



Wisconsin State Senate

# Committee Clerk Handbook

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# RECORDS: GENERAL INFORMATION

## Referral and Delivery of Bills

In the Senate, bills, resolutions, executive appointments, clearinghouse rules and petitions are referred prior to the day's session by the Senate President. A referral sheet listing all items for introduction is distributed to the members at the beginning of each day's session. Copies are available at the front desk. During interim periods, referral sheets are not printed, however, referrals are made on each Wednesday.

Senate Rules do allow rereference of bills, joint resolutions, resolutions and appointments within five working days of the initial referral, with the consent of the committee chair. Rereference under this rule may be also be made during interim work periods.

After referral, all bills, resolutions, executive appointments, clearinghouse rules and petitions, will be delivered to committee by a member of the Chief Clerk's staff. Upon receipt, the Committee Clerk will be asked to sign for the items received. This log should be verified before signing.

## Status

To insure that an accurate record of documents referred to each committee is maintained, you should keep a status list of all items received. The new Committee Clerk computer program will allow you to keep an accurate status of all items that pass through your committee.

## Jackets

One of the most important clerical responsibilities of a committee clerk is a systematic filing procedure for document jackets. As an amendment is offered, or a fiscal estimate received, the clerk delivering these items must be able to locate the jackets to insure proper filing. Please designate someone in your office to be responsible for jackets in your absence.

Other than the record of committee proceedings on a bill, only items delivered by the Chief Clerk's staff (amendments, fiscal estimates, statements of economic interest, etc.) are to be placed in the jacket.

No entries are to be made on the jackets. The bill history will be made in an "electronic" format, new copies of the history will be delivered and placed in the bill jacket as necessary.

## Committee Files

The committee clerk is the legal custodian of all committee records. Wisconsin statute section 13.16 requires that the Chief Clerk "at the close of each session shall deposit for safekeeping in the office of the secretary of state all books, bills, documents and papers in the possession of the legislature, correctly labeled." For this reason, precise records must be kept and all committee information must be filed in a logical and easily accessible manner. All hearing notices, minutes of committee meetings, records of attendance at hearings and executive sessions, committee reports, petitions and records of committee proceedings are filed with the secretary of state.

As custodian of all committee records you must display a **public notice** to that affect. All records are open records, and as such should be available for public access to or to make copies of

between the hours of 9:00 A.M. and 4:00 P.M., Monday through Friday, excluding holidays. The cost for copying documents is \$.05 per page, per side, and \$.15 per labor minute. This fee may be waived. Checks should be made out to the State of Wisconsin and sent to the Chief Clerk's office. Receipts are available from the Clerk's office upon request.

### **Technical Assistance**

JOINT RULE 84 (4): Any committee may: Request the legislative service agencies under statute sections 13.91 (joint legislative council staff), 13.92 (Legislative reference bureau) and 13.95 (legislative fiscal bureau) for the necessary technical assistance appropriate to the completion of the committee's tasks. The joint committee on legislative organization shall coordinate the assignment of staff under this subsection. Any chairperson who determines that the attendance of staff is necessary to the proper conduct on any meeting scheduled at a location other than the capitol may, with the proper authorization of the committee on Senate Organization ..., authorize the reimbursement of such staff for actual and necessary expenses incurred in attending the meeting...

### **Executive Appointments**

Statements of Economic Interest will be delivered by a member of the Chief Clerk's staff and its receipt will be noted on the history. The original copy is placed in the jacket as part of the permanent record of the appointment; at the discretion of the Committee Chair, copies of this statement may be sent to all members of the committee.

### **Joint Survey Committees**

When the joint survey committee has completed its action and is ready to make a recommendation on the bill as a matter of public policy the report must be drafted to be presented to the Senate. The Joint Legislative Council prepares the report at the direction of the Joint Survey Committee on Tax Exemptions, while the Retirement Research Committee staff prepare the report at the direction of the Joint Survey Committee on Retirement Systems. When the draft is in final form it is presented to the Senate with a cover letter signed by the co-chairs of the survey committee.

Senate Rule 36 (2) (c) allows: "the presiding officer may refer any bill which pertains only incidentally to a matter of concern to a joint survey committee directly to the committee appropriate to the major substance of that bill, and in that case shall direct the appropriate joint survey committee to prepare its report on the bill while that bill is in the possession of the other committee." If a dual referral should occur, the appropriate survey committee would be notified in writing by the Senate President. The report of the survey committee must be completed and presented to the Senate prior to second reading of the bill.

If you share committee responsibilities with your Assembly counterpart, please remember that you are responsible for all proposals referred to your committee by the Senate and as committee clerk you are responsible for making sure that the correct paper work is forwarded to the Senate when necessary.

## SENATE COMMITTEE MEETINGS

### Notice

Senate Rules do not require that a public hearing be held on legislation. Whether a hearing will be held or not is at the discretion of the Committee Chairperson. Most legislation does, however, receive at least one public hearing, and Joint Rule 31 (3) requires that "every committee hearing shall be open to the public." Therefore, the first step in the hearing process is issuing a public notice of the hearing.

The Senate Rules and the Wisconsin Statutes offer guidance in issuing proper notice:

**Senate Rule 25. Business in Committee; Notice of Meetings.** (1) Any chairperson who determines to hold a hearing shall schedule the hearing as early in the session as practicable. The day, hour, and place of hearing before any committee shall be posted on the bulletin board of each house, and such notice shall state the number, author, and title of the bill or resolution to be considered. Whenever a scheduled hearing is canceled, the chairperson shall immediately notify the Chief Clerk and post cancellation notices on the bulletin board of each house.

**Senate Rule 26. Schedule of Committee Activities.** (1) On or before Monday noon of each week the chairperson of each Senate committee shall file with the Chief Clerk a list of the public hearings on measures before that committee which will be held during the following week. Such list shall be printed in full in the weekly schedule of committee activities. The chairperson of any Senate committee may file notice of hearing on or before Monday noon of the 2nd week prior to the week in which the public hearing is scheduled so as to post advance notice of the hearing.

**19.84 Wisconsin Statutes. Public Notice.** (2) Every public notice of a meeting of a governmental body shall set forth the time, date, place and subject matter of the meeting...

### Weekly Schedule of Committee Activities

The preferred method of issuing a hearing notice, and the one most frequently used, is publication in the weekly schedule of committee activities (Senate Rule 26).

The hearing schedule is published once each week by the Senate and Assembly Chief Clerk's Offices. The deadline for hearing notices is MONDAY AT NOON. (Out of town hearings, and hearings outside the capitol building, MUST be approved by the committee on Senate Organization before the hearing notice may be published.) Hearing notices should be delivered to the Senate Journal and Records Office, Room 402, One East Main Street.

The Weekly Schedule of Committee Activities is distributed Tuesday morning.

## Advance Notice

Advance notice of a hearing may be delivered to the Senate Journal and Records Office two weeks prior to the week of the public hearing. Once an advance notice is published, it need not be sent on successive Mondays unless the notice is revised.

## Revised Notice

If a notice is changed after it has been sent to the Chief Clerk's office, a revised notice should be sent to all those who received the original notice. If successive changes are made, please note that information on the notice. If necessary use the date and time to make it clear which notice is the last one issued. It is very important that all changes be sent to the Chief Clerk's office.

## Notice Format

Senate Rule 25 and section 19.84, WI Stats. clearly outline the information required on a hearing notice. The notice should include: Committee Name: Date: Time: Place: Items to be heard: Signature of Committee Chair. If an executive session is to be held in conjunction with the hearing this information should be noted. Any other pertinent information, time constraints, speakers, etc. should also be noted, if possible. The items to be heard should be listed in the order in which they will be taken up.

## Bulletin Board

Senate Rules require that notice of a public hearing "shall be posted on the bulletin board of each house". The bulletin boards are located just outside the Assembly chamber and immediately outside the Document Room. Notices should also be posted in the Press Room, located in the west basement of the Capitol, and placed in the press boxes. (Approximately 35).

