



GUIDE FOR
SENATE COMMITTEE AIDES



*Office of the Senate Secretary
Capitol, Room 211
(907) 465-3701*



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(Updated January 2026)

QUICK REFERENCE

Office	Phone
Documents	907-465-3737
Distributes bills, resolutions, floor calendars, journals, fiscal notes, committee announcements, status of bills and resolutions, member/staff rosters, copies of <i>Uniform Rules</i>	
Help Desk/Technology Services	907-465-4357
Provides information technology assistance (Help Desk), and supports the committee aide document system	
Legal Services	907-465-2450
Provides bill drafting, legal research, and advice for legislators and staff, as well as contract review, session law production, and statute revision	
Legislative Finance Division	907-465-3795
Analyzes and produces the state's budgets and manages the legislative fiscal note process	
Legislative Information (LIO) - Teleconference	907-465-4648
Schedules teleconferences, receives public opinion messages (POMs), manages AKL.tv, provides legislative material to LIOs; maintains the design and content of the Internet and Intranet pages (including staff photos)	
Legislative Reference Library	907-465-3808
Houses materials related to Alaska law and legislation (e.g. committee files, minutes, and reports), and current federal law and regulations	
Senate Records	907-465-2870
Records and transcribes standing, joint, and special committee meetings (except the Finance Committee)	
Senate Secretary's Office	907-465-3701
Prepares and certifies the daily journal, maintains daily and weekly committee schedules, updates BASIS bill history, transmits bills, resolutions, fiscal notes, and reports to committees of referral, the House, and the Governor	
Sergeant-at-Arms	907-465-4987
Maintains the Senate Chamber, manages floor staff, schedules and prepares committee rooms, assists with special equipment and tape duplication of Senate Floor action, manages van service for legislator transport	
Supply	907-465-3853
Distributes office supplies, assists with mail services and staff requests for special equipment	

INTRODUCTION

Welcome to the Committee Staff of the Alaska State Senate!

Committee aides play a vital role in facilitating committee work, which is integral to the legislative process. This guide outlines the general responsibilities for aides.

In the Senate, standing committees (excluding Finance) are usually staffed by one committee aide. Senate Records provides clerical support and the Legislative Information Office (LIO) provides teleconference assistance.

Committee aides are responsible for managing the committee's work on legislation, notifying members and interested parties of committee activities, developing background materials, completing committee reports and attachments, and maintaining committee materials for archiving and research.

The *Alaska Constitution* and state statutes provide for the adoption of *Uniform Rules* to specify legislative procedure. Many of the processes outlined in this manual were developed to comply with *Uniform Rule* requirements; others are the result of years of experience and have become the preferred course of action.

Occasionally, circumstances arise which do not have a prescribed procedure. If you encounter specific problems, assistance can be acquired by contacting the Senate Rules Committee, Senate Records, or the Senate Secretary's Office.

We hope you find this guide helpful in familiarizing yourself with the legislative process and the role of the committee aide. Comments or suggestions for improvement are always appreciated.



HELPFUL HINTS

There are many resources available to committee aides. Copies of each of the following should be available to members during meetings:

Uniform Rules, Alaska State Legislature
Alaska Constitution
Alaska Statutes governing the Legislature (Title 24)

Each committee room has a set of *Alaska Statute* books which contain:

Alaska Statutes
Federal Acts and Treaties
U.S. and Alaska Constitutions
Executive Orders, Initiatives and *Uniform Rules*

Other reference materials are kept in the Senate Secretary's Office:

Alaska Administrative Code
Alaska Rules of Court
Mason's Manual of Legislative Procedure
Senate and House Bills and Resolutions
Session Laws, Journals and Supplements,
Final Status and Bill Histories from previous legislatures

Additional helpful references:

Handbook for Legislative Employees
Guide for Senate Committee Aides (this publication)
A current Status of Bills and Resolutions, which includes
Sponsor and Subject Summaries and Committees of
Referral

The above guides are also available through the Legislative Information Office. Many resources are available on the Internet – <http://www.akleg.gov>. Committee aides will find the Bill Action and Status Inquiry System (BASIS) particularly useful.

PREPARATION FOR MEETINGS

At the beginning of each legislature a committee schedule is established with meeting times and locations for Standing Committees. Senate Special or Joint Committees must arrange their schedules around, or in conjunction with, this set schedule.

To comply with *Uniform Rule 23*, a written committee schedule **for the upcoming week** (beginning Monday) must be submitted to the Senate Secretary's Office by **4:00 p.m., the preceding Thursday** (see Committee Announcements, page 22). Notifying the Legislative Information Office (LIO) to request teleconferencing does not satisfy the *Uniform Rule 23* notification requirement. Even if you do not plan to have a meeting the following week, it is still necessary to submit an announcement stating "No Meetings Scheduled".

Senate Committee Rooms:

All Senate meeting rooms are located in the Capitol or Thomas Stewart Legislative Office Building (TSBLDG). Call or email the Senate Sergeant-at-Arms (907-465-4987) to reserve a committee room or report any scheduling changes or conflicts. The Senate is given priority over all other users in the use of the Senate committee rooms.

The Sergeant-at-Arms and Pages are responsible for providing coffee, water, pencils, and notepads and for the general appearance of the room. Notify the Sergeant if there are any problems.

Senate committee meeting rooms are as follows:

The Beltz Room (TSBLDG 105) seats five committee members; has a reserved area for support staff and a table for witnesses.

The Fahrenkamp Room (Capitol 203) seats five committee members; has a reserved area for support staff and a table for witnesses.

The Butrovich Room (Capitol 205) seats seven committee members. It also has an area for support staff and a table for witnesses. The Butrovich room adjoins the Fahrenkamp Room; a partition can be opened to accommodate large audiences.

PREPARATION FOR MEETINGS

The Jan Faiks Conference Room (Capitol 431) seats eight committee members and can be reserved for constituent and subcommittee meetings and other general meetings.

The Senate Finance Room (Capitol 532) is designed for nine members and witnesses but can accommodate more if necessary. Arrangements to use this room must be made through the Finance Committee Secretary (907-465-3753).

The Senate Conference Room (TSBLDG 103) can be reserved for constituent and subcommittee meetings and other general meetings. It has a large conference table.

The LIO Conference Room (Terry Miller Office Building) can be reserved by calling the LIO (907-465-4648). The conference table can seat approximately twenty. Additional seating is available for the public.

PREPARATION FOR MEETINGS

Committee Materials (Bill Backup Folders): Committee aides should prepare and distribute folders with all committee backup materials for each committee bill/resolution as follows:

Prepare folders with the following materials:

- a copy of the bill or resolution and any Committee Substitutes
- fiscal note(s)
- sponsor statement
- letter of intent, if any
- sectional analysis, if any
- position papers (state agencies, public organizations, personal)
- amendments or revision descriptions
- proposed amendments
- work drafts (remember to mark clearly)
- written testimony submitted to the committee

Individual folders should be clearly labeled with the committee member's name, bill number, and short title if possible. Folders need to be organized in a consistent manner. Committee chairs may have certain preferences for the folder's organization; but generally, include the core contents listed above.

Distribute folders to the following:

- all committee members
- the committee's Senate Records Secretary
- LIO staff (if teleconferenced)
- Press and/or Gavel to Gavel as requested
- Original Committee Master file - aides should retain a committee master file for archiving. The master file should be in a clean folder with no file label (write the file name in pencil on the tab). For more info, refer to Archiving Records on page 45).

Communications Received on a bill: Ascertain the Chair's preference regarding how to incorporate letters, faxes, emails, or other communications into the record and how to make these materials available to other committee members and the public. Be sure to communicate this information to committee members and staff. Committee materials and backup information should be uploaded to BASIS through the Committee Aide Document System (see page 9).

PREPARATION FOR MEETINGS

Records Secretary: Communicate to the Senate Records Secretary any specific preferences or clarifications the Chair has for the minutes or statements. This is especially important for amendments or other revisions (see section on Senate Records page 40).

If a witness has a written statement in addition to oral testimony a copy should be provided for the record and additional copies distributed to all committee members and the Senate Records Secretary.

Bill Drafting: The Division of Legal Services (907-465-2450) will assign attorneys to draft legislation based on area of expertise, workload, and availability. If you will require legal assistance during a meeting, advance notice is appreciated.

Legislation may go through many draft stages before a final version is approved by the committee. **If released, a draft version should be clearly marked (i.e., **WORK DRAFT**).** When work drafts are provided to members for review, copies should also be made available to the attending public and those teleconferencing in via the committee aide document system.

