

DUTIES OF CHIEF CLERK'S OFFICE

PERMANENT RULES OF THE HOUSE

7.10 DUTIES OF CHIEF CLERK. The Chief Clerk has general supervision of all clerical duties pertaining to the business of the House. The Chief Clerk must perform, under the direction of the Speaker, all the duties of the office of Chief Clerk. The Chief Clerk must keep records showing the status and progress of all bills, memorials and resolutions.

During a temporary absence of the Chief Clerk, the First Assistant Chief Clerk has all the usual responsibilities of the Chief Clerk and may sign the daily journal, enrollments, abstracts and other legislative documents.

The Chief Clerk must supervise the engrossment and enrollment of bills. The Chief Clerk must see that a record is kept, by file number, of the bills introduced in the House that passed both houses and are enrolled.

The Chief Clerk must ensure that locations accessible to the public are available to post a list of committee and subcommittee meetings and any other announcements or notices the House may require.

The Index Clerk, supervised by the Chief Clerk, must prepare an index in which bills may be indexed by topic, number, author, subject, section of the statutes amended, committees, divisions, and any other method that will make it a complete and comprehensive index.

The index must be open for public inspection during the legislative session and must be printed in the permanent Journal.

**“MISSION”
OF THE CHIEF CLERK’S OFFICE
Minnesota House of Representatives**

The institutional role of the Office of Chief Clerk in legislative bodies dates back well over three hundred years. Originally established under the English parliamentary system to serve functions that were basic and critical to the lawmaking process, the Office of Chief Clerk made the transition to the new world and to our present form of representative democracy with its main functions essentially intact. Even today, although changes continue to be made to our operations to take advantage of modern technology, in terms of how we do our jobs, what we do, the responsibilities and traditions of the Chief Clerk’s Office remain very similar to what they were over a century ago.

The principal mission of the Chief Clerk’s Office, broadly stated, is to provide assistance and advice to the Speaker and members of the House of Representatives in meeting the legal and parliamentary requirements of the lawmaking process and to record the history of that process in a clear, unbiased, and accurate manner. Many of the responsibilities associated with fulfilling this mission are created and/or vested in the Chief Clerk’s Office by constitutional, statutory, and rule provisions and as such, must be taken very seriously. The Minnesota Constitution requires the Chief Clerk’s Office to compile, print and publish a daily and permanent journal, which documents official House action including roll call votes. A failure to faithfully discharge this responsibility could result in legal challenges to the validity of enacted legislation. The Permanent Rules of the House also assign a number of responsibilities to the Chief Clerk’s Office including general supervision of all clerical duties pertaining to the business of the House, overseeing the engrossment and enrollment of bills, and the preparation and updating of comprehensive bill indexes by number, topic, author, subject, etc. The coordination and orchestration of daily session activities as directed by House leadership and in compliance with legal requirements is truly a critical function of the Chief Clerk’s Office.

Another vitally important responsibility of the Chief Clerk’s Office, implicit in our main mission, is to provide and disseminate information to members, staff, and the general public relevant to the legislative process. This information includes everything from providing hard copies of bills, journals, and daily agendas or calendars, to responding to questions about bill status over the telephone, to posting the Journal of the House electronically on the Internet, to conducting classes on parliamentary procedure or how to access and utilize Minnesota legislative information. The public relations, education, and communication function is one area that will continue to see the most dramatic change of all functions in the Chief Clerk’s Office, given the rapid development of information systems technology and the potential impact it has for revolutionizing public access to the legislative process.

We provide nonpartisan service to all 134 members of the House and to the public.

SECTION DUTIES IN CHIEF CLERK'S OFFICE

Minnesota House of Representatives

House Desk (Chamber)

House desk staff ensures that House business is carried out in accordance with the Constitution of the State of Minnesota, the Permanent Rules of the House and all other rules and laws that relate to legislative operations and the enactment of laws. Staff organizes orders of business, prepares motions, records roll call votes, provides guidance on parliamentary questions, edits the Journal of the House, and offers advice regarding procedure.

