



# Welcome to Module Two!



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# Our American Legislatures

Understanding Their Characteristics and Procedures



# Today's Goals:

1

Learn similarities,  
differences among state  
legislatures

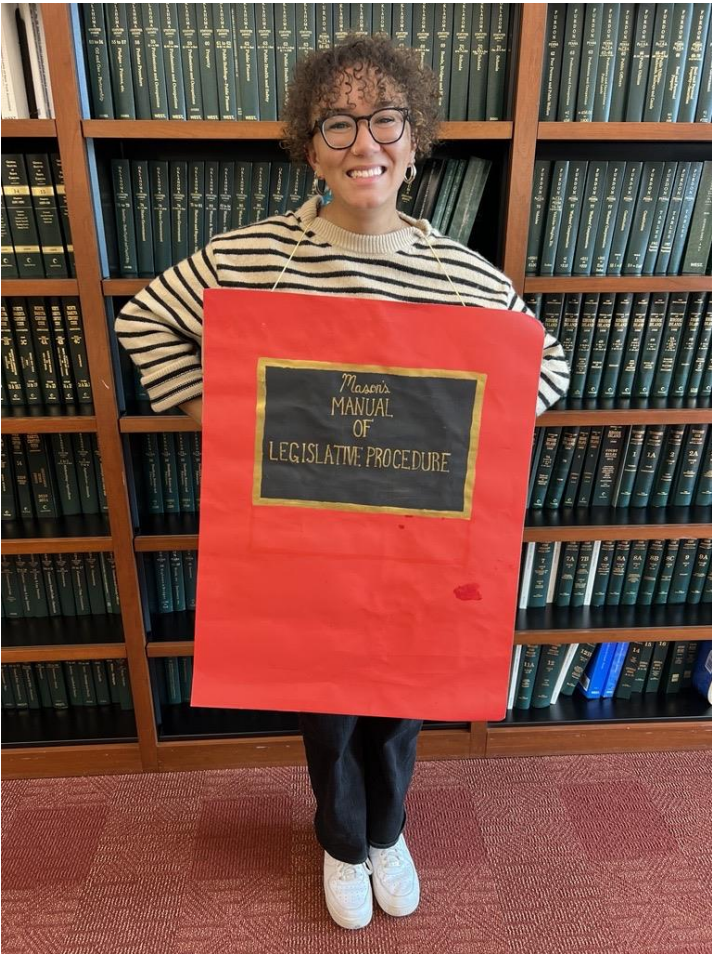
2

Review changes over  
time

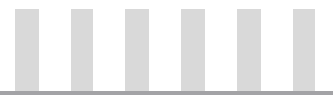
3

