

A CITIZEN GUIDE TO

The Wyoming Legislature

2024 Budget Session

Wyoming State Capitol
200 West 24th Street





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Welcome to the Wyoming State Capitol. The Capitol 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. Standard operating hours are Monday - Friday, 8 a.m. - 5 p.m.

Parking is available on the streets surrounding the Capitol. Be aware of timed parking limits in some areas. The public may also use the state parking lot located at the corner of 25th Street and Pioneer Ave.

Public restrooms and elevators are located on the east and west wings of every floor of the Capitol, except the second floor during the legislative session. Vending machines are located in the Capitol Extension.

Wireless Internet access is available throughout the building using the network "Wyo-Guest." A password is required and changes monthly. See page 3 for password information.

Hearing assistance systems are available in all public meeting rooms and galleries. Please speak to a staff member for further information.

Firearms are not permitted in the Capitol Square.

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.

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

Phone: 307.777.7881

Website: www.wyoleg.gov X: @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/legislators

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

Online Hotline: During the legislative session, you can recommend support, opposition, or leave a comment on pending legislation using the Online Hotline: www.wyoleg.gov.

Telephone Hotline: 307.777.7881. You can use this service to recommend a vote for/against pending legislation or to obtain the status of a bill in process. This service is available 8 a.m. to 5 p.m. on days the Legislature is in session.

Hearing Impaired: 800.877.9965 (Wyoming Relay Service).

2024 Wyo-Guest WiFi Passwords

January: 13TongueRiver	July: 19NorthPlatte
February: 14PowderRiver	August: 20EncampmentRiver
March: 15RockCreek	September: 21MedicineBow
April: 16CheyenneRiver	October: 22SweetwaterRiver
May: 17BelleFourche	November: 23LaramieRiver
June: 18NiobraraRiver	December: 24ChugwaterCreek

Structure of the Wyoming Legislature

Introduction

The Wyoming Legislature is a 93-member citizen Legislature, meaning the members elected serve part-time and this is typically not their primary occupation. Wyoming remains one of the few states to have a true part-time citizen Legislature. While the part-time nature of the institution allows members to stay in close contact with their constituents, it also means they do not enjoy the same accommodations provided to full-time legislators in larger states, such as personal staff.

Management Council

- The leadership of the Legislature and the administrative arm of the legislative branch of state government.
- Policymaking body when the Legislature is not in session.
- 10 members representing both parties and consists of legislators in leadership positions and two at-large members.
- After every November General Election in even-numbered years, legislators hold party caucuses to elect legislative leadership for each party for the upcoming biennium (two-year period).
- Appoints the director of the Legislative Service Office.

Senate Leadership

- President
- Vice President
- Majority Floor Leader
- Minority Floor Leader
- Minority Whip
- Minority Caucus Chairman

House Leadership

- Speaker
- Speaker Pro Tempore
- Majority Floor Leader
- Majority Whip
- Minority Floor Leader
- Minority Whip
- Minority Caucus Chairman

Structure of the Wyoming Legislature

Article 3, Section 1 of the Wyoming Constitution states that “the legislative power shall be vested in a Senate and a House of Representatives...” Below are some facts about the current Wyoming Legislature:

Senate

- There are 31 members in the Wyoming Senate.
- There are 29 Republicans and 2 Democrats currently serving.
- Members serve a four-year term.
- Candidates must be at least 25 years old to serve.
- Candidates must be a citizen of the United States and Wyoming and must have resided within the district they wish to represent for at least 12 months preceding the election.
- The President of the Senate is the presiding officer of the Senate.
- Impeachment shall be tried in the Senate.

House of Representatives

- There are 62 members in the Wyoming House of Representatives.
- There are 57 Republicans and 5 Democrats currently serving.
- Members serve a two-year term.
- Candidates must be at least 21 years old to serve.
- Candidates must be a citizen of the United States and Wyoming and must have resided within the district they wish to represent for at least 12 months preceding the election.
- The Speaker of the House is the presiding officer of the House of Representatives.
- All revenue-raising bills must start in the House.
- The House has the sole power of impeachment (Governor and other state and judicial officers can be impeached for high crimes and misdemeanors or malfeasance in office).