If a committee substitute (CS) is reported out of committee, the final, original CS along with three copies must be submitted to the Senate Secretary. These should accompany the committee report. The Senate Secretary's Office *cannot* accept draft versions. When a piece of legislation is ready to be finalized notify Legal Services to ask them to prepare the final version. Mistakes happen, so it is a good idea to review the final version of the bill before submitting it.

Signing and delivering the official Bill Folder: At the end of the meeting, committee members sign and make a recommendation on the committee report. Keep the folder intact and **do not remove any previous material.** Before delivering the file to the Senate Secretary's Office check that the report is filled out and the folder contains: all adopted fiscal notes, letters of intent (if any), adopted amendments (if not incorporated into a committee substitute), and the final committee substitute adopted by the committee. The Senate Secretary's Office will review and finalize the committee report with the aide. Committee aides will receive a copy of the final report for their own records. The report will be read across at the next scheduled floor session and

PREPARATION FOR MEETINGS

transmitted to the next committee of referral. See page 10 for more information on Committee Reports.



Information & Teleconferencing: There are Legislative Information Offices (LIOs) throughout Alaska that facilitate communication between Legislators and their constituents. Additionally, LIOs help citizens obtain information about public policy issues confronting the Alaska State Legislature.

Live streaming of committee meetings: Committee rooms are outfitted with cameras which enable live streaming of meetings over the Internet (<http://akl.tv>). **There is a light in each room that indicate when recording is underway.** Audio is muted during any "at-ease," and audio and video will be shut off completely during executive sessions. Live stream broadcasts are monitored by Media Services in the Terry Miller Office Building (907-465-6437). Live-streamed media is also archived for later review. *Note:* Certain special events may be streamed from locations both inside and outside the Capitol.

Teleconference set-up and reminders: Staff can request a meeting be teleconferenced by calling the Juneau LIO or submitting a form via FAX or Intranet. The request should be made by the committee aide (or designated staff member) of the legislator who is sponsoring the conference. **All scheduling and changes to teleconference requests must be made through the Juneau LIO.** Staff from other offices wishing to modify the teleconference request must go through the office that is sponsoring the meeting.

PREPARATION FOR MEETINGS

To request a teleconference, committee aides or designated staff may:

- submit the online form at <https://intranet.akleg.gov/legislative-information-office/teleconference-order-form.php>
(bookmark this page on your browser for easy reference)
- call the Juneau LIO directly (907-465-4648)

Do not request:

- "All" LIO sites when setting up a teleconference. Start with the sites that you know have interest in the topic at hand and allow it to grow from there. By requesting "all sites" you may be preventing those sites that can handle only one teleconference at a time from participating in another teleconference of greater interest to their area.
- Offnet sites in communities where there *is* an LIO **unless that LIO is unavailable**. Offnet sites call in on a regular phone or speaker phone and can cause severe audio quality problems.

As noted in Committee Announcements (page 22), please indicate whether your meeting will be teleconferenced on the announcement schedule you submit to the Senate Secretary's Office.

If you have any questions about the teleconference system, please contact the Juneau LIO at 907-465-4648.

Internet & Intranet Sites are also maintained by the Juneau LIO.

The Legislature's Web Page: This public access site for the Legislature is overseen by the LIO though many elements of the site are maintained by other offices. Constituents can get up-to-date information on legislation, access media links, view schedules, and consult other resources on the site. Please call the Juneau LIO if you have any questions about the site. They can direct you to the appropriate source. <http://www.akleg.gov>

The Legislature's Intranet Page is an internal website maintained by the LIO which provides information and resources for Legislative staff (<http://intranet.akleg.gov>). Contact the Juneau LIO for questions

PREPARATION FOR MEETINGS

regarding this site. NOTE: Inquiries concerning content regarding Senate bills and committees in BASIS should be directed to the Senate Secretary's Office.

Committee Aide Document System: The Committee Aide Document System is a way to make information available to the public on *akleg.gov*. From the Intranet homepage authorized committee staff can upload documents related to their scheduled bills and post this information on the Legislature's public website. After documents have been attached, BASIS users will be able to view the scanned documents by selecting the 'Documents' button on the bill's BASIS page. These linked documents stay with the electronic bill history in BASIS. Additionally, the system allows files to be passed electronically to the next committee of referral.

Information Technology manages the document system. For questions, and to set up an account for your committee, contact Eric Reiter at 907-465-6637.



COMMITTEE REPORTS

Committee Bill Folder Checklist - After the Meeting

- ✓ Have all the members who participated in the meeting signed the committee report, and made a recommendation?
- ✓ If there is a Committee Substitute (CS) or Senate Committee Substitute, did you ask for and receive a final version and three copies from Legal Services?
- ✓ Have you electronically transmitted the fiscal notes to the Senate Secretary in the Legislative Finance Fiscal Note System website?

Reminder: make sure you've entered the correct letter version of a new CS.

COMMITTEE REPORTS

BILL INFORMATION (provided on the report or completed by the Secretary's office)

1. **DATE:** Day referred to the committee.
2. **FURTHER:** All subsequent referrals made by the President. On occasion referrals may be added to, or removed from, the initial referral(s). In this case the Senate Secretary's Office may request the return of the folder and make the changes.
3. **COMMITTEE - BILL/RESOLUTION NUMBER - TITLE:** Identifies the committee that issued the report. Also shows the bill number, short and full title.
4. **DATE TURNED INTO OFFICE:** The date the completed report is received by the Senate Secretary's Office.

COMMITTEE ACTION (to be completed by the Senate Secretary's Office)

5. [] **be replaced with ...:** Fill in the relevant line if the committee reports out a Committee Substitute (CS) for a Senate bill or a Senate Committee Substitute (SCS) for a House bill. Compare the title of the Committee Substitute to the *original* bill title and check the appropriate box.

For Senate bills indicate if the title is the same or new (a separate resolution is not required). Compare title to the *original* bill title, not subsequent versions.

For House bills, if an SCS makes a substantive change to the title of a bill, then a title change resolution (usually a Senate Concurrent Resolution, or SCR) suspending the *Uniform Rules* must be submitted with the committee report (Note: only one title change resolution is needed if there is one or more Senate Committee Substitute that substantively changes the title of a House bill). When you request your final Committee Substitute from Legal, please indicate the title change to ensure that you also receive a Senate Concurrent Resolution (the Secretary's office will assign the SCR number). A technical title change (e.g., adding an

COMMITTEE REPORTS

effective date to a bill, etc.) does not require a concurrent resolution.

The committee report will only contain options for the type of bill the committee is considering.

6. **adopt previous ...:** If the committee recommends a previous Committee's Substitute (CS or SCS) instead of the original bill/resolution, please note accordingly. *If the report does not indicate a new or previous CS or SCS then it will be assumed the committee recommended the original bill version.*
7. **attached amendment(s):** The committee may recommend changes, without reporting a CS or SCS, in amendment form. Legal Services will prepare the amendment for you. Submit it to the Senate Secretary's Office with the report.

NOTE: If the committee recommends no change(s) to the bill as it was received, numbers 5, 6 & 7 on the report can be skipped.

8. **adopt...Letter of Intent:** Fill in the appropriate committee name and attach a copy of the letter to the report. If possible, submit an electronic copy to the Secretary's office for inclusion in the Senate Journal.
9. **further referral...Committee:** Fill in this line if the committee recommends an additional referral other than the referrals noted on the report (e.g. when a bill or resolution receives a fiscal note (other than zero), a Finance Committee referral is required and may need to be added).

Fiscal notes are required by statute, see page 16 for more information:

10. Fiscal Notes are listed by department abbreviation, type of fiscal impact (fiscal, indeterminate or zero) and fiscal note number. The Senate Secretary's Office will assign numbers

COMMITTEE REPORTS

to fiscal notes in the FN # column. Paper copies of new fiscal notes adopted by your committee must be included in the committee bill folder when you turn in the committee report to the Senate Secretary's Office.

- 10a. **NEW FISCAL NOTES:** When the committee adopts a fiscal note that has not been previously adopted and published by another committee, the note is considered NEW. The only time the *first* committee of referral will list *previous* fiscal notes is when the committee considers a Governor's bill.
- 10b. **PREVIOUS FISCAL NOTES:** When the committee adopts a fiscal note which was previously adopted and published by another committee or was introduced with a Governor's bill it is considered a PREVIOUS note. All previously adopted and published notes are available in BASIS in the 'fiscal notes' tab in a bill history. Retain all fiscal notes in the official committee folder even those your committee did not adopt.
11. **DEPT. ABBR.** A list of departmental abbreviations is provided in this table. These abbreviations should be used when listing fiscal notes.
12. **APPROPRIATION:** Check this box for an appropriation bill (appropriation bills do not require fiscal notes).
13. **SIGNATURES AND RECOMMENDATIONS:** All committee members present must sign and make their recommendations in this section. The Chair(s) should sign where indicated. **Committee action must be reported in written form and signed by a majority of the members of the committee** (*Uniform Rule 24*). It is important to begin circulating the committee report to the members for signature as soon as the motion to report the bill out of committee passes.

