

REVIEW OF THE LEGISLATIVE PROCESS/ELEMENTS OF BILL DRAFTING
House of Delegates Chamber
State Capitol, Charleston
8:30 a.m. - 4:30 p.m.
December 2, 2009

8:30 a.m. WELCOME AND INTRODUCTORY REMARKS

8:45 a.m. RULES AND PARLIAMENTARY PROCEDURE
Gregory M. Gray, House Clerk

9:15 a.m. BILL STATUS AND BILL TRACKING
Frankie Canada, Systems Manager, Legislative Automated
Systems Division
Gay Logston, Legislative Automated Systems Division

10:15 a.m. BREAK

10:30 a.m. Constitutional Requirements of Legislation
Dan Kimble, Counsel to the Speaker of the House of
Delegates

11:30 a.m. THE RULE MAKING PROCESS - LRMRC & LOCEA
Rita Pauley, General Counsel, Senate Judiciary
Committee
Hank Hager, Chief Counsel, Senate Education Committee

12:00 p.m. LUNCH

1:00 p.m. PREFERRED LANGUAGE AND USAGE IN BILL DRAFTING
Rich Olsen, Counsel, Legislative Services

1:15 p.m. FORMATTING
Randy Elkins, Counsel, Legislative Services

1:30 p.m. BILL TITLES AND ENACTING SECTIONS
Joe Altizer, Chief Counsel, House Judiciary Committee

2:00 p.m. AMENDMENTS AND CONFERENCE COMMITTEE REPORTS
Jeff Johnson, Counsel, Senate Health and Human
Resources Committee

2:30 p.m. FISCAL NOTES
Dave Martin, Web Administrator, Office
of Reference & Information

2:45 p.m. BREAK

3:00 p.m. APPROPRIATIONS BILLS
Melissa Lilly, Counsel, Senate Finance Committee

3:30 p.m. LEGISLATIVE ETHICS AND OPEN MEETINGS
Theresa Kirk, Executive Director, West Virginia Ethics
Commission

4:30 p.m. ADJOURN

Agenda subject to change without notice