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The Wyoming Legislature Leadership Handbook has been prepared by the Legislative Service Office (LSO) based on members' feedback and will be updated as necessary. This handbook is designed to familiarize you with some of the duties of your leadership position and serve as a quick reference to answer an assortment of practical questions about day-to-day processes and being a leader in the Wyoming Legislature.

The information in this handbook was compiled from a number of sources including: the Wyoming State Constitution and Statutes, Rules, handbooks and information from the National Conference of State Legislatures (NCSL). LSO also surveyed past and current members of leadership for input on their duties as they served in various leadership roles. The information includes formal roles outlined in official documents, as well as informal traditions.

Please note, this handbook is not intended to serve as the final determination of the responsibilities of members of leadership, but serves as an informal guide for your consideration.

Leadership roles that are described in this handbook include:

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

The principal officers of the Senate include:

- **President of the Senate:** Appoints committees; assigns bills to standing committees; presides during session; determines whether to appoint conference committees and designates membership; handles administrative functions of the Senate and supervises the Senate Chief Clerk.
- **Vice President:** Performs duties of the President in the President's absence.
- **Majority Floor Leader:** Offers formal motions necessary for the conduct of legislative business; in consultation with the President, directs activities on the floor and regulates daily scheduling.
- **Minority Floor Leader:** Directs activities of the minority party on the floor.
- **Minority Whip:** Assists the floor leader, ensures that party members are present on the floor to speak or vote on important measures.
- **Minority Caucus Chairman:** Directs party caucus meetings.

Duties of the Senate President

The President is the principal leader of the Senate. The President will typically preside over the daily session of the Senate, preserve order in the Chamber, state parliamentary motions, rule on parliamentary questions, appoint committee chairs and members, refer bills to committee, sign legislation, writs and warrants and act as the official spokesman for the Senate.

The following are duties of the Senate President as defined in the Wyoming State Statute (W.S. 28-3-101):

- (a) There shall be a President of the Senate whose duties shall be:
 - (i) To take the chair at the hour fixed for the meeting of the Senate, and call the members to order;
 - (ii) To announce the business before the Senate in the order in which it is to be taken up;
 - (iii) To receive and submit in proper manner all motions and propositions presented by the members, and to announce the result;
 - (iv) To receive the messages and other communications from other branches of the government, and to announce them to the Senate;
 - (v) To authenticate by his signature, when necessary, all bills, orders and proceedings of the Senate;
 - (vi) To name the members of all committees, unless otherwise directed by the Senate.
- (b) He may call any member to the chair, but such substitution shall not extend beyond an adjournment, except that in the case of sickness, he may, with the approval of the Senate, appoint a member to perform the duties of the President for a period not exceeding ten (10) days.
- (c) He shall have the regulation of such parts of the Capitol and its passages are or may be set apart for the use of the Senate and its officers.
- (d) He shall refer all matters to be committed to the committee most appropriate to take charge of the same.
- (e) He shall, whenever a motion is made and carried to shut the doors to the Senate Chamber, in the discussion of any question which may, in the opinion of any member, require secrecy, direct the Senate Chamber to be cleared, and during the discussion of such question, the doors shall remain closed.
- (f) He shall call a member to fill the chair whenever the Senate resolves itself into a committee of the whole, and the chairman so called shall have the power of the President of Senate, until such committee rise.
- (g) He shall preserve order and decorum and may speak to points of order, in preference to other members, rising from his seat for that purpose.

The following is an outline of duties before, during and after the legislative session as outlined by past Senate Presidents:

Pre-Session Duties:

- Appoint committee chairs and members following the General Election.

Note: LSO can provide the following support for appointing committees:

- Provide the Presiding Officer with an Excel worksheet to assist with the committee assignment process.
- Send a survey to all Senate members, requesting which committees they wish to serve on. Typically the committee assignments for Joint Committees are completed shortly after the parties' organizational caucuses in November following the General Election.
- Assignments for Select Committees, Task Forces, NCSL, CSG West and other committees are completed prior to the General Session ending.
- LSO typically reviews the committee assignments to ensure there are no scheduling conflicts.
- Once the assignments have been finalized they should be made available to LSO as soon as possible.
- Committee and leadership assignments are typically made public through a news release sent out statewide by LSO during the week following the parties' caucuses.

- Work with members to assign the Chamber seating chart. Traditionally, the seat assignments have been made based on years of service in the Legislature.

Note: LSO can provide the Presiding Officer with an electronic seating chart and the years of service for all of Senators to assist with assigning seats in the Senate. Typically the seating chart is finalized by December 1, so it can be included in LSO's Citizen Guide to the Legislature.

- Determine if changes need to be made to the committee meeting schedule during the session.

Note: LSO can provide the Presiding Officer with the current schedule to review and make any necessary changes. Keep in mind, making changes to the committee schedule may create meeting conflicts with members serving on multiple committees.

- Work with Management Council and LSO staff to determine the schedule for new member training and attend the training as a faculty member.

Note: Members of leadership traditionally attend new member training as a faculty member to provide information that falls beyond the purview of LSO staff. Presiding Officers are also responsible for determining what other members of the majority legislative leadership they would like to designate as faculty.

