

PART VII

ANNUAL SESSION PROGRAM SECTION

Session Schedule – Three-Day Session	<u>Page</u>
MONDAY	
Volunteer Orientation	1
Registration	1
Joint Rules Committee (JRC) Meeting	1
Welcoming Ceremonies and CSL Business Meeting	2
On the Evening of Your Arrival	2
TUESDAY	
First Floor Session	3
Second Committee Hearings	3
CSL Business Meeting	3
On the Evening of the Second Day	4
WEDNESDAY	
Second Floor Session	4
Joint Floor Session	4
Joint Rules Committee and Legislative Committee Meetings (Newly elected members)	5

Session Schedule – Four-Day Session

MONDAY

Volunteer Orientation	6
Registration	6
Joint Rules Committee Meeting	6
Welcoming Ceremonies and CSL Business Meeting	7
On the Evening of Your Arrival	7

TUESDAY

Opening Ceremonies	8
First Committee Hearings	8
On the Evening of the Second Day	8

WEDNESDAY

First Floor Session	8
Second Committee Hearings	9

THURSDAY

Second Floor Session	9
Joint Floor Session	10
Joint Rules Committee and Legislative Committee Meetings	10

**PART VII
ANNUAL SESSION PROGRAM SECTION
(Continued)**

Declarations of intent	<u>Page</u>
Declaration of Interest and Intent To Seek a Leadership Position as Member, Joint Rules Committee	11
Declaration of Interest and Intent To Seek a Leadership Position as Policy Committee Chair	12
Declaration of Interest and Intent To Seek a Leadership Position as Member, Legislative Committee	13

SESSION PROGRAM GUIDELINES

SESSION SCHEDULE

Based on Three-Day Session

DAY ONE MONDAY

1. Volunteer Orientation

- A. Volunteers are a critical element of the Annual Session. Without their assistance it would be impossible to complete all the actions scheduled for the few days that are allotted. The responsibilities of the Volunteers are quite extensive and considerable advance training and orientation is necessary to assure all policy committee hearings and general assembly sessions run smoothly.
- B. The Coordinator of the Volunteers will assure that an orientation period is scheduled for the Volunteers on the first day of the Annual Session. In addition all Volunteers will be provided with a copy of the VOLUNTEER'S HANDBOOK. The Coordinator of the Volunteers will be responsible for making any improvements or modifications to the handbook so that experiences gained can be passed along to the next year's group of Volunteers.

2. Registration

- A. Upon arrival at hotel, it is necessary for you to register with the hotel clerk for your assigned room (the hotel will ask for a credit card or security deposit to guarantee your room charge).
- B. A Session registration table will be set up at either the hotel or the State Capitol. All members attending the annual session will be registered on the first day of the session. During this time they will be given a packet with their name badge (if a new member), session program, meal tickets (if applicable), rosters, travel expense claims, and other flyers and materials relative to the session and their stay in Sacramento.

3. Joint Rules Committee Meeting

- A. The JRC will convene its OCTOBER meeting as agendized.
- B. CSL members are invited to attend the JRC meetings held during the session.
- C. Other items on the agenda will include those issues requested by CSL members.
- D. CSL members may ask Members from the floor to present Information but only JRC members may vote.
- E. Prior to the session, staff will mail a request form to all CSL members for agenda items to be discussed and/or acted upon at either the JRC Meeting or the General CSL Meeting.

- F. As with all other CSL meetings, both meetings are governed by the State Agency Act, and no motion can be made on any item not on the agenda.

4. Welcoming Ceremonies and CSL Business Meeting

- A. This portion of the program may include welcoming addresses by the Chair of the JRC, the Chair and/or the Executive Director of the Commission on Aging, and an orientation for all members given by the members of the JRC and others.
- B. Members are given the opportunity to ask questions or make comments to the presenters, providing they have been first recognized by the Chair.
- C. At the Annual CSL General Meeting, the Annual Report will be read.
- D. A Parliamentarian may be asked to assist the JRC Chair with this official annual meeting.
- E. Proposed Bylaws Amendments will be heard during or after this meeting and must be voted on by a quorum of the CSL members present.
- F. New CSL proposals may not be on the agenda unless they can be considered emergency proposals, as defined.
- G. In odd years, in accordance with the provisions of the CSL Bylaws, a discussion and a vote on proposed amendments to the Bylaws will take place. This segment of the meeting is conducted by the Ad Hoc Bylaws Committee.
- H. The following instructions will be presented:
 - i. Session Legislative Rules
 - ii. Administrative Forms and Procedures
 - iii. Prioritization Process
 - iv. Mandatory Standing Committee Chair Orientation schedule
 - v. CSL Annual Dinner
 - vi. Program changes or corrections.

