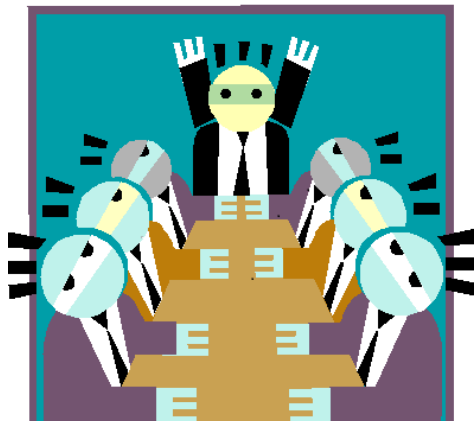


**Guide for  
House Committee Aides  
2025**



**Chief Clerk's Office  
Room 202, Thomas B. Stewart Legislative Office Building  
(907) 465-3725**

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## Quick Reference

	<u>Phone</u>
<b>Chief Clerk's Office</b> .....	<b>465-3725</b>
Processes introduction of bills, resolutions, committee substitutes, fiscal notes, notice of committee meetings, committee reports, appointments and confirmations, journal, BASIS	
<b>Documents</b> .....	<b>465-3737</b>
Distributes bills, resolutions, executive orders, House and Senate calendars, journals, journal supplements, rosters of members/staff, fiscal notes, committee announcements, status of bills and resolutions	
<b>Help Desk</b> .....	<b>465-4357</b>
Provides technology assistance	
<b>House Records</b> .....	<b>465-2214</b>
Records and transcribes committee meetings, provides committee recordings	
<b>Legislative Finance...</b> .....	<b>465-3795</b>
Fiscal Note System	
<b>Legislative Information and Teleconference (LIO)</b> .....	<b>465-4648</b>
Schedules teleconferences, receives and relays public opinion messages (POM's)	
<b>Legal and Research Division</b> .....	<b>465-2450</b>
Drafts bills, resolutions, committee substitutes, amendments, prepares legal opinions and slip laws (chapters), provides research and analysis	
<b>Legislative Reference Library</b> .....	<b>465-3808</b>
Maintains legislation and support documents from previous legislatures	
<b>Sergeant-at-Arms</b> .....	<b>465-3869</b>
Secures the House Chamber, supervises pages, makes van reservations, provides coffee and water for committee rooms, records House floor sessions, assists with special equipment, distributes House calendars and bills	
<b>Supply</b> .....	<b>465-3853</b>
Procures office supplies, telephones, special equipment requests, mail and pouch services, services copy machines	

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## **Introduction**

Welcome to the Alaska House of Representatives committee staff. You will play an integral part in the legislative process, so it is important to understand your responsibilities as a committee aide.

This manual is intended to serve as a guide to assist you in performing your job efficiently. Some responsibilities are defined in and required by the Uniform Rules for the Alaska State Legislature. Other committee aide responsibilities have been established as a traditional course of action over the years.

Typically, one committee aide staffs a standing committee except for the Finance Committee. The House Records office provides clerical support during meetings. Teleconference moderators from the Legislative Information Office (LIO) assist with teleconferenced meetings.

The committee aide is responsible for all legislation or actions referred to the committee: managing the committee's work on the legislation, notifying the members and interested parties of committee activities, developing background material, noticing meetings, completing committee reports and necessary attachments, maintaining files of historical research and archiving bills/resolutions referred to the committee.

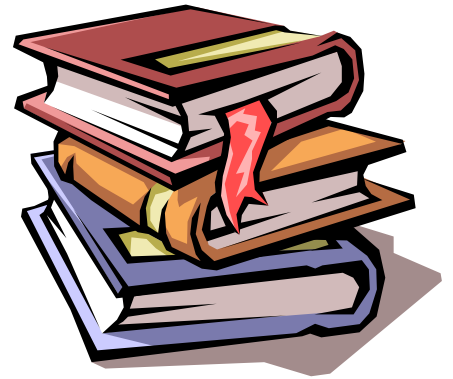
Circumstances often arise that may not be found in this guide and that do not fall under prescribed procedures. If you encounter particular problems, additional assistance can be obtained from the Speaker's office or the Chief Clerk's office.

This Guide was prepared by the Chief Clerk's office in cooperation with the Speaker's office and the Rules Committee, Legislative Information Office (LIO), Legislative Reference Library, House Records and committee aides from various standing committees. Comments or suggestions regarding the guide are most welcome.

## Helpful Reference Material

There are many resources available to the committee aide. It is recommended that you have the following publications available and accessible for your committee:

- Uniform Rules, Alaska State Legislature
- Alaska Constitution
- Alaska Statutes (contains federal Acts and Treaties, U.S. and Alaska Constitutions, Executive Orders, Initiatives, and Uniform Rules)
- House and Senate Bills and Resolutions
- House and Senate Journals and Supplements
- Status of Bills and Resolutions
- Manual of Legislative Drafting
- Alaska Administrative Code



The Chief Clerk's office, in addition to the above publications, has the following:

- Mason's Manual of Legislative Procedure (for reference in the office)
- Session Laws, Journals, Final Statutes, Bill Histories and Summaries of Alaska Legislation from previous legislatures

These publications may be obtained at the Legislative Information Office and much of the information is available on BASIS ([www.akleg.gov](http://www.akleg.gov)) under publications.

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# Committee Organization

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- Guidelines for  
Committees
  - House & Senate  
Committee Rooms
-

# Guidelines for Committees

## Committee Organization

At the beginning of each legislature, a meeting time and location is established for each standing committee. The committees try to adhere to these established meeting times as closely as possible. House Special, Joint, and other committee meetings are arranged around standing committee meeting times.

Upon organization of the committee, the committee chair(s) will send a memorandum to all legislators and staff regarding their procedure for scheduling bills in their committee. Refer to Sample I for a **Bill Hearing Request Requirements and Standards Memorandum**.

As the committee aide, the following are some important guidelines to remember:

- Establish a secure place for filing bills/resolutions referred to your committee (locked file cabinet)
- Designate who can sign for bill deliveries (committee bill file folder) that come from the Chief Clerk's office
- Designate who can sign for bill deliveries (original bills and CSs) that come from Legal Services
- Before scheduling a bill, check with the bill sponsor
- Remember to submit the next week's committee schedule to the Chief Clerk's office by the deadline
- Schedule teleconferences with the LIO
- Find out whether the sponsor or staff is carrying the bill
- Get all pertinent info for bill packet from the sponsor or staff
- Distribute all packets electronically
- **YOU** make copies for the public, the Library (sometimes referred to as the Master File), your boss, and yourself. It is a good idea to have additional copies for legislators who drop by the meeting.
- Provide packets at least 24 hours before the meeting
- Remember to notify members, sponsor/staff, teleconferencing, committee secretary, Chief Clerk's office, and the Sergeant at Arms of any changes in meeting time and/or location

# Committee Rooms

## House Committee Rooms

The House has established committee rooms. These rooms are also available for other meetings when not in use and can be reserved through the House Sergeant at Arms <https://intranet.akleg.gov/assets/docs/misc/leg-forms/Committee-Room-Scheduling.pdf>. The rooms and House committees that use them are:

- Davis 106 – 1<sup>st</sup> Floor Capitol Building
- House Education Standing Committee
- House Health & Social Services Standing Committee
- House Tribal Affairs Committee
- House Ways & Means Committee
- Barnes Room 124 - 1st floor Capitol Building
- House Community and Regional Affairs Standing Committee
- House Labor & Commerce Standing Committee
- House Resources Standing Committee
- House Transportation Committee
- House Special Committee on Arctic Policy, Economic Development, and Tourism
- House Special Committee on Energy
- Gruenberg Room 120 - 1st floor Capitol Building
- House Judiciary Standing Committee
- House State Affairs Standing Committee
- House Special Committee on Fisheries
- House Special Committee on Military and Veterans' Affairs
- Adams Finance Committee Room 519 - 5th floor Capitol Building
- House Finance Committee (**contact Finance Committee to reserve room**)
- Conference Room - Room 525 - 5th floor Capitol Building

## ❖ Senate Committee Rooms

The following Senate committee rooms may also be reserved by contacting the Senate Sergeant-at-Arms at 465-4987:

- Beltz (105 - Thomas B. Stewart Legislative Office Building - TSLOB)
- Butrovich Room (205 - Capitol): seats seven committee members, has reserved area for support staff and a witness table. The room adjoins the Fahrenkamp Room and can be opened to accommodate a large audience.
- Jan Faiks Conference Room (431 - Capitol)

The Senate Finance Room (532 - Capitol) may be reserved by completing a form located here:

[http://intranet.akleg.gov/leg\\_forms.php](http://intranet.akleg.gov/leg_forms.php). It is designed for nine members and a witness table but can accommodate more.

## ❖ Terry Miller Office Building

The LIO conference room in the Terry Miller Office Building may be reserved by calling the LIO at 465-4648. The conference table can seat approximately 20 people with additional seating in the room for the audience.

## ❖ Thomas Stewart Office Building

The House Conference Room in the Thomas B. Stewart Building (Room 102) may be reserved by calling the House Sergeant at Arms.  
The Senate Conference Room in the Thomas B. Stewart Building (Room 103) may be reserved by calling the Senate Sergeant at Arms.



**ALASKA STATE LEGISLATURE  
HOUSE RULES COMMITTEE  
REPRESENTATIVE LOUISE STUTES,  
CHAIR**

State Capitol Rm 216, Juneau, AK 99801-1182, Phone 465-2487

**MEMORANDUM**

**TO:** All Members of the 34th Alaska Legislature  
**FROM:** Representative Louise Stutes  
Chair, House Rules Committee *Louise*  
**DATE:** January 22, 2025  
**RE:** Standardized Bill Hearing Request Protocols for House Committees

Below are standardized bill hearing request protocols for all House committees, **except** for House Finance Committee and the House Floor. The House Finance Committee will be issuing its own bill scheduling requirements, and my office will issue a separate memo regarding House Floor calendaring requests.

Attached to this memorandum is the current House Committee Aide contact list.

**Protocols:**

1. Bill Hearing Request Memorandum

A signed, dated, single-page, hard copy memorandum on letterhead from the bill sponsor making a bill hearing request (BHR) must be submitted to the office chairing the respective committee having possession of the bill, or be made "pending referral" should the bill be imminently arriving to a committee, no later than **noon on Wednesdays** to be considered for the following week. The BHR must list known items being included in the Bill Hearing Packet.

2. Bill Hearing Packets

An electronic (searchable, high quality PDF format) version of the BHR memo, as well as basic hearing packet documents, must also be e-mailed to the respective committee. Basic bill hearing packets must include the latest PDF versions of the following, **as separate documents, in this order:**

- a. A one-page “Sponsor Statement” (SS) summarizing the intent of the bill, on the sponsor’s letterhead. The SS should be updated to reflect the most recent version of the bill. A date stamp and bill version must be clearly stated on the document;
- b. An indication of the bill version (or noted forthcoming version) to be considered by the committee;
- c. A “Sectional Analysis” listing the latest version of the bill and a date-stamp clearly stated throughout the document (header/footer), with the first page being on the sponsor’s letterhead and page numbers on subsequent pages;
- d. A “Summary of Changes” to the bill, on the sponsor’s letterhead, noting the bill versions, the date the document was created, as well as the committee(s) where the changes were made and what exactly those changes were;
- e. Any formal, PowerPoint-style or similar presentation(s) the sponsor would like to offer during the hearing, with date-stamp, authorship and page numbers clearly stated throughout, limited to a reasonable length (preferably under 20 pages, with no solid-color slides to avoid ink shortages);
- f. Research, articles, legal opinions, or relevant background information, limited to a reasonable volume. All such information should clearly indicate source, authorship or affiliation, page numbers, and a date-stamp;
- g. Written supporting and/or opposing testimony, with page numbers, and bundled into a single searchable PDF package whenever possible; and
- h. A list of the names, titles, affiliations, and contact information of invited testifiers, requested teleconference sites, and off-net callers.

3. Bill Hearing Confirmation:

When a bill is scheduled for a hearing:

- a. Confirm with the committee aide via email the above items;
- b. Communicate with the committee aide regarding any updates that may be necessary, and label them accordingly;
- c. Confirm internet connectivity and availability of testifiers;
- d. Please note that by submitting a BHR, the sponsor is acknowledging that the legislation is ready for presentation in committee; however, there are instances when documents are generated or arrive to the sponsor after the bill is scheduled. **New or updated information must be received by the committee aide no later than 24 hours prior to the hearing, but preferably earlier to facilitate a seamless public and committee process.**

4. Formatting Guidelines for Electronic Submissions:

- a. The subject line of every e-mail should include the bill number with a simple descriptor, e.g.: “HB 1 Hearing Request”; “HB 1 Revised Testifier List”; or “HB 1 Updated Backup Documents”
- b. All documents should be converted to a **searchable PDF format**.

- c. **Please assign document filenames according to the standardized naming conventions below.**
- d. If you have large documents, instead offer a one-page list summarizing resources or studies with embedded links to click, allowing access to the documents via the internet.

5. Electronic Document Naming Conventions:

Consistent file-naming reduces duplication and confusion for members, staff, and the public. All electronic files must be named in the following, or very similar format:

<b>Component</b>	<b>Include</b>	<b>Example</b>
Sponsor Statement	Version letter and/or date if more than one draft of “A”	“HB 1 Sponsor Statement version A” “HB 1 Sponsor Statement version A 1.1.2023”
Sectional Analysis	Version letter and/or date if more than one draft of “A”	“HB 1 Sectional Analysis version A” “HB 1 Sectional version A 1.1.2023”
Testimony	Date last item was received bundled into searchable “.pdf” file	“HB 1 Testimony – Received as of 1.1.2023” “HB 1 Testimony – Received 1.1 to 2.1.2023”
Research	Description of Document, publish date, if applicable	“HB 1 Research DOLWD Study 1.1.2023” “HB 1 Research Legal Op 1.1.2023”

6. In 2026: Guidelines for Bills Carried Over from a Previous Session:

A new BHR must be submitted for any bills that were requested in a previous session of the same legislature.

- a. Follow the same formatting protocols described above, except that backup materials only need to be re-submitted if they have been updated.
- b. List any updated materials in the BHR memo.
- c. Confirm with the committee aide if they need to request an updated fiscal note ahead of a hearing in the second session.

Thank you for your cooperation.

# Bill Hearing Request Standards

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**This shall serve as a guideline for all committee aides to improve and streamline the bill hearing request process. It is important that committee aides keep up to date files electronically and hard copy for future reference and use.**

## General

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### Committee E-mail

It is important that all committee aides use the e-mail account assigned to the committee you are staffing for committee work communication (i.e. bill packet transfer, e-mail communication on bills in committee, committee announcements). This will make the transition year-to-year easier on new committee staff and less confusing for offices requesting hearings in your committee.

### Discretion of Committee Chair's Office

It is up to committee aides whether they want bill packets hand delivered to their office or submitted electronically. Please contact the committee aide directly for this information.

## Bill Packet

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### Documents

Each bill packet should include the following in this order:

- A memo requesting scheduling of the pending legislation, including a list of expected witnesses who will testify on the legislation and any requests for teleconference sites, including any off-net site requests.
- A sponsor statement describing the intent of the bill and how the intent will be achieved through the passage of the legislation.
- A sectional analysis for long or complex bills.
- The current version of the bill, along with a brief explanation of changes, if any, that have occurred between the original version of the bill and the version that is before the committee for consideration.
- Appropriate and updated fiscal notes for the most recent version of the bill.
- Supplemental back-up documentation from agencies and organizations, including but not limited to, research and legal opinions.

Each e-mail attachment should be clearly named. For example: HB 123 Sponsor Statement, HB 123 Sectional Analysis, HB 123 ver A, etc.

All hearing requests should include the name and phone number of the staff member assigned to the legislation.

All documents should be submitted as separate PDF files in the highest resolution possible, not combined into one large PDF file. When the legislation is scheduled for a hearing, the documents will be posted to the BASIS website.

## **Amendments/Committee Substitute**

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### **Policy**

Only committee members may offer amendments for consideration by the committee. Amendments should be submitted 24 hours prior to the scheduled hearing. If the amendments are anticipated to have a fiscal impact on the legislation, the maker of the amendment should request and submit updated fiscal notes from affected departments. When possible, amendments should be drafted by Legislative Legal Services to ensure conformity and legality.

If the sponsor of a bill would like a blank committee substitute to be considered by the committee in lieu of the most recent version of the bill, it must be received in a hard copy at least 24 hours prior to the scheduled hearing

## **Waiving a Bill from Committee**

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### **Policy**

A written request, submitted electronically, must be submitted with the following information:

- A sponsor statement;
- Appropriate (new or revised) fiscal notes for the most recent version of the bill; and
- A sectional analysis or explanation of the bill.

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# Preparing for Meetings

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Committee Aide:

- Responsibilities
  - Document System
-

## Preparation for Meetings

All committee meetings must be noticed pursuant to Uniform Rule 23. A written weekly committee schedule must be submitted to the Chief Clerk's office for the following week, either Wednesday or Thursday by 4:00 p.m. See "Committee Announcements" on page 30 for specific instructions.

The general appearance of the committee room is the responsibility of the committee aide. The aide also provides pens, pencils, pads, and committee files for each committee member. Committee Aides are responsible for checking out the gavel, name plates, and timer from Supply for the members. The House Sergeant-at-Arms and pages are responsible for providing coffee and water during committee meetings.



