Veteran Legislators (412 East)
Senators Sheila Harsdorf and Jim Holperin
Representatives Joan Ballweg, Mark Honadel, Jon Richards, and Donna Seidel
Advice from veteran legislators on how first-term legislators can be most effective in areas such as dealing with legislation, managing an office, responding to constituents, communicating with the public, and dealing with colleagues.

10:30 a.m. Legislative Service Agencies (412 East)
Janice L. Mueller, Legislative Audit Bureau
Robert Wm. Lang, Legislative Fiscal Bureau
Stephen R. Miller, Legislative Reference Bureau
Jeff Ylvisaker, Legislative Technology Services Bureau
Terry C. Anderson, Legislative Council Staff
An explanation of the services provided by the nonpartisan legislative service agencies, including information technology, policy research, legal analysis, audits, fiscal analysis, and bill drafting.

11:00 a.m. Budget Process (412 East)
Robert Wm. Lang, Director, Legislative Fiscal Bureau
An explanation of the budget process and services provided by the Legislative Fiscal Bureau.

12:00 p.m. The Executive Branch (Governor’s Conference Room)
Welcoming Remarks and Introduction of Governor – Senator Mary Lazich, Joint Legislative Council Co-Chair
An opportunity to meet with the Governor and the Governor’s staff. Session will include a discussion of the Executive Branch’s role in the lawmaking process.

12:30 p.m. Lunch: Legislative Council Staff (413 North)

1:30 p.m. “The Art of Public Speaking and History’s Greatest Speeches” – Stephen Lucas, Professor, University of Wisconsin-Madison (412 East)
Welcoming Remarks and Speaker Introduction – Senator Joseph Leibham
An in-depth look at the art of public speaking and some of the greatest speeches in history.

3:00 p.m. Recess
WEDNESDAY, JANUARY 5, 2011
STATE CAPITOL

8:30 a.m.  BREAKFAST SNACKS; WELCOMING REMARKS – SENATE MAJORITY LEADER SCOTT FITZGERALD AND MINORITY LEADER MARK MILLER (412 EAST)

8:45 a.m.  THE LEGISLATIVE BRANCH (412 EAST/300 NORTHEAST/400 SOUTHEAST)

LEGISLATIVE COUNCIL STAFF: “THE NEW LEGISLATOR’S ROLE IN LAWMAKING”
A general review of legislative structure and the various steps in the legislative process. Committee procedures and floor action will be discussed to help prepare legislators for lawmaking responsibilities.

10:45 a.m.  BREAK

11:00 a.m.  CHIEF CLERKS (412 EAST)

ROBERT MARCHANT, SENATE CHIEF CLERK
PATRICK FULLER, ASSEMBLY CHIEF CLERK

An explanation of the role of the chief clerks in the legislative process, followed by an explanation of the consideration of legislation in the respective chambers.

11:25 a.m.  SERGEANTS AT ARMS (412 EAST)

TED BLAZEL, SENATE SERGEANT AT ARMS
ANNE TONNON BYERS, ASSEMBLY SERGEANT AT ARMS

An explanation of the role of the sergeants at arms in the legislative process.

11:40 a.m.  MANAGING LEGISLATIVE STAFF (412 EAST)

TERRY C. ANDERSON, DIRECTOR, LEGISLATIVE COUNCIL STAFF

12:00 p.m.  LUNCH: ADDITIONAL SOURCES OF INFORMATION (413 NORTH)

COUNCIL OF STATE GOVERNMENTS – KATE TORMEY
NATIONAL CONFERENCE OF STATE LEGISLATURES – BRUCE FEUSTEL AND MEGAN FOREMAN

A description of additional services and resources relating to public policy that might be useful to new legislators.

1:00 p.m.  “TIME MANAGEMENT AT THE SPEED OF THOUGHT” – PAM VACCARO, CEO, DESIGNS ON TIME (412 EAST)

WELCOMING REMARKS AND SPEAKER INTRODUCTION – REPRESENTATIVE JOAN BALLWEG, JOINT LEGISLATIVE COUNCIL CO-CHAIR

A new perspective on productivity, time, and focus management, including advice on life enrichment and balance, memory improvement, and organization.

3:00 p.m.  RECESS
THURSDAY, JANUARY 6, 2011
STATE CAPITOL

8:30 a.m.  BREAKFAST SNACKS; WELCOMING REMARKS – ASSEMBLY SPEAKER JEFF FITZGERALD, MAJORITY LEADER SCOTT SUDER, AND MINORITY LEADER PETER BARCA (SUPREME COURT COURTROOM)

8:45 a.m.  THE JUDICIAL BRANCH (SUPREME COURT COURTROOM)
A tour of the Supreme Court and opportunity to meet with the Supreme Court justices. Session will include a discussion of the Judicial Branch’s role in the lawmakers process.

9:45 a.m.  BREAK

10:00 a.m.  ETHICS CODE AND LOBBYING LAW REQUIREMENTS (412 EAST)
JONATHAN BECKER, ADMINISTRATOR, ETHICS AND ACCOUNTABILITY DIVISION, GOVERNMENT ACCOUNTABILITY BOARD
NATHANIEL ROBINSON, ADMINISTRATOR, ELECTIONS DIVISION, GOVERNMENT ACCOUNTABILITY BOARD

An explanation of the applicability of the ethics code and lobbying laws to legislators.

11:15 a.m.  EFFECTIVE PERFORMANCE TIPS FROM SOPHOMORE LEGISLATORS (412 EAST)
SENATOR RANDY HOPPER
REPRESENTATIVES ED BROOKS, FRED CLARK, SANDY PASCH, AND KEITH RIPP

Advice from sophomore legislators on how first-term legislators can be most effective in areas such as dealing with legislation, managing an office, responding to constituents, communicating with the public, and dealing with colleagues.

12:00 p.m.  LUNCH: THE “WISCONSIN IDEA” – KEVIN REILLY, PRESIDENT, UNIVERSITY OF WISCONSIN SYSTEM (413 NORTH)

WELCOMING REMARKS AND SPEAKER INTRODUCTION – SENATOR FRED A. RISER

A brief overview of the UW System and how it can be used as a resource for legislators.

1:00 p.m.  LEGISLATIVE TECHNOLOGY SERVICES BUREAU: TECHNOLOGY FAIR (412 EAST)

An explanation of the technology services available to legislators and staff and “hands-on” demonstrations of computer services. Topics of discussion include legislator websites and a variety of specialized software programs available to legislative offices.

3:00 p.m.  ADJOURNMENT

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