

(f) Instruct and supervise Senate employees engaged in carrying out the duties described in paragraphs (a), (b) and (c) herein, and employees, other than members' personal staff, assigned to duties in or related to the Chamber area.

15.02 Sergeant at Arms; Appointment and Duties.

(1) The Secretary of the Senate, in consultation with the President, shall appoint a Sergeant at Arms.

(2) Under direction of the President, the Sergeant at Arms, assisted by the Capitol Executive Security when directed by the President/Secretary, shall maintain order in the chamber and other areas assigned to the Senate, execute all processes issued by authority of the Senate or any of its committees, and perform such other duties as the President may direct. The Sergeant at Arms shall permit such ingress and egress to the chamber during sessions as may be directed by the President/Secretary or allowed by the rules.

15.04 Senate Desk and Floor Personnel.

(1) The Secretary of the Senate, in consultation with the President of the Senate, shall appoint Senate desk staff, floor personnel and receptionists as necessary to conduct the business of the Senate and in accordance with the current Legislative Assembly budget.

(2) Personnel assigned to the Senate Desk and the Senate floor, including receptionists shall perform duties as directed by the Secretary of the Senate and the President.

15.05 Other Personnel.

(1) Subject to the provisions of this rule, a member may appoint personal staff for ~~the~~a session or the interim or both, according to the allowance provided in the current Legislative Assembly budget.

(a) A member shall establish salaries payable to persons appointed under subsection (1) of this rule and in accordance with the policies and procedures as adopted by the Legislative Assembly. Compensation must be no less than the State of Oregon minimum wage at full-time.

(b) During the regular session in the odd-numbered year, each member may employ such staff as the member deems appropriate; provided that no more than ~~T~~two staff persons per member may receive health and dental insurance during session. One staff person is eligible for full benefits. A second staff person is eligible for session only benefits, for a maximum of ~~five~~six months, and is required to make a contribution to a portion of his or her insurance premium that ranges in cost depending on the insurance plan they choose.

(c) During the interim periods and the regular session in the even-numbered year, each member is allowed to have the equivalent of one full-time employee. Compensation must be no less than the State of Oregon minimum wage at full-time. One full-time employee is eligible for 100% benefits, or two part-time employees are eligible for 50% benefits. A part-time employee must earn at least 50% of the State of Oregon minimum wage to be eligible for benefits.

(d) Any ~~Either~~ staff person employed by a member may choose to opt out of insurance coverage if he or she is covered under qualified group health insurance coverage and may receive an additional \$150 ~~\$192~~ compensation per month in salary in lieu of benefits in an amount determined annually by the Public Employees' Benefit Board.

(e)(4) If a member has a balance in his/her staff allowance account at adjournment sine die of the preceding regular session, the member may use the balance during the interim for personnel or for legislative newsletters or other informational material.

- (2) The caucus leaders may each appoint such staff as is necessary to conduct the business of the caucus as provided in the current Legislative Assembly budget.
- (3) The President may appoint such staff as is necessary to perform the duties of the offices of the President or to assist the Senate.
- (4) In consultation with each committee chair, the President may appoint a committee administrator and committee assistant to conduct the business of the committee and in accordance with the current Legislative Administration budget, may appoint other personnel as determined necessary for the proper operation of the committee.
- (5) Employees of the Senate serve at the pleasure of the appointing authority and shall be appointed or dismissed by written notice thereof to the Legislative Administrator.
- (6) The time of service for all employees begins on the date contained in their letter of appointment, which shall be filed with the Legislative Administrator's office.
- (7) To maintain professionalism in the legislative process, dress code policies may be established for positions which support decorum and protocol of the Senate.

15.10 Salaries.

All salaries for Senate employees shall be reported in the Journal.

15.20 Expense Allowance.

(1) During the regular session in the odd-numbered year for the 76th Legislative Assembly, ~~Each~~ each member has an allowance of \$27,615 ~~during the regular session~~ for personal staff as defined in Senate Rule 15.05, services and supplies as defined in Senate Rule 16.01, and legislative newsletters as defined in Senate Rule 14.20.

(2) During the interim periods and the regular session in the even-numbered year for the 76th Legislative Assembly, each member has an allowance of \$62,172 for personal staff as defined in Senate Rule 15.05, services and supplies as defined in Senate Rule 16.01, and legislative newsletters as defined in Senate Rule 14.20.

