

# MANAGEMENT COUNCIL

## POLICIES



PREPARED BY:  
MANAGEMENT COUNCIL  
LEGISLATIVE SERVICE OFFICE

OCTOBER 2003

# MANAGEMENT COUNCIL POLICIES

## INDEX

|   |    |
|---|----|
| Section I Policies Governing LSO.....                 | 2  |
| Section II Policies Governing Interim Committees..... | 2  |
| Section III Other Policies.....                       | 6  |
| Artwork Display in Capitol.....                       | 6  |
| Bill Drafting for Elected Officials.....              | 11 |
| Chambers – Use During Interim.....                    | 12 |
| Chief Washakie Statue Display.....                    | 13 |
| Constituent Service Allowance.....                    | 14 |
| Committee Documents – Public Access.....              | 15 |
| Discrimination and Sexual Harassment.....             | 16 |
| Distribution of Research Documents.....               | 19 |
| Document Storage System.....                          | 20 |
| Emergency Plan – Continuity of Business.....          | 21 |
| Ethics Questions – Procedure for Responding.....      | 24 |
| Family and Medical Leave – LSO Staff.....             | 25 |
| Fax Policy.....                                       | 26 |
| Internet Access – Reimbursement for Legislators.....  | 27 |
| Laptop Computer Policies.....                         | 28 |
| Legislative Aides, Interns & Committee Interns.....   | 35 |
| Legislative – Local Government Summit.....            | 38 |
| Mail – Distribution During Interim.....               | 39 |
| Mailings – Requests by Individual Legislators.....    | 40 |
| New State Programs – Database.....                    | 41 |
| Partisan Activities – Limited LSO Support.....        | 42 |
| RealAudio Session Broadcasts.....                     | 43 |
| Reports from Agencies – Guidelines.....               | 44 |
| Research and Policy Analysis Staff – Policies.....    | 46 |
| Resolutions (Informal).....                           | 48 |
| Review of Policies by Management Council.....         | 50 |
| Stationery.....                                       | 51 |
| Telephone Credit Cards.....                           | 53 |
| Voter Hotline.....                                    | 54 |
| Weather (Severe Weather During Session).....          | 56 |
| Web Site Operations.....                              | 57 |

POLICIES GOVERNING THE LEGISLATIVE SERVICE OFFICE  
AND  
INTERIM COMMITTEE ACTIVITIES

SECTION I. POLICIES GOVERNING LEGISLATIVE SERVICE OFFICE

1. Prioritization of Work. All work or study projects assigned to the Legislative Service Office by the legislature or requested of the office by any legislator or joint interim committee are subject to review and prioritization by the Management Council. All projects authorized or directed by the legislature shall take priority in consideration over projects requested by committees or individual legislators.
2. Allocation of LSO Services. The director of the Legislative Service Office is directly responsible to the Management Council for the proper conduct of the Office. He shall allocate the time and services of the personnel so as to accomplish the directives of the Management Council according to established priorities and in the most efficient and effective manner.
3. LSO Records. All records of the Legislative Service Office shall be open and public except for records constituting confidential work product and matters required to be treated as confidential by statute.
4. Audits. All financial books, records and accounts administered by the Legislative Service Office shall be audited at least once each biennium by an independent auditor selected by the Management Council. The cost of such audit will be paid from the appropriation for the legislature.
5. Rule Reviews. The Legislative Service Office shall review executive agency administrative rules as provided by W.S. 28-9-104 and submit rule review reports to the Management Council in the manner and format provided by the Administrative Rule Review Handbook and other policies approved by the Management Council. The Management Council shall review, or refer to the appropriate legislative committee for review, all rule review reports submitted by the Legislative Service Office.
6. Annual Report. To comply with W.S. 28-8-109 regarding the LSO annual report, LSO shall prepare and distribute the report using the same format used for 1997 which focuses more on information regarding the Legislature rather than on LSO itself.

SECTION II. POLICIES GOVERNING INTERIM COMMITTEE ACTIVITIES

1. Approval of Interim Studies. Proposals for joint interim committee studies are subject to review and approval by the Management Council. The Management Council may assign

additional work to any interim committee and may retain direction and supervision over any projects as it may deem advisable.

2. Committee Budgets.

- a. The Management Council shall determine the amount of money available for funding interim committee activities, and shall allocate funds to the interim committees according to the projects assigned and the priorities established.
- b. Interim committees may exceed their previously approved budget by not to exceed \$1500 where:
  - i. The Committee is meeting for the last time during the interim (subject to subsequent approval from Management Council for additional meetings); and
  - ii. If all members of the Committee planning to attend the meeting were to actually attend the meeting, the total amount the Committee would expend, as estimated by LSO, would be not more than \$1500. For the purpose of this policy, unless a legislator indicates he will not attend a meeting, it shall be assumed that he will attend the meeting.
- c. For information purposes, LSO will report to the Management Council within 30 days each time any Committee exceeds its budget in accordance with this policy.

3. Assignment of Studies. Notice of the assignment of interim studies or other work projects shall be given to the chairman of the joint interim committee.

4. Initial Committee Procedures. At the first meeting of the joint interim committee, the committee shall:

- a. Elect a chairman and vice-chairman or cochairman.
- b. Establish a plan for handling project assignments. If work is divided between subcommittees, designate subcommittee assignments and areas of responsibility.
- c. Prepare a budget of anticipated expenses.
- d. Adopt committee rules.

5. Use of Committee Funds. Funds allocated to a joint interim committee shall be used entirely for committee expenses such as travel, salary and per diem for members, expenses for public hearings or other expenses as the committee may request and the Management Council may authorize.

6. Record of Committee and Legislator Accounts. The Legislative Service Office will keep separate accounts of expenditures and records of committee activities for each joint interim committee. All vouchers for committee expenditures shall be approved and signed by the designated committee chairman and countersigned by the director of the Legislative Service Office, before payment may be made. The Legislative Service Office shall publish annually an account of expenses for each legislator, including telephone expenses.

7. Committee Information to LSO; Minutes. As soon as possible after the organizational meeting, the chairman or cochairman of the joint interim committee shall provide the Legislative Service Office with a list of committee officers; the budget of the anticipated expenses; and other information as may be required for the proper conduct of the Legislative Service Office. The chairman, cochairman or a designee shall approve minutes and records of all committee meetings and activities.
8. Outside Funding for Committees. A joint interim committee may not apply for, receive or accept any grant, donation or gift of money for funding approved studies and work projects other than appropriations to the LSO or other appropriations specifically for that purpose. Any person, firm, corporation, foundation, association or other legal entity offering financial assistance for any work project or activity of the Legislative Service Office or the joint interim or select committees shall submit the offer to the Management Council. If the Management Council determines that the offer is without conditions that might reflect unfavorably upon the integrity of the Legislative Service Office, the joint interim or select committee or the product of the work project, the Management Council may accept the financial assistance and allocate funds received thereby to the appropriate committee. This restriction applies to individual legislators with respect to payment of expenses of the individual legislator when performing interim committee duties, studies or work projects.

The Management Council may apply for, receive and administer funds from any source it may deem appropriate.

9. Teleconference Meetings, etc. Meetings of the Management Council or any other legislative committee may be conducted by telephone conference calls or by compressed video and an oral vote may be taken by telephone or compressed video on any question when necessary.
10. Public meetings; Executive Sessions. Meetings of the Management Council or the joint interim committees will be open and public; provided the chairman of the meeting may call an executive session and exclude therefrom all persons except those whose presence is requested by the chairman. All minutes of meetings and records of the Management Council or the joint interim committees shall be open and public.
11. Committee Subpoenas. The Management Council or a joint interim committee may issue subpoenas or subpoenas duces tecum for the attendance of witnesses or the production of books, records and papers material and relevant to any investigation being lawfully conducted. Subpoenas shall be issued and signed by the chairman of the investigating body at the request of a majority of the members thereof. Subpoenas shall clearly state the nature of the investigation, the time and place where the witness is to appear or the books, records and papers to be produced for examination, and shall state that if the witness fails to appear or produce the books, records or papers as directed, he may be punished for contempt of the Wyoming Legislature. Subpoenas may only be issued by action of the full Management Council or joint interim committee and not by any subcommittee thereof.

12. Notice of Council Meetings. Written notice of meetings of the Management Council shall be given at least fifteen (15) days in advance of the meeting; provided this requirement may be waived by unanimous consent of the Management Council. Attendance at any meeting constitutes a waiver of written notice.
13. Notice of Committee Meetings. Joint interim committees shall give at least fifteen (15) days prior notice of all meetings except subcommittee meetings. Attendance at any meeting constitutes a waiver of written notice.
14. Committee Staff. All committee staff, including interns working with interim committees or select committees, shall be employed as members of the Legislative Service Office staff unless the staff members are specifically authorized and approved by the Management Council. This section does not apply to persons serving during a legislative session as a student intern or a legislative aide.
15. Committee Interns. If legislative interns are employed to assist with interim committee activities, they shall be employed by the director of the Legislative Service Office and assigned as an assistant to the permanent staff member serving the committee. All intern compensation and expenses shall be charged to the committee for which services are rendered.
16. Legislator Running for Statewide Office. Any legislator who becomes a candidate for statewide elective public office shall immediately resign from his or her chairmanship of any legislative interim committee or subcommittee.
17. Publishing of Unsigned Minutes. Ten (10) calendar days after LSO has sent draft committee minutes to the approval authority, LSO may make copies of the minutes, distribute them to the public and place them on the Web site. These minutes will be annotated at the top "Draft only - approval pending". When the approval authority approves the minutes, changes as directed will be made and the annotation removed. (Minutes 09/06/96)
18. JAC Compensation for Budget Hearings. Members of the Joint Appropriations Interim Committee will be paid salary and per diem for each calendar day, including weekends, during which the Committee is holding budget hearings prior to the budget session. (Minutes 01/10/86).
19. Nonincumbents Attending Committee Meetings. Payment of any expenses of nonincumbents for attending Interim Committee meetings after the November elections is not authorized. Nonincumbents wishing to attend those meetings may do so at their own expense. (Minutes 09/17/92).
20. New Chairmen Attending Committee Meetings. Following the general election, new committee chairmen who attend meetings of their newly assigned committee are authorized salary, mileage and per diem to be paid from the existing budget of their new committee. (Minutes 11/28/00).

