

☛ **01hr\_AC-GO\_Misc\_pt02**



☛ Details: Miscellaneous committee information and correspondence

(FORM UPDATED: 08/11/2010)

## WISCONSIN STATE LEGISLATURE ... PUBLIC HEARING - COMMITTEE RECORDS

### 2001-2002

(session year)

### Assembly

(Assembly, Senate or Joint)

### Committee on Government Operations...

#### COMMITTEE NOTICES ...

- Committee Reports ... **CR**
- Executive Sessions ... **ES**
- Public Hearings ... **PH**

#### INFORMATION COLLECTED BY COMMITTEE FOR AND AGAINST PROPOSAL

- Appointments ... **Appt** (w/Record of Comm. Proceedings)
- Clearinghouse Rules ... **CRule** (w/Record of Comm. Proceedings)
- Hearing Records ... bills and resolutions (w/Record of Comm. Proceedings)
  - (**ab** = Assembly Bill)                      (**ar** = Assembly Resolution)                      (**ajr** = Assembly Joint Resolution)
  - (**sb** = Senate Bill)                              (**sr** = Senate Resolution)                              (**sjr** = Senate Joint Resolution)
- Miscellaneous ... **Misc**

\* Contents organized for archiving by: Stefanie Rose (LRB) (November 2012)



# STEVE WIECKERT

## STATE REPRESENTATIVE

CHAIRMAN  
ASSEMBLY COMMITTEE  
ON GOVERNMENT OPERATIONS

January 3, 2002

Assembly Speaker Scott Jensen  
211 West, State Capitol  
Madison, WI 53708

Dear Speaker Jensen:

I am requesting that the Assembly Government Operation Committee be able to hold a public hearing on February 13th. Scott Becher of my staff has contacted the other committees that meet on that day and found that the Assembly Public Health Committee and the Assembly Natural Resources Committee have tentative plans to meet on that day. My three committee members-Representatives Starzyk, Rep. Steinbrink, Rep. Loeffelholz have no current scheduling conflicts that would restrict them from attending the committee meeting. However, it should be noted that Rep. Steinbrink is a member of the Assembly Natural Resources Committee and Rep. Starzyk is a member of the Assembly Ways and Means Committee, which also has this date as a possible committee date, which could change the situation in the next several weeks.

The reason for my requesting this date is so that the committee may take up Assembly Bill 546, a pro-life piece of legislation for a full review and a public hearing of its merits. I am expecting that the entire day will be taken up by this public hearing due to the nature of the subject matter and its legislative consequences. Since the legislative floor period is fast coming to a conclusion, I believe that this bill should have an opportunity to be discussed fully so, a date before our normal scheduled hearing date of February 20<sup>th</sup> is being requested. The bill's author, Representative Mark Gundrum has also made this request for this date, which I would like to honor that request.

Thank you for your assistance with this matter.

Sincerely,

  
Steve Wieckert  
State Representative  
57<sup>th</sup> Assembly

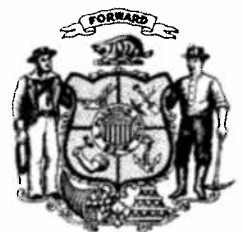
IDEALS, PRINCIPLES, PATRIOTISM

STATE CAPITOL OFFICE: ROOM 16 WEST • P.O. BOX 8953 • MADISON, WI 53708-8953 • (608) 266-3070 • (608) 282-3657 FAX • Rep.Wieckert@legis.state.wi.us  
DISTRICT 57 OFFICE: 3033 W. SPENCER STREET • APPLETON, WI 54914 • (920) 731-3000 • FAX: (920) 731-2999

COMMITTEES: ECONOMIC DEVELOPMENT • GOVERNMENT OPERATIONS • HEALTH • HOUSING • INSURANCE



# WISCONSIN STATE LEGISLATURE





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### Madison

**Location:**  
University of Wisconsin-Extension  
The Pyle Center  
702 Langdon Street  
Madison, WI 53706-1487

*Due to remodeling and construction, The Pyle Center will be closed until November 1998 and unavailable for videoconferences until December 1998.*

**Room Locations:**  
All rooms in The Pyle Center, with a variety of set-ups and capacities.

**Hours:**  
Weekdays/evenings

**Fax:**  
Fax machine available at front desk.

**Site Support Charge:**  
(in addition to transmission charge)  
1) \$10/ hour (UW Institutions)  
2) \$30/ hour (K-12, WTCS, state/federal agencies)

**Document Copying:**  
Copy machine available at front desk.

**Parking:**  
Limited metered street parking. Lake Street parking ramp is 2 blocks away.  
Parking lot next to the Memorial Union.