- Work with Management Council to ensure workload is balanced during the session between the House and Senate.

- Meet with WHP Division O about session security plan.

Note: LSO sets up a meeting with Wyoming Highway Patrol (WHP) and the Presiding Officers to go over the security plan for the session and how Division O will respond in the event of an emergency.

- Per Management Council policy 08-01, approve or disapprove floor ceremony requests submitted by groups and organizations.

Note: LSO will compile a list of groups and organizations requesting a floor ceremony during the legislative session. The Presiding Officers will then be asked to approve or disapprove events on a case-by-case basis.

- Keep track of committee bills.
- Work with JAC and CREG to familiarize yourself with the budget strategy.
- Meet with the chief clerk to discuss and finalize specific issues for opening and closing sessions, chaplains, pages and distribution and amendment policies.
- Receive list from chief clerk of Senate employees with position and rate of pay.
- Consult with the chief clerk regarding Senate's biennium budget requests.
- Discuss proposed rule changes with the chief clerk.
- Meet with leadership secretary to determine personal preferences on procedures related to mail, invitations, messages, schedules, visitors, phone calls and other session issues.

Session Duties:

- Preside over the daily sessions of the Senate.
- Preserve order in the Chamber and ensure the processes on the floor run smoothly.
- State parliamentary motions.
- Rule on parliamentary questions.
- Determine order and bills for introduction.
- Assign bills to standing committee during first reading of the bill.
- Work with House leadership on overall agenda and schedule.
- Coordinate with the Majority Floor Leader on schedule.
- Keep committee chairs coordinated.
- Work with JAC chair to ensure congruence in numbers.
- Develop and defend the Senate strategy and position.
- Work with the chief clerk on staff, rules or other issues.

- Keep track of the floor ceremony schedule.

Note: LSO will provide the chief clerk with a calendar of special events occurring each day. For floor ceremonies, LSO will also provide the chief clerk with a script for the Presiding Officer to use to introduce the event.

- Attend meetings with House leadership and Governor.
- Attend daily meetings with Senate leadership.
- Attend/speak at weekly caucus.
- Hold a weekly meeting with Majority Floor Leader.
- Ensure assignments for Select Committees, Task Forces, NCSL, CSG West and other committees are completed prior to session ending.

Note: LSO can provide the Presiding Officer with an Excel worksheet to assist with the committee assignment process. In addition, the LSO can send a survey to all candidates, requesting which committees they wish to serve on.

- Sign enrolled acts.
- Coordinate bill signings with Governor's office.
- Work with Senate staff to determine gifts for members of leadership.
- Chair the Senate Rules Committee.
- Work with leadership secretary to setup Senate Rules Committee meeting.
- The Speaker and President will rotate Management Council chairmanship yearly.

Note: Beginning January 1, 2023, the Speaker of the House and the President of the Senate will rotate the Management Council chairmanship on a yearly basis.

- Approve informal resolutions prior to being distributed on the Senate floor for signatures.

Duties Upon Session Adjourning:

- Assign topics to committees as part of Management Council's spring meeting following the session.
- Attend end of session press conference.

Note: Traditionally, leadership has held a news conference at the end of the legislative session. If the news conference is bipartisan, LSO can assist with scheduling and setting up the event. If the news conference is strictly for the majority party, LSO can only schedule a room for the news conference.

Interim Duties:

- Serve on the Management Council.
- Per Management Council Policy 12-01, approve use of legislative facilities by the public as necessary.

Duties of the Senate Vice President

The primary roles assigned to the Vice President are to: preside over the Senate in the President's absence, exercise the powers and duties of the President in his or her absence, and assume other duties as assigned by the President. According to Wyoming State Statute, there shall be a Vice President of the Senate, who, in the absence of the President, shall exercise all the powers and authority of the President, and shall perform all his duties. (W.S. 28-3-102)

The following is an outline of duties before, during and after the legislative session as outlined by past Senate Vice Presidents:

Pre-Session Duties:

- Assist staff and legislators with new legislator orientation.

Note: Members of leadership traditionally attend new member training as a faculty member to provide information that falls beyond the purview of LSO staff.

- Coordinate with the LSO to assign parking stalls for Senators.

Note: LSO can provide a map of the previous year's assignments and assist with surveying members about parking preferences and special accommodations.

- Confer with the Senate Majority Floor Leader on a gift for the President at the session culminating his/her term in office.
- Meet with leadership secretary to determine personal preferences on procedures related to mail, invitations, messages, schedules, visitors, phone calls and other session issues.

Session Duties:

- Preside over the Senate in the President's absence.
- Exercise the power and duties of the President in his or her absence.
- Select members to chair Committee of the Whole daily.
- Provide list of Committee of the Whole chairs to leadership secretary.
- Conduct other duties and activities at the call of the President.
- Assist with caucuses.
- Attend weekly meetings with House leadership and the Governor.
- Serve on the Rules Committee and Management Council.

Duties Upon Session Adjourning:

- Organize and participate in the end of session press conference.