The Sergeant checks the committee schedule daily and schedules the pages accordingly. However, if your meeting is starting in ten minutes and there is no water or coffee available, a reminder to the Sergeant may be necessary.

Committee aides are responsible for compiling and distributing individual electronic packets for each bill or resolution on the schedule for the following:

- Each committee member
- Committee aide (folder for yourself)
- Library (Master File - hard copy)
- House Records/Committee Secretary (as well as a hard copy in the committee room)
- BASIS Document Distribution System (available online for the public)

**Helpful Hint:** Committee files are public information. Keep any confidential information in a separate file.

**RETAIN** a complete file for archiving the public record with the Legislative Reference Library at the close of the second session. Use a clean file folder with no file label on the tab. Refer to "Legislative Reference Library" on page 81.

**Committee Packets:** Electronic distribution of packets will allow for the staff of individual members to build folders in the manner preferred by their legislators.

If a witness has a written statement, handouts, etc., in addition to verbal testimony, make sure to get copies for the file(s), each committee member, the House Records secretary, the Master File, and the Documents System. The audience may also request copies. Any additional documents received during the meeting should be posted to the meeting date on the Documents System as soon as possible.

**Committee Secretary:** Establishing a good working relationship with the committee secretary is important. Remember to communicate to the House Records secretary any changes in the committee schedule, such as the time, location, and agenda. Any information distributed to committee members at the committee meeting should also be given to the committee secretary.

**Bill Drafting:** The Division of Legal Services assigns attorneys to draft legislation based on their expertise in a given area, unless other circumstances arise, such as workload or availability. If you know legal assistance will be needed during a meeting, advance notice is appreciated.

Legislation may go through many different draft versions before being approved by the committee. Drafts should be identified with the following language in large bold letters **\*\*\*WORK DRAFT\*\*\***. Copies of the work drafts given to the committee members should be given to the House Records secretary, the attending public and posted on the Documents System as soon as possible.

When a committee substitute (CS) is reported out of a committee, it is the committee aide's responsibility to call Legal Services and request a final copy of the bill. Use the work order number in the upper right-hand corner of the bill to identify which work draft the committee adopted. This is best done in writing to maintain a record. It may be necessary to specify changes to the work draft if any amendments were adopted. (A "final" consists of the original CS bill - yellow or blue backing - and three copies). Always review the final bill before submitting it to the Chief Clerk's office. As a courtesy, remember to provide a copy to the bill sponsor so they may review the final before it is turned into the Chief Clerk's office. (Scan and print a copy of all amendments for a CS for the Master File).

**Official Bill Folder:** The official bill folder is either a yellow (House) or blue (Senate) hard file folder. Do not write on the bill folder or the contents in the folder except for the committee report form provided for the committee's use. Have the committee report in the folder available for committee members' signatures and recommendations as soon as the bill is passed out of committee. It is not always easy to track them down after the meeting has adjourned. Keep the folder intact, exactly as it was delivered to you. Insert loosely any material adopted by your committee; i.e.: Committee Substitute (original and three copies), new fiscal notes, letter of intent. Insert the completed committee report and submit the folder to the Chief Clerk's office. Make sure to copy the report for the Master file.

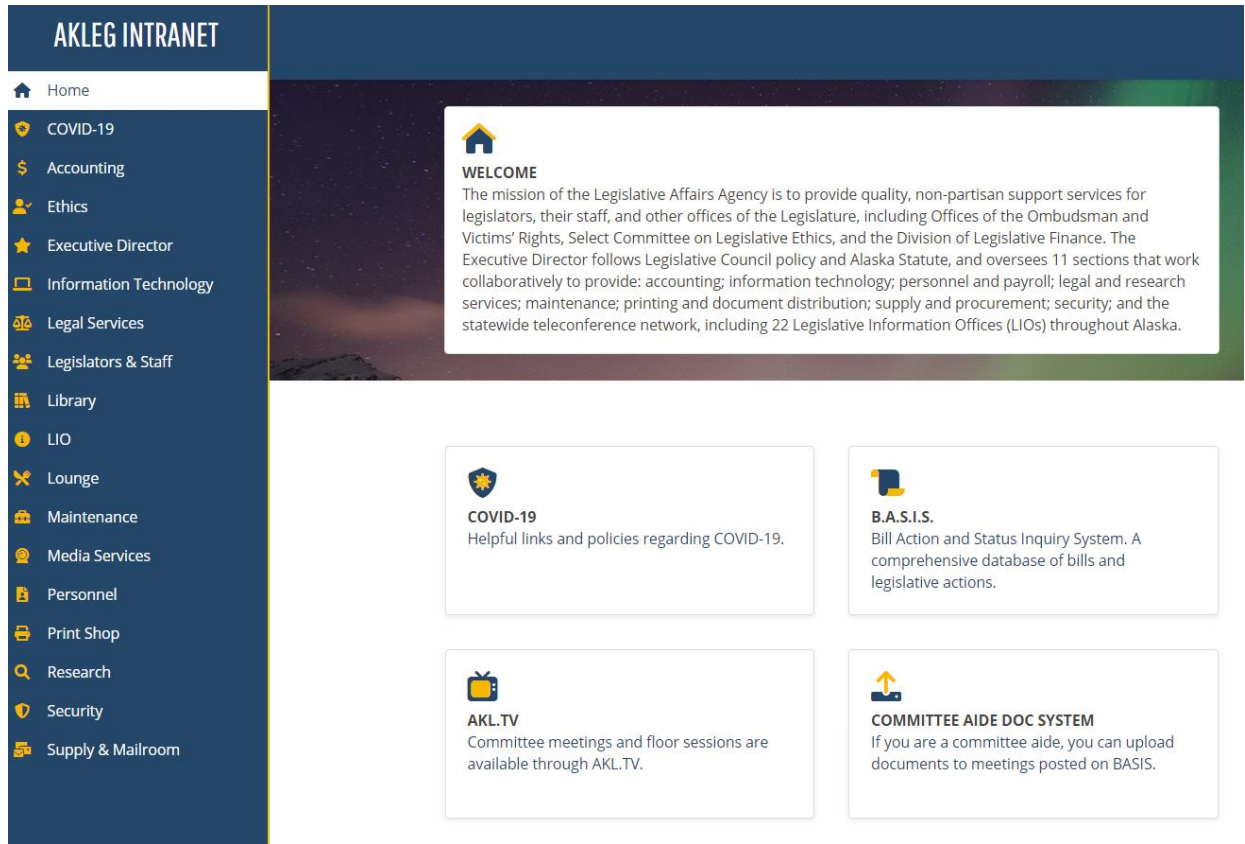
Refer to "House Committee Report Instructions" on page 37 for specific instructions.

**Teleconference:** If your meeting is being teleconferenced be sure to schedule the meeting via the online schedule form. See page 76 for information and teleconferencing.

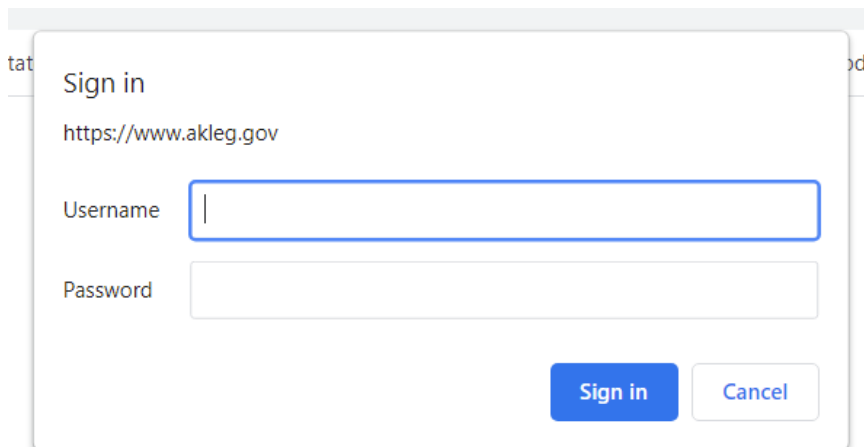
**Committee Aide Document System:**

This system provides the tools for committee aides to post backup documents pertaining to their committee meetings. The online documents allow for easy and efficient access to the public and the LIOs around the state to the materials that are being discussed during committee meetings. The following five pages sets out the instructions to committee aides. If you should have any questions, contact Shay Wilson in Information Services at 465-3858.

# Document System Instructions



On the Intranet click the committee aide document system.



## Document System Instructions cont'd

- 1) Once you are in should have your committee name and the date,
- 2) If you click upload file you will be given a chance to pick a file,
- 3) Once files are uploaded they will show up under the uploaded collapsible list,
- 4) Select a meeting day to manipulate files in that meeting.

The screenshot displays the website for The Alaska State Legislature. At the top, there is a navigation bar with links for HOME, SENATE, HOUSE, BILLS & LAWS, SEARCHES, MEDIA CENTER, PUBLICATIONS, and GET STARTED. Below the navigation bar, the page title is "27th Legislature(2011-2011) Bill Packet". A search bar is present with a "Display" button and radio buttons for "Search Site" and "Search Bills".

The main content area features a central announcement: **\*\*UPDATE\*\* You can upload multiple files at a time and you can drag files onto the page when using Firefox or Chrome. Most functionality can also be accessed by right clicking.**

Below the announcement, there are several sections:

- 1 House Finance Bill Packet**: Includes the text "Today's Date is Monday, January 24, 2011".
- 2 Upload a file**: A red button with the text "Upload a file".
- Drag documents to assign to meetings**: Includes the text "Also Right click to manipulate files".
- Meetings**: Includes a "Select Meeting" dropdown menu with "Select Meeting Day" selected, and a red number "4" next to it.
- Documents by Subject**: Includes the text "Documents by subject are for finding documents that may be in the system already." and a "Select Subject" dropdown menu.
- New Documents**: Includes a "Uploaded" section with a red number "3" next to it, listing "FY12 Governor's 121510.pdf" and "FY12 Governor's 121510.pdf". A "Check Email" link is also present.
- Manipulate File**: Includes a list of actions: "Rename", "Assign Bill / Assign Subject", "Unassign Bill", and "Delete".

## Document System Instructions cont'd

Once a meeting has been selected (2) Drag the document (1) to the meeting

The screenshot displays the Document System interface for the 27th Legislature (2011-2011). The top navigation bar includes links for HOME, SENATE, HOUSE, BILLS & LAWS, SEARCHES, MEDIA CENTER, PUBLICATIONS, and GET STARTED. The main content area is titled "Bill Packet" and features a search bar with a "Display" button and radio buttons for "Search Site" and "Search Bills". A central message states: "\*\*UPDATE\*\* You can upload multiple files at a time and you can drag files onto the page when using Firefox or Chrome. Most functionality can also be accessed by right clicking." Below this, the page is titled "House Finance Bill Packet" with the date "Today's Date is Monday, January 24, 2011". On the left, there is a red "Upload a file" button and a section titled "Drag documents to assign to meetings" with the instruction "Also Right click to manipulate files". The "Meetings" section includes a "Select Meeting" dropdown menu currently showing "01/26/2011 12:00" and a red number "2" next to it. Below the meetings, there is a "New Documents" section with a dropdown for "Uploaded" showing "FY12 1" and a link for "Governor's 121510.pdf". At the bottom left, there is a "Check Email" link. On the right, the "Documents by Subject" section explains that documents are for finding documents that may be in the system already, with a "Select Subject" dropdown. Below this is a "Manipulate File" section with options: "Rename", "Assign Bill / Assign Subject", "Unassign Bill", and "Delete".

## Document System Instructions cont'd

The screenshot shows the website for The Alaska State Legislature. At the top, there is a navigation menu with links for HOME, SENATE, HOUSE, BILLS & LAWS, SEARCHES, MEDIA CENTER, PUBLICATIONS, and GET STARTED. Below the navigation is a search bar with a 'Display' button and radio buttons for 'Search Site' and 'Search Bills'. The main content area features a 'Bill Packet' section with a search bar and a 'Display' button. A red box labeled '2' highlights the 'Upload a file' button. Below this is a 'Meetings' section with a 'Select Meeting' dropdown menu and a 'Select Meeting Day' dropdown menu, with a red box labeled '4' highlighting the latter. To the right is a 'Documents by Subject' section with a 'Select Subject' dropdown menu. At the bottom left is a 'New Documents' section with a 'Uploaded' dropdown menu and a list of documents, with a red box labeled '3' highlighting the 'Uploaded' dropdown. A 'Check Email' link is also present.

**The Alaska State Legislature** Text Size: A A

HOME SENATE HOUSE BILLS & LAWS SEARCHES MEDIA CENTER PUBLICATIONS GET STARTED

27th Legislature(2011-2011)  
**Bill Packet**

SEARCH  Display  Search Site  Search Bills

**\*\*UPDATE\*\* You can upload multiple files at a time and you can drag files onto the page when using Firefox or Chrome. Most functionality can also be accessed by right clicking.**

**1** House Finance Bill Packet  
Today's Date is Monday, January 24, 2011

**2** Upload a file

**Drag documents to assign to meetings**  
Also Right click to manipulate files

**Meetings**  
Select Meeting  
Select Meeting Day **4**

**Documents by Subject**  
Documents by subject are for finding documents that may be in the system already. Select Subject

**New Documents**  
Uploaded **3**  
FY12  
Governor's 121510.pdf  
FY12  
Governor's 121510.pdf  
Check Email

**Manipulate File**  
Rename  
Assign Bill / Assign Subject  
Unassign Bill  
Delete

You will be prompted if you want to add a bill to that document. Note that documents that have a bill in the name will be recognized as such and associated with that bill automatically. If you want to manipulate the bill you can right click and you get a context sensitive menu with options that include remove the document, assign bills, rename...

## Document System Instructions cont'd

The screenshot displays the Document System interface with the following elements:

- Navigation Tabs:** HOME, SENATE, HOUSE, BILLS & LAWS, SEARCHES, MEDIA CENTER, PUBLICATIONS, GET STARTED
- Page Header:** 27th Legislature(2011-2011) Bill Packet
- Search Bar:** SEARCH [input field] Display [button] Search Site [radio button] Search Bills [radio button]
- Update Notice:** **\*\*UPDATE\*\* You can upload multiple files at a time and you can drag files onto the page when using Firefox or Chrome. Most functionality can also be accessed by right clicking.**
- Main Title:** House Finance Bill Packet  
Today's Date is Monday, January 24, 2011
- Upload a file:** [Red button]
- Meetings:**
  - Select Meeting: 01/26/2011 12:00 [dropdown]
  - 01/26/2011 12:00
  - FY12
  - Governor's 121510.pdf
- Documents by Subject:** Documents by subject are for finding documents that may be in the system already. [Select Subject dropdown]
- Manipulate File:**
  - Rename
  - Assign Bill / Assign Subject
  - Unassign Bill
  - Delete
- New Documents:**
  - Uploaded
  - FY12
  - Governor's 121510.pdf
  - [Check Email](#)
- Context Menu (over Governor's 121510.pdf):**
  - Up
  - Down
  - Remove From Meeting
  - Assign Bills
  - Unassign Bills
  - Rename

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# Committee Announcements

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Weekly Notice For All Meetings

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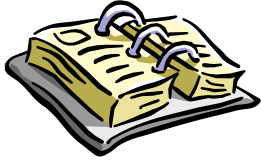
Chief Clerks Office - 465-3725

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## Committee Announcements

Uniform Rule 23(a), specific to committee scheduling, contains two important requirements:

1. Weekly notice of all meetings
2. Five-day notice of a first hearing on bills and resolutions



**Try to set a specific time each week to meet with the committee chair(s) to arrange the following week's committee schedule.**

A weekly committee schedule must be submitted to the Chief Clerk's office by **4:00 p.m., Thursday** to notice committee meetings for the next week. The week begins on Monday. The schedule must be in writing and contain the time, place and subject matter (i.e., bill number with short title). Please identify the meeting or bills scheduled for teleconferencing. See Appendices III, IV and V for examples of **committee's scheduling memorandums**, Sample VI for a sample of a **Weekly Committee Announcement** and Sample VII for a **Memorandum regarding Committee Announcements (Uniform Rule 23)**.

Any bill or resolution scheduled for **the first time** in the **first committee** of referral must meet the five-day notice in addition to the weekly notice. Therefore, if a committee meets on Monday and intends to schedule a first hearing of a bill/resolution on Monday, that meeting notice must be submitted to the Chief Clerk's office by **4:00 p.m., Wednesday**.

Scheduling a teleconference does not constitute notice of a meeting in accordance with Uniform Rule 23. See page 76 for further information about the Legislative Information Office.

Committee schedules are posted in BASIS as quickly as possible by the Chief Clerk's office. The schedules are found under the bullet "Committees", "Hearing Schedules." Information for a specific bill can be found in the bill history under "Display Committee Action with Bill History." The committee aide should also post the printed schedule outside the committee room.

Revisions to the weekly schedule such as a change to a later time, change of location, postponement, and cancellation of bills and resolutions must be submitted to the Chief Clerk's office. **No new legislation or new subject matter can be added.**

### **\*NEW\* COMMITTEE AIDE TRAINING VIDEO**

**The Video and Slideshow are located in the Committee Aide Dashboard under Training Materials (Pg 26 for more details).**

Standard language and signs are used to identify specifics about a meeting or a subject matter. Please use these when submitting or updating your committee schedule. The following are some of the most widely used:

1. \* next to the bill number means first hearing
2. + next to the bill number or subject means teleconference
3. = next to a bill number means the bill has been previously scheduled in that committee
4. Bill Canceled
5. Bill Held Over
6. Meeting Postponed
7. Meeting Canceled
8. Continued from [date]
9. Rescheduled from [date]
10. Teleconference <Listen Only>
11. Testimony <Invitation Only>
12. Pending Referral (notice for a bill scheduled but not in the committee yet)
13. Time Change
14. No Meeting Scheduled
15. Bills Previously Heard or Scheduled (please specify bill numbers when possible)

See Sample VI for a sample committee announcement.

