
Wisconsin Legislative Council

Anne Sappenfield
Director



AGENDA

2022 New Legislator Conference

| November 29 and 30, 2022 |

Tuesday, November 29, 412 East, State Capitol, Madison

- 9:30-9:45 a.m. **Welcome and Introductions**
Anne Sappenfield, Director, Legislative Council Staff
- 9:45-10:45 a.m. **Performance Tips from Veteran Legislators**
Veteran legislators will provide advice on how first-term legislators can most effectively legislate, manage an office, serve constituents, and interact with colleagues.
- 10:45-11:45 a.m. **Presentation on Interacting with the Media: *The Media: Friend or Foe?***
Mick Bullock, Public Affairs Director, National Conference of State Legislatures (NCSL)
This session will provide tips on how to interact with reporters, offer best practices when giving interviews, and introduce the concept of personal branding.
- 11:45 a.m.-1:00 p.m. **Lunch (provided)**
- 1:00-2:00 p.m. **Supreme Court Session (Supreme Court Hearing Room)**
Chief Justice Annette Ziegler
The Chief Justice will discuss the Judicial Branch and its impact on the lawmaking process and provide a tour of the Supreme Court chambers.
- 2:00-2:45 p.m. **Introductions to National Legislative Organizations**
NCSL and the Council of State Governments will provide an overview of the services and assistance they provide to legislators, including research, briefings, and compilations of state legislation on particular topic areas.
- 2:45-3:00 p.m. **Break**
- 3:00-4:30 p.m. **Primer on Floor Procedure (Senate and Assembly Floor)**
Mike Queensland, Senate Chief Clerk
Ted Blazel, Assembly Chief Clerk
The Assembly Chief Clerk will provide an overview of Assembly floor procedures for newly elected representatives and the Senate Chief Clerk will provide an overview of Senate floor procedures for newly elected senators.
- 5:30 p.m. **Social Hour and Cash Bar (Park Hotel)**
- 6:30 p.m. **Dinner and Remarks from Legislative Leaders (Park Hotel)**
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Wednesday, November 30, 412 East, State Capitol, Madison

- 9:00–10:00 a.m. **Legislator as Employer and Employee***
Elizabeth Erickson, Jackson Lewis P.C.
Amanda Jorgenson, Director, Legislative Human Resources Office
This session provides information about legal requirements and best practices related to employing and supervising legislative staff.
- 10:00-11:00 a.m. **Ethics Code and Lobbying Law***
Daniel Carlton, Administrator, Wisconsin Ethics Commission
The Ethics Commission Administrator will explain requirements of the Code of Ethics for public officials and the state lobbying laws.
- 11:00-11:15 a.m. **Break**
- 11:15 a.m.-12:15 p.m. **Public Records Law***
Paul Ferguson, Assistant Attorney General, Department of Justice
This session explains how the public records law applies to legislators and what it requires for maintaining records and providing access to the public.
- 12:15-1:00 p.m. **Lunch (provided)**
- 1:00 -2:00 p.m. **Committee Procedure and Practice (201 SE, 328 NW, 415 NW)**
Legislative Council Staff, Small Group Sessions
Legislative Council staff will discuss the role of standing committees in the legislative process and committee procedures and customs.
- 2:00-3:00 p.m. **Panel of Legislative Service Agency Directors**
Joe Chrisman, State Auditor and Director, Legislative Audit Bureau
Rick Champagne, Director and General Counsel, Legislative Reference Bureau
Jeff Ylvisaker, Director, Legislative Technology Services Bureau
Legislative service agency directors will explain how each agency assists the Legislature and the audit, evaluation, research, bill drafting, or technology services it provides.
- 3:00-4:00 p.m. **The Budget Process**
Bob Lang, Director, Legislative Fiscal Bureau
The Legislative Fiscal Bureau Director will explain the biennial budget process and services provided to legislators by the agency.
- 4:00 p.m. **Adjournment**

*Continuing Legal Education credit will be submitted for this session.