**To schedule facilities, please contact:**  
Ginny Divine  
Instructional Communications Systems  
University of Wisconsin-Extension  
Phone: 608-262-5249, Fax: 608-263-4435  
e-mail: [cv@ics.uwex.edu](mailto:cv@ics.uwex.edu)

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Please address questions, comments and concerns regarding this web site to [info@ics.uwex.edu](mailto:info@ics.uwex.edu)

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## Wisconsin Compressed Video Sites

### Madison

**Location:**

University of Wisconsin-Madison  
Grainger Hall  
975 University Ave.  
Madison, WI 53706

**Room Location:**

**Room 151 (Director's Room)**

**Capacity:** Seats 70: 18 at conference table;  
remaining in director's chairs

**Hours:**

Weekdays/evenings

**Site Support Charge:**

(in addition to transmission charge)  
\$250/hour, plus any additional equipment

**Parking:**

Parking ramp attached. Meters on 1st level.  
Contact 608/263-6666 for permits for lower levels.

**Fax:**

Fax machine in copy room on 1st floor:  
7:45 a.m.-4:30 p.m.

**Document Copying:**

Copy machine in copy room on 1st floor:  
7:45 a.m.-4:30 p.m.

**To schedule facilities, please contact:**

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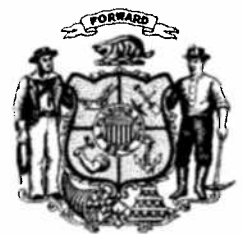
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# WISCONSIN STATE LEGISLATURE



# INTRODUCTION

## Principles of Parliamentary Law

An understanding of parliamentary principles will simplify the learning and application of parliamentary rules. Parliamentary procedure is based primarily on a group of principles which underlie the whole scheme of parliamentary rules. Some of these principles are set out below. Thought of in terms of principles instead of rigid, detailed technical rules, parliamentary law is essentially logical and simple.

## Parliamentary Rules

Every deliberative body is bound to comply with all applicable rules laid down for it by the Constitution and laws, both statutes and court decisions and basic legal principles. These rules and principles govern whether adopted by the body or not, and they apply whenever group decisions are being made. Failure to conform to them invalidates any action taken or decision made.

Unless restricted by the Constitution, statutes or other superior authority, an organization can adopt its own rules of parliamentary procedure by a majority vote. Also by a majority vote, it can change, suspend or repeal the rules at any time it chooses. Failure to comply with its own adopted rules does not invalidate actions of the organization.

Every member of an organization is presumed to be the equal of each other member, and each has rights that must be respected. The rights of the minority and the majority both must be protected.

## Ten Principles That Govern Procedure in Group Decision Making

Ten principles govern procedure in group decision making.

1. *The group must have the authority to take the actions it purports to take.* Jurisdiction must be given; it cannot be assumed. Groups sometimes assume powers that they do not have.
2. *There must be a meeting of the decision-making group.* When authority to make a decision is vested in any group, it is vested in the group collectively and not merely in the individual members of the group. To make a decision, the group must meet and make up its collective mind.
3. *A proper notice of the meeting must be given to all members of the group.* All members of the group are entitled to such a notice of the time, place and purpose of the meeting as will enable them to attend and participate. Failure to give such notice will invalidate actions taken at the meeting.
4. *There must be a quorum present at the meeting.* A quorum is a sufficient number or proportion of the members as will qualify those present to act for the entire membership. A quorum is a majority of the members qualified to act, unless a lesser number is given that authority by proper authority or a higher number is especially required. A member who is not entitled to vote on a particular question cannot be counted to make a quorum for voting on that question.
5. *There must be a question before the group upon which it can make a decision.* The question may be a motion, resolution or other proper form and may be oral or in writing and in most cases should be capable of being answered by an affirmative or negative vote. A member has the right to know what the question is and what its effect will be before voting on the question.

6. *There must be an opportunity to debate the question.* An opportunity to debate is necessary to enable the members of a group to reach a collective judgment. A member has the right to express personal opinions and hear the opinions of the other members.
7. *The question must be decided by taking a vote.* It is not enough to presume how a member will vote. A vote actually must be taken. It may be taken by an authorized and fair method.
8. *There must be a majority vote to take an action or decide a question.* In order to take any action or decide any question, there must be an expression of the will of the majority. This is usually a majority of the legal votes but sometimes is a majority of the entire membership or a two-thirds vote is required. A minority vote or a tie vote will not take any action.
9. *There must be no fraud, trickery or deception resulting in injury to any member.* A person is entitled to the protection of the courts from injury through injustice by a body making a group decision as in any other situation involving injury.
10. *To be valid, any action or decision of a body must not violate any applicable law or constitutional provision.* The decision-making procedures of any body must comply with the applicable provisions of any local, state or Federal law. It is governed by any statutory or court-made law, including provisions of constitutions and charters.

## **Principles Are Easier Than Rules to Remember and to Apply**

Many parliamentary authors use a table to show how certain actions apply to a list of 40 to 82 motions. It is much easier to apply the governing principle than to memorize how the action applies to each of the 40 to 82 motions or to look up the answer each time in the table. For example:

**Is the motion amendable?** If the motion can be made in more than one form, it is amendable. If it can be made in only one form, it is not amendable.

