Instructions for Killing Bills on ComClerk Application

This document is a set of instructions for Committee Clerks doing the paperwork to return all of the Assembly and Senate Bills, Joint Resolutions and Resolutions jackets out of committee and back to the Assembly Chief Clerk's office after the last floorperiod of the biennial session.

1. Before you start you should close the Microsoft Office Shortcut bar and any open e-mail with file attachments. Also, it would be best to have a large supply of paper in the printer if you have many bills in your committee. If you are unsure which paper tray your ComClerk will use to print, you may wish to remove all letterhead from your printer.
2. Open Microsoft Word if it is not already open. Open any existing Word document or choose to create a new Word document so that you are able to click the **Tools... Options** pull down menu. Click on the **Print** tab. Under "Printing Options", you will find a box labeled "**Background Printing**". Remove the check mark in the box and click OK. Close Word and then Open Word again. Failure to change this setting in Word would cause problems in printing the multiple Records of Committee Proceedings documents being generated by ComClerk.
3. Start ComClerk as usual by **double clicking on the ComClerk icon** on your desktop or by doing Start>Programs>Legislative Applications>Committee Clerk. When the logo comes on, check to see that you have Version 2.0 of the program. If you don't, call Ken at 6-2406.
4. The program will open up to your committee window as usual. In the Proposals part of your window, click on type and Legislation instead of All so that only bills, joint resolutions and resolutions appear in the window. We do not want the Clearinghouse Rules or any Miscellaneous items to appear.
5. Because it may have been a long time since you last used ComClerk, you may wish to compare this list to the actual stack of bill jackets in your possession.
6. Click on the **Utilities** pull down menu.
7. Click on **End of Session**. This opens up a window entitled End of Session All bills, joint resolutions and resolutions currently in your committee should be listed in this window

8. In the Failed pursuant to box, **Senate Joint Resolution 1 should appear.**

9. In the date box, **change the date to 03/14/2002.**

10. Leave the check mark in the "Build Record of Committee Proceedings" box.

11. Decide the number of copies you wish to print and change the number in the "Copies to Print" box accordingly. Make 3 copies for me (in addition to the number, if any, you may wish to keep for yourself). Instead of printing multiple copies on your printer, if you have a large number of bills, you may wish to print just one copy which you could then sign and xerox.

12. Make sure that all legislation is highlighted.

13. Click **OK**. A prompt window will appear. It reads as follows: "Failed to [pass/concur in/adopt] pursuant to Senate Joint Resolution 1 on 03/14/2002" will be recorded for the ___ proposal(s) you have selected. ___ copies of the Record of Committee Proceedings will be printed. OK to continue?"

14. Click on **Yes.** It will automatically put the appropriate entry "Failed to pass pursuant to Senate Joint Resolution 1" on each Assembly Bill in your committee, etc. It will return a window stating that "___ proposals adversely disposed. Records of committee proceedings will now be built and ___ copies of each record will be printed". **Click on "OK"**. The length of time that it takes to process will be dependent on the number of proposals in your committee. Plan on it taking a couple of minutes per bill in processing time. If you get any error messages at this stage, call Ken at 6-2406.

15. When completed, it will respond with "___ Records of Committee Proceedings saved to your V: drive and printed (___ copies)" **Click on OK**. It has automatically stored each Record under a store name including the bill number. For example, Assembly Bill 539 would be stored as "AB0539001.doc" in the V:\Records directory. The "001" was added as a suffix to each bill number just in case you might already have something stored as "AB0539".

16. Send bill jackets and the 3 sets of signed copies of the Records to me at Room 402, 1 East Main Street.

17. Send me an e-mail containing all of the Records.

18. Return the Microsoft Word setting to allow “Background Printing” (See step 2).

19. From now on, all bills, joint resolutions and resolutions will appear as "Inactive". Only Clearinghouse Rules should appear in your "Active" category under the legislation tab.

Revised March 19, 2002

STATE OF WISCONSIN LEGISLATURE

Hearing Notice - weekly Schedules
Jody Nussbaum
Noon Monday's

Open Mtg. Law
24 HRS Advance

Doris - Attendance Sheet

COMCLERK PROGRAM MANUAL

Ken - after exec
+
record at end of session

State of Wisconsin Legislature

COMCLERK PROGRAM MANUAL

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January 2001

COMCLERK MANUAL
Version 2.0

What is ComClerk?

"ComClerk" is the computer application designed specifically to aid Wisconsin State Legislature Committee Clerks in maintaining official records and producing reports of legislative activity.

The ComClerk application was developed by computer consultants and LTSB with input and specifications provided by the Wisconsin Senate and Assembly Chief Clerks' offices. The application, created in 1997 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 (T2K) 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, amendments, bulletins, journals, weekly schedules, calendars, statutes, administrative codes and other documents are prepared using the T2K 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 (Internet Explorer, Outlook, Excel, Word, Access, etc.), you should find a Committee Clerk Icon on your computer. Double click on the Committee Clerk icon to initiate the program. If you do not have an icon on your desktop, the program is available on the "Start" menu: "Start>Programs>Legislative Applications>Committee Clerk". After the program is launched, the title bar should now read "Wisconsin Legislature - Committee Clerk 2.0".

The ComClerk program now resides on a server. In addition to working on your office computer, this will allow you, if you desire, to use ComClerk on a laptop when connected to the network. All Capitol hearing rooms have network connections. You may also access this information by signing on to any other computer on the network. You could, furthermore, access ComClerk from your home computer by dialing in and then signing on to the Legislative network in the usual manner.

Your logon ID contains information needed to run the ComClerk program and security information to give you access to your information on the server.

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

A problem may occur with the ComClerk program if Microsoft Word or 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 shortcut bar, which is usually located in the upper right hand corner of your screen, and clicking the right mouse button.

Initial Setup

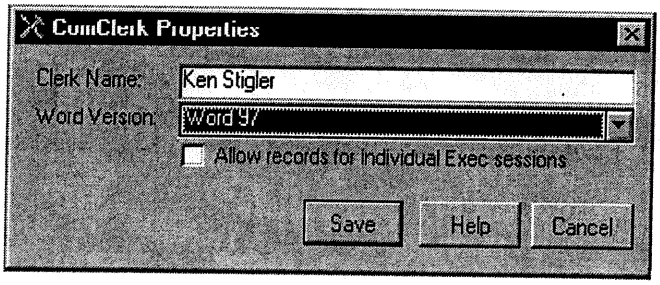
Identify Yourself

File Help

The steps in this section need to be performed only once. Use the **File** pull down menu to access **Properties** and open the "ComClerk Properties" window. However, if you have a committee window open, it must be closed before you can access the properties. The **Properties** 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. Word Version: Use the exploder button and choose "Word 97".
3. Check box to "Allow records for individual Exec sessions": This should NOT be checked. (This prompt is *only* for use by joint committees where two committee clerks are adding different hearing and executive session information to the same bill. For example, the Joint Finance committee clerks would use this feature to work on the budget bill)

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, such as a change in your name, needs to be made later in the session.

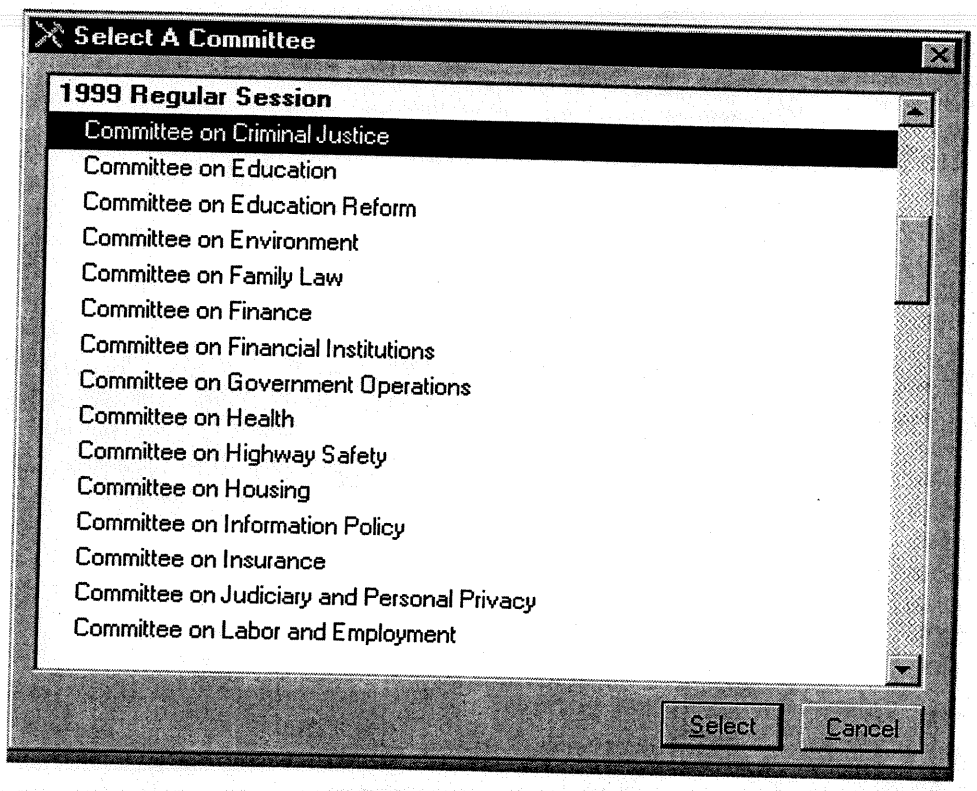


Choosing Your Committee

Once again, use the **File** pull down menu to access the **OPEN** choice. This will open a window titled "Select a Committee". This window contains a list of committees, including special committees and subcommittees, that you are authorized to access.

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.



