



A GUIDE TO THE

Temporary Home of the Wyoming Legislature during the historic Capitol Square Project

*Jonah Business Center
3001 East Pershing Boulevard*



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Welcome to the Jonah Business Center, the temporary home of the Wyoming Legislature during the rehabilitation and restoration of the Capitol and Herschler Building.

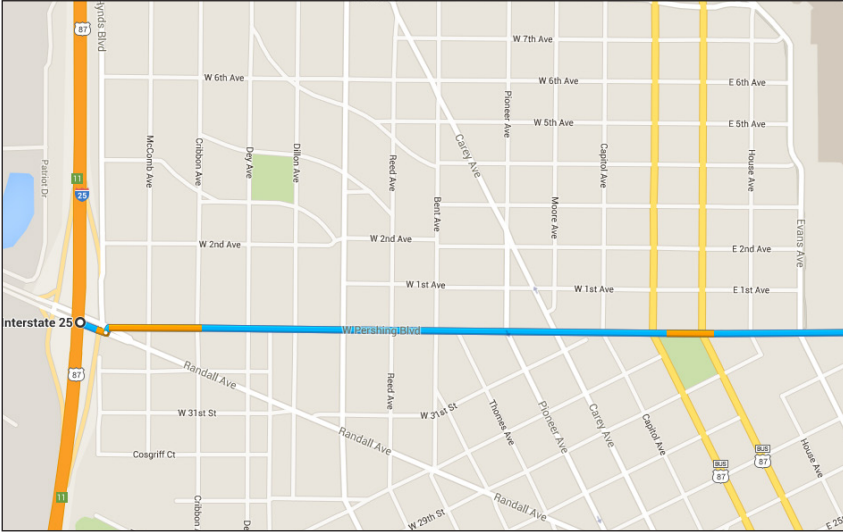
The Jonah Business Center is open to the public beginning at 6:30 a.m. during the legislative session and remains open until the last committee meeting has adjourned for the day.

Public restrooms are located on the south end of the building near the House Chamber and on the north end near the Senate Chamber.

Wireless Internet access is available throughout the building using the network “Capitol Wireless.” No pass code is required.

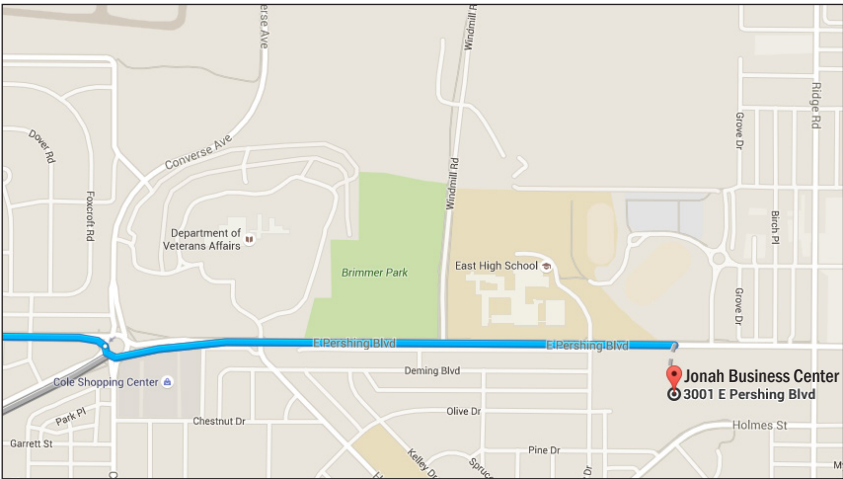
GETTING HERE

From Interstate 25



Take I-25 Exit 11 (Pershing Boulevard)

