

**TENTATIVE AGENDA  
for the  
NEW MEMBER ORIENTATION**

**December 5-6, 2018  
State Capitol, Santa Fe**

**Wednesday, December 5**

**8:30 a.m. Welcome and Introductions**

House Lounge

—Speaker of the House Brian Egolf

Join legislative leaders and your new colleagues for coffee in the House Lounge before starting off the New Member Orientation.

**9:00 a.m. An Introduction to the Legislative Process**

House Lounge

—Representative Bill McCamley

You will literally walk through the process of getting legislation drafted and presenting it in committee and on the floor in this hands-on session.

**11:15 a.m. Questions**

—Representative Bill McCamley, Moderator

—Raúl E. Burciaga, Director, Legislative Council Service (LCS)

—Rachel Gudgel, Director, Legislative Education Study Committee (LESC)

—David Abbey, Director, Legislative Finance Committee (LFC)

—Lisa Ortiz McCutcheon, House Chief Clerk

**12:00 noon Lunch: What I Wish I Had Known**

West Hall of History

You and your new colleagues will visit with veteran members to hear about their experiences as new members, the challenges they faced and the advice they wish someone had given them.

**1:30 p.m. Overview of Legislative Staff Services**

Capitol North, Ground Floor Rotunda

—Raúl E. Burciaga, Director, LCS

You will learn what the various staffs do — from drafting and analyzing legislation to assisting with constituent services — to help you do your job. Members-elect will meet for about 45 minutes each with the staffs of the LESL, LFC, LCS, Chief Clerk's Office and respective caucus staffs.

- 1:45 p.m.     **Legislative Education Study Committee**  
—Rachel Gudgel, Director, LESC
- 2:45 p.m.     **Legislative Finance Committee**  
—David Abbey, Director, LFC
- 3:45 p.m.     **Questions and Preview of Next Day's Activities**
- 4:00 p.m.     **Adjourn**

**Thursday, December 6**

- 9:00 a.m.     **Overview of Legislative Staff Services (Continued)**
- Legislative Council Service**  
Room 307  
—Amy Chavez-Romero, Assistant Director for Drafting Services, LCS
- 10:00 a.m.    **House Chief Clerk's Office**  
House Chamber  
—Lisa Ortiz McCutcheon, House Chief Clerk
- 11:00 a.m.    **Legislative Session Logistics, Administrative Matters and Paperwork**  
Room 307
- Per Diem: Taxes and W-9s
  - Committee Assignments
  - Opening Day Parking and Office Assignments
  - Capitol Security: Procedures and Card Keys
- 11:45 a.m.    **Lunch: New Mexico's Changing Demographics**  
(Location TBD)  
—Brian Sanderoff, President, Research & Polling, Inc.
- 1:15 p.m.     **The Capital Outlay Process and Your Role In It**  
Room 307  
—Michelle Jaschke, LCS  
—Jonas Armstrong, LFC
- You will learn how to introduce a capital outlay project request, how to ensure that the request accomplishes your goal and how decisions are made about which projects are funded.
- 2:00 p.m.     **Break**

2:15 p.m.     **Getting, and Staying, Connected — Legislative Information Technology**  
Room 307  
—Mark Guillen, LCS  
—Ralph Vincent, LCS

- Learn about logging onto the secure legislative network.
- Get a tour of the website.
- Set up your legislative email account, if you want one.
- Learn how to get a legislative laptop computer, if you want one.

3:00 p.m.     **Adjourn**