SERVICES AND SUPPLIES

16.01 Office Supplies, Stationery and Equipment.

(1) The Legislative Administrator shall issue office supplies directly to Senate members and staff in accordance with the Rules of the Senate and policies of the Legislative Administration Committee. Members and staff shall comply with ORS 171.136.

(2) New members will receive a one-time allowance of \$200 for start-up expenses. The costs of requisitioned services and supplies shall be charged against the member's individual services and supplies account. Monthly reports of the status of the member's services and supplies accounts shall be provided to each member.

(3) Services and supplies that may be obtained under this rule include:

- (a) Postage (all classes)
- (b) Subscriptions to newspapers and periodicals
- (c) Office supplies
- (d) Copying, facsimile charges
- (e) Newsletter printing, postage and labels
- (f) Any other service or supply authorized by the President.

(4) All orders for stationery and printing may be placed with the Secretary of the Senate.

(5) Each member's office in the Capitol Building and committee office in the Capitol Building shall be provided with office furniture and equipment necessary to assist in the conduct of Senate business. Requests for additional furniture or equipment shall be placed with the President.

(6) Any amount remaining unexpended or unobligated in the member's individual services and supplies account upon adjournment sine die of the preceding regular session may be used during the interim for the following:

- (a) Postage (all classes)
- (b) Office supplies
- (c) Copying, facsimile charges
- (d) Newsletter printing, postage and labels
- (e) Interim staff.
- (f) Any other service or supply authorized by the Senate President.

Appendix A

INTERIM RULES OF THE SENATE Seventy-sixth Legislative Assembly

202.01 Use of *Mason's Manual of Legislative Procedure*.

Mason's Manual of Legislative Procedure shall apply to cases not provided for by the Oregon Constitution, the Senate Rules, custom of the Senate or statute.

203.05 Session Hour; Deliberations Open.

- (1) The Senate shall meet at the call of the President, or when requested by a Constitutional majority (16) of the members.
- (2) All deliberations of the Senate and its committees shall be open to the public. However, nothing in this provision limits the procedures used for a Call of the Senate. This provision does not prohibit clearing the gallery in the event of a disturbance, during which time the Senate shall be in recess.

203.11 Interim Meetings.

When the full Senate meets to consider executive appointments and other interim business, it shall not be considered to be in regular or special legislative session or meeting as a committee of the whole.

VOTING

203.15 Roll Call.

- (1) A roll call vote of “ayes” and “nays” shall be taken.
- (2) Upon the demand of two members, a roll call vote shall be taken and recorded on any question.
- (3) If the presiding officer is in doubt on an oral vote, the presiding officer shall order a roll call vote.
- (4) The affirmative vote of a Constitutional majority (16) is necessary for Senate confirmation of Executive Appointments.

ORDER OF BUSINESS

204.01 Order of Business.

- (1) The general order of business shall be:

- (a) Roll Call
 - (b) Honors to the Colors and the Pledge of Allegiance
 - (c) Invocation
 - (d) Courtesies of the Senate
 - (e) Remonstrances
 - (f) Reports from standing committees
 - (g) Reports from special committees
 - (h) Propositions and motions
 - (i) Action on Executive Appointments requiring Senate confirmation
 - (j) Reading of Senate petitions, memorials and resolutions
 - (k) Other business of the Senate
 - (l) Announcements
- (2) Messages from the Governor may be read at any time. Courtesies may be extended at any time.
- (3) Questions relating to the priority of business shall be decided without debate.
- (4) The general order of business shall not be varied except upon suspension of the rules. However, any subject before the Senate may be made a special order of business by the vote of a majority of the members present. When the appropriate time for consideration of the subject arrives, the Senate shall take up the subject.

PRESIDING OFFICER

207.01 Presiding Officer; Other Officers.

The officers of the Senate, during the interim, shall be those elected by the Senate for the ~~75~~76th Legislative Assembly, under Senate Rules 7.01 and 15.01.

COMMITTEES

208.01 Names of Committees.

- (1) The following shall be the interim standing committees of the Senate:

(a) Committee on Rules and Executive Appointments

(b) Committee on Conduct

(2) The committee on Rules and Executive Appointments shall have at least five, but not more than 11 members.