## Short Notice

Occasionally committee chairpersons call a meeting on short notice and it is not possible to include notice for the meeting in the weekly schedule of committee activities. In this case, provisions of Chapter 19, Wisconsin statutes apply:

**Section 19.84 (3), WI Stats.** Public notice of every meeting of a governmental body shall be given at least 24 hours prior to the commencement of such meeting unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than 2 hours in advance of the meeting.

Short notice is given by:

- posting notice on the Senate, Assembly and Press Bulletin Boards
- filing the notice in the Press boxes
- filing the notice in the office of the Senate Chief Clerk
- copies of the notice sent to Document Room and interested parties

## **Canceled Hearings**

When a scheduled hearing is canceled, or if items listed on the hearing notice are not heard, you **must** notify the Chief Clerk's office so proper entries may be made in the history documents.

## **Room Reservations**

Although rooms are assigned to Senate committees, it is suggested that you confirm the room reservation with the Senate Sergeant at Arms office (6-2506) prior to posting the hearing notice.

## **Committee Meetings Outside the Capitol**

Joint Rule 84 (1) provides that "any committee may, with the prior consent of the committee on Senate Organization . . . meet at such other locations throughout the state as the chairperson shall announce". Further, the Senate Policy Manual provides that "committee chairpersons must receive prior approval by the committee on Senate Organization for any committee activities outside of the Capitol for which reimbursement is allowed, a minimum of two weeks prior to the scheduled date of such activities. Committee activities are to be relevant to the area visited".

- A chairperson may be accompanied by no more than two staff people. Additional staffing may be authorized by the committee on Senate Organization. At the discretion of the Sergeant at Arms additional members of his staff may attend hearings if overnight lodging is not required.
- State owned automobiles may be used by members of the Sergeant at Arms staff only. Utilization of aircraft or any other means of transportation must have approval of the committee on Senate Organization. Requests for use of special modes of transportation must accompany the prior approval request from the committee chairperson.
- Fees for room rental must be approved by the committee on Senate Organization prior to scheduling the hearing.

All available state facilities within walking distance of the Capitol are to be used before any other facility may be used for committee hearings.

## **Seating Arrangement of Committee**

The chairperson indicates the seating arrangement for members of the committee. The committee clerk is usually seated next to the chairperson. Jackets of proposals to be heard should be available at the hearing, as well as copies of proposed amendments and other items.

## **Messenger Service**

A Senate messenger from the Sergeant at Arms' office is assigned to assist at each public hearing. These messengers provide water, name plates, hearing slips, and a gavel.

## **Special Equipment, ADA Accessibility**

If you are notified that someone interested in attending your scheduled hearing who may need accommodation, which may include materials prepared in an alternative format or the use of

an interpreter for the hearing impaired, as provided under the Americans With Disabilities Act, you must notify Moni Fox in the Senate Chief Clerk's Office (6-2517) at the earliest possible date to ensure that proper arrangements are made.

A statement concerning ADA accessibility for Legislative hearings is printed on the weekly schedule of committee activities, it includes the 800 numbers for the Legislative Hotline.

If you need any specialized equipment, (slide projector, Television – VCR, etc.), or require that the hearing be taped, please notify the Sergeant at Arms staff when arranging for the use of the hearing room. For telephone conferencing equipment contact Moni Fox in the Senate Chief Clerk's Office (6-2517).

### **Video-Conferencing**

Video-conferencing capabilities are available at sites through out the state. If your committee wants to make use of this capability, please contact the Clerk's office to arrange the set up. Use of video-conferencing requires the prior approval of the committee on Senate Organization as staff is required to be at the remote locations. A committee member who attends the hearing at the remote site linked to the committee hearing via video-conferencing may be listed as present at the hearing.

### **Roll Call – Attendance**

The chairperson calls the meeting to order and has the roll taken. The roll is called in the order in which the Senators are listed on the committee assignment. The roll may be left open and members coming in late may be listed as present. A change in the Senate Rules allows members to be listed as "present" if they are attending the public hearing via video-conferencing. Attendance records must be accurate.

### **Appearances**

The order of persons appearing for or against a bill is determined by the chairperson. As individuals appear, the committee clerk records the name, address, and organizations represented (if applicable). This information is taken from the registration slip which the speaker should hand you before addressing the committee. All speakers should fill out a slip. The slip becomes part of the permanent records of the committee.

Hearing slips are available from the Sergeant at Arms' Office. (Please see sample at the end of this section.)

### **Registration Only**

Persons who wish to register for or against a proposal may fill out hearings slips to that effect. These slips should be collected by the messenger and turned over to the committee clerk at the end of the hearing. These slips are used to record the necessary information of the Record of Committee Proceedings and become part of the permanent records of the committee.

### **Receipt of Fiscal Estimates**

Joint Rule 49 (2) provides that "Bills requiring fiscal estimates (indicated by a red check in the upper left hand corner of bill jackets) shall not be voted on by either house, and shall receive

neither a public hearing nor be voted on by a standing committee, prior to receipt of the original fiscal estimate for the bill”.

The primary author of the bill must sign the prepared fiscal estimate to allow it's early release by the Legislative Reference Bureau. Before scheduling a hearing or executive session, please make sure that at least **one** fiscal estimate has been officially noted on the bill jacket. A copy of a fiscal estimate other than the one delivered by the Chief Clerk's staff is not sufficient.

### **Statement of Economic Interest**

Almost all Executive Appointees are required to submit a “statement of economic interest” to the State Ethics Board upon their nomination by the Governor. The Ethics Board refers a copy of that statement to the Senate where it is made a part of the history of the appointment. Senate Rules do not currently require that this “Economic Interest Statement” be received prior to action by a committee. however. Senate practice has been to withhold action until such statement is received.

**\*\* Sample – Hearing Notice \*\***

***SENATE***

**COMMITTEE HEARINGS**

The committee on Judiciary will hold a public hearing in Room 213 South East of the State Capitol, on the following items at the time specified below:

- |                 |   |
|-----------------|---|
| Appointment     | Joseph K. Martin, of West Bend, as a member of the Public Defender Board, to serve for the term ending July 1, 1999.                    |
| Senate Bill 285 | (Senators ...) AN ACT relating to collective bargaining units consisting of supervisors, making appropriations and providing a penalty. |
| Senate Bill 306 | (Senators...) AN ACT relating to the sale of liquor licenses to bowling alleys.   |

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Chair

An **Executive session** will be held immediately following the public hearing on the above listed items.

**\*\* Sample – Hearing Slip \*\***

# SENATE HEARING SLIP

(Please Print Plainly)

DATE: \_\_\_\_\_

BILL NO. \_\_\_\_\_

or

SUBJECT \_\_\_\_\_

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Street Address or Route Number)

\_\_\_\_\_  
(City and Zip Code)

\_\_\_\_\_  
(Representing)

Speaking in Favor:

Speaking Against:

Registering in Favor:

Registering Against:

Speaking for information only:  
Neither for nor against:

Please return this slip to a messenger PROMPTLY.

Senate Sergeant at Arms  
Room 410 – South  
P.O. Box 7882  
State Capitol  
Madison, WI 53707-7882

## COMMITTEE EXECUTIVE SESSIONS

### General Information

The chairperson may call an executive session at any time after the public hearing, if one is held. The executive session must be open to the public. Motions must be recorded and roll call votes taken as each bill is considered. The Chief Clerk's office must be notified when executive action is taken, either in executive session or by polling, to insure that the proper entries are made on the bill history documents.

### Notice

Notice for executive sessions is included in the Weekly Schedule of Committee Activities only if the session is to take place in conjunction with a public hearing. Usually notice of an executive session is given following the guidelines for "short notice" listed in the previous section. Notice of an executive session must contain: 1) the time, date and location of the session; and 2) a list of legislation which the chairperson knows will be considered.

In addition, a catchall phrase may be used to allow committee members to take up other matters pending before the committee, if necessary. The phrase "and any other matters which may be taken up by the committee at that time", should be used sparingly.