Learn the W's of  
Legislative Procedure

# About me



# TRIVIA NIGHT



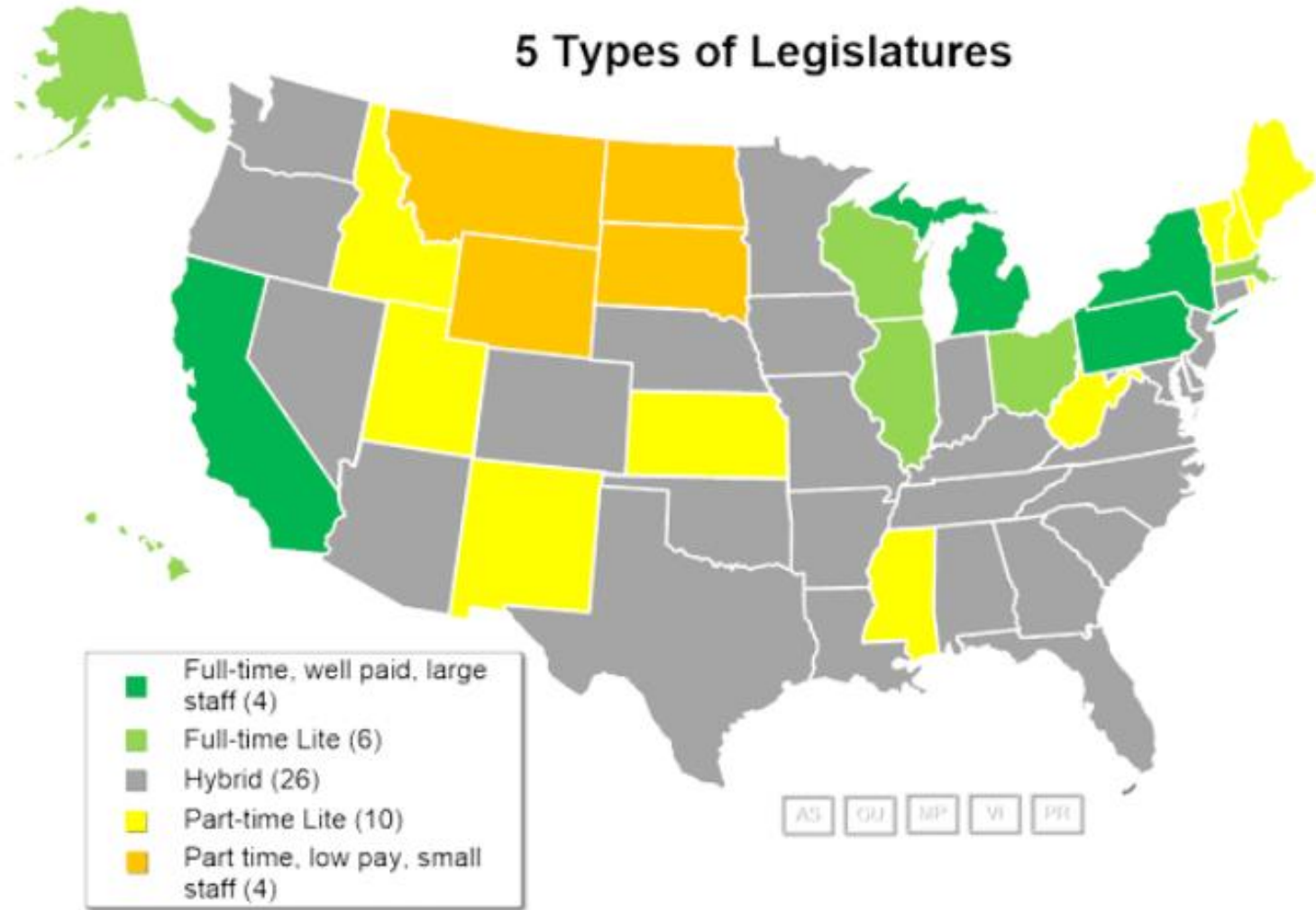
**When the presenter mentions**



**break out rooms and icebreakers**



# A Framework for Categorizing Legislatures





# Legislative Sessions

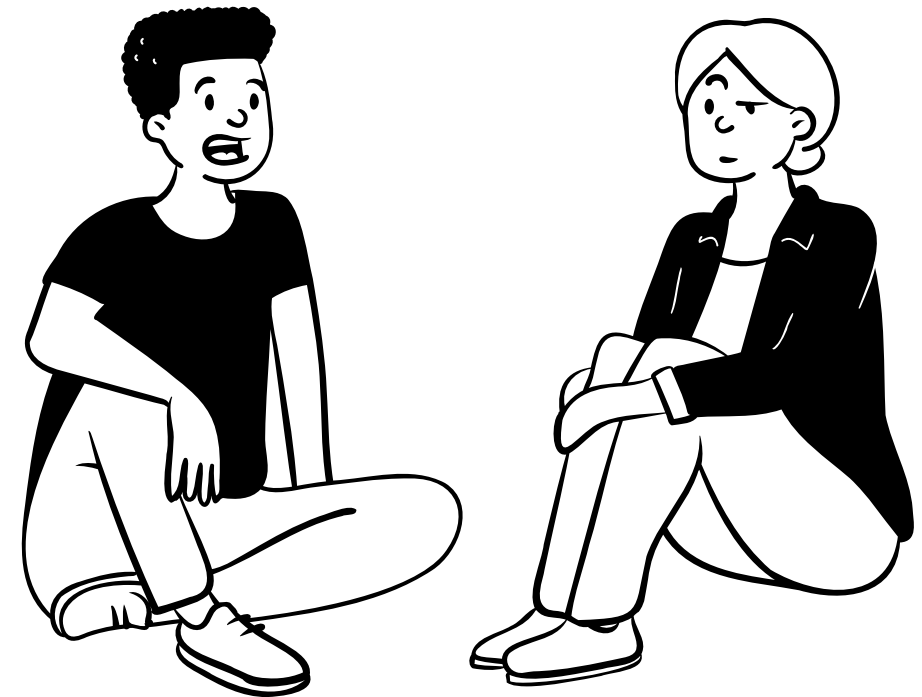
- Limits in 39 states
- Special sessions also limited
- Chamber autonomy





