

Senate Resolution 1

Sponsored by Senators FREDERICK, JAMA, WOODS, MANNING JR

SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure **as introduced**.

Modifies Senate Rules to permit parking permits supplied to staff and staff reimbursement for costs incurred by staff in parking at or near State Capitol building to be paid for out of members' services and supplies accounts.

SENATE RESOLUTION

Be It Resolved by the Senate of the State of Oregon:

Senate Rule 16.01 is amended as follows:

16.01 Office Supplies, Stationery and Equipment.

(1) The Legislative Administrator shall issue office supplies directly to Senate members and staff in accordance with the Rules of the Senate and policies of the Legislative Administration Committee. Members and staff shall comply with ORS 171.136.

(2) New members will receive a one-time allowance of \$200 for start-up expenses, in addition to an allocation from funds available in the legislative branch budget as determined by the Senate President. The costs of requisitioned services and supplies shall be charged against the member's individual services and supplies account. Monthly reports of the status of the member's services and supplies accounts shall be provided to each member.

(3) Services and supplies that may be obtained under this rule include:

- (a) Postage (all classes);
- (b) Subscriptions to newspapers and periodicals;
- (c) Office supplies;
- (d) Copying, facsimile charges;
- (e) Newsletter printing, postage and labels; *[and]*

(f) Parking permits to be supplied to staff or staff reimbursement for parking costs incurred by staff in order to park at or near the State Capitol building; and

[(f)] **(g)** Any other service or supply authorized by the President.

(4) All orders for stationery and printing may be placed with the Secretary of the Senate.

(5) Each member's office in the Capitol and committee office in the Capitol shall be provided with office furniture and equipment necessary to assist in the conduct of Senate business. Requests for additional furniture or equipment shall be placed with the President.

(6) Any amount remaining unexpended or unobligated in the member's individual services and supplies account upon adjournment *sine die* of the preceding regular session may be used during the interim for the following:

- (a) Postage (all classes);
- (b) Office supplies;

NOTE: Matter in **boldfaced** type in an amended section is new; matter *[italic and bracketed]* is existing law to be omitted. New sections are in **boldfaced** type.

- 1 (c) Copying, facsimile charges;
- 2 (d) Newsletter printing, postage and labels;
- 3 (e) Interim staff; *[and]*

4 **(f) Parking permits to be supplied to staff or staff reimbursement for parking costs in-**
5 **curred by staff in order to park at or near the State Capitol building; and**

6 *[(f)]* (g) Any other service or supply authorized by the Senate President.

7 (7) Except as provided in this subsection, out-of-state travel for legislative business must be
8 pre-approved by the President. Pre-approval is not required for meetings of organizations for which
9 the Legislature provides dues or approves member payment of dues. Pre-approval is not required for
10 official meetings of organizations in which member participation is identified in statute and where
11 the member has been officially appointed to the organization by the President. For other out-of-state
12 travel, members must submit appropriate documentation prior to travel such as a letter of invitation,
13 conference agenda or completed registration form. Itemized receipts must be submitted for re-
14 imbursement upon completion of travel. Unless a member is a part of an official state-organized
15 delegation, no out-of-country travel will be reimbursed.

16 (8) Any member who spends in excess of the allowance provided under these rules shall reim-
17 burse the Legislative Assembly for the overdraft.

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