5. On the evening of your arrival

- A. An event will be planned for the first evening of the session so that members can meet each other in an informal and relaxed setting before they start their committee work.
- B. Depending upon the availability of funds and/or sponsors, a cocktail reception and dinner is held and all members, their spouses or guests (at their own expense), state legislators and other interested people are invited to attend.

DAY TWO TUESDAY

1. First Floor Session

- A. Held in the Assembly and Senate Chambers of the State Capitol, all Proposals which were Passed or Do Pass Amended in their committees will be introduced, debated, and voted on by the Senior Legislators of the proposals' respective house.

2. Second Committee Hearings

- A. The Proposals that have survived the first committee hearings and floor sessions now cross houses (Senate Proposals go to Assembly committees, Assembly Proposals go to Senate committees).
- B. The Proposals go through the same testimony and voting process that they received in their first committee hearings.
- C. After conclusion of all business regarding the Proposals, elections are held in each committee for candidates for Joint Rules Committee Members, Legislative Committee Members, and Legislative Committee Alternates.

The election is held on the floor of each house on the last day of floor sessions. In accordance with JRC policy, committee volunteers or other disinterested persons will distribute the ballots, count the votes, and give the results to the JRC Chair. The public announcement of the results is at the Joint Session on the last day of the session.

3. CSL Business Meeting

- A. This portion of the program may include welcoming addresses by the Chair of the JRC and an orientation for all members given by the members of the JRC and others.
- B. Members are given the opportunity to ask questions or make comments to the presenters, providing they have been first recognized by the Chair.
- C. At the Annual CSL General Meeting, the Annual Report will be read.
- D. A Parliamentarian may be asked to assist the JRC Chair with this official annual meeting.
- E. Proposed Bylaws Amendments will be heard during or after this meeting and must be voted on by a quorum of the CSL members present.
- F. New CSL proposals may not be on the agenda unless they can be considered emergency proposals, as defined.

- G. In odd years, in accordance with the provisions of the CSL Bylaws, a discussion and a vote on proposed amendments to the Bylaws will take place. This segment of the meeting is conducted by the Ad Hoc Bylaws Committee.

4. On the Evening of the Second Day

- A. Depending upon the availability of funds and/or sponsors, a cocktail reception and dinner is held and all members, their spouses or guests (at their own expense), state legislators and other interested people are invited to attend.

DAY THREE WEDNESDAY

1. Second Floor Session

- A. Held in the Assembly and Senate Chambers of the State Capitol, all Proposals which were Passed or Do Pass Amended in their committees will be introduced, debated, and voted on by the Senior Legislators of the proposals' opposite house.
- B. Each house votes for JRC members from the candidates elected by the committee: one member from each committee. The election is held on the floor of each house on the last day of floor sessions. In accordance with JRC policy, committee volunteers or other disinterested persons will distribute the ballots, count the votes, and give the results to the JRC Chair.
- C. Each house votes for Legislative Committee members from the candidates elected by the committee: one member from each committee. The election is held on the floor of each house on the last day of floor sessions. In accordance with JRC policy, committee volunteers or other disinterested persons will distribute the ballots, count the votes, and give the results to the JRC Chair.
- D. The public announcement of all JRC and Legislative Committee members is announced at the Joint Session on the last day of the session.
- E. All members will be given a ballot listing all CSL proposals that have been passed through committee hearings and floor debate.
- F. They will be given an opportunity to cast their vote and prioritize their choices of the top ten state and top four federal proposals.

2. Joint Floor Session

- A. All CSL members come together in the Assembly Chambers of the State Capitol for final announcements.
- B. Announcement of Legislative Committee members and Alternates.
- C. Announcement of the Joint Rules Committee members and Alternates.

- D. **Note:** Announcement of the top ten State priorities and top four Federal priorities will occur as scheduled in the week following the Annual Session.
- E. **Note:** The top ten State priorities will not include proposals for CSL funding or charter changes. Funding and charter related proposals will be managed separately by the Joint Rules Committee Budget and Finance Sub-Committee to avoid the perception of self-promotion by the Legislature and public.
- F. Evaluation forms are to be completed by CSL members, committee consultants, volunteers and others, at the close of the session.

3. Joint Rules Committee and Legislative Committee Meetings (Newly elected members)

- A. Election of JRC Chair, Senate Vice-Chair and Assembly Vice-Chair
- B. Election Legislative Committee Chair
- C. JRC and Legislative Committee officers meet to set first joint committee meeting.

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Priority Discussion

This is the time for CSL members to find out the status of the Proposals.

This is the last chance that many of the proponents of certain Proposals have to openly discuss and promote their concerns for their subject proposal.