Note: Traditionally, leadership holds a news conference at the end of the legislative session. If the news conference is bipartisan, LSO can assist with scheduling and setting up for the event. If the news conference is strictly for the majority party, LSO can only schedule a room for the news conference.

- Attend end of session meeting of Management Council.

Interim Duties:

- Serve on the Management Council.
- Attend interim committee meetings whenever possible.
- Serve as assigned to various select and standing committees.

Duties of the Senate Majority Floor Leader

The primary functions of a Majority Floor Leader generally relate to floor duties. The majority leader represents the majority party during floor debates, develops the calendar and assists the President with program development, policy formation and policy decisions. The following are duties before, during and after the legislative session as outlined by past Senate Majority Floor Leaders:

Pre-Session Duties:

- Work with the President on scheduling.
- Study the parliamentary process and what required motions will need to be made.
- Confer with the Senate Vice President on a gift for the President prior to the session culminating his/her term in office.
- Meet with leadership secretary to determine personal preferences on procedures related to mail, invitations, messages, schedules, visitors, phone calls and other session issues.

Session Duties:

- Work with members of the Senate leadership team to set the daily agenda.
- Manage and order bills on the General File list so the list of bills doesn't become excessively long.
- Offer most of the formal and routine motions which regulate the conduct of the legislative business including moving the body to stand at ease, to recess or adjourn.
- Shortly before third reading the chief clerk provides the Majority Floor Leader with a consent list of all bills on third reading that are uncontested. If amendments are subsequently prepared, the bill is automatically removed from the list and placed on regular third reading.
- At the beginning of third reading, the Majority Floor Leader moves for the consideration of all consent list bills. The Presiding Officer asks if there is any objection. It is in order for any member to request removal of any bill from the list at that time.
- The Majority Floor Leader moves the consent list by reading the bill numbers and catch titles and the Presiding Officer repeats the list and asks if any member wishes to have a bill removed from the list. Full bill titles are not read. If a request is made for removal, the bill is automatically removed from the consent list and placed on regular third reading.
- Move the body into and out of Committee of the Whole.
- Be informed as to the status of all bills in committee.
- Be aware of and manage session deadlines.
- Serve on the Rules Committee and Management Council.
- Preside over Senate caucuses.

Duties Upon Session Adjourning:

- Prepare a recap of the session.
- Be available to answer questions, discuss various pieces of legislation and speak to reporters.
- Become familiar with bill statistics and know the reasons bills did not come up on General File and how many bills didn't come out of assigned committees.

Interim Duties:

- Stay informed of committee meetings and interim topics.
- Attend interim meetings and events.
- Serve on the Management Council.

Duties of the Senate Minority Floor Leader

The Minority Floor Leader is the principal leader of the minority caucus. The Minority Floor Leader is responsible for developing the minority position, negotiating with the majority party, directing minority caucus activities on the Chamber floor and leading debate for the minority party. The following are duties before, during and after the legislative session as outlined by past Senate Minority Floor Leaders:

Pre-Session Duties:

- Work with the majority party on scheduling.
- Study the parliamentary process and required motions.

Session Duties:

- Develop minority party position on various policies and issues.
- Counsel party members on procedural and other matters as necessary.
- Shortly before third reading the chief clerk provides the Majority Floor Leader with a consent list of all bills on third reading that are uncontested. If amendments are subsequently prepared, the bill is automatically removed from the list and placed on regular third reading.
- Consult with majority party leadership, as necessary, to clarify any procedural or other matters.
- Direct minority caucus activities on the Chamber floor.
- Assure minority party representation and equity.
- Serve on the Rules Committee and Management Council.

Duties Upon Session Adjourning:

- Prepare a recap of the session.
- Be available to answer questions, discuss various pieces of legislation and speak to reporters.
- Become familiar with bill statistics and know the reasons bills did not come up on General File and how many bills didn't come out of assigned committees.

Interim Duties:

- Stay informed of committee meetings and interim topics.
- Attend interim meetings and events.
- Serve on the Management Council.

Duties of the Senate Minority Whip

The major responsibilities of the Minority Whip are to maintain party discipline, assure the attendance of all members of the minority party at daily sessions and, particularly, during roll call votes, assist the Minority Floor Leader with matters as required or requested, and provide to the Vice President names of minority party members to serve as Committee of the Whole Chairperson. The following is an outline of duties before, during and after the legislative session as outlined by past Senate Minority Whips:

Pre-Session Duties:

- Attend and assist with organizational caucus and pre-session caucus.
- Be aware of controversial bills and their progress.

Session Duties:

- Ensure processes on the floor are adhered to (speaking at the microphone, being prepared to chair Committee of the Whole, informing Whip when absences may occur, being present for roll call and enforcing dress code.)
- Develop minority party position on various policies and issues.
- Count votes of individual bills upon request of a caucus member or Minority Floor Leader.
- Monitor the number of caucus members on the floor to comply with the Senate rules.
- Assist the Minority Floor Leader upon his or her request.
- Meet with legislative leadership and Governor on a weekly basis.
- Ensure attendance of minority party members.
- Serve on the Senate Rules Committee.
- Endorse and present the Minority's position as necessary.