### Polling

Sometimes, the committee chairperson will want to take committee action without actually calling the members together for a formal meeting. This can be accomplished by mailing or delivering copies of the bills and the motions on each to committee members requesting a response in writing on how they wish to vote.

The committee chairperson may also direct the clerk to poll committee members over the telephone, if necessary.

It is the opinion of the Attorney General that this method of voting is not a violation of the state's open meeting law, since no meeting occurred, rather, the committee is conducting business through means other than a public meeting.

The record of committee proceedings should state the method of executive action. The motions are made by the chair and should be stated on the record. The Clerk's office should also be notified if executive action is taken by this method so that the proper entries may be made in the bill history documents.

### Telephone Conferencing

If the committee met by "telephone conference" it would be considered a public meeting and all the rules for a public meeting would apply.

### Executive Sessions Outside the Capitol

Joint Rule 84 (1) provides that "No such committee shall schedule an executive session outside the capitol unless such executive session is held in conjunction with a public meeting of the committee."

**Motions**

The following is a list of the proper motions on items pending before Senate committees:

- Senate Bills.....Passage / Indefinite Postponement
- Senate Resolutions.....Adoption / Rejection
- Senate Joint Resolutions.....Adoption / Rejection
- Assembly Bills.....Concurrence / Nonconcurrence
- Executive Appointments.....Confirmation / Rejection
- Amendments.....Adoption / Rejection

If the first motion is for positive action (passage, adoption, concurrence, etc.) and fails, the next motion must be for negative action (indefinite postponement, rejection, nonconcurrence, etc.). If the motion for negative action carries, this information is recorded on the record of committee proceedings.

Senate Rule 27 (4) (a) provides that "A committee may report out a bill, resolution or appointment without recommendation only if the vote is tied. The committee shall indicate the actual numerical vote on the motion on which the recommendation is based."

**Sample Motions for the Record of Committee Proceedings**

Moved by Senator ....., seconded by Senator ....., that:

Senate amendments:

- Senate amendment 1 be recommended for adoption
- Senate amendment (LRB#) be recommended for introduction and adoption
- Senate amendment 1 to Senate substitute amendment 1 be recommended for adoption
- Senate amendment 1 be recommended for rejection

Senate Bills:

- the bill be recommended for passage
- the bill as amended by Senate amendment 1 be recommended for passage as amended
- the bill be recommended for indefinite postponement

Assembly Bills:

- the bill be recommended for concurrence
- the bill as amended by Senate amendment 1 be recommended for concurrence as amended
- the bill be recommended for nonconcurrence

Senate Resolutions and Joint Resolutions:

- the resolution be recommended for adoption
- the resolution as amended by Senate amendment 1 be recommended for adoption

the resolution be recommended for rejection

Assembly Joint Resolutions:

the joint resolution be recommended for concurrence

the joint resolution as amended by Senate amendment 1 be recommended for concurrence

the joint resolution be recommended for nonconcurrence

Executive Appointments:

the appointment of ... be recommended for confirmation

the appointment of ... be recommended for rejection

## Amendments

Amendments should be taken up one by one, in ascending numerical order, and voted on by the committee in the following order:

1. Amendments which have been introduced prior to the executive session and have been numbered
2. Amendments which were offered by Committee members or persons appearing at the public hearing and which have not been introduced or numbered.
3. Amendments offered by the committee at the time of the executive session. These amendments are treated as the unnumbered amendments above.

If an amendment is rejected by the committee, the motion and roll call is recorded on the Record of Committee Proceedings, however, pursuant to Senate Rule 27 (3) "any amendment or substitute amendment **recommended by the committee for rejection** shall not be reported to the Senate. Any such amendment may, upon majority vote, be revived while the proposal is in the amendable state". If a committee takes no action on a pending amendment, that amendment is reported to the Senate in the affirmative.

Amendments introduced by the committee must be drafted by the Legislative Reference Bureau and in proper form before being reported to the Senate.

## Substitute amendments

Before action is taken on a substitute amendment, action must be taken on any amendments pending to that substitute, however, amendments may be introduced to a substitute after adoption. A substitute amendment that has been adopted may be later amended until such time as the bill is ordered to a third reading. If a substitute amendment has been adopted subsequent substitute amendments may be considered. The last substitute amendment adopted is the amendment engrossed under third reading. Amendments and substitute amendments are always considered in ascending numerical order. Substitute amendments and amendments thereto are considered before simple amendments to a proposal.

## Expunging the Record

At any executive session the committee may decide to erase any record of action immediately after it has taken place. If the motion to expunge is unanimous, the original motion and the expunging motion need not be recorded, unless the chairperson so orders.

If the action is taken during an executive session and a motion to expunge is made at a later date, prior to the time the committee report is presented to the Senate, the original action and the motion to expunge the record are made part of the Record of Committee Proceedings.

### **Quorum**

Senate Rule 24 states in part; "A majority of any committee shall constitute a quorum for the transaction of business." Members are considered present if they are "attending" the meeting via video-conferencing.

### **Reconsideration**

Senate Rule 24 provides that "Motions to reconsider (action) may be made in committee, before the papers are reported to the Senate. Rereference (to committee) shall give the committee full power to act without reconsidering its former action."

## JOINT HEARINGS

### Notice

An appropriate phrase, e.g. "The Senate Committee on Transportation, Agriculture and Local Affairs will hold a joint public hearing with the the Assembly committee on Rural Affairs on ...", should be used on the hearing notice.

If the hearing will cover companion (similar or identical) bills, list both the Senate Bill and the Assembly Bill on the hearing notice. The notice must be signed by the chairperson of both the Senate and the Assembly committees. Follow the regular procedures and distribution for the hearing notice.

Please note, a joint hearing notice will appear in either the Senate or Assembly portion of the Weekly Schedule of Committee Activities, not both.

### Public Hearing

At the hearing, the Senate clerk calls the roll for the Senate committee members and the Assembly clerk calls the roll for the Assembly committee members. In the case of a Joint Committee, the committee clerks may divide the work as desired. However, it is important to remember that items referred by the Senate must be reported to the Senate and items referred by the Assembly are reported to the Assembly.

### Record of Committee Proceedings

On the record of committee proceedings, a joint hearing is indicated and members of both committees present are noted; however, for the executive session, each committee is treated separately. Only the Senate committee may report its action to the Senate.

### Committee Report

Since committee reports to the Senate can only reflect the action of a Senate committee, the committee report should show only the Senate action and should only be signed by the chairperson of the Senate committee.

## SUBCOMMITTEES

Senate Rule 24 provides that "Subcommittees may be appointed to take charge of any part of the committee's business and to report to the committee."

Subcommittees may hold hearings, but they report their findings only to the main committee. When scheduling a hearing, both the subcommittee and the main committee should be listed on the hearing notice.

The committee clerk must notify the Chief Clerk's office in writing as soon as a subcommittee is appointed. This official record must list the chairperson of the subcommittee as well as all members.

**The committee on Senate Organization must approve the formation of all subcommittees.**

## INTRODUCTION BY COMMITTEE

Bills, resolutions and amendments may be offered by committee.

The motion for introduction is made in executive session and a vote on that motion is required. Bills for introduction must have a record of committee proceedings and be reported to the Senate on a committee report.

Most committee amendments are offered for introduction in conjunction with a motion for adoption of a proposed amendment. Amendments must be in proper form before being reported to the Senate. If an amendment is altered in any fashion, it must be redrafted or the change must be in the form of an amendment to the amendment. The record of committee proceedings on the bill must show both the motion and the vote for introduction. A vote for introduction must precede a motion for adoption.

If the motion for introduction of an amendment fails, that motion and roll call is recorded on the record of committee proceedings, but it is not reported to the Senate.

It is very important that the committee report accurately reflect the action on introduction and adoption of amendments: the LRB # and amendment or substitute amendment is necessary on the committee report, e.g. Senate amendment \_\_\_\_\_(LRB #) or Senate substitute amendment \_\_\_\_\_(LRB#).