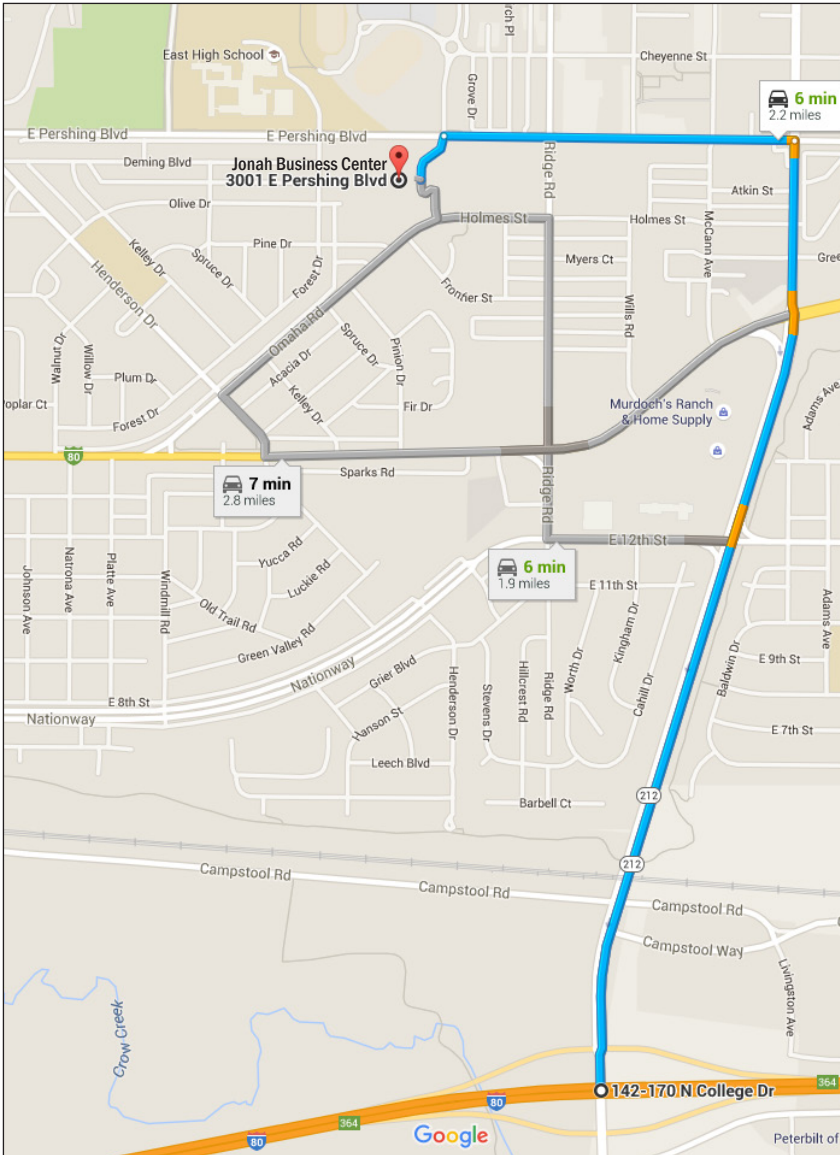
Proceed east on Pershing Boulevard for 3.5 miles



You will pass through a five-legged, two-lane roundabout at the intersection of Pershing, Converse and 19th Street.

**Turn south at 3001 E. Pershing Boulevard
(located on the right side of the street)**

From Interstate 80



Take I-80 Exit 364 (College Drive)

Turn north on College Drive to Pershing Boulevard for 1.5 miles

Turn west on Pershing Boulevard (left-hand turn) for .5 miles

Turn south at 3001 E. Pershing Boulevard (located on the left side of the street)

GETTING HERE

Jonah Business Center Parking Lots

GETTING HERE



Public parking is available in the east parking lot in front of the building. This parking lot can be accessed via Pershing Boulevard to the north or Omaha Road to the south. The main entrance into the building is labeled above.

All parking is first-come, first-served and no parking permits are required.

2016 Budget Session Tentative Schedule

Assumes the Legislature will not convene on Saturdays. The schedule is subject to change without notice. The Legislature plans to convene on Presidents' Day.

February 8: Session convenes at 10 a.m. with the Joint Session.

February 10: Noon deadline for all bill drafts to be in final form at LSO.