Interim Duties:

- Communicate with caucus members at the request of the Minority Floor Leader.
- Respond to issues in the absence of the Minority Floor Leader.
- Inform members of the results of various interim committee meetings.

Duties of the Senate Minority Caucus Chairman

The Minority Caucus Chairman is the principal leader of the minority caucus. The Minority Caucus Chair presides over caucus meetings and assists the Minority Floor Leader with policy development. The following is an outline of duties before, during and after the legislative session as outlined by past Senate Minority Caucus Chairman:

Pre-Session Duties:

- Maintain communication with House and Senate leadership.
- Establish a date for the post-election caucus to be held following the General Election. (The minority party traditionally has met after the majority party caucus.) The post-election caucus is held to elect minority party leadership, including the Minority Floor Leader, Minority Whip and Minority Caucus Chair and to determine the recommendations for committee assignments.
- Discuss with the chair of the House's minority caucus to schedule the location of the meeting and provisions for a joint caucus meeting.
- Hold the pre-session caucus in Cheyenne prior to session, traditionally the Sunday before the opening day of the session. This includes extending invitations to the Governor and the majority party leadership to attend portions of the caucus to speak to members.
- Assist the Minority Floor Leader with policy development.

Session Duties:

- Chair meetings of the caucus.
- Convene the caucus to establish the rules and/or policies of the caucus.
- Convene the caucus on a specific time line established for the purpose of internal communication, issue education and discussion, provide updates on the legislation presently before each committee, develop strategy on legislation, answer questions on protocol, and any other business brought before the caucus.
- Distribute information to members of the caucus obtained from majority and minority leadership and/or the minority caucus in the opposite chamber.
- Address protocol issues with the members.
- Communicate with media outlets on behalf of the caucus.
- Purchase items for the caucus office, including any end-of-session gifts for the minority leadership secretary.

Duties Upon Session Adjourning:

- Organize a press conference for the caucus.
- Wrap-up unfinished business between both the minority and majority leadership.

Interim Duties:

- Be the catalyst for interim communication on behalf of the caucus.



The principal officers of the House include:

- **Speaker of the House:** Appoints committees; assigns bills to standing committees; presides during session; determines whether to appoint conference committees and designates membership; handles administrative functions of the House and supervises the House Chief Clerk.
- **Speaker Pro Tem:** Performs duties of the Speaker in the Speaker's absence.
- **Majority Floor Leader:** Offers formal motions necessary for the conduct of legislative business; in consultation with the Speaker, directs activities on the floor and regulates daily scheduling.
- **Minority Floor Leader:** Directs activities of the minority party on the floor.
- **Majority and Minority Whip:** Assists the floor leader, ensures that party members are present on the floor to speak or vote on important measures.
- **Minority Caucus Chairman:** Directs party caucus meetings.

Duties of the Speaker of the House

The Speaker is the principal leader of the House. The Speaker will typically preside over the daily session of the House, preserve order in the Chamber, state parliamentary motions, rule on parliamentary questions, appoint committee chairs and members, refer bills to committee, sign legislation, writs and warrants and act as the official spokesman for the House.

The following are duties of the Speaker of the House as defined in the Wyoming State Statute (W.S. 28-4-102):

- (a) There shall be a speaker of the house who shall take the chair at the hour fixed for the meeting of the house, and call the members to order, and shall perform the following duties:
 - (i) To announce the business before the house in the order in which it is to be taken up;
 - (ii) To receive and submit, in proper manner, all motions and propositions presented by the members, and to announce the result;
 - (iii) To receive messages and other communications from other branches of the government, and announce them to the house;
 - (iv) To authenticate by his signature, when necessary, all bills, orders and proceedings of the house;
 - (v) To name the members of all committees, unless otherwise directed by the house.
- (b) He may call any member to the chair, but such substitution shall not extend beyond an adjournment.
- (c) He shall have the regulation of such parts of the capitol and its passages as are or may be set apart for the use of the house or its officers.
- (d) He shall refer all matters to be committed to the committee most appropriate to take charge of the same.
- (e) He shall call a member to fill the chair whenever the house resolves itself into a committee of the whole.
- (f) He shall preserve order and decorum, and may speak to points of order in preference to other members, rising from his seat for that purpose.
- (g) When the house is in a committee of the whole, should there be any disorderly conduct in the lobby, or any part of the house, the speaker shall immediately resume the chair, and shall have the power to order the house cleared until order is restored.
- (h) The house shall elect a speaker pro tem, who, in the absence of the speaker, shall exercise all the powers and authority of the speaker, and shall perform all his duties.

The following is an outline of duties before, during and after the legislative session as outlined by past House Speakers:

Pre-Session Duties:

- Appoint committee chairs and members following the General Election.