Amendment drafts for introduction must accompany the committee report.

## RECORD OF COMMITTEE PROCEEDINGS

### General Information

**Joint Rule 31. Record of committee proceedings.** (1) The chairperson or acting chairperson of each committee of the legislature shall keep or cause to be kept, a record of the committee's proceedings containing the following information:

- (a) The date, time, place and subject of each hearing, and of each meeting of the committee.
- (b) The attendance of committee members at each meeting.
- (c) The name of each person appearing before the committee, with the name of the person or persons and the name of the group or organization on whose behalf such appearance is made.
- (d) The vote of each member on all motions, bills, resolutions, amendments or administrative rules acted upon.

(2) The record shall be ready and approved before the expiration of 10 days after each committee meeting or at the next regular meeting of the committee, whichever is earlier.

(3) Any member of a joint committee who is opposed to the committee's majority report may, at the time of the committee's final vote on the matter, notify the chair of his or her intent to file a minority report and may then file such report with the chairperson no later than the 2nd business day after the vote. For any joint committee or committee of conference the committee report, including any minority report, may be reproduced for distribution to the members as decided by the presiding officer for each house.

(4) The committee shall file, in the jacket envelope of every bill, joint resolution, resolution or administrative rule reported by it, the original record of the committee proceedings containing the information compiled under sub. (1) for the proposal or the administrative rule. A duplicate of the record shall be filed by the Chief Clerk numerically by the number of the proposal or administrative rule in the form most accessible for the use of the members and the public during session. At the end of the biennial session the duplicate shall be filed in the Legislative Reference Bureau.

### Rereference

Senate Rule 36 (2) states that "rereference may be ordered by the Senate at any time prior to passage or concurrence". If a bill is rereferred, after being reported out of one standing committee, the bill is again in the amendable stage and prior committee action is not binding. The record of committee proceedings contains the new referral date and all subsequent action on the measure.

## **Completed Record of Committee Proceedings**

The record of committee proceedings, signed by the committee clerk, must be completed when a bill is reported out of committee. The original is filed in the bill jacket, one copy is retained for committee records, and one copy is filed in the office of the Senate Chief Clerk.

**\*\* Sample – Possible Entries \*\***

SENATE

RECORD OF COMMITTEE PROCEEDINGS

Senate Bill 123

(Author) AN ACT relating clause . . .

Senate Joint Resolution 12

(Author) Relating to . . .

Senate Resolution \_\_\_\_ (LRB#)

Relating to . . .

Appointment

The appointment by the Governor of John Doe, of Madison, as a member of the Barber Examining Board, to serve for the term ending June 1, 1999.

June 22, 1993

Referred to committee on Judiciary and Insurance

NO PUBLIC HEARING HELD

June 23, 1993

PUBLIC HEARING HELD

Present: Senators . . .

Absent: Senators . . .

Appearances for the Bill

Appearances for Information only

Appearances against the Bill

Registrations for the Bill

Registrations against the Bill

June 23, 1993

EXECUTIVE SESSION

Present: Senators . . .

Absent: Senators . . .

Moved by Senator . . . , seconded by Senator . . . that the bill be recommended for passage / concurrence / adoption / non-concurrence / rejection

Ayes: (3) Senators . . .

Noes: (2) Senators . . .

Absent: (0)

Motion carried: . . . recommended.

(MOTION): Ayes 3, Noes 2, Absent 0

Moved by Senator . . . , seconded by Senators . . . that Senate amendment \_\_\_\_\_(LRB#) be offered for introduction and adoption:

(Roll Call)

Moved by Senator . . . , seconded by Senator . . . that Senate substitute amendment 1 be adopted.

(Roll Call)

NO EXECUTIVE SESSION

EXECUTIVE SESSION – POLLING

Motion by Senator (Chair) that . . .

March 30, 1994

Recalled to the Senate floor and adversely disposed of pursuant to Senate / Assembly Joint Resolution.

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Committee Clerk

## COMMITTEE REPORTS

### General Information

**Senate Rule 27. Committee Reports:** (1) The chairperson of the committee to which any bill is referred shall report in concise form the action of the committee and the date thereof, and shall authenticate the same by personal signature . . .

In listing bills recommended for introduction by the committee, identify them by use of the LRB # and relating clause.

For bills recommended for passage or concurrence, use the bill number, relating clause and authors (including who requested the bill if appropriate).

Measures should be listed numerically (or alphabetically) in the following order.

- introductions
- executive appointments
- senate resolution
- senate joint resolutions
- senate bills
- assembly joint resolutions
- assembly bills

The report should be prepared as soon as possible after the completion of executive action so the committee chairperson may present the report to the Senate at his/her discretion. The Chief Clerk's office should receive the **original** and **one copy** of the signed committee report. Another copy should be maintained as part of the committee records.

**\*\* Sample – Committee Reports \*\***

*SENATE*

**COMMITTEE REPORT**

The committee on Judiciary reports and recommends:

Senate Bill \_\_\_\_\_(LRB #)

AN ACT relating to . . .

INTRODUCTION: Ayes 3, Noes 2, Absent 0

Ayes: (3) Senators . . . , . . . and . . .

Noes: (2) Senators . . . and . . .

Absent: (0) None

Appointment

The appointment by the Governor of Dennis Nelson, of Monroe, as a member of the Park Recreation Council, to serve for the term ending May 1, 2000.

CONFIRMATION: Ayes 3, Noes 2, Absent 0

Ayes: (3) Senators . . . , . . . and . . .

Noes: (2) Senators . . . and . . .

Absent: (0) None

Senate Resolution 1

(Authors) Relating to . . .

ADOPTION: Ayes 3, Noes 2, Absent 0

Ayes: (3) Senators . . . , . . . and . . .

Noes: (2) Senators . . . and . . .

Absent: (0) None

Senate Joint Resolution 2

(Authors) Relating to . . .

REJECTION: Ayes 3, Noes 2, Absent 0

Ayes: (3) Senators . . . . . and . . .

Noes: (2) Senators . . . and . . .

Senate Bill 3

Absent: (0) None

(Authors) AN ACT relating to . . .

ADOPTION OF SENATE AMENDMENT 1: Ayes 3, Noes 2, Absent 0

Ayes: (3) Senators . . . , . . . and . . .

Noes: (2) Senators . . . and . . .

Absent: (0) None

INTRODUCTION AND ADOPTION OF SENATE AMENDMENT \_\_\_\_\_ (LRB #): Ayes 3, Noes 2, Absent 0

Ayes: (3) Senators . . . , . . . and . . .

Noes: (2) Senators . . . and . . .

Absent: (0) None

PASSAGE AS AMENDED: Ayes 3, Noes 2, Absent 0

Ayes: (3) Senators . . . , . . . and . . .

Noes: (2) Senators . . . and . . .

Absent: (0) None

Senate Bill 4

(Authors) AN ACT relating to . . .

INDEFINITE POSTPONEMENT: Ayes 3, Noes 2, Absent 0

Ayes: (3) Senators . . . , . . . and . . .

Noes: (2) Senators . . . and . . .

Absent: (0) None

Senate Bill 45

(Authors) AN ACT relating to . . .

PASSAGE: Ayes 3, Noes 3, Absent 0, AND WITHOUT RECOMMENDATION:

Ayes: (3) Senators . . . , . . . and . . .

Noes: (3) Senators . . . , . . . and . . .

Absent: (0) None

Assembly Joint Resolution 4

(Authors) Relating to . . .

CONCURRENCE: Ayes 3, Noes 2, Absent 0

Ayes: (3) Senators . . . , . . . and . . .

Noes: (2) Senators . . . and . . .

Absent: (0) None

Assembly Bill 5

(Author) AN ACT relating to . . .

NONCONCURRENCE: Ayes 3, Noes 2, Absent 0

Ayes: (3) Senators . . . , . . . and . . .

Noes: (2) Senators . . . and . . .

Absent: (0) None

Assembly Bill 6

(Authors) AN ACT relating to . . .