FISCAL NOTES

A fiscal note is a statement itemizing funding sources and costs of proposed legislation. The following outlines legislative fiscal note guidelines. Committee aides will work with the Governor's Legislative Office and the Legislative Finance Division in requesting and managing fiscal notes for all bills and resolutions in their respective committees.

General Fiscal Note Information

- A bill/resolution's **first committee of referral** is required by statute (AS 24.08.035(a)) to attach a fiscal note(s) to its committee report (Note: appropriation bills do not require fiscal notes).
- A Committee Substitute *that changes* the fiscal impact of a bill requires an updated fiscal note(s) and should be listed in the **New Fiscal Note(s)** box on the committee report.
- A Committee Substitute *that does not change* the fiscal impact of the bill may reference previous fiscal notes even if they are appended to a different bill version. These notes should be listed in the **Previous Fiscal Note(s)** box on the committee report.
- All fiscal notes must be requested from the Governor's Legislative Office (GLO) except for notes affecting the University of Alaska, Court System or Legislative Affairs Agency (contact these agencies directly). Email requests to the Governor's office must include the following:
 - Name of requesting committee
 - Bill number and short title
 - Hearing date for bill
 - Departments affected

Contact the Governor's Legislative Office at 907-465-4021 for more information.

- **Fiscal notes may change throughout the committee process.** Check the Fiscal Note System prior to a bill's hearing to review any changes or updates. Be sure to print

FISCAL NOTES

any updated notes for members when they consider the bill/resolution in committee.

- **Resolutions, including joint resolutions, also require fiscal notes. The Governor's Legislative Office *does not* prepare these (with limited exceptions).** Committee aides can contact Santé Lesh, LAA Executive Director's Office, at 907-465-4824 or Sante.Lesh@akleg.gov. LAA staff can help prepare zero and fiscal impact notes for a resolution. Alternatively, a committee aide can create a zero fiscal note by using the fiscal note template found on the Legislative Finance Division website under the Fiscal Notes tab. Contact Valerie Rose (907-465-5411), for further assistance and instruction.
- **All fiscal notes are managed electronically by the Legislative Finance Division through their website: legfin.akleg.gov**

Upon training completion, committee aides are assigned a login and password by Legislative Finance and will use the fiscal note webpage to pass all fiscal notes that correspond to a bill or committee substitute once the bill is heard in committee. Contact Amy Defreest at 907-465-3635 to get your fiscal note system login and password. Contact Valerie Rose at 907-465-5411 for help in navigating the system.

- **SECOND SESSION FISCAL NOTES** – All bills and resolutions carried over from the first session to the second session require **updated fiscal note(s)** reflecting the new fiscal year. It is the committee aide's responsibility to request updated notes. These notes are considered new fiscal notes and will be given new numbers. See *AS* 24.08.035(c)(8).
- **Fiscal notes are not appropriations.** Even if a bill with a fiscal note is adopted, there is no appropriation for the bill unless it is included in the New Legislation section of the operating budget.
- **Fiscal note guidelines may be changed by the Senate Finance Committee at the start of each session.**

FISCAL NOTES

Sample Fiscal Note Form:

FISCAL NOTE

STATE OF ALASKA
2019 LEGISLATIVE SESSION

Bill Version _____
Fiscal Note Number _____
D'Palmer's Date _____

Identifier (file name) _____ Dept. Affected _____
Title _____ Appropriation _____
Requester _____ Alternative _____
Sponsor _____ OMB Compend Number _____

(Thousands of Dollars)

Expenditures/Revenues

Note: Amounts do not include inflation unless otherwise noted below

	FY2020		Out-Year Cost Estimates				
	Appropriation Requested	Revised	FY2021	FY2022	FY2023	FY2024	FY2025
OPERATING EXPENDITURES							
Personal Services							
Travel							
Services							
Commodities							
Capital Outlay							
Grants, Benefits							
Miscellaneous							
TOTAL OPERATING	0.0	0.0	0.0	0.0	0.0	0.0	0.0
FUND SOURCE	(Thousands of Dollars)						
1002 Federal Receipts							
1003 Off Match							
1004 Off							
1005 Off Prgen (DOF)							
1007 (JA Rptn (DOF))							
1037 Off Mlt (USF)							
	0.0	0.0	0.0	0.0	0.0	0.0	0.0

POSITIONS

	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Full-time						
Part-time						
Temporary						

CHANGE IN REVENUES

	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
1004 (Gen Fund (USF))						
1002 (Fed Rpts (Fnd))						
TOTAL CHANGE IN REVENUES	0.0	0.0	0.0	0.0	0.0	0.0

Estimated SUPPLEMENTAL (FY2019) operating costs _____ (separate supplemental appropriation required)
 Estimated CAPITAL (FY2020) costs _____ (separate capital appropriation required)

Does the bill create or modify a fund or account? _____ (separate capital appropriation required)
 (Supplemental/Capital/Fund- 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? _____
 If yes, by what date are the regulations to be adopted, amended, or repealed? _____ Discuss details in analysis section.

Why this fiscal note differs from previous version/comments (if initial version, please note as such)

Prepared by _____ Phone _____
 Division _____ Date/Time _____
 Approved by _____ Date _____
 Agency _____

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Revised 11/01/18 QMS/ED

FISCAL NOTE ANALYSIS

STATE OF ALASKA
2019 LEGISLATIVE SESSION

BILL NO.

Analysis

Revised 11/01/18 QMS/ED

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FISCAL NOTES

The Legislative Finance Division maintains the Fiscal Note System. The procedure to log in to the system is as follows:

1. To access the fiscal note system, go to the Legislative Finance website <http://legfin.akleg.gov/#>.



2. Using the Fiscal Notes menu item, select Fiscal Note System from the dropdown menu. This will bring up the public Fiscal Note System page. All fiscal notes for bills currently being considered by the legislature are available here. Select the Login button at the top right corner.

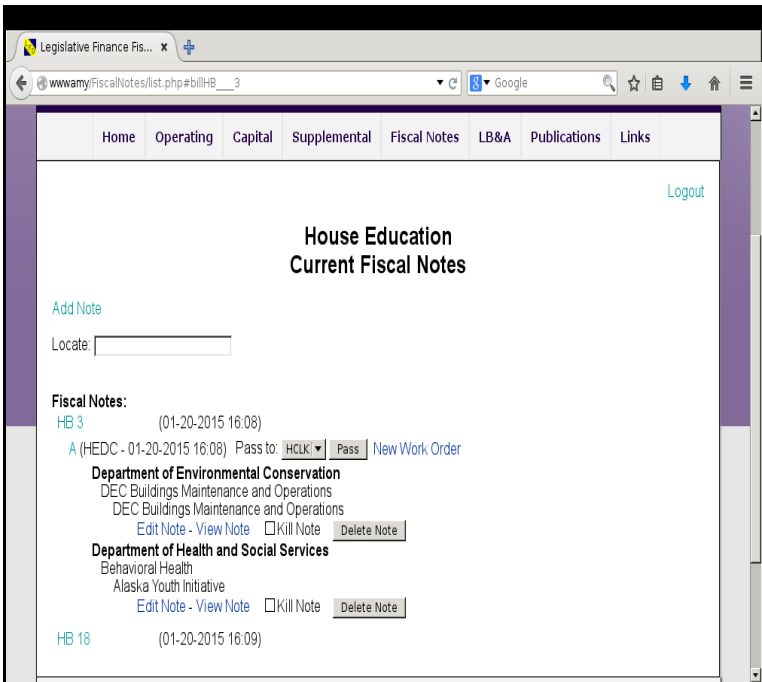


3. Enter your credentials.



FISCAL NOTES

4. Once you log in, you can see the current notes for all bills in your committee. When a bill passes out of committee, use this site to send the PDF of the note to the Senate Secretary. From there it will be posted in BASIS when the committee report is read during the floor session. See info below explaining all functions:



- a. If a committee passes a bill without a new CS click the **Pass** button.
- b. If the committee adopts a new CS, click **New Work Order** and enter the letter version of the new CS. (The letter can be found after the work order number at the top of the page. See example below). Remember to pass the notes that correspond with the CS that the committee passes out.