## SECTION III. OTHER POLICIES

### Management Council Policy 00-05

Subject: **Capitol Artwork Display**

(Source Notes: MC Minutes 11/28/00)

#### **BACKGROUND**

##### **Capitol Art**

The paintings, which traditionally hang in the Senate and House Chambers of the State Capitol, are among the State's most important and visible cultural artifacts. As historical documents, they provide images of important themes and prominent figures in Wyoming history. As works of art, they complement the inspiring architecture and dignified ambience of the rooms in which they are exhibited.

The four paintings by E.W. Gollings (*Wagon Box Fight* and *Emigrants on the Prairie*, originally exhibited in the Senate and *Overland Stage* and *Smoke Signal*, exhibited in the House) and the one by J.H. Sharp are historically significant and extremely valuable. Five of the portraits are by Boris Gordon, an artist whose work also hangs in the U.S. Capitol in Washington, D.C.

Valuable artworks are only on permanent exhibit in the Senate and House Chambers. Other important and visible areas of the Legislature are without valuable and permanent artworks, and as such, have exhibited temporary loans annually from the collection of the Wyoming State Museum (WSM).

##### **Museum Art**

It has become tradition for the Legislative membership to request that Capitol Art be supplemented with works from the collection of the Wyoming State Museum during the Legislative Session. Generally, paintings with a Wyoming or western theme are considered desirable and deemed more appropriate to the setting. The use of works from the State Museum collections has been problematic for several reasons. Primarily, the reasons are:

- A lack of appropriate works in the collection meeting specified criteria,
- Environmental conditions under which the works must be exhibited; and
- Inadequate security

##### **Limitations of the State Museum Collection**

The Wyoming State Museum has had no funds appropriated for the purpose of purchasing additions to either the art or artifact collections since the early 1980's. The State Museum relies entirely on the generosity of donations for any new acquisitions to their collections. The

collecting of artwork was only begun in earnest in the late 1960's, and the activity was curtailed with the lack of acquisition funding. Thus, the art collection of the State of Wyoming is not a large one. Many of the pieces in the art collection are deemed inappropriate for use in the Capitol Building by the criteria enumerated by those wishing to borrow works from the collection. Many are smaller in size than desirable, more contemporary and not western in design or subject, and may be in an unstable condition and cannot be exhibited without treatment.

### **Environmental Concerns for Exhibiting Original Art in the Capitol Building**

The spaces in which the paintings hang are not an optimal environment for the display of art. The paintings and frames that are on display in the Capitol Building continually have suffered deterioration and damage caused by years of exposure to dust, pollutants, insects, and inappropriate and unstable temperatures and relative humidity levels. Dust and airborne pollutants are abrasive and acidic, while flyspecks are disfiguring and chemically damaging. High temperatures, such as those recorded in the Chambers during the winter and summer months, speed up the natural aging process of the paintings. The fluctuating relative humidity, which is extremely low in the winter and wildly variable in the summer, causes the materials comprising the paintings and their frames to alternately shrink and swell, resulting in damage such as cracking and delaminating. Low relative humidity produces embrittlement and discoloration, while high relative humidity can cause painting canvases to sag. These oil paintings and their gilt wood frames, because they are old and because they are composed of layers of different materials, are particularly susceptible to damage produced by a room's unstable climate.

### **Summary**

The State Capitol Building is an historic structure. Consideration for the preservation and maintenance of this important structure must be considered when desiring to exhibit or relocate artwork.

Careful consideration must be given to strike a balance between the desire to exhibit the art of the State of Wyoming and still protect and preserve both the artwork and the historic building for future generations. To accomplish both exhibition and preservation, the following plan is adopted.

### **ARTWORK EXHIBITION POLICY**

*Many of the rooms in the Legislative quarters of the State Capitol Building are not open to the public. Those rooms are not addressed in this policy, do not qualify for the loan of artwork from the State's collections, and are not the responsibility of the Wyoming State Museum. Only the House and Senate Chambers, Ante-chambers, JAC meeting room, Conference Room #302 and specified offices of the leadership of the House and Senate will be considered for original artwork loans from the State Museum. Rooms that are open to the public on a year-round basis will be considered for reproduction or non-original artwork only, as security in these areas is not adequate for original artwork exhibition.*

## **The Process**

The Legislative Service Office will act as the contact between Legislators/Legislative Staff and the Wyoming State Museum staff.

The staff of the Wyoming State Museum will have sole responsibility for all artwork exhibited in the Legislative rooms enumerated below.

### **Policy by Specific Areas**

House and Senate Chambers:

- Original works of art in the House and Senate chambers are considered to be on permanent display and will not be removed or rotated.
- Depending upon availability, WSM will annually select a sculpture or bronze for display on the Speaker's and President's desks in the Chambers during the Legislative session.

House and Senate Ante-chambers (Lobby area):

- WSM will select original and reproduction artwork for display in the ante-chambers in accordance with general criteria (e.g., old west or Wyoming theme) established by Management Council.
- Coverings for original paintings will be provided as deemed necessary by WSM for protection of artwork.
- Displays may occasionally be removed by WMS during the interim between sessions for protection or conservation.

Capitol Rotunda Area:

- WSM will select reproduction artwork for display in the rotunda area in accordance with general criteria established by Management Council.
- Displays will generally be considered to be long term and will be rotated only at the direction of Management Council.

House and Senate Leadership Offices:

- Prior to the beginning of the Budget Session, WSM will select original artwork (for qualified offices) or reproduction artwork for display in the Leadership Offices.
- The appropriate House or Senate officer in whose office the artwork is displayed may request WSM to consider replacement of artwork if significant cause exists and if suitable alternative artwork is available.
- Original artwork may be removed by WMS during the interim between sessions for protection or conservation.
- Artwork will be rotated on a two year cycle.

Joint Appropriations Committee (JAC) Room:

- Prior to commencement of budget hearings preceding the Budget Session, WSM will submit a photographic or other suitable description of the proposed original or reproduction artwork display for Room 204 to the JAC chairmen for approval.
- Artwork will be rotated on a two year cycle.

House and Senate Committee Rooms:

- Subject to availability, WSM will select reproduction art, historic photograph collections, etc., for display in each committee room.
- These displays will be deemed to be semi-permanent and will not be considered for rotation unless specifically requested by the committee chairman.
- WSM may remove artwork when the Legislature is not in session.

Areas Qualifying For WSM Original Artwork:

- Office of the President of the Senate
- Office of the Speaker of the House
- Joint Appropriations room
- Senate chambers
- Senate ante-chambers
- House chambers
- House ante-chambers
- Conference Room #302

Areas Qualifying For WSM Reproduction Artwork:

- House/Senate leadership offices
- House/Senate Committee rooms
- House/Senate lounges

*Due to poor environmental conditions, lack of adequate security, and the lack of available artwork from the collections of the WSM, areas not listed above are not considered eligible for loans from the state collections.*

**Exhibition cycle**

Due to the size, value and importance of the art works in both Chambers, these works will not be removed or changed.

Except as otherwise noted, all exhibits will be considered as a two-year display. The first year of each two-year cycle will be during the Budget Session in even-numbered years. Works selected and displayed in the Budget Session will be exhibited in the same locations during the General Session.

### **Special Requests**

Due to the lack of security and poor environmental conditions currently present in the State Capitol Building, the Wyoming State Museum can not accept responsibility for exhibitions of privately owned original artworks.

Any request to feature a traveling museum exhibit will be considered on a case-by-case basis. To be considered, all relevant information must be received by the Director of the Wyoming State Museum in writing no later than September 30 of the year prior to the session for which the exhibition is proposed. Information needed for consideration:

- ◇ Proposed location for exhibit
- ◇ Number and dimensions of pieces
- ◇ Insurance amount per piece
- ◇ Delivery location and date
- ◇ Return shipment date
- ◇ Shipping carrier details
- ◇ Security requirements
- ◇ Labels to be included
- ◇ Contact information

### **Artwork Budget**

As part of the biennial budget process, the LSO director, in consultation with WSM staff, will submit to Management Council a proposed budget for preservation and acquisition of artwork in the Capitol Building.

Management Council Policy 00-03

Subject: **Bill Drafting For Elected Officials**

(Source Notes: MC Minutes 05/05/00)

LSO staff will not draft bills for the 5 elected state officials unless a drafting request is submitted by a legislator.

Management Council Policy 88-01

**Subject: Use of House and Senate Chambers During the Interim**

(Source Notes: MC Minutes 09/16/88; 12/08/95 )

1. Except for use by the Legislature, its members and staff, no public or governmental meetings or activities will be allowed in the Senate or House chambers without the consent of the Senate President or the House Speaker, respectively. If use of the chambers by outside groups is authorized, no furniture is to be moved without the express consent of the Presiding Officers.
2. Unless otherwise directed by the Presiding Officers, use of the Chambers is authorized for Boys' State, Girls' State and the Silver-Haired Legislature.

## Management Council Policy 00-06

Subject: **Chief Washakie Statue**

(Source Notes: MC Minutes 11/28/00)

Recognizing the value of the Chief Washakie statue and its intrinsic value to the Legislature, staff and others who donated money to pay for the statue, as well as to the people of the state, this policy is adopted for the display of the statue. Ownership of the statue shall remain with the Legislature.

Display of the statue shall alternate each session between the House and the Senate on a schedule to be agreed upon by the leadership of both houses. When the Legislature is not in session, the statue will be displayed in an appropriate location in the vicinity of the Legislative Service Office.