ADOPTION OF SENATE AMENDMENT 1: Ayes 3, Noes 2, Absent 0

Ayes: (3) Senators . . . , . . . and . . .

Noes: (2) Senators . . . and . . .

Absent: (0) None

CONCURRENCE AS AMENDED RECOMMENDED:  
Ayes 3, Noes 2, Absent 0

Ayes: (3) Senators . . . , . . . and . . .

Noes: (2) Senators . . . and . . .

Absent: (0) None

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Chairperson -

## SENATE PETITIONS

### **Introduction**

Petitions or resolutions received from constituents in support of, or in opposition to, measures under consideration by the Legislature, may be introduced as senate petitions. Petitions for introduction may be delivered to the Chief Clerk's office, where they will be jacketed for referral to the appropriate standing committee. For lengthy petitions, please include the number of signers listed.

### **Committee Action**

Petitions referred to committee should be retained until the end of the two year session. At that time they will be archived with all other Senate records.



## CLEARINGHOUSE RULES

### General Information

Clearinghouse Rules are received from the state agencies in the offices of the Senate Chief Clerk and Assembly Chief Clerk. The clerk delivers them to the presiding officer of each house, who has 7 working days in which to refer them to the appropriate standing committee.

From the date on which the Rules are referred by the president of the Senate and the speaker of the Assembly, each standing committee has 30 days within which to review the proposed rule.

Upon receipt of a proposed rule by committee, the chairperson is required to notify each committee member of the referral in writing.

Each committee to which a proposed rule is referred can extend only its own review period, a request by one committee does not extend the review period for the committee in the other house. A request for a hearing or a meeting with the agency adds an additional 30 days for review from the date of the request.

Section 227.19 (4) (b) (2) states that "if a committee, by majority vote of a quorum of the committee, recommends modifications in a proposed rule, and the agency, in writing, agrees to make modifications, the review period for both committees is extended to the 10th working day following receipt by the committee of the modified proposed rule or to the expiration of the review period under subd. 1., whichever is later". The law provides that there are no limits on the number of modification agreements which may be entered into or the time within which modifications may be made. If a germane modification is made to a proposed rule within the final 10 days of the review period, the review period for both committees is extended 10 working days.

A committee may waive its jurisdiction over a proposed rule by adoption of a motion, by a majority vote of a quorum of the committee, waiving the committee's jurisdiction. The waiver must be reported to the Joint Committee for Review of Administrative Rules, in writing, within two working days.

When making an objection to a rule, the committee must specifically base its objection on one or more of the following reasons:

- An absence of statutory authority;
- An emergency relating to public health, safety or welfare;
- A failure to comply with legislative intent;
- A conflict with state law,
- A change in circumstances since enactment of the earliest law upon which the proposed rule is based; or
- Arbitrariness and capriciousness, or imposition of an undue hardship.

When a committee in one house votes to object to a proposed rule, the chairperson should immediately notify the chairperson of the committee to which the rule was referred in the other house. Upon receipt of this notice, the review period for the second committee immediately ceases and no further action may be taken, except that the second committee may object to the proposed rule. A committee which objects must report that action to the appropriate house within two working

days of taking that action. Upon receipt of that report, the presiding officer has five working days within which to refer the rule to the Joint Committee for Review of Administrative Rules.

**Joint Legislative Council Rules Clearinghouse**

If you have questions on proposed rules you may contact Ron Sklansky (266-1946) in the Legislative Council.

**Rereferral of Clearinghouse Rules**

Senate Rule 46 (2) (b) provides: Within 3 working days of the time of initial referral by the president under Senate Rule 4 (10), with consent of the chairperson, a proposed rule may be withdrawn from the standing committee to which it is referred and be rereferred to another standing committee. Such action does not extend the committee review period. Rereferral may be made during any floor period or committee work period. A report giving the approval of the chairperson for such rereferral is required.

**Committee Action**

All action taken by a committee on a proposed rule should be reported to the Chief Clerk's office to ensure that the correct entries are being made on the rule histories. Agencies must be notified, in writing, when a committee takes action to extend the review period by either requesting a meeting with the agency or scheduling a public hearing. Copies of these agency notifications should be sent to the Chief Clerk's office.

**Senate Rule 27. Committee Reports.** (2) Each committee to which a proposed administrative rule is referred under rule 4 (10) shall submit within the review period specified in section 227.19 (4) (b) of the statutes in the form specified in this rule, authenticated by the personal signature of the chairperson or co-chairpersons. Whenever a committee schedules a public hearing or a meeting with an agency representative concerning a proposed rule, or whenever modifications to a proposed rule are agreed to be made or received, the committee shall submit an interim report, The form of the report shall be as follows:

(a) For standing committees:

The committee on ..... reports and recommends:

(date)

Clearinghouse Rule 94-123

(Agency) (Relating to)

**PUBLIC HEARING SCHEDULED**

(list date, time and place of public hearing)

MEETING WITH AGENCY REPRESENTATIVE SCHEDULED

(list date, time and place of meeting)

MODIFICATIONS TO BE MADE BY AGENCY

MODIFICATIONS RECEIVED FROM AGENCY

NO ACTION TAKEN

OBJECTION: Ayes 3, Noes 2, Absent 0

Ayes: (3) Senators . . . , . . . and . . .

Noes: (2) Senators . . . and . . .

Absent: (0) None

NO OBJECTION: Ayes 3, Noes 2, Absent 0

Ayes: (3) Senators . . . , . . . and . . .

Noes: (2) Senators . . . and . . .

Absent: (0) None

REVIEW PERIOD WAIVED: Ayes 3, Noes 2, Absent 0

Ayes: (3) Senators . . . , . . . and . . .

Noes: (2) Senators . . . and . . .

Absent: (0) None

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Chairperson

(b) For the joint committee for review of administrative rules:

The joint committee for review of administrative rules reports and recommends:

Clearinghouse Rule 94-321

(Agency) (Relating clause)

OBJECTION: Ayes 9, Noes 1, Absent 0

Ayes: (9) Senators . . . , Representatives

Noes: (1) Senator / Representative . . .

Absent: (0) None

NONCONCURRENCE IN OBJECTION: Ayes 9, Noes 1,  
Absent 0

Ayes: (9) Senators . . . , Representatives

Noes: (1) Senator / Representative . . .

Absent: (0) None

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Co-chairpersons

### **Disposition of Clearinghouse Rules**

Clearinghouse Rules pending at the end of session are carried over into the new legislative session. They are collected for referral to the new senate committees. After sine die adjournment and prior to the creation of standing committees, any time remaining for review of a rule is suspended to allow the new committee to take action on pending rules.

## SPECIAL SESSIONS

**Senate Rule 93. Special, extended or extraordinary sessions.** Unless otherwise provided by the senate for a specific special, extended or extraordinary session, the rules of the senate adopted for the regular session shall, with the following modifications, apply to each special session called by the governor and to each extended or extraordinary session called by the senate and assembly organizations committees or called by a joint resolutions approved by both houses.

- (1) No senate bill, senate joint resolution or senate resolution shall be considered unless it is germane to the subjects enumerated by the governor in the special session proclamation and is recommended for introduction by the committee on senate organization or by the joint committee on employment relations.
- (2) No notice of hearing before a committee shall be required other than posting on the legislative bulletin board, and no bulletin of committee hearings shall be published.
- (3) The daily calendar shall be in effect immediately upon posting on the legislative bulletin boards. A printed calendar shall not be required.
- (4) Any point of order shall be decided within one hour.
- (5) No motion shall be entertained to postpone action to a day or time certain.
- (6) Any motion to advance a proposal and any motion to message a proposal to the other house may be adopted by a majority of those present and voting.

# COMCLERK MANUAL

## Version 1.1

### What is ComClerk?

ComClerk is a combination of the title, *Committee Clerk*. It represents the computer application designed to aid the clerk of a legislative committee in maintaining records and producing reports of legislative activity for that committee.

