



Anne Tonnon Byers
 SERGEANT AT ARMS
 WISCONSIN STATE ASSEMBLY

Patrick McKee
 ASSISTANT SERGEANT AT ARMS

Memo

To: ALL ASSEMBLY LEGISLATORS
 From: Anne Tonnon Byers
 Date: January 6th, 2015
 Re: Committee Room Number Assignments 2015-2016 Session

Tuesday Even		Wednesday Even		Thursday Even	
Energy & Utilities (15) Kuglitsch	225NW	Health (12) Sanfelippo	225NW	Criminal Justice & Public Safety (12) Kleefisch	225NW
Campaigns & Elections (9) Bernier	300NE	Aging and Long Term Care (9) Weatherston	300NE		300NE
Mental Health Reform (12) Tittl	328NW	Tourism (15) Tranel	328NW	Ways & Means (11) Spiros	328NW
Urban & Local Affairs (9) Brooks	400NE	Labor (9) Jacque	400NE	Corrections (9) Hutton	400NE
Agriculture (15) Nerison	GAR	Jobs & the Economy (15) Neylon	GAR	Education (15) Thiesfeldt	GAR
	415NW	Children & Families (12) Rodriguez	415NW	Insurance (11) Petersen	415NW
Tuesday Odd		Wednesday Odd		Thursday Odd	
Public Benefit Reform (15) Born	225NW	State Affairs & Government Operations (15) Swearingen	225NW	Colleges & Universities (15) Murphy	225NW
Consumer Protection (9) Krug	300NE	Interstate Affairs (9) Jacque	300NE	Judiciary (9) J. Ott	300NE
Environment & Forestry (14) Mursau	328NW	Financial Institutions (17) Craig	328NW	Mining & Rural Development (15) Kulp	328NW
Family Law (9) Larson	400NE	Constitution & Ethics (9) Kapenga	400NE	Housing & Real Estate (9) Jagler	400NE
Transportation (15) Ripp	GAR	Natural Resources & Sporting Heritage (15) A. Ott	GAR	Veterans & Military Affairs (15) Skowronski	GAR
Workforce Development (15) Petryk	415NW	Small Business Development (15) Tauchen	415NW		415NW

Note to Committee Chairs: How the Even/Odd System Works

The Assembly leadership has established a system of alternating even and odd weeks for the allocation of committee meeting dates and rooms. This has been done for several reasons. It helps to minimize situations in which members have multiple hearings to attend simultaneously. It also increases our ability to assure that committee chairs will have access to the hearing rooms they need when they want to hold committee meetings.

There are several ways for the committee chair to determine whether a date on which he or she proposes to meet falls within an “even” or “odd” week. Attached to this memo is a calendar of the biennium, indicating which weeks are even and which are odd.

Presumptive Right of Access

There are a number of good reasons for committee chairs to schedule their hearings on their assigned day. The best reason is that, with the exception of certain events sponsored by the Assembly leadership (like party caucuses), a committee chair has bumping rights over other events scheduled in the room assigned to his or her committee – including other committee hearings. So scheduling a hearing on the scheduled day and in the assigned room greatly reduces the chance that the chair will be asked to change rooms or to re-schedule his or her hearing. Our office will also require the permission of the Speaker’s office to schedule hearings for committees outside of their regularly scheduled day.

Why This Room?

Unfortunately, the amount of space available to the Assembly for hearings is limited. In developing these room assignments, we took a lot of different things into consideration including the committees similarities, the number of legislators and support staff on each committee, where the committee previously met, the number of times each committee is likely to meet, the amount of overlap members might experience with other committees, and the size of the crowds the committee is likely to draw. The assignments have been developed in coordination with Speaker’s office. Should considerable conflicts arise, we will review the assignments once the committees start meeting regularly, and make changes if they are warranted, based on practical experience. But, out of fairness to everyone, our inclination is to leave the assignments as unchanged as possible.

Reserving Your Room

Committee chairs are respectfully asked to contact Pat McKee (267-9808) or pat.mckee@legis.wi.gov to reserve a hearing room for their committees. Rooms may also be requested on-line by access the Room Management System at <http://rms>. It is imperative that the Sergeant’s office be called to check on room availability before a hearing notice is published. Even though committee chairs have bumping rights in their assigned rooms, it is not safe to assume automatically that a given room is available. A committee’s room may already be reserved for a superseding use, such as a partisan caucus, leadership press conference, or the like. Additionally, we need to make sure the meeting actually gets added to our schedule, so we can assign a messenger to work at the hearing and make sure the room is set up in advance.



Important - Please do not assume that your room is available. The Sergeant’s office should **always** be contacted prior to scheduling a hearing. We would not want a committee clerk, chair, or other committee members to be embarrassed by not having the committee set up or worse yet not having a committee room available at all.

In addition, it is important to notify us if you expect to have an extraordinary large turnout at a committee meeting so that we can try to accommodate all who are in attendance.

Questions?

Please feel free to call me at 266-2004. I can also be reached at atonnon@legis.wi.gov