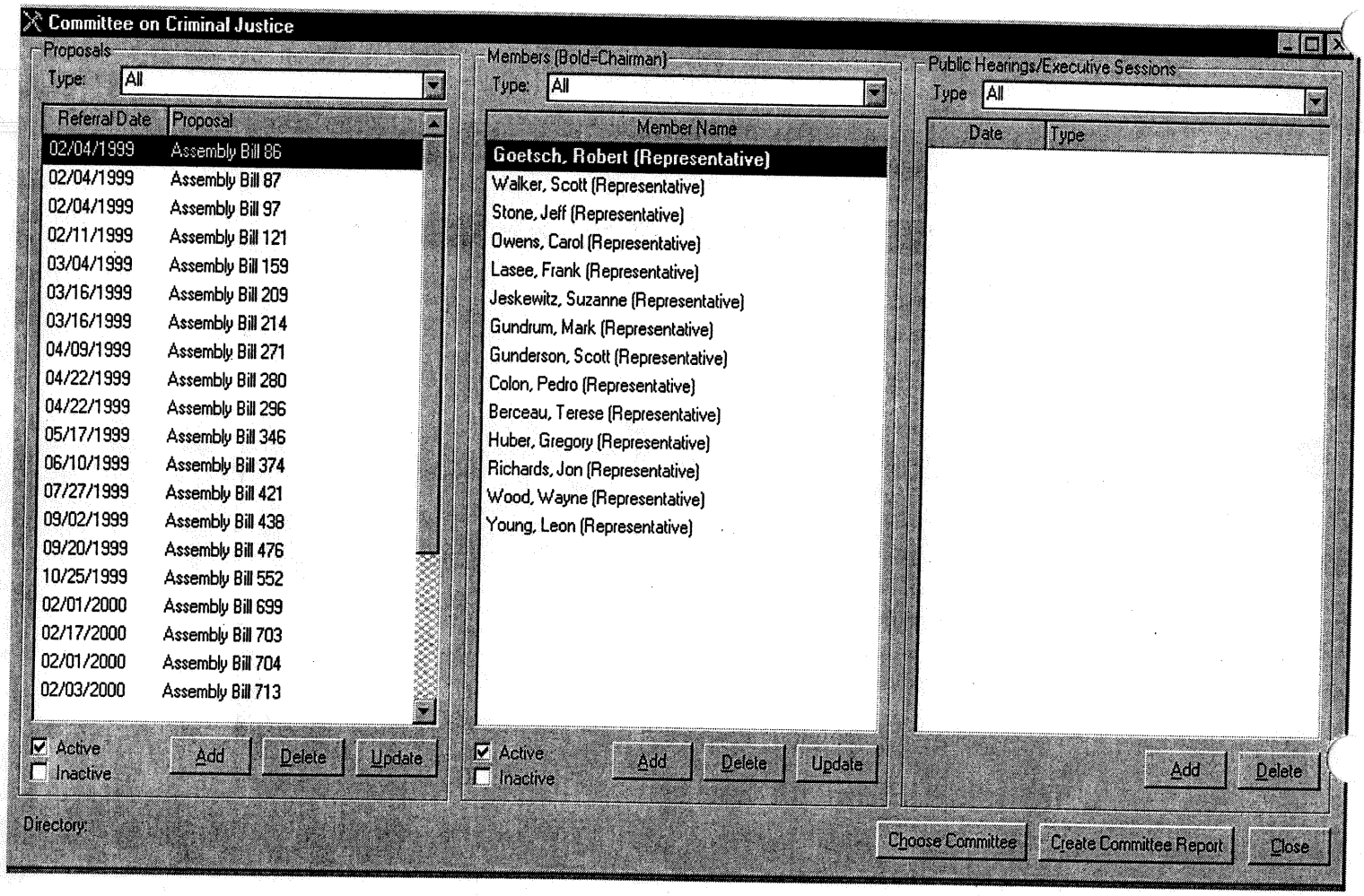
Clerks for joint committees must be especially careful in choosing the correct committee. While there are separate Assembly and Senate standing committees on Administrative Rules, Audit and Finance, most legislation is referred to the joint committee. (The exception to this is the referral of Appointments, 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 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 will be the main window from which all your work will originate. Information listed in the first two columns will be automatically updated from TEXT 2000 overnight. If you need to update information on proposals or committee membership at any other time, you may do so by clicking on the "Update" button at the bottom of the column you wish to update. For example, a bill, which you have been eagerly awaiting so that you may schedule a hearing, has finally arrived in committee that morning.

Make sure that all information is correct.



Proposals

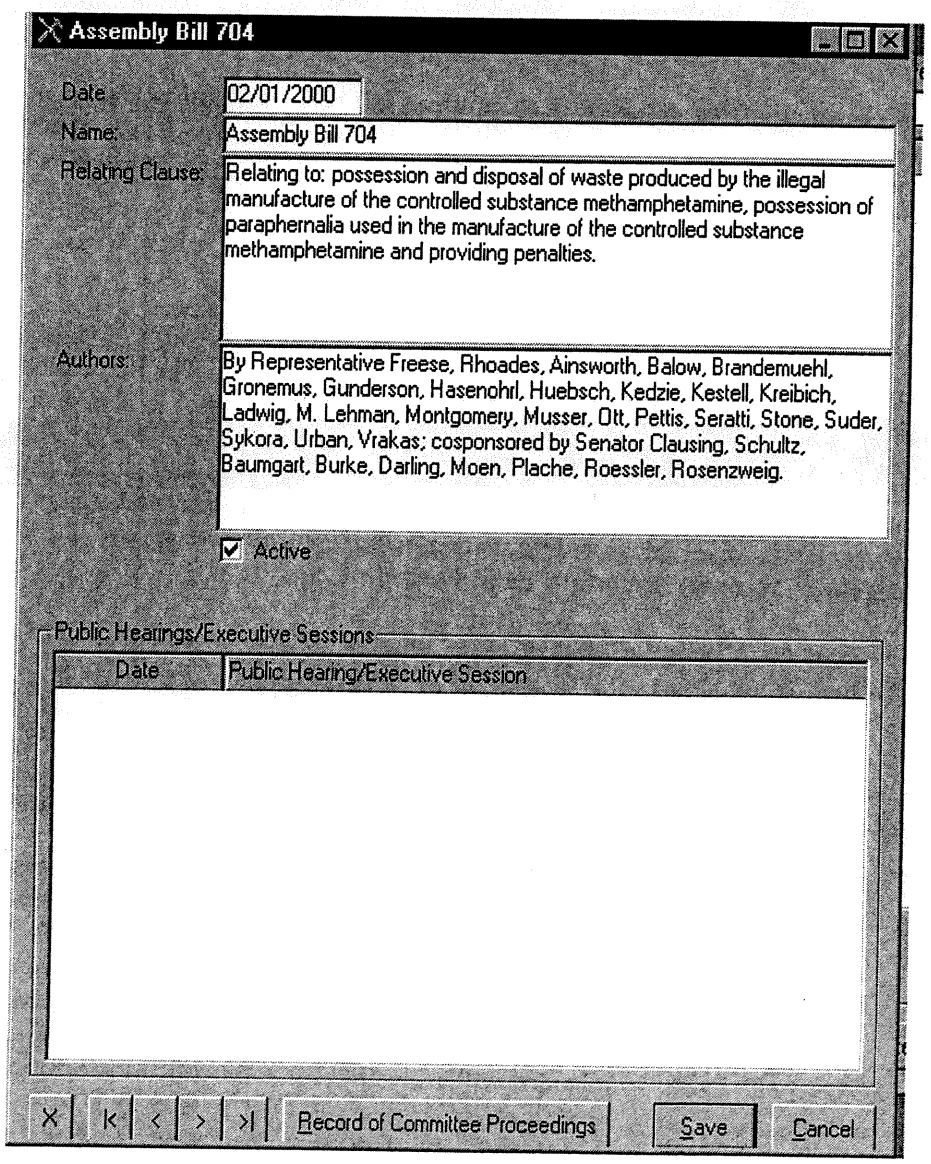
This column contains a list of all the Assembly and Senate bills, joint resolutions, resolutions, clearinghouse rules, Executive Appointments (Senate ONLY) and Professional Standards Council for Teachers appointments (Senate ONLY) which are now or have been in your committee at any time during the session.

You may view proposals by using the exploder button next to "Type", your choices are: All, Clearinghouse Rules, Executive Appointments, Legislation and Miscellaneous.

When you click on the **Update** button, it will bring in any new information from Text 2000 since the last overnight automatic update was run. This will also 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 the Speaker has referred it 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".

There are "Active" and "Inactive" check boxes and "Add", "Delete" and "Update" buttons at the bottom of this column. Your normal setting would be "Active". Clicking on "Add" allows you to add miscellaneous proposals (see next subheading). You may delete proposals by clicking the "Delete" button, however, this will permanently delete all information (hearings and execs.) and the proposal. Please read the warning pop ups carefully. This should only be used to delete miscellaneous items that have been entered in error.

To find more detailed information on a particular piece of legislation, double click or select (right mouse button) the desired proposal. This will open a window that displays the bill number, referral date, relating clause and authors for that bill. With the exception of the "Miscellaneous" windows, these windows cannot be edited. However, you could click in either the relating clause or authors window to highlight the text and then use your right mouse button or do Control-C to copy the text into a Microsoft Word document or an email note.



Immediately below the authors is a check box indicating if the bill is on your active or inactive list. Below this is a box displaying 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.

Miscellaneous

If you need to add a miscellaneous item, you may do so by clicking on the "Add" button at the bottom of the first column (or "Add" on the menu from the right mouse button) while the cursor is in the Proposals column. This information 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 topics that are not available from TEXT 2000. 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, a committee clerk can treat a miscellaneous item like any 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 column contains a list of all members of the committee. The list, which is displayed on your screen, is dependent upon which check box (Active, Inactive) is checked. The Active check box will only display a list of the current members of your committee. The Inactive check box 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 all current and former members' attendance and vote records must be maintained in the system.

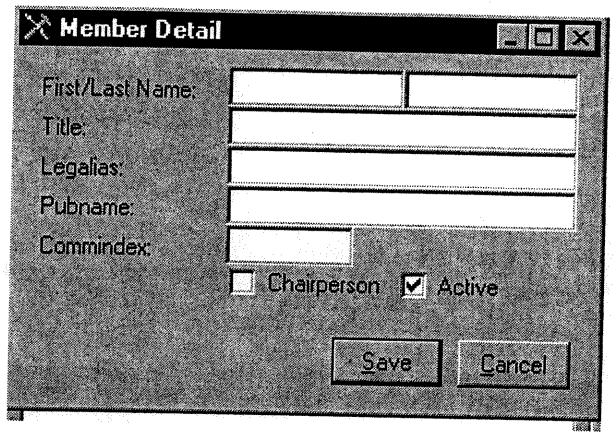
You may check both the "Active" and "Inactive" check boxes for a complete list of all members for the session.

You may view members based on "Type" by using the exploder button next to "Type": All, Legislator, Public. Public members are persons, other than legislators, who serve on the Joint Survey committee on Retirement Systems and the Joint Survey committee on Tax Exemptions.

Membership information will be updated automatically overnight. If necessary, 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 (or "Add" on the right mouse click menu) will bring up the "Member Detail" screen that will ask you to fill in the following information:

Fill in all the boxes: first/last name, title (Senator or Representative/Secretary, etc). The "Legalias" is the Senator/Representative/Public Member's last name in all lower case 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. lehmanm for Representative Michael Lehman). The "Pubname" shows how you want that person's name to appear when published: (i.e. Stigler or M. Lehman). The "Commindex" 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 Commindex 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.