The weekly schedule is printed Thursday evening and available for distribution on Friday morning. Review both the schedule and BASIS for accuracy and report any problems to the Chief Clerk's office immediately.



# Committee Aide Dashboard

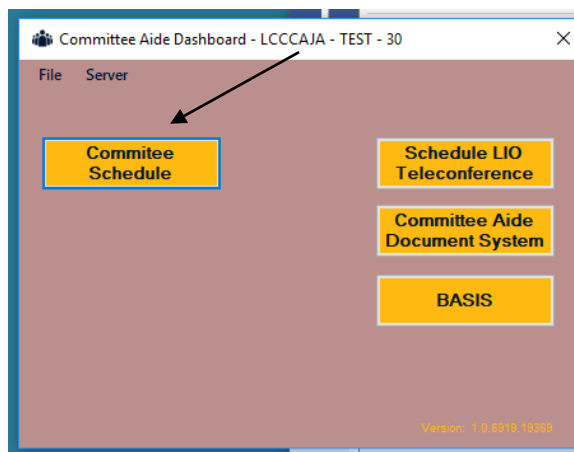
The committee schedule function on the Committee Aide Dashboard is a convenient way of creating committee schedules, which helps ensure that all schedules are compliant with rules and requirements of various offices including the LIO, Chief Clerk's office, etc.

If you are a new Committee Aide, or have not previously used the Committee Aide Dashboard, you will need to contact Krisztina in the Chief Clerks Office at 465-3725 to have your committee's dashboard put on your computer.

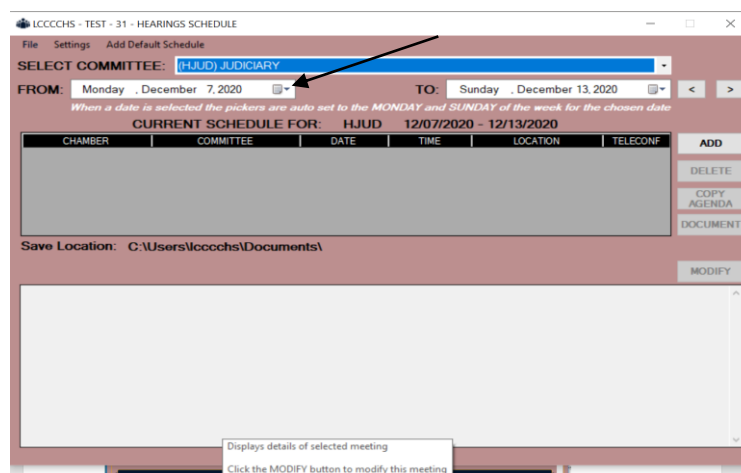
**\*\*Please note:** Close out of the Dashboard every time after use. This will allow IT to run any updates overnight.



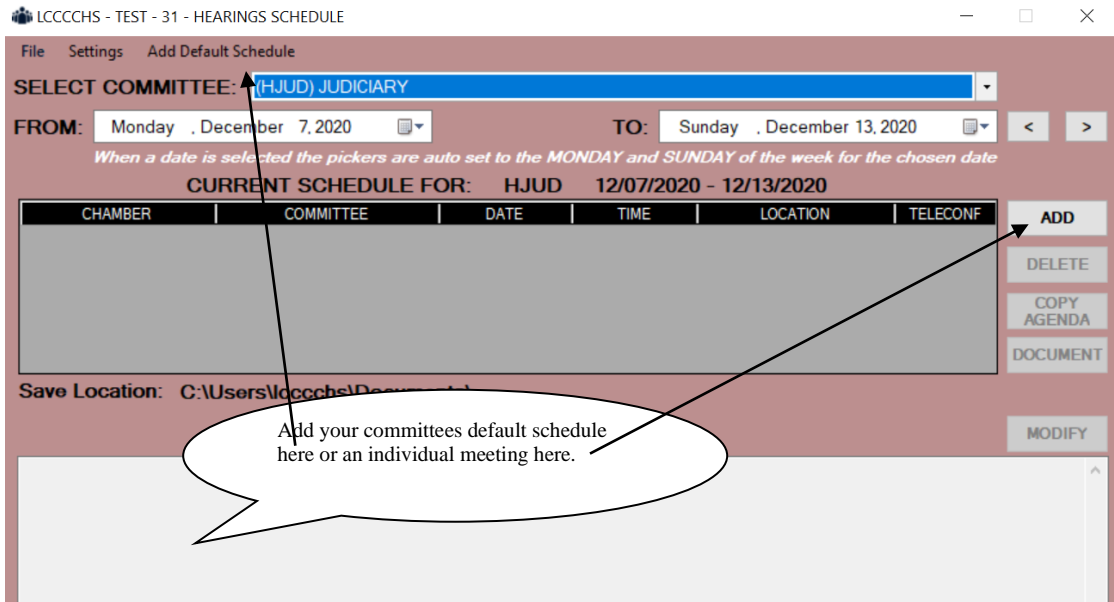
1. Use the icon on your desktop to open the Committee Aide Dashboard:
2. Select the Committee Schedule:



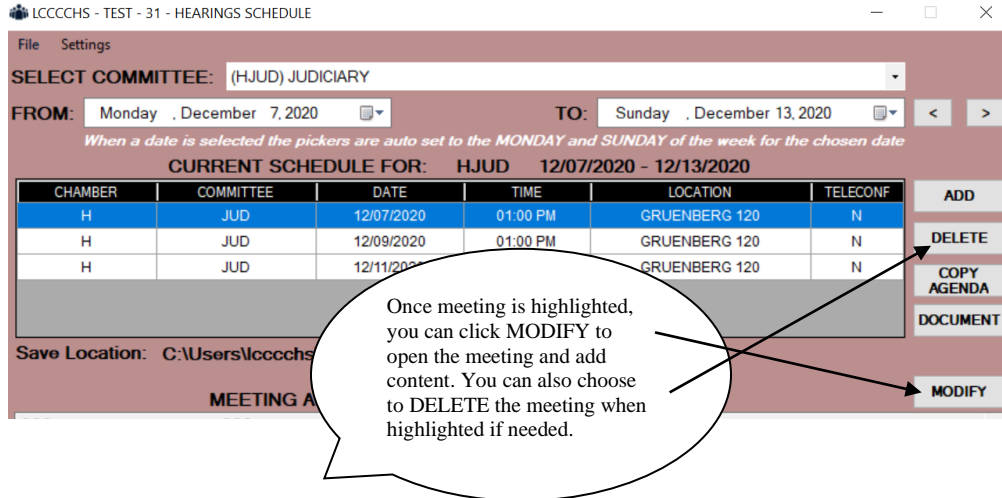
3. Follow the steps in the scheduler to create your committee's schedule. Once your committee is selected, select the week you would like to create a schedule for in the From drop down. When a date is selected the pickers will automatically set to the Monday and Sunday of that week.



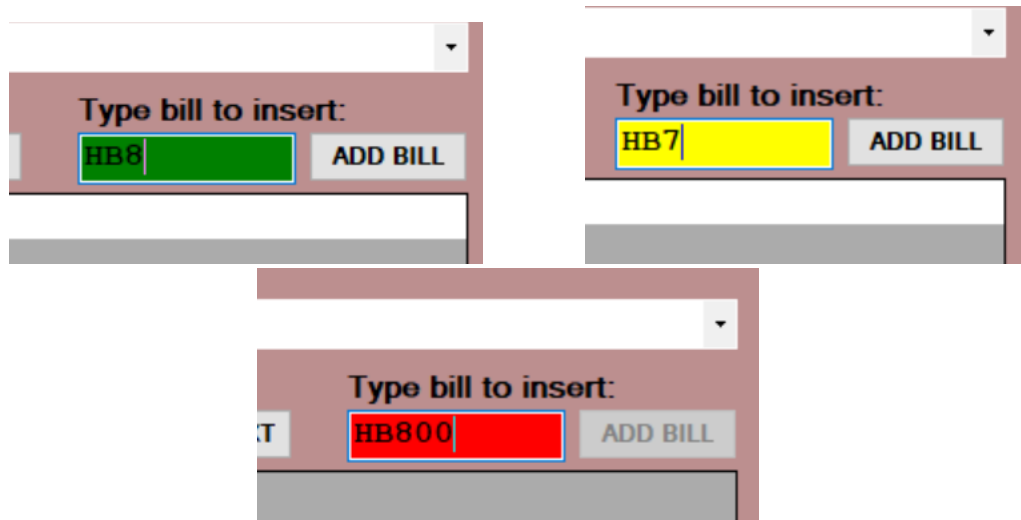
- Once the week has been selected, you can add your committees default schedule, with the regular meeting days, time, and location from the top or select ADD to add an individual meeting at a time. Always use the default schedule (if wanted) before adding any additional meetings. Once a meeting has been created, the default schedule will no longer be an option.



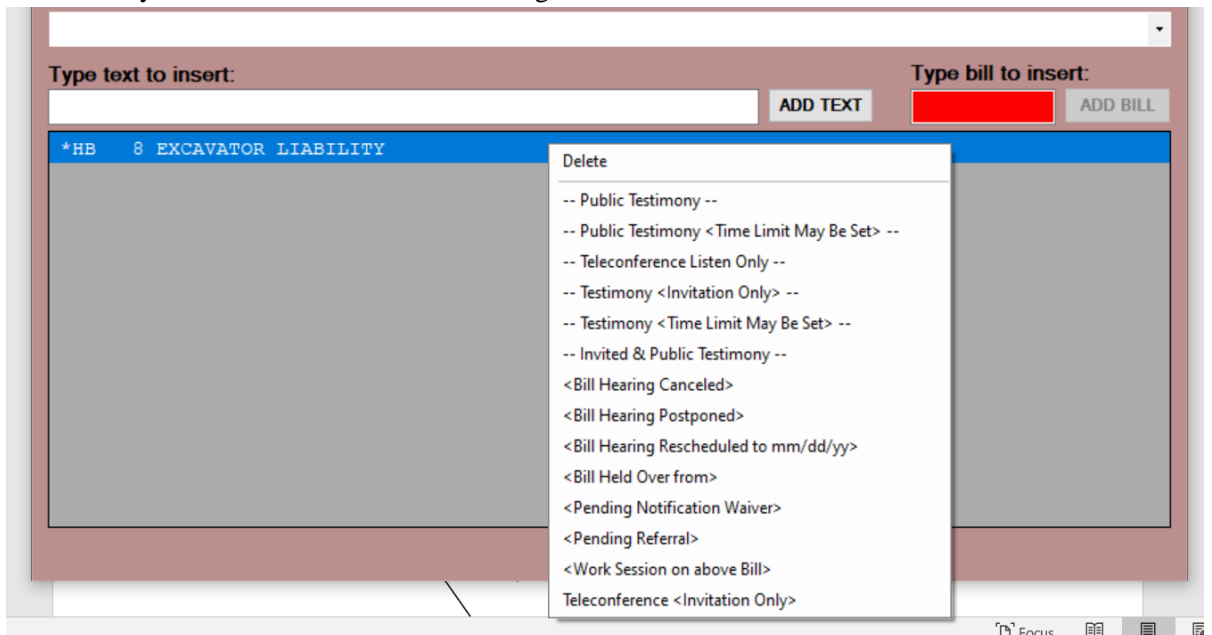
- If creating a default schedule, to open the meeting to add content you can either double click on the meeting to open it or highlight the meeting and select MODIFY. If creating an individual meeting, the meeting will automatically open to add content.



6. When entering bills, the box will turn green if the bill is in your committee but will be yellow if it has not been referred yet. This will cause “pending referral” to be automatically inserted beneath the bill in the schedule. The box will be red if there is no bill associated with the number entered. You will not be able to add a bill number that does not yet exist.



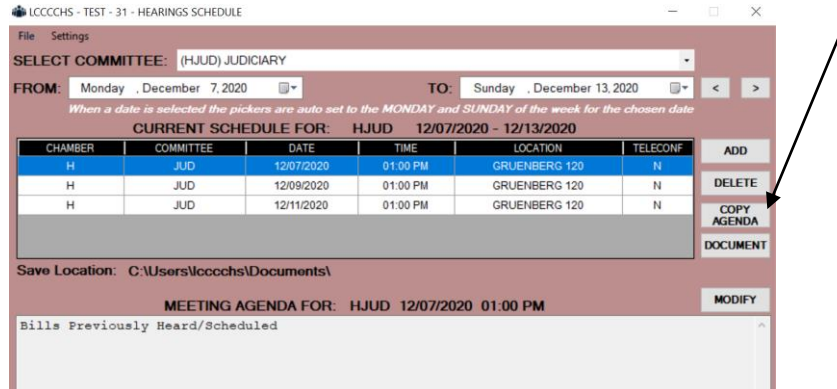
7. Once a bill has been added, to add testimony or update right click on the bill and you will see a drop down to select from. Select the desired text and it will be inserted below the bill. This is also where you can delete the bill if the wrong bill was selected.



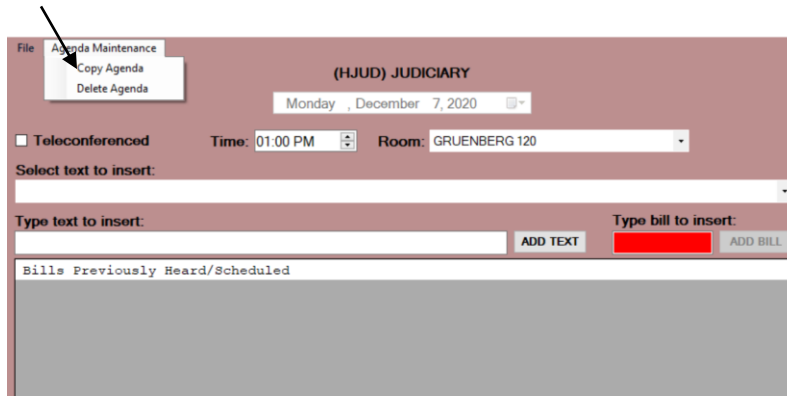
8. To add anything other than a bill, select text to insert from the drop-down option or type text to insert if you cannot find what you want in the drop-down options.

9. To modify or delete a line that you have added to the schedule, right click the item you want to modify or delete. If you choose to modify, a pop-up box will appear to make changes in. If you choose to delete, a pop-up box will appear asking you to confirm delete.

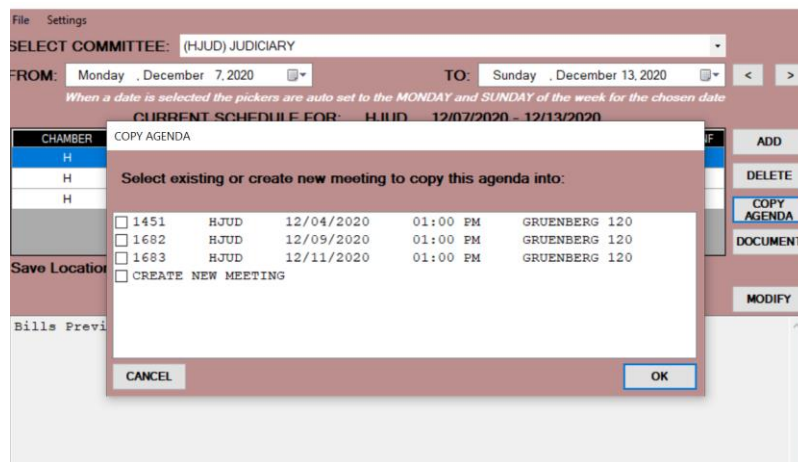
10. To rearrange the order of scheduled items, select the item you wish to move and drag and drop it on the item you would like it to fall above. Once dropped, select UPDATE on the bottom right to save or select REVERT on the bottom left to undo.
11. To copy the agenda of a meeting to an existing or new meeting there are two methods. You can highlight the meeting you would like to copy the agenda from and select COPY AGENDA.



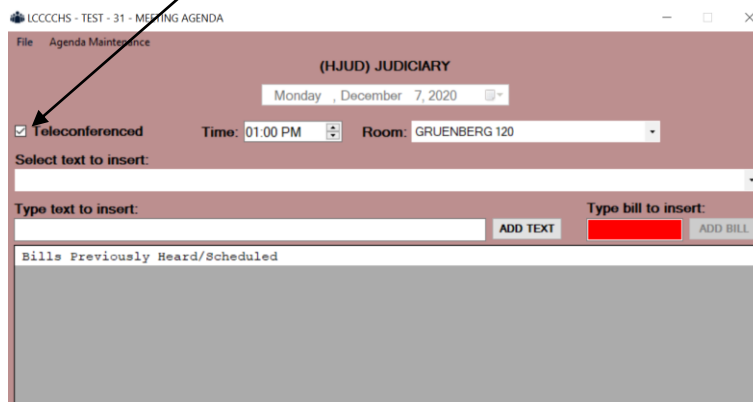
Or you can open the meeting you would like to copy the agenda from and select Agenda Maintenance, Copy Agenda. You can also delete the agenda here if you ever want to start over from scratch.