Staff for the Wyoming Legislature

Legislative Service Office

Created in 1971 to provide administrative and professional services for the state's legislative branch of government, the Legislative Service Office (LSO) is the permanent, non-partisan staff for the Wyoming Legislature. The services are performed on a non-partisan basis for both the House and Senate. The LSO Director is employed by, and subject to the direction of, the Management Council. Other employees are employed by the LSO Director with approval of the Management Council.

- Legislators in Wyoming do not have individual staff.
- LSO is one of the smallest legislative staff in the country with 44 full-time employees.
- LSO consists of the following staff sections: legal, budget and fiscal, research and program evaluation, and operations.
- LSO provides research and bill-drafting services for legislators, including pre-filing and distribution of proposed legislation before legislative sessions.
- Staff are responsible for revision and recompilation of the laws of Wyoming; session laws, journals and digests; and accounting for all legislative expenditures, supplies, and properties.
- Staff prepare administrative rule reviews and reports, conduct oversight evaluations of executive agency programs, conduct fiscal studies and budget analyses and coordinate legislative activities related to school finance.

Session-Only Staff

Session staff for each house work directly for the chief clerk, who is appointed by the presiding officer in each house. Session staff help to ensure the orderly flow of legislative proceedings during legislative sessions.

Session staff in each house include the chief clerk, assistant chief clerk, staff supervisor, journal clerk, computer floor team operators, reading clerk, sergeant at arms, doormen, pages, messengers, committee secretaries, copy clerks, and leadership secretary.

Legislative Sessions

The Legislature meets in a General Session in odd-numbered years, beginning on the second Tuesday of January. The General Session is limited to no more than 40 legislative days. In even-numbered years, the Legislature convenes in a Budget Session beginning on the second Monday of February, which typically lasts 20 legislative days. Except for the budget bill and legislative redistricting, all other proposed legislation requires a two-thirds vote from the Senate or House for introduction during a Budget Session. A two-thirds vote is not required in the second house.

Special sessions may be called at any time by the Governor or the Legislature, in accordance with the Wyoming Constitution.

Group Visits during the Session

Scheduling Your Visit

When coming to the Capitol to observe the legislative session with a large group (generally 10 people or more), please schedule your visit in advance by emailing Visitor Services Manager, Riana Davidson: Riana.Davidson@wyoleg.gov.

Seating is first-come, first-served in the galleries. If possible, please split the group in half between the House and Senate Chambers, rotating each group halfway through your visit. For teachers who are planning to bring school groups, please ensure enough chaperons are present to accommodate both groups.

As a reminder please do not visit the Capitol if you are ill or are within a recommended quarantine or isolation period.

Gathering Spaces

To reserve a space in the Capitol for a breakfast, lunch, special event, or meeting space, please contact Cori Phelps, Wyoming State Construction Department: 307.777.7768 or at Cori.Phelps1@wyo.gov.

Legislative Session Future Start Dates

2025 General Session

January 14

2026 Budget Session

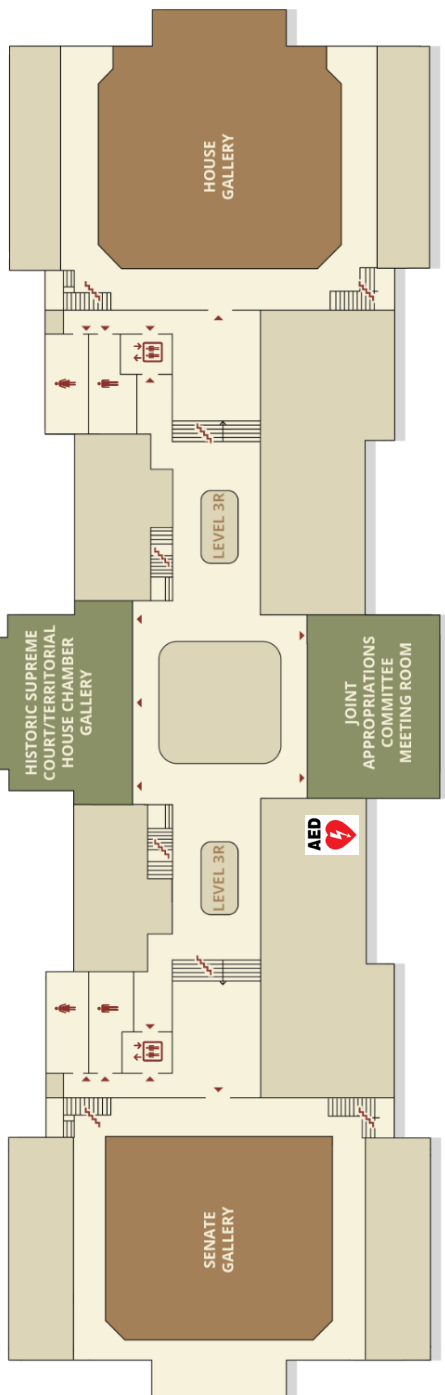
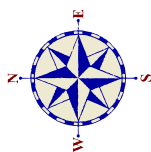
February 9

