

Seventy-Seventh Legislative Assembly (2013)
JOINT COMMITTEE ON WAYS AND MEANS
Subcommittee on General Government
Orientation

INFORMATIONAL & PROCEDURAL ISSUES

Attendance

- The Subcommittee on General Government meets from 8:30 a.m. to 10:00 p.m., Monday through Thursday. Please be in attendance at the 8:30 a.m. starting time. If you are unable to attend a meeting, please notify the Legislative Fiscal Office (LFO) at 986-1828. Attendance is important given quorum and voting majority requirements.

Subcommittee Rules

- The Subcommittee will use the Joint Committee on Ways and Means rules.
- This Subcommittee has three Senate members and three House members. This means that two Senate members and two House members are required to make a quorum and report legislation from the Subcommittee to the Joint Committee.

Meeting Operations

- Subcommittee members, staff, presenters, and audience members should turn off audible pagers, cell phones or other electronic devices.
- The microphones in this room are very sensitive, and may pick up side conversations. The hearing room is constantly televised, but without audio when the Subcommittee is adjourned.
- Most votes will be taken on a voice vote only, with the chair calling for any objections. If a roll call vote is needed, the Committee Assistant will call the roll.

Agendas

- Meeting Notice is required 72 hours ahead of the first public hearing on a measure and 48 hours for subsequent public hearings and work sessions.
- Measures can be carried over to the next day in cases where the work is not completed, if the Subcommittee chair announces that the measure will be carried over and it is carried over for the same purpose as originally scheduled (e.g., public hearing must be carried over as a public hearing).
- A daily agenda will be distributed in the Subcommittee for that day.

Electronic Delivery of Meeting Materials

- Most meeting materials will be provided to Subcommittee members electronically, via the Oregon Legislative Information System (OLIS).
- Committee Assistant will send members an email notifying them when materials for a particular meeting have been posted.

- Members may choose to access documents directly on their laptops at the dais, or may choose to print out materials and bring them to the meeting.

BUDGET HEARINGS AND WORK SESSION PROCESS

Agency Budgets

- Attached is a list of budget measures assigned to the Subcommittee. The Legislative Fiscal Office (LFO) and Budget and Management Division (BAM) analysts assigned to each agency are listed, along with telephone numbers for each analyst. If you have questions about specific budget or policy issues, check with the analyst for that agency.
- The Treasurer and Secretary of State as separately elected, constitutional offices are not subject to the Governor's budget review or the allotment process. Therefore, the Department of Administrative Services will make no recommendation on those budgets.
- The tentative order of budget presentations (not necessarily work session order) hearings is listed below. Please keep in mind that this order may (likely) change.
 - a. Department of Administrative Services
 - b. Construction Contractors Board
 - c. Board of Accountancy
 - d. Tax Practitioners
 - e. Public Employees Retirement System
 - f. Citizens' Initiative Review Commission
 - g. Advocacy Commission
 - h. Employment Relations Board
 - i. Government Ethics Commission
 - j. State Library
 - k. Secretary of State
 - l. Department of Revenue
 - m. State Treasurer
 - n. Governor's Office
 - o. Legislative Branch
- The Co-Chairs have directed that agencies following general presentation guidelines. This session there is a three phase approach for hearing agency budgets. All agencies will participate in Phase-I and III:

Phase	Timeframe	Purpose	Who
Phase-I	Early February through late March to Early April	Public hearings and public testimony	All agencies
Phase-II	Late March /Early April through Early May	Major budget issues/decision points/prioritized lists/ending balances/reduction options/policy packages/vacancy lists	Select agencies
Phase-III	Mid April through Mid May	Agency work sessions	All agencies

- Before each agency's budget hearings begin, Subcommittee members will receive electronically a number of materials, including:
 - p. The Governor's budget document for the agency
 - q. Agency presentation materials
 - r. LFO's 2013-15 Budget Review document for the agency
- There will be time scheduled for public testimony on each agency.
- The Subcommittee may also consider the following:
 - s. Fee measures
 - t. Policy bills with a fiscal or budgetary impact, as directly by the JWM Co-Chairs
 - u. Agency reports
 - v. Federal grant application
 - w. Recommendations to other Subcommittees
- The Subcommittee will use work sessions to review and act on budget issues and agency Key Performance Measures (KPMs). LFO will provide a summary memo and work session documents to Subcommittee members in advance of the work session. Based on the Subcommittee's action staff will develop proposed amendments to the agency budget bill. A budget report is prepared to document the Subcommittee's recommendations for the full Committee and for floor action in each Chamber.
- Budget notes may be included in the budget report if essential to clarify or expand on administrative requirements directly related to the budget. Proposed budget notes must be channeled through the Subcommittee Co-Chairs and must be jointly approved by Ways and Means Co-Chairs. An LFO budget brief on budget notes is attached to this guidance.
- The Subcommittee Chair will assign a member, who must also be a member of the Full Committee, to carry the Subcommittee's recommendations to the Full Committee on Ways and Means and then one additional carrier to carry the measure on to the other Chamber's floor. LFO will prepare a "pony" for carriers of the budget measure for the Full Committee on Ways and Means and for each chamber. LFO will be at the side aisle (or at the member's desk if asked) to provide staff support for floor discussions.
- Electronic attachments
 - a. Agenda
 - b. LFO Orientation Memorandum
 - c. 2013 Joint Committee on Ways and Means Rules
 - d. Assigned budget measures with Budget Analysts
 - e. 2013-15 General Government Budget Summary by Agency
 - f. 2013-15 Administration Program Area Summary Review (LFO)
 - g. Budget Basics and Process Review PowerPoint (LFO)
 - h. LFO Budget Information Brief/2007-2 – Budget Note
- Other Resources
 - i. Legislative Fiscal Office website <http://www.leg.state.or.us/comm/lfo/home.htm>