Public Hearings/Executive Sessions

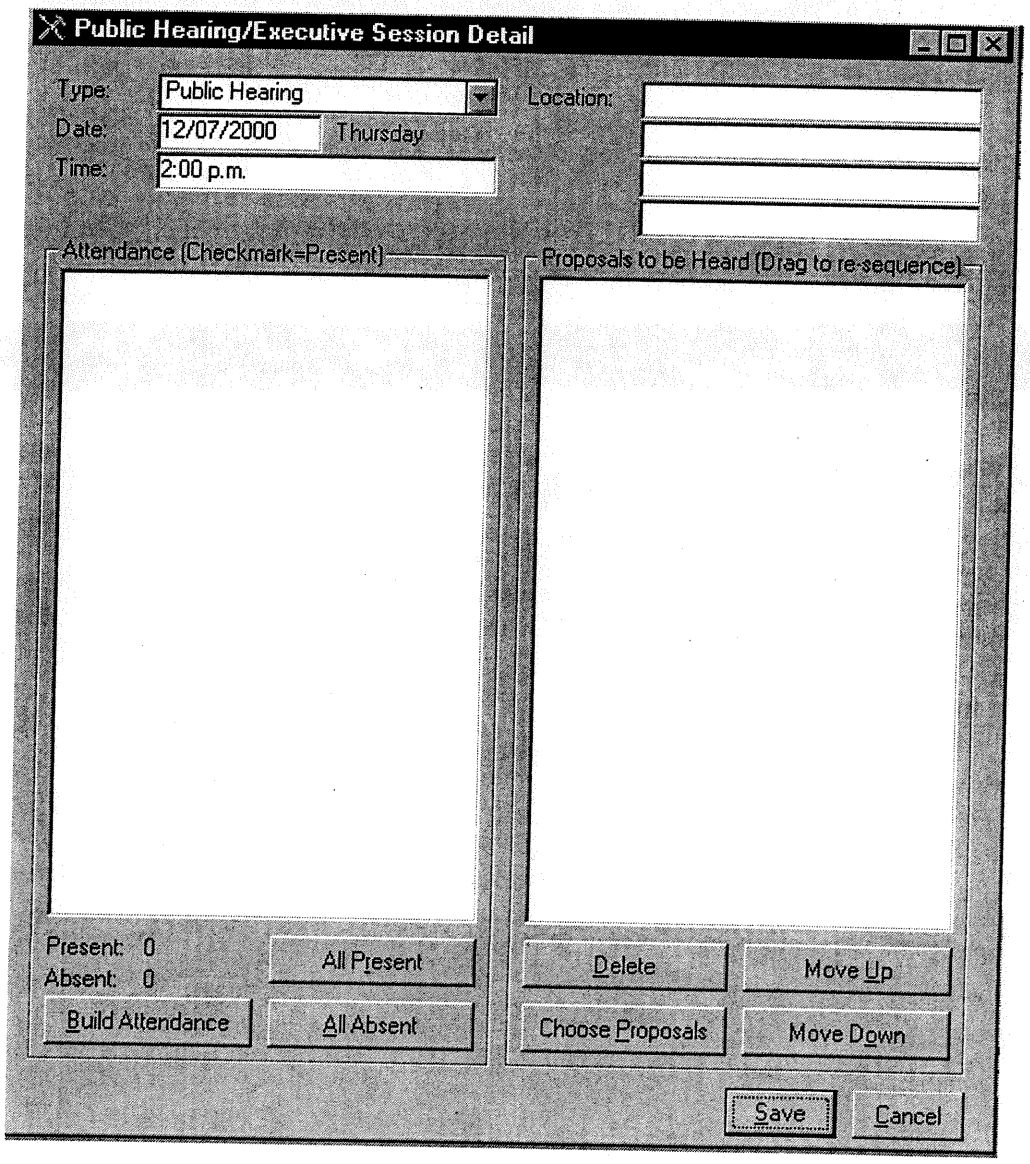
This column contains a list of all meeting dates for public hearings and executive sessions with the most recent meeting appearing at the top of the column. At the beginning of biennial legislative session, this column will be empty. Unlike the Proposals and Members, this column has no connection to 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 (right mouse button) them to bring up the "Public Hearing/Executive Session Detail" window to add further information: attendance, appearances, registrations, motions and roll calls.

Building Microsoft Word Committee 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 created using the same information from the database.

Public Hearing or Executive Session Notices

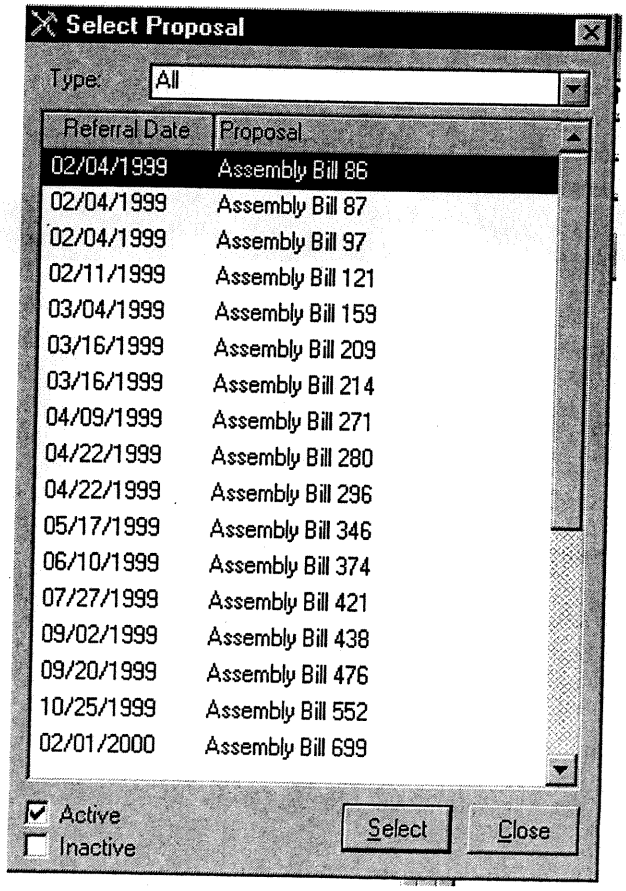
Before you can prepare a meeting notice using this program, you must be sure that all pieces of legislation have been brought into your system from Text 2000. If they are not all there, you can pull them in by clicking on the **Update** button in the Proposal column.



Once you have all of the legislation in your system, click on **Add** at the bottom of the Public Hearings/Executive Session column. This allows you to create a new public hearing or executive session notice by opening a **Public Hearing/ Executive Session 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 cannot 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 name, street address and city for out of town meetings. *If a time and location are not indicated for a public hearing, a pop up will prompt you to add this information before a notice can be created and saved.*

Below 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. *One of the most common errors by committee clerks is the failure to return to this window and enter the meeting attendance.*



To add proposals to the Public Hearing or Executive Session notice, click on the "Choose Proposals" button for a list of all pending items. Double click on each item you wish to add to the notice (or highlight and click the "Select" button.) After you have included all of the desired items on the meeting notice, close the "Select Proposal" window and click on the **Save** button. This will create an entry under the "Proposals to be Heard" column 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 meeting notice at any time to add or change the order of items. To change the order, highlight the proposal you wish to move and use the "MoveUp" and "Move Down" buttons, or you may highlight the item and drag it to its new position.

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 **Hearing/Exec. 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. This only adds the text, "Advance Notice", to the top of your printed Public hearing notice.

A pop up menu will appear asking if you want to print the notice at this time. Click on the "No" button if you wish to review or edit the Word document before printing the final copy.

Another pop up window will appear on your monitor indicating the name for the document in Microsoft Word. Public hearing notices are saved in the format "H20010316001". This stands for: Hearing, 2001, March 16, 1st notice. This document will be saved and a pop up will ask you if you want to edit the document at this time. If you answer "Yes", the document will open.

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

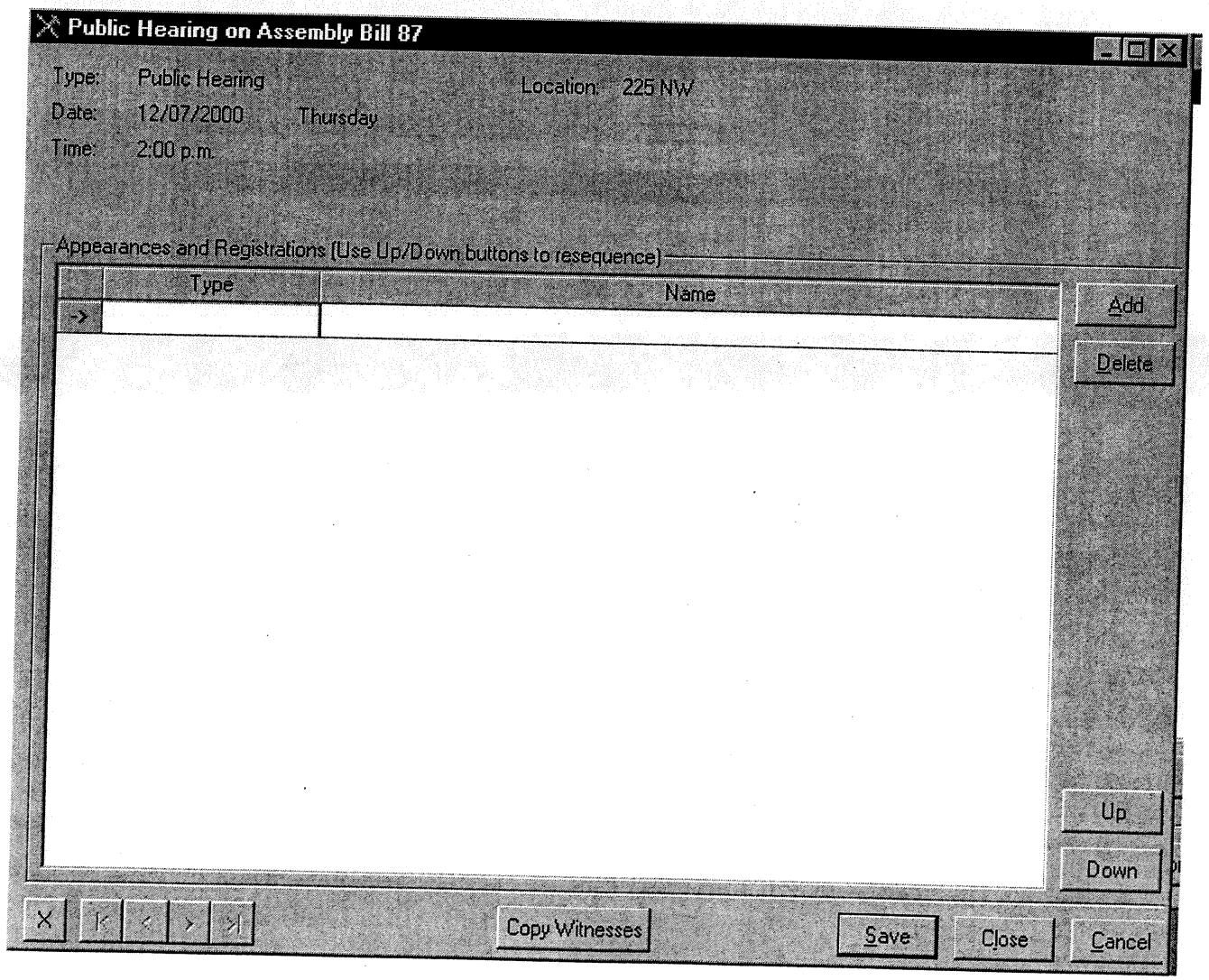
ComClerk documents will now be saved on the "V" drive.

Ccldoc$ on '01fs' (V):
- Senate/Assembly
  - Your Committee (i.e. "org")
    - Execs
    - Hearings
    - Proposals
    - Records
    - Reports

Remember that you must create, in ComClerk, a new hearing notice for each new hearing: You may not use an existing Microsoft Word hearing notice document and change the information.