2027 General Session

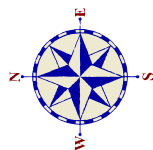
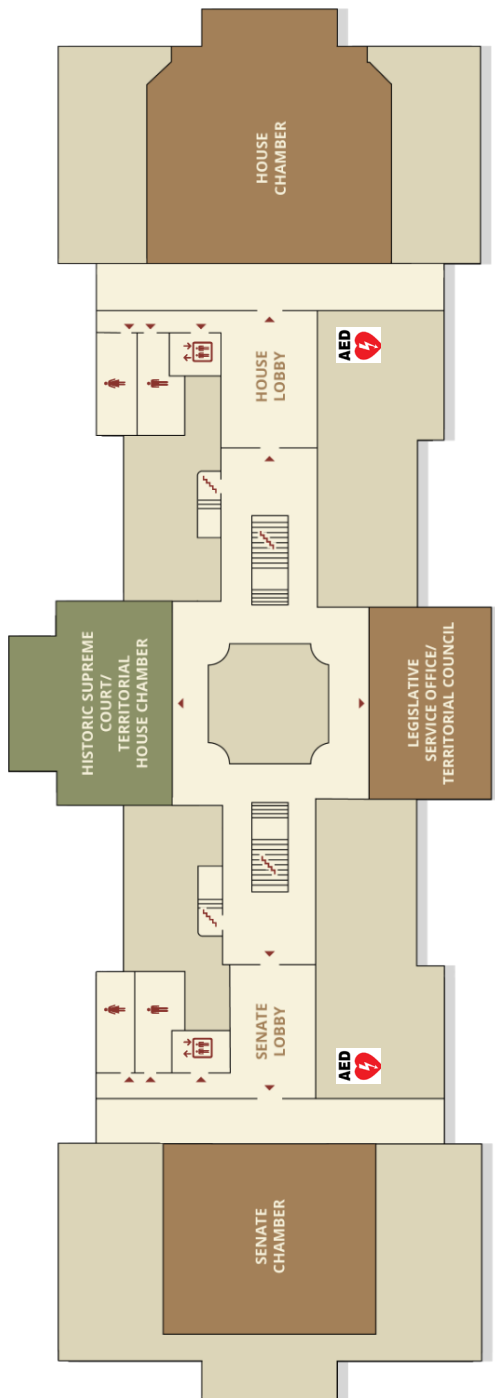
January 12