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SESSION PROGRAM GUIDELINES

SESSION SCHEDULE

Based on Four-Day Session

DAY ONE MONDAY

1. Volunteer Orientation

- A. Volunteers are a critical element of the Annual Session. Without their assistance it would be impossible to complete all the actions scheduled for the few days that are allotted. The responsibilities of the Volunteers are quite extensive and considerable advance training and orientation is necessary to assure all policy committee hearings and general assembly sessions run smoothly.
- B. The Coordinator of the Volunteers will assure that an orientation period is scheduled for the Volunteers on the first day of the Annual Session. In addition all Volunteers will be provided with a copy of the VOLUNTEER'S HANDBOOK. The Coordinator of the Volunteers will be responsible for making any improvements or modifications to the handbook so that experiences gained can be passed along to the next year's group of Volunteers.

2. Registration

- A. Upon arrival at hotel, it is necessary for you to register with the hotel clerk for your assigned room (the hotel will ask for a credit card or security deposit to guarantee your room charge).
- B. A Session registration table will be set up at either the hotel or the State Capitol. All members attending the annual session will be registered on the first day of the session. During this time they will be given a packet with their name badge (if a new member), session program, meal tickets (if applicable), rosters, travel expense claims, and other flyers and materials relative to the session and their stay in Sacramento.

3. Joint Rules Committee Meeting

- A. The JRC will convene its OCTOBER meeting as agendized.
- B. CSL members are invited to attend the JRC meetings held during the session.
- C. Other items on the agenda will include those issues requested by CSL members.
- D. CSL members may ask Members from the floor to present Information but only JRC members may vote.
- E. Prior to the session, staff will mail a request form to all CSL members for agenda items to be discussed and/or acted upon at either the JRC Meeting or the General CSL Meeting.

- F. As with all other CSL meetings, both meetings are governed by the State Agency Act, and no motion can be made on any item not on the agenda.

4. Welcoming Ceremonies and CSL Business Meeting

- A. This portion of the program may include welcoming addresses by the Chair of the JRC, the Chair and/or the Executive Director of the Commission on Aging, and an orientation for all members given by the members of the JRC, and others.
- B. Members are given the opportunity to ask questions or make comments to the presenters, providing they have been first recognized by the Chair.
- C. At the Annual CSL General Meeting, the Annual Report will be read.
- D. A Parliamentarian may be asked to assist the JRC Chair with this official annual meeting.
- E. Proposed Bylaws Amendments will be heard during or after this meeting and must be voted on by a quorum of the CSL members present.
- F. New CSL proposals may not be on the agenda unless they can be considered emergency proposals, as defined.
- G. In odd years, in accordance with the provisions of the CSL Bylaws, a discussion and a vote on proposed amendments to the Bylaws will take place. This segment of the meeting is conducted by the Ad Hoc Bylaws Committee.
- H. The following instructions will be presented:
 - i. Session Legislative Rules
 - ii. Administrative Forms and Procedures
 - iii. Prioritization Process
 - iv. Mandatory Standing Committee Chair Orientation schedule
 - v. CSL Annual Dinner
 - vi. Program changes or corrections.

5. On the evening of your arrival

- A. An event will be planned for the first evening of the session so that members can meet each other in an informal and relaxed setting before they start their committee work.
- B. Depending upon the availability of funds and/or sponsors, a cocktail reception and dinner is held and all members, their spouses or guests (at their own expense), state legislators and other interested people are invited to attend.

DAY TWO TUESDAY

1. Opening Ceremonies

- A. The official opening ceremonies are held in the Assembly Chambers of the State Capitol (pending approval of the Joint Rules Committee of the State Legislature), with members of both CSL houses in attendance and with the chair of the JRC presiding.
- B. Government officials and the aging network leadership welcome the CSL members to their Annual Legislative Session.
- C. All members of the CSL are sworn in with the Oath of Office.

2. First Committee Hearings

- A. All committees meet during the same time and, for the remainder of the day, take action on all proposals before their committees.
- B. All Proposals are heard for the first time by their assigned committees of the originating house (i.e., Senate Proposals heard by Senate Committees/Assembly Proposals heard by Assembly committees).
- C. Testimony shall be heard by those in support/opposition of any or all Proposals.
- D. All Proposals are voted on in their respective committees (i.e., Pass, Do Pass, Do Pass as Amended, Failed).
- E. All Proposals which are unanimously passed by committee (Do Pass) are entered onto a Consent Calendar.

3. On the Evening of the Second Day

- A. Depending upon the availability of funds and/or sponsors, a cocktail reception and dinner is held and all members, their spouses or guests (at their own expense), state legislators and other interested people are invited to attend.

DAY THREE WEDNESDAY

1. First Floor Session

- A. Held in the Assembly and Senate Chambers of the State Capitol, all Proposals which were Passed or Do Pass Amended in their committees will be introduced, debated, and voted on by the Senior Legislators of the proposals' respective house.