Public Hearings - Appearances / Registrations

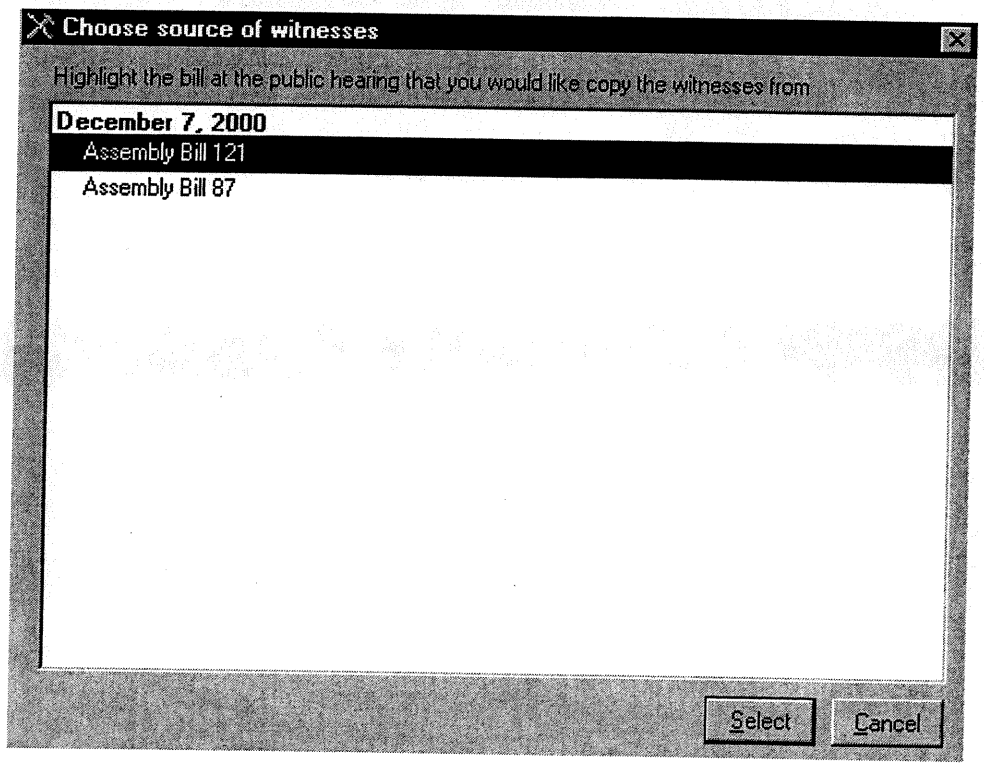
After a public hearing is held, you should return to the Public Hearing/Executive Session Detail column and double click or select (on right mouse button) the hearing date to bring up the information for that hearing. Add the attendance information by clicking on the **Build Attendance** button and then clicking in the box next to the name of each committee member who is present (or you may use the "All Present" and "All Absent" buttons). 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. Click in the box under "Type" to access a pull-down menu that allows you to add the correct heading (i.e. Appearances for, Appearances against, etc.). Next, click in the name field (or tab over) and type the name of one person. Hitting "**Enter**" 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 under "Type", and continue as outlined above.



It is possible to correct a typo in a name or change a person from one category to another by editing it in the Appearances/Registrations Detail window. You can change the order by highlighting the name and using the "Up" and "Down" buttons. ("Up", Down", "Add" and "Delete" options are also available on the right mouse button.)

At the bottom of the column on the left hand side are a number of helpful tools: X – will delete the proposal from the notice. I< < > >1 keys will allow you to move from one bill to another on the notice. These keys are for viewing items only, you must **save** information before leaving a screen.

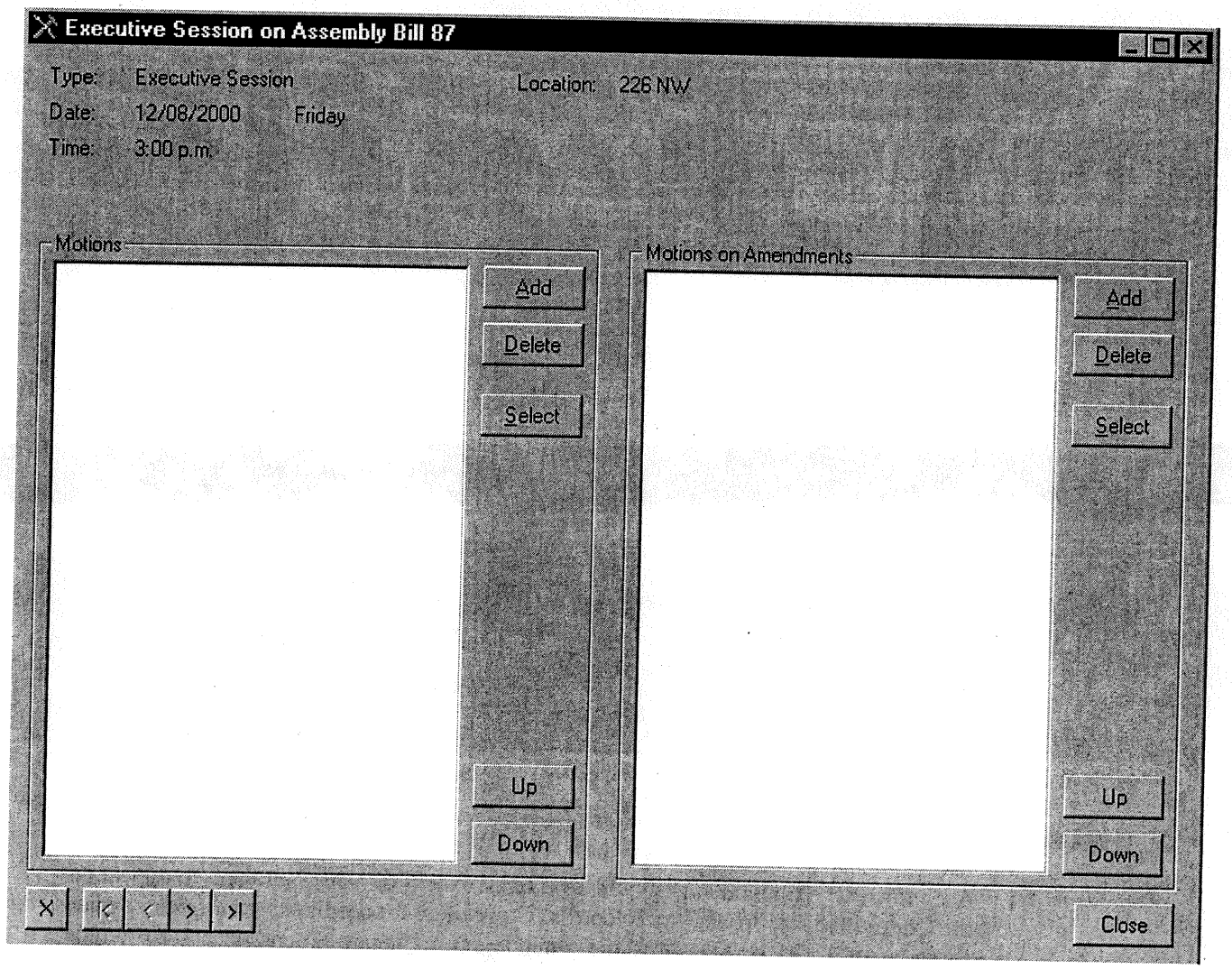
A new feature of the program this session is the ability to copy appearances and registrations from one bill to another. Click the **Copy Witnesses** button and it will bring up a window listing the bills, which had a public hearing at the same meeting. You can then choose a bill from which to copy the entire list of appearances and registrations. After you choose a bill from which to copy witnesses, you will be prompted to confirm your choice. This will be a useful tool when the same people appear or register on more than one bill at a public hearing.



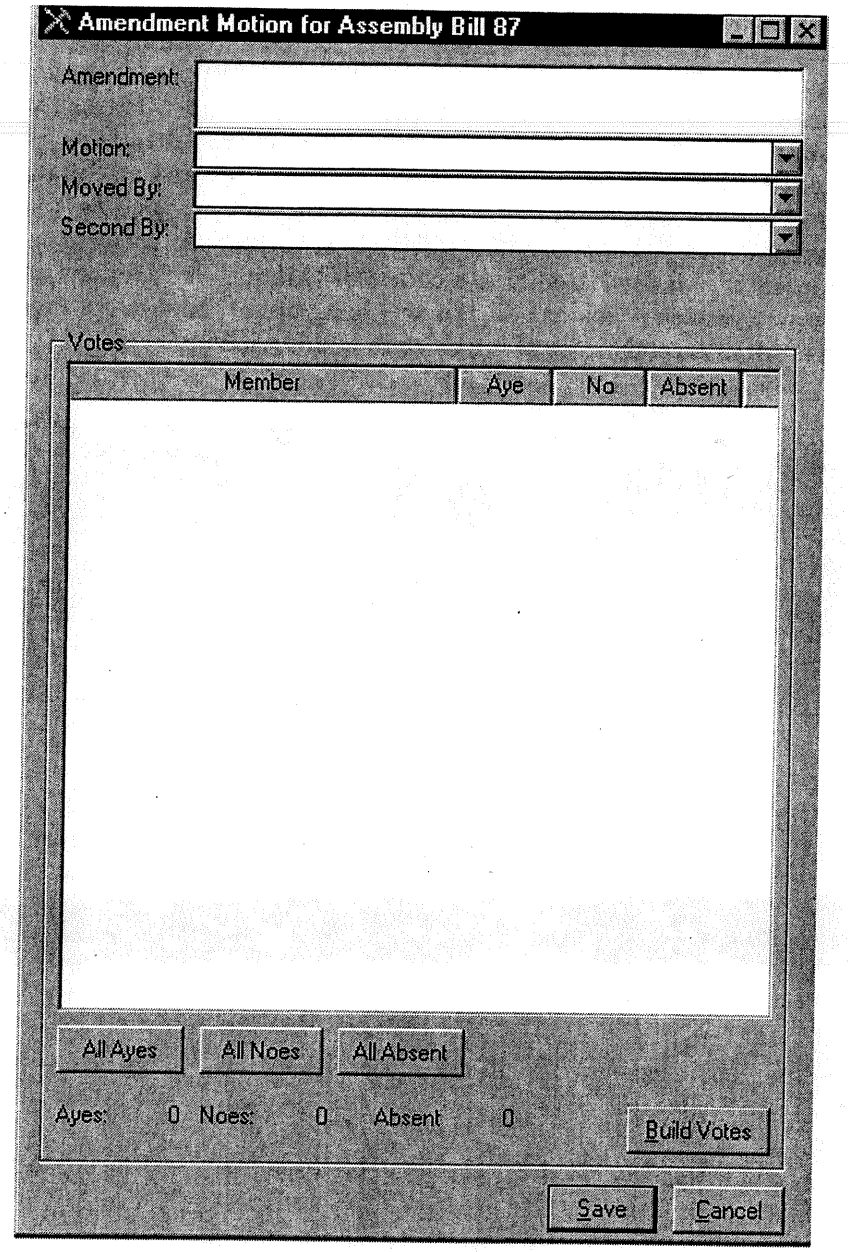
Remember to click on "Save" when exiting the screen to write the information to the database.

Executive Action – Motions

To add executive action, you must first create an Executive Session Notice. Using the same "Public Hearing/Exec. Session 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 create a Microsoft Word document.) 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 column 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.