## Management Council Policy 99-01

### Subject: **Constituent Service Allowance**

(Source Notes: MC Minutes 5/20/99; 1/10/2000; 5/5/2000)

The following constitutes the constituent service allowance policy adopted by the Management Council:

- a. Only the following items are authorized for reimbursement under the constituent service allowance:
  - i. In-state travel related to constituent service activities;
  - ii. Communication services;
  - iii. Postage.
- b. In-state travel related to constituent service activities can be travel in-state for any purpose reasonably related to providing constituent service. That includes, but is not limited to, travel to meet with local governments, individual constituents, state officials, meetings of organizations, etc. Registration fees for in-state meetings are reimbursable.
- c. Payment for in-state travel shall be limited to mileage and per diem under the same policies as for any other legislative meeting. Specifically, the mileage and per diem policies related to attend legislative meetings under Management Council policy. (See the most recent Legislative Handbook for a full description of that policy.)
- d. No amount claimed shall be reimbursement for time spent by the legislator in providing the constituent service.
- e. "Communication Services" includes installation of phone service for legislative use, cell phone service charges, phone charges for transmission of FAX, etc.

Note: To conform with the \$2,000 per biennium limit on long distance phone charges for the state credit card issued to legislators, long distance calls (other than FAX) on legislative phone lines and cell phones are not eligible for the constituent service allowance.
- f. No communications equipment, e.g. phone sets, computers, FAX machines, copiers, etc., is eligible for reimbursement.
- g. The constituent service allowance is subject to federal tax withholding and will be paid on payroll.

## Management Council Policy 99-04

### Subject: **Committee Secretary Document Policy**

(Source Notes: MC Update 12/16/99; MC Minutes 01/10/00)

The following policy provides guidance to and procedures for Standing Committee Secretaries on public availability of Standing Committee documents and information:

1. Any documents and information, including draft amendments, distributed to the Standing Committee or discussed during a Standing Committee meeting are available to the public. This includes materials distributed by Committee members, other legislators or by the public. However, amendments to be presented by Committee members or by other legislators which are held in advance by the Committee secretary are not available to the public until presented to or discussed by the Committee.
2. The media or the general public may obtain copies of documents and information referenced in paragraph 1 in a reasonable, timely manner. For example, the Committee secretary is not required to leave an ongoing Committee meeting to make copies of documents and information for a reporter or member of the public even though that reporter or person wants a copy immediately. After adjournment, the Committee secretary should arrange for copies of requested documents or information as soon as possible, but consistent with more pressing duties. Members of the media receive copies of information free of charge but members of the public are assessed a copying fee unless the requested information consists only of one or two pages. In cases where the requested information is of sufficient length to assess a copying fee, the Committee secretary shall take the person and the material to the Legislative Service Office, who will then duplicate the materials and collect the copying fee.
3. Committee roll call voting records are available to the public immediately upon adjournment of the Committee meeting. No charge shall be assessed for copies of a roll call vote. The Committee secretary shall make it a high priority to ensure that members of the media receive a copy of the vote or are able to see the vote and copy it for themselves.
4. The markup of a bill worked by the Standing Committee, prepared by the Committee secretary, is NOT available to the media or members of the public. This is not a public record. The public record consists of the Standing Committee Report prepared by the Attorneys in the respective houses and signed by the Committee Chairman.
5. Standing Committee Chairmen may not deny access to documents and information as referenced in this policy.

Management Council Policy 02-02

Subject: **Anti-Discrimination and Sexual Harassment**

(Source Notes: MC Minutes 10/08/2002)

**ANTI-DISCRIMINATION POLICY**

**I. Statement of Policy**

The State of Wyoming legislative branch strongly disapproves of and does not tolerate discrimination as defined in this policy. Any form of discrimination or harassment that violates applicable federal and state law, including, but not limited to, discrimination or harassment related to an individual's race, religion, color, sex, national origin, age or disability is a violation of this policy. All reported or suspected occurrences of discrimination or harassment shall be promptly and thoroughly investigated. If discrimination or harassment has occurred in violation of this policy, appropriate corrective action shall be taken. This policy is applicable to all employees, officials, appointees, and elected officials of the Legislative branch of Wyoming State government.

**II. Prohibited Conduct**

This anti-discrimination policy prohibits the following conduct:

**A. Prohibited Conduct - Sexual Harassment:**

1. Definition: Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or gender-based nature when:

- (a) Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment; or
- (b) Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual; or
- (c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile or offensive working environment.

**B. Prohibited Conduct - Ethnic slurs, racial and religious jokes or derogatory comments based on an individual's race, religion or ethnic background and any other verbal or physical conduct relating to an individual's race, religion, sex, national origin, age or disability.**

**C. Prohibited Conduct - Failure to provide reasonable accommodation to an employee who is a qualified disabled person as set out in W.S. 27-9-105.**

D. Prohibited Conduct - Basing decisions affecting an individual's employment or any term or condition of the individual's employment on the individual's race, color, national origin, creed, sex, age or because the person is a qualified disabled person.

E. Prohibited Conduct - Any other conduct that violates applicable anti-discrimination law.

F. Prohibited Conduct - Retaliation. This policy prohibits retaliation against any employee who has filed a charge, testified, assisted or participated in any manner in an investigation under this policy.

### **III. Complaint Procedures**

A. Any employee of the legislative branch of state government who believes he has been discriminated against or harassed by anyone, including a supervisor, co-worker, visitor, or legislator, in violation of this policy, should report the conduct immediately. An employee may report the conduct to the employee's immediate supervisor or any other supervisor in the employee's chain of command.

B. Before or in addition to reporting the discrimination or harassment, an employee may, if he or she desires, notify the alleged harasser of the unwelcome conduct and request that the conduct stop immediately.

C. Any supervisor receiving a report of or suspecting harassment or discrimination against an employee of the Legislature shall immediately report the conduct to the Director of the Legislative Service Office, or to the Chief Clerk of the House or Senate as applicable if the complainant is a member of the Session Staff.

### **IV. Investigations**

A. All complaints of discrimination or harassment prohibited by this policy shall be investigated as soon as possible after the conduct is reported or suspected.

B. The complaint shall be investigated by the Director of the Legislative Service office if the complainant is a member of the LSO staff, or by the Chief Clerk of the House or Senate as applicable if the complainant is a member of the Session Staff. If the complaint involves the alleged actions of an elected member of the House or Senate, one or more members of the House or Senate as applicable may be designated by the presiding officer to participate in the investigation.

C. The employee alleging, the employee or person accused of, and any employee witnessing harassment or discrimination shall cooperate in the investigation of the alleged harassment or discrimination.

D. To the extent practicable, all complaints of harassment or discrimination shall remain confidential. It may be necessary, however, to disclose the nature or origin of the complaint to investigate it properly or to take corrective action.

**V. Corrective Action**

If it is determined that discrimination or harassment prohibited by this policy has occurred, action shall be taken immediately to reasonably ensure that the discrimination or harassment is stopped and does not reoccur.

Management Council Policy 01-02

Subject: **Distribution of LSO Research Documents**

(Source Notes: MC Minutes 12/11/01)

LSO will post all internally developed research products that have been prepared for all members in the information retrieval system when research is complete, rather than mailing the documents to legislators. LSO will notify the Legislature when the document is available electronically. If legislators want a print copy of the information, they may print the document from their computer or may request a copy of the document to be mailed to them.

## Management Council Policy 97-03

Subject: **Docstar**

(Source Notes: MC Minutes 12/12/97; Revised Handbook 09/14/99)

Note: The DOCSTAR system was last used during the 2001 interim. Beginning with the 2002 legislative session documents were stored using the DOCUSHARE system.

Previous Policy:

The DOCSTAR is a stand-alone computer system that stores files on an optical disk using a scanner. One optical disk can hold several thousand pages of documents. Most LSO files, particularly committee minutes and attachments, are stored on this system in lieu of microfiche or permanent hard copy storage. In addition, submissions from the public to standing committees during sessions are also stored on this system by bill number. LSO collects these documents periodically during the session, scans them on to the disk, and then returns them to the standing committee secretary in accordance with a staff operations policy that has been followed during 1998 and 1999. LSO will continue to store the above reference documents in the manner described.

Management Council Policy 02-01

Subject: **Emergency Procedures - CONTINUITY OF BUSINESS PLAN**

(Source Notes: MC Memo 06/25/02 )

**1. Purpose**

The purpose of this plan is to set forth guidance for continued operations of essential state functions in the event that a natural disaster or terrorist attack disrupts state government. Additional purposes include:

- a. To reduce loss of life and injury and minimize damage of state property;
- b. To reduce or mitigate disruptions to essential or critical operations and services;
- c. Achieve a timely and orderly recovery from an emergency to resume full service to customers.

**2. Authorities and References**

The Director is responsible for the agency actions and decisions in the event of a natural disaster or terrorism. If the Director is absent, the Assistant Directors are responsible for the agency actions and decisions.

**3. Notification and Alert**

The Call Initiator for this plan is the Director. The Director shall inform the Assistant Directors who shall then inform the Supervisor of each Section. Each Supervisor shall call the people he/she directly supervises. Each Supervisor or their designee will notify every person in their section.

The Director shall also notify the Chairman and Vice Chairman of the Management Council and advise them of the situation.

**4. Evacuation**

The Director is the person designated to declare an evacuation of the agency.

The evacuation plan shall be in accordance with the **State of Wyoming Emergency Procedures & Guidance for State Employees**. In the event of evacuation:

- Stop working and leave the area quickly and follow the evacuation plan;
- Take coat and purse and emergency supplies;
- Do not take briefcases, computers or other bulky or heavy items;
- In the event of fire, crawl under the smoke, test doors before opening them;

- Provide any assistance you can to other workers and visitors;
- Use stairwells. **Do not use elevators;**
- Proceed to gathering point or follow directions of firemen or law enforcement officers;
- When possible, Supervisors should do a complete search of rest rooms, conference rooms, etc. to ensure all occupants are alerted to the evacuation.