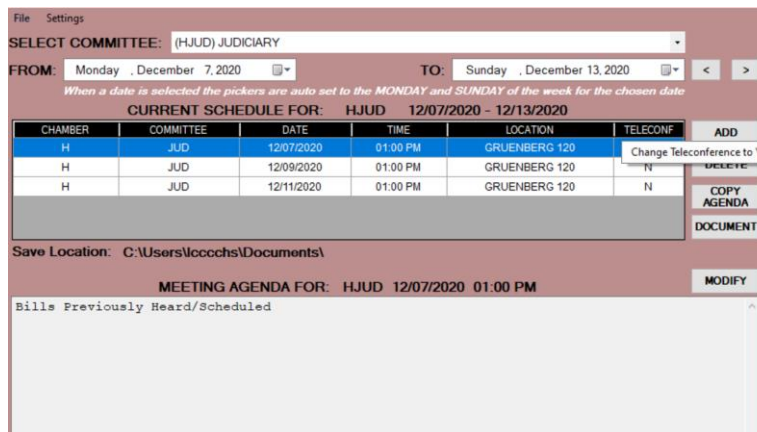
For either method, a pop-up box will appear asking if you would like to copy the agenda to an existing meeting or create a new meeting. Follow the prompts from there.



12. To teleconference a meeting there are two methods. When a meeting is opened you can check the Teleconferenced box.



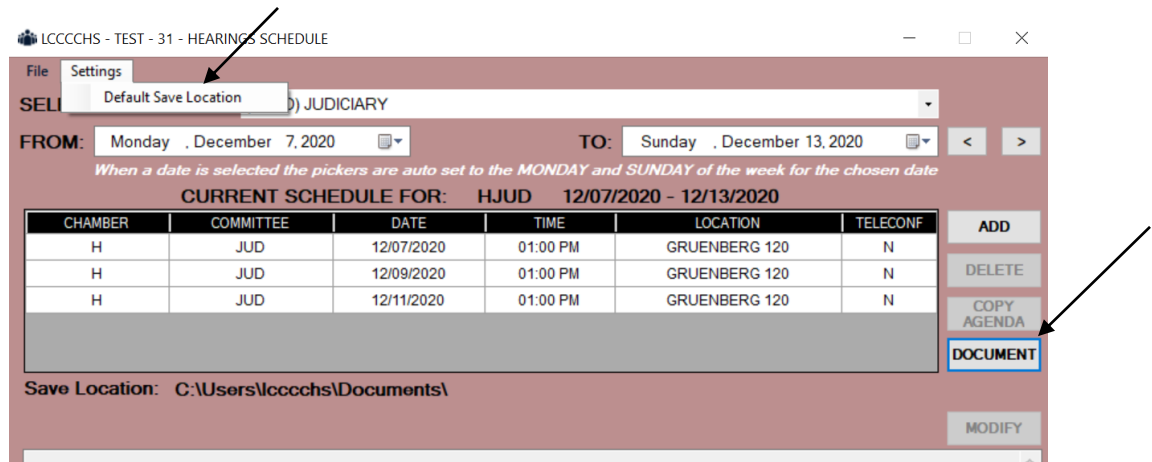
Or you can highlight a meeting and right click in the teleconference box and select Change Teleconference to Y.



Do not forget to schedule any teleconferenced meetings with the LIO. There will be a pop-up reminder and there is a button on the main screen to make it easy.



13. When you are finished, select DOCUMENT to create a word document with your schedule on it. You can control your default save location through your settings. Once your word document has been generated, copy and paste it to your committee’s letterhead, have it signed by the Chair(s) and turn in to the Chief Clerk’s office by 4:00 p.m. Thursday for publication the next day.



14. An existing schedule can be opened and modified/updated at any time. A new word document will need to be created.
15. Please do not forget to close out of the Dashboard after every use.

JUD

# ALASKA STATE LEGISLATURE

## House Judiciary Committee



REP. MATT CLAMAN


Chairman  
State Capitol, Room 118  
Juneau, AK 99801  
907.465.4919

Rep. Liz Snyder, Vice-Chair  
Rep. Harriet Drummond  
Rep. Jonathan Kreiss-Tomkins

Rep. Sarah Vance  
Rep. Christopher Kurka  
Rep. David Eastman

### MEMORANDUM

TO: House Judiciary Committee Members

FROM: Rep. Matt Claman, Chairman  
House Judiciary Committee 

DATE: April 15, 2021

RE: House Judiciary Committee Schedule for April 19 – April 25, 2021

+Monday, April 19, 2021 - GRUENBERG 120 - 1:00 PM

† Bills Previously Heard/Scheduled

+Wednesday, April 21, 2021 - GRUENBERG 120 - 1:00 PM

† \*HB 142 PFD ELIGIBILITY  
-- Public Testimony --  
† Bills Previously Heard/Scheduled

+Friday, April 23, 2021 - GRUENBERG 120 - 1:00 PM

† \*HB 174 INITIATIVE SEVERABILITY  
-- Public Testimony --  
† Bills Previously Heard/Scheduled

✓LFT

Please feel free to contact JUD Committee Aide, Lizzie Kubitz at 465-4904 with questions.

4/15/21 @ 2:16pm  
vls

FIN

# ALASKA STATE LEGISLATURE

*Neal Foster*

## HOUSE FINANCE COMMITTEE

*Kelly Merrick*

Rep. Neal Foster, Co-Chair  
State Capitol, Room 505  
Juneau, AK 99801-1185  
Phone (907) 465-3789  
Rep.Neal.Foster@akleg.gov



Rep. Kelly Merrick, Co-Chair  
State Capitol, Room 511  
Juneau, AK 99801-1185  
Phone (907) 465-3777  
Rep.Kelly.Merrick@akleg.gov

Official Business

Schedule week of April 26, 2021

All House Finance Committee hearings will be teleconferenced

**+Monday, April 26, 2021 - ADAMS 519 - 1:30 PM**

- +\*HB 47 COUNCIL FOR ALASKA NATIVE LANGUAGES  
-- Public Testimony --
- +\*HB 127 MUNI BOND BANK: UA, LOAN AND BOND LIMITS  
Public Testimony
- +\*HB 28 REGISTRATION OF BOATS: EXEMPTION  
Public Testimony
- +\*HB 81 OIL/GAS LEASE:DNR MODIFY NET PROFIT SHARE  
Public Testimony
- +\*HB 151 UNEMPLOYMENT BENEFITS FOR COVID-19  
Public Testimony
- + Bills Previously Heard/Scheduled

**+Tuesday, April 27, 2021 - ADAMS 519 - 9:00 AM**

-- Please Note Time Change --

- ↓ =HB 69 APPROP: OPERATING BUDGET/LOANS/FUNDS
- ↓ =HB 71 APPROP: MENTAL HEALTH BUDGET
- ↓ Bills Previously Heard/Scheduled

**+Tuesday, April 27, 2021 - ADAMS 519 - 1:30 PM**

- + =HB 69 APPROP: OPERATING BUDGET/LOANS/FUNDS
- + =HB 71 APPROP: MENTAL HEALTH BUDGET
- + Bills Previously Heard/Scheduled

**+Wednesday, April 28, 2021 - ADAMS 519 - 9:00 AM**

-- Please Note Time Change --

- + =HB 69 APPROP: OPERATING BUDGET/LOANS/FUNDS
- + =HB 71 APPROP: MENTAL HEALTH BUDGET
- ↓ Bills Previously Heard/Scheduled

**+Wednesday, April 28, 2021 - ADAMS 519 - 1:30 PM**

- + =HB 69 APPROP: OPERATING BUDGET/LOANS/FUNDS
- ↓ =HB 71 APPROP: MENTAL HEALTH BUDGET
- ↓ Bills Previously Heard/Scheduled

*✓ list*

*4/22/21 @ 4:05pm  
wf*

+Thursday, April 29, 2021 - ADAMS 519 - 9:00 AM

- ~~-- Please Note Time Change --~~ "An Act Relating to" → per Helen  
+ Payment of the Permanent Fund Dividend!  
Pending Introduction and Referral  
+ Bills Previously Heard/Scheduled

Thursday, April 29, 2021 - ADAMS 519 - 1:30 PM

- + =HB 69 APPROP: OPERATING BUDGET/LOANS/FUNDS  
+ =HB 71 APPROP: MENTAL HEALTH BUDGET  
+ Bills Previously Heard/Scheduled

+Friday, April 30, 2021 - ADAMS 519 - 9:00 AM

- ~~-- Please Note Time Change --~~  
+ \*HB 156 INDUSTRIAL HEMP PROGRAM;MANUFACTURING  
+ Bills Previously Heard/Scheduled

+Friday, April 30, 2021 - ADAMS 519 - 1:30 PM

- + Bills Previously Heard/Scheduled

+Saturday, May 1, 2021 - ADAMS 519 - 10:00 AM

- ~~-- Please Note Time Change --~~  
+ Bills Previously Heard/Scheduled





# Alaska State Legislature

## Conference Committee

HB 69-APPROP: OPERATING BUDGET/LOANS/FUNDS

HB 71-APPROP: MENTAL HEALTH BUDGET

Official Business

### NOTICE:

Meeting in Senate Finance Room 532

*Hearings will be teleconferenced.*

**Friday, June 11, 2021 - 4:00 PM**

**HB 69-APPROP: OPERATING BUDGET/LOANS/FUNDS\***

**HB 71-APPROP: MENTAL HEALTH BUDGET**

**House:**

*Handwritten signature for Rep. Foster*

Rep. Foster

Capitol Room 505

465-3789

Rep. Merrick

Capitol Room 515

465-3777

Rep. LeBon

Capitol Room 415

465-3709

**Senate:**

*Handwritten signature for Sen. Stedman*

Sen. Stedman

Capitol Room 518

465-3873

Sen. Bishop

Capitol Room 516

465-2327

Sen. Olson

Capitol Room 514

465-3707

RECEIVED 6/11/21 11:49am JKS  
POSTED 11:52am ✓

\*Conference Committee Motion Sheets can be found at the following link:

- <http://www.legfin.akleg.gov/BudgetReports/LY2021/Operating/SelectBudget.php>

**Alaska State Legislature**  
REPRESENTATIVE BRYCE EDGMON

**Memorandum**

**TO:** Members, Alaska State House of Representatives  
**FROM:** Representative Bryce Edgmon  
**Date:** January 11, 2016  
**Subject:** Committee Announcements (Uniform Rule 23)

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Uniform Rule 23 (a) provides that not less than 24-hours notice must be given for the written notice of time, place and subject matter for committee meetings during the first week of session for overviews and organizational meetings. This does not apply to bill or resolution hearings.

Thursday, January 19 at 4:00 p.m. marks the beginning of the weekly committee meeting notice requirement set out in Rule 23. However, to hear a bill or resolution on Monday, January 23, the 5-day notice requirement must be followed and the meeting must be noticed on Wednesday, January 18,

The 30<sup>th</sup> Legislature will continue to abide by Rule 23, specifically for meetings with bills, resolutions and governor's appointments requiring legislative confirmation, In the event a shorter notice is needed for meetings such as lunch and learns, overviews and presentations, notice should be given at least 24 hours prior to the meeting and submitted to the Chief Clerk's office by 4:00pm.

**Cc:** Crys Jones, Chief Clerk  
Lori Roland, House Records Supervisor

State Capitol Building  
120 East 4th Street, Juneau, AK 99801  
Phone: 907 465 4451 Toll Free: 800 898 4451 Fax: 907 465 3445  
Rep.Bryce.Edgmon@akleg.gov

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# House Committee Report

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- Instructions
  - Letter of Intent Sample
- 

Chief Clerk's Office  
465-3725

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## Committee Bill Folder

The official committee bill folder is prepared by the Chief Clerk's office following the introduction and referral of the bill/resolution by the Speaker. A page will deliver the committee bill folder to the designated committee with a log sheet requiring a signature by a staff member to verify receipt date and time. Check the committee bill folder upon receipt and call the Chief Clerk's office if there has been a mistake. This procedure is followed for subsequent committee referrals.

The committee folder is organized in the following manner:

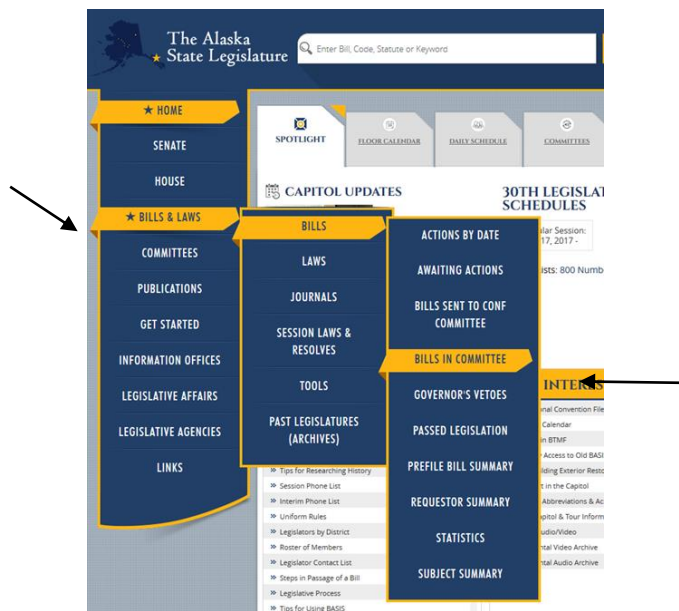
- Inside front hard cover: published fiscal notes, letters of intent, Governor's transmittal letter/analysis
- Right facing soft divider: current committee report for your committee's use and all previous committee reports
- Left facing soft divider: original history sheet of bill/resolution
- Inside back hard cover: bill or resolution as introduced along with any committee substitutes adopted by previous committee(s)



Committee bill folders are the responsibility of the committee aide and should be kept in a secure location.

**DO NOT PERMANENTLY** remove or write on any documents from the committee bill folder or mark on the folders.

A list of all the bills and resolutions currently in your committee is available on BASIS. Please review the list against your files and report any discrepancies to the Chief Clerk's office.



## COMMITTEE AIDE CHECKLIST

### **What you need before bill hearing:**

- Schedule bill hearing with Chief Clerk's Office.
- Check for fiscal notes on the Legislative Finance Division website (prepare for distribution (notes must be before members in committee)).
- Bring committee bill folder to meeting.

### **During bill hearing in committee:**

- Listen for amendments being adopted and to which version of the bill.
- Request Committee Substitutes (CS) from Legislative Legal Services.
- Listen for Committee Substitutes being adopted.
- After amendments are adopted and a CS is generated, check for updated fiscal notes (updated by the departments) on the Legislative Fiscal Division website (you can tell if they are new as the control codes in the bottom right corner will be different than the previous fiscal notes you printed and had before the committee). *The most up to date fiscal notes need to be before the committee when moving out the bill.*
- All present members must print their names and sign in the designated spaces on the yellow committee report.

### **After a bill has been moved out of committee, what you bring to the Chief Clerk's Office:**

\*\*\* Bring the bill folder in a timely fashion. Do not hold on to the bill in your office as the Chief Clerk must read the report during the next floor session for the bill to be moved to the next committee of referral. \*\*\*

- Pass the fiscal notes to the Chief Clerk's Office via Legislative Finance Division website (For instructions please refer to the Committee Aide Guidebook and if you have further questions, call the Legislative Finance Division).
- Bill folder with signed committee report (Note the bill version that was adopted).
- Adopted Committee Substitute from Legal Services (Original with backing and three copies attached).
- Loose fiscal notes adopted by the Committee (*These fiscal notes must have been before the Committee when the bill was moved out*).

\*\*\*NEVER REMOVE ANYTHING FROM THE BILL FOLDERS. THEY SHOULD BE RETURNED TO THE CHIEF CLERK'S OFFICE THE SAME WAY YOU RECEIVED THE FOLDER, ALONG WITH ANY NEW COMMITTEE SUBSTITUTES, FILLED OUT COMMITTEE REPORT, AND LOOSE FISCAL NOTES\*\*\*

## House Committee Report Instructions

Please fill out the committee report using the instructions below. **Do Not** pass the committee report around for signatures unless a majority of the members of the committee voted to pass the bill out of committee. See Sample VIII for the sample report.

**\* The numbers below correspond to those on the sample report (Page 41)**

### **BILL INFORMATION (provided on the report)**

1. The date the bill was referred to your committee.
2. All further committee(s) referrals, if any. If there are no further committee referrals, the bill is sent to the Rules Committee.
3. The committee the bill is currently in, the bill/resolution root number, original title and the short title.

### **COMMITTEE ACTION (completed by the committee)**

4. The date the bill is reported out of committee.
5. Complete if the committee reports the bill/resolution out with a Committee Substitute (CS) or a House Committee Substitute (HCS). This is true whether it is a CS from your committee or if the committee adopted a CS or HCS from a previous committee.
6. A House committee substitute (HCS) to a Senate bill that changes the title needs a House Concurrent Resolution suspending Uniform Rules. (Refer to Uniform Rule 41(b).) A resolution is not required if the title change is technical or clerical.
7. Indicate if the title of the bill is new or the same as the original or Senate passed version.
8. Complete if the committee adopts amendments instead of a CS. Include the amendments in the committee bill file that is transmitted to the Chief Clerk's office. This is rarely used and not recommended. Please call the Chief Clerk's office before using this option.
9. Complete if the committee recommends an additional referral not currently noted on the "Further Referral" section. A bill or resolution with a fiscal note other than zero requires a Finance Committee referral. See Uniform Rule 24(d).
10. Complete if the committee adopts a letter of intent. The letter can be new or previously adopted by another committee. Include the letter signed by committee chair(s) in the committee bill file to be delivered to the Chief Clerk's office. Refer to Sample IX for a sample letter of intent.