28-LS0205U

FISCAL NOTES

- b. 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.
- c. If you need to **edit, replace or add** a current note, call Valerie Rose in Legislative Finance at 907-465-5411.
- d. If you would like to use a note that is currently dead, click on the **View Dead Notes link** (the dead notes link will only appear if there are dead notes associated with this bill) from this link hit **Revive**. The note will now join the current valid notes.

When the correct notes are visible, click the **Pass** button to send the notes to the Senate Secretary.

Once you have passed the note(s) in the system and delivered hard copies of the notes with the bill file to the Senate Secretary you are done.

If you have any questions, contact Valerie Rose (907-465-5411) or Amy DeFreest (907-465-3635) in Legislative Finance.

COMMITTEE ANNOUNCEMENTS

Committee Announcement Deadline and Notification: In accordance with *Uniform Rule 23*, all committees must provide written notice of their weekly meeting schedule to the Senate Secretary's Office by **4:00 p.m. Thursday of the week preceding**. This is required for all committees: standing, special or joint. The notice must detail the time, place, and subject matter of each meeting. Submitting your announcement by the Thursday deadline will ensure that a bill being heard the first time satisfies the 5-day notice requirement. Written notice of meetings must be sent to the Senate Secretary's Office during the interim as well.

As a reminder, notifying the LIO of the need for teleconferencing does not constitute notification in compliance with *Uniform Rule 23*.

Announcement Format: Committee schedules must be *in writing* and may include more than one week's schedule. Announcements *must be signed* by the Chair, Co-Chair(s), or an approved staff member.

Include the bill root and short title in your announcement in the following format. **Do not**, as the second example shows, list the current working version and full title:

👍 SB 3 - FUNDING FOR SCHOOL MEALS

👎 CSSB 3(FIN) - "An Act providing for funding for school lunch and breakfast; and providing for an effective date."

Announcement Wording and Abbreviations: The following phrases are used in the published Committee Announcements:

-- **Agenda to be Announced** -- The committee has a meeting scheduled but has not yet announced its agenda.

Bills Previously Heard/Scheduled Used to indicate if other bills in the committee will be heard. This can also be used as a placeholder to create a meeting before an agenda is set. List any bills/resolutions that will be heard if possible.

No Meeting Scheduled Should be used when a regularly scheduled committee will not be meeting.

COMMITTEE ANNOUNCEMENTS

<**Pending Introduction & Referral**> For a bill that has not yet been introduced or referred, but which the committee intends to hear. Line will be deleted from the printed announcements after the referral has been made.

<**Pending Referral**> For a bill that has not yet been referred, but which the committee intends to hear. Line will be deleted from the printed announcements after the referral has been made.

--**Public Testimony**-- Members of the public are invited to give testimony.

<**Teleconference Listen Only**> Members of the public may listen but cannot testify.

--**Testimony<Invitation Only>**-- Participation by invitation only.

Cancellations and postponements occur. Be sure to keep the Senate Records Office and Senate Secretary's Office updated on any changes. **If the committee's agenda or meeting changes you *must submit an updated announcement to the Secretary's Office.*** NOTE: The Secretary's Office does not accept emails for committee announcements during session.

Short phrases are used to explain changes. Please use the following phrases on your committee announcements when *changing* a scheduled meeting. To change or update a meeting:

--**MEETING CANCELED**-- Meeting will not be rescheduled.

--**Agenda Change**-- This highlights a change to a committee's hearing schedule.

--**Continued From mm/dd/yy**-- Agenda continued from a previous meeting

--**Delayed to a Call of the Chair**-- Change from scheduled start time (to an unspecified time)

--**Immediately Following Session**-- Committee will meet after floor session adjourns/or recesses.

--**Location Change**-- Change to scheduled location

--**Meeting Postponed**-- Include date postponed to, if possible

COMMITTEE ANNOUNCEMENTS

--Recessed to a Call of the Chair--

--Recessed to hh:mm am/pm--

--Rescheduled to mm/dd/yy--

--Time Change-- Indicates a change to scheduled time.

--Time To Be Announced-- When a committee sets a date for a meeting but has not scheduled a time. This line will be deleted from the printed announcements after the time is submitted.

Note: A meeting can only be recessed until its next regularly scheduled meeting (see *Mason's Manual* Sec. 642, 2020 edition for more information).

To change a single bill/resolution in an existing agenda:

<Bill Hearing Postponed> To a later meeting

<Bill Hearing Canceled>

<Bill Hearing Rescheduled to mm/dd/yy>

<Above Item Removed from Agenda> Removes a previously scheduled bill

If you **remove a previously scheduled bill** from the agenda, you must provide an explanation using one of the above phrases. It is important to communicate to the Senate Secretary's Office why the bill is being canceled, postponed or removed from the agenda. Even if the reason cannot be noted on the upcoming agenda, it is still necessary to discuss the change with the Secretary's Office.



A bill cannot simply be deleted from the announcements once it has been noticed. It must have an action attached to it in order to remain active in BASIS (and track the five-day notice and publishing requirements).

If you find a problem with the published announcements, please contact the Senate Secretary's Office *immediately*. Mistakes do happen and we will work quickly to correct the schedule and BASIS.

COMMITTEE ANNOUNCEMENTS

Other matters that need to be in the schedule and must meet the publication deadline include meetings for the purpose of reviewing appointees for confirmation, executive orders, oversight or review of specific matters, and work sessions.

COMMITTEE ANNOUNCEMENTS

Submitted announcements: The following is an example of the desired format for committee announcements you submit to the Senate Secretary's Office:

The diagram illustrates the format for committee announcements. A central box contains the following text:

Senate Judiciary Committee
 Senator _____, Chair *CHR*

+ Monday, March 26 1:30 p.m. Beltz Room #105 Stewart Bldg.

SB 168 GEOGRAPHIC COLA FOR JUDGES
 SB 138 THIRD-PARTY CHARGES ON TELEPHONE BILLS
 SB 198 POLICE OFFICER PROTECTIONS/CERTIFICATION
 Bills Previously Heard/Scheduled

Wednesday, March 28 1:30 p.m. Beltz Room #105 Stewart Bldg.

HB 215 PIPELINE PROJECT: JUDICIAL REVIEW/ROW
 +SB 168 GEOGRAPHIC COLA FOR JUDGES
 Bills Previously Heard/Scheduled

+ Friday, March 30 1:30 p.m. Beltz Room #105 Stewart Bldg.

No Meeting Scheduled

Callout boxes provide the following explanations:

- Name of Committee:** Points to "Senate Judiciary Committee".
- List Chair or Co-Chair, and have Chair(s) initial:** Points to "Chair CHR".
- Time and location, plus '+' to indicate teleconferencing for entire meeting:** Points to the first meeting line.
- Bill Root and Short Title:** Points to the list of bills.
- Multiple meetings listed:** Points to the second meeting line.
- Uses preferred language:** Points to "Bills Previously Heard/Scheduled".
- '+' Indicates a teleconference on an individual bill:** Points to the '+' symbol in the meeting lines.
- A regularly scheduled committee must account for all regular meeting times even if there's no meeting that day.** Points to the "No Meeting Scheduled" text.

COMMITTEE ANNOUNCEMENTS

Committee Aide Dashboard

The Committee Aide Dashboard was created to assist committee aides in producing an announcement electronically. This process helps keep the announcement format uniform so there is less room for error. Below are the instructions for the Dashboard.

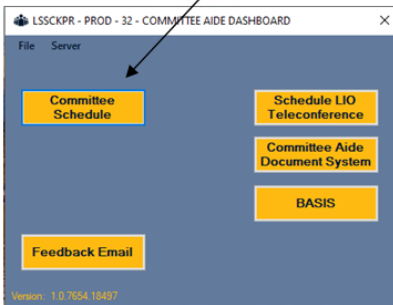
Before you start: Please contact the Senate Secretary's Office (465-3701) if you are a new Committee Aide or have not previously used the Dashboard. The Senate Secretary's Office will notify IT to upload the Dashboard to your desktop.