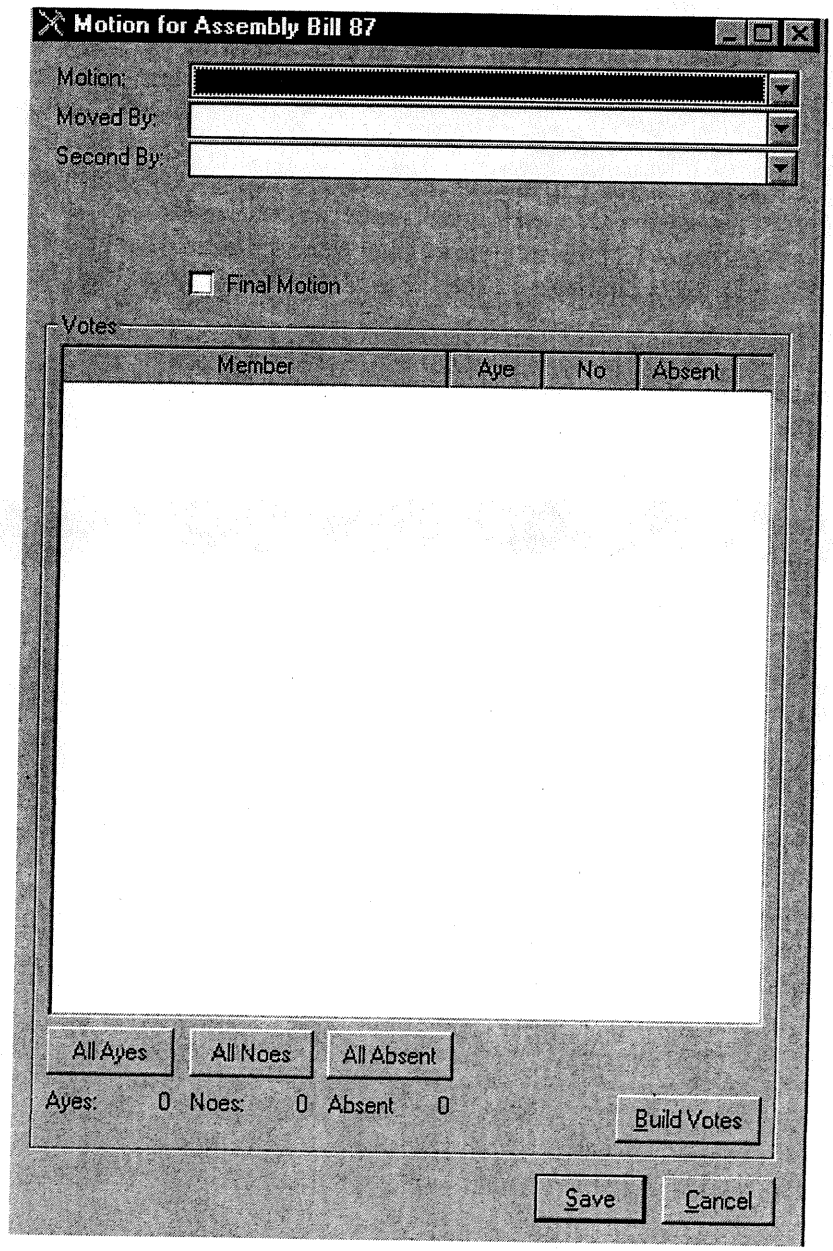
Motions must be entered in the order in which they are voted upon in executive session.



Motions on amendments: Click on "ADD"

1. **Amendment:** Amendments should be entered exactly as you want them to appear on the Committee Report and the Record of Committee Proceedings: examples: 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. **Motion:** Only the possible motions are listed, (adoption, introduction, introduction and adoption, rejection and other), if you choose the "other" option, a new box will open to allow you to enter miscellaneous information.
3. **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.

4. **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.
5. **Votes:** To add vote information, click on **Build Votes** 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". *The options for "All Aye", "All No" and "All Absent" are on the buttons at the bottom of the column and on the right mouse button.* 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 "All 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: Click on "ADD"

1. **Motion:** click on the exploder button and choose the appropriate motion: the window lists only the motions possible for this type of proposal, (for a Senate Bill in the Assembly the options would be "concurrence", "nonconcurrence", "concurrence as amended" and "other").
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. You will be prompted if you did not click final motion. (*Please note, failure to click this button may prevent the information from appearing on the committee report.)*
5. **Votes:** To add vote information, click on **Build Votes** 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". *The options for "All Aye", "All No" and "All Absent" are on the buttons at the bottom of the column and on the right mouse button.* 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 **close** the "Executive action on Proposal" screen and on the "Public Hearing/Exec. Session Detail" screen.

Record of Committee Proceedings

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

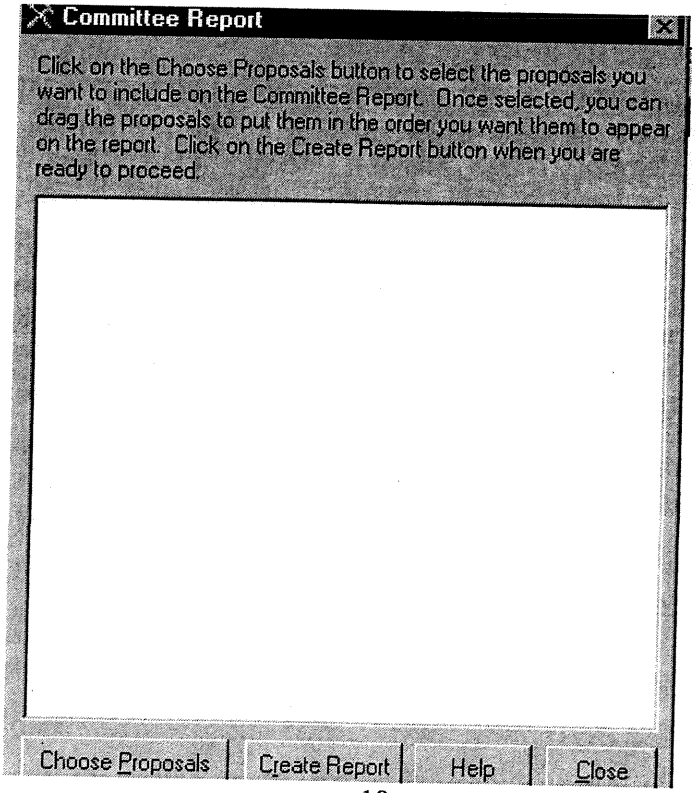
Unlike a meeting notice and committee report, the Record of Committee Proceedings always contains only one proposal. The Record of Committee Proceedings is found by placing the cursor in the Proposal column and clicking on the right mouse button. You may also access the Record of Committee Proceedings from the top pull down menu under "Hearing/Exec" or by double clicking on the proposal.

Using one of the three methods in the previous paragraph produce a Microsoft Word document named in the format "AB0002001", (This name reflects the Proposal (AB, SB, AJR, SJR, AR, SR) the four digit proposal number (1000, 0100, 0010, 0001) and the three digit version number of the record (001)). At this time you will be asked if you would like to edit the document, and if you answer "Yes", the document will open up in Microsoft Word.

Carefully check the document to see that all motions and roll calls have been brought into the Record. Edit the document if necessary and resave. It will be saved on the "V" drive.

Committee Reports

Once you have entered all information (attendance, appearances and registrations at the public hearing, and attendance, motions and votes at the executive session) 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 **Create Committee Report** button on the main screen. This will open a "Committee Report" window. Click on "Choose Proposals" to add proposals to the committee report. Simply double click or select the items which you wish to add to a committee report. Close the "Choose Proposals" window and click **Create Report** at the bottom of the window. This will create a Microsoft Word document with a name of "report001.doc", which will increment by one as each successive report is created. Instead of using this naming convention, at this point you could rename the document using the naming convention of your choice. For example, saving the document as "report2000_01-01" for the current date or saving it as "reportAB0001" for the bill number would be more useful to you in the long run. Again, this will prompt you to edit the document if necessary and will save the completed report on the "V" drive. 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 save.

Clearinghouse Rule Reports

While it is possible to schedule Clearinghouse Rules for Hearings and Executive sessions, the overwhelming majority of rules referred to a committee will leave that committee without a committee meeting. To simplify the record keeping for this lack of committee action, you create the Committee Report by double clicking on the Rule in the list of proposals and clicking on the **No Action taken** button. This will also open a field for you to enter the date. After entering this information, you may now create the Record of Committee Proceedings and the Committee Report for the Rule.

Clearinghouse Rules that have committee action (hearings and/or executive sessions) are treated in the same manner as bills.

Attendance and Vote Record Forms

It is not necessary for committee clerks to type and save attendance and vote record forms in Microsoft Word. The ComClerk 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.

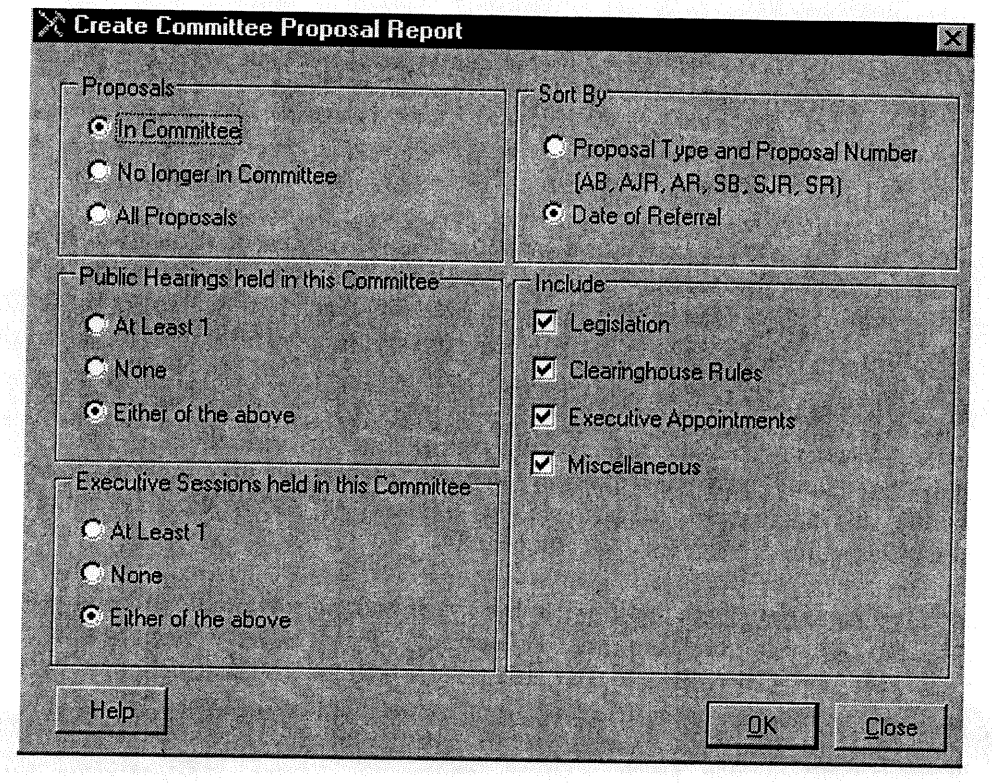
To generate a copy of an attendance or vote record form, click on the **Reports** pull down menu on the "Wisconsin Legislature - Committee Clerk 2.0" window to access the desired form. You will be prompted to enter the number of copies you wish to print. Again, remember that this does not create a saved document. If you need more copies of the form at a later date, execute this procedure again 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 **Proposals in Committee**. A Menu appears that gives you the options based on the following criteria:

Status:
- In Committee
- No longer in Committee
- All Proposals

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 alternative selections to change the default settings.*

After your selections have been made click on **OK** to generate a report. The report will be given the save name "PropRpt001" and you will be prompted to save it as a Microsoft Word document in the Proposals folder on the "V" drive. Again, it may be appropriate to rename the document to something more useful to you.

Folio

Folio is the computer program containing a large volume of legislative documents for viewing and searching by legislative staff. In Folio, you will see numerous infobases --- databases containing large amounts of text organized to enhance its searching capabilities. A slightly different version of Folio is available for use by the general public on the legislature's internet web site.

The Wisconsin statutes, acts, bill histories, journals, and the full text of bills and amendments are among the more prominent infobases residing in Folio. Information is available for the current as well as previous sessions (1997-98 and 1999-2000). Work is continuing to add even more information to this valuable resource.

One of the more recent additions to the list of materials available in Folio is an infobase containing the Records of Committee Proceedings for Assembly and Senate bills, joint resolutions, resolutions and Senate Executive Appointments. Clearinghouse Rules are not 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.