February 12: Last day for bill introductions.

February 18: Last day for bills to be reported out of committee in house of origin.

February 19: Last day for Committee of the Whole in house of origin.

February 22: Last day for second reading in house of origin.

February 23: Last day for third reading on bills in house of origin.

February 26: Last day for bills to be reported out of committee in second house.

February 29: Last day for Committee of the Whole in second house.

March 1: Last day for second reading on bills in second house.

March 2: Last day for third reading on bills in the second house.

March 3: Concurrence on amendments/Joint Conference Committee Reports.

LSO Contact Information

LSO Session Office Hours: Monday-Friday 7:30 a.m. to 5:30 p.m.

LSO Interim Office Hours: Monday-Friday 8:00 a.m. to 5:00 p.m.

Physical Address: 3001 E. Pershing Boulevard | Cheyenne, WY

Mailing Address: 200 W. 24th Street, Room 213 |
Cheyenne, WY 82002

Phone: 307.777.7881

Website: www.wyoleg.gov

Twitter: @wylegislature | #wyleg

Contacting a Legislator

Legislators can be contacted by email using their `firstname.lastname@wyoleg.gov`. Contact information is also listed at www.wyoleg.gov.

Senate Receptionist: 307.777.7711 (messages for Senators)

House Receptionist: 307.777.7852 (messages for Representatives)

Written Mail: 200 W. 24th Street Room 213, Cheyenne, WY 82002

Telephone Hotline: 866.996.8683 or 777.8683 (in Cheyenne).

Use to recommend a vote for/against pending legislation or to obtain the status of a bill in process. Available 8 a.m. to 5 p.m. on days the Legislature is in session.

Online Hotline: During the legislative session, you can recommend support for or opposition to legislation using the Online Hotline. You may also leave a short comment regarding the bill. This service is available at www.wyoleg.gov.

Hearing Impaired: 800.877.9965 (Wyoming Relay Service)

Wyoming Legislation Abbreviations

H: House

S: Senate

CoW: Committee of the Whole

JCC: Joint Conference Committee

Committee Numbers

(H/S in front of Number Represents House or Senate Committee)

01: Judiciary

02: Appropriations

03: Revenue

04: Education

05: Agriculture, Public Lands & Water Resources

06: Travel, Recreation, Wildlife & Cultural Resources

07: Corporations, Elections & Political Subdivisions

08: Transportation & Highways

09: Minerals, Business & Economic Development

10: Labor, Health & Social Services

11: Journal

12: Rules and Procedure

Amendment Naming Conventions

Names are applied to an amendment once approved by the sponsor. The name tells the reader when and where an amendment was acted upon and its disposition.

Many combinations of letters and numbers are possible and cover all situations of amendment actions. Sample amendment **SF0015H2001/ACE** is explained below:

HB: House Bill Number

SF: Senate File Number

HJ: House Joint Resolution Number

SJ: Senate Joint Resolution Number

H: House Amendment

S: Senate Amendment

W: Committee of the Whole Amendment

2: Second Reading Amendment **3:** Third Reading Amendment

001: Sequence of Amendment (amendment number one)

A: Adopted

F: Failed

C: Corrected Copy

E: Amendment to an Engrossed Bill

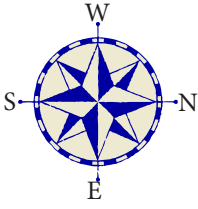
Substitute Bills

If committee amendments are extensive, a committee may request a substitute bill. The substitute bill incorporates all committee amendments into a new version of the bill and is presented as an amendment printed on buff colored paper. If the committee amendment is adopted by the body in Committee of the Whole all further amendments to the bill are made to the substitute bill.

