2012

New Legislator Orientation Program

Phase III

Skills for Managing the Legislative Session: Mock Committee and Floor Sessions, Utilizing Aides and Interns, Constituent Services, and Technology Overview

December 13 and 14, 2012

State Capitol
Denver, Colorado

A G E N D A

2012
New Legislator Orientation Program

(Phase III)

Thursday, December 13

8:00 a.m. **Breakfast Buffet**
House Committee Rooms Lobby

8:45 a.m. **Introductions and an Overview of the Program's Agenda**
House Committee Room 0112

- *Mike Mauer, Director, Legislative Council Staff*

9:00 a.m. **Introduction to the Legislative Process**
House Committee Room 0112

- *Julie Pelegrin, Assistant Director, Office of Legislative Legal Services*

9:30 a.m. **Legislators will now break into concurrent sessions:**

Group A: House Committee Room 0109 (Green)
Group B: House Committee Room 0111 (Blue)
Group C: House Committee Room 0107 (Yellow)
Group D: Senate Committee Room 352 (Red)

9:45 a.m. **Overview of Committee and Amendment Procedures**

- *Legislative Council Staff and Office of Legislative Legal Services Staff*

10:00 a.m. **Presenting a Bill in Committee**

Presenters To Be Determined

10:30 a.m. **Mock Committee Sessions**

12:00 p.m. **Lunch at the Capitol**
House Committee Rooms Lobby

1:30 p.m. **Mock Committee Debrief and Overview of Other Committee Responsibilities**
House Committee Room 0112

- *Elizabeth Burger, Legislative Council Staff*
- *Patrick Brodhead, Joint Budget Committee* Staff

2:15 p.m. **Overview of the SMART Government Act**
House Committee Room 0112

- *Elizabeth Burger, Legislative Council Staff*

2:45 p.m. **Break**

3:00 p.m. **Making Effective Use of Aides and Interns**
House Committee Room 0112

- *Heather Williams, Aides, Interns, and Volunteers Coordinator for the House Majority*
- *Ian Silverii, Aides, Interns, and Volunteers Coordinator for the House Minority*
- *Lisa LaBriola, Aides, Interns, and Volunteers Coordinator for the Senate Majority*
- *Dan Brown, Aides, Interns, and Volunteers Coordinator for the Senate Minority*

3:30 p.m **Working with Your Constituents**
House Committee Room 0112

- *Susan Liddle, Constituent Services, Legislative Council Staff*

4:00 p.m. **Class of '12 Photo**
Rotunda Steps, 1st Floor

4:15 p.m. **Open House for New Legislators and Spouses/Companions**
House Chambers - light refreshments will be served

Friday, December 14

8:00 a.m. **Breakfast Buffet**
House Committee Rooms Lobby

9:00 a.m. **Presenting a Bill on the Floor**
House and Senate Chambers

Presenters To Be Determined

9:20 a.m. **Mock Floor Sessions**
House and Senate Chambers

12:00 p.m. **Luncheon and Panel Discussion — "What it Means to be a State Policy Maker"**
History Colorado Center, Mountain View Room

Panelists To Be Determined

2:00 p.m. **Overview of the General Assembly and Staff Agency Websites**
House Committee Room 0112

Presenters To Be Determined

(Legislative information services staff will be available from 2:00 p.m. to 4:30 p.m. in House Committee Room 107 to answer questions regarding computer needs.)

2:45 p.m. **Break**

3:00 p.m. **The Technology Mousetrap: Don't Get Caught Overview of technology and electronic communication: public records, e-ethics, and safe computing (spam, viruses, worms, adware, spyware, phishing, etc.)**
House Committee Room 0112

- *Dan Cartin, Director, Office of Legislative Legal Services*
- *Sharon Eubanks, Deputy Director, Office of Legislative Legal Services*
- *Jeremiah Barry, Senior Attorney, Office of Legislative Legal Services*
- *Manish Jani, Senior IT Manager, Legislative Council Staff*

4:30 p.m. **Adjourn for the Day**

Note: *A concurrent spouses/companions program will be held on the afternoon of Thursday, December 13 and the morning of Friday, December 14.*