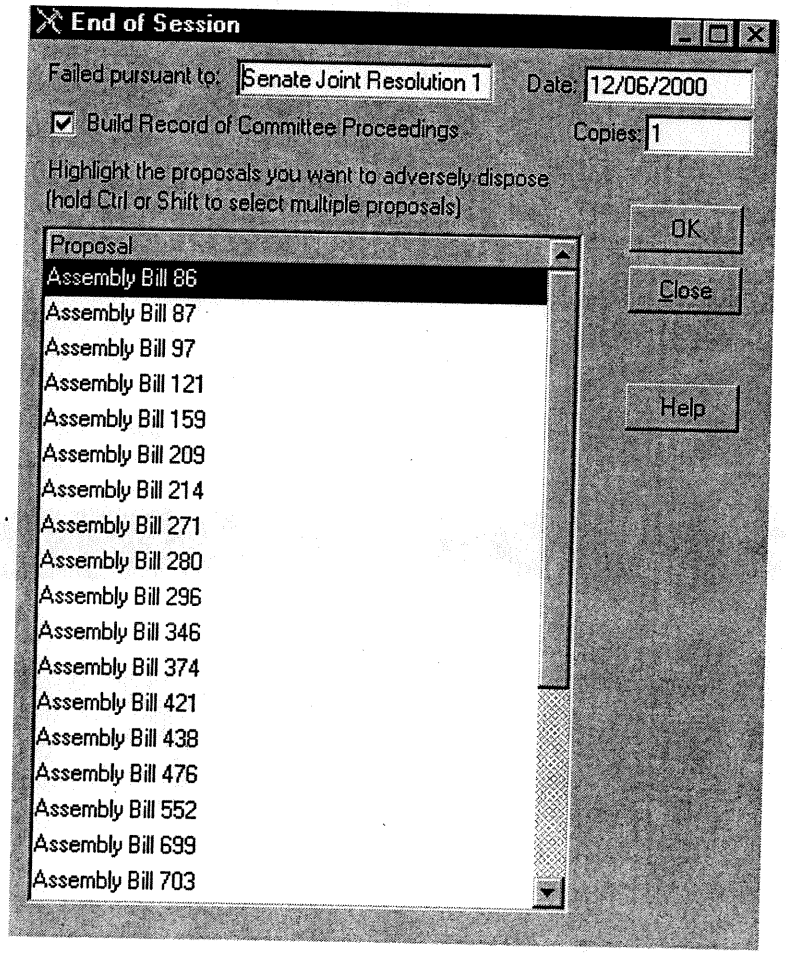
To get this information into Folio, we are asking you, in addition to your normal procedures, to **e-mail** us a copy of your completed Record of Committee Proceedings when you report a bill, joint resolution or resolution out of committee. Senate committee clerks should **e-mail** a copy of each record 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 Outlook 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 Outlook 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 on the "V" drive. 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 Outlook with an icon representing a MS-Word document in the message area. Click on the send button to transmit the message to the appropriate Chief Clerk's employee (Donna or Ken). We will transfer the file to the Folio infobase overnight. It will then be available for viewing by legislative staff on the legislature's network and by the general public on the internet.

End of Session

After the final adjournment of the legislature all proposals left in your committee must be completed with the entry "date: Failed to … pursuant to Senate Joint Resolution 1". On the top pull down menu bar is an option labeled "Utilities". If you click on "Utilities", you are given an option of "End of Session". This will allow you to enter the Joint Resolution creating the session schedule (2001-2002 session – Senate Joint Resolution 1), the date of the action and the number of copies to print. This will automatically add the information to **ALL** proposals (excluding Clearinghouse Rules and Executive Appointments) and will print as many copies as requested of each record.



Support

This Manual was written for Version 2.0 of the ComClerk Program. If you are using a version other than 2.0, 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. Better yet, hit the "Print Scrn Sys Rq" key on your keyboard. Then open a new mail message in Microsoft Outlook and, with your cursor in the message area of the email, do **Edit>Paste** from the pull-down menu. Send the email to 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.

Written by:
Ken Stigler, Assembly Chief Clerk's Office
Donna Doyle, Senate Chief Clerk's Office

January 3, 2001

2001 ASSEMBLY COMMITTEES

COMMITTEE NAME	PARTY SPLIT	COMMITTEE CHAIRPERSON	COMMITTEE CLERK	OFFICE NO.	OFFICE PHONE	HEARING DAY	HEARING WEEK	HEARING ROOM	HEARING PHONE
Administrative Rules	3–2	Glenn Grothman	Maggie Grimm	15 N	4–8486				
Aging and Long–Term Care	6–4	Kitty Rhoades	Kevin Moore	302 N	6–1526	Thur	Odd	415 NW	6–2411
Agriculture	9–7	Al Ott	Beata Kalies	318 N	6–5831	Thur	Even	417 North	4–8318
Assembly Organization	5–3	Scott Jensen	R. J. Pirlot	211 W	1–9482				
Audit (Joint)	3–2	Joseph Leibham	Patrick Vander Sanden	123 W	6–0656				
Campaigns and Elections	4–2	Stephen Freese	Terri Griffiths	115 W	6–7502	Thur	Even	Parlor	1–2362
Census and Redistricting	5–3	Bonnie Ladwig	Janine Hale	113 W	6–9171	Tues	Odd	328 NW	6–2403
Children and Families	5–3	Steve Kestell	Dave Matzen	17 W	6–8530	Thur	Even	328 NW	6–2403
Colleges and Universities	6–4	Robin Kreibich	Felicia Shultz	107 W	6–0660	Tues	Odd	225 NW	6–3454
Corrections and the Courts	6–4	Scott Walker	Melissa Gilbert	308 N	6–9180	Wed	Odd	Parlor	1–2362
Criminal Justice	8–6	Scott Suder	Anne Thompson	21 N	7–0280	Wed	Odd	417 North	4–8318
Economic Development	5–3	John Townsend	Marne Wischnewski	6 N	6–3156	Tues	Even	North HR	4–8317
Education	9–6	Luther Olsen	Mary Pluta	9 W	6–8077	Tues	Odd	417 North	4–8318
Education Reform	7–4	Stephen Nass	Mike Mikalsen	12 W	6–5715	Wed	Odd	328 NW	6–2403
Employment Relations	3–1	Scott Jensen	Jodie Tierney	211 W	6–3387				
Energy and Utilities	6–4	Tim Hoven	Michael Welsh	17 N	7–2369	Tues	Even	415 NW	6–2411
Environment	6–4	Neal Kedzie	Dan Johnson	307 N	6–9650	Tues	Even	Parlor	1–2362
Family Law	4–2	Carol Owens	Jacqueline Zibrowski	105 W	7–7990	Thur	Even	225 NW	6–3454
Finance (Joint)	6–2	John Gard	Dianne Harmelink	315 N	6–2343	All	All	411 South	
Financial Institutions	9–7	Suzanne Jeskewitz	Erin Bilot	314 N	6–3796	Thur	Even	415 NW	6–2411
Government Operations	3–1	Steve Wieckert	Scott Becher	16 W	6–3070	Wed	Odd	North HR	4–8317
Health	10–7	Gregg Underheim	Sandra Lonergan	11 N	6–2254	Tues	Even	417 North	4–8318

COMMITTEE NAME	PARTY SPLIT	COMMITTEE CHAIRPERSON	COMMITTEE CLERK	OFFICE NO.	OFFICE PHONE	HEARING DAY	HEARING WEEK	HEARING ROOM	HEARING PHONE
Highway Safety	5–3	Jerry Petrowski	Kathy Marschman	4 W	6–1182	Wed	Even	North HR	4–8317
Housing	5–3	Tom Sykora	Martha Hess	3 N	6–1194	Thur	Odd	Parlor	1–2362
Information Policy and Technology (Joint)	3–2	Mark Pettis	Don Nelson	5 N	7–2365				
Insurance	7–5	Phil Montgomery	Rose Smyrski	129 W	6–5840	Thur	Odd	328 NW	6–2403
Judiciary	5–3	Mark Gundrum	Jolene Churchill	19 N	7–5158	Thur	Odd	225 NW	6–3454
Labor and Workforce Development	6–3	Jean Hundertmark	Jason Rostan	8 W	6–3794	Wed	Even	225 NW	6–3454
Natural Resources	8–5	DuWayne Johnsrud	Scott Loomans	323 N	6–3534	Wed	Even	417 North	4–8318
Personal Privacy	5–3	Michael Powers	Vince Williams	125 W	6–1192	Tues	Even	225 NW	6–3454
Public Health	5–3	Frank Urban	Sara Buschman	13 W	6–9175	Wed	Even	328 NW	6–2403
Retirement Systems (Joint)	2–1	Dan Vrakas	Brian Pleva	119 W	6–3007				
Rules	7–5	Steve Foti	Bob Karius	215 W	6–2401				
Rural Affairs and Forestry	5–3	John Ainsworth	Kristina Boardman	309 N	6–3097	Thur	Odd	North HR	4–8317
Small Business and Consumer Affairs	7–5	Lorraine Seratti	Tim Fiocchi	18 N	6–3780	Tues	Odd	415 NW	6–2411
State Affairs	5–3	Richard Skindrud	Al Colvin	18 W	6–3520	Tues	Even	328 NW	6–2403
State and Local Finance (Select)	5–3	Gregg Underheim	Sandra Lonergan	11 N	6–2254	Thur	Even	North HR	4–8317
Tax and Spending Limitations	5–3	Frank Lasee	Lance Burri	7 N	6–9870	Wed	Odd	225 NW	6–3454
Tax Exemptions (Joint)	2–1	Eugene Hahn	Heather Schubert	15 W	6–3404				
Tourism and Recreation	6–4	Joan Wade	Jason Westphal	10 W	6–7746	Tues	Odd	Parlor	1–2362
Transportation	9–7	Jeff Stone	Tami Rongstad	306 N	6–8590	Thur	Odd	417 North	4–8318
Urban and Local Affairs	4–2	Scott Gunderson	Michael Bruhn	7 W	6–3363	Tues	Odd	North HR	4–8317
Veterans and Military Affairs	6–4	Terry Musser	Marlene Reineking	11 W	6–7461	Wed	Even	Parlor	1–2362
Ways and Means	8–5	Michael Lehman	Andrew Nowlan	103 W	7–2367	Wed	Even	415 NW	4–2411

January 15, 2001

Prepared by Assembly Chief Clerk's Office

DATE: January 25, 2001

TO: Terri Griffiths

Committee on Campaigns and Elections

FROM: John Scocos, Assembly Chief Clerk

RE: Clearinghouse Rule Referrals

The following Clearinghouse Rules(s) has/have been referred to your committee.

CLEARINGHOUSE RULE 00–153

AN ORDER to repeal ElBd 2.05 (15); to renumber ElBd 2.05 (16), (17) and (18); to amend ElBd 2.05 (2), (14) and (16) (b) and 2.07 (2) (a) and (b); and to create ElBd 2.05 (16) (f), relating to sufficiency of nomination papers.

Submitted by **Elections Board**.

Report received from Agency on **January 19, 2001**.

To committee on **Campaigns and Elections**.

Referred on **Thursday, January 25, 2001**.

Last day for action – **Monday, February 26, 2001**.

Under section 227.19 (4) of the Wisconsin Statutes, your committee has 30 days to take action or get an extension. The day **after** the official referral date is day one of your review period. Therefore, the 30th day should fall four weeks and two days after the referral date. For example, for Clearinghouse Rules referred on a Monday, a Wednesday would be your 30th day. For Clearinghouse Rules referred on a Tuesday, a Thursday would be your 30th day. For Clearinghouse Rules referred on a Wednesday, a Friday would be your 30th day. For Clearinghouse Rules referred on a Thursday or Friday, your 30th day would fall on a weekend. Therefore, your time would expire on the next working day (Monday) as provided for in s. 990.001 of the Wisconsin Statutes. Also, if the 30th day falls on a legal holiday, time would expire on the next working day.

