

Chair:
Sen. Diane Rosenbaum

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Sen. Ted Ferrioli

Staff:
Lori Brocker, Committee Administrator
Mike Reiley, Committee Assistant

Members:
Sen. Lee Beyer
Sen. Ginny Burdick
Sen. Bruce Starr



77th LEGISLATIVE ASSEMBLY
2013 SENATE COMMITTEE ON RULES

State Capitol
900 Court St. NE, Rm. 453D
Salem, OR 97301
Phone: 503-986-1647
Fax: 503-986-1814

Executive Appointments Process and Procedures for 2013 Legislative Session

The Governor's Office, the Oregon Senate, and Committee Services are partners in the Executive Appointment process. From the identification of appointees, to the transmittal of paperwork to the Secretary of Senate, and through the public hearing and Senate floor session, this is a coordinated effort of many people working in sync to reach the goal of confirming citizen volunteers to the more than 100 Oregon State Boards and Commissions.

For the administrative and Senate confirmation process to occur in an efficient, predictable, and streamlined manner, identified below are current practices that will continue to be used throughout the confirmation process.

A Submission Process

- Recommended appointments and reappointments must be submitted to the Senate by the Governor's Office, per Committee Rule #19, at least 21 days before any work session on the appointment can be held in the Senate Committee on Rules.
- It has been the practice for the Governor's Office to submit appointments to the Senate on an ongoing basis. However, to ensure compliance with Committee Rules and have a predictable workflow for all involved, the Governor's Office will submit multiple bulk submissions of appointments to the Senate during the 2013 Legislative Session based on a predetermined schedule.
- This will standardize the submission process; establish clear procedures for submission; and allow time for public vetting.
- The work involved in identifying potential appointments and processing paperwork can be laborious, so it is important to set a schedule that ensures full compliance with Committee Rules.
- Submit all appointments to Secretary of Senate electronically.

- All executive appointment documents (interest form, resume, and support letters) are submitted to the Secretary of Senate digitally via USB Drive, with one set of hard copies of all documents to be used by the Secretary of Senate’s Office.
 - This practice is more efficient, saving time and money in the Governor’s Office, Secretary of Senate and Committee Services.
- Redaction of Protected Information under public records statutes (ORS 192.501)
 - The materials submitted to the Secretary of Senate (interest form, resume and support letters) are available to all members of the Senate and are exhibited in Committee Records and the State Archives. They are public records that will be provided to the public upon request.

However, several Boards and Commissions have individuals whose personal information (i.e. home address and home telephone number) is exempt from public records disclosure. This applies to public safety officers (ORS 192.501 (30)), a district attorney, a deputy district attorney, the Attorney General or assistant attorney general, a city attorney who engages in the prosecution of criminal matters or a deputy city attorney who engages in the prosecution of criminal matters (ORS 192.501 (31)(a)) and (ORS 192.501 (31)(B)).
 - These types of appointments are not common, but when they occur, it is the responsibility of the Governor’s Office to redact any protected information prior to transmitting documents to the Senate.

B	Submission and Committee Hearing Schedule
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The Senate Committee on Rules will consider appointments at least 3 times during the 2013 Legislative Session. It will consider appointments:

Executive Appointments Submission Deadline (no later than the date identified)	Executive Appointments Meeting
Wednesday, February 13 th	Wednesday, March 6 th
Wednesday, March 27 th	Wednesday, April 24 th
Wednesday, May 8 th	Wednesday, May 29 th
June (only if necessary)	at request of Chair

Public Notification of Executive Appointments

- During legislative session, the Executive Appointment nominations are submitted by the Governor to the Secretary of Senate, at which time they all are posted on a Senate 1st read calendar;
- After the names are first read, the President’s Office refers them to the Senate Committee on Rules;

- The full list of appointments (listed like senate bills) are posted on the Oregon State Legislature webpage under the Exec. Appointments link; and
- In addition, the Governor issues a press release with the full list of appointees that is available to the public download from his webpage.

Senate Member Notification of Executive Appointments

- When the Governor submits the Executive Appointments nominations to the Secretary of Senate, committee staff is provided a list all appointments and digital copies of the board and commission rosters and interest forms/resumes;
- As quickly as possible (often the same time), Committee Staff prepares a spreadsheet denoting all new appointment; reappointments; and paid/director positions and emails it all members of the Senate; Leadership Offices; and the Secretary of Senate;
- Using the digital information provided the Governor’s Office, Committee staff prepares the digital material on the shared “G Drive” – accessible to all members of the Senate – and sends an email notification to all Senators and Leadership with a direct link to the new information. How quickly this occurs depends on the number of appointments, but generally within 1 or 2 days.

The Executive Appointments hearing schedule has two steps and is coordinated with Committee Staff and the Governor’s Office.

- When the Executive Appointments agenda is set, committee staff coordinates with the Governor’s Office on the names of the appointees, time, and location for a public hearing and work session.
- The Governor’s Office notifies all individuals that the Governor has nominated them for appointment, explaining the confirmation and hearing process. Upon receipt of notification, Committee Staff contacts all appointees required to appear to determine whether they will be traveling to Salem for their appearance before the Committee or if they will be participating via telephone. Either is appropriate, as most individual public hearings last 3 – 5 minutes, and travel, work, and familial constraints can make traveling to Salem difficult. Nonetheless, all individuals, when possible, are encouraged to come to Salem.
- Required Appearances
 - Directors and Agency Heads;
 - New Appointments;
 - Reappointments for paid positions; and
 - Reappointments upon request of a Member of the Senate.
- Waived Appearances
 - Reappointments; and
 - New Appointment with consent of majority of the Committee members

- Has occurred, but rarely and when unforeseen circumstances prevented appearance, in person or phone.