**5. Accounting For Employees**

Each Supervisor shall account for every person in their Section. Each Supervisor shall report to the Director if an employee cannot be found or accounted for.

**6. Assignment of Responsibilities**

The Director shall decide what critical/essential functions need to be done during the time of closure.

**7. Situation Report**

The Director shall assess the situation and provide necessary information to the Management Council and to the State Operation & Coordination Center (WEMA) at 777-4900 or 777-4321.

**8. Communications**

The Director shall be responsible for assigning any communications needs. The agency does not have a specific frequency for radio telecommunications.

**9. Damage Assessment**

The Director shall assess any damage as soon as practical and may forward the report to the Management Council and provide a copy to the State Operational and Coordination Center (WEMA).

**10. Orderly Agency Shutdown**

If the Director determines the agency should shut down:

1. The Director shall notify the employees of the building closure;
2. Each employee may be required to assist any employee who needs help exiting the building;
3. The Director shall notify the Management Council of the office shutdown as soon as practical;
4. The Director shall notify DA&I General Services of the shutdown.

**11. Alternate Facility & Relocation**

The Director, at his discretion, may close the agency and direct the employees to remain at home. He may further determine the manner in which employees are to remain in contact with their supervisor while at home. The Director may determine an alternate site for the operation of the agency if necessary.

**12. Request for Assistance**

The Director, at his discretion, may request assistance from any other state agency including WEMA as the situation may determine.

**13. Critical Functions**

The Director shall determine any critical functions to be performed by the office during the time of any disaster or shutdown.

**14. Resources**

The Director shall determine any resources needed to perform any critical functions during any disaster or shutdown.

**15. Public Information**

The Director shall determine any information to be disseminated to the public during any disaster or shutdown. The Director may delegate the coordination/dissemination of public information through the Legislative Information Officer.

**16. Critical Electronic Data Access**

The Director in coordination with the Information Technology Section shall determine necessary information systems backup and procedures.

**17. Critical Records/Information and Document Protection**

The Director in coordination with the Information Technology Section may determine the necessary critical records and information and its protection.

**18. Emergency Procedures & Guidance for State Employees**

See "Emergency Procedures & Guidance for State Employees".

## Management Council Policy 98-03

### Subject: **Process for Responding to Legislators' Ethics Questions**

(Source Notes: MC Minutes 11/11/98)

1. Legislators are free to submit requests for an opinion on ethics issues directly to the Attorney General's Office.
2. However, legislators are encouraged to submit to LSO questions that arise regarding ethics issues. LSO will assist the legislator in structuring the question so it can be submitted to the Attorney General's Office. The Attorney General's Office will respond with an opinion. LSO will forward the response to the legislator.
3. LSO will utilize the principles contained in those opinions to periodically update the Ethics Brochure. Over time a body of guidance will be developed which can provide guidance to legislators without the need for opinions. In updating the Ethics brochure, LSO will not use the names of individual legislators, or any other group or organization that is referenced in the legislator's request for an opinion, or the Attorney General's response.
4. Noted that to the extent there is a privilege with respect to the communication between a legislator and the Attorney General's Office, that privilege may be deemed to be waived if the inquiries are sent through the LSO and the response is also transmitted through LSO. LSO will treat this correspondence as confidential.

Management Council Policy 02-03

Subject: **Family and Medical Leave**

(Source Notes: MC Minutes 10/08/2002)

**Family and Medical Leave**

While the Legislative Service Office (LSO) is not covered under the federal Family and Medical Leave Act [FMLA] of 1993, the Wyoming Management Council adopts the following family and medical leave policy for LSO employees:

A. During any twelve month period commencing on the date leave is first taken, eligible LSO employees will be allowed up to twelve (12) weeks of unpaid, job-protected leave for certain family and medical reasons. To be eligible, an employee shall have worked for the LSO a total of twelve (12) months and have worked at least 1250 hours over the previous twelve (12) months prior to the use of family and medical leave.

B. An eligible employee may be granted unpaid family and medical leave for any of the following reasons:

1. To care for the employee's newborn or newly placed child after birth, adoption or foster care;
2. To care for an immediate family member who has a serious health condition; or
3. For a serious health condition or pregnancy of the employee.

C. If one of the foregoing qualifying reasons for family and medical leave exist:

1. An employee may elect to use accrued paid leave in place of unpaid leave.
2. Subject to the approval of the director, an employee may take paid or unpaid leave on an intermittent basis or work on a reduced leave schedule.

D. An employee requesting unpaid family and medical leave shall:

1. Provide thirty (30) days advance notice to the LSO when the leave is foreseeable;
2. Provide medical certification satisfactory to the director to support the request; and
3. Provide additional medical certification if the employee is unable to return to work after an authorized period of leave.

E. For purposes of maintaining group health insurance, time elapsed while an employee is on approved family medical leave shall be considered hours worked and LSO shall continue to contribute the employer's share of the cost of group health insurance for that employee.

## Management Council Policy 90-01

Subject: **Fax**

(Source Notes: MC Minutes 5/18/90; 5/17/92)

The LSO will operate the FAX under the following rules:

1. a. As an alternative to mail service, LSO will FAX documents of reasonable length to a legislator upon his request.
- b. As an alternative to mail service, LSO will FAX documents of reasonable length to another individual upon request of a legislator.
- c. LSO will attempt to FAX requests for documents on the same day the request is received.
2. If a member of the public requests that LSO FAX, rather than mail, materials typically provided by mail, the requester will be billed at a rate established by LSO to recover costs.
3. The LSO FAX is for official government business only and cannot be used by the private sector.
4. Before the Session, the LSO shall issue a guide to legislators and all Session staff as to procedures for submitting items for FAXing during the Session.

In any case in which a FAX not directed to one or more individual legislators is received, it shall be submitted to the Presiding Officer who will make a decision on distribution. Exception: If a FAX is directed to all members of the Minority Party, the Leader of the Minority Party in the affected house shall receive the copy of the FAX and that individual will make a decision as to distribution to the members of that party.

## Management Council Policy 97-02

Subject: **E-Mail/Internet Access for Legislators**

(Source Notes: MC Minutes 05/09/97; 09/21/98; 12/11/01)

### A. General Provisions.

1. Legislators are free to use whatever Internet provider they wish. The provider selected is responsible for providing any services needed by the legislator to ensure that the access is operational.
2. Legislators who have e-mail/Internet access are entitled to reimbursement for that access under the following terms and conditions:
  - a. A link shall be placed on the Web site so that e-mail can be sent to the legislator's e-mail box by persons accessing the Web site. For reimbursement for a calendar month, the legislator must have an operational e-mail box and have made the request for the link before the 15th day of the calendar month.
  - b. The legislator will be entitled to reimbursement of not more than \$18 per month for Internet access fees from any provider of the legislator's choice. (This \$18 per month limit, which reflects current charges of wyoming.com for unlimited access in some areas, will be adjusted by Management Council as necessary to reflect reasonable market cost for services.) The legislator will also be entitled to reimbursement for one set up fee per calendar year, not to exceed actual cost or \$18, whichever is less. (This defrays the cost of start up but does not reimburse a legislator who changes providers more than once per year.)
  - c. To receive reimbursement, a legislator must submit to LSO, not later than 45 days after the end of each calendar quarter, invoices, receipts or other evidence of charges for e-mail/Internet access services during the calendar quarter along with a voucher requesting payment. LSO will pay actual charges/costs or \$18, whichever is less, for each calendar month during the quarter.

*Exception:* Under the previous policy, legislators could elect to choose wyoming.com as their Internet provider. To the extent a legislator stays with wyoming.com, and to reduce paper work, LSO will pay wyoming.com directly for monthly charges not to exceed \$18 per month.
  - d. If a legislator is required to make a long distance call to reach the provider for Internet/e-mail access, the cost of those calls is fully reimbursable. Reimbursement shall otherwise be made under the same terms and conditions of paragraph c. of this section.

3. LSO will provide the following assistance with respect to Internet/e-mail:
  - a. LSO will make reasonable efforts to keep apprised of Internet service providers operating in Wyoming so that legislators who do not have a service provider can at least be provided the names of a few vendors to contact should they desire to obtain access. LSO will not recommend a service provider or otherwise have any business relationship, directly or indirectly, with a service provider.
  - b. LSO, in conjunction with the Select Committee on Legislative Technology, will develop written, general guidance for legislators in two basic areas:
    - i. A basic description of the kinds of hardware and software that an individual would likely need to access e-mail and the Internet for legislative purposes if a legislator chose to do so.
    - ii. A basic outline of Internet access and use, including the Legislative Web site and the State's Web site, geared to the first time/inexperienced Internet user.
  - c. LSO may also assist the Select Committee in facilitating electronic communication among legislators to share ideas and suggestions for using the Internet and e-mail to assist legislators with their duties.
  - d. LSO will ensure that if a legislator has an e-mail address, and is reimbursed for their internet service provider, a link from the Web site to the legislator's e-mail will be operational.
  - e. LSO will make reasonable efforts to update legislators regarding significant operational changes to the state's Web site or the legislative Web site.
  - f. LSO will attempt to establish guidance and make it available to legislators regarding standard procedures for sending and receiving e-mail to and from LSO staff and attaching documents thereto. Given staff and technical limitations, it is often easier to FAX or send documents by regular mail than to attempt to solve an e-mail transmission problem.
4. The e-mail address provided for every legislator through public funds will be posted on the legislative website to allow members of the public to contact legislators via e-mail. This e-mail address will be included with each legislator's biographical information posted on the website.

#### B. Special Provisions for Legislators Leaving Office and New Legislators.

1. Internet Services
  - a. Current legislators who are not returning to the next legislature will be advised that they will be reimbursed for or receive direct Internet service through December 31.

