

**2015 Regular Session**  
**JOINT COMMITTEE ON WAYS AND MEANS**  
**Subcommittee on General Government**  
**Subcommittee Orientation**

**INFORMATIONAL & PROCEDURAL ISSUES**

**Attendance**

- The Subcommittee on General Government meets from 1:00 to 2:30 p.m., Monday through Thursday. Please be in attendance at the 1:00 p.m. starting time. If you are unable to attend a meeting, please notify the Legislative Fiscal Office (LFO) at 986-1828. Attendance is important given quorum and voting majority requirements.

**Subcommittee Rules**

- The Subcommittee will use the Joint Committee on Ways and Means rules (posted to OLIS).
- This Subcommittee has three Senate members and five House members. This means that two Senate members and three House members are required to make a quorum and report legislation from the Subcommittee to the Joint Committee.
- Most votes will be taken on a voice vote only, with the chair calling for any objections. If a roll call vote is needed, the Committee Assistant will call the roll.

**Meeting Operations**

- Subcommittee members, staff, presenters, and audience members should turn off audible pagers, cell phones or other electronic devices.
- The microphones in this room are very sensitive, and may pick up side conversations. The hearing room is constantly televised, but without audio when the Subcommittee is adjourned.

**Meeting Materials**

- Meeting materials will be provided to Subcommittee members electronically, via the Oregon Legislative Information System (OLIS). Members may choose to access documents directly on their laptops at the dais, or may choose to print out materials and bring them to the meeting.

**Agendas**

- Meeting Notice is required 72 hours ahead of the first public hearing on a measure and 48 hours for subsequent public hearings and work sessions.
- Measures can be carried over to the next day when work has not been completed, if the Subcommittee chair announces that the measure will be carried over and it is carried over for the same purpose as originally scheduled (e.g., public hearing must be carried over as a public hearing).
- A daily agenda will be distributed in the Subcommittee for that day. A weekly agenda will be provided each Friday for the following week.

**BUDGET HEARINGS AND WORK SESSION PROCESS**

**Agency Budgets**

- A list of budget measures assigned to the Subcommittee, including each assigned Legislative Fiscal Office (LFO) and Chief Financial Office (CFO) analysts, along with their telephone numbers has been posted to OLIS. If you have questions about specific budget or policy issues, check with the LFO analyst for that agency.
- The Legislature, Treasurer, and Secretary of State, as separately elected, constitutional offices, are not subject to the Executive branch review or the allotment process. Therefore, the Department of Administrative Services will make no recommendation on these budgets.
- The Co-Chairs have directed that agencies generally follow a standard presentation guideline, which includes a three phase approach for hearing agency budgets (posted to OLIS). All agencies will participate in Phase-I and III:

<b>Phase</b>	<b>Timeframe</b>	<b>Purpose</b>	<b>Who</b>
Phase-I	Early February through late March to Early April	Public hearings/public testimony – LFO overview; agency presentation of its mission, organization, budget, performance metrics, and reduction options; and CFO summary of the Governor’s budget.	All agencies
Phase-II	Upon completion of Phase-I through Early May	Public hearings for in-depth discussion of major budget issues/decision points/policy packages.	Select agencies
Phase-III	May be conducted as soon as agency hearings are completed	Agency work session	All agencies

- During these phases, the Subcommittee may also consider: agency reports; budget note reports; fee measures; federal grant application; recommendations from other subcommittees; and policy bills with a fiscal or budgetary impact, as directly by the JWM Co-Chairs.
- The tentative order of budget Phase-I presentations hearings is listed below.

1. Department of Administrative Services	8. Board of Accountancy
2. Secretary of State	9. Construction Contractors Board
3. Government Ethics Commission	10. Tax Practitioners
4. State Library	11. Advocacy Commission
5. Employment Relations Board	12. State Treasurer
6. Department of Revenue	13. Governor’s Office
7. Public Employees Retirement System	14. Legislative Branch

- A two-page General Government Budget Summary by agency has been posted to OLIS.
- Prior to each agency’s budget hearings, the following materials will be posted to OLIS:
  - a. The Governor’s budget document for the agency (one paper reference copy will be available in the hearing room);
  - b. LFO agency budget review;
  - c. Agency presentation materials; and
  - d. CFO’s Governor’s budget overview.
- If Subcommittee members ask questions of the agency that need to be responded to in writing, the agency has two working days to provide the written response to LFO, unless an exception has been granted for an extension. Agency responses will then be posted to OLIS.
- Public testimony will be scheduled for each agency.
- The Subcommittee will use work sessions to review and act on budget issues and agency Key Performance Measures (KPMs). LFO will provide, through OLIS, a summary memo and supporting documents to Subcommittee members in advance of the work session. Based on the Subcommittee’s action, staff will develop proposed amendments to the agency budget bill. A budget report is prepared to document the Subcommittee’s recommendations for the full Committee and for floor action in each Chamber.
- Budget notes may be included in the budget report, if essential to clarify or expand on administrative requirements directly related to the budget. Proposed budget notes must be channeled through the Subcommittee Co-Chairs and must be jointly approved by Ways and Means Co-Chairs. LFO also strongly recommends submitting budget note language to LFO staff for comment and form. An LFO budget brief on budget note has been posted to OLIS.
- The Subcommittee Chair will assign a member, who must also be a member of the Full Committee, to carry the Subcommittee’s recommendations to the Full Committee on Ways and Means and then one additional carrier to carry the measure to the other Chamber’s floor. LFO will prepare a “pony” for carriers of the budget measure for the Full Committee on Ways and Means and for each chamber. LFO will be at the side aisle (or at the member’s desk if asked) to provide staff support for floor discussions.
- Electronic attachments posted to OLIS for today’s orientation meeting:
  - a. Agenda
  - b. Subcommittee Orientation Memorandum (2015)
  - c. Joint Committee on Ways and Means Rules (2015)
  - d. Assigned budget measures with Budget Analysts (2015)
  - e. 2015-02 (LFO) Staff
  - f. Session Agency Presentation Instructions (2015)
  - g. Federal Grant Application Instructions (2015)
  - h. 2015-17 General Government Budget Summary by Agency
  - i. Oregon Budget Basics and Process Review (2015)
  - j. LFO Budget Information Brief/2007-2 – Budget Note
- Other Resources
  - a. Legislative Fiscal Office website <http://www.leg.state.or.us/comm/lfo/home.htm>