(3) The President may appoint special committees. Referral of executive appointments to special committees requires approval of a majority of the members of the Senate.

EXECUTIVE APPOINTMENTS

209.15 Transmittal of Executive Appointments.

(1) Upon receipt of a message from the Governor appointing a person to a position or office requiring the confirmation by the Senate, the Secretary of the Senate shall transmit the message to the chair of the Committee on Rules and Executive Appointments.

(2) A summary list of executive appointments received by the Secretary of the Senate and transmitted to committee shall be distributed to members at least 72 hours in advance of the scheduled convening of the Senate.

209.20 Committee Review of Appointees.

The chair of the Committee on Rules and Executive Appointments , with the consent of the President of the Senate and a majority of the committee members, may waive appearance before the committee of persons appointed by the Governor.

209.35 Committee Action Required.

(1) The committee shall, after public hearing, take action on the appointment and promptly file its report with the Secretary of the Senate. The committee shall recommend that:

(a) The Senate confirm;

(b) The Senate confirm en bloc;

(b) The Senate refuse to confirm;

(c) Report the appointment to the Senate without recommendation; or

(d) Report that no final action was taken and that the appointment shall be carried over.

(2) The committee may include material in its report that the committee deems appropriate.

209.40 Additional Time for Consideration.

(1) If any appointment submitted by the Governor and subject to Senate confirmation does not receive final action by the committee, the appointment shall be carried over to the next convening of the Senate or shall be considered at the next special session.

(2) The proposed appointment shall not be considered rejected or confirmation denied if the appointment is carried over. The action of carrying over consideration of the appointment shall be recorded in the Journal.

209.45 Dissents.

Upon request, any member of the committee who dissents from the committee recommendation shall be listed in the committee report as not concurring therein. The names of the members not concurring shall be recorded in the Journal and Status Report.

ACTION ON COMMITTEE REPORTS

209.50 Reading of Committee Reports.

At the discretion of the President, committee reports at the Senate Desk may be either read or announced under the proper order of business. If reports are announced, the Secretary of the Senate shall distribute to the members' desks a Status Report with the pertinent information included. Committee reports shall be recorded in the Journal.

209.55 Consideration of Committee Reports.

(1) Reports from committees shall be considered in appropriate order at the next convening of the Senate. The Status Report for such meeting shall be ~~delivered~~ distributed to each Senator at least 72 hours prior to the convening of the Senate.

(2) The vote on confirmation shall be taken by roll call. The affirmative vote of a Constitutional majority (16) is necessary for confirmation.

209.60 Confirmation en bloc.

(1) The motion to recommend a list of multiple boards and commissions to the full Senate is in order. Individuals whose appearance before the committee has been waived under Senate Interim Rule 209.20, may be considered en bloc upon recommendation of the committee.

(2) Any member may require a separate vote by requesting that an appointee be considered separately. The request shall be submitted in writing to the Senate Desk one hour before the session on the day that the confirmation is on the calendar. The request shall be announced at the appropriate time and the appointee separated from the en bloc vote.

209.65 Withdrawing Appointment from Committee.

- (1) An appointment by the Governor requiring Senate confirmation may be withdrawn from a committee by a motion to withdraw the appointment. The motion requires a Constitutional majority (16) for adoption.
- (2) The effect of withdrawal shall be the same as if the committee had reported the appointment to the Senate without recommendation.

RECONSIDERATION

210.01 Reconsideration of Executive Appointments.

- (1) When an executive appointment has been confirmed, or the Senate has refused to confirm, it shall be in order for any member voting on the prevailing side to move for reconsideration of the vote. A motion for reconsideration is not in order on a vote which indefinitely postponed an appointment.
- (2) Notice of intent to move for reconsideration must be given orally by the member who intends to move the motion.
- (3) The motion to reconsider shall be moved and voted upon before final adjournment of the Senate meeting during which the vote being reconsidered was taken.
- (4) A motion to reconsider may be debated together with the main question, providing the subject of the main question is debatable. There shall be only one reconsideration of any final vote, even though this action may reverse the previous action.
- (5) The affirmative vote of a Constitutional majority (16) is required to adopt a motion to reconsider the vote.