Section 227.19 **requires** you to notify each member of your committee that you have received this Clearinghouse Rule. Although some committee chairs do so, you are not required to send a copy of the text of the rule to each member at this time. Your notice could state that members should contact you if they wish to receive a hard copy of the rule. (Please note that, unlike bills and amendments, the text of Clearinghouse Rules is not currently available online. I am sure that this will happen sometime in the future as state agencies standardize their computer software). Please put a copy of your official notification memo in the rule jacket.

Three copies of the Clearinghouse Rule and its accompanying documents are contained in the jacket. If you wish to have your Legislative Council attorney review the Clearinghouse Rule, send him/her a copy. I only need one copy remaining in the jacket when you report it out of committee at the end of the review period.

The identical process is happening simultaneously in the Senate. Keep track of their action on the rule.

For assistance with the Clearinghouse Rule process, please consult Ken Stigler (6–2406) or your Legislative Council attorney. If you wish to learn more on this subject, read section 227.19 of the Wisconsin Statutes or part 2 of the *Administrative Rules Procedures Manual* written by the Revisor of Statutes Bureau and the Wisconsin Legislative Council staff.

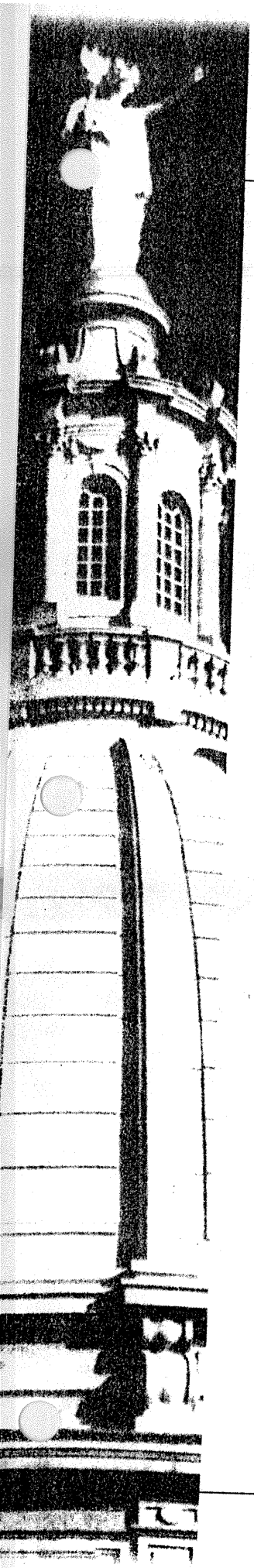
1999–2000 Session
HOUSING (Assembly)
Chairperson Sykora

BILL	TOPIC	AUTHOR	PARTY	DATE IN	HEARING	EXEC SESSION	DATE OUT	CURRENT STATUS
AB 120	Home repair fraud	Skindrud	REP	11–FEB–1999	01–APR–1999			A–Housing
AB 177	Razing historic buildings, notice to state historical society	La Fave	DEM	08–MAR–1999	01–APR–1999	19–MAY–1999	03–JUN–1999	A–Enacted into Law
AB 375	Excluding certain persons from the regulations related to tenants	Meyer	DEM	10–JUN–1999	03–FEB–2000 27–OCT–1999			A–Housing
AB 525	Nuisance if sell alcohol without a license or permit, allowing landlord to evict	Underheim	REP	12–OCT–1999	27–OCT–1999			A–Housing
AB 529	Eliminating the requirement of appraisals for WHEDA home loan program	Sykora	REP	12–OCT–1999	27–OCT–1999	03–FEB–2000	03–FEB–2000	S–Economic Development, Housing and Government Operations
AB 566	DORL rule making regarding supervision of real estate brokers	Wieckert	REP	27–OCT–1999	27–OCT–1999	03–FEB–2000	03–FEB–2000	S–Economic Development, Housing and Government Operations
AB 711	Require eviction of tenant who lies about having committed serious crimes.	Sykora	REP	03–FEB–2000	23–FEB–2000	28–FEB–2000	02–MAR–2000	S–Economic Development, Housing and Government Operations
AB 723	Various additions to the condominium laws	La Fave	DEM	08–FEB–2000	23–FEB–2000	28–FEB–2000	02–MAR–2000	A–Rules
AB 741	Bonding or insuring of certified lead paint removers	Sykora	REP	10–FEB–2000	23–FEB–2000			A–Housing
AB 770	Require that mobile home park owner enter into every lease and specify that a resident is someone who resides in the park	Sykora	REP	17–FEB–2000	23–FEB–2000	28–FEB–2000	02–MAR–2000	S–Economic Development, Housing and Government Operations
AB 806	Lead hazard control, lead–bearing paint hazard reduction and property owner immunity from liability	Sykora	REP	25–FEB–2000		28–FEB–2000	06–MAR–2000	A–Vetoed in Part
AB 807	Mobile homes	Sykora	REP	25–FEB–2000		28–FEB–2000	09–MAR–2000	A–Enacted into Law

1999–2000 Session
HOUSING (Assembly)
Chairperson Sykora

BILL	TOPIC	AUTHOR	PARTY	DATE IN	HEARING	EXEC SESSION	DATE OUT	CURRENT STATUS
AB 874	Local antidiscrimination housing ordinances	Reynolds	DEM	13–MAR–2000				A–Housing
SB 38	Income level for eligibility for low–income housing program	Risser	DEM	24–MAY–1999	27–OCT–1999			A–Housing

––END––



Daniel P. Vrakas

Wisconsin State Representative

Majority Caucus Chair

Chair: Assembly Committee on Labor & Employment

Assembly Chair: Joint Survey Committee on Retirement Systems

MEMORANDUM

TO: **Assembly Committee on Labor and Employment**

Rep. Nass
Rep. Grothman
Rep. Goetsch
Rep. Montgomery
Rep. Hundertmark
Rep. Turner
Rep. Meyerhofer
Rep. Pocan
Rep. Schooff

FROM: **Rep. Daniel P. Vrakas**
Chair, Assembly Committee on Labor and Employment

DATE: **September 18, 2000**

RE: **Referral of Clearinghouse Rule 00-086**

On September 15, 2000, the following clearinghouse rule, submitted by the Department of Commerce, was referred to the Assembly Committee on Labor and Employment:

Clearinghouse Rule 00-086 AN ORDER relating to inspection of and permits to operate elevators and other mechanical lifting devices.

The deadline for committee action on this rule is October 14, 2000. If you would like a copy of the rule, please contact my office. If you are interested in requesting a hearing and/or submitting comments, please do so well before October 14, 2000.

P.O. Box 8953 • Madison, Wisconsin 53708-8953
Office: (608) 266-3007 • Residence: (414) 367-5201
Toll-Free: 1 (888) 529-0033
Rep.Vrakas@legis.state.wi.us

2001 Session Schedule ■ = Floor Schedule ○ = Bills sent to Governor ▒ = Holiday

2001

JANUARY							
	1	2	3	4	5	6	E
7	8	9	10	11	12	13	O
14	15	16	17	18	19	20	E
21	22	23	24	25	26	27	O
28	29	30	31				E

FEBRUARY							
				1	2	3	E
4	5	6	7	8	9	10	O
11	12	13	14	15	16	17	E
18	19	20	21	22	23	24	O
25	26	27	28				E

MARCH							
				1	2	3	E
4	5	6	7	8	9	10	O
11	12	13	14	15	16	17	E
18	19	20	21	22	23	24	O
25	26	27	28	29	30	31	E

APRIL							
1	2	3	4	5	6	7	O
8	9	10	11	12	13	14	E
15	16	17	18	19	20	21	O
22	23	24	25	26	27	28	E
29	30						O

MAY							
		1	2	3	4	5	O
6	7	8	9	10	11	12	E
13	14	15	16	17	18	19	O
20	21	22	23	24	25	26	E
27	28	29	30	31			O

JUNE							
					1	2	O
3	4	5	6	7	8	9	E
10	11	12	13	14	15	16	O
17	18	19	20	21	22	23	E
24	25	26	27	28	29	30	O

JULY							
1	2	3	4	5	6	7	E
8	9	10	11	12	13	14	O
15	16	17	18	19	20	21	E
22	23	24	25	26	27	28	O
29	30	31					E

AUGUST							
			1	2	3	4	E
5	6	7	8	9	10	11	O
12	13	14	15	16	17	18	E
19	20	21	22	23	24	25	O
26	27	28	29	30	31		E

SEPTEMBER							
						1	E
2	3	4	5	6	7	8	O
9	10	11	12	13	14	15	E
16	17	18	19	20	21	22	O
23	24	25	26	27	28	29	E
30							O

OCTOBER							
	1	2	3	4	5	6	O
7	8	9	10	11	12	13	E
14	15	16	17	18	19	20	O
21	22	23	24	25	26	27	E
28	29	30	31				O

NOVEMBER							
				1	2	3	O
4	5	6	7	8	9	10	E
11	12	13	14	15	16	17	O
18	19	20	21	22	23	24	E
25	26	27	28	29	30		O

DECEMBER							
						1	O
2	3	4	5	6	7	8	E
9	10	11	12	13	14	15	O
16	17	18	19	20	21	22	E
23	24	25	26	27	28	29	O
30	31						E

Final, pursuant to Senate Joint Resolution 1

2001 Session Schedule ■ = Floor Schedule ◯ = Bills sent to Governor ▭ = Holiday

2002

JANUARY

		1	2	3	4	5	E
6	7	8	9	10	11	12	O
13	14	15	16	17	18	19	E
20	21	22	23	24	25	26	O
27	28	29	30	31			E

FEBRUARY

					1	2	E
3	4	5	6	7	8	9	O
10	11	12	13	14	15	16	E
17	18	**19**	20	21	22	23	O
24	25	26	27	28			E

MARCH

					1	2	E
3	4	5	6	7	8	9	O
10	11	12	13	14	15	16	E
17	18	19	20	21	22	23	O
24	25	26	27	28	29	30	E
31							O

APRIL

	1	**2**	3	4	5	6	O
7	8	9	10	11	12	13	E
14	15	16	17	18	19	20	O
21	22	23	24	25	26	27	E
28	29	30					O

MAY

			1	2	3	4	O
5	6	7	8	9	10	11	E
12	13	14	15	16	17	18	O
19	20	21	22	23	24	25	E
26	27	28	29	30	31		O

JUNE

						1	O
2	3	4	5	6	7	8	E
9	10	11	12	13	14	15	O
16	17	18	19	20	21	22	E
23	24	25	26	27	28	29	O
30							E

JULY

	1	2	3	4	5	6	E
7	8	9	10	11	12	13	O
14	15	16	17	18	19	20	E
21	22	23	24	25	26	27	O
28	29	30	31				E

AUGUST

				1	2	3	E
4	5	6	7	8	9	10	O
11	12	13	14	15	16	17	E
18	19	20	21	22	23	24	O
25	26	27	28	29	30	31	E

SEPTEMBER

1	2	3	4	5	6	7	O
8	9	**10**	11	12	13	14	E
15	16	17	18	19	20	21	O
22	23	24	25	26	27	28	E
29	30						O

OCTOBER

		1	2	3	4	5	O
6	7	8	9	10	11	12	E
13	14	15	16	17	18	19	O
20	21	22	23	24	25	26	E
27	28	29	30	31			O

NOVEMBER

					1	2	O
3	4	**5**	6	7	8	9	E
10	11	12	13	14	15	16	O
17	18	19	20	21	22	23	E
24	25	26	27	28	29	30	O

DECEMBER

1	2	3	4	5	6	7	E
8	9	10	11	12	13	14	O
15	16	17	18	19	20	21	E
22	23	24	25	26	27	28	O
29	30	31					E

January 6, 2003 - Inauguration Day (Monday)

Assembly Committee Travel Approval Form

CHAIRPERSON'S NAME: _____

ROOM #: _____ PHONE: _____

NAME OF COMMITTEE: _____

CITY AND DATE: (If holding more than one hearing outside of Madison, please list each of them.)

