

M I N U T E S

ADMINISTRATION COMMITTEE

November 11, 1982

The meeting of the Administration Committee of the Legislative Council was called to order at 10:10 a.m., Thursday, November 11, 1982, in Committee Room 22, State House, Des Moines. Committee members present were:

Senator James E. Briles, Chairperson
Senator Calvin O. Hultman
Senator Lowell Junkins
Representative Lester Menke

Also present were:

Mr. Joe O'Hern, Director, House Democratic Caucus Staff
Mr. Serge H. Garrison, Director, Legislative Service Bureau
Ms. Diane Bolender, Legislative Service Bureau
Mr. Thane R. Johnson, Legislative Service Bureau

Chairperson Briles stated that the purpose of the meeting is to review and approve the agenda for the Iowa Legislative Orientation Conference. He asked Mr. Garrison to update the Committee on preparations to date.

Mr. Garrison stated that based on previous instructions of the Legislative Council the dates of December 1-2, 1982 have been selected for the Legislative Orientation Conference. He stated that Mr. Frank Nye, former legislative reporter, Cedar Rapids Gazette, has accepted an invitation to be the banquet speaker on the evening of December 1. He added that the banquet will be held at the Hotel Savery.

Mr. Garrison distributed copies of the agenda for the Iowa Legislative Orientation Conference of December, 1980 and asked for the Committee's ideas concerning improvements or changes to the agenda. After discussion, the Committee agreed that the agenda should be rearranged to place topics relating to the procedures and staff services of the House and Senate including housing, transportation, parking, secretary selection, methods for paying salaries and expenses, and daily schedules on the first day of the conference rather than the second day. This also would include a tour of the legislative areas and the Law Library. This would be followed during the afternoon session with the topic "How a Bill Becomes a Law" and the film "The World and Work of a State Legislator". The next topic during the first afternoon session will be discussion of development and execution of the state budget from the executive branch of government.

Mr. Garrison stated that Mr. Gerald Bair, Director, Department of Revenue, has volunteered to provide an overview of the tax structure of Iowa which the Committee agreed to include along with

discussion of the legislative approach to developing tax legislation and the state budget. It was agreed that the concluding topic of the first afternoon would be presentations of the statutory duties and services offered by the Legislative Fiscal Bureau, Legislative Service Bureau, Citizens' Aide, and the Administrative Rules Review Committee. The agenda for the first day will conclude with a dinner at the Hotel Savery.

The second day of the Conference will begin with discussion of the Role of the Legislator and the legislator's relationship to the majority party, minority party, and problems which may be experienced by a new legislator. This will be followed by discussion of the rules of procedure and decorum and a discussion of floor managing of bills.

The afternoon session of the second day will begin with additional discussion of the rules of procedure and decorum which will be followed by discussion of the legislator's relationship with constituents, lobbyists, and members of the news media.

After discussion, the Committee agreed that invitations should be sent to Governor-Elect Terry Branstad and Lieutenant Governor-Elect Robert Anderson to attend all or part of the Legislative Orientation Conference.

There being no further business to come before the Committee, Chairperson Briles adjourned the meeting at 10:55 a.m.

Respectfully submitted,

THANE R. JOHNSON
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