## Let's discuss:

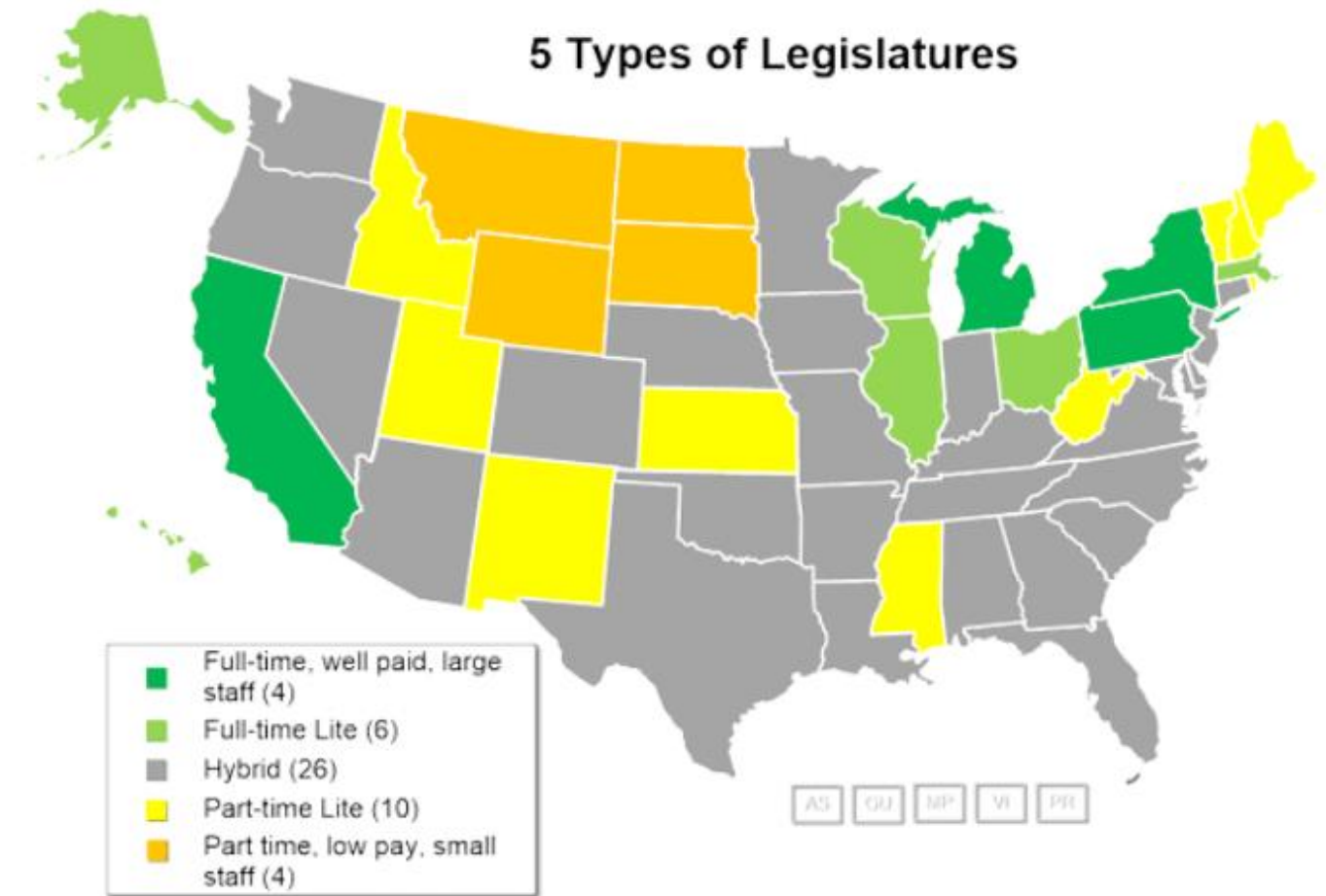
- Describe a “normal” session for your legislature
- How did this year compare?
- Did you offer remote participation?



