

Senate Committee Chair Training Session

Friday, December 7, 2018

9:00 a.m. to 11:15 a.m.

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9:00 – 9:05 a.m. Welcome and Introduction of Panelists

Senate President Pro Tem Brent Hill

Panelists:

Senator Patti Anne Lodge

Judiciary and Rules

Senator Steve Bair

Resources & Conservation

Senator Dean Mortimer

Education

Twyla Melton

Committee Secretary

9:05 – 9:30 a.m. Putting out the Welcome Mat

This session offers advice on the importance of creating an environment of civility, respect and decorum in a committee meeting. This is extremely important in reassuring citizens who testify in committee that they will be treated with respect in a committee environment that welcomes their input.

9:30 – 10:00 a.m. Knowing and Applying Rules of Procedure

This session examines the importance of knowing the rules of procedure in a committee meeting, explaining those rules to your committee members, and then applying the rules fairly and consistently. Examples of key considerations will be offered, including the committee's responsibility to review fiscal notes attached to legislation.

10:00 – 10:30 a.m. Managing Difficult Situations

This session offers advice regarding strategies and tips for committee chairs to deal with highly emotional or controversial issues in committee, dealing with members of the press, dealing with large numbers of people who wish to testify, and using security to manage large and perhaps hostile audiences.

10:30 – 10:50 a.m. Keeping Committees Open

Brian Kane, Assistant Chief Deputy Attorney General

This session provides guidance on complying with Senate and House rules governing committee meetings, including keeping committee meetings open to the public, posting of meeting notices, transacting business (quorums), and meeting in executive session.

10:50 – 11:20 a.m. Committee Management and Working with the Committee Secretary

This session examines the importance of properly managing the business that comes before a committee. This includes working closely with your committee secretary to plan agendas, to ensure accurate meeting minutes and their timely approval, to handle the flow of legislation, and to work with lobbyists, other legislative staff and legislative leadership.