



## Agenda

### 2011 NEW MEMBER INSTITUTE

Sponsored by the Wisconsin Joint Legislative Council  
January 4-6, 2011

**TUESDAY, JANUARY 4, 2011**

**STATE CAPITOL**

- 9:00 a.m.      **REGISTRATION; BREAKFAST SNACKS (412 EAST)**
- 9:15 a.m.      **WELCOME AND INTRODUCTIONS – SENATOR MARY LAZICH AND REPRESENTATIVE JOAN BALLWEG, JOINT LEGISLATIVE COUNCIL CO-CHAIRS, AND TERRY C. ANDERSON, LEGISLATIVE COUNCIL DIRECTOR (412 EAST)**
- 9:30 a.m.      **EFFECTIVE PERFORMANCE TIPS FROM VETERAN LEGISLATORS (412 EAST)**  
SENATORS SHEILA HARSDORF AND JIM HOLPERIN  
REPRESENTATIVES JOAN BALLWEG, MARK HONADEL, JON RICHARDS, AND DONNA SEIDEL  
*Advice from veteran legislators on how first-term legislators can be most effective in areas such as dealing with legislation, managing an office, responding to constituents, communicating with the public, and dealing with colleagues.*
- 10:30 a.m.      **LEGISLATIVE SERVICE AGENCIES (412 EAST)**  
JANICE L. MUELLER, LEGISLATIVE AUDIT BUREAU  
ROBERT WM. LANG, LEGISLATIVE FISCAL BUREAU  
STEPHEN R. MILLER, LEGISLATIVE REFERENCE BUREAU  
JEFF YLVISAKER, LEGISLATIVE TECHNOLOGY SERVICES BUREAU  
TERRY C. ANDERSON, LEGISLATIVE COUNCIL STAFF  
*An explanation of the services provided by the nonpartisan legislative service agencies, including information technology, policy research, legal analysis, audits, fiscal analysis, and bill drafting.*
- 11:00 a.m.      **BUDGET PROCESS (412 EAST)**  
ROBERT WM. LANG, DIRECTOR, LEGISLATIVE FISCAL BUREAU  
*An explanation of the budget process and services provided by the Legislative Fiscal Bureau.*
- 12:00 p.m.      **THE EXECUTIVE BRANCH (GOVERNOR’S CONFERENCE ROOM)**  
WELCOMING REMARKS AND INTRODUCTION OF GOVERNOR – SENATOR MARY LAZICH, JOINT LEGISLATIVE COUNCIL CO-CHAIR  
*An opportunity to meet with the Governor and the Governor’s staff. Session will include a discussion of the Executive Branch’s role in the lawmaking process.*
- 12:30 p.m.      **LUNCH: LEGISLATIVE COUNCIL STAFF (413 NORTH)**
- 1:30 p.m.      **“THE ART OF PUBLIC SPEAKING AND HISTORY’S GREATEST SPEECHES” – STEPHEN LUCAS, PROFESSOR, UNIVERSITY OF WISCONSIN-MADISON (412 EAST)**  
WELCOMING REMARKS AND SPEAKER INTRODUCTION – SENATOR JOSEPH LEIBHAM  
*An in-depth look at the art of public speaking and some of the greatest speeches in history.*
- 3:00 p.m.      **RECESS**