# Legislator Pay by Type

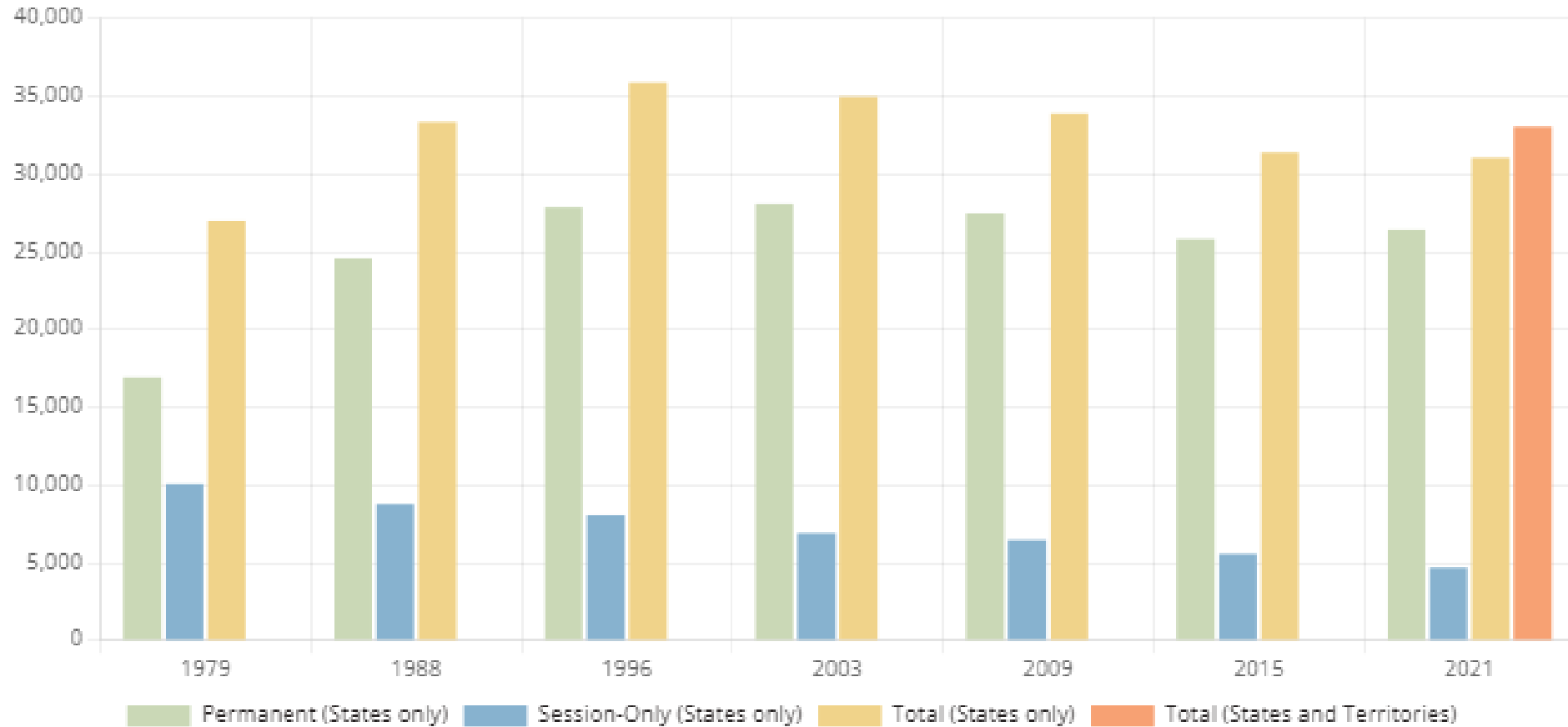
- **National Average: \$43,494\***
- **Full-Time Average: \$84,791**
- **Hybrid Average: \$33,818**
- **Part-Time Average: \$14,979**

\*Does not include Washington, DC and the territories. Does not include 7 states that pay per day, per week or per month. Data collected in early 2023.