2028 Budget Session

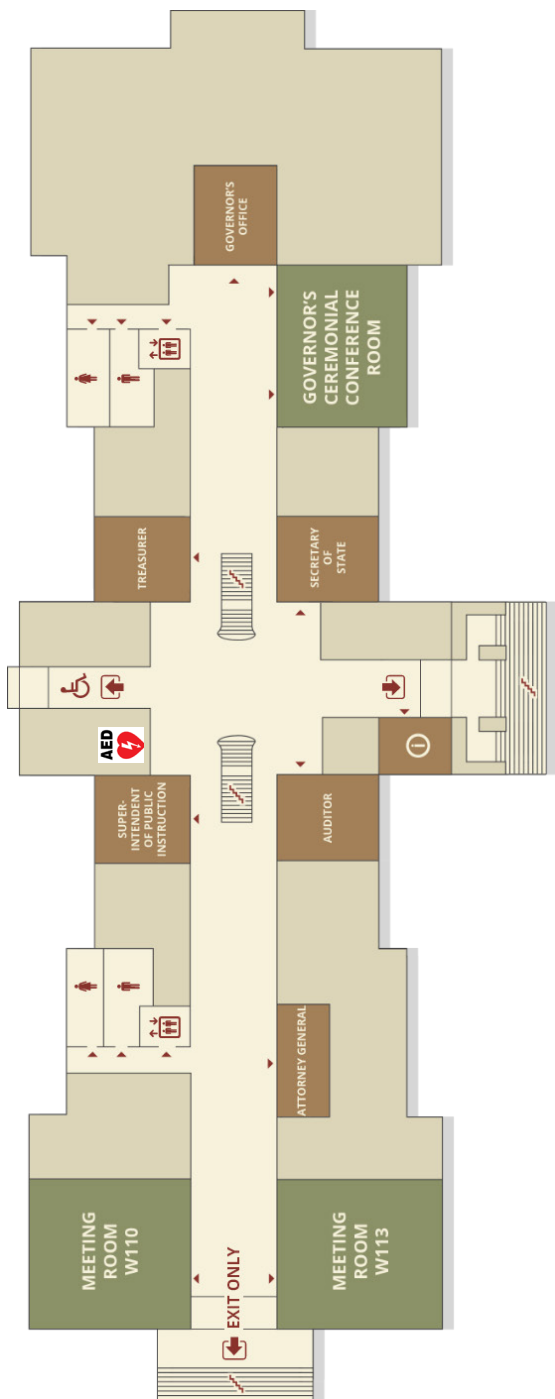
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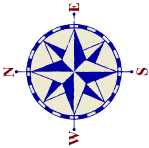
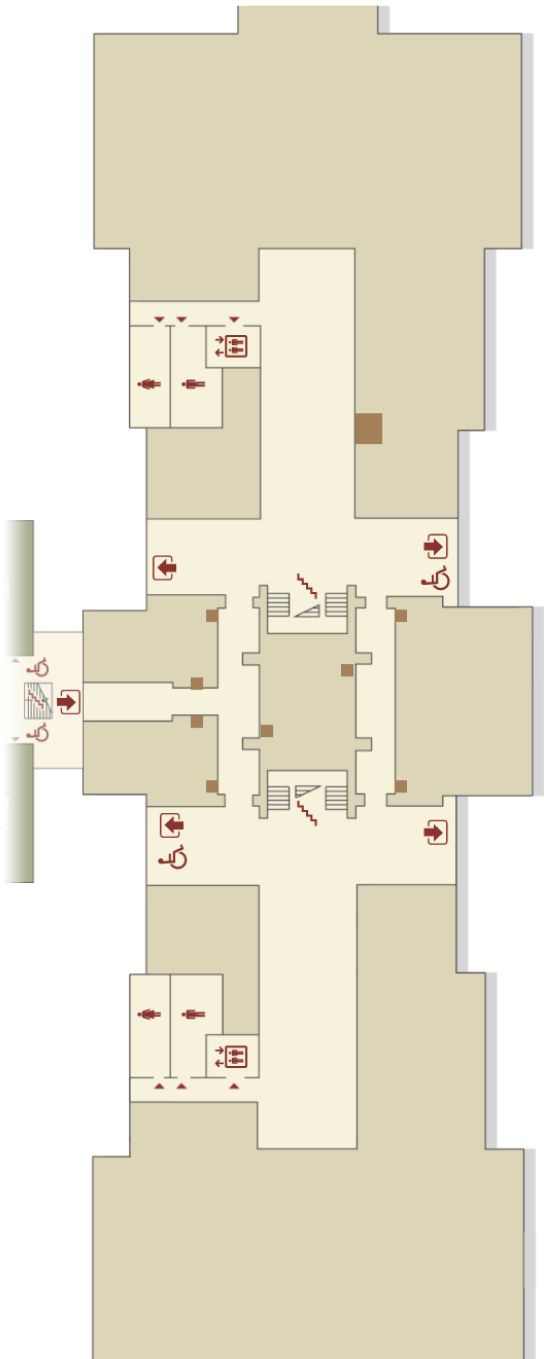
CAPITOL SECOND FLOOR



