
MEMORANDUM

Legislative Fiscal Office
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To: Ways and Means Subcommittee on Transportation and Economic Development
From: Michelle Deister, Legislative Fiscal Office
Date: January 27, 2021
Subject: Orientation and Background Information

Subcommittee Members should please note the following:

1. The Subcommittee will meet remotely/virtually, using the Microsoft TEAMS application. The physical subcommittee meeting room will be unavailable to members and the public until such time as the Legislature is able return to meeting in-person.
 - Subcommittee members will be sent TEAMS invitations for each meeting of the Subcommittee by LFO staff.
 - Please Make every effort to be on time and signed into the meeting by the start time. We need a majority of the members from EACH chamber to begin each hearing and worksession, and take committee action. Please notify LFO at michelle.deister@oregonlegislature.gov if you are unable to attend a meeting.
2. A copy of the Joint Committee on Ways and Means rules is attached to this memo. These rules state that:
 - The Subcommittee must report all budget bills assigned to it back to the Full Committee. The Co-Chairs of the Full Committee may remove any bill from the Subcommittee at any time.
 - No minority reports are allowed.
 - A quorum of the subcommittee requires a majority of appointed Senate members (at least two) and a majority of appointed House members (at least three).
 - A quorum is required to call the Subcommittee to order, and to take action on a bill (vote).
 - Reporting a bill or another action to the Full/Joint Committee requires the approval of at least a majority of appointed Senate members and a majority of appointed House members.
 - The Co-Chairs of the Full Committee may participate in subcommittee meetings and may vote when in attendance.
 - Budget notes may only clarify or expand upon administrative requirements which are directly related to the execution of budgets during the fiscal period covered.
 - Typically, The Co-Chairs of the Full Committee will not reassign a bill to the Subcommittee after it passes the first chamber.

3. LFO will announce upcoming items scheduled for hearings and work session the following week (as well as observe posting requirements:
 - 72 hours before the first public hearing on a measure
 - 48 hours for subsequent public hearings and work session;
 - Amendments must be posted four hours before consideration.

4. LFO will distribute agency presentation materials, and other items to be reviewed by the Subcommittee, to members through the Oregon Legislative Information System (OLIS) with as much notice as possible before an agency's budget is first scheduled for a public hearing.
 - Fewer meetings this session = shorter presentations
 - Supplemental materials and background information will be submitted in conjunction with agency budget presentations.
 - The Co-Chairs of Ways and Means recommend that subcommittee members spend time as necessary outside of committee meetings to review materials and, if necessary, arrange meetings with agency staff to fully understand agency operations, budgetary requests, policy initiatives, and budget reductions.
 - Other helpful resources:
 - <https://www.oregonlegislature.gov/lfo/Pages/Publications.aspx>
 - Budget analyses, Budget information briefs, issue reviews, reports

5. Remote meetings - housekeeping items:

Your patience is deeply appreciated in the brave, new technological world -- we are all learning as we go, and it is practically inevitable that things will happen that weren't foreseen.

- Members should keep their cameras on (but microphones muted unless speaking). If bandwidth is an issue, or you are experiencing technical difficulties, please notify the Chair before turning your camera off.
- The committee assistant will call the roll at the beginning of each meeting. Please note whether you are present by phone, video or both.
- Because Committee assistants have difficulty retrieving information from the meeting chat function and incorporating it into the record, please do not use it.
- Use the "raise hand" function to be recognized by the chair whenever possible.
- Roll will be called to record all votes.
- Should you be having technical issues, try logging off of Teams and re-joining the meeting; we will endeavor to keep things rolling to the best of our ability. Notify the LFO analyst and the IS Help Desk via email if connectivity continues to be a problem.