2. Second Committee Hearings

- A. The Proposals that have survived the first committee hearings and floor sessions now cross houses (Senate Proposals go to Assembly committees, Assembly Proposals go to Senate committees).
- B. The Proposals go through the same testimony and voting process that they received in their first committee hearings.
- C. After conclusion of all business regarding the Proposals, elections are held in each committee for candidates for Joint Rules Committee Members, Legislative Committee Members, and Legislative Committee Alternates.

The election is held on the floor of each house on the last day of floor sessions (day 4). In accordance with JRC policy, committee volunteers or other disinterested persons will distribute the ballots, count the votes, and give the results to the JRC Chair. The public announcement of the results is at the Joint Session on the last day of the session.

DAY FOUR THURSDAY

1. Second Floor Session

- A. Held in the Assembly and Senate Chambers of the State Capitol, all Proposals which were Passed or Do Pass Amended in their committees will be introduced, debated, and voted on by the Senior Legislators of the proposals' opposite house.
- B. Each house votes for JRC members from the candidates elected by the committee: one member from each committee. The election is held on the floor of each house on the last day of floor sessions. In accordance with JRC policy, committee volunteers or other disinterested persons will distribute the ballots, count the votes, and give the results to the JRC Chair.
- C. Each house votes for Legislative Committee members from the candidates elected by the committee: one member from each committee. The election is held on the floor of each house on the last day of floor sessions. In accordance with JRC policy, committee volunteers or other disinterested persons will distribute the ballots, count the votes, and give the results to the JRC Chair.
- D. The public announcement of all JRC and Legislative Committee members is announced at the Joint Session on the last day of the session.
- E. All members will be given a ballot listing all CSL proposals that have been passed through committee hearings and floor debate.
- F. They will be given an opportunity to cast their vote and prioritize their choices of the top ten state and top four federal proposals.

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- A. All CSL members come together in the Assembly Chambers of the State Capitol for final announcements.
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- C. Announcement of the Joint Rules Committee members and Alternates.
- D. **Note:** Announcement of the top ten State priorities and top four Federal priorities will occur as scheduled in the week following the Annual Session.
- E. **Note:** The top ten State priorities will not include proposals for CSL funding or charter changes. Funding and charter related proposals will be managed separately by the Joint Rules Committee Budget and Finance Sub-Committee to avoid the perception of self-promotion by the Legislature and public.
- F. Evaluation forms are to be completed by CSL members, committee consultants, volunteers and others, at the close of the session.

3. Joint Rules Committee and Legislative Committee Meetings (Newly elected members)

- A. Election of JRC Chair, Senate Vice-Chair and Assembly Vice-Chair
- B. Election Legislative Committee Chair
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**DECLARATION OF INTEREST AND INTENT TO SEEK A
LEADERSHIP POSITION AS**

MEMBER, JOINT RULES COMMITTEE

Name: _____ PSA _____ Sr. Senate _____ Sr. Assembly _____

STATEMENT OF QUALIFICATIONS

Number of annual CSL sessions attended: _____

CSL positions held in previous sessions: _____

Leadership experience in clubs, churches or associations: _____

Legislative process experience: _____

Other experience: _____

Please attach a resume to this form with any, other personal or professional information you wish to have considered.

If elected, I will faithfully attend any orientation sessions scheduled and perform all duties of the position attained, knowing that evening hours of preparation may be necessary for planning, coordination and resolution of issues.

Signature _____ Date _____

**DECLARATION OF INTEREST AND INTENT TO SEEK A
LEADERSHIP POSITION AS
POLICY COMMITTEE CHAIR**

Name: _____ PSA _____ Sr. Senate _____ Sr. Assembly _____

STATEMENT OF QUALIFICATIONS

Number of annual CSL sessions attended: _____

CSL positions held in previous sessions: _____

Leadership experience in clubs, churches or associations: _____

Legislative process experience: _____

Other experience:

Please attach a resume to this form with any, other personal or professional information you wish to have considered.

If elected, I will faithfully attend any orientation sessions scheduled and perform all duties of the position attained, knowing that evening hours of preparation may be necessary for planning, coordination and resolution of issues.

Signature _____ Date _____

**DECLARATION OF INTEREST AND INTENT TO SEEK A
LEADERSHIP POSITION AS**

MEMBER, LEGISLATIVE COMMITTEE

Name: _____ PSA _____ Sr. Senate _____ Sr. Assembly _____

STATEMENT OF QUALIFICATIONS

Number of annual CSL sessions attended: _____

CSL positions held in previous sessions: _____

Leadership experience in public or private organizations: _____

Leadership experience in clubs, churches or associations: _____

Legislative process experience: _____

Other experience: _____

Please attach a resume to this form with any, other personal or professional information you wish to have considered.

If elected, I will faithfully attend any orientation sessions scheduled and perform all duties of the position attained, knowing that evening hours of preparation may be necessary for planning, coordination and resolution of issues.

Signature _____ Date _____