- b. Those legislators who receive Internet service directly through wyoming.com (i.e., LSO pays wyoming.com directly) will be advised that if they wish to continue having Internet access through wyoming.com, they must work out their own arrangements with wyoming.com. Further, wyoming.com will be advised of this as well. Notice will be distributed as soon after the election as possible so that legislators desiring uninterrupted service can make arrangements on their own accordingly.
- c. New legislators who choose wyoming.com as their provider (or returning legislators obtaining wyoming.com access for the first time), will have accounts set up for them around the 1st of January. Software will be sent to them the week before the session so it can be loaded on their machines before coming to Cheyenne.

## 2. E-mail Link on Web Site

- a. Current legislators who are not returning to the legislature will be advised their e-mail link on the legislative web site will be removed effective December 31. (This is regardless of who their Internet service provider is.)
- b. If a newly elected legislator already has e-mail, and wishes to be reimbursed for its cost, LSO will place an e-mail link on the legislative web site for that legislator. That link will be in a specially designated section for newly elected legislators.

Rationale: Placing a link on the web site to a newly elected legislator's existing e-mail is essentially cost free - just the staff time to put in the link. There is public interest in contacting new legislators; their addresses and phone numbers will be on the web site as soon as election results are finalized. It seems reasonable to put existing e-mail addresses on the site. However, if a new legislator is waiting until January to receive direct Internet services (and thus an e-mail address), we will not put up a link until that time.

To clarify, newly elected legislators who want LSO to provide them Internet service through wyoming.com will not receive that service and thus will not have an e-mail box until early January, just before the session convenes.

Management Council Policy 01-01

**Subject: Legislative Laptop Computers**

(Source Notes: MC Minutes 05/22/01; 12/02/02; 08/19/03)

Annual Purchase of Laptop Computers:

Each budget session, the legislature will appropriate enough money to a special fund to purchase up to 70 laptop computers for legislator use. Each year, approximately 35 new laptops will be purchased and the equivalent number of existing laptops will be removed from service.

Laptop Computer Specifications:

Laptops purchased will meet the following minimum specifications:

|                   |   |
|-------------------|---|
| Processor:        | Pentium 4, 1.6 GHz                                    |
| Memory:           | 256 mb  |
| Hard Drive:       | 30 gb   |
| Monitor:          | 14" Active Matrix (TFT SXGA+)                         |
| Video Memory:     | 16 mb   |
| CD:               | CDRW/DVD  |
| Floppy:           | 1.44 mb capability                                    |
| Modem:            | 56 kbps   |
| Weight:           | Less than 6 lbs.                                      |
| Pointing Devices: | Touchpad, Stick Control and external mouse capability |

The laptops will have the following software installed on them:

Windows XP  
Microsoft Office XP Professional  
Folio Views  
Norton Anti-Virus

The laptops will be compatible with the 802-11B wireless networking standard and will be equipped with a carrying case capable of carrying considerable additional files and books.

Distribution of New Laptop Computers:

New Laptops will be distributed in the following order:

In 2003, 3 laptops for IT staff support and replacement, then to any legislators who LSO staff is aware of that have been experiencing hardware problems with their existing laptop. Any remaining new laptops will be distributed to the house and senate in a 2:1 ratio. Within each house they will be distributed by seniority of legislators who want to replace their existing laptop.

#### Disposition of Old Laptop Computers:

The Hardware Subcommittee of the Select Committee on the Legislature will determine the value of the old laptop computers in the following manner:

Each year in late summer or early fall, staff will consult with the Department of Administration and Information's Surplus Property division to obtain the price they would charge for the computers if they were to sell them. That price will be the amount that the computers will be sold for.

The old laptops will be offered for sale on the first Monday of December for the price determined above. Laptops will be purchased with the understanding that the laptops are to be "sold as is" and that the IT staff will not be responsible for providing any maintenance or support for the computers.

Sale of the old laptops will be available to persons in the following order:

Legislators not returning to office  
Current Legislators

In the event not all of the old computers are sold by the end of the session, the legislature's technology committee will determine how many of the remaining laptops should be retained for staff or intern use and how many of the remaining laptops will be turned over to the State's surplus property division for sale to the public.

Any existing laptops that are removed from service and either sold to legislators or turned over to Surplus property for sale will have any software to be used by the new laptops removed from them and installed on the new computers by the IT staff.

Any money received from the sale of the old laptop computers will be returned to the fund used to purchase new legislative laptops each year.

If a legislator is using a laptop that has been in service for three years and is scheduled for disposition, that laptop must be turned in.

#### Legislative Laptop Computer Usage

1. **Ownership.** Ownership of the laptop computers, software installed by the Legislative Service Office and related manuals and documentation remain the property of the Wyoming Legislature and are on loan to legislators during their term of office.

2. **Authorized Uses.** The laptop computers are primarily intended for legislative use, including communicating with other legislators, staff and the public; research; organization of a member's legislative office; coordination of bill sponsorship; review of bills and amendments; and any other use which furthers the member's effectiveness as a legislator. Authorized users are not restricted to where the laptop computers may be used. Laptop computers may be used for incidental personal use as long as this use does not conflict with the intended operation of the laptop or software. No illegal copies of software may be loaded on the laptops.

3. **Authorized Users.** An authorized user is a member of the Wyoming legislature, any person authorized by that member to use that member's computer for legislative purposes for that member, and employees of the Legislative Service Office.

4. **Prohibited Use.** An authorized user may not sell or provide to any other person any state owned computer and associated hardware assigned to that authorized user; sell, copy, provide to, or download for any other person any software loaded on or provided with the assigned laptop computer; or sell or provide any access to legislative information systems to which that user has been authorized or granted access.

5. **Training.** The Legislative Service Office shall coordinate and provide training for legislators both in the interim and during legislative sessions on the care and use of the laptop computers which have been assigned to them and software installed by LSO.

6. **Backup.** Valuable data is sometimes lost by a computer malfunction, action of a virus, or improper operation of the equipment. The authorized user shall be responsible for the backing up of important personal files on the laptop computer assigned to him or her.

7. **Anti-Virus.** Legislators shall take appropriate measures to ensure that viruses are not introduced onto their assigned laptop computers and the legislature networks. This shall include exercising care in downloading programs and e-mail and using and frequently updating the anti-virus programs provided by LSO.

8. **Maintenance and Support.** The Legislative Service Office is responsible for providing maintenance and support of the laptop computers and of software installed by them. LSO may from time to time install hardware enhancements and software upgrades or additional software programs. Legislators should make the laptop computers which have been assigned to them reasonably available to LSO staff for such installation. Legislators may install software on the laptop that aids them in the conduct of their legislative business, but shall not load software that will conflict with operation of the software loaded by the LSO or with the operation of the legislature network. Software installed by the legislator shall be maintained and supported by that legislator at his or her own expense.

9. **Electronic Mail.** E-mail is not a completely private means of communication. Care should be taken to use e-mail in an appropriate manner.

10. **Internet Access.** The LSO will arrange for an internet service provider to connect an authorized user to the internet. In the alternative, at the user's option, the LSO will allow a credit up to \$18 per month to be applied to the fees of an internet service provider of the user's choice.

11. **Liability.** Legislators shall be required to replace or pay for the repair of any laptop computer in his or her care or custody if the computer is stolen, lost or damaged and if the loss is caused by the negligence of the member or his or her agent. The determination of negligence shall be made by the applicable Rules Committee of the House or Senate.

12. **Return of Hardware, Software and Manuals.** Members of the legislature not returning at the end of their term shall return the laptop computer assigned to them in good condition to the LSO not later than December 1 prior to the end of their term. In the event of the retirement, death or recall of any authorized user, the laptop computer assigned shall be returned within 30 days of the retirement, death or recall. The laptop also shall be returned promptly by the authorized user on request of LSO if the laptop computer is to be replaced. Prior to the return of any laptop computer, any personal or non-supported software and any personal files shall be deleted by the legislator. In the event that there are legislative related files on the laptop that the legislator wishes to retain, the legislator can remove them from the computer or can ask LSO staff to copy them to a CD when the laptop is returned to the LSO. If the legislator wishes staff to copy data to a CD for them, they will need to specifically list which folders on the laptop should be copied.

All legislators who are issued a laptop computer will be required to sign the attached form:

# Receipt and Acceptance of Policies and Procedures Wyoming State Legislature

I have received a laptop computer with case Serial Number \_\_\_\_\_ and the following software:

Windows XP  
Microsoft Office XP Professional  
Norton Anti-virus  
Folio Database

Computer condition and/or any known problems:

---

I have read and do hereby agree to the policies and procedures and any subsequent amendments governing the use of the laptop computer and have received the above described equipment, software and related manuals and documentation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## Management Council Policy 96-01

### Subject: **Legislative Aides, Interns and Committee Interns**

(Source Notes: MC Minutes 09/06/96; 10/08/02)

#### Legislative Interns

1. Interns are persons enrolled at an institution of higher education who are receiving academic credit for their work at the Legislature during the session. The Intern program is administered from a policy standpoint by an Intern Coordinating Committee consisting of legislators and representatives from the University of Wyoming and the State's Community Colleges.
2. Each year an intern Coordinator will be hired by LSO on a contract basis to serve as an on-site coordinator throughout the Session. Services provided by the Intern Coordinator and support provided by LSO, e.g., phones, computers, etc., are intended primarily for the interns although some limited support may be provided to Legislative Aides.
3. Since Interns are working for academic credit in programs leading to degrees, they must satisfy a variety of other academic requirements to receive credit for participation in the legislative intern program. Interns should not be used as secretarial staff or for purely clerical duties or for errands of a personal nature.
4. Appropriate uses of Interns include, but are not limited to: bill analysis; research; maintenance of special files; handling of constituent mail; speech writing; attending committee meetings in the absence of the sponsoring legislator, etc.
5. Legislators may request an Intern by contacting the LSO prior to the Session. The Intern Coordinator will assign available Interns proportionally by the house and political party of the total number of legislators who return response sheets. Due to limited numbers of Interns, some legislators may not have an Intern assigned or may have to share an Intern with one or more other legislators. Legislators not assigned an Intern may request services by contacting the Intern Coordinator for assistance on a project-by-project basis, depending on Intern availability.