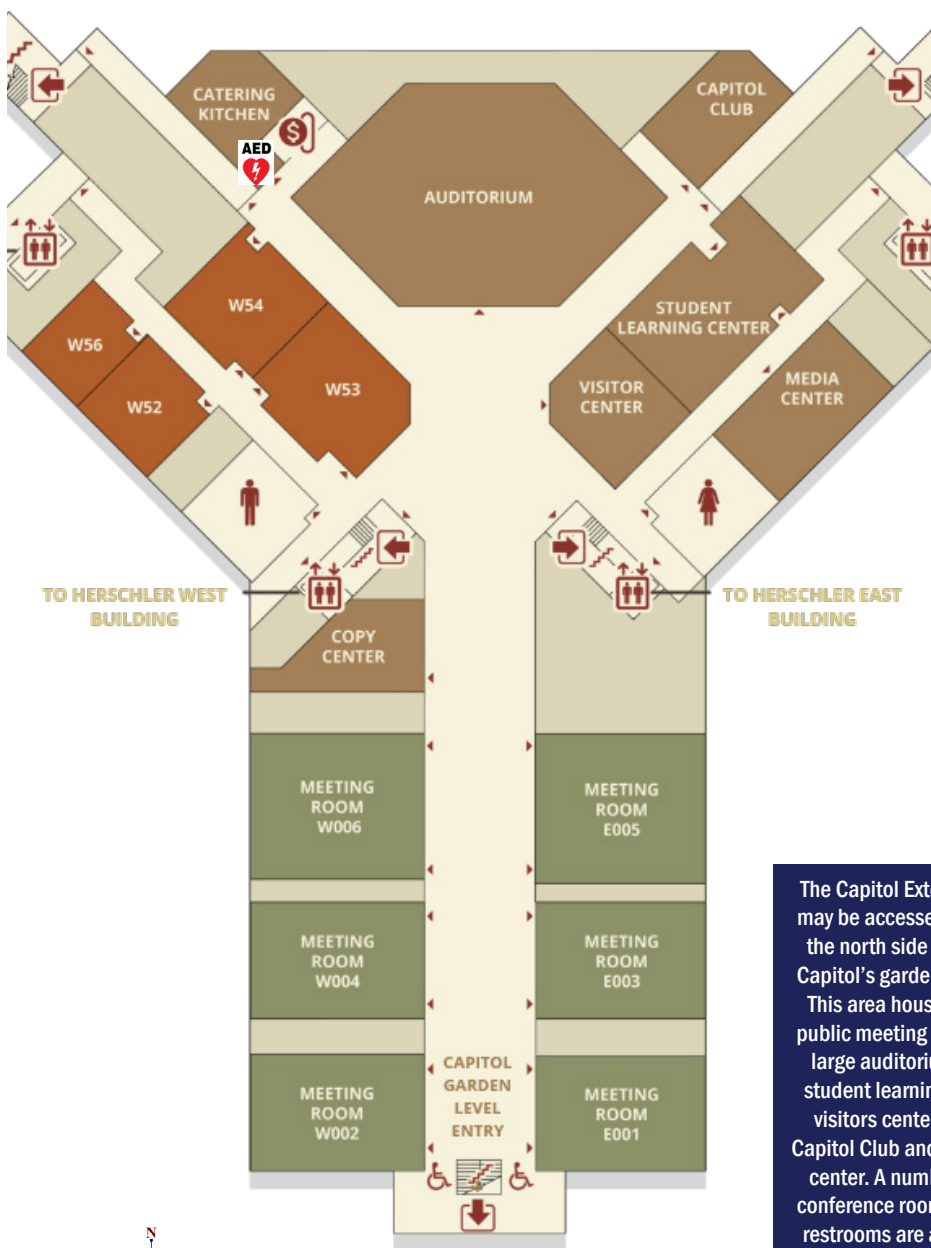
CAPITOL FIRST FLOOR



CAPITOL EXTENSION
ENTRANCE



CAPITOL EXTENSION



The Capitol Extension may be accessed from the north side of the Capitol's garden level. This area houses six public meeting rooms, large auditorium, a student learning and visitors center, the Capitol Club and media center. A number of conference rooms and restrooms are also in this area.