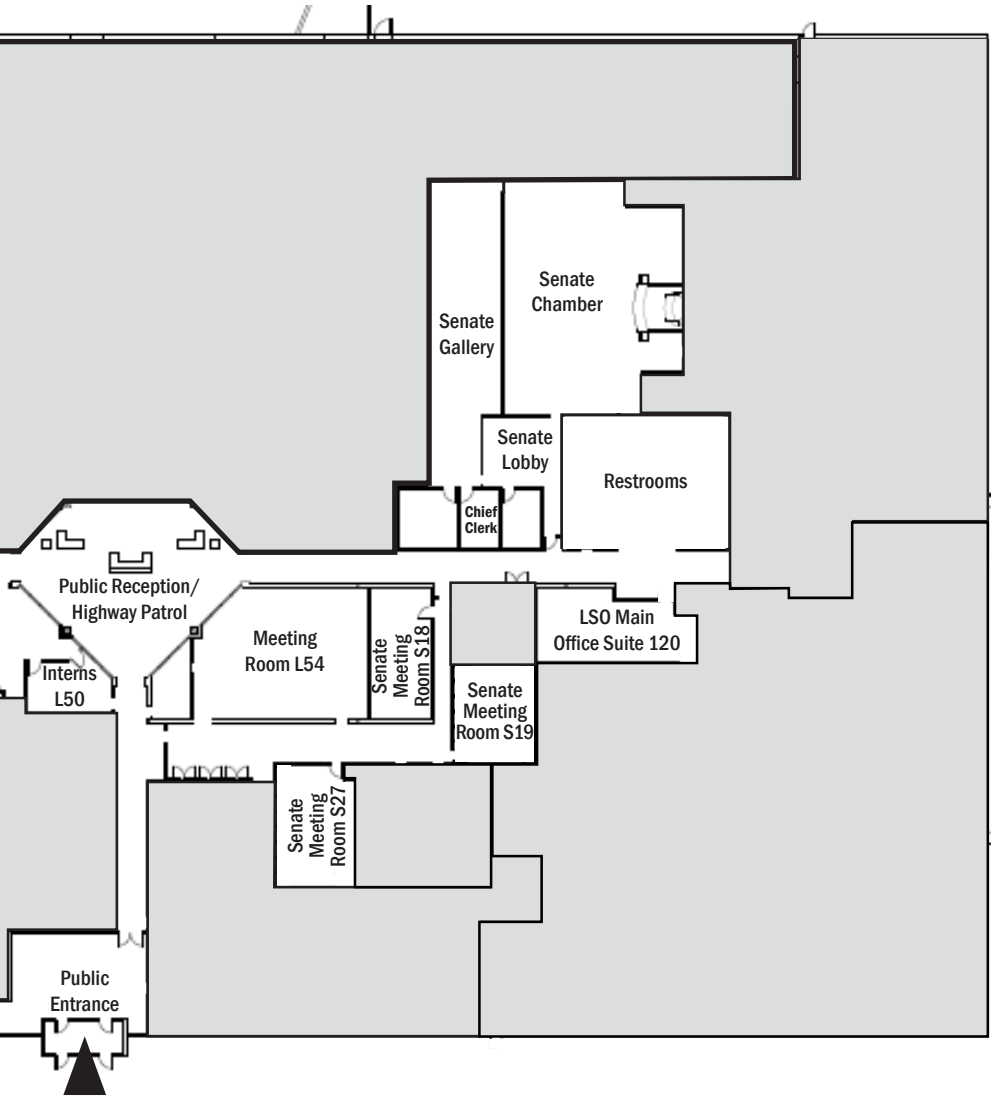
Engrossed Bills

In the top right corner of a bill that has passed the first house with amendments, you will find the word “**ENGROSSED**” under the LSO number. This indicates all passed amendments from the first house are incorporated into the bill. If the bill passes the second house with the amendments or additional amendments, the word “**ENGROSSED**” is printed in the top right corner of the enrolled version of the bill. Once the bill is engrossed and distributed from the original house, House Bills are printed on green paper and Senate Files are printed on blue paper.

