JLOC process:
Selecting topics for evaluation

1 The OPE director talks with legislators to identify their information needs and to determine which OPE product would best help them.

2 About 3 weeks before a topic selection meeting, the OPE director sends an email to committee chairs announcing the meeting and encouraging them to submit topics for consideration. He offers to help them as they develop their request.

3 About 2 weeks before the meeting, JLOC cochairs announce the topic selection meeting multiple times on their respective floors and encourage legislators to submit requests for consideration.

4 OPE staff receives and distributes requests for evaluation to JLOC members before the meeting. Staff also gives members a list of guidelines for topic selection.

A topic selection meeting generally occurs in March of each year. However, JLOC can select requests for evaluation at any time during the year depending on need and urgency.

Alternatively, contingent upon the nature of the topic, staff can meet legislators' need and urgency by completing a brief informational report called a 24-hour review.

Legislators can refer to the page, *Requesting an Evaluation* on the OPE website to assist them as they develop a request. OPE staff will also research topics upon request of a legislator.

5 At the meeting, legislators present their request and answer questions. JLOC may then discuss the requests including selection guidelines and any additional merits, priorities, or concerns.

10 The presiding cochair calls for a motion and vote on requests.

9 The OPE director discusses the resource commitment anticipated for the highest ranked requests. Resources generally include staff time, dollars, or consultants.

8 OPE staff tallies ballots and ranks the requests according to the results. Staff displays the aggregate results on the projection screen.

7 To narrow the field of requests, each JLOC member prioritizes their top 3 or 4 requests on a confidential ballot.

6 The OPE director gives JLOC a general sense of the size of evaluation that each request would require and the number of evaluations the office could complete during the year given available resources.

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