PRESIDENT

READER

ASSISTANT CHIEF CLERK

CHIEF CLERK



SEATING CHARTS

SPEAKER

CHIEF CLERK

ASSISTANT CHIEF CLERK / READER



DAVIS	HORNOK	SINGH	WESTERN	OBERMUELLER	HENDERRAFT	CLOUSTON	HARSHMAN	CONRAD	SHERWOOD	STORER
OTTMAN	PENN	ANDREW	YIN	ALLEMAND	WASHUT	LOCKE	WALTERS	CHADWICK	BYRON	SOMMERS
SMITH	SLAGLE	STYVAR	NEWSOME	ALLRED	BERGER	PROVENZA	CHESTEK	STITH		
HAROLDSON	WARD	BEAR	STROCK	BURKHART	BANKS	O'HEARN	OAKLEY	NIEMEC	WYLE	LARSON, J.L.
ANGELOS	RODRIGUEZ WILLIAMS	WINTER	KNAPP	TARTER	CRAIG	LAWLEY	HENDERSON	ZWONITZER, DAVE	EKLUND	TRUJILLO
HEINER	JENNINGS			NORTHUP	OLSEN	LARSEN, LLOYD	ZWONITZER, DAN	BROWN	NICHOLAS	

Bill Versions & Amendments

Introduced Version

Bill version initially introduced on the floor for debate. Any non-budget bill needs a 2/3 introductory vote during a Budget Session. A 2/3 vote is 21 votes in the Senate and 42 votes in the House.

Engrossed Bill

Bill version that includes adopted amendments from the first chamber.

Enrolled Bill

Bill version passed in both chambers with all adopted amendments.

Fiscal Note

Information attached to a bill that provides an estimate of the fiscal and personnel impact to the state government.

Mirror Bill

An identical bill introduced in both chambers. This procedure is usually only done with the General Government Appropriations bill.

Substitute Bill

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 on colored paper.

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. 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

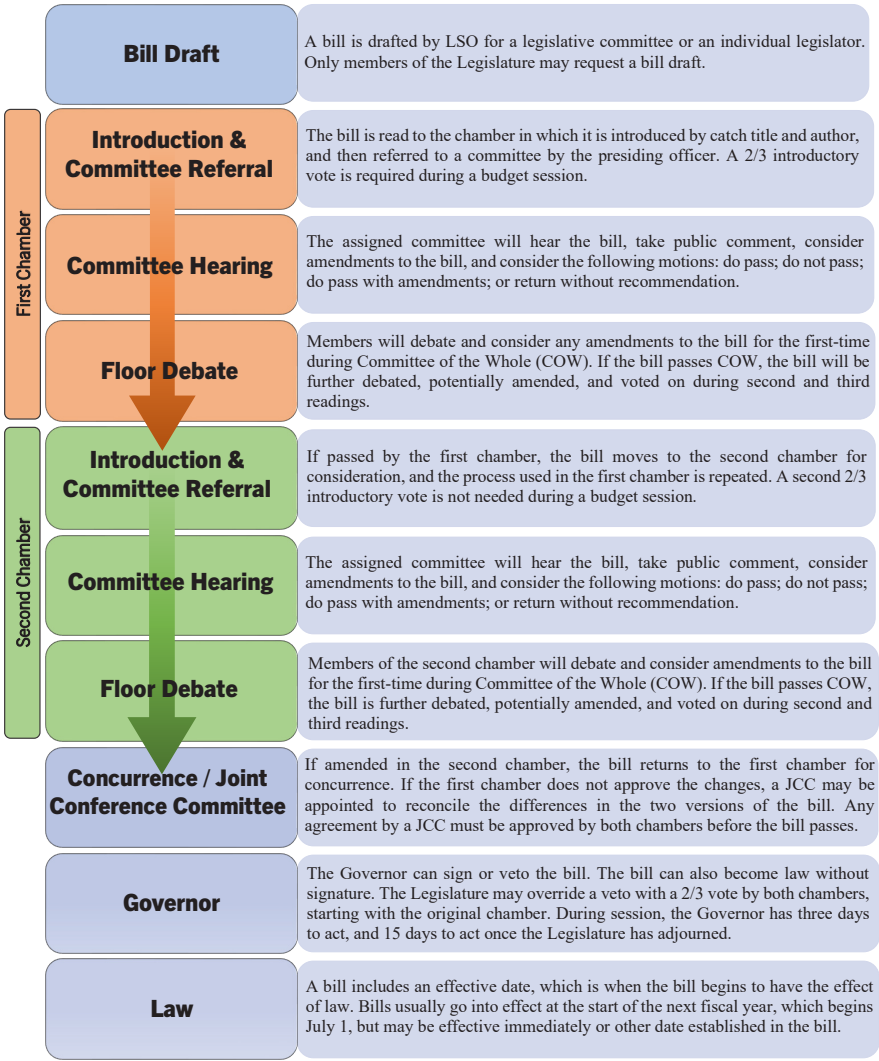
001: Sequence of Amendment (amendment number one)