#### Committee Interns

1. University of Wyoming (UW) students who participate in the legislative internship program will be assigned to standing committees during the legislative session to perform committee research. The goal of assigning these students to committees is to provide more substantive research services to the Legislature during the session.

2. Only upper-division and graduate-level UW students will be assigned to standing committees. Community college students participating in the internship program will continue to be assigned to individual legislators.
3. University of Wyoming students assigned to committees are available to conduct research related to committee topics for all committee members and all committee members are encouraged to request research services related to committee business. Committee interns can conduct work on behalf of the committee as a body, as well as conduct research for individual members of the committee.
4. Depending on the number of interns available, interns may be assigned to both the Senate and House standing committee to which they are assigned and may be assigned more than one committee.
5. Schedules permitting, interns will attend committee meetings during session and will also be available at other times of the day during session. If the intern is not available during the committee meeting to obtain research assignments, committee members should contact the student directly to assign research.
6. The focus of committee intern work will be gathering information for committee members about topics the committee is considering. Research conducted for committees will primarily be limited to “fact gathering” and straightforward comparative analysis with other states or other programs, but will not provide substantive policy analysis to committees. The following types of research are appropriate for committee interns: gathering comparative information about other states; researching facts about the issue; gathering other research that has been conducted about the issue; limited summary of the pros and cons identified about an issue, etc. Interns assigned to committees are expected to deliver more structured and uniform research products than what individual legislators may expect of the interns assigned to them.
7. The committee interns will be based out of the Intern Office, but may occasionally work out of the committee room they are assigned to if space is available. However, committee interns are not allowed to use the computer equipment or telephones in the committee rooms. They should use the equipment provided in the Intern Office.
8. The intern coordinator will supervise committee interns regarding administrative aspects of the internship program. At the end of the session, all committee members are welcome to provide a formal evaluation of the intern’s performance.

### Legislative Aides

All other persons who register to assist legislators are designated as legislative aides. These include adults as well as children who are relatives of legislators. The intern coordinator and the

other support can be used by aides to the extent they are available, but the interns shall have priority.

Space is very tight during the legislative session. There are a large number of interns and the number of aides is growing, particularly with respect to aides who are of high school age, but are not relatives of a legislator. Literally dozens of aides and interns, particularly when they are of school age, can present a challenge for the coordinator and other staff to monitor, guide and assist.

The Management Council has adopted the following policy with respect to Legislative Aides:

1. No legislator shall register as the sponsor for more than two (2) legislative aides for any session of the Legislature.
2. No person shall be registered as a legislative aide who is not at least 19 years of age unless:
  - a. The person is a relative of the legislator who sponsors the registration; or
  - b. The person is a high school student participating in a program sponsored by his school which provides for competition in the selection to participate in the program and which requires him to serve for at least two (2) weeks during the session.
3. The Legislative Aide name badge will also display the name of the sponsoring legislator.

To clarify, the policy relating to Legislative Aides does not prevent legislators from having persons assist them. Rather, it limits the number of aides that can be registered to receive a badge, which thereby provides them access to a variety of areas and services not otherwise available to the general public.

It also specifies that minors, who are not relatives of a legislator, must be participating in a program sponsored by the student's high school and must be serving for at least two weeks. The Council felt that less than two weeks did not provide a sufficient educational benefit as compared with the resources needed to support the student. Again, these age and time restrictions do not apply to a relative (i.e. a legislator's child who is a junior high student can serve for a week as an aide) or an adult, i.e., over 19.

## Management Council Policy 98-01

### Subject: **Legislative/Local Government Summit**

(Source Notes: MC Minutes 09/21/98; 05/20/99)

1. The legislative local government summit is a meeting held annually or biennially in the fall. The Wyoming Association of Municipalities and the Wyoming County Commissioners Association organize the meeting. Management Council is listed as co-sponsor of the meeting. It has not been held in every year.
2. WAM and WCCA may invite a total of not more than six (6) legislators to serve as speakers, discussion facilitators, or to participate in some official manner. Those legislators are authorized salary (maximum of one day), per diem (attendance and travel) and mileage. Management Council will be apprised of those invited to attend as speakers prior to the convening of the summit.
3. Attendance by other legislators is purely voluntary. No salary, per diem or mileage is authorized. LSO will publicize the dates of the meeting on the legislative calendar and distribute information about the meeting provided by WAM. LSO will provide no other staff assistance to the meeting.

## Management Council Policy 99-05

### Subject: **Distribution of Mail to Legislators During Interim**

(Source Notes: MC Update 12/16/99; MC Minutes 01/10/00)

LSO will forward mail to legislators during the interim in accordance with the following policy:

1. All first class mail will be forwarded to the legislator's mailing address – home or business as they direct.
2. The postal service will not forward second and third class mail. Rather than pay the postage for forwarding, LSO will discard second and third class mail addressed to legislators and will not save it for distribution at the beginning of the next session as was the previous policy.

Management Council Policy 86-01

Subject: **Mailings Requested by Individual Legislators**

(Source Notes: MC Minutes 09/19/86)

1. LSO staff will not, at the request of an individual legislator, send out a special mailing of documents to the entire legislature.
2. At the request of a legislator, LSO staff may include in a general mailing already scheduled to go to the entire legislature, a brief document of general interest to all members of the legislature, e.g., notice of an upcoming event, provided the document is of a non-partisan nature and does not advocate regarding a legislative issue.

## Management Council Policy 99-03

### Subject: **New Programs and Major Program Modifications Database**

(Source Notes: MC Policies Handbook 09/14/99 Revision)

1. W.S. 28-1-115(e) requires the legislature and the LSO to annually identify and report on newly created government programs. That process shall be accomplished under the following policy:
  - a. **Purpose of Database:** In conjunction with the state agency planning process enacted in 1993, W.S. 28-1-115(e) requires that bills enacted during each legislative session will be reviewed to identify legislation creating new "major programs" and "major modifications" to existing programs. The list of new programs and program changes is then provided to the Management Audit committee and becomes part of the data base used to track agency programs and to identify possible audit subjects.
  - b. **Statutory Reference:** W.S. 28-1-115(e)
  - c. **Outline of General Procedures:** Within 45 days after the close of each legislative session LSO staff prepares a list of each new major program and major modifications to existing programs resulting from legislation enacted during that session. The list is sent to the chairman of each House and Senate standing committee for comment and the final list, in the form of an end of session report, is then sent to the Management Audit Committee.

Management Council Policy 89-01

Subject: **LSO Administrative Support of Partisan Activities**

(Source Notes: MC Minutes 11/28/89)

1. At the direction of the appropriate legislator who is authorized to speak on behalf of a party caucus, the LSO will prepare and mail at LSO expense notice of any party caucus meeting. The notice shall contain not more than the date, time and place of the meeting, a list of topics to be discussed and any other administrative matters incidental to the successful operation of the meeting, e.g., parking arrangements, meal arrangements, etc.
2. No other administrative work, including preparation of materials, mailings or use of the telephone by LSO staff will be permitted with regard to a caucus or other partisan political gathering. Nothing in this limitation is intended to restrict the ability of any individual legislator or group of legislators to utilize the services of the LSO staff for research and other traditional LSO services which have been provided in the past.

## Management Council Policy 00-04

Subject: **RealAudio**

(Source Notes: MC Minutes 11/28/00; 12/11/01)

### Authority:

2000 Wyoming Session Laws, Chapter 94, Section 8 provides:

"The legislative service office is authorized to establish the capability for each house to have its proceedings broadcast on the Internet through RealAudio or some other similar capability for the 2001 general session. The broadcast shall not occur in 2001, or thereafter, for a house unless specifically approved by that house, and subject to the terms and conditions as determined by each house."

### Management Council Policy:

#### Equipment:

- The legislative service office will purchase and maintain necessary equipment to provide live audio broadcast over the Internet of the daily sessions of the House and Senate. The equipment shall accommodate simultaneous access by 200 users.
- Access to the live audio broadcast shall be provided via the Legislature's Web site.

### General System Operation Policies:

- Live audio broadcast of the proceedings of the House or Senate will not occur until specifically authorized by Rule of the House or Senate.
- The House and Senate will direct which of its proceedings will be broadcast live via the Legislature's Web site each day. During each legislative session, IT staff will maintain five (5) rolling days of Real Audio of House and Senate proceedings on the legislative website.
- Except as noted, downloadable files of previous days' proceedings will not be maintained on the Web site.
- The downloadable file of a live broadcast will be identified by House or Senate origin and date of proceeding, but no index of the proceedings or debate contained in the file will be provided.

## Management Council Policy 00-02

### Subject: **Reports from Agencies**

(Source Notes: MC Minutes 01/10/00)

Background: There are 3 types of reports from the Executive and judicial branch agencies to the Legislature required by statute:

- One—time (usually only in non—codified law)
- Periodic/time limited (These are reports that may be required during different periods, e.g. annual, quarterly, monthly, etc. However, they are required only over a specified time period, e.g. 4 years. These are usually only in codified law.)
- Annual (usually in codified law)

Policies:

1. After each general session, the Council will review the statutes requiring all annual and periodic/time limited reports. The Council will consult with Committees to which the reports are to be made and the agencies from which the reports are required, as necessary. Based on that review, the Council will consider whether to sponsor a bill in the budget session to modify the statutes requiring these reports.
2. LSO shall implement a legislation drafting policy as follows with regard to new statutes requiring reports from the Executive and Judicial branches:
  - a. Reports should be submitted to one Committee of the legislature.
  - b. Reports should be required to be submitted no later than October 1 to provide the designated Committee time to consider it.
  - c. The description of the report should include a statement of intent indicating the purpose of the report.
  - d. The foregoing are not required if circumstances require otherwise.
3. Action relating to legislation requiring reports:
  - a. After adjournment of the legislature, the Chairman/Vice-Chairman or Cochairmen of the Committee, with the assistance of LSO and in consultation with the reporting agency, will prepare a draft memo to the reporting agency indicating the purpose of the report and outlining the committee's expectations for the contents of the report.
  - b. The draft memo will also contain an outline of the tentative schedule under which the report will be submitted and reviewed by the Committee during the interim. It will also advise the committee of the Management Council policy on format of agency reports to

the Legislature.