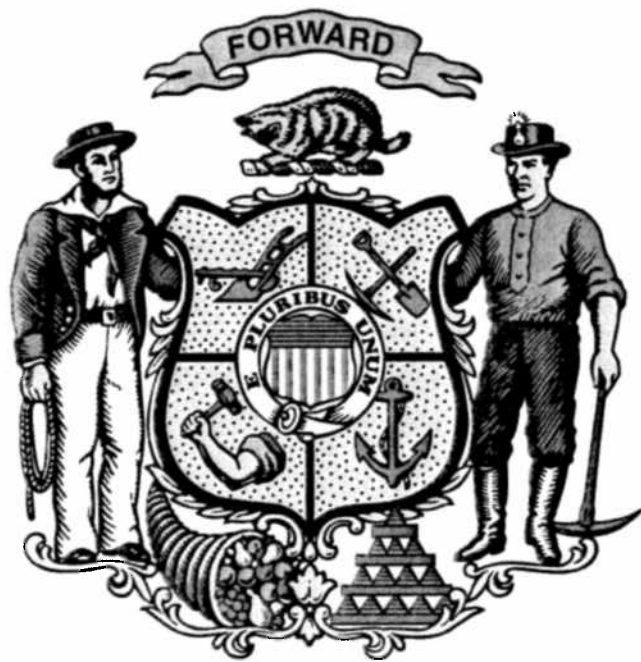
**Is the motion debatable?** A main motion or other question presenting a matter of business to the body for its decision is debatable because debate is essential to enable the members to reach a meeting of the minds. The question is not debatable when it is a simple procedural motion that can be understood by the members without debate such as a motion to adjourn or to lay on the table.

**May a speaker be interrupted?** A speaker may be interrupted whenever the needs of the body require it, as the concern of the body outweighs the convenience of a member. A speaker may be interrupted by a question of privilege of the house that requires immediate attention, for example, or may be interrupted for a matter that has a definite time such as objection to the consideration of a question that is being presented.

**Is a second required?** Legislative bodies usually do not require seconds, but where seconds are used, motions require seconds. However, actions in which a member has the right to request or demand such as points of order, parliamentary inquiry or demands for a division do not require seconds. Only motions require seconds.

**What vote is required?** The rules of parliamentary law do not require the vote of more than a majority, but constitutions and statutes sometimes do and adopted rules often do. Unless there is a special requirement for a higher vote, a majority of the legal votes cast is sufficient.





**items not purchased from stores. Put requests in writing to the Assembly Chief Clerk, One East Main. If granted, the Clerk's Office will issue a Purchase Order. "Reimbursements" cannot be made for items purchased outside UW stores.**

- \* Package express service is run from the Document Room for Assembly members. Packages that must go to Assembly districts may be sent by Greyhound Bus, Badger Bus, or Federal Express.
- \* Facsimile (FAX) machines are located in the Sgts. office, ground floor north, first floor north, third floor north, fourth floor west and in both caucuses. Fax charges are ten cents per page. To reduce unsolicited FAX transmissions, **please do not give out the Legislature's FAX receiving number.** Each office has a fax number associated with their office computer.
- \* The Chief Clerk's office keeps a supply of legislative pens. The cost is \$5.50 each and they can be taken out of your office account.

#### ***P. Committee Expenditures***

Committee Chairs, from time to time, have a need for printing, photocopying, postage, stationary, rental of audio-visual equipment and meeting halls, as well as use of fleet autos or vans. These expenditures are for direct services to the committee as a whole, by the Chair, to facilitate the hearing process. Also, postage and duplicating services may be utilized to reply to unsolicited correspondence regarding proposals and issues before the committee. These expenditures are recorded in a monthly account and sent to each Committee Chair. These expenditures are not charged against the Committee Chair's district account, they are recorded as an committee expenditure and paid out of Assembly operations.

#### ***Q. Travel and Lodging - Travel Request/Approval Forms***

All out-of-state and in-state travel **MUST** first be approved by the Speaker. Travel request forms can be obtained from the Speaker's office. The Speaker's approval of the committee chairperson's travel request will cover the committee members, committee staff person and a messenger. Include the name of the committee or the official title of the conference under the column entitled "Official Business" on the green travel voucher

#### **Out-Of-State-Travel**

1. Reimbursement for out-of-state travel from the Assembly's operations budget will be capped at \$2,000 per member for the biennium without exception.
2. All approved out-of-state travel will be reimbursed half from the Assembly operations budget and half from member's office account or other personal means of the member's choice. However, the option is open for the members to have the entire amount reimbursed through their office account, if so desired.



# Assembly Committee Seating Chart

## 400 NE

(One Rectangular Table)

**Committee**

**Housing**

**Chair: Wieckert**

**Chair**