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

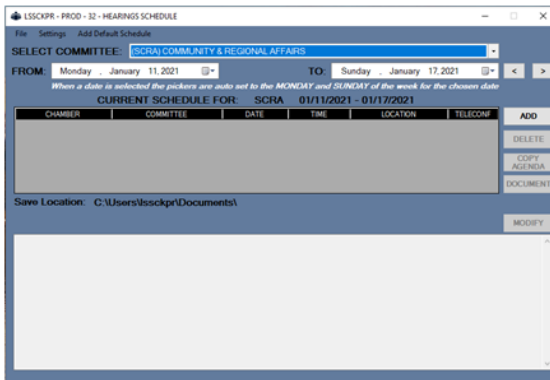
1. To open the Committee Aide Dashboard, double click the image below on your desktop:



2. Select Committee Schedule:

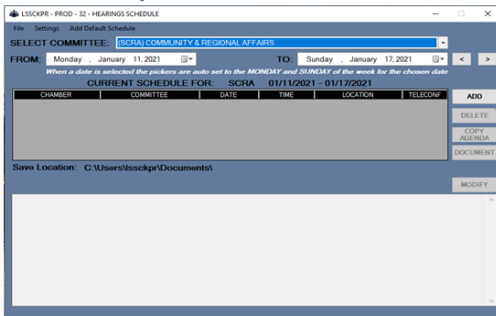


3. After clicking on that, the screen below will be displayed:



COMMITTEE ANNOUNCEMENTS

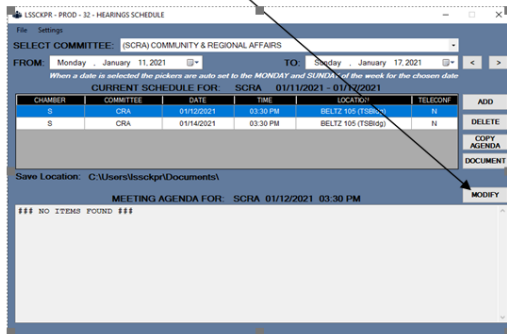
4. Select your committee. Then select the week you wish to create a schedule for. The range will be from Monday to Sunday of the chosen week. A Standing Committee, will be able to populate the default weekly schedule - regular meeting days, time and location - by clicking "Add Default Schedule"



A special, joint or any other committee will use the "Add" button to create a meeting/s

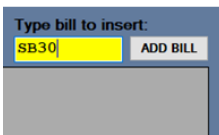
Please Note: Once a meeting has been created, the default schedule will no longer be an option.

5. The default schedule will appear. Click on the meeting you wish to modify. It will highlight blue and then you can click "Modify". You can also double click the meeting and it will open. If an individual meeting was created, the meeting will automatically open to add content.



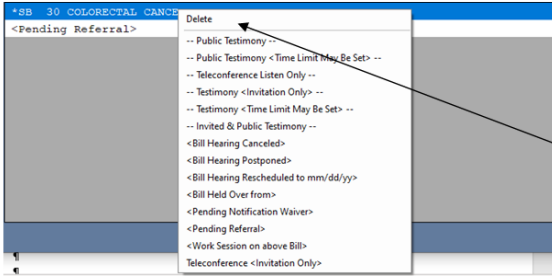
When a meeting is highlighted blue, you also have the option to "Delete" the meeting

6. To schedule a bill: Type in the bill number. The box will turn green when the bill has been referred to your committee and will be yellow when it has not. If yellow, "pending referral" will 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.



COMMITTEE ANNOUNCEMENTS

7. To update a bill, right click on the bill title. It will highlight blue and a drop-down box will appear with common text commands. Select the desired text and it will be inserted under the bill title.



Please Note: This is where you can delete a bill from your schedule if the wrong one was selected

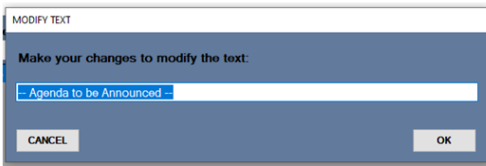
8. The "Select text to insert" is a drop-down with common texts used in Committee Announcements. Click the arrow for options. Click the desired text and it will be added to the schedule.



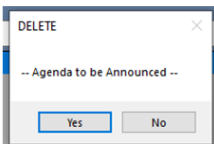
9. If text is not listed in the drop-down, you can type your own text and insert it into the schedule by clicking "Add Text".



10. To modify or delete a line in the schedule, right click the item, you will be given the choice to modify or delete. If you choose to modify, a pop-up box will appear to make changes in.



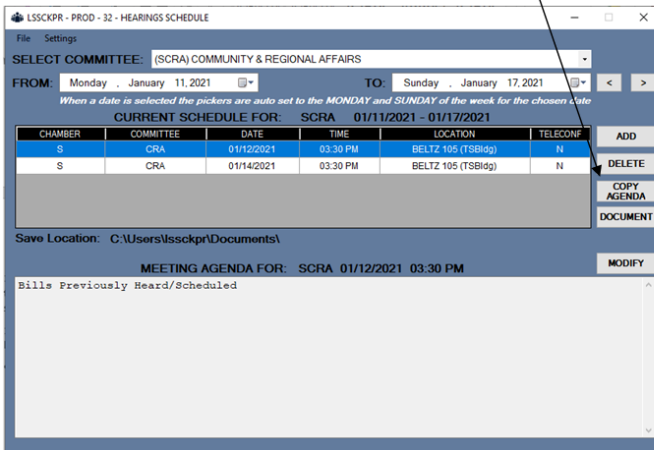
If you choose to delete, a pop-up box will appear asking you to confirm delete.



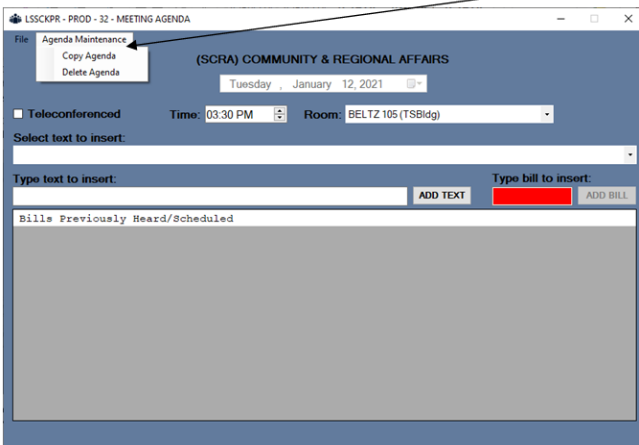
11. Items already scheduled can be rearranged: Select the agenda item you wish to move. Then drag that item and drop it on the item you would like it to fall above. Select UPDATE on the bottom right to save or select REVERT on the bottom left to undo.

COMMITTEE ANNOUNCEMENTS

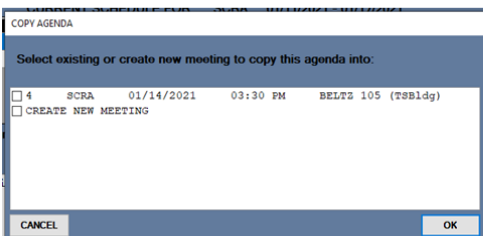
12. To copy an entire meeting's agenda to an existing or new meeting, there are two methods. You can highlight the meeting you would like to copy and select "Copy Agenda".



OR open the meeting you would like to copy and select "Agenda Maintenance" then "Copy Agenda". You can delete the agenda here as well if you ever want to start over.



Either method will have a pop-up box appear asking if you would like to copy the agenda to an existing meeting or create a new meeting.

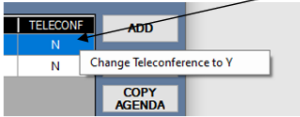


COMMITTEE ANNOUNCEMENTS

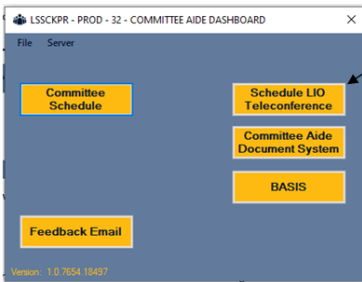
13: Teleconferencing can be done two ways: When in the scheduling window, check the Teleconferenced box on the left-hand side.



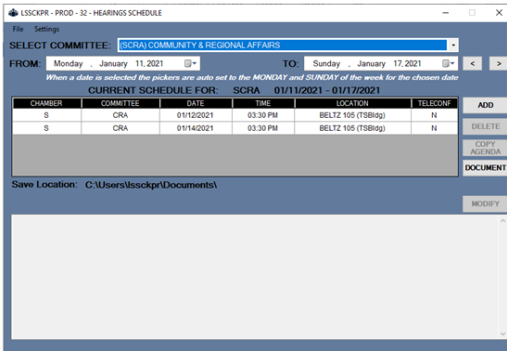
OR you can highlight a meeting, right click in the teleconference box and select "Change Teleconference to Y"



There will be a pop-up reminder after creating the document to schedule with the LIO. You can schedule from the home screen of the Dashboard.