# Staff Size

Chart 1. 50 State Legislatures: Staff Trends 1979-2021



# Staff Roles in 1619



# Staff Roles Now



# Staff Roles Now

Legal Counsel, Bill  
Drafters and  
Editors

Fiscal Analysts and  
Economists

Committee and  
Research staff

Press Secretaries  
and  
Communication  
Directors

Chief Information  
Officers and  
Program  
Developers

Clerks and  
Secretaries/  
Parliamentarians

Leadership and  
Caucus Staff

Security/Sergeant-  
at-Arms and  
Services

Legislative  
Research Librarians

Program Evaluators  
and  
Methodologists

Human Resource  
Directors

Legislative Aides or  
Assistants





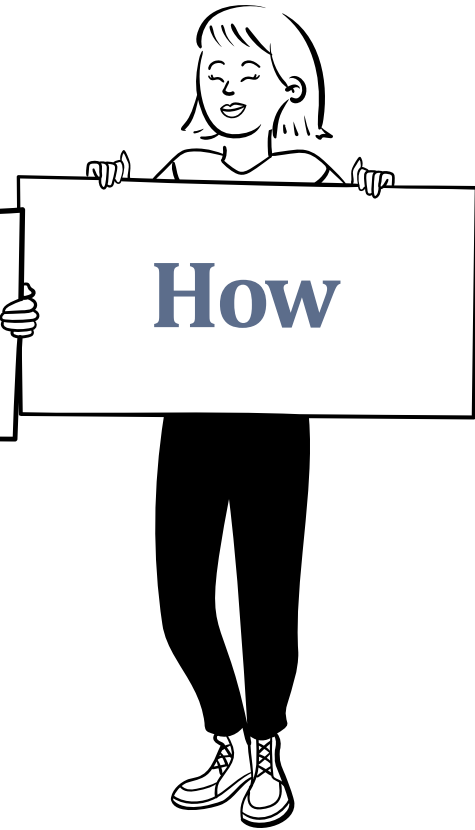
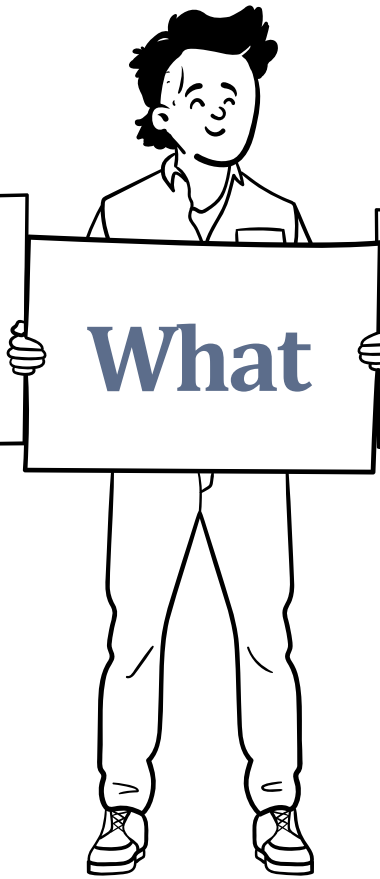
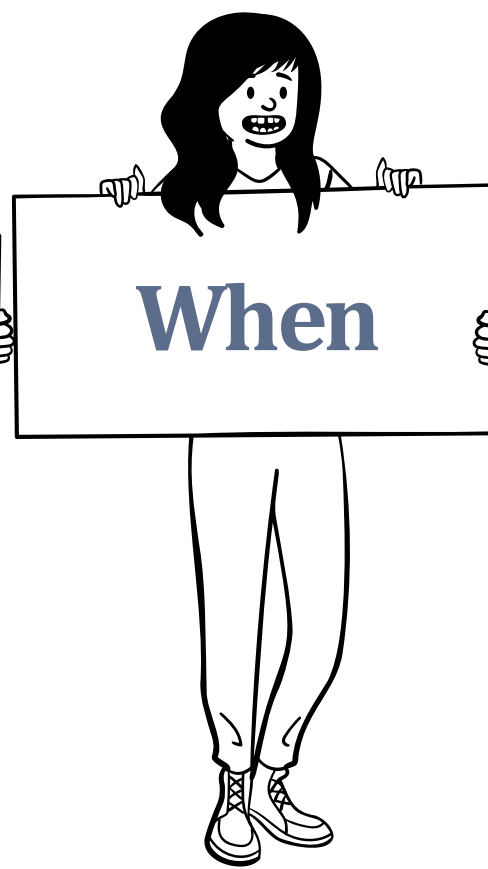
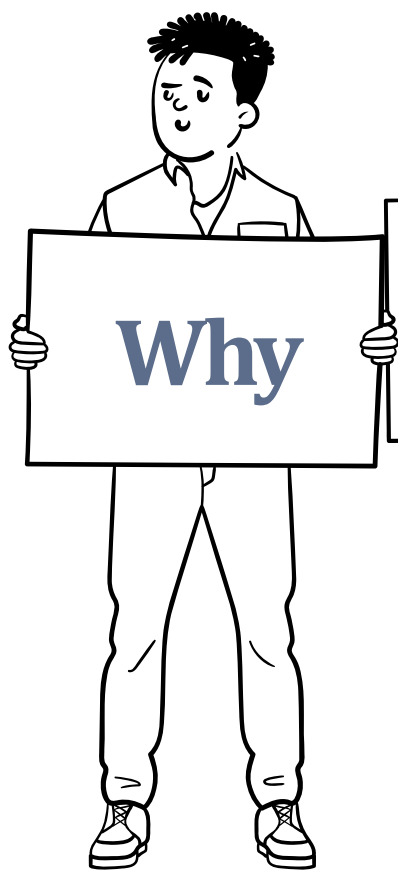
## Your Roles:

- Describe your legislative office
- What role does it serve within the institution and what is your role on the team?
- How does the nature of session impact staffing in your state?