Note: LSO can provide the following support for appointing committees:

- *Provide the Presiding Officer with an Excel worksheet to assist with the committee assignment process.*
- *Send a survey to all House members, requesting which committees they wish to serve on. Typically the committee assignments for Joint Committees are completed shortly after the parties' organizational caucuses in November following the General Election.*
- *Assignments for Select Committees, Task Forces, NCSL, CSG West and other committees are completed, prior to the General Session ending.*
- *LSO typically reviews the committee assignments to ensure there are no scheduling conflicts.*
- *Once the assignments have been finalized they should be made available to LSO as soon as possible.*
- *Committee and leadership assignments are typically made public through a news release sent out statewide by LSO during the week following the parties' caucuses.*

Suggested guidelines from former Speakers when developing committee assignments:

- *Members assigned to the Judiciary Committee typically do not serve on other committees due to workload. This also avoids scheduling conflicts during the session since the Judiciary Committee meets at the Call of the Chair.*
- *Members assigned to the Appropriations Committee typically do not serve on other committees due to workload and scheduling.*

- Assign the Chamber seating chart for members following the election.

Note: LSO can provide the Presiding Officer with an electronic seating chart to assist with assigning seats in the House. Typically the seating chart is finalized by December 1, so it can be included in LSO's Citizen Guide to the Legislature.

Suggested guidelines from former Speakers when developing the seating chart:

- *Don't move anyone unless they request to relocate.*
- *If a member asks to move and another member has that seat, consult with that member first.*
- *Move members with seniority away from the walls.*
- *Try and group members from the same county together as much as possible.*
- *Try and seat new members close to more senior members from the same counties who can act as a mentor.*
- *Every guiding principal listed above has exceptions.*

- Determine if any changes need to be made to the committee meeting schedule during the session.

Note: LSO can provide the Presiding Officers with the current schedule to review and make any necessary changes. Keep in mind, making changes to the committee schedule may create meeting conflicts for members serving on multiple committees.

- Approve PBS pool feed request from Wyoming PBS for the State of the State.

Note: Wyoming PBS will submit a letter to the Speaker of the House requesting to setup a pool feed for the State of the State address. This has been done for many years and prevents each media outlet from having to setup cameras and other equipment on the floor during this large event.

- Work with Management Council and LSO staff to determine the schedule for new member training and attend the training as a faculty member.

Note: Members of leadership traditionally attend new member training as a faculty member to provide information that falls beyond the purview of LSO staff. Presiding Officers are also responsible for determining what other members of the majority legislative leadership they would like to designate as faculty.

- Meet with WHP Division O about session security plan.

Note: LSO sets up a meeting with WHP and the Presiding Officers to go over the security plan for the session and how Division O will respond in the event of an emergency.

- Per Management Council policy 08-01, approve or disapprove floor ceremony requests submitted by groups and organizations.

Note: LSO will compile a list of groups and organizations requesting a floor ceremony during the legislative session. The Presiding Officers will then be asked to approve or disapprove these events on a case-by-case basis.

- Work with Management Council to ensure workload is balanced during the session between the House and Senate.
- Keep track of committee bills.
- Work with JAC and CREG to familiarize yourself with the budget strategy.
- Meet with the chief clerk to discuss and finalize specific issues for opening and closing sessions, chaplains, pages and distribution and amendment policies.
- Receive list from chief clerk of House employees with position and rate of pay.
- Consult with the chief clerk regarding House's biennium budget requests.
- Discuss proposed rule changes with the chief clerk.
- Meet with leadership secretary to determine personal preferences on procedures related to mail, invitations, messages, schedules, visitors, phone calls and other session issues.

Session Duties:

- Preside over the daily sessions of the House.
- Preserve order in the Chamber and ensure the processes on the floor run smoothly.
- State parliamentary motions.
- Rule on parliamentary questions.
- Determine order and bills for introduction.
- Assign bills to standing committee during first reading of the bill.
- Work with Senate leadership on overall agenda and schedule.
- Coordinate with Majority Floor Leader on schedule.
- Keep committee chairs coordinated.
- Work with JAC chair to ensure congruence in numbers.
- Develop and defend the House strategy and position.
- Work with the chief clerk on staff, rules and other issues.
- Keep track of the floor ceremony schedule.

Note: LSO will provide the chief clerk with a calendar of special events occurring each day. For floor ceremonies, the LSO will also provide the chief clerk with a script for the Presiding Officer to introduce the event.

- Attend meetings with Senate leadership and Governor.
- Attend daily meetings with House leadership.
- Attend/speak at weekly caucus.
- Hold a weekly meeting with freshmen.
- Hold a weekly meeting with Majority Floor Leader.
- Ensure assignments for Select Committees, Task Forces, NCSL, CSG West, and other committees are completed prior to session ending.

Note: LSO can provide the Presiding Officer with an Excel worksheet to assist with the committee assignment process. In addition, the LSO can send a survey to all candidates, requesting which committees they wish to serve on.

- Sign enrolled acts.
- Coordinate bill signings with Governor's office.
- Work with House staff to determine gifts for members of leadership.
- Chair the House Rules Committee.
- Work with leadership secretary to setup House Rules Committee meeting.

- The Speaker and President will rotate Management Council chairmanship yearly.

Note: After January 1, 2023, the Speaker of the House and Senate President will rotate the Management Council chairmanship on a yearly basis.

- Approve informal resolutions prior to being distributed on the House floor for signatures.

Duties Upon Session Adjourning:

- Assign topics to committees as part of Management Council's spring meeting following the session.
- Attend end of session press conference.

