Managing Your Time and Workload During Session

4:15pm   Roundtable: Practical Advice for New Legislators

Senator Anderson
Senator Hastert
Representative Buchanan

- Getting (and staying) organized
- Time management during session
- Managing your workload during session
- Managing life back home
- Staying healthy when it’s go-go-go
- Working with constituents during session

5:00pm   Questions and Adjournment

- Reminder to review mock session scripts and bills
Overview of Previous Day

8:00am  Questions from Previous Day
Legislator Faculty

The Process of Amending Legislation

8:15am  Amendment Processes
LSO Legal Services Staff
- Process for drafting amendments
- Amendment numbering process
- Tracking amendments
- Sponsorship of amendments
- Constitutional provisions related to amendments

Negotiation, Debate, and Compromise

9:15am  The Art of Negotiation
Dr. Larry Hubbell, University of Wyoming
- What kind of negotiator are you?
- Principles from Getting to Yes

10:00am  Break

10:15am  Your Turn to Negotiate
Dr. Larry Hubbell, University of Wyoming
All Legislator Faculty
- Hands-on negotiation exercises

11:30am  Lunch

Custom, Decorum, and Tradition

1:00pm  Importance of Custom, Decorum, and Tradition to the Legislative Institution
Brenda Erickson, Natl Conference of State Legislatures

1:30pm  A View of Legislating With and Without Decorum
All legislator faculty

Legislative Procedures and Rules

2:45pm  Organization and Hierarchy of Rules and Procedures
Brenda Erickson, NCSL
Dave Gruver, Assistant Director for Legal Services
Diana Williamson, Senate Chief Clerk
Patty Benskin, House Chief Clerk
- Constitutional provisions
- Statutory provisions
- Legislative rules
- Wyoming Manual of Legislative Procedure
- Mason’s Manual of Legislative Procedure
- Historic precedent/tradition

3:15pm  In-Depth Review of Rules and Procedures
Senator Anderson and Representative Buchanan
Diana Williamson, Senate Chief Clerk
Patty Benskin, House Chief Clerk
- Review of legislative rules and procedure homework
- Differences in House and Senate procedures
- Breakout session for House and Senate

4:00pm  Emergency Evacuation Procedures During Session
Wendy Madsen, Legislative Information Officer
- Types of emergencies
- Where to go in an emergency
- Introduction of House and Senate staff responsible for emergency evacuation