# Parliamentary Procedure W's and one H

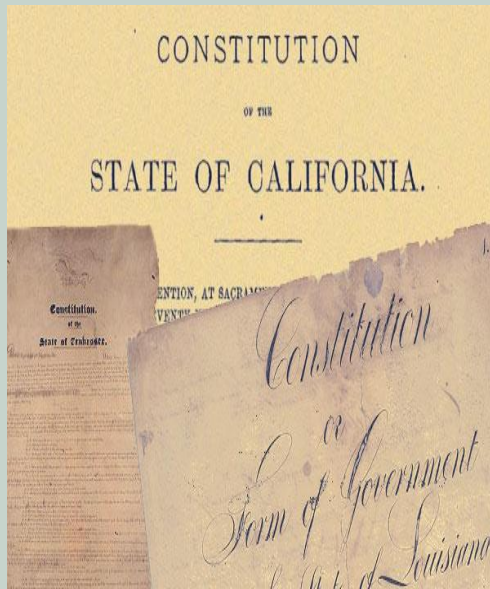


# Why?



# Where?

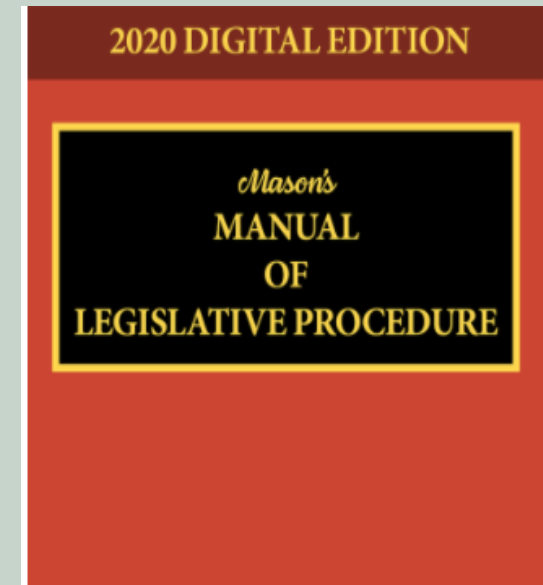
## Constitution



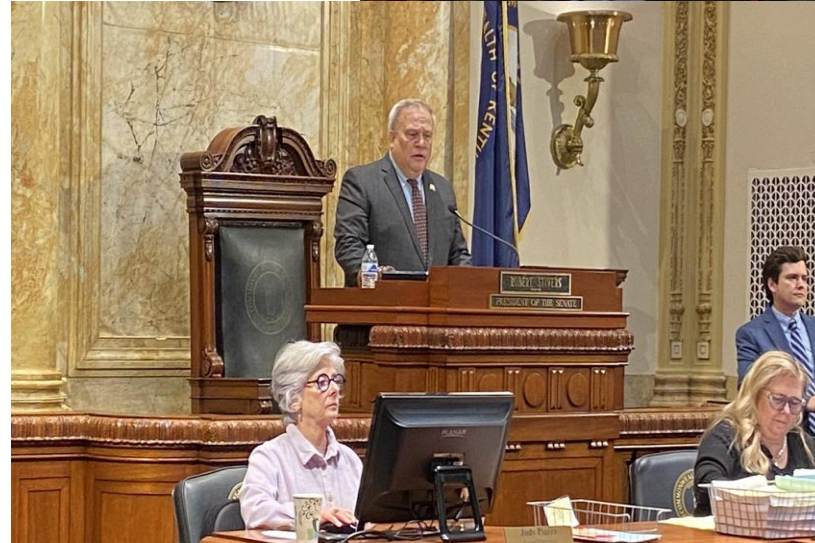
## Chamber Rules and Precedent



## Backup Parliamentary Manual



# Who?



# When?



# What?



## What?

### What are the basic principles of parliamentary procedure?

Parliamentary procedure is reasonably logical and simple when you understand the concepts or purposes behind it. Think of it in terms of principles that impose order, openness and fairness rather than rigid, detailed technical rules. The 10 basic principles that govern procedures for group decision making appear below.