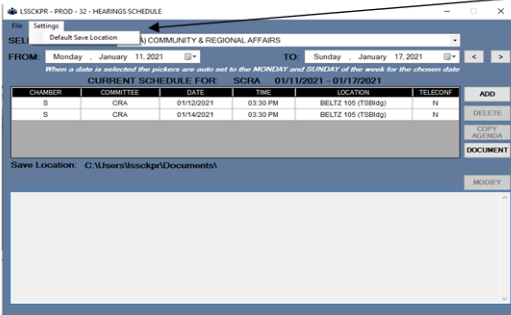
14. Once you are done with your schedule, you are ready to create the document. Click "Document". The document will automatically open. This is where you can copy and paste the agenda to your letterhead if you would like.



Reminder: Final schedule needs the Chair's or Co-Chair's initials before turning into the Senate Secretary's Office.

COMMITTEE ANNOUNCEMENTS

You can update where the document's saving location is by clicking on "Settings"



15. An existing schedule can be opened and modified/updated at any time. A new word document will be created.

16. Please do not forget to close out of the Dashboard after every use.

COMMITTEE ANNOUNCEMENTS

Printed announcements: The weekly committee hearing schedule is printed Thursday evening and is available Friday morning. Additionally, a schedule is published daily and is also available in the Senate Journal. The daily announcements reflect any changes made before 4:00 p.m. the previous day. However, changes will also appear on BASIS as soon as they are entered by the Senate Secretary's Office.

Example of printed announcement as it will appear in both the daily announcements and the Senate Journal:

STANDING COMMITTEES			
		+ indicates teleconference	
		= indicates bill previously heard/scheduled	
COMMUNITY & REGIONAL AFFAIRS			
Apr 12	Thursday	Beltz 105 (tsbldg)	3:30 PM
+ HB 219	FIRE AND EMERGENCY MEDICAL SERVICES		
+	Bills Previously Heard/Scheduled		
Apr 13	Friday	Fahrenkamp 203	8:00 AM
+	Bills Previously Heard/Scheduled		

EDUCATION			
Apr 13	Friday	Beltz 105 (tsbldg)	8:00 AM
	No Meeting Scheduled		

FINANCE			
Apr 12	Thursday	Senate Finance 532	9:00 AM
+ = HB 366	DISASTER PLANNING AND SERVICES		
+ = HCR 23	ALASKA ARCTIC POLICY COMMISSION		
+ HB 115	NAMING WALTER J. HICKEL EXPRESSWAY		
+ HB 360	INTERSTATE MINING COMPACT & COMMISSION		

EXECUTIVE ORDERS

Executive Orders (EOs) are instruments the Governor can use to make changes in the organization of the executive branch or in the assignment of functions among its units (*ASC* Art. III, Sec. 23). The legislature has 60 days of a regular session to disapprove an EO, or a full session if of shorter duration. EOs are disapproved by a House or Senate Special Concurrent Resolution approved by a majority vote of the full legislature in joint session (*Uniform Rule* 49(a)(4)).

General Executive Order Information

- **EOs are time sensitive.** They are submitted to the presiding officer of each house on the day the house organizes (*AS* 24.08.210). The legislature has 60 days in a regular session or a full session if of shorter duration to disapprove an EO.
- **EOs are referred simultaneously in the House and Senate. They can also be referred to more than one committee concurrently.** If an EO receives more than one committee referral, each committee receives a bill file with a copy of the EO, an EO history, and a committee report. Fiscal notes are **not** required for EOs, but they may accompany an EO upon introduction.
- **There is no hearing requirement for EOs, but committee aides should still notice any EO hearings in accordance with Uniform Rule 23.**
- **EOs are disapproved with a House or Senate Special Concurrent Resolution (HSCR or SSCR).** Committees or individual members can introduce an HSCR or SSCR. The presiding officer refers the resolution to a committee. A special concurrent resolution must be heard by a standing committee of each house before being considered by the legislature in joint session.

EXECUTIVE ORDERS

- **The Legislature has 60 days from the time of EO receipt to disapprove an EO.** To disapprove an EO within the 60 days, the legislature must introduce a House or Senate Special Concurrent Resolution (HSCR or SSCR). Special concurrent resolutions must be considered by a standing committee in each house and must be adopted by a majority vote of the full membership of the legislature in joint session. Three separate readings are not necessary for HSCRs and SSCRs. (Uniform Rule 49(a)(4)).
- **If the legislature has not disapproved an EO by the 60th day, the Senate Secretary's Office will retrieve the EO from the committee(s).** Day 60 is noted in the upper right corner of the EO committee report (see sample).
- An HSCR or SSCR is the legislative instrument used to disapprove an executive order, however committees may submit a report notifying the body an EO was heard.

EXECUTIVE ORDERS

SAMPLE EXECUTIVE ORDER REPORT

60th Day: 3/14/24
 Date Referred: 1/16/24
 Referred Concurrently to: Health & Social
 Services, Finance, State Affairs

EXECUTIVE ORDER - REPORT

DATE REFERRED: 1/16/24

DATE TURNED IN TO OFFICE: _____

DATE RECEIVED: 1/15/24

Executive Orders are different than bills. If the Committee wishes to disapprove the Executive Order, they must introduce and consider a special concurrent resolution.

Section 23, Article III of the Alaska Constitution states:

The governor may make changes in the organization of the executive branch or in the assignment of functions among its units which he considers necessary for efficient administration. Where these changes require the force of law, they shall be set forth in executive orders. The legislature shall have sixty days of a regular session, or a full session if of shorter duration, to disapprove these executive orders. Unless disapproved by resolution concurred in by a majority of the members in joint session, these orders become effective at a date thereafter to be designated by the governor.

AS 24.08.210 and Uniform Rule 49(a)(4) specify:

Executive Orders may be disapproved by a special concurrent resolution which must be considered by a standing committee of each house and adopted by a majority vote of the members in joint session.

Judiciary Committee considered Executive Order No. 135 - Eliminating the Alaska Safety Advisory Council

SIGNATURES:	PRINTED LAST NAME
CHAIR:	

This does not reflect an intent by any of the members to vote for or against a special concurrent resolution in joint session.

Updated 10/2024

BOARDS AND COMMISSIONS

Each year, the governor is responsible for appointing members to boards and commissions. Appointments are subject to confirmation by a majority of the members of the legislature in joint session (ASC Art. III, Sec. 26). The governor shall present to the legislature a list of names for consideration within the first 15 days after the legislature convenes in regular session (AS 39.05.080). Appointees on this list include:

(A) persons appointed to a position or membership who have not previously been confirmed by the legislature,

(B) persons to be appointed to fill a position or membership the term of which will expire on or before March 1 during that session of the legislature.

If an appointment is made after the first 15 days after the regular session convenes, the governor shall immediately present to the legislature for confirmation the name of the person appointed.

Appointees are referred to committees for consideration, after which appointees' names can be forwarded to joint session for consideration. Before the end of the session, the legislature shall meet in joint session act on the appointments by confirming or declining to confirm appointees by a majority vote the full membership of the legislature.

General Boards and Commissions Information

- **The presiding officer of each house refers appointees to standing committees for hearing and report.** Committee aides should notice in the announcements when a committee will consider appointees.

BOARDS AND COMMISSIONS

- When appointees are referred to committees, the Senate Secretary's Office will prepare a committee report and deliver it to your office.** Make a copy of the blank committee report for your records. It is not necessary for committees to consider all appointees in the same meeting. After the hearing(s), committee aides bring the signed committee report to the Senate Secretary's Office to be read under reports of standing committees during the next floor session. See sample committee report:

SENATE APPOINTEE COMMITTEE REPORT

Date: _____

In accordance with AS 39.05.080, the State Affairs Committee held a hearing on the following appointee(s). A signature on this report does not reflect an intent by any of the members to vote for or against the confirmation of the individual(s) during any further sessions.

Board of Games
 Jeff White
 Brian O'Sullivan
 Gina Spartz

Signature:	Printed Last Name
Chair:	

Please return to the Senate Secretary's Office (Room 211).

BOARDS AND COMMISSIONS

- **Appointees' resumes are accessible from the Intranet homepage under Miscellaneous Materials.** Legislative staff can use their login credentials from their work computer to access the list of resumes.



- **Standing committees of each house assigned to the same appointee may meet jointly to consider the appointees.** Consult the Senate Secretary's Office, Senate Records, and the LIO for more information on how to organize a joint meeting.

SENATE RECORDS OFFICE

Senate Records Secretary: The Senate Records Office (907-465-2870) provides secretarial support for committee meetings. Each Senate Records secretary is assigned to a specific committee. Please take time to get acquainted with the secretary assigned to your committee. They can assist with committee procedure questions. They are a very valuable resource!