Note: Traditionally, leadership has held a news conference at the end of the legislative session. If the news conference is bipartisan, LSO can assist with scheduling and setting up for the event. If the news conference is strictly for the majority party, LSO can only schedule a room for the news conference.

- Develop talking points on session accomplishments for members.

Interim Duties:

- Serve on the Management Council.
- Organize and schedule a House Chairmen's conference call every one to two months.
- Per Management Council Policy 12-01, approve use of legislative facilities by the public as necessary.

Duties of the House Speaker Pro Tempore

The primary roles assigned to the Speaker Pro Tempore are to: preside over the House in the Speaker's absence, exercise the powers and duties of the Speaker in his or her absence, and assume other duties as assigned by the Speaker.

The following is an outline of duties before, during and after the legislative session as outlined by past House Speaker Pro Tempores:

Pre-Session Duties:

- Establish dates and make arrangements for post-election and pre-session caucuses. The majority party traditionally holds a post-election caucus in mid-November to elect leadership and determine committee assignments. The pre-session caucus is typically held the Sunday before the opening day of the session. An invitation is sent to the Governor to speak to the members and coordinated with the Minority Caucus Chairman. The House is responsible for the post-election caucus in Casper and the Senate takes the lead on planning the pre-session caucus in Cheyenne.

Note: The only involvement LSO shall have in planning caucuses is sending a message to all members with the date, time and location of caucus meetings.

- Meet with leadership secretary to determine personal preferences on procedures related to mail, invitations, messages, schedules, visitors, phone calls and other session issues.

Session Duties:

- Exercise the power and duties of the Speaker in his or her absence.
- Draft position statements for the Speaker.
- Lead caucuses which are typically held every Wednesday during Noon recess.
- Manage Caucus media issues including: news releases and answering reporters' questions.
- Assist in appointment of conference committees.
- Confirm room is reserved for all caucus meetings.
- Prepare agenda and run all House caucus meetings.
- Prepare agenda for committee chairs.
- Prepare outline for media conferences.
- Serve on Rules Committee and the Management Council.

Duties Upon Session Adjourning:

- Prepare PowerPoint and summary for members recapping session accomplishments.
- Attend end of session meeting with Management Council.

Interim Duties:

- Coordinate leadership communications.
- Coordinate media responses to newsworthy items.
- Serve on the Management Council.

Duties of the House Majority Floor Leader

The primary functions of a Majority Floor Leader generally relate to floor duties. The majority leader represents the majority party during floor debates, develops the calendar and assists the Speaker with program development, policy formation and policy decisions. The following are duties before, during, and after the legislative session as outlined by past House Majority Floor Leaders:

Pre-Session Duties:

- Work with the Speaker on scheduling.
- Study the parliamentary process and what required motions will need to be made.
- Confer with the Speaker Pro Tempore on a gift for the Speaker prior to the session culminating his/her term in office.
- Meet with leadership secretary to determine personal preferences on procedures related to mail, invitations, messages, schedules, visitors, phone calls and other session issues.

Session Duties:

- Work with members of the House leadership team to set the daily agenda.
- Manage and order bills on the General File list so the list of bills doesn't become excessively long.
- Offer most of the formal and routine motions which regulate the conduct of legislative business including moving the body to stand at ease, to recess or adjourn.
- Develop the consent list by reviewing all bills passed on second reading (on a list furnished by the chief clerk per House rule 7-8 (b)) and determining bills to be eliminated from the list. This consent list of uncontested bills is then published by the chief clerk on the third reading calendar for the next day.
- Shortly before third reading the chief clerk provides the Majority Floor Leader with a consent list of all bills on third reading that are uncontested. If amendments are subsequently prepared, the bill is automatically removed from the list and placed on regular third reading.
- At the beginning of third reading, the Majority Floor Leader moves for the consideration of all consent list bills. The Presiding Officer asks if there is any objection. It is in order for any member to request removal of any bill from the list at that time.
- The Majority Floor Leader moves the consent list by reading the bill numbers and catch titles and the Presiding Officer repeats the list and asks if any member wishes to have a bill removed from the list. Full bill titles are not read. If a request is made for removal, the bill is automatically removed from the consent list and placed on regular third reading.
- Move the body into and out of Committee of the Whole.
- Be informed as to the status of all bills in committee.
- Be aware of and manage session deadlines.
- Serve on the Rules Committee and Management Council.
- Preside over House caucuses.

Duties Upon Session Adjourning:

- Prepare a recap of the session.
- Be available to answer questions, discuss various pieces of legislation and speak to reporters.
- Become familiar with bill statistics and know the reasons bills did not come up on General File and how many bills didn't come out of assigned committees.

Interim Duties:

- Stay informed of committee meetings and interim topics.
- Attend interim meetings and events.
- Serve on the Management Council.

Duties of the House Majority Whip

The duties of the Majority Whip are to assist the Majority Floor Leader, ensure member attendance, count votes and generally communicate the majority position. The following are duties before, during, and after the legislative session as outlined by past House Majority Whips:

Pre-Session Duties:

- Coordinate with the LSO to assign parking stalls for Representatives.