### **FISCAL NOTES**

11. When the committee adopts fiscal notes that have not been adopted and published by another committee (positive or negative fiscal impact, indeterminate or zero), they are NEW fiscal notes and are listed by the department(s) affected. Please use the department abbreviations list on the report. **The Chief Clerk's office will assign numbers to the NEW fiscal notes.**
12. When the committee adopts fiscal notes, or zero fiscal notes previously adopted and published by another committee, the notes are listed by department abbreviation, fiscal note number and the type of fiscal impact. Previously adopted and published notes are available in BASIS under the bill history.

The fiscal note number, published date and bill version will always be in the upper right-hand corner of the fiscal note. For further information on fiscal notes see page 57.

### **COMMITTEE SIGNATURES AND RECOMMENDATIONS**

13. Committee members must sign the committee report (See Uniform Rule 24(a)) and check **ONLY ONE** individual recommendation for the bill/resolution. The committee chair needs to sign and note their recommendation on the line designated for the chair. Try to remember to print the last name next to the signature. It may be helpful to take a brief at ease to accommodate signing the report.

14. The abbreviated recommendation choices are:

DP = Do pass; DNP = Do not pass; NR = No recommendation; AM = Amend

Reports must be signed by a majority of committee members. See Uniform Rule 24.

**Upon completion of the committee report, please return the yellow or blue committee bill folder to the Chief Clerk's office ASAP and no later than 15 minutes prior to the floor session to assure that it will be read across that session day.**

**☎If you have any questions, please call the Chief Clerk's office at 465-3725.☎**





ALASKA STATE LEGISLATURE  
HOUSE FINANCE COMMITTEE

Representative Mike Hawker  
Co-Chairman  
(907) 465-4949  
Fax: (907) 465-4979  
Representative.Mike.Hawker@legis.state.ak.us



Representative Bill Stoltze  
Co-Chairman  
(907) 465-4958  
Fax: 465-4928  
Representative.Bill.Stoltze@legis.state.ak.us

State Capitol 505  
Juneau, Alaska 99801

State Capitol 515  
Juneau, Alaska 99801

State Capitol, Juneau, Alaska 99801-1182

Letter of Intent

for

CS For House Bill 357(FIN)

"It is the intent of CS FOR HOUSE BILL NO. 357(FIN), "An Act relating to the sale of land owned by the Alaska Railroad that is not necessary for railroad purposes" to not impact any outstanding Federal issue which has not been resolved in regards to railroad lands, easements, or rights-of-way. It is not the intent of this legislation to impede, damage, or disrupt any ongoing claims, issues, or cases involving the Alaska Railroad Corporation and governmental, tribal, or private sector disputes."

A handwritten signature in black ink, appearing to read "Bill Stoltze".

Rep. Bill Stoltze, Co-Chair House Finance Committee

Adopted by the House  
April 7, 2010

*Adopted by the Senate*

Date: 4/18/10

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# Executive Orders

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- Instructions
  - Committee Reports
- 

Chief Clerk's Office  
465-3725

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## Executive Orders

- Executive Orders are submitted to the Legislature on the day each house organizes (AS 24.08.210). The Legislature is allowed 60 days to consider and disapprove of an Executive Order in a Joint Session (Constitution Article III, Section 23.)
- A House or Senate Special Concurrent Resolution (HSCR/SSCR) is the vehicle for disapproval of an Executive Order (Uniform Rule 49 (a)(4)).
- The Executive Order does not have to be heard in committee, but the HSCR/SSCR does.
- Although uncommon, Occasionally an Executive Order will come with a Fiscal Note.
- Executive Orders will get referrals appointed by the Speaker and are then sent to all referred committees concurrently. The Executive Order folder (similar to a bill folder) will include: a copy of the Governor's transmittal letter, any accompanying Fiscal Notes, Committee Report, Bill History, and Committee Copy of the Executive Order.
- Executive Orders are not tracked in BASIS the same way a bill is tracked in BASIS. If you plan to hear an Executive Order in your committee, please type it into the Committee Aide Dashboard the same as you would for a presentation. For example:

(H)LABOR & COMMERCE	Standing Committee*		
Feb 05 Monday 3:15 PM	BARNES 124		
+	<u>EO 135</u> : ELIMINATING THE ALASKA SAFETY ADVISORY COUNCIL		TELECONFERENCED
	Heard & Held		

- If no action is taken on the Executive Order, then the folder needs to be returned to the Chief Clerk's Office by the 60<sup>th</sup> day. You do not retain the Executive Order folder.
- If your Committee plans to disapprove an Executive Order, then you will need to request a House Special Concurrent Resolution (HSCR) from Legislative Legal Services and the Committee must hold a hearing on the HSCR, and then return the folder to the Chief Clerks Office.
- The entire Executive Order process must be completed in 60 days.



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# Conference Committee

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- Instructions
  - Committee Reports
- 

Chief Clerk's Office  
465-3725

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## Conference Committee Report

In the event that one body (House) does not concur in the changes by the other body (Senate) to their bill (House), the presiding officer from each body will appoint three members to meet in a conference committee to work out the differences. See Uniform Rule 42.

Conference committee reports on House bills are prepared by the Chief Clerk's office and are returned to the Chief Clerk's office upon completion by the conference committee. See Appendices X and XI for samples of conference committee reports. The Senate Secretary's office prepares the conference committee reports on Senate bills.

Once the House and Senate Conference Committee Members have been appointed, the House Chair's Office Aide will receive a notebook from the Chief Clerk's office containing the Conference Committee Report and all pertinent House and Senate bill versions and fiscal notes. The notebook also has instructions and reference material relating to the procedures of the Conference Committee.

Once the conference committee is appointed, the committee will determine if there is mutual agreement on previously adopted amendments. If the conference committee requires additional changes, the committee submits an identical written report to each body listing the specific points of disagreement and requests the conference committee be granted limited powers of free conference. See Appendices XII for a sample letter requesting limited powers of free conference.

Both presiding officers **must grant the powers during session before the committee can continue their business.** The conference committee can then proceed to make changes to the designated versions and return the approved final Conference CS (CCS) and attachments to the appropriate body. The original body will duplicate and submit copies to each body for adoption.

When a conference committee is appointed to consider an appropriation bill, the Conference Committee Report on the bill may not be voted on until at least 24 hours after the report has been delivered to the Chief Clerk's or Senate Secretary's office for duplication and distribution to each member. The Chief Clerk or Senate Secretary will note the time of delivery of the report for recording in the journal. See Uniform Rule 42(c).

## Conference Committee Report Instructions

There are two different forms for conference committee reports:

- Conference committee reports requiring fiscal notes.
- Conference committee reports not requiring fiscal notes, usually appropriation bills. Beginning in 2011, the conference committee on the operating budget attached a fiscal note packet.

### Report With Fiscal Notes

**\* The numbers below correspond to those on the sample report (Page 46)**

1. The date the bill is reported out of committee.
2. Indicate here whether the conference committee was granted limited powers of free conference on the requested specific points of disagreement.
3. The titles of the House and Senate bill versions will be on the report.
4. Indicate if the conference committee reported out a Conference CS (CCS). Also mark the appropriate title box. See Uniform Rule 42(e) regarding title changes on conference committee bills.
5. The conference committee can recommend one of the previously adopted House or Senate versions of the bill.
6. A letter of intent can be a previously adopted House or Senate letter or a new one adopted by the conference committee. If the conference committee adopts a new letter, remember to get the chair(s) signatures.
7. Fiscal notes are *required* on all bills except appropriation bills. If the fiscal impact has not changed with the conference committee bill then previously published House and/or Senate fiscal notes can apply. If there are fiscal changes, a NEW fiscal note is required.
8. Signatures are required from the House and Senate conferees. Reports must be signed by a majority of the committee members from each body.

Received in the House: \_\_\_\_\_ Received in the Senate: \_\_\_\_\_  
 (Date/Time) (Date/Time)

**CONFERENCE COMMITTEE REPORT**

#1↓  
 Date: \_\_\_\_\_  
 (Reported from Committee)

MR. SPEAKER: MR. PRESIDENT:

#2↓

The **CONFERENCE COMMITTEE** [ ] with limited powers of free conference considering:  
 [ ] without limited powers of free conference considering:

#3↓

•House Version

**CS FOR HOUSE BILL NO. 106(FIN)**

"An Act extending the termination date of the Alaska coastal management program and relating to the extension; relating to the review of activities and regulations of the Alaska coastal management program; establishing the Alaska Coastal Policy Board; relating to the development, review, and approval of district coastal management plans; relating to the duties of the Department of Natural Resources relating to the Alaska coastal management program; relating to the review of certain consistency determinations; providing for an effective date by amending the effective date of secs. 1 - 13 and 18, ch. 31, SLA 2005; and providing for an effective date."

HB 106-COASTAL MANAGEMENT PROGRAM

and

#3↓

•Senate Version

**SENATE CS FOR CS FOR HOUSE BILL NO. 106(FIN)**

(same title)

Recommends one of the following:

#4↓

[ ] CCS \_\_\_\_\_ be adopted.

Same Title as: [ ] House Version [ ] Senate Version or  
 [ ] New Title (tech) or [ ] New Title/HCR No. \_\_\_\_\_

#5→ [ ] House Version [ ] Senate Version be adopted.

#6↓

Attaches: [ ] \_\_\_\_\_ Letter of Intent [ ] Other \_\_\_\_\_

#7→

FN #	List by Dept(s)	New Fiscal Note	Previous Fiscal Note	Fiscal Impact	Indet.	Zero

#8 ↓

**House Conferees**

\_\_\_\_\_  
 Representative Johnson, Chair

\_\_\_\_\_  
 Representative Herron

\_\_\_\_\_  
 Representative Kerttula

#8 ↓

**Senate Conferees**

\_\_\_\_\_  
 Senator Olson, Chair

\_\_\_\_\_  
 Senator Wielechowski

\_\_\_\_\_  
 Senator Kookesh

Return Conference Bill and Attachments to the Chief Clerk's Office.

## **Appropriation Conference Committee Report Instructions**

There are two different forms for conference committee reports:

- Conference committee reports requiring fiscal notes.
- Conference committee reports not requiring fiscal notes usually, appropriation bills. In 2011, the conference committee on the operating budget attached a fiscal note packet.

### **Without Fiscal Notes Or With A Fiscal Note Packet Attached**

**\* The numbers below correspond to those on the sample report (Page 48)**

1. The date the bill is reported out of committee.
2. Indicate here whether the conference committee was granted limited powers of free conference on the requested specific points of disagreement.
3. The titles of the House and Senate bill versions will be on the report.
4. Indicate if the conference committee reported out a Conference CS (CCS). Also mark the appropriate title box. See Uniform Rule 42(e) regarding title changes on conference committee bills.
5. The conference committee can recommend one of the previously adopted House or Senate versions of the bill.
6. Fiscal Note Packet will appear only on conference committees pertaining to appropriation bills. This packet contains fiscal notes that have been approved by the Conference Committee on bills that affect the budget. Some fiscal notes in the packet may contain updated fiscal information since passage of the legislation by both bodies.
7. A letter of intent can be a previously adopted House or Senate letter or a new one adopted by the conference committee. If the conference committee adopts a new letter, remember to get the chair(s) signatures.
8. Signatures are required from the House and Senate conferees. Reports must be signed by a majority of the committee members from each body.

Received in the House: \_\_\_\_\_  
(Date/Time)

Received in the Senate: \_\_\_\_\_  
(Date/Time)

**CONFERENCE COMMITTEE REPORT**

#1↓

Date: \_\_\_\_\_  
(Reported from Committee)

MR. SPEAKER: MR. PRESIDENT:

#2↓

The **CONFERENCE COMMITTEE** [ ] with limited powers of free conference considering:  
[ ] without limited powers of free conference considering:

#3↓

●House Version

**CS FOR HOUSE BILL NO. 108(FIN)**

"An Act making appropriations for the operating and loan program expenses of state government and for certain programs, capitalizing funds, amending appropriations, and making reappropriations; and providing for an effective date."

HB 108-APPROP: OPERATING BUDGET/LOANS/FUNDS

and

#3↓

●Senate Version

**SENATE CS FOR CS FOR HOUSE BILL NO. 108(FIN) am S**

(same title)

Recommends one of the following:

#4↓

[ ] CCS \_\_\_\_\_ be adopted.

Same Title as [ ] House Version [ ] Senate Version or  
[ ] New Title (tech) or [ ] New Title/HCR No. \_\_\_\_\_

#5→ [ ] House Version [ ] Senate Version be adopted.

#6↓

#7↓

Attaches: [ ] Fiscal Note Packet [ ] \_\_\_\_\_ Letter of Intent [ ] Other \_\_\_\_\_

#8↓

#8 ↓

House Conferees
_____ Representative Johnson, Chair
_____ Representative Herron
_____ Representative Kerttula

Senate Conferees
_____ Senator Olson, Chair
_____ Senator Wielechowski
_____ Senator Kookesh

**Return Conference Bill and Attachments to the Chief Clerk's Office.**

# Alaska State Legislature Conference Committee



Official Business

Mail Stop 3100  
State Capitol  
Juneau, Alaska 99801-1182

May 20<sup>th</sup>, 2021

The Honorable Peter Micciche  
President  
Alaska State Senate  
Juneau, Alaska

The Honorable Louise Stutes  
Speaker  
Alaska House of Representatives  
Juneau, Alaska

Dear Mister President and Madam Speaker:

The Conference Committee considering:

**CSHB 69(FIN) am(brf sup maj fld)(efd fld)**

"An Act making appropriations for the operating and loan program expenses of state government and for certain programs; capitalizing funds; amending appropriations; and making capital appropriations, supplemental appropriations, and reappropriations."

**CSHB 71(FIN) am**

"An Act making appropriations for the operating and capital expenses of the state's integrated comprehensive mental health program; making supplemental appropriations; and providing for an effective date."

and

**Senate CS for CSHB 69(FIN) am S**

"An Act making appropriations for the operating and loan program expenses of state government and for certain programs; capitalizing funds; amending appropriations; making capital appropriations, supplemental appropriations, and reappropriations; and providing for an effective date."

**Senate CS for CSHB 71(FIN)**

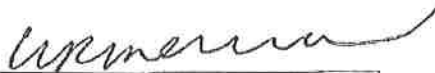
"An Act making appropriations for the operating and capital expenses of the state's integrated comprehensive mental health program; making capital appropriations and supplemental appropriations; and providing for an effective date."

respectfully requests limited powers of free conference on the appropriations and language that are not identical in the House and Senate versions of HB 69 and in the House and Senate versions of HB 71.

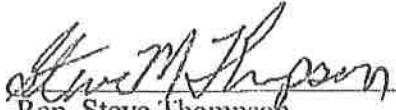
HOUSE MEMBERS:



Rep. Neal Foster, Chair

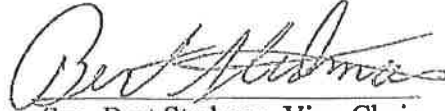


Rep. Kelly Merrick



Rep. Steve Thompson

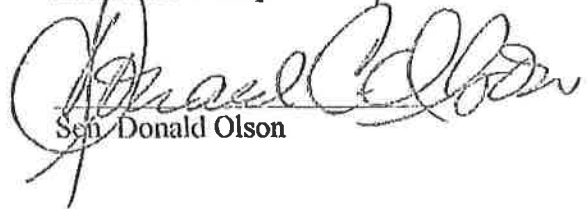
SENATE MEMBERS:



Sen. Bert Stedman, Vice-Chair



Sen. Click Bishop



Sen. Donald Olson

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# Confirmation Committee Reports

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- Committee Report
  - Packet(s) For Appointee(s)
- 

Chief Clerk's Office - 465-3725

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## **Confirmation Committee Report**

Except as otherwise provided by law, the head of each principal state department and positions or memberships on specific boards or commissions are appointed by the Governor and are subject to confirmation by a majority of the full membership of the Legislature in joint session before the end of the session that the appointments are made. See AS 39.05.080, Uniform Rule 46 and art. III, secs. 25 and 26, of the Alaska State Constitution.

Upon receipt of the official appointment letter from the Governor, the presiding officer refers the appointment(s) to a committee or committees, concurrently. The Chief Clerk's office will prepare a confirmation committee report packet for each appointee or group of appointees. Refer to Sample XIII (pages 1-4) for a sample report packet. The information will also be emailed so the forms can be updated to reflect the committee hearings on the appointments. The resumes will also be sent to the committee aide electronically to be printed for the committee packets.

The committee aide will prepare committee members' packets with the resumes when a hearing has been scheduled. Remember to follow Uniform Rule 23(a) when scheduling a hearing on Governor's appointments.



*Official Business*

# Alaska State Legislature

House of Representatives

Office of the Chief Clerk

State Capitol  
Juneau, AK 99801-1182  
Phone: (907) 465-3725  
Fax: (907) 465-5334

## MEMORANDUM

TO: Representative Someone, Chair  
Resources Committee

FROM: Crystalline Jones, Chief Clerk

DATE: Today

SUBJECT: Governor's Appointment(s)

The Speaker referred the following Governor's appointment(s) to the Resources Committee:

### **Commissioner - Department of Fish and Game**

Sam N. Mousse  
Appointed: Today      Term Expires: Tomorrow

### **Board of Fisheries**

Dolly Varden  
Appointed: Today      Term Expires: Tomorrow

### **Board of Game**

Cara Bou  
Appointed: Yesterday      Reappointed: Today      Term Expires: Tomorrow

The Commissioner's Confirmation Committee Report, Referral for Confirmation page(s), signature page(s), and resume(s) are attached for your use. The resume(s) and contact information will be sent electronically.