The ComClerk application was developed by WLIS through input and specifications provided by the Wisconsin Senate and Assembly Chief Clerks' offices. The application, created using the PowerBuilder Development (programming) tool, connects to the Text 2000 Bill Drafting and Tracking system and downloads the latest information pertaining to both the status of legislation referred to committees as well as a committee's current membership. Text 2000 is the name assigned to the group of programs used by the Legislative Reference Bureau, Legislative Council, Revisor of Statutes and Chief Clerks' offices to draft and track legislation. All bills, bulletins, journals, weekly schedules, calendars, statutes, administrative codes and other documents are prepared using the Text 2000 system.

Behind the scenes, this information is transferred to a Microsoft Access database which holds records for all committees of the current legislative session. Through ComClerk, a committee clerk can, on demand, update his or her current committee membership, pending legislation, executive appointments, or all of the above, and create the various documents and reports required of the committee chairperson's office. ComClerk utilizes both PowerBuilder's own utilities and Microsoft Word for its document creation.

### Getting Started

Along with the many other programs (NetScape, Exchange, Word, etc.), you should find a Committee Clerk Icon on your Program Manager - WI\_LEGISLATURE window. To open the Committee Clerk Program Group, double click on the icon. Within that group you should find two icons, a Committee Clerk icon (a pen) and a Help icon, which contains a copy of this Manual.

Double click on the Committee Clerk pen icon to initiate the program. The title bar should now read "Wisconsin Legislature - Committee Clerk".

*Your logon ID contains information needed to run the ComClerk program. The program resides on your hard "C" drive. Therefore, to run properly, you must use **your** logon ID and sign on to **your** machine.*

To make ComClerk easier for you to use, each screen contains "**Help**" text information to assist you. If you are performing an illegal function, a warning will appear to prevent you from deleting or changing necessary documents.

A problem may occur with the ComClerk program if the Microsoft Office Shortcut bar is open on your screen. To prevent problems, please close it by putting your cursor on the left-most icon on the bar, which is located in the upper right hand corner of your screen, and clicking the right mouse button.

## Initial Setup

### Identify Yourself

File Window Help

The steps in this section need to be performed only once. Use the **File** pull down menu to access **Properties** and open the "Committee Clerk Properties" Window. The window requires you to enter three pieces of information:

1. Clerk Name - Enter your name as you want it to appear on the signature line on a Record of Committee Proceedings (e.g. John Doe)
2. House - Enter the House (Assembly or Senate) for your committee. Clerks for joint committees should enter the house in which they are employed. (*Assembly and Senate Clerks for joint committees may need to work out an arrangement whereby they are allowed to access each other's pending proposals. This would be useful when the joint committee is scheduling a public hearing or executive session on bills from both houses.*)
3. Session start date: Each session, you should change this date to reflect the start of the new legislative session (i.e. 01/01/97).

**Warning:** Do not alter the Document Templates Directory. Changes to templates will void your warranty and disqualify you from receiving technical support on this program.

After you have entered the above information, click on the **Save** button to save this information. This information need not be reentered unless a change is made.

### Choosing Your Committee

Once again, use the **File** pull down menu to access the **NEW** choice. This will open a window titled "Choose Committee from Text 2000". This window contains a complete list of all Assembly, Senate and Joint Committees. In addition, special committees or subcommittees of standing committees will be added to the list as they are created throughout the session.

 This list of committees is generated from information stored in Text 2000 by the Senate and Assembly Chief Clerks' offices. You are responsible for transmitting information on changes in membership and the creation of subcommittees to the Chief Clerks' offices, to the Speaker in the Assembly for Assembly members and the committee on Senate Organization for the Senate.

 Clerks for joint committees must be especially careful in choosing the correct committee. While there are separate Assembly and Senate standing committees on Administrative

Rules, Audit, Finance and Information Policy, most legislation is referred to the joint committee. (The exception to this is the referral of Executive Appointments which would be referred to the Senate standing committee.)

After completing this step, you should not need to do so again unless you become responsible for clerking another committee or subcommittee.

## Committee Detail Window

Now that you have identified yourself to the program and chosen your committee, the program will automatically bring you to the window for your committee each time you sign on. This Committee Detail Window will be the main window from which all your work will originate. While the Legislation, Executive Appointments and Members tabs contain **Update** buttons, you may also update all of these tabs by depressing the **Update from Text 2000** button at the bottom of the screen.

Make sure that all information is correct. If you want to change your default directory for saving documents in Microsoft, make the change here and save. This is also where you would click the sub-committee button if you are working with a sub-committee of the Senate or Assembly committee.

There are five tabs in this window:

### LEGISLATION:

The first time you enter the program, no information will appear under this tab, but in the future it will contain a list of all the Assembly and Senate Bills, joint resolutions, resolutions and clearinghouse rules which are now or have been in your committee at any time during the session.

When you click on the **update** button, it will ask you if you want to update or refresh your system by bringing in the new information from Text 2000. If you answer yes, it will do two things: 1) it will add to your system any legislation that has been referred to your committee if that referral has been entered into the Text 2000 system by the clerks' offices; and 2) it will change legislation from the active to the inactive category if it has left your committee *and* arrived at its next destination in the legislative process. For example, in the Assembly a bill reported out of committee will not be marked as inactive until it has been referred by the Speaker to another committee or to the calendar. In the Senate, it will be marked as inactive as soon as it is reported out of committee and made "Available for Scheduling".

To find more detailed information on a particular piece of legislation, double click or select the desired proposal. This will open a window that contains the bill number, referral date, relating clause and authors for that bill.

Immediately below the authors is a check box indicating if the bill is on your active or inactive list. Below this is a box for committee actions (public hearings and executive sessions) on this particular bill. Double clicking or selecting the public hearing or executive session will bring up information on that meeting.

## EXECUTIVE APPOINTMENTS (Senate only)

Although this tab appears in the Committee Detail window of all committees, it is only used by Senate committees. No information should ever appear under this tab for an Assembly standing committee. For the Senate committees, the first time you enter the program, no information will appear under this tab, but in the future it will contain a list of all the Executive Appointments which are now or have been in your committee at any time during the session.

When you click on the **update** button, it will ask you if you want to update or refresh your system by bringing in the new information from Text 2000. If you answer yes, it will do two things: 1) it will add to your system any executive appointment that has been referred to your committee if that referral has been entered into the Text 2000 system by the Senate Clerks' office; and 2) it will change the executive appointment from the active to the inactive category if it has left your committee *and* arrived at its next destination in the legislative process. It will be marked as inactive as soon as it is reported out of committee and made "Available for Scheduling".

## MISCELLANEOUS

This tab has no connection to Text 2000. The entries contained here will be solely based on information entered by you. It is designed to allow you to enter information such as budget related committee issues and other non-legislative topics. Specifically, for JCRAR it allows the committee to enter an existing Administrative Code section or Emergency Rule number. Also, for the joint Audit committee, it allows the committee to enter audit requests and reports.

Once entered into the program under the Miscellaneous Tab, a committee can treat it like any other piece of legislation: schedule hearings and executive sessions, enter appearances and registrations, take votes on motions, build committee reports and records of committee proceedings.

## MEMBERS

This tab contains a list of all members of the committee. The list which is displayed on your screen is dependent upon which radial button (Active, Inactive, All) is depressed. The Active radial button will only display a list of the current members of your committee. The Inactive radial button will display only those persons who were members of the committee at one time during the session but who no longer serve on the committee. They are inactivated, rather than deleted completely from your files because information relating to attendance and vote records must be maintained in the system.

When you click on the **update** button while in the Members tab, it will ask you if you want to update or refresh your system by bringing in the current membership from Text 2000. If you answer yes, this will add any newly appointed members to your committee list. It should also move any resigned members to the inactive category.