1. The group must have the authority to take the actions it purports to take.
2. A meeting of the decision-making group must take place.
3. A proper notice of the meeting must be given to all members of the group.
4. A quorum must be present at the meeting.
5. A question must be before the group upon which it can make a decision.
6. An opportunity to debate the question must be allowed.
7. The question must be decided by taking a vote.
8. A majority vote to take an action or decide a question must occur.
9. No fraud, trickery or deception resulting in injury to any member must occur.
10. To be valid, any action or decision of a body must not violate any applicable law or constitutional provision.





# What?



# What?!?!?!?

**Smoke-out:** In South Dakota, one-third of the members of a house can require a committee to deliver a bill to the full body by the next legislative day.

**One-liner:** In Nebraska, a brief, one-line description of a bill or resolution.

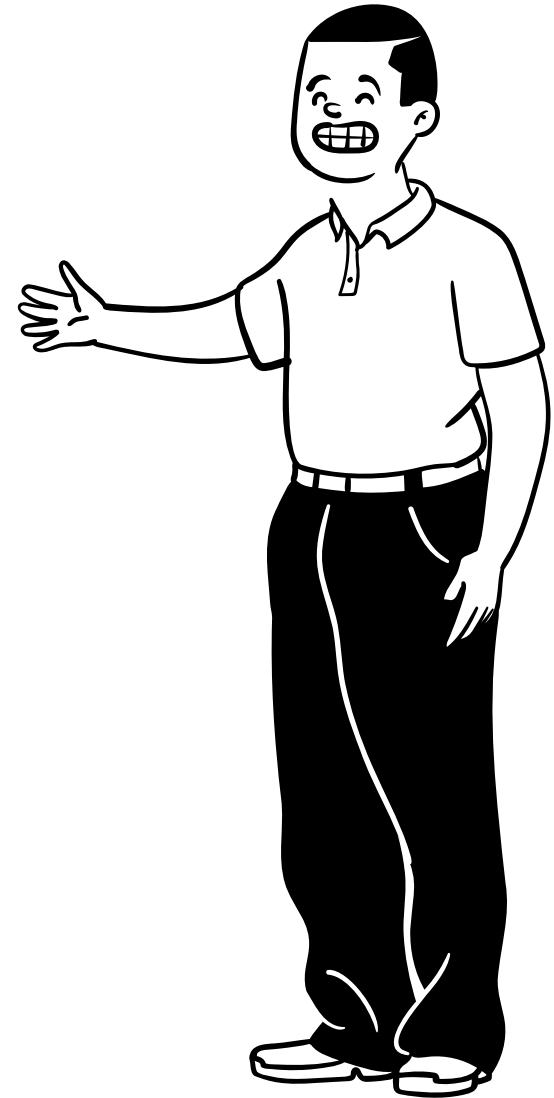
**Note from Mother:** In Oregon, a note from a legislator or committee administrator authorizing Legislative Counsel to work with the person possessing the note on drafting a measure or amendments.