Attachments as noted

# House Committee Report

## CONFIRMATION

Action date: \_\_\_\_\_

The Resources Committee has reviewed the qualifications of the following Governor's appointee and recommends that this name be forwarded to a joint session for consideration:

### Commissioner – Department of Fish and Game

Sam N. Mousse  
Appointed: Today

This does not reflect intent by any of the members to vote for or against this individual during any further sessions for the purposes of confirmation.

<b>Signature:</b>	<b>Printed Last Name</b>
<b>Co-chair</b>	
<b>Co-chair:</b>	

Please return to the Chief Clerk's Office.



Official Business

# Alaska State Legislature

House of Representatives

Office of the Chief Clerk

State Capitol  
Juneau, AK 99801-1182  
Phone: (907) 465-3725  
Fax: (907) 465-5334

## MEMORANDUM

TO: All Committees

FROM: Crystalline Jones, Chief Clerk

DATE: Today

SUBJECT: Confirmation Committee Report (Signature Page) for Governor's Appointments

The Governor's appointments to boards and commissions requiring legislative confirmation that are referred to your committee and the Confirmation committee report (signature page) will be emailed. The board names and appointee(s) names should be cut and pasted to the signature sheet above the signature box before the committee reviews them. After the committee has reviewed the qualifications of the appointee(s), the signature page should be dated and signed. Have members sign the signature page and return the confirmation packet to the Chief Clerk's office.

Please use a single signature page for multiple appointees if the names of all members signing the report are the same for each attached referral. This allows members to sign once for multiple appointments.

All the necessary paperwork and resumes will be emailed to you. Attached are several signature pages for your use. If you need assistance, please call the Chief Clerk's Office at 465-3725.

***Note: A separate report, including the signatures, will still be used for department commissioners.***

Attachments



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# Fiscal Notes

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- Fiscal Note System  
Legislative Finance (LFD)
- Fiscal Notes on Committee  
Reports

---

Legislative Finance - 465-3795  
Chief Clerk's Office - 465-3725

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## Fiscal Note System and Process Instructions

**Before you begin, please call Amy DeFreest with the Legislative Finance Division @ 465-3635 to obtain your committee's Fiscal Note System login and password.**

Fiscal notes are typically prepared by a state agency to show the estimated cost of legislation to that agency. The Office of Management and Budget (OMB) facilitates the fiscal notes between the departments and the Legislature. Fiscal notes are required before a bill or resolution is reported out of the first committee of referral. This includes positive, negative, indeterminate, or zero fiscal impact. See AS 24.08.035. Appropriation bills do not require fiscal notes.

It is important to remember that fiscal notes are not appropriations on their own; they are only estimates of fiscal impact. Even if a bill with a fiscal note attached is adopted, there is no appropriation for the bill unless amounts are included in the New Legislation section of the operating budget.

All legislation reported out of committee must have at least one fiscal note attached. Fiscal notes for legislation scheduled for a hearing will be posted on the Legislative Finance Division's Fiscal Note System (directions on using the Fiscal Note System are on the next page) within three (3) days of the request by the affected agencies. If you do not see a fiscal note in the Fiscal Note System by the third day, you can contact the OMB fiscal note liaison ([laura.timko@alaska.gov](mailto:laura.timko@alaska.gov)) or Legislative Finance Division at 465-3795.

Fiscal notes will be available through the Legislative Finance Division (LFD) web site and instructions can be found at [https://www.legfin.akleg.gov/Forms/OMB-FY25\\_Fiscal\\_Note\\_Instructions.pdf](https://www.legfin.akleg.gov/Forms/OMB-FY25_Fiscal_Note_Instructions.pdf)

When you are ready to print fiscal notes for your committee hearing, **please print them off the LFD website the day of the hearing to ensure they are the most current** (the system posts in real time whenever the Governor's Legislative Office uploads notes into the system). **Please also download the latest fiscal note and upload it into the "Document" section of BASIS for retention purposes.**

- To access the fiscal note system, go to the Legislative Finance website.

The screenshot shows the website header with the text "For the State of Alaska" and a navigation menu containing: Home, Operating, Capital, Supplemental, Fiscal Notes, LB&A, Publications, and Analysis Tools. An arrow points to the "Fiscal Notes" link. The main content area is divided into several sections:

- Welcome!**: Learn about Alaska's Legislative Finance Division, the Budget Process and locate an Analyst.
- Budget Reports**: FY23 Budget Reports are available - Operating, Capital, and Supplemental Reports
- Additional Information**: All other information, including Books, Informational Papers, Summaries and other Publications, are available on the Publications page.
- Covid Response Funding**:
  - SLA 2020 Appropriations
  - SLA 2021 Appropriations
  - Updated 1/10/2022: Coronavirus State and Local Fiscal Recovery Fund
  - Agency Summary of Covid Funding
  - FY21 Covid Supplemental Transaction Detail
  - FY22 Covid Transaction Detail
- For Additional Information:** OMB's Covid Information
- Recently Posted**:
  - 02.17.2022 Governor's Amended Operating Budget Reports
  - 02.17.2022 Governor's Amended Capital Budget Reports
  - 02.17.2022 Governor's Amended Supplemental Budget Reports
  - 02.03.2022 Senate Baseline Operating Budget Reports
  - 01.27.2022 House Baseline Operating Budget Reports
  - 01.27.2022 Legislative Intent Memo
  - 01.14.2022 Overview of Governor's Budget
  - 01.13.2022 Subcommittee Books
  - 01.13.2022 Fiscal Summary
  - 01.10.2022 Governor's Operating Budget Reports

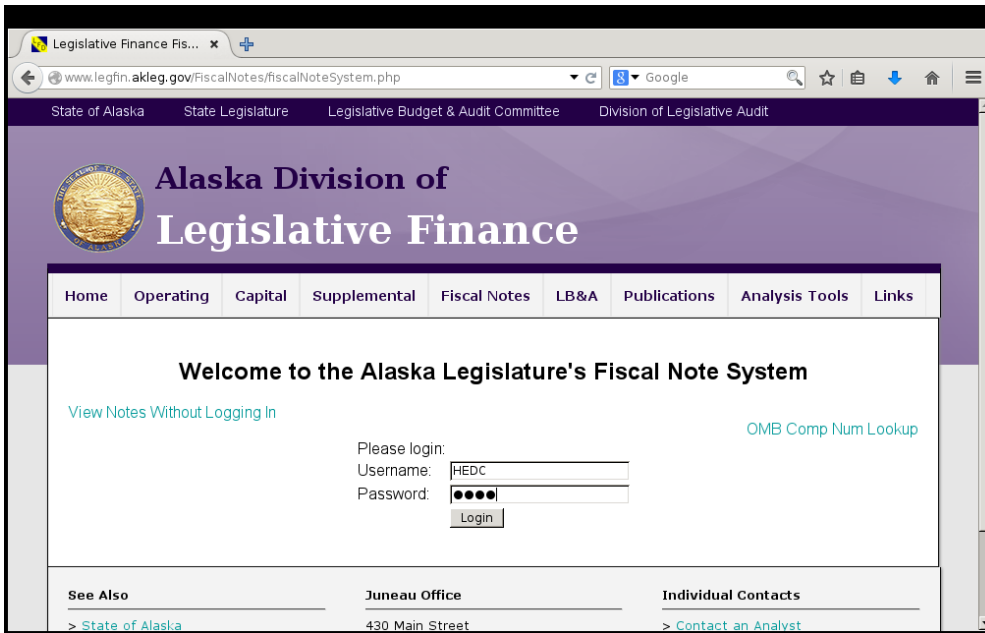
At the bottom, there are three columns of information:

See Also	Juneau Office	Individual Contacts
<a href="#">State of Alaska</a> <a href="#">State Legislature</a> <a href="#">Legislative Budget &amp; Audit Committee</a> <a href="#">Division of Legislative Audit</a>	430 Main Street PO Box 113200 Juneau, AK 99801 Phone: (907)465-3795	<a href="#">Contact an Analyst</a> <a href="#">Email the Webmaster</a> <a href="#">Subscribe to Our Mailing List</a>

- After selecting **Fiscal Note System** from the dropdown, you will be on the public Fiscal Note page. All fiscal notes for all of the bills currently being considered by the legislature are available here.



- Use the **Login** button at the top right corner to access the login page. For your login information, please contact Amy DeFrest at Legislative Finance - 465-3635.



4. Once you are logged in, you will be able to see all the current notes that are connected to the bills in your committee.

5. If the committee adopts a new CS bill, please click the **New Work Order** link and enter in the letter version of that new CS. This will create a new version of the note. Please pass out the fiscal notes that correspond with the CS that the committee passes out. *(Please make sure the New Work Order, also called CS, is the same letter [shown below in red circle] that is on the bill you have given to the Chief Clerk or Senate Secretary.)*

33-LS0360\R

**CS FOR HOUSE BILL NO. 55(EDC)**  
 IN THE LEGISLATURE OF THE STATE OF ALASKA  
 THIRTY-THIRD LEGISLATURE - SECOND SESSION  
 BY THE HOUSE EDUCATION COMMITTEE

## House State Affairs

www.legfin.akleg.gov

What Version Letter?

OK

Cancel

Add Note

### Fiscal Notes:

HB 32 (02-22-2021  
HB 37 (05-19-2021  
HB 39 (04-22-2021  
HB 51 (02-04-2022 12:38)  
HB 66 (04-21-2021 12:35)

II (HSTA - 04-21-2021 12:35) Pass

New Work Order

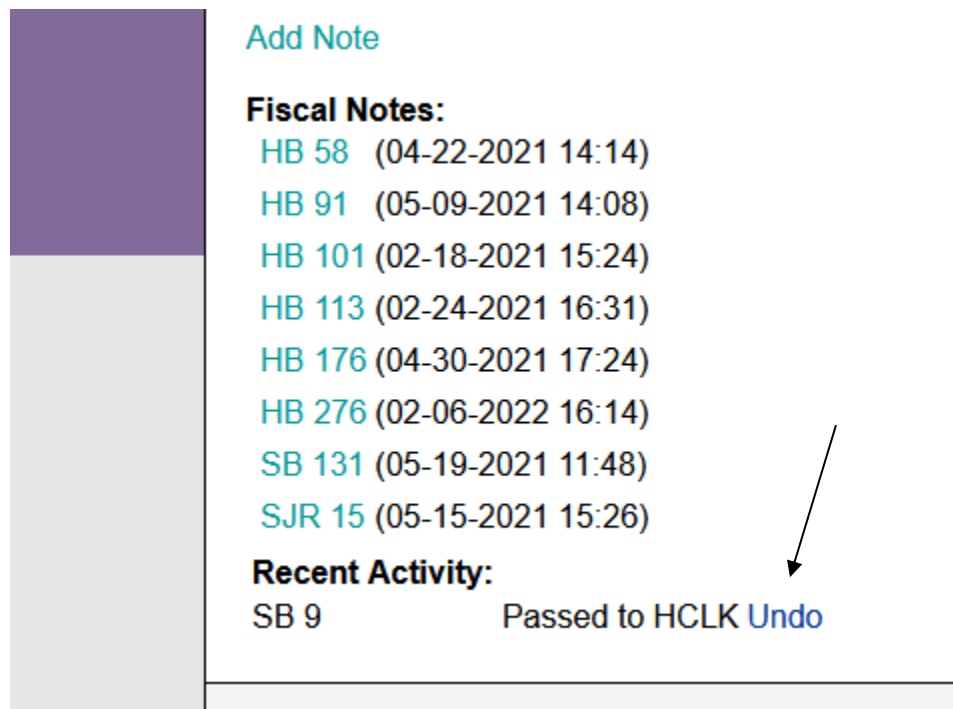
Office of the Governor

If a committee chooses not to pass out a note, check the **Kill Note** box. It will then go to the next committee as a Dead Note, not as a valid note.

- a. If you would like to use a note that is currently dead, click on the **View Dead Notes** link (it does not appear unless there are dead notes) and then hit **Revive**. This note will now join the current valid notes.
- b. If you would like to edit, replace, or add a current note, please call Legislative Finance – 465-3795.
- c. **If the committee passed “Fiscal Notes Forthcoming”, please do not pass the bill/fiscal notes in the system until the new notes have been uploaded. Typically, new notes will be prepared by the agency and uploaded by OMB.**

**When the correct notes are visible**, click the “**Pass**” button to pass the note(s) to the Chief Clerk or Senate Secretary. Once you have passed the note(s) in the system and delivered the hard copy notes (with the bill file) to the Chief Clerk or Senate Secretary you are done.

**If you need to fix the bill version or the fiscal notes after you passed them out, use the “Undo” button to get the bill back to your queue.**



The screenshot shows a sidebar on the left with a purple top section and a grey bottom section. The main content area has a heading "Add Note" in blue. Below it is a section titled "Fiscal Notes:" followed by a list of items: HB 58 (04-22-2021 14:14), HB 91 (05-09-2021 14:08), HB 101 (02-18-2021 15:24), HB 113 (02-24-2021 16:31), HB 176 (04-30-2021 17:24), HB 276 (02-06-2022 16:14), SB 131 (05-19-2021 11:48), and SJR 15 (05-15-2021 15:26). Below this is a section titled "Recent Activity:" with one entry: SB 9 Passed to HCLK Undo. A blue arrow points from the "Undo" text to the right.

In addition to passing your fiscal notes through the LFD fiscal note system, hard copies should be included in the committee report bill file to be delivered to the Chief Clerk's or Senate Secretary's office. Their offices number and publish all fiscal notes adopted by a committee. The adopted notes are available on BASIS in the bill history and are also available on the Legislative Finance System. Notes that have not been adopted by a committee can be found in the Legislative Finance System or in the "Documents" section in BASIS.

A bill sponsored by the Governor through the Rules Committee must have at least one fiscal note attached to the bill when introduced. See AS 24.08.060(b). At the time of introduction, the notes are numbered, published, and available on BASIS. These notes accompany the bill to the first committee of referral and, therefore, do not require a fiscal note from the legislative liaison.

A committee may report out legislation and make no changes or adopt a CS that does not change the fiscal impact. In this case, some or all of the previously published notes may still apply to the bill. If it is a committee of first referral, there will be no previously published fiscal notes, unless the legislation is sponsored by the Governor, who is statutorily required to submit fiscal notes when introducing legislation (see AS 24.08.060(b)). However, fiscal notes prepared to the original bill by the legislative liaisons can still be applied to the adopted CS **if** the changes do not affect the fiscal impact from the original legislation. If the fiscal impact of the bill is changed by the committee substitute, new fiscal notes should be adopted. Any bill or resolution with a positive, negative, or indeterminate fiscal impact must be referred to the Finance Committee. See Uniform Rule 24(d).

A committee may report out a bill or resolution and need to wait for the new fiscal note(s) that were adopted to be prepared in final. A committee report is not complete and eligible for reading across in session until it has fiscal notes adopted by the committee and, when applicable, a final of the CS adopted. If there is a rush on the bill and it needs to be transmitted to the next committee of referral with fiscal notes forthcoming, this should be coordinated with the Senate Secretary's or Chief Clerk's offices.

\*Senate Committee Aides should contact the Senate Secretary's Office (465-3701); House Committee Aides should contact the Chief Clerk's Office (465-3725).

**IMPORTANT**--All legislation carried over from the first session to the second session requires updated fiscal notes to reflect the new fiscal years, which agencies will update prior to the bill hearing. Even if the fiscal impact remains the same, new note(s) must be requested to reflect the current fiscal year. See AS 24.08.035(c)(8). If you notice that this hasn't been done, please contact Legislative Finance Division.

# Fiscal Note

State of Alaska  
2016 Legislative Session

Bill Version:	CSHB 328(HSS)
Fiscal Note Number:	4
(H) Publish Date:	4/1/2016

Identifier: HB328-DHSS-CDPHP-3-18-16  
 Title: REGULATION OF SMOKING  
 Sponsor: TALERICO  
 Requester: House HSS

Department: Department of Health and Social Services  
 Appropriation: Public Health  
 Allocation: Chronic Disease Prevention and Health Promotion  
 OMB Component Number: 2818

**Expenditures/Revenues**

Note: Amounts do not include inflation unless otherwise noted below. (Thousands of Dollars)

	FY2017 Appropriation Requested	Included in Governor's FY2017 Request	Out-Year Cost Estimates					
			FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
<b>OPERATING EXPENDITURES</b>								
Personal Services								
Travel								
Services								
Commodities								
Capital Outlay								
Grants & Benefits								
Miscellaneous								
<b>Total Operating</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

**Fund Source (Operating Only)**

None								
<b>Total</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

**Positions**

Full-time								
Part-time								
Temporary								

<b>Change in Revenues</b>								
---------------------------	--	--	--	--	--	--	--	--

**Estimated SUPPLEMENTAL (FY2016) cost:** 0.0 *(separate supplemental appropriation required)*  
*(discuss reasons and fund source(s) in analysis section)*

**Estimated CAPITAL (FY2017) cost:** 0.0 *(separate capital appropriation required)*  
*(discuss reasons and fund source(s) in analysis section)*

**ASSOCIATED REGULATIONS**

Does the bill direct, or will the bill result in, regulation changes adopted by your agency? Yes  
 If yes, by what date are the regulations to be adopted, amended or repealed? 10/31/17

**Why this fiscal note differs from previous version:**

Not applicable; initial version.