A: Adopted; **F:** Failed; **C:** Corrected Copy

E: Amendment to an Engrossed Bill

State Legislative Process

LEGISLATIVE PROCESS



This is intended to be a quick reference guide for how a bill becomes a law. A bill can fail or be amended at any point during this process.

Second Floor Lobby Decorum Policies

During the legislative sessions, the lobbies on the second floor outside the Senate and House Chambers are designated areas for the public to speak with legislators, when 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, or send an email requesting to speak with them. Indicate the 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 or email advising the member that you are leaving.

Please participate in the legislative session remotely if you are feeling ill or are within a recommended quarantine or isolation period.

- 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 handheld electronic devices may be used, as long as the device's volume is turned off.
- Distribution of floor handouts by the public is limited to electronic submission only. Please email your handout along with the handout submission form to members of the House or Senate. Legislator email addresses can be found at www.wyoleg.gov/legislators.
- When sending floor handouts to legislators, please include legdocs@wyoleg.gov. Submission to legdocs is for archival purposes only and you must also send your handout to legislators via email.
- Large floor distributions will not be accepted or distributed during legislative sessions.

Third Floor Gallery Decorum Policies

The galleries on the third floor are designed for visitors to observe legislative floor proceedings in the Senate and House galleries. Seating in the gallery is first-come, first served. 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.

Please participate in the legislative session remotely if you are feeling ill or are within a recommended quarantine or isolation period.

- 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 will not store belongings or materials.
- No demonstrations are allowed.
- Do not lean on the glass or put any object on the glass.
- Do not consume food or beverages.
- Do not block doorways or impede the ability to move through the galleries.
- Laptop computers and hand-held electronic devices may be used, as long as the device's volume is turned off.
- Do not conduct a verbal conversation on a cellular telephone.
- Individuals may take photographs as long as it does not disrupt the proceedings.
- Recording 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 is the role of a committee

A great deal of the Legislature's work is accomplished year round through the efforts of legislative committees. Each legislator serves on several different committees.

Standing Session Committees

There are 12 permanent parallel committees in the Wyoming Senate and House of Representatives. These committees are called "standing" committees. Standing committees meet during legislative sessions to review bills, hear testimony and recommend action on legislation for the consideration of the full body of the Senate or House. These committees meet before and after the daily floor sessions and during Noon recess. These committees generally consist of nine members in the House and five members in the Senate. Legislation being considered during session is assigned by the presiding officer in the Senate or House to one of these committees for review and recommendation before being considered on the floor by the full body of the Senate or House.

Joint Interim Committees

In the interim—the period between sessions—the standing committees in each body, with the exception of the Journal and Rules committees, merge to form joint interim committees. Joint interim committees study topics assigned by Management Council. Some committee chairmen may create sub-committees to address specified topics assigned to their joint interim committees. These committees often meet throughout the state.

Other Legislative Committees and Task Forces

In addition to the 12 permanent joint interim committees, members also serve on a variety of select committees and task forces during the interim. Some of these select committees are permanent entities authorized in statute, some are approved through legislation for a time-limited basis to address an identified issue or concern to the Legislature, and others may be authorized by the Management Council.

To stay up-to-date with legislative and committee information, go to:
<https://public.govdelivery.com/accounts/WYLSO/subscriber/new>

What to know before you go

Committee Names & Numbers

- 01: Judiciary
- 02: Appropriations
- 03: Revenue
- 04: Education
- 05: Agriculture, State and Public Lands & Water Resources
- 06: Travel, Recreation, Wildlife & Cultural Resources
- 07: Corporations, Elections & Political Subdivisions
- 08: Transportation, Highways & Military Affairs
- 09: Minerals, Business & Economic Development
- 10: Labor, Health & Social Services
- 11: Journal
- 12: Rules & Procedure

Who appoints committee members and chairmen?