- c. The draft memo will be circulated among Committee members for comment.
- d. Absent objection by a majority of the Committee as to the contents of the memo, the memo shall be transmitted to the reporting agency. If a majority objects, the objections will be resolved by action of the committee.
- e. To the extent possible, the memo will be sent in final form to the reporting agency not later than 45 days after adjournment of the legislative session in which the new requirement for a report was enacted.

4. LSO will:

- a. Maintain and circulate to all legislators a list of all reports required under law.
- b. Remind all legislators that LSO will provide a copy of any required report to any legislator upon request. (This reduces the need for statutes requiring agencies to report to the entire Legislature.)

5. Format policy:

- a. The format and size of the report is to be as inexpensive as possible, consistent with complying with the statute requiring the report.
- b. Sufficient copies of the report shall be provided so that each member of the Committee receives 1, plus 3 for LSO. Reports shall be submitted to LSO.
- c. In addition to hard copies, reports shall be submitted to LSO electronically on diskette. If feasible, the report shall be placed on the agency's Web site so that a link can be provided to it from the legislative Web site.
- d. LSO will maintain an index (not text) of required reports on the legislative Web site. LSO will work toward providing the text of reports on the Web site through links to the reporting agency's Web site.

## Management Council Policy 03-01

### Subject: **Policies for Research and Policy Analysis Staff**

(Source Notes: MC Minutes 08/19/03)

On August 19th, Management Council adopted guidelines for research services resulting from the two positions the Legislature added in the 2003 session. Requests to the new staff will be handled similarly to the current system for bill draft requests. Members are encouraged to use these new services for requests including quick reference, comparisons with other states, programmatic and budget analysis, policy analysis, and identification of trends in Wyoming and in state government.

This general research is intended to compliment the current services offered by LSO's Legal Services, Budget and Fiscal, and Program Evaluation divisions as well as offer new services.

To avoid overwhelming the new staff, Management Council established priorities as well as informal limitations on the type and size of individual member requests. Members are also encouraged to use other resources available for independent research including the National Conference of State Legislatures (NCSL) and the Council of State Governments (CSG) or by working with LSO's Legislative Information Officer to identify other appropriate external research outlets. Finally, the Management Council recognizes the development of these research services and associated policies will be an evolving process and welcomes suggestions. The following is a brief introduction to the new research service policies.

**Making a Request:** Committees or individual members may make requests by phone, e-mail, fax, or in person. The two research analysts, Don Richards [[dricha@state.wy.us](mailto:dricha@state.wy.us)] and Brian Farmer [[bfarme@state.wy.us](mailto:bfarme@state.wy.us)], can be reached by phone at the LSO main number, (307) 777-7881, and will be happy to work with you in framing your request. In addition, if a request made to other LSO staff is appropriate for the new research staff, they will forward it internally.

**Types of Research Available:** Research staff can provide a variety of quantitative and qualitative policy, programmatic, comparative, and budget analysis. Research staff do not provide legal advice, draft bills, or prepare program evaluations. If the request is more appropriately assigned to the Budget & Fiscal division or the Legal Services division, research staff will forward it to the appropriate LSO staff. Research staff will provide non-partisan, independent, objective analysis, consistent with the services and reputation of other LSO activities. As staff to the Legislature, research staff will not accept requests directly from constituents nor will they conduct research on one member for another member, e.g. voting records.

**Prioritization of Requests:** Similar to other work performed by LSO staff, work that broadly benefits the Legislature will take precedence over individual requests. As a result, assignments

directed by Management Council are given top priority. Committee requests are next, followed by requests made from individual members. Committee and individual requests are prioritized on a first-come, first-served basis, similar to bill drafting requests. Up to twenty-five percent of research staff time will be devoted to individual requests.

**Limits on Requests:** Research staff will remain as flexible as possible to address every reasonable request. However, Management Council reserves the right to work with members in order to narrow overly broad or limit numerous requests that could monopolize staff resources. To the extent possible, Management Council desires all members to benefit from this new resource.

**Confidentiality of Requests:** The identity of the requestor, the specific nature of the request, and the product prepared by LSO research staff will remain confidential, unless the requesting member authorizes LSO to make the information available to other members. A release form will accompany all final research products. The research release will offer members two means of sharing the research product with their legislative colleagues. First, members may elect to release the entire product along with the requesting member's identity to other members through the Legislature's Intranet. Alternatively, members may elect to share a generic, or "sanitized," research product that provides background issue information and facts, with no individually identifiable information from the member or the specific circumstances surrounding the inquiry. While the disclosure decision lies with the requesting member, a consideration of how the product may help inform other members, if shared, might be worthwhile. If the research product is allowed to be shared with other members, it will be available electronically to all members through LSO's document management system on the LSO Intranet. Of course, this policy only relates to how LSO handles the research request. Individual members are free to personally distribute the product as they deem appropriate.

In the event multiple members make similar requests at or near the same time, rather than proceeding with duplicative research, LSO staff will ask whether the member's identity and request can be disclosed to another member, as is done with bill drafts currently. Research staff will then work with the appropriate members to identify if the requests can be combined. Staff may use resources and information previously developed for one legislator to assist in developing a response for a similar request received at a later date.

**Research Products:** Research staff will prepare fact sheets (tables, graphs, and figures), research memoranda or issue briefs (relatively short analysis framed in a question/answer format), and research reports (somewhat more lengthy reports including policy alternatives, potentially including practical and administrative considerations).

Research staff are likely to work closely with executive branch staff and other external entities in developing information and even language. However, research staff do not operate under the statutes governing LSO's program evaluation process. As a result, executive branch agencies will likely not have had the opportunity to review and comment on the research product.



## Management Council Policy 98-02

### Subject: **Informal Resolutions**

(Source Notes: MC Minutes 09/21/98)

1. LSO shall continue the practice of preparing appropriate memorials for the families of deceased legislators, staff retirements, etc., using the same general format that has been followed through the 1990's. These memorials will be signed by the presiding officers.
2. LSO shall also prepare "informal resolutions" upon request of legislators subject to the following:
  - a. "Informal resolutions" are only those which do not involve issues of public policy. Specifically, any informal resolution which makes recommendations about official government action to government officials, officers or entities would be deemed to not qualify for this "informal" resolution process.
  - b. If LSO believes that there is an issue as to whether the request qualifies for the "informal" process, the legislator will be advised that an issue exists. If the legislator still wishes to proceed, the LSO director will submit the matter to the majority and minority floor leader of the legislator's house. Those two will jointly make the final decision as to whether the "informal" process is to be followed.
  - c. Informal resolutions will be drafted on the bill drafting system and will have an LSO number. They will also be numbered in order for each session as follows: 1998A, 1998B, etc. They will not appear on the public bill index or on the Web site. (This is to avoid confusion. Informal resolutions are not distributed as bills are and there is no digest/journal record for them. They will appear on internal staff indexes so that LSO staff can keep track of them.)
  - d. Informal resolutions will be processed in a manner similar to bill drafts:
    - (i) The sponsor will receive a copy of the resolution and a form authorizing further processing of the resolution.
    - (ii) Each legislator will receive a copy of the resolution and a form to sign indicating support for the resolution. Legislators will be advised to submit those forms to the sponsor. No follow up reminders will be sent. The sponsor can remind legislators on the floor to turn their forms in to him.
    - (iii) When the sponsor has received enough signatures in his discretion, the sponsor turns them all into LSO.

- e. LSO will generate a new resolution with the names of legislators printed on it and forward it as specified.
- f. LSO will keep a master list of all informal resolutions each year which are drafted and forwarded, including the dates on which they were forwarded. This list will be available to the public.

Management Council Policy 97-01

Subject: **Management Council Review of Policies**

(Source Notes: MC Minutes 02/12/97)

Following the General Session, Management Council will review all Handbooks and policies previously adopted. This will allow each new Council the opportunity to become familiar with, and adjust as necessary, ongoing policies and to approve them for the remainder of the biennium.

## Management Council Policy 03-02

### Subject: **Legislator Stationery and Business Cards and Other Correspondence**

(Source Notes: MC Minutes 10-10-2003 )

1. Each legislator will be provided with a complimentary set of personalized, full-color stationery (250 sheets and envelopes), folded correspondence cards (250 generic cards and personalized envelopes), and business cards (250) during the General Session. Legislators will be provided an opportunity to order three (3) additional complimentary sets of full-color stationery and business cards during the biennium. Due to additional responsibilities, members of leadership can order unlimited complimentary sets of personalized full-color stationery and business cards during the biennium.
2. If legislators need additional stationery, folded correspondence cards, or business cards in addition to the complimentary sets available to order each biennium, legislators can order additional sets of personalized full-color stationery, correspondence cards, and business cards between sessions at their own expense and will be billed directly by the printer. Alternatively, if members run out of personalized stationery during the year, LSO will furnish generic full-color stationery (not personalized with legislator's name) in unlimited quantities.
3. LSO will not submit the order for personalized legislative stationery and business cards to the printer until committee assignments have been finalized at the beginning of each General Session for members who want this information included. The stationery, correspondence cards, and business cards will be delivered during the General Session.
4. Personalized legislative stationery and business cards for each legislator will include the legislator's preferred name, leadership position title (if applicable), preferred district mailing address, preferred telephone number, e-mail address (optional), fax number (optional), committee assignments (optional) and the legislative website address.
5. LSO will provide legislators with a form to indicate what personalized information they want included on their stationery and business cards. If legislators wish to change the approved information on their personalized stationery and business cards between sessions, they can do so at their own expense and will be billed directly by the printer.
6. Only standing committee assignments, permanent statutory committees, and Management Council will be listed on the stationery and business cards and that information is optional. Time-limited select committee assignments, subcommittees, and other appointments are not included on the stationery and business cards.
7. Due to the expense of personalized full-color stationery, legislators are encouraged to use it only for formal communications (e.g., correspondence to constituents.) Correspondence to LSO (e.g., bill drafting requests) should not be sent on personalized full-color stationery. Legislators are encouraged to use their laptop computer templates (letterhead,

memorandum, fax cover sheet, and news release) for informal and bulk correspondence.