You should perform this operation when you first set up your system. Later, when there are changes to the membership of your committee, you may **update** from Text 2000, or if you need to add a member who has not been entered in the Text 2000 system, you can use the **Add**

button to add members manually. This feature gives committees, such as the Joint Survey committees on Tax Exemptions and Retirement Systems, which contain public members as required by law, the ability to add non-legislators to the list of committee members. Clicking on the **Add** Button will bring up the "Member Detail" screen that will ask you to fill in the following information:

First/Last	<input type="text"/>
Title	<input type="text"/>
Legalias	<input type="text"/>
Pubname	<input type="text"/>
Index	<input type="text"/>
	<input type="checkbox"/> Chairperson

By clicking on the exploder button in the title field you can choose the appropriate title: Senator, Representative, Mr., Mrs., etc. The "Legalias" is the Senator/Representative/Public Member's last name in all small letters: (i.e. stigler). If there are two members with the same last name, the first letter of their first name is used as part of this "Legalias" (i.e. youngl for Representative Leon Young). The "Pubname" shows how you want that person's name to appear when published: (i.e. Stigler or L. Young). The "Index" is the order in which you want that person to appear: (If there are five committee members and you add a public member that you want listed last, the Index would be the number "6".)

If you have any questions on this, please call Ken Stigler at 266-2406 (Assembly) or Donna Doyle at 266-1803 (Senate).

If you add a member, please make sure that all information is correct (and stays correct) if you do update the membership from Text 2000.

### HEARINGS/EXECS.

This tab contains a list of all meeting dates for public hearings and executive sessions in reverse chronological order. At the beginning of session, this tab will be empty. Unlike the Legislation, Executive Appointments and Members tabs, this tab has no connection to the Text 2000 system. The entries contained here will be solely based on information entered by you. After public hearings and executive sessions have been created, you can double click or select them to bring up the "Meeting Notice" detail to add further information: attendance, appearances, registrations, motions and roll calls.

## Building MS-Word Documents

There are three basic public documents which a committee clerk is required to prepare: the Public Hearing and/or Executive Session notice; the Record of Committee Proceedings and the Committee Report. The Record of Committee Proceedings is different from the other types of documents in that it relates to only one proposal, whereas a Hearing or Executive Session notice and a Committee Report may contain several pieces of legislation. Nevertheless, there are some similarities in the preparation of these documents because they are all prepared using the same information from the data base.

### Public Hearing or Executive Session Notices

Before you can prepare a meeting notice using this program, you must be sure that all pieces of legislation have been brought into your system from Text 2000. If they are not all there, you can pull them in by clicking on the **Update** button when the Legislation tab has been selected. *Senate committee clerks must also make sure that the Executive Appointments have been updated.*

Once you have all of the legislation in your system, select the Hearings/Execs tab and click on **Add**. This allows you to create a new public hearing or executive session notice by opening a **Meeting Notice Detail** window.

At the top of the window are fields for you to insert the type of meeting. To choose the type of meeting, click on the exploder button and then click on either "Public Hearing" or "Executive Session". After the type of meeting is chosen, type in the date, time and location of the meeting. As soon as you leave the date field, the day of the week will be automatically inserted for you. You can not change the day of the week; it will only change when you change the date. Note that there are several lines available to insert the building, street address and city for out of town meetings.

Across from this part of the window is an area for inserting the attendance record from the meeting. Leave this blank while preparing the meeting notice. After the meeting is held, you will return to this window to insert the attendance information. Once you have added this information, the program will add the attendance to all proposals listed on the meeting notice.

At the bottom of the window is the section listing all of the committee's active legislation, executive appointments and miscellaneous items. Double click or select each item in the order in which you wish it to appear on the meeting notice. After you have included all of the desired items on the meeting notice, click on the **Save** button. This will create an entry under the Hearings/Execs Tab and add the entry "Date: Public Hearing/Executive Session Held" to each proposal listed. You can return to this window at any time. In addition to returning to this window to enter attendance information, you will need to delete any of the legislation which did not get acted upon at the meeting.

You may open this notice at any time to add items.

After all information is entered for a meeting, you may proceed to print a copy of the meeting notice. Microsoft Word should **not** be open while these documents are being created. If Microsoft Word is open, a warning notice will pop up telling you to close Microsoft Word or unpredictable results may occur when generating this document.

When you are ready to finalize the meeting notice, click on the **Build Hearing Notice** button at the bottom of the window. This will take all of the information contained in this window and create a Microsoft Word document. A window will appear on your monitor asking if this is an "Advance Notice"; answer yes only if the notice is for a meeting that is two weeks or more in advance of the Monday noon deadline.

A pop up menu will appear asking if you want to print the notice at this time. Click on the **no** button if you need to edit the word document.

A new window will appear on your monitor indicating the store name for the document in Microsoft Word. Public hearing notices, for example, are stored in the format "hearing001.doc" with the number incrementing by one for each successive public hearing notice.

When you open Microsoft Word, this new document should be listed as number "1" of the most recently used documents under the **File** pull down menu.

You may now edit the document to suit your needs and restore it when complete. For example, you will need to edit the hearing notice if you are adding information concerning a possible executive session.

*Remember that you must create a new hearing notice for each new hearing: you may not use an existing hearing and change the information. This will result in the deletion of the information from the original hearing.*

## **Public Hearings - Appearances / Registrations**

After a public hearing is held, you may return to the Public Hearings/Execs tab and double click or select the hearing date to bring up the information for that hearing. Add the attendance information by clicking on the **Build** button and then clicking in the box next to the name of each committee member who is present. By double clicking or selecting a proposal you will get a "Public Hearing on Proposal #" window that will allow you to add information on appearances and registrations. Select **Add** and follow the prompts to add the correct heading (i.e. Appearances for, Appearances against, etc.). Next, click in the name field and type the name of one person. Finally, hitting **ENTER: ENTER: TAB** saves that name and returns you to the point where you can add another name to the same category. To change category, select a new category, and then continue as outlined above.

*It is possible to correct a typo in a name or change a person from one category to another by highlighting the name, clicking on the select button in the Public Hearing Window and editing it in the Appearances/Registrations Detail window.*

## Executive Action - Motions

To add executive action, you must first create an Executive Session Notice. Using the same "Meeting Notice Detail" window used for Public hearings, fill in the necessary information: Executive Session; date; and proposals considered. Save the document. (If you are not sending this out, you do not need to build the notice to send to Microsoft Word). Add attendance information. **Senate Clerks: If you are polling members, you will need to create the Executive Session notice as above, but you need not add attendance. Remember to edit the final Record of Committee Proceedings to indicate "polling".** Double click or select each proposal and add motions and roll calls following the prompts in the "Executive Session on Proposal #" window. You have a choice of "Motion" or "Motions on Amendments", select the correct tab and click on add, this will bring up the "Motion for Proposal" screen. You will need to fill in several pieces of information in this window:

### Motions on amendments Tab:

1. **Amendment:** Amendments should be entered exactly as you want them to appear on the Committee Report and the Record of Committee Proceedings: i.e. Senate amendment 1, Assembly substitute amendment 1, Senate amendment 1 to Senate amendment 1, Assembly amendment 1 to Assembly substitute amendment 1, Assembly amendment LRB # a0015, Assembly substitute amendment LRB # s0202.
2. **Moved By** - click on the exploder button to obtain the list of all current committee members and click on the person who made the motion.
3. **Seconded By** - click on the exploder button to obtain the list of all current committee members and then click on the person who seconded the motion.
4. **Vote:** To add vote information, click on **Build** and the current membership of the committee will be added to the vote screen. Enter each member's vote by clicking in the radial button next to "aye" or "no". On the bottom left side of the vote area there are three buttons: Ayes; Noes; Absent. Clicking on any one of these will add this information to all members. For example, if a vote is unanimous or near unanimous, you would want to click on the "ayes" button to more quickly enter the votes. At the bottom of the window, you will see a running vote total as you enter the votes of committee members.