BUILDING MAP



BUILDING MAP



SEATING CHARTS

Senate Seating Chart

PRESIDENT

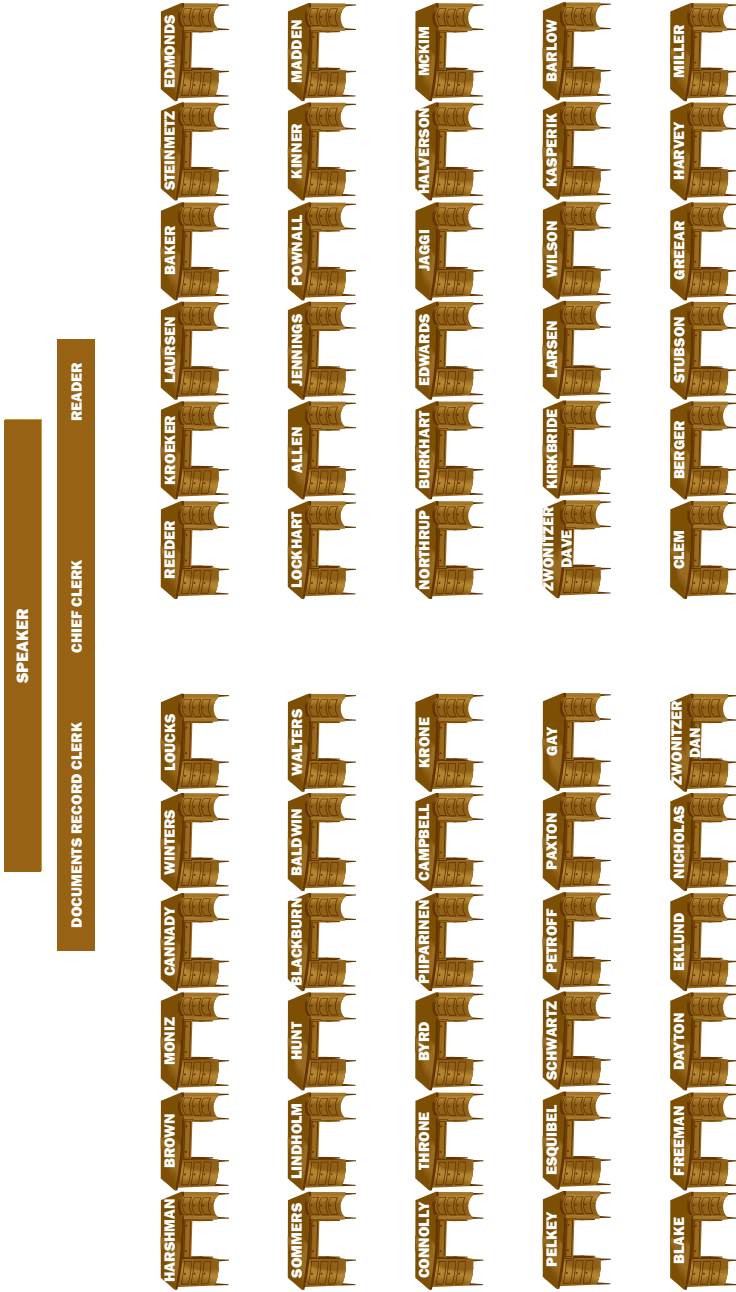
ASSISTANT CHIEF CLERK

READER

CHIEF CLERK



House Seating Chart



SEATING CHARTS

Lobby Decorum Policies

During the legislative sessions, the lobbies outside the Senate and House Chambers are designated areas for the public to speak with legislators, if they are available. If you would like to speak with a legislator, please fill out a lobby note form, which is located in each lobby. Indicate which member you would like to speak to and the matter you wish to discuss. Be mindful that members may not always be able to leave the Chamber to meet with you. If you need to leave, please send in another note advising the member that you are leaving.

- Do not block doorways or the route to the Chamber.
- No demonstrations are allowed.
- Do not react to debate or voting on the floor in any way to signal approval or disapproval of floor action.
- Signs, banners, placards and other display materials are prohibited.
- Legislative staff will not store belongings or materials.
- Laptop computers and hand-held electronic devices may be used, as long as the device's volume is turned off.
- Materials may only be distributed to legislators on the floor in accordance with each Chamber's floor distribution policy.
- Materials distributed to all members on the floor must be signed by a Representative or Senator for their respective bodies. Obtaining the signature before production is encouraged. Materials should be dropped off for distribution in the atrium, not the lobbies.