Communications/Information Technology

Communications Systems

The Communications officer maintains, upgrades and operates all technical voting, recording and communications equipment in the House chamber and other House areas to meet service needs of House members and staff.

Information Technology

IT staff provide the planning and project management of House technology projects. Chief Clerk's Office IT provides technical support to the Chief Clerk's Office staff as well as programming expertise to other IT departments in the House. Chief Clerk's Office IT also provides support for computer systems and related hardware and software in the Chief Clerk's Office. Development and management of the House website is also maintained by Chief Clerk's Office IT staff.

Front Office (Documents Distribution)

Front office staff distributes printed bills, calendars, journals, chapters, and other documents to the public, legislators, and staff. Staff also provides information pertaining to legislative procedure.

Index Department (Bill Status)

The Index department records all official House action on legislation from the Journal of the House. Staff also prepares short descriptions of all bills and using these descriptions prepares various indexes (Topical, Numerical, and Authors). The data that is prepared is entered on the Minnesota Legislative Bill Tracking website to help the public, staff, and legislators monitor legislation. For bill status inquiries, select reports, or information on training and use of the House Index Information system, please contact the House Index Department at (651) 296-6646.

Third Floor (Administrative Support/Floor Proceedings)

Third floor staff assists the House Desk with the production of all calendars (General Register, Calendar for the Day, and Fiscal Calendar) and other documents including the compilation of the daily and permanent Journal of the House. It oversees the publication of documents for floor use and maintains and updates the daily orders of business on the House Website.

STAFF DIRECTORY

Chief Clerk's Office

211 State Capitol.....(651) 296-2314

	Room	Phone (651)
House Desk (Chamber)		
Patrick D. Murphy, Chief Clerk.....	211 Capitol.....	296-2314
Tim Johnson, First Assistant Chief Clerk.....	211 Capitol.....	296-7155
Gail C. Romanowski, Second Assistant Chief Clerk.....	211 Capitol.....	296-0166
Marilee Davis, Desk Clerk.....	211 Capitol.....	296-5189
David G. Surdez, Legislative Clerk.....	211 Capitol.....	296-6748
Dacia Hinkhouse, Administrative Assistant to the Chief Clerk	211 Capitol.....	296-6528

Communications/Information Technology

Michael J. Speiker, Information Technology Director	116 Capitol.....	297-2976
Max Carlson, Web Manager	116 Capitol.....	297-7502
Irina Katsnelson, Applications Programmer/Analyst	116 Capitol.....	296-4992
Deanna Renelt, Applications Programmer/Analyst.....	116 Capitol.....	296-9601
Chimeng Vang, Information Technology Analyst.....	116 Capitol.....	297-3387
Nathan Hart, Information Technology Analyst	175 State Office Building.....	296-6649
Peter Marren, Network Engineer	B24 State Office Building.....	296-4877
Lynn Suilmann, Assistant Network Engineer.....	116 Capitol.....	296-1562
Joe Hintze, Communications Officer.....	B372 Capitol.....	296-3818

Front Office (Documents Division)

Paul J. Hicks, Front Office Supervisor	211 Capitol.....	296-2314
Kay Devaney, Assistant Supervisor.....	211 Capitol.....	296-2314
Cathy Carlson, Administrative Assistant.....	211 Capitol.....	296-2314