The Records secretary will arrive at the committee room approximately fifteen minutes before the scheduled meeting time to assist the committee aide in preparing for the meeting. **Please inform the Records secretary immediately if a meeting has been canceled, moved, or postponed.**

Witness registers: The Senate Records secretary will prepare witness registers for each bill on the committee calendar. As bills come up on the agenda, the committee aide will give the appropriate register to the Chair to call witnesses to the table to testify. After the meeting, the Records secretary will pick up the witness registers so the information can be included in the minutes.

Committee Materials: The committee aide prepares documents pertaining to each piece of legislation for each committee member; an extra folder should be prepared for the Records secretary. Please include copies of amendments and draft Committee Substitutes to be discussed during the meeting. **Make sure the Senate Records secretary receives a copy of all handouts, written testimony, amendments, etc. distributed during the hearing. This is extremely helpful during the meeting and later when the secretary prepares the minutes.**

Minutes: The Records secretary is responsible for the electronic recording and logging of each committee meeting. Minutes are a written record of the meeting. They are not verbatim, rather they are a *summary* of the discussion that took place on a bill, resolution, issue or confirmation and follow a standardized format. After the minutes are transcribed, they are sent to the committee aide in draft form. **The aide should return the draft with changes clearly marked as soon as possible so the minutes can be finalized and entered on BASIS. Please be sure to check for correct bill versions.**

SENATE RECORDS OFFICE

Note: Senate Records does not transcribe minutes for subcommittee meetings.

Log notes for committee meetings (attached to a digital recording) will be produced during the meeting. The recording will be on BASIS immediately after the meeting. The log notes will be available after editing. If you want to replay a specific portion, the records secretary can guide you through the process.

At the end of the second legislative session, the Senate Records secretary will have the minutes printed in final form and sent to the Legislative Reference Library for permanent filing.

The Senate Records Office is in Room 100 of the Thomas Stewart Office Building (907-465-2870).

PRESENTATION EQUIPMENT FOR MEETINGS

Supply Office (Capitol Building ground floor) has equipment and supplies for legislative meetings secured on a first-come, first-served basis. The availability of equipment is limited, so please reserve early. Allow adequate time for instruction and set-up. For assistance contact Supply at 907-465-3853.

Supply provides the following:

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

Please do not leave equipment unattended; return it to Supply promptly. Senate Pages and Supply staff can assist with delivery and return of equipment, but the overall responsibility rests with the committee aide.

Technology Services (IT) maintains the computer and presentation equipment in each committee room. This includes the following:

- a projector
- a PC with speakers at the presenter table
- a remote for presenters with an integrated laser pointer

Please do not disassemble/rearrange/remove any of the computer equipment provided in the committee rooms. Contact IT at 907-465-4357 for assistance.

Media Services maintains the in-room microphones and cameras in the committee rooms. If there are concerns about this equipment, please call 907-465-6437.

TIPS FOR READING THE JOURNAL

The journal is the constitutionally required record of legislative proceedings (ASC Art. II, Sec. 12). The House and Senate each publish a journal every day during session. Print copies are available from Documents or online at *akleg.gov*.

As a matter of practice, legislative staff should review the Senate Journal daily, especially committee aides! The House and Senate journals are the official record of floor proceedings including: roll call votes, major motions, communications from the governor, communications from the other body, amendments, detailed committee reports, co and cross sponsorship of bills, and excusals (Uniform Rule 9).

Committee aides can use the journal to track bill referrals, committee reports, boards and commissions appointee referrals, committee announcements, and communications from the other body (e.g., joint session invitations).

Copies of the journal are available in PDF form for each legislative day. It is also possible to display an entire legislature's journals in a searchable format online at *akleg.gov*.

TIPS FOR READING THE JOURNAL

To display a legislature’s entire journal online, follow the steps below:

1. On *akleg.gov*, click “JOURNALS” under the “BILLS & LAWS” tab
2. Select the desired legislature from the drop-down menu. (Note: As of 2024, journals from the 28th Legislature and later are available).

Home > [28th Legislature\(2013 - 2014\)](#) ▼ > [Journal](#) > [Find](#)

3. Select Senate Journal or House Journal. Be sure to leave the date range blank.
4. Enter Journal Page Range from **1** to **9999**.
5. Click “Display Journal Text” at the bottom of the page. Use Ctrl+F to search.

Type of Journal to find:

- House Journals
- Senate Journals
- Both House and Senate Journals
- Journal Supplements
- Journal Special Indexes

Journal Date Range: from to

OR

Journal Page Range: from to

To limit journal summary or text to discussions of a specific Bill/Resolution, enter the Bill Root here : (Optional)

ARCHIVING FILES

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?



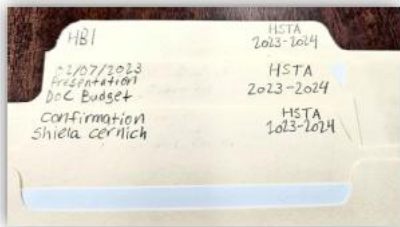
Committee Bill Files are files created for each bill or subject considered by the committee. File contents include *the original or best copy* of:

- 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

ARCHIVING FILES

Guide for Organizing Digital Committee Bill Files



How To Organize Digital Files



HCRA34
Committee Bill
Files



HCRA34 12-4-09 Economic Development in State Government

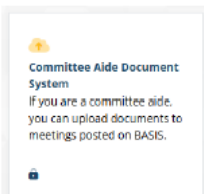
HCRA34 HB 10   HB 10 - Alaska Community Support Letter

- 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 “34th Alaska Legislature” + Committee or Office
- Upload documents to BASIS using the same file name you’ve saved the document with in your files.



<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](#)

FREQUENTLY ASKED QUESTIONS

Announcements

The committee chair wants to add a bill that was referred to our committee yesterday to tomorrow's meeting. It is past the Thursday deadline for committee announcements, so what are the options?

Committee aides can submit an updated hard copy schedule with the notation <PENDING UR 23 WAIVER> under new agenda items. During the floor session, the committee chair will rise under Committee announcements to move and ask unanimous consent to waive Uniform Rule 23 for a certain meeting to hear a certain subject. Consult “What to Say and When to Say It” for more information.

Can I email any changes to a committee schedule? Can I email notice of meeting cancellation?

The Senate Secretary’s Office accepts hard copy changes to committee meeting announcements, including cancellations. Meetings can be cancelled at any time. Notice of the cancellation shall be given in the same manner as provided initially (Uniform Rule 23(c)).

Alternatively, if the floor session is underway, committee chairs can rise during “Announcements” in the Daily Order of Business to cancel a specific meeting. Once the cancellation is announced on the floor, the Senate Secretary’s Office will update BASIS.

Do I have to list the names of the people appointed for a certain board or commission in the committee announcement schedule?

No. Listing “Consideration of Governor’s Appointees” on the Announcements alone meets the requirements of Uniform Rule 23.

Who prepares the committee room?

Committee room preparation is the responsibility of the Senate Pages. If the room has not been prepared with name plaques, note pads, small scratch pads, pencils and pens, a gavel at the chair's seat, coffee, water, sugar, and cream as well as chairs arranged for observers and witnesses, call the Sergeant at Arms (907-465-4987).

FREQUENTLY ASKED QUESTIONS

How many members of the committee need to be present to report a bill out of committee?

A majority of the members of the committee must be present to move a bill out of committee (whether by vote or unanimous consent).

Uniform Rule 24(a) states: "...*A committee acts on all bills referred to it and reports its actions and recommendations to the house as soon as practicable. Committee reports must be in writing and the report must be signed by a majority of the members of the committee. The report will note the recommendation of each member signing the report...*"

Bills

How do I know when a bill is being referred to my committee?

Bills and resolutions are referred to committees during the Senate floor session. Once the Senate President refers the bill or resolution, the referral is also made public on BASIS. Referrals are also included in the Senate Journal under "Introduction and Reference of Senate/House Bills" or under "Standing Committee Reports."

What are notice requirements for scheduling bills?

Uniform Rule 23 outlines **two** requirements:

1. If this is the first committee to which the bill has been referred **you must give written notice of the meeting five days in advance** of the date that your committee intends to hear the bill. Remember that this five-day notice applies only to the first committee of referral.
2. Written notice of time, place and subject matter of ALL meetings of standing, special and joint committees during a week must be provided to the Senate Secretary by **4:00 p.m., on the preceding Thursday**. (See Uniform Rule 23 or see Senate Secretary for more information)

FREQUENTLY ASKED QUESTIONS

What about amendments and committee substitutes?

Bills may be amended during the hearing. Committee aides are responsible for ensuring that any amendments approved by the committee are sent to Legislative Legal for drafting. Sometimes bills are forwarded with separate amendments, but most often the committee incorporates amendments in a committee substitute.

