

## Managing Your Time and Workload During Session

4:15pm

### Roundtable: Practical Advice for New Legislators

*Senator Anderson*

*Senator Hastert*

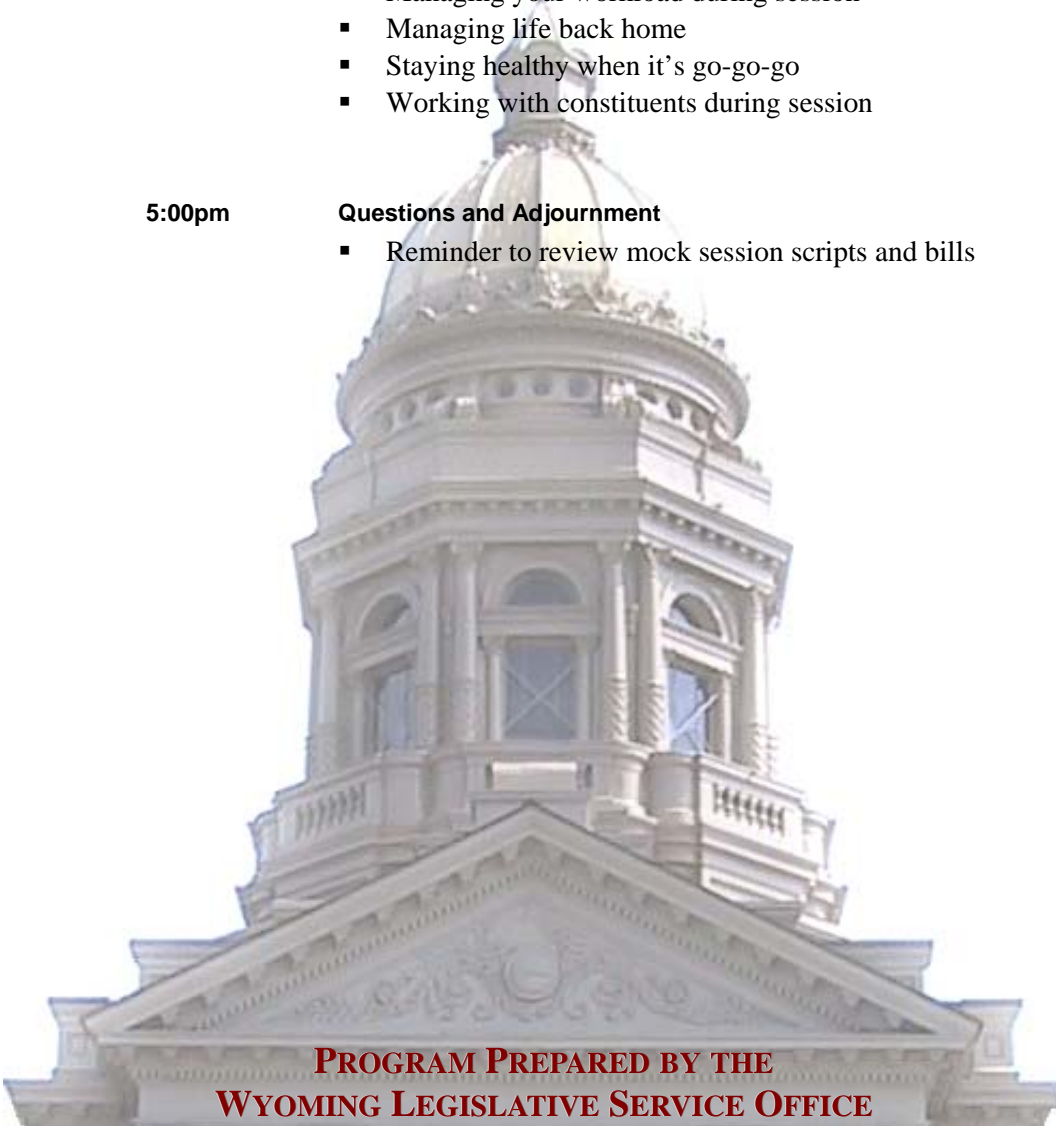
*Representative Buchanan*

- 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



**PROGRAM PREPARED BY THE  
WYOMING LEGISLATIVE SERVICE OFFICE**

# *Wyoming Legislature* **NEW MEMBER ORIENTATION**



## *Orientation Session Five* **THE ART of LEGISLATING** **LEGISLATIVE RULES** *and PROCEDURES*

Friday, January 7, 2011  
House of Representatives Chamber  
Wyoming State Capitol  
Cheyenne, Wyoming

# FRIDAY, JANUARY 7, 2011

## 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*

**1:45pm**      **Practical Advice About Custom, Decorum and Tradition**  
*Brenda Erickson, NCSL, moderator*  
*Senator Anderson*  
*Representative Buchanan*  
*Representative Throne*

- Perspectives on the legislative institution
- Honoring the institution ... you are the institution
- Promoting the work of the legislative branch
- Respecting custom and tradition
- Decorum in the legislative branch throughout the year
- How to disagree without being disagreeable
- The importance of negotiation and compromise
- Relationships and consensus building

**2:30pm**      **Break**

## 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