Note: LSO can provide a map of the previous year's assignments and assist with surveying members about parking preferences and special accommodations.

Session Duties:

- Determine weekly caucus dates and arrange a meeting location and food to be provided with assistance from the House leadership secretary.
- Work with leadership to determine dates and time for weekly meeting with Governor.
- Work with leadership secretary to arrange for memos to be sent regarding specific meetings.
- Arrange for a Committee of the Whole Chair each day and work closely with the chief clerk on the schedule.
- Obtain names of minority members to serve as chairperson from Minority Whip.
- Provide procedural guidance to Committee of the Whole chairperson.
- Monitor the number of caucus members on the floor to comply with the House rules.
- Be prepared to take the chair during Committee of the Whole as needed.
- Be aware of and deal with breaches of rules by persons other than legislators as the breach pertains to violation of house security.
- Collect money due for the caucuses.

Duties Upon Session Adjourning:

- Be available to answer questions, discuss various pieces of legislation and speak to reporters.

Interim Duties:

- Attend interim committee meetings whenever possible.
- Serve as assigned to various select and standing committees.

Duties of the House Minority Floor Leader

The Minority Floor Leader is the principal leader of the minority caucus. The Minority Floor Leader is responsible for developing the minority position, negotiating with the majority party, directing minority caucus activities on the Chamber floor and leading debate for the minority party. The following are duties before, during and after the legislative session as outlined by past House Minority Floor Leaders:

Pre-Session Duties:

- Work with the majority party on scheduling.
- Study the parliamentary process and required motions.

Session Duties:

- Develop minority party position on various policies and issues.
- Counsel party members on procedural and other matters as necessary.
- In consultation with Majority Floor Leader, assist with development of third reading Consent list.
- Consult with majority party leadership, as necessary, to clarify any procedural or other matters.
- Direct minority caucus activities on the Chamber floor.
- Assure minority party representation and equity.
- Serve on the Rules Committee and Management Council.

Duties Upon Session Adjourning:

- Prepare a recap of the session.
- Be available to answer questions, discuss various pieces of legislation and speak to reporters.
- Become familiar with bill statistics and know the reasons bills did not come up on General File and how many bills didn't come out of assigned committees.

Interim Duties:

- Stay informed of committee meetings and interim topics.
- Attend interim meetings and events.
- Serve on Management Council.

Duties of the House Minority Whip

The major responsibilities of the Minority Whip are to maintain party discipline, assure the attendance of all members of the minority party at daily sessions and, particularly, during roll call votes, assist the Minority Floor Leader with matters as required or requested, and provide to the Majority Whip names of minority party members to serve as Committee of the Whole Chairperson. The following are duties before, during and after the legislative session as outlined by past House Minority Whips:

Pre-Session Duties:

- Attend and assist with organizational caucus and pre-session caucus.
- Be aware of controversial bills and their progress.

Session Duties:

- Ensure processes on the floor are adhered to (speaking at the microphone, being prepared to chair Committee of the Whole, informing Whip when absences may occur, being present for roll call and enforcing dress code.)
- Develop minority party position on various policies and issues.
- Count votes of individual bills upon request of a caucus member or the Minority Floor Leader.
- Monitor the number of caucus members on the floor to comply with the House rules.
- Assist the Minority Floor Leader upon his or her request.
- Meet with legislative leadership and Governor on a weekly basis.
- Ensure attendance of minority party members.
- Serve on the House Rules Committee.
- Endorse and present the Minority's position as necessary.

Interim Duties:

- Communicate with caucus members at the request of the Minority Floor Leader.
- Respond to issues in the absence of the Minority Floor Leader.
- Inform members about various interim committees' actions.

Duties of the House Minority Caucus Chairman

The Minority Caucus Chairman is the principal leader of the minority caucus. The Minority Caucus Chair presides over caucus meetings and assists the Minority Floor Leader with policy development. The following are duties before, during and after the legislative session as outlined by past House Minority Caucus Chairman:

Pre-Session Duties:

- Maintain communication with House and Senate leadership.
- Establish a date for the post-election caucus to be held following the General Election is over. (The minority party traditionally has met following the majority party caucus.) The post-election caucus is held to elect minority party leadership, including the Minority Floor Leader, Minority Whip and Minority Caucus Chair and to determine the recommendations for committee assignments.
- Determine, with the chair of the Senate's minority caucus, the location of the meeting and provisions for a joint caucus meeting.
- Hold the pre-session caucus in Cheyenne prior to session, traditionally the Sunday before the opening day of the session. This includes extending invitations to the Governor and the majority party leadership to attend portions of the caucus to speak to members.
- Assist the Minority Floor Leader with policy development.

Session Duties:

- Chair meetings of the caucus.
- Convene the caucus to establish the rules and/or policies of the caucus.
- Convene the caucus on a specific time line established for the purpose of internal communication, issue education and discussion, provide updates on the legislation presently before each committee, develop strategy on legislation, answer questions on protocol, and any other business brought before the caucus.
- Distribute information to members of the caucus obtained from majority and minority leadership and/or the minority caucus in the opposite chamber.
- Address protocol issues with the members.
- Communicate with media outlets on behalf of the caucus.
- Purchase items for the caucus office, including any end-of-session gifts for the minority leadership secretary.