As soon as possible after the hearing is over (Legislative Legal stays late during session), mark up the original bill with amendments, or create a memo with the changes and deliver to Legal Services with a request for the committee substitute (CS). You must review the draft committee substitute before Legal will issue a final committee substitute. After reviewing the draft, call Legal and authorize the final committee substitute. The final will be delivered to you and you will submit it to the Senate Secretary's Office along with the signed committee report and fiscal notes in the bill folder. The Senate Secretary's Office accepts only final versions of committee substitutes, not work drafts.

If the bill with amendments is to be further considered by the committee in an additional hearing, ask for a draft committee substitute from Legal. Ask for the final CS only when the bill is passed out of committee.

I have a work draft version of a committee substitute, and the final version is on the way from Legislative Legal? Can I leave the draft version and the bill folder in the Senate Secretary's Office?

No. The Senate Secretary's Office can only accept the final original version plus three copies of the committee substitute. Committee aides must request the final version of the committee substitute from Legislative Legal. The final version can be delivered to the committee aide for final review before submitting it to the Senate Secretary's Office. Committee aides can also request Legislative Legal to deliver the final committee substitute directly to the Senate Secretary's Office.

FREQUENTLY ASKED QUESTIONS

What is a title change resolution and when should I request one?

A title change resolution is a Senate Concurrent Resolution (SCR) that must be introduced if a Senate committee drafts a Senate Committee Substitute (SCS) for a House Bill which changes the bill's title.

Under Uniform Rule 24: *"A committee of the second house may not report a committee substitute for a bill or an amendment to a bill that requires a change in the title of the bill, other than a clerical or technical change, as the title was enacted in the house of origin."*
*This rule is suspended when the SCS has a different title than the original house bill.

Legal Services drafts title change resolutions and they are delivered to the committee aide along with the final draft of the new SCS. The title change SCR is usually brought up and voted on immediately after the bill is passed on the floor.

If the House amends a Senate Bill and changes the bill's title, the bill would be accompanied by a House Concurrent Resolution.

Fiscal Notes

Who is responsible for fiscal notes?

Before a non-appropriation bill or resolution is reported from the first committee of referral, the committee aide must attach a fiscal note from any department that would be fiscally impacted. The fiscal note contains an estimate of the increase or decrease that would result from enactment of the bill for the current fiscal year and five succeeding fiscal years. If there is no fiscal impact, **a zero fiscal note shall be attached.**

REMINDER: *It is the committee aide's responsibility to request fiscal notes once bills are scheduled for a hearing, whether it's the first or fourth committee of referral.*

The fiscal note or statement shall be delivered to the committee requesting it within three days of the request (AS 24.08.035). Governor's bills are submitted with fiscal notes attached.

FREQUENTLY ASKED QUESTIONS

How do I get a committee fiscal note for a resolution?

Fiscal notes created for resolutions (most often simple and concurrent resolutions) can either be drafted by the Senate Committee Aide or by the Legislative Affairs Agency. The Secretary's office can help you decide when it is appropriate to request a fiscal note for a resolution through the Executive Director's Office in the Legislative Affairs Agency.

My committee is hearing a bill that was introduced and has fiscal notes from the first session. Since it's now the second session, do I need updated fiscal notes to reflect the current year?

Yes. Bills that carry forward from the first to the second session need new fiscal notes.

AS 24.08.035(a) states that fiscal notes must describe "the appropriation increase or decrease that would result from enactment of the bill for the **current fiscal year** and five succeeding fiscal years..."

STATUTORY MEETING GUIDELINES

AS 24.60.037. Open meetings guidelines.

(a) A meeting of a legislative body is open to the public in accordance with the open meetings guidelines established in this section. A legislator may not participate in a meeting held in violation of these open meetings guidelines.

(b) For purposes of the legislative open meetings guidelines, a meeting occurs when a majority of the members of a legislative body is present and action, including voting, is taken or could be taken, or if a primary purpose of the meeting is the discussion of legislation or state policy. The Uniform Rules of the Alaska State Legislature control the procedure for conducting open and executive sessions of a legislative body.

(c) Legislators may meet in a closed caucus or in a private, informal meeting to discuss and deliberate on political strategy. Those meetings are exempt from the legislative open meetings guidelines. For purposes of this subsection, "political strategy" includes organization of the houses, assignment of committee membership, scheduling of bills, vehicles for adoptions, house-senate relations, other procedural matters, caucus operations, meetings between majority and minority caucus leaders, meetings between majority and minority caucus leaders of both houses, meetings with the governor, deliberations with regard to political strategy, and discussions of issues in the context of political strategy.

(d) *Repealed, Sec. 74 ch 47 SLA 2007*.

(e) In cases where there are conflicts between these guidelines and the uniform rules adopted by the Alaska State Legislature, the uniform rules prevail.

(f) The legislative open meetings guidelines are the guidelines that shall be used by the committee when considering complaints filed regarding open meetings.

(g) In the legislative open meetings guidelines,

(1) "caucus" means a group of legislators who share a political philosophy, or have a common goal, and who organize as a group;

(2) "legislative body"

STATUTORY MEETING GUIDELINES

(A) includes

(i) the senate;

(ii) the house of representatives;

(iii) the senate and the house of representatives meeting in joint session;

(iv) a committee of the legislature, other than the Committee on Committees, but including a standing committee, special committee, joint committee, conference or free conference committee, committee of the whole, and permanent interim committee;

(v) a legislative commission, task force, or other group established by statute or resolution; or

(vi) a caucus of members of one or more of the bodies set out in (i) - (v) of this subparagraph;

(B) does not include

(i) any committee or group of legislators considering only matters involving the organization of a committee or a house of the legislature, including selection of legislative officers;

(ii) any committee or group of legislators and the governor or staff of the Office of the Governor;

(iii) legislative leadership meetings;

(iv) officers of a caucus;

(3) "meeting" does not include

(A) a gathering of members of a legislative body for primarily ministerial or social purposes; or

(B) forums where members of a legislative body have been invited to address a group on legislative issues or concerns.

STATUTORY FISCAL NOTE REQUIREMENTS

Statute Governing Fiscal Notes

AS Sec. 24.08.035. Fiscal notes on bills.

(a) 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 department or departments affected and may be reviewed by the office of management and budget. The fiscal note or statement shall be delivered to the committee requesting it within three days of the request. If the bill is presented by the governor for introduction in accordance with AS 24.08.060(b) and the uniform rules of the legislature, the fiscal note or statement shall be attached to the bill before the bill is introduced. An amendment or a substitute bill proposed by a committee of referral that changes the fiscal impact of a bill shall be explained in a revised fiscal note or statement attached to the bill.

(b) In addition to the fiscal note required by this section, the sponsor of a bill or resolution may prepare a fiscal note in conformity with the requirements of this section and submit it to the committee of first referral or the finance committee. A committee may prepare an additional fiscal note in conformity with the requirements of this section.

(c) A fiscal note for a bill or resolution must contain the following information:

- (1) the fiscal impact on existing programs;
- (2) the fiscal impact of new programs or activities;
- (3) a line item detail of the fiscal impact;
- (4) the source of funds expected to be utilized by general fund source, federal fund source, or other identified source;
- (5) the number of new positions that may be required, identified as full-time, part-time, or temporary;
- (6) an analysis of how the figures in the fiscal note were derived;

STATUTORY FISCAL NOTE REQUIREMENTS

(7) additional information necessary to explain the fiscal note;

(8) a fiscal impact projection for the current fiscal year and for the succeeding five fiscal years; and

(9) formal information consisting of

(A) the bill or resolution number,

(B) the name of the prime sponsors,

(C) the date the fiscal note was prepared,

(D) the name of the committee requesting the fiscal note,

(E) the name and phone number of the person who prepared the fiscal note, and

(F) the budget request unit, program, or subprogram affected.

(d) The original of a fiscal note shall be submitted to the Division of Legislative Finance and copies shall be sent to the prime sponsor, the committee requesting the fiscal note, and the office of management and budget.

(e) ~~Repealed, Sec. 2 ch 64 SLA 1992~~.

(f) In addition to the other requirements of this section, if a bill directs an agency in the executive branch of state government to adopt, amend, or repeal a regulation or will result in an agency's adopting, amending, or repealing a regulation, the department affected shall include in the fiscal note for the bill a specific time by which the agency shall adopt, amend, or repeal the regulation. If the agency is not able to meet the deadline set in the fiscal note, the agency shall set a new deadline.

(g) In (f) of this section, "agency" includes the Alaska Housing Finance Corporation, the Alaska Industrial Development and Export Authority, the Alaska Energy Authority, the Alaska Public Offices Commission, and the Alaska Oil and Gas Conservation Commission, but does not include other boards or commissions.