PRESESSION FILING

213.06 Pre-session Filing.

Pre-session filing and printing of measures shall be in accordance with the rules and practices of the preceding sessions, customs of the Senate, and statutes. Members, members-elect, and committees may not request drafting services from the Legislative Counsel for an agency or officer of the executive or judicial departments unless the agency or officer has arranged to pay any charge the Legislative Counsel imposes under ORS 173.130.

213.07 Measure Drafting and Filing by the Executive and Judicial Branches of State Government.

- (1) The Executive Department, administrative agencies, boards and commissions, and the Judicial Branch, shall have all measures for pre-session filing with the Senate drafted by Legislative Counsel.

(2) All pre-session filing drafts shall be submitted in the manner prescribed by the Secretary of the Senate and shall include, but not be limited to:

- (a) Two backed copies of the proposed measure;
- (b) Measure Summary;
- (c) Agency name;
- (d) Signature of agency director or designee; and
- (e) Contact person and telephone number.

(3) All pre-session filing drafts must be submitted to the Secretary of the Senate by 5:00 p.m. on December 15 of the even numbered years. If the 15th falls on a weekend, the last business day prior to the deadline will apply.

213.09 Measure Drafting and Filing by Statutory Committees, Interim Committees and Task Forces of the Legislative Assembly.

(1) All measures for pre-session filing must be drafted by Legislative Counsel.

(2) All pre-session filing drafts shall be submitted in the manner prescribed by the Secretary of the Senate and shall include, but not be limited to:

- (a) Two backed copies of the proposed measure;
- (b) Measure Summary;
- (c) Name of committee or task force;
- (d) Signature of Committee Chair; and
- (e) Contact person and telephone number.

(3) All pre-session filing drafts must be submitted to the Secretary of the Senate by 5:00 p.m. on December 31 of the even numbered years. If the 31st falls on a weekend, the business day prior to the deadline shall apply.

213.15 Measure Drafting and Pre-session Filing by Members Who Will Serve in the Regular Session.

(1) Drafts may be filed after the 2nd Monday in November of the even-numbered year, or following certification of election if a recount is required, or has been requested, under ORS 258.150 to 258.300.

(2) Every pre-session filing draft submitted by a member shall bear the name of the chief sponsor(s) and shall comply with ORS 171.127 and 171.130.

(3) All pre-session filing drafts shall be submitted in the manner prescribed by the Secretary of the Senate, and shall include, but not be limited to:

- (a) Two backed copies of the proposed measure;
- (b) Measure Summary;
- (c) Name of the Requester;
- (d) Signature of the member or newly-elected official; and
- (e) Contact person and telephone number.

(4) All pre-session filing drafts must be submitted to Secretary of the Senate by 5:00 p.m. on December 31 of the even numbered years. If the 31st falls on a weekend, the last business day prior to the deadline shall apply.

213.16 Newly Elected Statewide Officials.

(1) Drafts may be filed after the 2nd Monday in November of the even-numbered year, or following certification of election if a recount is required, or has been requested, under ORS 258.150 to 258.300.

(2) All pre-session filing drafts shall be submitted in the manner prescribed by the Secretary of the Senate, and shall include, but not be limited to:

- (a) Two backed copies of the proposed measure;
- (b) Measure summary;
- (c) Name of requester;
- (d) Signature of the newly elected statewide official; and
- (e) Contact person and telephone number.

(3) All pre-session filing drafts must be submitted to the Secretary of the Senate by 5:00 p.m. on December 31 of the even numbered years. If the 31st falls on a weekend, the last business day prior to the deadline shall apply.

213.20 Measure Drafting and Pre-session Filing Before the Regular Session in the Even-Numbered Year for Members, Caucuses, and Interim Committees.

(1) Except as otherwise provided herein, pre-session drafting requests and bill introductions shall be governed by the applicable concurrent resolution adopted by the Seventy-sixth Legislative Assembly.