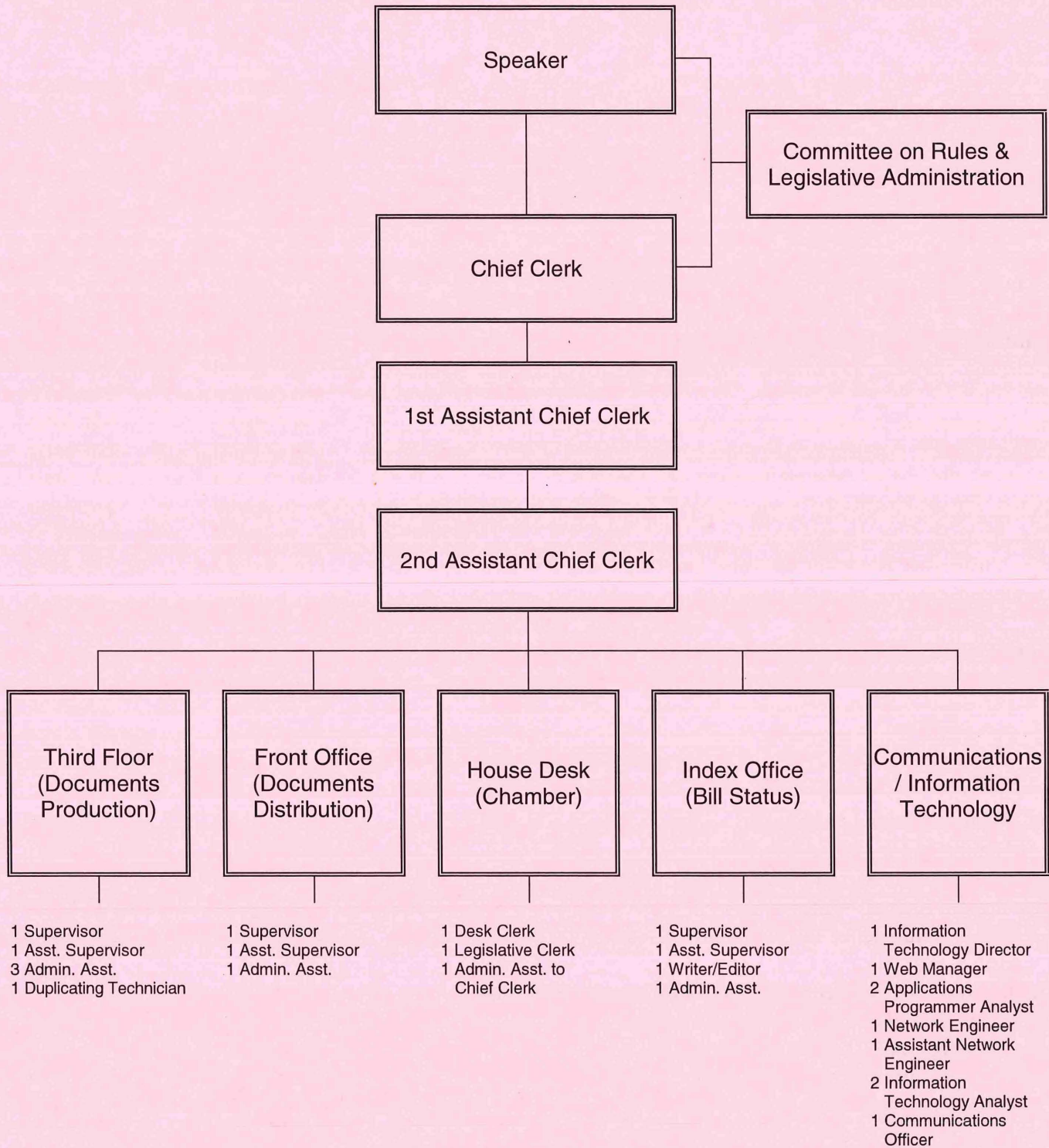
Index Office (Bill Status)

General Index Office Number	216A Capitol.....	296-6646
Carl Hamre, Index Office Supervisor	216A Capitol.....	215-5763
Jeremy Johnson, Assistant Index Clerk	216A Capitol.....	297-1214
Sana Sandra Karbal, Writer/Editor	216A Capitol.....	297-8395
Wanda M. Schumacher, Administrative Assistant	216A Capitol.....	296-6646

Third Floor (Administrative Support/Floor Proceedings)

Stefanie R. Miller, Desk Secretary Supervisor	348 Capitol.....	296-9275
Sean Kittridge, Assistant Desk Secretary	348 Capitol.....	296-7156
Nick Nigro, Administrative Assistant.....	348 Capitol.....	296-3916
Travis Roline, Administrative Assistant.....	348 Capitol.....	296-5972
Lori R. Stromberg, Administrative Assistant	348 Capitol.....	296-5401
Tim Stemig, Duplicating Technician	355 Capitol.....	296-8090