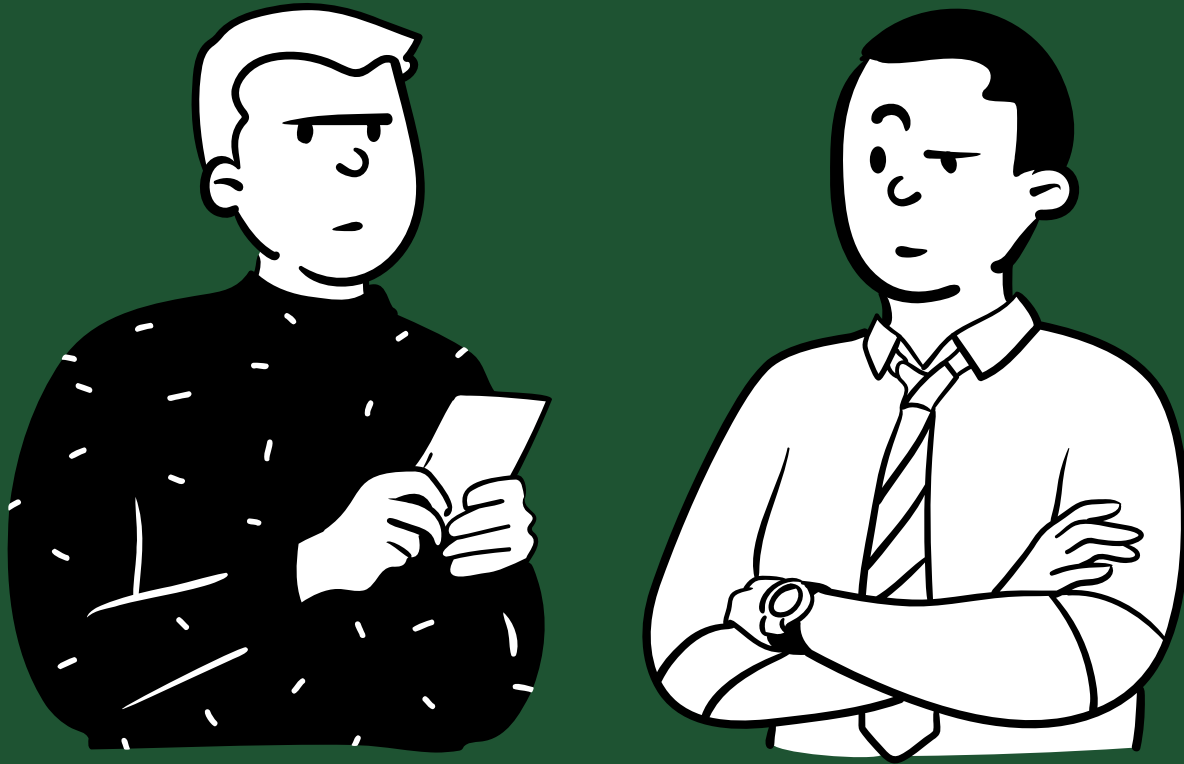
**Lock out:** In Louisiana, the temporary disabling of the voting machine of any member who does not answer a quorum call before a record vote (House Rule 4.5) ( Also see Quorum Call)

**Ulcer Gulch:** In Washington, a slang term for area in the Legislative Building used by lobbyists and general public for telephone calls and messages.



**Think about a time legislative rules and procedures impacted your job. How and why did they affect your work?**





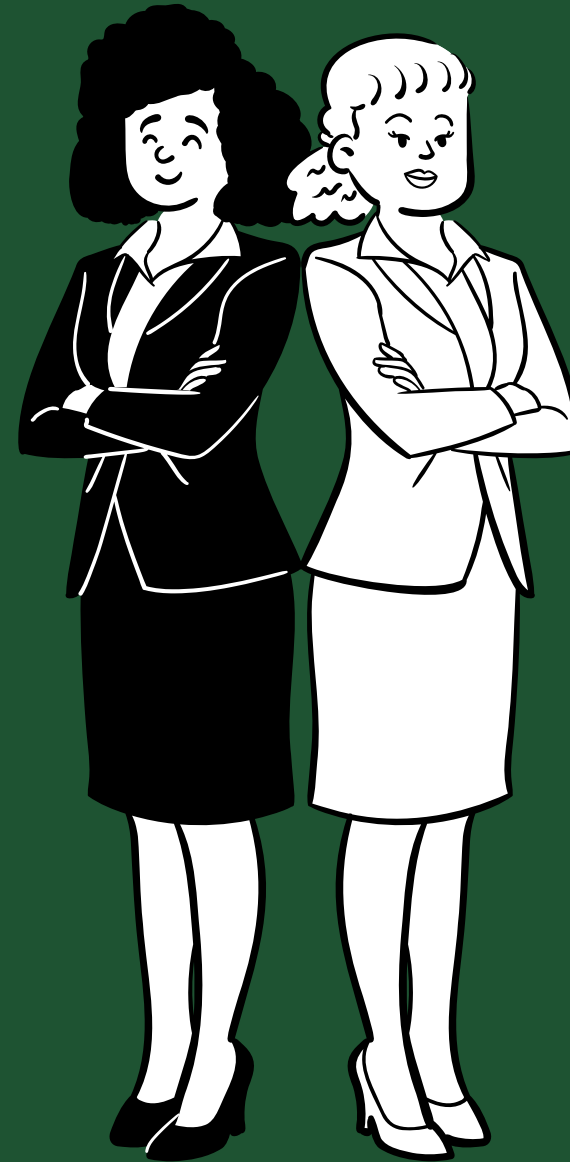
## Decorum in Debate



- Appropriateness and propriety of behavior, conduct or appearance
- Proper order, etiquette and conduct of members during a floor session

## Reflection on Decorum

What examples of decorum have you observed over the past year?





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## Questions?

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