Duties Upon Session Adjourning:

- Organize a press conference for the caucus.
- Wrap-up unfinished business between both the minority and majority leadership.

Interim Duties:

- Be the catalyst for interim communication on behalf of the caucus.

Tips from the NCSL on becoming an Effective Leader

What legislative leaders do:

- Provide a statewide perspective.
- Work with the other house, Governor and media.
- Shape the policy agenda.
- Aim at the big issues.
- Serve and protect your members.
- Maintain the institution.

How to balance the good of your district with the good of the state:

- Commit to the needs of your state and caucus.
- Explain the benefits of leadership to your constituents.
- Be able to ask your caucus to sacrifice for the good of the state.
- Understand the political consequences.

Advice new leaders need:

- Don't try to satisfy everyone.
- Keep working to be inclusive.
- Focus on leading your caucus.
- Talk to your members on their own turf.
- Delegate significant responsibility.
- Be candid on what you can and cannot do.
- Appreciate the wide range of members' constituencies and political beliefs.
- Keep legislators engaged in work.

The biggest challenges facing leadership are:

- Ensuring civility and setting the standards high.
- Seeking bipartisanship where possible.
- Recognizing the role of the media.
- Understanding the anger inherent in politics today.
- Realizing the trade-offs between short-term and long-term gains.

How to be a role model:

- Talk to members and the public about responsibilities, not just rights.
- Have a vision.
- Understand the importance of force of character.
- Bring others up behind you.

How to motivate your staff:

- Explain your vision and their role in it.
- Strive to be trustworthy.
- Understand that staff members want to be part of a success.

How to build relationships with members:

- Get to know their families, backgrounds and districts.
- Follow the rule of “no surprises.”
- Understand that everyone has a job to do.
- Emphasize communication.

How to work with the Governor:

- Hold regular meetings.
- Find common priorities.
- Talk honestly.
- Push for “one on one” time.
- Understand the Governor’s view.

How to work with your counterpart in the other house:

- Meet at the start and divvy up some of the key bills.
- Avoid arguments over duplicate legislation.
- Don’t pass unrealistic bills expecting other house to take the heat.
- Realize that the Legislature is adversarial, but needs not to be ugly, personal or divisive.
- Never stop talking with the other side.

How to work with the media:

- Understand the nature of their job.
- Base the relationship on candor.
- Give your answer, then stop.
- Have staff warn you about breaking issues.
- Coordinate with your counterpart leader.
- Remember you are always on stage.
- Don’t fall in love with your own voice.

How to discipline members:

- Realize that discipline is sometimes political and sometimes personal.
- Lead by setting the highest level of personal conduct.

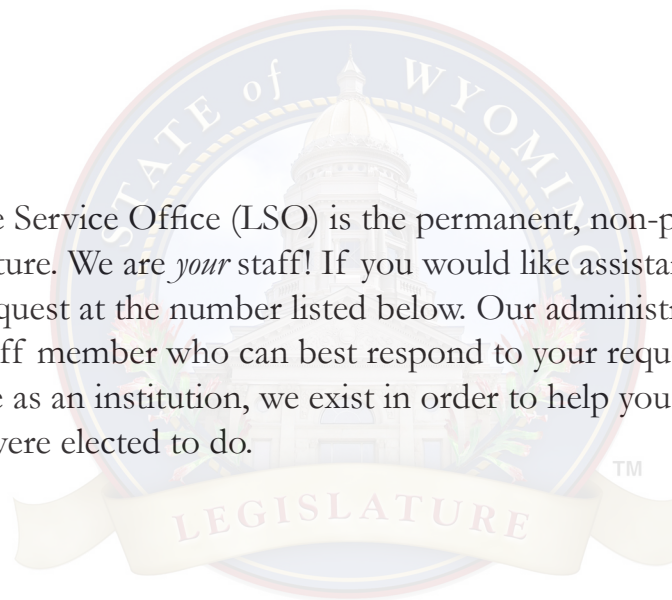
- Understand the different levels of discipline available.
- Handle discipline issues swiftly and decisively.
- Realize that the worst thing is to leave problems unaddressed.

Points of emphasis:

- Seize your great opportunity and privilege.
- Work as hard as you can.
- Maintain the integrity of the institution.
- Concentrate on the big issues.
- Have a vision and significant goals.
- Emphasize patience and communication.
- Remember why you first wanted to serve in the legislature.
- Treat each day as if it is the day on which your career will be judged.

**The information included in this handbook is compiled by the
Wyoming Legislative Service Office**

The Wyoming Legislative Service Office (LSO) is the permanent, non-partisan central staff office for the Wyoming Legislature. We are *your* staff! If you would like assistance from LSO, please call or e-mail us with your request at the number listed below. Our administrative staff will put you in contact with the LSO staff member who can best respond to your request. Remember, in addition to serving the Legislature as an institution, we exist in order to help you as an individual legislator accomplish the job you were elected to do.



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