### Motions Tab:

1. **Motion** - click on the exploder button and choose the appropriate motion: the window lists only the motions possible for this type of proposal.
2. **Moved By** - click on the exploder button to obtain the list of all current committee members and click on the person who made the motion.
3. **Seconded By** - click on the exploder button to obtain the list of all current committee members and then click on the person who seconded the motion.
4. **Final motion:** click this button when adding the final motion on the proposal. *(Please note, failure to click this button will prevent the information from appearing on the committee report.)*
5. **Vote:** To add vote information, click on **Build** and the current membership of the committee will be added to the vote screen. Enter each member's vote by clicking in the radial button next to "aye" or "no". On the bottom left side of the vote area there are three buttons: Ayes; Noes; Absent. Clicking on any one of these will add this information to all members. For example, if a vote is unanimous or near unanimous,

you would want to click on the "ayes" button to more quickly enter the votes. At the bottom of the window, you will see a running vote total as you enter the votes of committee members.

After entering all motion and votes, you need to **save** and return to the previous screen.

## Record of Committee Proceedings

Once you have entered all information (public hearings, appearances and registrations and executive sessions) on a piece of legislation, Clearinghouse Rule or Executive Appointment, you can prepare the Record of Committee Proceedings whenever necessary.

Unlike a meeting notice and committee report, the Record of Committee Proceedings always contains only one proposal. Therefore, the Record of Committee Proceedings is found on the "Legislation Detail" window. From the original "Committee Detail" window double click or select the proposal or Executive Appointment to get the "Legislation Detail" window.

To create the Record of Committee Proceedings, click on the **Build Record of Committee Proceedings** button at the bottom of the "Legislation Detail" window. This will create a Microsoft Word document with a store name in the format "record000". When the window opens to ask you to save this document in Microsoft Word, edit this store name to include the name of the proposal (e.g. recordsjr4, recordab7, recordmeyer). This will make it easier for you to locate the record in Microsoft Word at a later date.

Open Microsoft Word and carefully check the document to see that all motions and roll calls have been brought into the Record. Edit the document if necessary and re-store.

## Committee Reports

Once you have entered all information (public hearings, appearances and registrations and executive sessions) on a piece of legislation, Clearinghouse Rule or Executive Appointment, you can prepare a committee report whenever necessary. To begin the process of preparing a committee report, click on the **Build Committee Report** button on the Committee Detail window.

This will open a "Build Committee Report" window which looks much like the bottom half of the meeting notice window. Just as in the meeting notice window, it will contain a list of all active legislation, Clearinghouse Rules, Executive Appointments and miscellaneous items in your committee. Simply double click or select the items which you wish to add to a committee report. Then click **Build Committee Report** button at the bottom of that window. This will create a Microsoft Word document with a store name of "report001.doc". which will increment by one as each successive report is created. Open Microsoft Word and carefully check this document to see that all of the appropriate motions, and only the appropriate motions, have been brought into the document. The program was written to bring into the Committee Report all motions where the number of "aye" votes exceeded the number of "no" votes. However, it may

not be appropriate to include all of these motions in the Report. Edit the document as necessary and restore.

## Attendance and Vote Record Forms

It is not necessary for committee clerks to type and store attendance and vote record forms in Microsoft Word. This program can generate these documents for you automatically based on the current information in your system. Therefore, it is important to do an **update** of committee members before you attempt to print new copies of these forms.

To generate a copy of an attendance or vote record form, click on the Reports pull down menu on the "Wisconsin Legislature - Committee Clerk" window to access the desired form. Again, remember that this does not create a stored document. If you need more copies of the form at a later date, execute this procedure and it will bring in a form consisting of your current committee membership.

These forms are provided as a convenience; the format used is not required. You may create your own forms to better serve your needs if necessary.

## Miscellaneous Reports

Currently, the program has the ability to generate several types of miscellaneous reports. IT can give you a list of legislation 1) in your committee, 2) no longer in your committee, or 3) all legislation (a combination of the first two categories). Furthermore, the list can be limited by choosing other options in the program. For example, it can give you a list of all legislation in your committee which has had neither a public hearing nor an executive session; a list of items that have had public hearings, but not executive action; and finally, a list of proposals that have received both a public hearing and executive action.

To generate one of these reports, click on the **Reports** pull down menu on the "Wisconsin Legislature - Committee . . ." window, then click on **Legislation**. A Menu, "Pick Legislation to Print," appears that gives you the option to print reports based on the following criteria:

Status:

- In Committee
- No longer in Committee
- All Legislation

**and**

Public Hearings held in this Committee:

- At Least 1
- None
- Either of the above

**and**

Executive Sessions held in this Committee

- At Least 1
- None
- Either of the Above

After choosing the options for your report, you may sort it by Proposal Type and Proposal Number, (AB, AJR, AR, SB, SJR, SR), or by referral date. You are also given the option of choosing which proposals to include on the report. *Note that there are default choices made; you must make selections to change the default settings.*

After your selections have been made click on **OK** to generate a report which can be printed. However, like the attendance and vote record form, it is not a Microsoft Word document and is not stored anywhere.

## Folio

Folio is the computer program in which resides a large volume of legislative documents for viewing and searching by legislative staff. In Folio, you will see numerous infobases --- data bases which contain large amounts of text organized to enhance its searching capabilities.

The Wisconsin statutes, acts, bill histories, journals, and the full text of bills and amendments are among the more prominent infobases residing in Folio. Work is continuing to add even more information to this valuable resource.

One of the latest additions to the list of materials available in Folio will be an infobase containing the Records of Committee Proceedings for Assembly and Senate bills, joint resolutions, resolutions and Senate Executive Appointments. Clearinghouse Rules will not be included. This would, we hope, lessen the number of inquiries to your offices, and ours, by persons seeking this information because all legislative offices will have access to these documents.

To get this information into Folio, we are asking you, in addition to your normal procedures, to e-mail us a copy of your completed Record of Committee Proceedings when you report a bill, joint resolution or resolution out of committee. Senate committees should e-mail a copy of each record to Donna Doyle. Assembly committee clerks should e-mail a copy to Ken Stigler.

Each Record of Committee Proceedings should be sent as a Microsoft Word document attached to a Microsoft Exchange message. More than one record may be sent in an e-mail, but each record must be a separate attached document. To attach a Microsoft Word Record of Committee Proceedings, click on the **Insert** pull down menu in your Microsoft Exchange new message box and click on **File ...** to insert a file. This will open an "Insert File" window. Choose the appropriate drive and directories to locate the copy of your Record. You should find it in the "C:\cc\records" directory. Click on the file name for the record you wish to attach and then click on **OK**.

This will return you to the New Message window in Exchange with an icon representing a MS-Word document in the message area. Click on the envelope icon to transmit the message to the appropriate Chief Clerk's employee (Donna or Ken). We will transfer the file to the Folio infobase overnight.

## Backup

It is strongly suggested that you back up your files on Microsoft Word. The best method is to copy the ccl information to the "S" drive in program manager. You should do this every day on which you create new documents, as the "S" drive is completely backed up on the system each night. This method will also give all staff in your office the ability to bring up information from the "S" shared drive. The other method is to copy the ccl folders from the "C" drive to a diskette in the "A" drive.

## Support

This Manual was written for Version 1.1 of the ComClerk Program. If you are using a version other than 1.1 you may have features not described in this Manual.

*Remember that screens contain **Help** buttons that offer you information on each step.*

For problems associated with this program, please contact Ken Stigler in the Assembly at 266-2406, or in the Senate, call Donna Doyle at 266-1803.

If you get an error message while running this program, please choose the print option and send that, your name and committee, and a short description of the problem to either Ken or Donna.

Suggestions on improving this program, adding information to folio, or creating a larger variety of reports are always welcome. Please contact either Ken or Donna with your concerns and/or suggestions.

- Senate Chamber, old JFC room - MLK  
for large hearings

- need for fiscal estimate before hearing  
is held

- Donna needs an LTSPB #

- need notices by Noon, Monday for  
following week

24 hrs for rush hearing

# amended notices (date & time)

- out-of-town hearings require Chvala's  
approval

- Doug Burnett needs bills ~~to~~ by noon on  
day before org. meets

→  
No  
Session  
last wk.  
03 March  
→

⇒ Paul, Hearing Rooms