

**2023 Regular Session**  
**JOINT COMMITTEE ON WAYS AND MEANS**  
**Subcommittee on Education**  
**Orientation**

**SUBCOMMITTEE INFORMATIONAL & PROCEDURAL ISSUES**

**Meeting Schedule and Attendance**

- The Subcommittee on Education meets from 8:00 to 9:30 a.m., Monday through Thursday in Hearing Room E.
- Attendance is needed to meet quorum and voting requirements. **Please be in attendance by the 8:00 a.m. starting time and allow sufficient time to pass through the security checkpoint if coming from outside the Capitol.**
- If you are unable to attend a meeting, or will be late to a meeting, please notify your Subcommittee Co-Chair and the Legislative Fiscal Office (LFO) Subcommittee Coordinator Julie Neburka; (503) 986-1839; [julie.neburka@oregonlegislature.gov](mailto:julie.neburka@oregonlegislature.gov).

**Subcommittee Rules**

- The subcommittee will use the rules adopted by the Joint Committee on Ways and Means (Full Committee).
- The Senate and House will alternate holding the gavel every other subcommittee meeting - Senator Frederick on Mondays and Wednesdays, and Representative McLain on Tuesdays and Thursdays.
- The subcommittee may only be called to order after a quorum is established, which requires a majority of subcommittee members from each chamber to be in attendance. A call of the roll is not necessary to open a meeting.
- The subcommittee has three Senate members and five House members. This means two Senate members and three House members are required for a meeting to be called to order and to report legislation and other items from the subcommittee to the Full Committee.
- The Full Committee Co-Chairs may attend subcommittee meetings to meet quorum requirements for their respective chamber and/or vote when in attendance.
- Votes will be taken on a voice vote only, with the presiding co-chair calling for any objections. If a roll call vote is requested, the Committee Assistant will call the roll.
- The subcommittee does not have the power to table or hold legislation. If the original motion fails, another motion for an alternate recommendation to modify the original recommendation, deny the request, or send the item to the Full Committee without recommendation needs to be made and passed.

## **Meeting Operations**

- Subcommittee members, staff, presenters, and audience members should turn off audible pagers, cell phones or other electronic devices.
- The microphones are sensitive and may pick up side conversations. The hearing room is constantly televised, but without audio when the subcommittee is at ease, in recess, or adjourned.
- American Sign Language interpreters will interpret each meeting via Microsoft Teams or in-person. Please speak at a moderate pace. The interpreter may need you to pause, slow down, or repeat information. Spoken language interpretation in languages other than English is also available to the public upon request. Please provide at least three business days' notice for language access services.

## **Agendas and Posting Requirements**

- Agendas and meeting materials will be provided through the Oregon Legislative Information System (OLIS).
- Meeting notice is required 72 hours before the first public hearing on a measure and 48 hours for all other meetings. Amendments must be posted for public viewing four hours before consideration. These deadlines may change near the end of session when adjournment sine die is imminent.
- Amendments to measures need to be delivered to the Legislative Fiscal Officer, Amanda Beitel, by email ([amanda.beitel@oregonlegislature.gov](mailto:amanda.beitel@oregonlegislature.gov)) for posting to OLIS with sufficient time to meet the four-hour posting requirement.
- Measures can be carried over to the next day when work has not been completed if the presiding co-chair announces the measure will be carried over and the measure is carried over for the same purpose as originally scheduled (e.g., a public hearing must be carried over as a public hearing).

## **PROCESS FOR BUDGET HEARINGS, WORK SESSIONS, AND FLOORS SESSIONS**

### **Agency Budget Hearings and Public Testimony**

- A list of agency budgets assigned to the subcommittee, including each assigned LFO analyst, has been posted to OLIS without the respective budget bill numbers due to the timing of the release of the Governor's Budget. Once the budget measures are introduced, the list will be updated to identify the respective bill numbers.
- Subcommittee members are encouraged to review agency budget materials, including agency presentations, reference documents, and other postings to OLIS. Subcommittee members are also encouraged to meet with agency and/or LFO staff to more fully understand agency operations, performance, budget requests, policy initiatives, reduction options, and other issues related to the development of the agency's budget.

- The Department of Administrative Services Chief Financial Office (DAS-CFO) will give presentations on the Governor’s Budget for each executive branch agency making a budget presentation in the subcommittee. DAS-CFO will also make formal recommendations during the subcommittee’s review of agency requests, such as federal grant application requests and reports, for agencies falling under the authority of the Governor. DAS-CFO will not give presentations or provide recommendations for separately elected, constitutional offices of the Treasurer and the Secretary of State or the legislative and judicial branches of government.
- Agencies will follow standard guidelines for presenting information on their budgets (posted to OLIS). The following table provides a high-level overview of the hearing process:

<b>Hearings / Timeframe</b>	<b>Description</b>	<b>Who</b>
<ul style="list-style-type: none"> <li>• Subcommittee Orientation</li> <li>• Informational Meetings               <ul style="list-style-type: none"> <li>○ Invited testimony</li> </ul> </li> </ul> <p><i>Late January</i></p>	<p>Subcommittees will begin session with an orientation provided by LFO and invited testimony on a series of topical issues prior to the introduction of budget measures. Work sessions may also be scheduled for any federal grant application requests or budget note reports.</p>	<p>Select Agencies</p>
<ul style="list-style-type: none"> <li>• Informational Meetings               <ul style="list-style-type: none"> <li>○ Agency budget presentations</li> <li>○ Invited testimony</li> </ul> </li> <li>• Public Hearings               <ul style="list-style-type: none"> <li>○ Public Testimony</li> </ul> </li> </ul> <p><i>Late January through March</i></p>	<p>LFO overview; agency budget presentations; CFO summary of the Governor’s Budget; and public testimony on agency budget measures.</p>	<p>All Agencies; DAS-CFO; members of the public</p>
<ul style="list-style-type: none"> <li>• Informational Meetings               <ul style="list-style-type: none"> <li>○ Invited testimony</li> </ul> </li> <li>• Public Hearings               <ul style="list-style-type: none"> <li>○ Public Testimony</li> </ul> </li> <li>• Work Sessions               <ul style="list-style-type: none"> <li>○ Budget measures, policy bills</li> </ul> </li> </ul> <p><i>Late March to early June</i></p>	<p>Additional informational hearings on major budget issues, as needed; and work sessions on budget measures and policy bills referred to the Joint Committee on Ways and Means.</p>	<p>All agencies</p>

- The subcommittee may also consider fee measures, budget note reports, federal grant application requests, and recommendations from other subcommittees.
- The following materials will be posted to OLIS for agency budget hearings:
  - LFO agency budget review - first agency budget hearing only

- DAS-CFO presentation on Governor’s Budget for the agency (with the exception of the State Treasurer, Secretary of State, and legislative and judicial branch agencies) - last agency budget hearing
  - Agency subcommittee presentation materials for that day or period of days
  - Agency Ways and Means reference document - first agency budget hearing only
  - Other supplementary materials
- If subcommittee members ask questions of the agency that need to be responded to in writing, the agency will have two working days to provide the written response to LFO unless an extension has been granted. Agency responses will then be posted to OLIS.
  - Public testimony will be scheduled for each agency budget measure. Members of the public have the option of testifying in-person or remotely through Microsoft Teams.

### **Work Sessions**

- The subcommittee will use work sessions to review and act on budget measures, assigned policy measures, federal grant application requests, and legislatively required reports. LFO will provide, via OLIS, a summary recommendation memo for budget and policy measures, an analysis and recommendation for federal grant requests and agency reports, and other supporting documents in advance of the work session.
- A budget report is prepared to document the subcommittee’s recommendations on budget measures and policy measures that make budgetary changes. 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 approved by the Full Committee Co-Chairs. LFO recommends submitting budget note language to LFO staff for assistance with form and content.
- The presiding Subcommittee Co-Chair will assign a member, who must also be a member of the Full Committee, to carry the subcommittee’s recommendation on work session items to the Full Committee. If the item is a bill, additional carriers will be assigned to carry the measure to each chamber’s floor. Carriers to the House and Senate floors are not assigned for federal grant application requests or agency reports because those items require approval only through the Full Committee.
- LFO will prepare a summary (“pony”) for carriers of budget and policy measures to read at the Full Committee and on the House and Senate floor during scheduled votes on the measures. Ponies will also be prepared for federal grant application requests and agency reports. Full Committee ponies will be available on OLIS for members to access prior to the Full Committee meeting. Floor ponies will be emailed to members directly. LFO will be available to support carriers during the Full Committee meeting and at the side aisle of each chamber (or at the member’s desk, if asked) during floor discussions.
- The subcommittee may receive information technology-related recommendations from the Joint Committee on Legislative Information Management and Technology. The subcommittee may also make recommendations to the Capital Construction Subcommittee for bonding and debt service-related requests.

## **ORIENTATION MATERIALS AND OTHER RESOURCES**

Electronic attachments posted to OLIS for today's orientation meetings include:

- Subcommittee Orientation Memorandum
- Assigned budget measures with Budget Analysts - *Preliminary*
- Joint Committee on Ways and Means Rules
- Subcommittee Orientation Presentation
- Session Agency Presentation Instructions
- Federal Grant Application Instructions

Other resources and budget information can be found on the [LFO website](#). Publications that may be useful to the subcommittee include:

- Legislatively Adopted Budget Detailed Analysis
- Emergency Board summary and actions
- Budget Terms
- Budget Notes
- Legislative Budget Authorities
- State Agency Fee Approval and Ratification Process
- State Employee Compensation
- How Positions Are Created, Budgeted, and Used
- Limited Duration Positions
- Nonlimited Authority
- Referral of Measure to a Budget Committee
- State of Oregon Bond Programs
- State Agency Pension Obligation Bonding
- Compensation Plan Funding