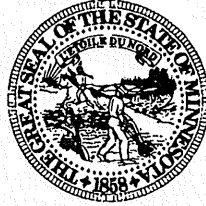
Table of Organization Chief Clerk's Office Minnesota House of Representatives



Total full-time staff: 28

Minnesota House of Representatives

Chief Clerk's Office



Code of Conduct

Preamble

It is a privilege to serve the legislature and the people of Minnesota. Recognizing the importance of staff to the main mission of the Chief Clerk's Office of the Minnesota House of Representatives and in the spirit of seeking excellence in professional performance, this code of conduct is offered as a guide to the employees of the Chief Clerk's Office in fulfilling its mission.

Pride in Public Service

Conduct yourself in a manner which reflects positively on the House of Representatives and be attentive to actions that build confidence in the legislature and legislative process. Provide courteous service to the public in order to enhance the quality and promote the image of the House of Representatives.

Constitutional and Legal Responsibilities of the Chief Clerk's Office

Make an ongoing commitment to understand the role of the Chief Clerk's Office in the legislative process and to improve your professional knowledge of administrative and legislative procedures. Appreciate the importance of providing accurate information to legislators, staff and the public in a nonpartisan and unbiased manner.

Dignity and Respect

Serve every member of the legislature, staff members and the public with dignity and respect, regardless of political affiliations or beliefs.

High Standard of Professional Behavior

Understand and conform to all policies that govern the conduct of legislative employees. Use all state resources in an appropriate manner. Avoid activities of a partisan nature or lobbying on issues before the legislature while in the work place or engaged in the performance of your job. Exercise discretion in managing information of a sensitive or confidential nature.

Teamwork

Value the interdependence of all the departments of the Chief Clerk's Office. Each department serves an important function that contributes to the success of all. Strive toward nourishing attitudes that support a healthy work environment, teamwork and the provision of excellent service. Work with a positive attitude and be supportive of colleagues.

Integrity

Practice a high standard of honesty and personal integrity. Demonstrate conduct that promotes confidence, responsibility and trust.

JOURNAL OF THE HOUSE

In Minnesota the Journal of the House is the official legal record of all House floor action. Our Journal is not a word for word transcript of House sessions. It is a record of what is done rather than what is said. The Journal of the House contains the chronology of a bill from the bill's introduction to its final passage.

The Minnesota House is required by the Minnesota Constitution and Minnesota Statutes to publish both a daily Journal and a permanent Journal. The Journal of the House is structured around our daily order of business as set forth in our House Rules. The Journal contains bill introductions, committee reports, messages from the Senate, veto messages and other communications from the Governor and Secretary of State, conference committee reports, motions, points of order, rulings, precedents, amendments and all recorded roll call votes taken in the House.

The courts in Minnesota have ruled that Minnesota is a "Journal Entry State" under which the Journals of the House and Senate may be examined as evidence that the Legislature properly complied with the constitutional requirements in the enactment of a law.

Our daily and permanent Journals are published in-house using Microsoft Word and applications developed by our Information Technologies department. After the daily Journal is composed and proof read, it is transmitted to a Xerox DocuTech for printing and is published on our website as HTML and PDF documents.

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The daily Journal is available on our website within two to three hours after a daily session adjourns, and paper copies are available free of charge to the public at 8:00 a.m. the following morning.

The permanent Journal of the House for the 2017 - 2018 regular session and the 2017 special session consists of ten bound volumes and 11,860 pages plus a topical, numerical and procedural bound index consisting of over 1,000 pages.

The average House daily Journal is about 90 pages. The largest daily Journal published in the last biennium was 842 pages, making it the largest daily Journal in recent years.

There were 563 roll call votes in the 2017 - 2018 regular session and the 2017 special session. There were 696 roll call votes in the 2015 - 16 regular and the 2015 special session.