Gallery Decorum Policies

Visitors are allowed to observe legislative floor proceedings in the Senate and House galleries, in accordance with legislative rules, and as long as their presence does not disrupt the proceedings. There are 100 seats available for the public in each gallery. While seated in the galleries, visitors are required to follow the policies below to preserve the order and decorum of the legislative institution as enforced by the sergeants-at-arms at the direction of the presiding officers.

- Visitors should remain quiet and seated at all times, unless otherwise directed by the presiding officer. If no seating is available, stand quietly in the back.
- Do not visually or audibly communicate with anyone on the floor.
- Do not react to debate or voting to signal approval or disapproval of floor action.
- Signs, banners, placards and other display materials are prohibited.
- Legislative staff are not permitted to store belongings or materials.
- No demonstrations are allowed.
- Do not lean on the glass or put any object on the glass.
- Do not move the black chairs in the gallery.
- Do not consume food or beverages.
- Do not block doorways and stairways or impede the ability to move through the galleries.
- Laptop computers and hand held electronic devices are permitted with the volume off as long as use is not disruptive.
- Do not conduct a verbal conversation on a cellular telephone.
- Individuals may take photographs as long as it does not disrupt the proceedings.
- Recording audio and video of the proceedings is permitted, as long as it does not disrupt the body and does not obstruct the view of people in the gallery.

What to know before you go

What is the role of a legislative committee during session?

After a bill is introduced in either the Senate or House, it is sent to a standing committee for further consideration and to receive public comment. It is the committee's job to determine whether the bill should be considered by the full Legislature. The committee can suggest amendments to the bill, approve it for further action by the full Senate or House, vote against the bill or take no action on the bill.

Who are the committee members?

A Senate committee is made up of five members and a House committee has nine. These committee members are appointed by the President and Speaker at the beginning of each biennium. The chairman controls the meeting and ensures the orderly flow of committee proceedings.

Can I attend any committee meetings?

The Legislature wants you to be an active participant in the legislative process, you are always welcome to attend committee meetings. You can have direct input on proposed legislation at committee meetings. If you are interested in a particular bill, you are encouraged to attend the committee meeting when the bill is scheduled for a hearing. Seating is limited so you may want to arrive early.

How do I know when a bill is being heard in committee?

Once a bill has been referred to a committee, the committee chairman may set a date and time to "hear" the bill. You can track when bills are being considered by looking at the committee's daily schedule. Schedules can be found on the committee room door, in various locations throughout the Jonah building, or by checking the committee meeting schedule on the Wyoming Legislature's homepage at: www.wyoleg.gov. You can also receive the committee meeting notices electronically through the Legislature's GovDelivery subscription, available on the Legislature's Website.

What is the order of business in a hearing?

When a bill is up for consideration in committee, the chairman will announce the bill name and number. The sponsor or sponsors of the bill will explain the bill to the committee. Any member of the committee may ask the sponsor questions.

What to know while you are attending

Next, other legislators may speak for or against the proposed legislation. Then, the chairman will ask if anyone from the public would like to speak in favor of or against the bill. Once the chairman has decided to end the public comment period, the committee will then “work the bill.” This is when the committee members discuss the proposed legislation, consider amendments and decide if the bill should pass out of committee.

When you arrive at a committee meeting

When you arrive at the committee meeting room, please sign the official meeting attendance sheet indicating your attendance at the committee meeting.

If you would like to address the committee

If you wish to address the committee, you will be recognized and called on by the chairman to speak. After the chairman has recognized you, please stand and address the chairman (*i.e.*, “Mr. Chairman”). Then, clearly state your name and the name of the organization you represent prior to addressing the committee. All comments, questions, and responses must flow through the chairman by addressing the chairman each time you wish to speak.