CITY: _____ DATE: _____

_____ _____

_____ _____

_____ _____

PURPOSE OF HEARING: (Please include Bill and LRB numbers.) _____

_____

_____

_____

_____

Is a page requested to attend? ___ YES ___ NO

Is an overnight stay required? ___ YES ___ NO

Will a state car be needed? ___ YES* ___ NO (*If yes, contact Mary Ellis at 6-1108)

DATE OF THIS REQUEST: (Approval MUST be granted prior to trip) _____

CHAIRPERSON'S SIGNATURE: _____

_____ Approved _____ Disapproved

_____
Chief Clerk Signature

_____
Date

1999–2000 SESSION
NUMBER OF PROPOSALS REFERRED TO EACH COMMITTEE IN THE ASSEMBLY

COMMITTEE NAME	PARTY SPLIT	COMMITTEE CHAIRPERSON	ASSEMBLY BILLS	ASSSEMBLY JOINT RES	ASSEMBLY RES	SENATE BILLS	SENATE JOINT RES	CLEARING-HOUSE RULES	TOTALS
Administrative Rules (Joint) Referrals by the Assembly Referrals by the Senate	3–2	Glenn Grothman	 1 0					 2 3	 3 3
Agriculture	8–6	Al Ott	8	1		2		18	29
Assembly Organization	5–3	Scott Jensen	12	1	2				15
Audit (Joint) Referrals by the Assembly Referrals by the Senate	3–2	Carol Kelso	 4			 3			 4 3
Campaigns and Elections	5–4	Stephen Freese	35	4		4		3	46
Census and Redistricting	6–5	Joseph Handrick		1					1
Children and Families	6–4	Bonnie Ladwig	29			4		17	50
Colleges and Universities	6–5	Robin Kreibich	18			3		2	23
Conservation and Land Use	6–4	Mike Powers	13			2		5	20
Consumer Affairs	6–4	Suzanne Jeskewitz Eugene Hahn	6					13	19
Corrections and the Courts	7–5	Scott Walker	32	1		2		9	44
Criminal Justice	8–6	Robert Goetsch	43	1		3		6	53
Education	8–7	Luther Olsen	36			9	1	15	61
Education Reform	6–3	Stephen Nass	25			1		2	28
Employment Relations	3–1	Scott Jensen							
Environment	6–4	Neal Kedzie	24			5		23	52

COMMITTEE NAME	PARTY SPLIT	COMMITTEE CHAIRPERSON	ASSEMBLY BILLS	ASSSEMBLY JOINT RES	ASSEMBLY RES	SENATE BILLS	SENATE JOINT RES	CLEARING-HOUSE RULES	TOTALS
Family Law	5–4	Carol Owens	23			1		1	25
Finance (Joint) Referrals by the Assembly Referrals by the Senate	6–2	John Gard	 86 17			 3 80			 89 97
Financial Institutions	8–7	David Ward Suzanne Jeskewitz	13			2		13	28
Government Operations	4–3	Steve Wieckert	25	8		3		12	48
Health	10–8	Gregg Underheim	48			4		37	89
Highway Safety	5–3	Jeff Stone	27			3		5	35
Housing	4–3	Tom Sykora	13			1		5	19
Information Policy	3–2	David Hutchison	14			3			17
Information Policy (Joint) Referrals by the Assembly Referrals by the Senate	3–2	David Hutchison	 5 1	1		 1		1	 7 2
Insurance	7–5	Frank Lasee	14			2		14	30
Judiciary and Personal Privacy	5–4	Michael Huebsch	77	9		8		3	97
Labor and Employment	6–4	Daniel Vrakas	34			6		26	66
Natural Resources	7–5	DuWayne Johnsrud	42	1		4		34	81
Public Health	5–4	Frank Urban	15			6	1	12	34
Renovation of Lambeau Field (Special)	6–6	John Gard	2						2
Retirement Systems (Joint) Referrals by the Assembly Referrals by the Senate	2–1	Dan Vrakas	18	1		 1 12		1	 21 12
Review of the Farmland Preservation Program	4–2	Judy Klusman							0

COMMITTEE NAME	PARTY SPLIT	COMMITTEE CHAIRPERSON	ASSEMBLY BILLS	ASSSEMBLY JOINT RES	ASSEMBLY RES	SENATE BILLS	SENATE JOINT RES	CLEARING-HOUSE RULES	TOTALS
Rules	7–5	Steve Foti	461	96	34	82	20		693
Rural Affairs and Forestry	5–4	John Ainsworth	10					3	13
Small Business and Economic Development	7–5	Lorraine Seratti	9	1		2		4	16
State Affairs	5–4	Richard Skindrud	30	1		2		2	35
Tax Exemptions (Joint) Referrals by the Assembly Referrals by the Senate	2–1	Eugene Hahn	54			22			54 22
Tourism and Recreation	6–5	Joan Spillner	14			2		7	23
Transportation	9–8	David Brandemuehl	49			4		22	75
Urban and Local Affairs	5–4	Scott Gunderson	36			3		2	41
Utilities	6–5	Tim Hoven	6			3		14	23
Veterans and Military Affairs	5–4	Terry Musser	18	5		2		5	30
Ways and Means	9–7	Michael Lehman	64	9		4	1	18	96
TOTALS			1511	141	36	304	23	359	2374

Notes:

1. The party split column reflects the makeup of committees at the beginning of the 1999–2000 session.

2. The numbers include each occurrence of a proposal being referred to committee. For example, AB 96 was referred to the committee on Environment twice and is counted twice in the table. Figures for the referral of proposals to the committee on Rules are increased because the same bill may be referred to that committee at different stages in the legislative process. For example, a proposal may have been referred to the committee on Rules 1) upon being reported out of committee, 2) upon receipt from the Senate with amendments, and 3) upon being vetoed by the governor.

November 3, 2000

Prepared by Assembly Chief Clerk's Office

CUMULATIVE LIST OF PROPOSALS
1999-2000 LEGISLATIVE SESSION

Committee on **Housing**

There was a total of 14 proposals in this status category. The breakdown by category is as follows:

13 – – – Regular session Assembly Bills
0 – – – Regular session Assembly Joint Resolutions
0 – – – Regular session Assembly Resolutions
1 – – – Regular session Senate Bills
0 – – – Regular session Senate Joint Resolutions
0 – – – Special session proposals

Assembly Bill 120 (11–FEB–1999 – present)

Relating to: home repair fraud and providing penalties.

By Representatives Skindrud, Albers, Brandemuehl, Freese, Goetsch, Hahn, Handrick, Hasenohrl, Hoven, Kedzie, F. Lasee, Lassa, J. Lehman, Montgomery, Musser, Ott, Owens, Porter, Turner, Urban and Williams; cosponsored by Senators Darling and Roessler.

Assembly Bill 177 (08–MAR–1999 – 03–JUN–1999)

Relating to: the razing of a historic building following preparation of a historic record of the building by the state historical society.

By Representatives La Fave, Sykora, Stone, Sinicki, Albers, Miller, Musser, Sherman, F. Lasee and Hasenohrl; cosponsored by Senators Robson, Huelsman, Darling and Farrow.

Assembly Bill 375 (10–JUN–1999 – present)

Relating to: excluding certain persons from the requirements relating to landlords and tenants.

By Representatives Meyer, Stone, La Fave, Ladwig, Albers, Staskunas, Musser, Urban, Seratti, Reynolds, Ryba and Vrakas; cosponsored by Senators Moen, Rosenzweig, Roessler and Panzer.

Assembly Bill 525 (12–OCT–1999 – present)

Relating to: making a building used to sell an alcoholic beverage without a license or permit a public nuisance.

By Representatives Underheim, Ainsworth, Kelso, Sykora and Walker; cosponsored by Senators Roessler, Rosenzweig, Darling and Plache.

Assembly Bill 529 (12–OCT–1999 – 03–FEB–2000)

Relating to: property appraisals for homeownership mortgage loans.

By Representatives Sykora, Morris–Tatum, Berceau, Coggs, Goetsch, Hasenohrl, Huber, Lassa, M. Lehman, La Fave, Miller, Musser, Olsen, Plale, Richards, Riley, Schooff, Seratti, Spillner, Owens, Turner, Underheim, Young and Stone; cosponsored by Senators Moore, Farrow, Darling, Erpenbach and Plache.

Assembly Bill 566 (27–OCT–1999 – 03–FEB–2000)

Relating to: employe supervision by real estate brokers and requiring the exercise of rule–making authority.

By Representatives Wieckert, Spillner, Sykora, Porter, Hahn, Schooff, Vrakas, Kestell, F. Lasee, Pocan and Meyer; cosponsored by Senators Clausing, Fitzgerald, Roessler and Rude.

Assembly Bill 711 (03–FEB–2000 – 02–MAR–2000)

Relating to: termination of tenancy for posing direct threat of physical harm or injury to persons or substantial risk of physical damage to property.

By Representatives Sykora, Underheim, Stone, Kestell, Hahn, Ladwig, Musser, Reynolds, Olsen, Kreibich, Ainsworth, Vrakas, Owens, Kelso, Wasserman, Gunderson and Nass; cosponsored by Senators Welch, Fitzgerald, Roessler, Darling and Farrow.

Assembly Bill 723 (08–FEB–2000 – 02–MAR–2000)

Relating to: condominium budgets and reserve accounts.

By Representatives La Fave and Sykora; cosponsored by Senator Grobschmidt.

Assembly Bill 741 (10–FEB–2000 – present)

Relating to: requiring bonding or insurance for certain persons who are certified to perform lead hazard reduction, a lead management activity, asbestos abatement or management activity or to supervise the reduction, management or abatement and granting rule–making authority.

By Representatives Sykora, F. Lasee, Urban, Kreibich, Pettis, Suder, Musser, Stone and Kelso; cosponsored by Senator Welch.

Assembly Bill 770 (17–FEB–2000 – 02–MAR–2000)

Relating to: rentals of mobile homes and termination of tenancies in mobile home parks.

By Representatives Sykora and F. Lasee.

Assembly Bill 806 (25–FEB–2000 – 06–MAR–2000)

Relating to: conducting lead investigations, lead–bearing paint hazard control, requirements for certification of lead–free or lead–safe status for dwellings and premises, immunity from liability for lead poisoning or lead exposure, a state residential lead liability fund, granting rule–making authority, requiring the exercise of rule–making authority and making appropriations.

By Representatives Sykora and Coggs; cosponsored by Senator Jauch.

Assembly Bill 807 (25–FEB–2000 – 09–MAR–2000)

Relating to: the regulation of mobile homes and manufactured homes and the financing of certain mobile home and manufactured home transactions.

By Representative Sykora.

Assembly Bill 874 (13–MAR–2000 – present)

Relating to: local antidiscrimination housing ordinances., by request of Anna Threlfall

By Representatives Reynolds and Boyle; cosponsored by Senator Risser, by request of Anna Threlfall.

Senate Bill 38 (24–MAY–1999 – present)

Relating to: eligibility for the Wisconsin Housing and Economic Development Authority's property tax deferral loan program.

By Senators Risser, Moen, Erpenbach and Clausing; cosponsored by Representatives Musser, Black, La Fave, Cullen, Miller, Hasenohrl, Ott and Krug.

(End)