

3:00pm Break

### Staffing Services Available During the Session

3:15pm **Reminder of LSO Services Available During the Session**  
*Wendy Madsen, Legislative Service Office*

3:20pm **Senate and House Session Staff Services**  
*Diana Williamson, Senate Chief Clerk*  
*Patty Benskin, House Chief Clerk*

3:35pm **Helping You Get Organized**  
*Phyllis Salzburg, Assistant House Staff Supervisor*

- House Clerical Assistants
- Senators-Elect will go to the Senate during this time to learn about CoW procedures in Senate

### Overview of Session Schedule

3:45pm **Overview of Session Schedule**  
*Senator Anderson and Representative Buchanan*

- What to expect the first week
- Key dates: deadlines and crossover

4:00pm **Questions, Overview of Next Session, and Adjournment**

# Wyoming Legislature NEW MEMBER ORIENTATION



## Orientation Session Six MOCK LEGISLATIVE SESSION

Saturday, January 8, 2011  
House of Representatives Chamber  
Wyoming State Capitol  
Cheyenne, Wyoming

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

# SATURDAY, JANUARY 8, 2011

## Overview of Previous Day

- 8:00am**      **Questions from Previous Day**  
*All Legislator faculty*
- 8:15am**      **Legislative Process for Bill Enactment or Defeat**  
*Representative Lubnau*  
*Senator Hastert*
- Introduction through vetoes and veto override
  - Order of business

## Introduction, First Reading, and Reference of Bills

- 8:30am**      **Mock Introduction, First Reading, and Reference**  
*All Legislator Faculty*  
*Patty Benskin, House Chief Clerk*  
*Diana Williamson, Senate Chief Clerk*
- 8:35am**      **Move to Room 302**

## Standing Committee Procedures (Room 302)

- 8:45am**      **Tips for Effective Committee Work**  
*Senator Anderson*  
*Senator Hastert*  
*Representative Buchanan*  
*Representative Lubnau*  
*Representative Throne*
- Protocol and decorum in meetings
  - Importance of working a bill
  - Making the public feel welcome

- 9:15am**      **Standing Committee Procedures**  
*Representative Illoway*
- Role of committee
  - Order of meeting
- Mock Committee Meeting**  
*Representative Illoway, Chair*  
*All Legislator Faculty*  
*All New Members*
- Testimony for and against bills
  - Work bills to report out of committee

**10:15am**      **Break (Go back to House Chambers)**

## Committee of the Whole (House Chambers)

- 10:30am**      **Mock CoW Floor Session**  
*All Legislator Faculty*  
*All New Members*  
*Diana Williamson, Senate Chief Clerk*  
*Patty Benskin, House Chief Clerk*
- Legislative faculty walk through CoW script
  - Use of microphones—generally

**12:00pm**      **Lunch**

## Second and Third Reading

- 1:30pm**      **Mock Second and Third Reading Floor Session**  
*All Legislator Faculty*  
*All New Members*  
*Diana Williamson, Senate Chief Clerk*  
*Patty Benskin, House Chief Clerk*

## Floor Procedure Protocols and Unusual Motions

- 2:00pm**      **Floor Procedures and Unusual Motions**  
*Diana Williamson, Senate Chief Clerk*  
*Patty Benskin, House Chief Clerk*
- Note: House and Senate will do breakout sessions
- Unusual floor procedures and motions
  - Courtesy and protocols on the floor
  - Guests on the floor and behind bar
  - Notes from Lobby

## Practical Advice for Getting Your Bill Passed

- 2:30pm**      **Roundtable: Getting Your Bill Through the Process**  
*Senator Anderson*  
*Representative Lubnau*  
*Representative Throne*
- Practical advice on how to get your bills passed