8. Legislators will be provided an opportunity to order complimentary personalized cardstock postcards. Legislators may reorder complimentary sets of postcards in unlimited quantities.

## Management Council Policy 93-01

Subject: **Telephone Credit Cards**

(Source Notes: MC Minutes 03/02/93; 08/20/97; 05/20/99)

1. Legislators are provided state telephone credit cards. Only calls which are official legislative business shall be charged to a state telephone credit card.
2. Effective with the convening of the 55th Legislature in January 1999, legislators are authorized use of the state telephone credit card for a total of not more than \$2,000 for the entire term of a numbered Legislature, i.e. the two calendar years during which each legislature is seated.
3. The Legislative Service Office shall implement procedures to ensure legislators are aware of their total telephone credit card billing during the biennium.

## Management Council Policy 89-02

Subject: **Voter Hotline**

(Source Notes: MC Minutes 11/28/89; 12/11/01)

1. At Management Council's direction, the Legislative Service Office, Senate and House staffs will operate a Voter Hotline to handle "constituent's opinion" calls from throughout the state.
2. The Legislative Service Office will provide necessary telephones and furniture and will provide for a toll-free 800 number.
3. Two telephone operators from each of the House and Senate staffs will man the telephones from 7:30 a.m. to 5:30 p.m. each day the legislature is in session.
4. The Legislative Service Office, working with media and public interest groups, will publicize the service.
5. Conditions of the services are:
  - a. The Hotline is to be used by the public to call and recommend a vote for or against a particular piece of legislation.
  - b. Hotline operators will provide callers with the names of legislators from any county or district. Callers who do not know the bill number of proposed legislation will be referred to the index of bills on the legislative web site or to the toll-free bill status service.
  - c. Callers to the Hotline will be asked the following questions:
    - What is your district or county?
    - For whom do you wish to leave a recommendation for a vote on a bill?
    - A call recommending a vote on a bill will be taken only for:
      - An individual legislator;
      - A legislative delegation from a county or district;
      - A standing committee considering a bill.
      - Calls requesting that a recommendation be given to the entire House, Senate or Legislature will not be accepted.
    - Would you like to leave your name and address in the event one of the legislators might wish to respond to you directly?
    - What is the bill number regarding which you wish to leave a recommended vote?
    - What is your recommended vote?
  - d. Callers to the Hotline:
    - Cannot obtain bill numbers or full bill status information, i.e., current status of

all bills or records of votes, from hotline operators.

- Will not be given interpretations of proposed bills.
- Cannot speak directly to a legislator on the Hotline.
- Cannot leave messages for legislators via the hotline other than a recommendation for a "yes" or "no" vote on an identified bill.
- Will be given the appropriate instructions for other services desired, e.g., how to get a message to a legislator, or how to obtain bill status or a copy of a bill.
- Will be given the 800 bill status number whenever applicable.
- Will not be asked questions regarding whether they are a registered voter.
- Will be encouraged to call the House or Senate receptionist to leave messages for legislators other than vote recommendations or to submit messages to legislators via letter, fax, e-mail, or voice mail, if available.

6. Hotline reports will be distributed to legislators at least twice daily. Reports addressed to standing committees will be delivered mid-morning; at noon and mid-afternoon. Staff will attempt to deliver reports more frequently if they relate to a bill that is of great public interest and that is scheduled for consideration on the day the call is received.
7. The Voter Hotline office is “off limits” to lobbyists, press and general public. For purposes of tracking public usage, Voter Hotline staff will keep track of the total number of calls on a daily basis, but not the total number of calls in favor of or opposed to a particular bill. Reports of calls will be delivered only to the legislator, county or district delegation or standing committee to whom the call was directed. Copies of reported calls will not be made available and Staff shall not disclose the contents of any reported call to anyone other than the legislator or legislators to whom it was directed.
8. Public complaints about the Voter Hotline service will be immediately forwarded to the Staff Supervisor.
9. Callers to the Voter Hotline will be encouraged but not required to leave their name and address. They will be advised that their message will be more meaningful to legislators if this information is provided and that it will not be used for any other purpose.
10. Changes to these policies shall be made only by the Management Council.

## Management Council Policy 00-01

Subject: **Severe Weather During Session**

(Source Notes: MC Minutes 01/10/00)

The following policy applies to severe weather situations which may affect the legislative session schedule. The Wyoming Emergency Management Agency (WEMA) is responsible for coordination of how the state responds to severe weather situations. This policy applies generally where the reason for possible disruption to the legislative session schedule is other than weather.

### 1. Policy when severe weather may affect normal convening.

- a. Under regular WEMA procedures, WEMA consults the Governor or his designee, who makes a decision as to what course of action will be taken by the executive branch. (Actions are usually either closure of all offices for the day or a delay in opening.) The decision is made shortly after 5:30 a.m. The decision is relayed to major media to publicize it beginning with 6:00 a.m. newscasts.
- b. WEMA duty officer will contact the LSO director (or the assistant director if the director can't be reached) immediately after the executive branch decision has been made.
- c. The LSO director will contact the presiding officers individually to advise of the situation. Presiding officers will jointly make a decision as to how legislative activities will be affected.
- d. LSO director will relay that decision to WEMA duty officer so that it can be publicized [beginning with 6:00 a.m. newscasts if possible].
- e. LSO director will contact the Chief Clerks and advise them of presiding officers' decision.

### 2. Policy when severe weather occurs while the Legislature is actually in the Capitol in session, e.g. early closure of state offices.

- a. WEMA contacts the LSO director regarding any decisions made by the executive branch.
- b. LSO director personally advises presiding officers who make any decision, as necessary.
- c. LSO director advises Chief Clerks; staff in building (and those who may be coming to work) are contacted by designee of Chief Clerks as necessary.

## Management Council Policy 99-02

### Subject: **Web Site Operations**

(Source Notes: MC Policies Handbook 09/14/99 Revision; MC Minutes 05/05/00; 12/11/01; 04/30/03)

#### I. Purpose.

The Legislative Web Site (Legisweb) is intended to be a repository of timely and accurate legislative information for use by legislators, government officers and agencies, legislative staff and the general public.

#### II. General Authority and Responsibilities.

(a) General policies and guidelines for operation of the Legisweb will be established by the Management Council. Significant changes to the structure and content of the site will be made only with Management Council approval.

(b) Consistent with Management Council policies, the LSO staff will be responsible for the day-to-day operation and maintenance of the site. On-going modifications and enhancements to the structure and content of the site will be made by the LSO staff in consultation with the Select Committee on Legislative Technology.

#### III. The following guidelines are to be followed by LSO staff in administering the Legisweb:

A. Recommendations for significant changes to the Legisweb submitted by individual legislators or members of the public will be referred to the Management Council or the Select Committee on Legislative Technology as appropriate.

B. LSO staff will continually review developments made to web sites of other state legislatures, and will attempt to keep the Wyoming site reasonably comparable to those in other states keeping in mind the nature of our Legislature and the resources available to operate the site.

C. The Legisweb will include at a minimum the following:

1. State Statutes and Constitution
2. Legislative Session Information
3. Legislator Information
4. Interim Committee Activities
5. Budget/Fiscal Section
6. Program Evaluation Section
7. School Finance Section
8. A common calendar to be used by Committee Chairmen to coordinate the scheduling of committee meeting dates.

9. A draft schedule for each upcoming session (containing introduction deadlines, crossover dates, etc.). This draft schedule is assembled by staff as a planning tool for leadership. The schedule is subject to change without notice.

#### D. Archiving Data

1. Session data and interim committee data for the current year and 4 previous years will be retained on the web site if disk space is available. When data is moved from the "current" category to "previous category", the LSO staff will delete some of the data and not move it to the "previous" category. Items to be deleted include committee meeting notices / press releases, compressed statutes, and adopted amendment reports. Data that is moved will be checked by LSO staff to ensure it is complete and that all links to the data are established properly.

2. When data older than 4 years is removed from the web site, the LSO staff will move it to CD disks for permanent storage.

#### E. E-Mail Responses to Public Comments

LSO staff will maintain a record of all e-mail messages sent to the web site. Replies will be sent out in a timely manner making use of a standard set of responses as appropriate.

#### F. Legisweb Link to E-Mail For Joint Interim Committees

1. At the request of a Joint Interim Committee, LSO staff will provide on the Legisweb a link to an e-mail address to facilitate public comment on interim study topics assigned to the Committee.

2. The LSO staff assigned to the Joint Interim Committee will monitor the assigned e-mail address and forward public comments to the Committee.

#### G. Website Information Relating to Legislators:

1. The e-mail address provided for every legislator through public funds will be posted on the legislative website to allow members of the public to contact legislators via e-mail. This e-mail address will be included with each legislator's biographical information posted on the website.

2. The following biographical information on legislators will be posted on the website: name, district, community, party, committee assignments, phone (choice of office and/or home), and e-mail address. Other biographical information, in a uniform format, including a photograph may be included at the option of the legislator.

3. No links to, or addresses of, individual legislator's personal homepages will be provided on the legislative website.