Prepared By:	Jay C. Butler, MD, Chief Medical Officer/Director	Phone:	(907)269-6680
Division:	Public Health	Date:	03/18/2016 03:00 PM
Approved By:	Sana Efid, Asst. Commissioner, Finance and Management Services	Date:	03/18/16
Agency:	Health and Social Services		

## FISCAL NOTE ANALYSIS

STATE OF ALASKA  
2016 LEGISLATIVE SESSION

## Analysis

This is a zero fiscal note. The department believes these efforts could be made with existing resources in combination with ongoing comprehensive tobacco prevention and control efforts across the state.

This bill repeals Article 3 and adds a new Article 4 (Regulation of Smoking in Public), which designates the Commissioner of the Department of Health and Social Services as responsible to implement and enforce a statewide smoking prohibition in enclosed public spaces, public transportation vehicles and facilities, places of employment, government owned or operated places, buildings or residences used to provide paid child care, health care facilities, Alaska Pioneer Homes and Veterans Homes, vehicles that are places of employment, and certain marine vessels. Also included are school grounds or public parks for children, outdoor arena seating, and areas within certain distances from entrances, open windows, and air intake vents of places where smoking is prohibited. DEC is currently responsible for enforcing Article 3.

Currently, enforcement of this nature is not a core function of any of the DHSS divisions. Until regulations are established, it is difficult to know the full extent of the work involved in enforcement. The Division of Behavioral Health's Prevention and Early Intervention Section currently monitors retail tobacco sales to minors required by federal Synar legislation. The Tobacco Enforcement Team, comprised of three staff, works with minors to conduct compliance operations to assure that tobacco retailers are not selling to minors. Under this bill, the Tobacco Enforcement Team would monitor and respond to all complaints and provide ongoing education to businesses. Ideally, the Division of Behavioral Health would consider this as a form of "passive enforcement" which could be performed in addition to the other duties assigned to the Tobacco Investigators. An online complaint form would be created and monitored along with a 1-800 number for complaints via phone. For the first complaint the business would be informed about the law; a second complaint would generate a warning letter. If needed the business would receive an in-person follow up visit with local law enforcement, followed by a citation and fine. Citations could be made by DHSS designated staff or another agency (Sec. 18.35.316). The department does not anticipate many calls or complaints based on the experience of other jurisdictions with similar laws such as the Municipality of Anchorage. Under a complaint-driven enforcement model, the division does not expect to require an additional appropriation.

Under section 18.36.321, the Division of Public Health's Tobacco Prevention and Control Program would be responsible for developing public education materials regarding the requirements within the law and educate business owners, our grantees and the public on the specifics of the law. Current grantees and contractors would refocus their efforts to the implementation related to this statewide smoking prohibition, possibly at the expense of current educational efforts. A website and other public education materials would educate business owners and the public on the specifics of the law. Sample signage and information would be provided to business owners online and distributed prior to the effective dates. Signage for all state owned or operated buildings would be produced and distributed. Sec. 18.35.306(c) requires the department to furnish signs to any person who requests them. If the intent is that the type of sign provided is an electronic downloadable copy of a sample sign, the cost would be minimal regardless of the number of signs requested. However, if the intent is for more durable manufactured or printed signage, then additional resources would be needed.

The bill allows the Commissioner to delegate to other agencies any of the responsibilities to enforce the bill's provisions. The bill requires the Commissioner to adopt regulations for filing, processing, and investigating reports of violations of the smoking prohibition, which may include filing complaints and issuing citations. Regulations adopted by the Commissioner can create a series of notices, warnings and other interventions in order to minimize costs prior to investigations and sanctions.

# Fiscal Note

State of Alaska  
2015 Legislative Session

Bill Version:	CSHB 158(FIN)
Fiscal Note Number:	2
(H) Publish Date:	4/2/2015

Identifier: HB 158 HFIN 4-1-2015  
 Title: REFINED FUEL SURCHARGE; MOTOR FUEL TAX  
 Sponsor: MUNOZ  
 Requester: House Finance

Department: Fund Transfers  
 Appropriation: OpSys DGF Transfers (non-add)  
 Allocation: Oil and Hazardous Substance Release Prevention Account  
 OMB Component Number: 2499

**Expenditures/Revenues**

Note: Amounts do not include inflation unless otherwise noted below. (Thousands of Dollars)

	FY2016	Included in	Out-Year Cost Estimates				
	Appropriation Requested	Governor's FY2016 Request	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
<b>OPERATING EXPENDITURES</b>	<b>FY 2016</b>	<b>FY 2016</b>					
Personal Services							
Travel							
Services							
Commodities							
Capital Outlay							
Grants & Benefits							
Miscellaneous	1,000.0		7,500.0	7,500.0	7,500.0	7,500.0	7,500.0
<b>Total Operating</b>	<b>1,000.0</b>	<b>0.0</b>	<b>7,500.0</b>	<b>7,500.0</b>	<b>7,500.0</b>	<b>7,500.0</b>	<b>7,500.0</b>

**Fund Source (Operating Only)**

1004 Gen Fund	1,000.0		7,500.0	7,500.0	7,500.0	7,500.0	7,500.0
<b>Total</b>	<b>1,000.0</b>	<b>0.0</b>	<b>7,500.0</b>	<b>7,500.0</b>	<b>7,500.0</b>	<b>7,500.0</b>	<b>7,500.0</b>

**Positions**

Full-time							
Part-time							
Temporary							

<b>Change in Revenues</b>	9,500.0		9,700.0	9,900.0	10,100.0	10,300.0	10,500.0
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**Estimated SUPPLEMENTAL (FY2015) cost:** 8,000.0 *(separate supplemental appropriation required)*  
*(discuss reasons and fund source(s) in analysis section)*

**Estimated CAPITAL (FY2016) cost:** 0.0 *(separate capital appropriation required)*  
*(discuss reasons and fund source(s) in analysis section)*

**ASSOCIATED REGULATIONS**

Does the bill direct, or will the bill result in, regulation changes adopted by your agency? **N**  
 If yes, by what date are the regulations to be adopted, amended or repealed?

**Why this fiscal note differs from previous version:**

Initial Version - this Fund Transfer note correlates to the Department of Revenue's fiscal note which includes revenue projections associated with this legislation.

Prepared By: Representative Neuman Phone: (907)465-2679  
House Finance Committee Date: 04/01/2015  
Representative Thompson  
House Finance Committee

**REPORTED OUT OF**  
**HFC 04/03/2015**  
 Control Code: ztsRx

## FISCAL NOTE ANALYSIS

STATE OF ALASKA  
2015 LEGISLATIVE SESSION

## Analysis

This bill addresses a recognized funding shortfall in the Spill Prevention and Response (SPAR) division of the Department of Environmental Conservation. SPAR is funded through the Prevention Account of the Oil and Hazardous Substance Release Prevention and Response Fund (O&H fund). The amount deposited in the prevention account depends on the amount of oil produced--there is a 4 cent per barrel tax on oil produced in Alaska. As oil production has declined, SPAR expenditures have exceeded revenue and reduced the balance of the fund. This long process has depleted the balance of the prevention account.

This bill implements a surcharge on sales of refined fuel and identifies the resultant UGF revenue as available for appropriation to the O&H Fund.

Annual appropriations will be required to deposit UGF into the O&H Fund--the \$7.5 million annual costs shown on this fiscal note are estimates that are subject to annual legislative action.

Because the Constitution generally prevents dedication of revenue, there is no firm link between the amount of revenue generated by the surcharge and the amount the legislature decides to appropriate to the O&H Fund. Revenue in excess of deposits may remain in the general fund, and deposits may exceed the amount of revenue generated.

In short, the numbers in this fiscal note are arbitrary. They were chosen because they quickly rebuild the O&H Fund balance to a level that eliminates potential cash-flow problems caused by delayed recovery of costs from parties responsible for spills.

As legislators deliberate the timing and amount of appropriations to the O&H Fund, they should be aware that the amount of annual appropriation determines the stability of the fund balance (by balancing annual cash flow) and the sum of FY15 and FY16 appropriations determine the level at which the fund balance stabilizes after FY16.

A FY15 supplemental appropriation of at least \$800.0 is required to maintain operations at the current level (and a positive fund balance). A larger deposit--such as the \$8 million shown in this fiscal note--could reduce the FY16 deposit. If FY17 (and later) deposits are sufficient to balance cash flow, the fund balance will stabilize at about \$1.5 million below the sum of the amounts deposited in FY15 and FY16.

The table below shows projected cash flows and fund balances under the assumption that \$8 million and \$1 million are deposited in the O&H Fund in FY15 and FY16, respectively. As noted above, the timing and amount of the deposits are somewhat arbitrary--they could be reversed or reduced if desired.

	FY15	FY16	FY17	FY18	FY19
Beginning Balance	\$6,913.20	\$7,202.40	\$1,314.20	\$6,780.00	\$7,405.80
Crude Oil Revenue plus Cost Recovery	\$7,949.90	\$8,526.00	\$8,380.00	\$8,540.00	\$8,060.00
Aniak Settlement	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00
Deposit from Refined Product Tax	\$8,000.00	\$1,000.00	\$7,500.00	\$7,500.00	\$7,500.00
Total Annual Expenses	\$15,660.70	\$15,414.20	\$15,414.20	\$15,414.20	\$15,414.20
Ending Balance	\$7,202.40	\$1,314.20	\$6,780.00	\$7,405.80	\$7,551.60

# Fiscal Note

State of Alaska  
2015 Legislative Session

Bill Version:	CSHB 100(RES)
Fiscal Note Number:	1
(H) Publish Date:	3/27/2015

Identifier: HB100-DOR-TAX-3-9-15  
 Title: UREA/AMMONIA FACILITY TAX CREDIT  
 Sponsor: CHENAULT  
 Requester: House Resources Committee

Department: Department of Revenue  
 Appropriation: Taxation and Treasury  
 Allocation: Tax Division  
 OMB Component Number: 2476

**Expenditures/Revenues**

Note: Amounts do not include inflation unless otherwise noted below. (Thousands of Dollars)

	FY2016 Appropriation Requested	Included in Governor's FY2016 Request	Out-Year Cost Estimates					
			FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
<b>OPERATING EXPENDITURES</b>								
Personal Services								
Travel								
Services								
Commodities								
Capital Outlay								
Grants & Benefits								
Miscellaneous								
<b>Total Operating</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

**Fund Source (Operating Only)**

None								
<b>Total</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

**Positions**

Full-time								
Part-time								
Temporary								

<b>Change in Revenues</b>				***	***	***	***
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**Estimated SUPPLEMENTAL (FY2015) cost:** 0.0 *(separate supplemental appropriation required)*  
*(discuss reasons and fund source(s) in analysis section)*

**Estimated CAPITAL (FY2016) cost:** 0.0 *(separate capital appropriation required)*  
*(discuss reasons and fund source(s) in analysis section)*

**ASSOCIATED REGULATIONS**

Does the bill direct, or will the bill result in, regulation changes adopted by your agency? No  
 If yes, by what date are the regulations to be adopted, amended or repealed? n/a

**Why this fiscal note differs from previous version:**

Prepared By: Ken Alper, Director  
 Division: Tax  
 Approved By: Jerry Burnett, Deputy Commissioner  
 Agency: Department of Revenue

Phone: (907)465-8221  
 Date: 03/09/2015 03:00 PM  
 Date: 03/09/15

## FISCAL NOTE ANALYSIS

STATE OF ALASKA  
2015 LEGISLATIVE SESSION

## Analysis

The bill adds a section to DOR's corporate income tax statutes, creating a new corporate income tax credit for owners of facilities used in the manufacture and sale of urea and ammonia. This analysis is limited to the tax credit created in this bill and does not consider the broader economic activity that would result from the business development that it may incentivize.

Urea and ammonia are typically manufactured by harvesting nitrogen from the atmosphere. This process is highly energy intensive and in Alaska has historically used large amounts of natural gas as "feedstock." The tax credit envisioned in this bill is limited to the amount of state royalty paid on natural gas that would be delivered to the manufacturing facility. As written, the tax credit could not be used to reduce a taxpayer's liability below zero, and cannot be carried forward to a subsequent tax year.

Although the owner of the facility is not expected to be the gas producer who is responsible to pay the state royalty, it is expected that the owner would be able obtain that information for the purpose of using the credit.

Although available statewide to any facility engaged in the manufacture of urea and ammonia, this legislation is widely understood to be for the purpose of assisting the Agrium fertilizer plant in Nikiski to retool and reopen. The sponsor has provided the Department of Revenue with a recent study by the McDowell group entitled "Potential Impacts of Agrium's Operations on State of Alaska Revenues." This study has been used as a source document for this fiscal note. If passed, it is not expected that there will be any other facilities in Alaska who use this tax credit.

According to the McDowell study, a reopened Agrium plant utilizing a single production train would consume 28 BCF / year of gas with 21 BCF coming from state leases. Assuming a wellhead value of \$5.70 / mcf the total royalty payment to the state would be \$14.96 million / year. This is the maximum annual tax credit liability envisioned by this legislation. Assuming two years to get the plant ready for reopening, we assume no revenue impact prior to FY18. Unlike other tax credit programs, there would be no tax benefit for the facility owner during the time they are under construction. The tax benefit would not begin accruing until they began actually purchasing gas for the purpose of manufacturing.

Assuming a corporate income tax rate of 9.4%, it would require taxable profits of \$159 million per year to generate a tax liability equal to the maximum credit available under this bill. A recent article in the Peninsula Clarion estimated a corporate income tax liability for Agrium at \$3 to \$4 million per year. Since the actual anticipated profits are unknown, this fiscal note is an indeterminate revenue impact beginning in FY18, with an actual amount of foregone revenue between zero and \$14.96 million per year, and with a likely figure in the \$3 to \$4 million range. If the plant did not reopen and begin actually purchasing gas, the state's obligation would be zero.

This tax credit sunsets after calendar year 2026.

**Expenditures:**

The department can implement the provisions of this bill with existing resources.

**Regulations:**

The department does not anticipate that it will need to adopt additional regulations to implement this bill.

### **Statements of Zero Fiscal Impact**

AS 24.08.035 states *“before a bill or resolution, except an appropriation bill, is reported from the committee of first referral, there shall be attached to the bill a fiscal note containing an estimate of the amount of the appropriation increase or decrease that would result from enactment of the bill for the current fiscal year and five succeeding fiscal years or, **if the bill has no fiscal impact, a statement to that effect shall be attached.** The fiscal note or statement shall be prepared in conformity with the requirements of this section by the.....”*. If so, what is the best way for OMB, the Governor’s Office, and the legislature to process a “statement of no impact”?

Legislative Finance has been working with the executive branch, as well as the Chief Clerk and Senate Secretary Offices to develop a more efficient way to:

1. minimize zero fiscal notes that do not require analysis;
2. reduce time and resources required to process unnecessary zero fiscal notes
3. reduce congestion of zero fiscal notes on BASIS
4. reduce paper waste by combining multiple departments zero notes
5. increase transparency by consolidating department’s zero fiscal notes

### **Solution: Statement of Zero Fiscal Impact**

(See Sample attached)

**Sample: Statement of Zero Fiscal Impact:**

## Statement of Zero Fiscal Impact

State of Alaska  
2018 Legislative Session

Bill Version:	CSSB 15(FIN)
Fiscal Note Number:	6
(S) Publish Date:	2/28/2018

Bill: SB 15  
Title: E-CIGS: SALE TO AND POSSESSION BY MINOR  
Sponsor: STEVENS

**The following agencies request no funding for this legislation for FY2019 through FY2024; they anticipate absorbing any increases in workload (using existing staff and resources) without fiscal impact. This includes capital and supplemental appropriations. Additionally, no impact to state revenue is projected and the bill will not result in regulation changes.**

**Department of Health and Social Services**

Behavioral Health

Alcohol Safety Action Program (ASAP) (OMB Comp Num 305)

Approved by: Shawnda O'Brien, Acting Asst. Commissioner - 01/24/17  
Health and Social Services

**Department of Law**

Criminal Division

Criminal Justice Litigation (OMB Comp Num 2202)

Approved by: Jahna Lindemuth, Attorney General - 02/10/17  
Department of Law

**Department of Public Safety**

Alaska State Troopers

Alaska State Trooper Detachments (OMB Comp Num 2325)

Approved by: Walt Monegan - 02/10/17  
Public Safety

Prepared By: Elizabeth Bolling  
Division: Assistant Legislative Director  
Approved By: Caroline Schultz  
Agency: Policy Analyst, Office of Management and Budget

Phone: (907)465-4021  
Date: 02/08/2018  
Date: 02/08/2018

REPORTED OUT OF  
SFC 02/28/2018

## Committee Aide Fiscal Note Quick Guide

**Before you begin, please call Amy DeFrest with the Legislative Finance Division @ 465-3635 to obtain your committee's Fiscal Note System login and password.**

Fiscal notes (see [AS 24.08.035](#)) are typically prepared by a state agency to show the estimated financial impact of a piece of legislation to that agency. This includes positive, negative, indeterminate, or zero fiscal impact. The Office of Management and Budget (OMB) and agency Legislative Liaisons facilitate the distribution of fiscal notes between the departments and the legislature, and **Committee Aides** are responsible for obtaining and distributing fiscal notes to Committee Members prior to hearing the legislation. **Fiscal notes are required BEFORE a bill or resolution is reported out of the first committee of referral.** After that, a fiscal note will continue to travel with legislation through subsequent committees unless changes to the legislation requires a new version of a note.