You are always welcome to attend legislative committee meetings to observe or provide testimony on legislation under consideration by committees. The chairman or, in the chairman’s absence, the vice or acting chairman preserves the order and decorum of the committee process and has control of the committee rooms. Please review the policies below regarding public attendance at committee meetings.

- Unless you are called upon to testify by the chairman, you should remain quiet and seated at all times. If seating is not available, individuals should stand quietly if space is available.
- No demonstrations are allowed.
- Do not block doorways or egress.
- Do not conduct a verbal conversation on a cellular telephone in the committee room.

What to know while you are attending

- Laptop computers and hand held electronic devices may be used as long as the device's volume is turned off and it is not disruptive.
- If you wish to video record, audio record, or take photographs during the committee meeting you need to advise the chairman in advance of the meeting.
- If you plan to use large video or audio equipment, you will need to obtain advance approval from the committee chairman regarding the location of the equipment.
- The chairman may request you relocate or discontinue the use of your equipment if it becomes disruptive.

If you want to provide written materials to the committee

If you provide written information to the committee and would like your materials to be part of the official committee record, please fill out the Committee Handout Form when you arrive at the meeting. Give the form and a copy of your handout to the committee staff. Please bring enough copies of your information for the committee, the committee staff, and interested members of the audience. You can also e-mail an electronic copy to: legdocs@wyoleg.gov. Include the committee name, meeting date, document author, document provider and agenda item in the body of the e-mail or include an electronic copy of this form along with your submission. Electronic copies of the form can be downloaded on the Legislature's Website at www.wyoleg.gov.

How do I make an effective presentation to the committee?

- Wait until the chairman is taking public comment if you want the committee chairman to call on you to speak.
- Be brief and don't repeat what another speaker has said. If your statement is similar to previous comments, you may simply state that you agree with a previous speaker.
- Consider having a handout with a summary of your points. Before you begin, hand out all of the copies to the chairman or committee secretary for distribution.

Committee Meeting Times

Wyoming Senate Committee Meeting Times

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Judiciary Education Labor Appropriations	Travel Corporations	Judiciary Education Labor	Appropriations Travel Corporations	Judiciary Education Labor
Noon Recess	Minerals	Revenue Appropriations	Minerals Appropriations	Revenue	Minerals Appropriations
Upon Adjournment	Transportation Appropriations	Agriculture	Transportation	Agriculture Appropriations	Transportation

Wyoming House of Representatives Committee Meeting Times

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Minerals Revenue Travel	Agriculture Judiciary Appropriations Labor (Call of the Chair)	Minerals Revenue Travel Appropriations	Agriculture Judiciary Labor (Call of the Chair)	Minerals Revenue Travel Appropriations
Noon Recess	Corporations Judiciary Appropriations	Corporations Judiciary		Corporations Judiciary Appropriations	Labor Education
Upon Adjournment	Labor Education	Transportation Judiciary Appropriations	Labor Education Appropriations	Transportation Judiciary	

Please Note: For specific committee meeting times and locations, please visit the Legislature’s Website at www.wyoleg.gov.

Committee rooms will not be dedicated to specific committees. It will be important to note which room meetings are taking place in, as committee’s meeting rooms may vary from day to day.

The Senate has three committee rooms (S18, S19 & S27) as does the House (H36, H37 & H38). The rooms are located near their respective Chambers. Two larger committee rooms located near the building’s atrium may also be used (Rooms L51 & L54).

*Remember, policymaking is not a
spectator sport - participate!
Please visit our Website for more information and
to sign up for email updates.*

Wyoming Legislative Service Office
Mailing Address: 200 W. 24th Street, Room 213 | Cheyenne, WY 82002
Physical Address: 3001 E. Pershing Boulevard | Cheyenne, WY
Telephone: 307.777.7881

Connect With Us

Website: www.wyoleg.gov

E-mail: lso@wyoleg.gov



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Email updates: www.wyoleg.gov/LSOWeb/eGovDelivery.aspx