At the beginning of each biennium, the President of the Senate and Speaker of the House appoint membership and chairmen for each committee.

How many members serve on a committee?

- 14 members: Five Senators and Nine Representatives
- Two Chairmen: One Senator and One Representative
- 12 JAC Members: Five Senators and Seven Representatives

Where do committees meet?

During session

The standing committees meet before and after the daily session of the Senate and House and during the Noon recess. See page 22 for the committee meeting schedule.

During the interim

Committees meet across the state, in various locations, so all Wyoming residents can participate in the legislative process.

How can I become informed about committee meetings?

All of the committee meeting schedules are on the Legislature's website at: www.wyoleg.gov

You can also receive the committee meeting notices electronically through the Legislature's email subscription service, available on the Legislature's website.

What to know while you are attending

Protocols for attending an in-person committee meeting

- Please plan to attend a committee meeting remotely if you are ill or are within a recommended quarantine or isolation period.
- During public comment, if you would like to address the committee, you will be recognized and called on by the chairman.
- After the chairman has recognized you, please stand and address the chairman (i.e., “Mr./Madam Chairman”). Clearly state your name and the organization you represent when applicable.
- All comments, questions, and responses must flow through the chairman by addressing the chairman each time you wish to speak.
- Review Management Council Policy 18-03 Decorum and Civility During Legislative Meetings available at: www.wyoleg.gov.

Protocol for attending a virtual committee meeting

- All meetings can be viewed on the Legislature’s YouTube channel. You may access by going to www.youtube.com and searching “Wyoming Legislature” or by going to www.youtube.com/wyominglegislature.
- You can register to participate in the Zoom meeting for each committee by clicking the “testify” button on the Legislature’s Calendar page. Those not wishing to offer testimony are encouraged to watch on the Legislature’s YouTube channel.
- If you would like to address the committee in the Zoom meeting, use the “raise hand” function at the appropriate time when the chairman calls for public comment.

If you want to provide written materials to the committee

- Entities or individuals who wish to submit written materials, please email a completed handout submission form and your documents to each member of the committee, and also email to legdocs@wyoleg.gov. In your email, please include the committee name, meeting date, document author, and document provider.
- Handouts and presentations will not be shared on screen in the meeting room or via Zoom. Ensure these materials are provided to members electronically or handed out at the meeting.

How do I make an effective presentation to the committee?

- 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.

For the latest information and protocols for attending committee meetings, go to: www.wyoleg.gov/Committees/About

Committee Meeting Times

Wyoming Senate Committee Meeting Times

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

Wyoming House of Representatives Committee Meeting Times

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Minerals Labor Judiciary	Agriculture Revenue Appropriations	Minerals Labor Judiciary	Agriculture Revenue Appropriations	Minerals Labor Judiciary
Noon Recess	Corporations Education Appropriations	Travel Transportation	Corporations Education Appropriations	Travel Transportation	Corporations Education Appropriations -call of the Chair
Upon Adjournment	*	*	*	*	*

*Only carry over bills and referrals would be heard upon adjournment.

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

Meeting Room Locations

Committee rooms are not dedicated to a specific committee. It is important to note which room meetings are taking place in, as committee's meeting rooms may vary from day to day. Six public meeting rooms are located in the Capitol Extension and two meeting rooms are on the first floor in the Capitol's west wing. Meetings may also be held in the Historic Supreme Court on the second floor of the Capitol. The Joint Appropriations Committee meeting room is located on the third floor of the Capitol.

*Remember, policymaking is not a
spectator sport - participate!*

Wyoming Legislative Service Office
200 W. 24th Street | Cheyenne, WY
Telephone: 307.777.7881

Connect

Website: www.wyoleg.gov

E-mail: Iso@wyoleg.gov

X: [@wylegislature](https://twitter.com/wylegislature) [#wyleg](https://twitter.com/wyleg)

YouTube: www.youtube.com/wyominglegislature