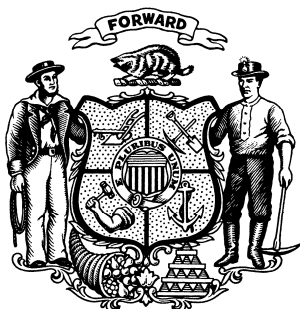
**WEDNESDAY, JANUARY 5, 2011**

**STATE CAPITOL**

- 8:30 a.m.      **BREAKFAST SNACKS; WELCOMING REMARKS – SENATE MAJORITY LEADER SCOTT FITZGERALD AND MINORITY LEADER MARK MILLER (412 EAST)**
- 8:45 a.m.      **THE LEGISLATIVE BRANCH (412 EAST/300 NORTHEAST/400 SOUTHEAST)**  
LEGISLATIVE COUNCIL STAFF: “THE NEW LEGISLATOR’S ROLE IN LAWMAKING”  
*A general review of legislative structure and the various steps in the legislative process. Committee procedures and floor action will be discussed to help prepare legislators for lawmaking responsibilities.*
- 10:45 a.m.      **BREAK**
- 11:00 a.m.      **CHIEF CLERKS (412 EAST)**  
ROBERT MARCHANT, SENATE CHIEF CLERK  
PATRICK FULLER, ASSEMBLY CHIEF CLERK  
*An explanation of the role of the chief clerks in the legislative process, followed by an explanation of the consideration of legislation in the respective chambers.*
- 11:25 a.m.      **SERGEANTS AT ARMS (412 EAST)**  
TED BLAZEL, SENATE SERGEANT AT ARMS  
ANNE TONNON BYERS, ASSEMBLY SERGEANT AT ARMS  
*An explanation of the role of the sergeants at arms in the legislative process.*
- 11:40 a.m.      **MANAGING LEGISLATIVE STAFF (412 EAST)**  
TERRY C. ANDERSON, DIRECTOR, LEGISLATIVE COUNCIL STAFF
- 12:00 p.m.      **LUNCH: ADDITIONAL SOURCES OF INFORMATION (413 NORTH)**  
COUNCIL OF STATE GOVERNMENTS – KATE TORMEY  
NATIONAL CONFERENCE OF STATE LEGISLATURES – BRUCE FEUSTEL AND MEGAN FOREMAN  
*A description of additional services and resources relating to public policy that might be useful to new legislators.*
- 1:00 p.m.      **“TIME MANAGEMENT AT THE SPEED OF THOUGHT” – PAM VACCARO, CEO, DESIGNS ON TIME (412 EAST)**  
WELCOMING REMARKS AND SPEAKER INTRODUCTION – REPRESENTATIVE JOAN BALLWEG, JOINT LEGISLATIVE COUNCIL CO-CHAIR  
*A new perspective on productivity, time, and focus management, including advice on life enrichment and balance, memory improvement, and organization.*
- 3:00 p.m.      **RECESS**

**THURSDAY, JANUARY 6, 2011**  
**STATE CAPITOL**

- 8:30 a.m.      **BREAKFAST SNACKS; WELCOMING REMARKS – ASSEMBLY SPEAKER JEFF FITZGERALD, MAJORITY LEADER SCOTT SUDER, AND MINORITY LEADER PETER BARCA (SUPREME COURT COURTROOM)**
- 8:45 a.m.      **THE JUDICIAL BRANCH (SUPREME COURT COURTROOM)**  
*A tour of the Supreme Court and opportunity to meet with the Supreme Court justices. Session will include a discussion of the Judicial Branch's role in the lawmaking process.*
- 9:45 a.m.      **BREAK**
- 10:00 a.m.     **ETHICS CODE AND LOBBYING LAW REQUIREMENTS (412 EAST)**  
JONATHAN BECKER, ADMINISTRATOR, ETHICS AND ACCOUNTABILITY DIVISION,  
GOVERNMENT ACCOUNTABILITY BOARD  
NATHANIEL ROBINSON, ADMINISTRATOR, ELECTIONS DIVISION, GOVERNMENT  
ACCOUNTABILITY BOARD  
*An explanation of the applicability of the ethics code and lobbying laws to legislators.*
- 11:15 a.m.     **EFFECTIVE PERFORMANCE TIPS FROM SOPHOMORE LEGISLATORS (412 EAST)**  
SENATOR RANDY HOPPER  
REPRESENTATIVES ED BROOKS, FRED CLARK, SANDY PASCH, AND KEITH RIPP  
*Advice from sophomore legislators on how first-term legislators can be most effective in areas such as dealing with legislation, managing an office, responding to constituents, communicating with the public, and dealing with colleagues.*
- 12:00 p.m.     **LUNCH: THE "WISCONSIN IDEA" – KEVIN REILLY, PRESIDENT, UNIVERSITY OF WISCONSIN SYSTEM (413 NORTH)**  
WELCOMING REMARKS AND SPEAKER INTRODUCTION – SENATOR FRED A. RISSER  
*A brief overview of the UW System and how it can be used as a resource for legislators.*
- 1:00 p.m.      **LEGISLATIVE TECHNOLOGY SERVICES BUREAU: TECHNOLOGY FAIR (412 EAST)**  
*An explanation of the technology services available to legislators and staff and "hands-on" demonstrations of computer services. Topics of discussion include legislator websites and a variety of specialized software programs available to legislative offices.*
- 3:00 p.m.      **ADJOURNMENT**



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