### *Step 1: Request a Fiscal Note*

First, you must provide public notice that a bill will be heard by your committee. Agencies review the Daily Schedule released for the upcoming week after it is published on Thursday evening (see [Uniform Rule 23](#)), as the public notice functions as the “request” for a fiscal note. Agencies are required to provide applicable fiscal notes within three calendar days (Sunday evening) of the request by uploading applicable fiscal notes to the [Legislative Finance Division's Fiscal Note System](#).

#### *1.1: It's been three days, and nothing is in the Fiscal Note System for my bill. What should I do?*

Reach out to the Legislative Liaison for the agency or agencies that you expected to be impacted by the legislation. If you are unsure of the appropriate Liaison(s), contact the Legislative Finance Division at 465-3795.

#### *1.2: How do I obtain a fiscal note if there is no Executive or Judicial agency impact?*

There may only be an impact to the Legislature, particularly when resolutions are being considered. You may need to prepare a fiscal note for a resolution or a bill if you are the Committee Aide in the committee of first referral. Please contact the Legislative Finance Division at 465-3795. **Remember: fiscal notes are required BEFORE a bill or resolution is reported out of the first committee of referral.**

### *Step 2: Obtain and Distribute a Fiscal Note to Committee Members*

When you are ready to print fiscal notes for your committee hearing, **print them off from the Fiscal Note System the day of the hearing to ensure they are the most current** (the system posts in real time whenever the Governor's Legislative Office uploads notes into the system). Incorporate the fiscal notes into Committee Members' packets according to your instructions for hearing legislation. **Please also download the latest fiscal note and upload it into the “Document” section on BASIS for retention purposes.**

### *Step 3: Moving Legislation and Fiscal Notes from Committee*

Once a committee has conducted its business with a bill, you must move the bill and any applicable fiscal notes from the committee before it can be read across the floor and sent to the next committee of referral. You will need to log into the Fiscal Note System again in order to pass the applicable fiscal notes out of your committee. Depending on the actions of the committee (no changes were made; a Committee Substitute or Sponsor Substitute was passed; etc.), refer to page 64 for further instructions on how to move the fiscal notes. **Be sure to include single-sided hard copies of the applicable fiscal notes in the committee report bill file that you deliver to the Chief Clerk or Senate Secretary's office.**

## COMMITTEE AIDE QUICK GUIDE FOR OBTAINING AND DISTRIBUTING FISCAL NOTES

**Q:** I'm a Committee Aide. What do I need to do first?



**A:** Gain access to the Committee Aide Dashboard and to the Fiscal Note System!

### Who Do I Call for Access?

House: Chief Clerk's Office, 465-3725

Fiscal Note System: Leg. Finance, 465-3635

**Q:** Ok. Now I must schedule a bill hearing, and I'll need fiscal notes. What's next?



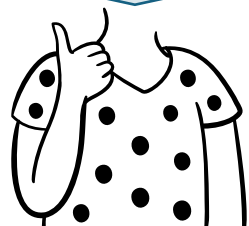
**A:** Provide the committee's schedule for the upcoming week to the appropriate office by 4 PM Thursday. Check the fiscal note system Sunday evening for notes uploaded by the affected agencies and distribute them prior to the hearing. *Check the fiscal note system before your hearing in case of changes!*

**Q:** My bill hearing is coming up, but I don't have fiscal notes, or there is a problem with a note. Who can help?



**A:** Contact the Legislative Liaison for the agency that is impacted by the bill. If you're unsure who that is or they can't help, contact Legislative Finance at 465-3795 for assistance. *If your committee is the first to hear a resolution, call Legislative Finance!*

**Q:** The committee finished their business with the bill. What's next?



**A:** The committee's actions will determine your next steps, so **consult this committee aide guidebook!**

*Questions about the bill file? Contact the House Clerk's Office.*

*Questions about fiscal notes? Contact Legislative Finance.*

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# House Records

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Thomas Stewart Legislative  
Office Building  
Room 200

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Lori Roland, Supervisor  
465-2214

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# ALASKA STATE LEGISLATURE

## HOUSE OF REPRESENTATIVES



### MEMORANDUM

TO: House Committee Staff

FROM: Lori Roland, Supervisor  
House Records

DATE: Thirty-Fourth Alaska State Legislature 2025-2026

SUBJ: Committee Meetings -- Duties of House Records and Committee Staff

Through this memo, I hope to clarify the respective duties of the House Records office and its relationship with committee staff. Please let me know if you have any questions.

There are different types of committee meetings for which House Records does the following:

- Enters all meetings in our committee logs. The committee logs contain information such as the meeting date and time.
- Retains the recordings and finalized minutes until the end of the second session in a given cycle.
- Makes copies of recordings or minutes for anyone who requests them.
- Sends all minutes and audio to BASIS on the Internet.

#### STANDING, SPECIAL, AND JOINT COMMITTEE MEETINGS

**House Records staff record and prepare minutes for standing, special, and joint committee meetings including "work sessions."** (According to Legislative Affairs Legal Services, work sessions are considered regular meetings. However, if the committee chair doesn't intend to have a meeting recorded or transcribed, it could be treated as a subcommittee or task force meeting, for example.)

For regular committee meetings, the House Records committee secretary will do the following:

- Arrive at least 15 minutes prior to the meeting.
- Ensure that coffee, tea (if applicable), and water have been delivered by the House page(s) to the committee room 10 minutes before the meeting (and if not, phone the sergeant at arms).

- Provide a witness register (sign-in sheet) to the committee aide to place on the table outside the committee room for each agenda item scheduled.
- Record the meeting and take log notes.
- Send audio to BASIS, usually within one hour of the end of the meeting.
- Transcribe the minutes in as timely a manner as possible.
- Send draft minutes to BASIS and to committee aide for review.
- Finalize draft and send final minutes to BASIS.

Please note: Secretaries may have more than one committee assigned. Therefore, despite his/her best efforts, there frequently is a time lag between a meeting and completion of the draft minutes. Several factors influence the timing of minutes completion, including whether a secretary is in training or is seasoned; the length and frequency of meetings; and how many special sessions occur, which add to the workload.

**For standing, special, and joint committee meetings, the committee aide should do the following:**

- **Notify the committee secretary of all meetings, changes in schedules, postponements, or cancelations. (Include myself and your committee secretary in your committee's e-mail group.)**
- **Notify the committee secretary if any "bills Previously Heard" are scheduled, so that she/he can pull up the necessary committee file(s) and supply the committee aide with the appropriate witness register(s).**
- **If a meeting is canceled, notify the Chief Clerk and the House Records Committee Secretary. (Please note: The BASIS schedule is based upon information provided by the committee aide. Please be accurate.)**
- **Provide the committee secretary with a complete committee file for each bill, resolution, confirmation, executive order, or overview/presentation. The committee file should be a duplicate of the committee member file, which may include proposed amendments, proposed committee substitutes, and any other additional information, including submitted testimony, letter, business cards, fiscal notes, handouts, or any other information provided to members. Scanning or attaching documents to an e-mail is the preferred way to receive this information. Any information distributed to committee members at the committee meeting should also be given to the committee secretary. All information should be submitted electronically as attachments to an e-mail sent to the committee e-mail group or, for handouts received after a meeting, sent directly to the committee secretary's e-mail.**
- **Hand off witness register sign-in sheets to the LIO moderator just before applicable agenda item is heard so moderator can enter names into electronic witness system.**
- **Proof draft minutes using track changes immediately upon receipt, then return them to House Records as soon as possible. Timeliness is essential.**

Note: The committee aide is responsible for "signing off" on the draft minutes. Although House Records does as thorough a job as possible and makes every effort to be accurate, the House Records staff works under constant pressure. PLEASE PROOF THE MINUTES THOROUGHLY, ESPECIALLY WITH REGARD TO BILL VERSIONS.

## **SUBCOMMITTEE/TASK FORCE MEETINGS**

House Records does **not** record subcommittee or task force meetings or prepare minutes for them. Further, since recorders are no longer in the committee rooms, please contact House Records well in advance for information regarding committee staff recording subcommittee or task force meetings.

The following page contains a list of various types of meetings and who is responsible for what. (Note: Although a secretary is assigned to each committee, someone else may record a meeting or prepare the minutes, depending upon time constraints.)

We all look forward to working with you. Please contact me if you have any questions or concern, 465-2214.

Lori Roland, Supervisor  
House Records  
Alaska State Legislature

## HOUSE COMMITTEE MEETINGS

<u>Meeting</u>	<u>Who records it</u>	<u>Minutes</u>
Standing, special, and joint committee meetings	House Records	Full minutes--prepared by House Records.  <u>Aide proofs draft immediately upon receipt and returns to House Records. House Records finalizes and sends to BASIS.</u>
Canceled meeting	----	*Noted in BASIS by the Chief Clerk's office; House Records merely notes in log.
Work session (related to bills)	House Records	Full minutes (treated as regular meeting).
Subcommittee or Task Force	Aide, if anyone	Cover sheet Contact House Records as soon as scheduled for recording information.

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(LIO)  
Legislative  
Information  
Office And  
Teleconference

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Terry Miller Building  
Room 111

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465 - 4648  
465 - 2864 (FAX)

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## Introduction to LIO Services

The Alaska Legislative Information Offices (LIOs) play a crucial role in fostering communication between legislators and their constituents. With 22 LIOs across Alaska, we provide essential support to help citizens stay informed and engaged with public policy decisions. Here's how we can assist you:

### Live Streaming of Committee Meetings

The LIO assists in providing transparency and accessibility to the legislative process through our live streaming services:

- **Committee Meeting Video:** Our committee rooms are equipped with robotic PTZ cameras, ensuring high-quality live streaming of meetings to the internet and public media.
- **Constituent Participation:** Constituents can listen live and participate in meetings via our teleconference phone system during public testimony periods.
- **Meeting Moderation:** Each committee meeting is facilitated by an LIO Moderator who manages the audio, video, and teleconference streams.

Live video stream links of meetings are available five minutes before the advertised start time by visiting the “Live Now” tab on [akleg.gov](http://akleg.gov) or [vimeo.com/akltv](http://vimeo.com/akltv). Recordings of past meetings are archived and available on BASIS.

### Teleconference Setup

- **Requests:** Committee aides and designated staff can submit an online form via the intranet under the LIO section to request a teleconference. Include detailed information of participants and how they will be joining the committee meeting (in-person, teams, call-in). Please note that only the Juneau LIO can schedule or change teleconferences.
- **Access:** All LIO offices are open during regular business hours to connect participants to meetings in person from their community. This is a great option for constituents who may not have the capability to watch or call-in to committee meetings to provide public testimony.
- **Assistance:** For teleconference call-in phone numbers and any other inquiries, contact the Juneau LIO at 907-465-4648. We provide business cards with call-in numbers for legislative staff.

### Additional Resources

- **Lapel Pins/Seals:** The Juneau LIO can assist legislative offices by providing lapel pins in various designs and legislative seals for official correspondence. Order

forms are located on the LIO section of the intranet.

- **Publications:**

LIO's can provide hard copies of helpful publications such as the Directory of State Officials, The Pocket Directory, copies of the Alaska and US Constitution, and the Citizens Guide to the Constitution, among many others.

We are committed to helping Alaskans stay informed and involved in the legislative process. If you have any questions or need further assistance, don't hesitate to reach out to us. We're here to help!

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# Legislative Reference Library

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Terry Miller Building  
Room 102

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465 - 3808

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# Guide for Archiving Printed Committee Bill Files

As required by Uniform Rule 23(f)(5)(c), at the close of the **second session** of the Legislature, all master committee bill files for both years must be sent to the Legislative Library.

## What are Committee Bill Files?



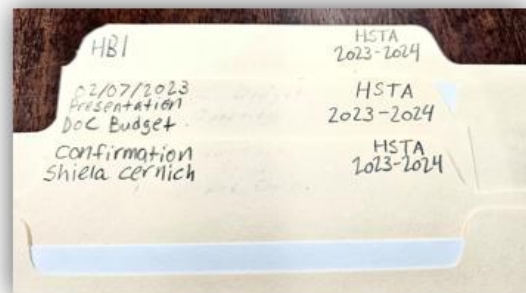
Committee Bill Files are files created for each bill or subject considered by the committee. File contents include *the original or best copy* of:

- Written testimony submitted to the committee
- State agency position papers and memoranda
- Bill drafts considered by the committee
- Letters of intent adopted by the committee
- Other materials of research value

**Make sure copies of ALL materials you posted online as “Documents” for a bill, including those received electronically, are included in the committee bill file.**

## How To Create Committee Bill Files

- Use **brown** AAA Record Center Boxes
- Organize papers in previously unused folders, labeled by hand **with PENCIL**. Write Bill #, presentation, confirmation, etc on left & committee abbreviation and session years on right.
- Only use **YELLOW** highlighter on file contents.



## How To Format Files For Archiving



- **Do not use stickers to label folders.** Stickers will fall off in 2-4 years. Hand-letter in pencil all file labels.
- **Remove duplicates and confidential material.** This includes staff notes that writers may not want to be part of the “public record.” Contact Legal Services for questions regarding confidentiality.
- **Do not staple, paper clip, rubber band, or bind materials.** These papers will be run through a scanner for digitization and metal will impede the process.
- **Remove all sticky tabs and unfold all papers.**
- **Label each box.** Label each box with committee abbreviation and session years. *Use AAA Storage box.*

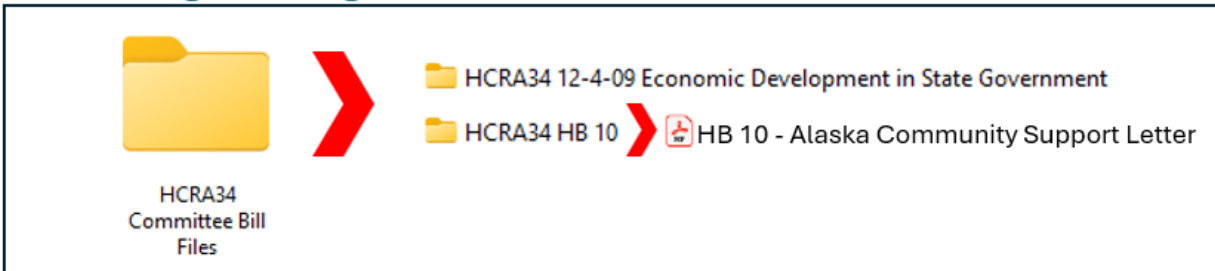
**Boxes of files should be turned over to the Legislative Library as soon as the second regular session finishes.**

**FOR QUESTIONS: LEG LIBRARY TM ROOM 102 | 907-465-3808 | LIBRARYGROUP@AKLEG.GOV**



# Guide for Organizing Digital Committee Bill Files

## How To Organize Digital Files

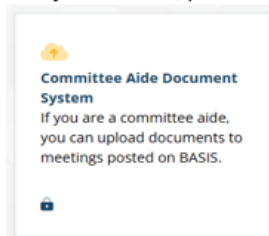


- Organize digital files in a folder with the file name:  
*H or S [House or Senate] + [Committee Abbreviation] + [Legislature Number] – Committee Bill Files*
- Inside the first folder, create separate folders for each presentation, bill, etc.
  - Presentation file names** should follow this format:  
*H or S [House or Senate] + [Committee Abbreviation] + [Legislature Number] [Date] [Presentation Title]*
  - Bill file names** should follow this format:  
*H or S [House or Senate] + [Committee Abbreviation] + [Legislature Number] [HB or SB] [Bill Number]*
  - Document file names** in their respective folders should follow this format:
    - [HB or SB] [Bill Number] – [Document Title]*

## Uploading Documents to BASIS

**Every public document must be saved in your files and uploaded to BASIS!**

- Documents MUST comply with Web Accessibility Guidelines (WCAG) 2.1, Level AA:**
- Add a Title & Author to PDF Properties (*Menu > Document Properties*)
  - The Title should match the heading of your document.
  - The Author should be “34<sup>th</sup> Alaska Legislature” + Committee or Office
- Upload documents to BASIS using the same file name you’ve saved the document with in your files.
- If you need more information on training in creating and maintaining documents that comply with the ADA’s accessibility standards, please contact the legislative librarian.



<https://intranet.akleg.gov/>

*In accordance with Uniform Rule 23(f) and the Legislative Council Records Policy, Section I, Subsection 2, it is the policy of Legislative Council that all public comments and testimony submitted to a committee, including testimony submitted through an electronic portal or electronic mailing address, be included in both the physical and electronic legislative record for each applicable piece of legislation.*  
- [Legislative Council Committee Records Archiving Policy](#)

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# Supply And Help Desk

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Presentation  
Equipment available

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Supply - 465-3853  
HELP Desk - 465-4357

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## Presentation Equipment for Meetings

The Supply room on the ground floor has equipment available on a first-come, first-served basis. The availability of the equipment is limited, so please reserve early. Allow adequate time for instruction and setup. Please contact Supply at [supplygroup@akleg.gov](mailto:supplygroup@akleg.gov) for reservations or questions related to loaner equipment provided by Supply)

Do not leave the equipment unattended and return it to Supply promptly. House pages and Supply staff can assist in the delivery and return of equipment, but the overall responsibility rests with the committee aide.

Supply has the following equipment and supplies:

- dry erase boards, easels, easel pads, and special markers



LAA Integrated Technology Services has provided the following equipment in each of the committee rooms:

- A projector
- A PC w/speakers at each presenter table.
- A presenters remote with integrated laser pointer.
- DO NOT disassemble/rearrange/remove any of the computer equipment.