- (2) Of the five drafting requests for each committee granted under the concurrent resolution, the committee chair is allowed three drafting requests, and the committee chair and vice-chair in agreement are allowed two drafting requests.
- (3) Each Senate caucus may request from the President, and the President shall grant pursuant to his authority under the concurrent resolution, no more than two drafting requests and bill introductions, as determined by the caucus leader, that may be used before or during the regular session in the even-numbered year.
- (4) Special committees appointed for the interim shall vote on bill introductions no later than January 20, 2012.
- (5) Every pre-session filing draft submitted under this rule shall bear the name of the chief sponsor(s) and shall comply with ORS 171.127 and 171.130.
- (6) All pre-session filing drafts shall be limited to:

 - (a) Two backed copies of the proposed measure;
 - (b) Measure Summary;
 - (c) Name of Requester;
 - (d) Signature of the member, committee chair, or caucus leader; and
 - (e) Contact person and telephone number.
- (7) The Joint Committee on Ways and Means is exempt from this rule such that drafting and introduction of appropriation or fiscal measures sponsored by the Joint Committee on Ways and Means is allowed before or during the regular session in the even-numbered year without limitation.
- (8) Any exceptions to this rule are subject to approval by the President. Unless permitted under this rule, the concurrent resolution, or otherwise approved by the President, there shall be no other measure drafting requests or bill introductions by members, committees, or caucuses before or during the regular session in the even-numbered year. Measures introduced in a prior regular or special session do not carryover for continued consideration during the next regular or special session.

213.21 Measure Drafting and Pre-session Filing Before the Regular Session in the Even-Numbered Year by the Executive and Judicial Branches of State Government.

- (1) Except as otherwise provided herein, pre-session drafting requests and bill introductions by the Executive and Judicial Branches shall be governed by the applicable concurrent resolution adopted by the Seventy-sixth Legislative Assembly.
- (2) All pre-session filing drafts shall be submitted in the manner prescribed by the Secretary of the Senate and shall include, but not be limited to:

- (a) Two backed copies of the proposed measure;
 - (b) Measure Summary;
 - (c) Branch or specific agency name;
 - (d) Signature of the Governor, Chief Justice, or their respective designee; and
 - (e) Contact person and telephone number.
- (3) Unless permitted under the concurrent resolution, there shall be no other drafting requests or bill introductions by the Executive Branch or Judicial Branch before or during the regular session in the even-numbered year. Measures introduced in a prior regular or special session do not carryover for continued consideration during the next regular or special session.

213.28 Introduction Ordered by the President.

- (1) A pre-session filing measure may be introduced by order of the President. The measure shall bear a statement that introduction is by order of the President and by request. The measure must identify the sponsor and indicate neither advocacy nor opposition on the part of the President.
- (2) The measure must be filed in conformance with Interim Rules 213.07, 213.09, 213.15, 213.16, 213.20, or 213.21.

213.30 Confidentiality; Consolidation of Requests.

- (1) A requester may designate that a request for a Legislative Counsel draft be considered confidential in accordance with ORS 173.230. Requests from a legislative committee shall not be treated confidentially.
- (2) When a request is made for measure drafting services, Legislative Counsel shall inform the requester of all nonconfidential requests of a similar nature previously submitted. An attempt shall be made to consolidate all such requests in one measure.

PUBLICATIONS

214.01 Journal.

- (1) The Senate shall maintain a Journal of its proceedings. The Journal shall contain a full, true and correct chronological record of all proceedings.
- (2) At the discretion of the President, the Secretary of the Senate shall publish such information as may be required to inform the public of Senate actions and proceedings.
- (3) Newsletters may be distributed in accordance with Senate Rule 14.20.

PERSONNEL

215.07 Interim Staff.

A member may employ interim staff subject to the provisions of Senate Rule 15.05 and as limited by the Legislative Assembly budget. Funds allocated for interim staff salaries may also be used to reimburse a member for vouchered in-district travel expense and vouchered services and supplies.

SERVICES AND SUPPLIES

216.01 Services and Supplies.

(1) Any amount remaining unexpended or unobligated in the member's individual services and supplies account upon adjournment sine die of the preceding regular session may be used during the interim for the following:

- (a) Postage (all classes);
- (b) Office supplies;
- (c) Copying, facsimile charges;
- (d) Newsletter printing, postage and labels;
- (e) Interim staff; and
- (f) Any other service and supply approved by the Senate President.

(2) Any member who spends in excess of the allowance provided under Senate Rule 216.01 shall reimburse the Legislative Assembly for the overdraft.