TO: Members-Elect of the 130th Maine Legislature

FROM: President Troy Jackson, Chair Speaker Sara Gideon, Vice-Chair
129th Legislative Council

DATE: November 16, 2020

SUBJECT: Swearing-in Day and Pre-Legislative Conference: 130th Maine Legislature

We wish to again warmly congratulate you on your election to the Maine Legislature!

This memorandum provides additional information regarding the swearing-in of members-elect of the 130th Legislature and outlines tentative plans for the Pre-Legislative Conference.

1. SWEARING-IN OF MEMBERS-ELECT

Date: Wednesday, December 2, 2020
Augusta Civic Center, Augusta

In accordance with the Constitution of Maine, Article IV, Part Third, Section 1, the 130th Legislature will convene and the swearing-in of members-elect will occur on Wednesday, December 2, 2020. Please note that, in light of the risks presented by COVID-19, and to protect the health and safety of Legislators, legislative staff and others, the convening and swearing-in will be held at the Augusta Civic Center located on Community Drive in Augusta. Access to the Augusta Civic Center will be limited to newly elected and returning legislators, essential staff and credentialed members of the press who have been approved for State House access. Although it will not be possible for any guests to attend the swearing-in ceremony, please note that the proceedings will be streamed live in order to allow the families and friends of members-elect and the public to witness the proceedings as they occur.

2. PRE-LEGISLATIVE CONFERENCE

Tentative Dates: Monday-Tuesday, November 30 – December 1, 2020
Augusta Civic Center, Augusta

Traditionally, a Pre-Legislative Conference is scheduled during the two days preceding the convening of the new Legislature, the first day of which is intended primarily for members who have been elected to the Legislature for the first time. During the second day of the conference, information sessions containing statutorily-required training for all legislators are provided.
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We have tentatively scheduled the conference for Monday and Tuesday, November 30th and December 1st. In light of the risks presented by COVID-19, and in order to protect the health and safety of Legislators, legislative staff and others, the Pre-Legislative Conference will be held at the Augusta Civic Center located on Community Drive in Augusta. Please reserve these days on your schedule so you may attend this important conference; if any change in this plan is necessitated, we will alert you immediately. A preliminary Pre-Legislative Conference Program is enclosed.

3. TRAVEL/LODGING/MEAL

As outlined in our memo dated November 4, 2020, for Pre-Legislative Conference, we will reimburse you for one round trip mileage between your home and the State House, at the State-authorized rate of $0.44/mile. For all other travel during the week of Pre-Legislative Conference, mileage reimbursement is based on actual cost or a maximum of $38 per day, whichever is less. Actual toll expenses are also reimbursed. The maximum lodging reimbursement allowed is $38 and receipts are not required. You are also entitled to receive a meal allowance of $32 per day, minus amounts for meals that we provide to you.

For those of you who reside a great distance from the State House and need to stay overnight in Augusta while attending these events, a list of several area hotels was included in the November 4, 2020 mailing. Please make your own reservations as soon as possible to assure a room. When reserving a room, you will need to request the special rate listed on the hotel page enclosed in this packet to receive the hotel’s discounted rate.

If you have any questions about arrangements for the orientation programs or if you would like additional information, please call the Office of the Secretary of the Senate at (207) 287-1540 or the Office of the Clerk of the House at (207) 287-1400.

Once again, we congratulate you on your election to the Maine Legislature.

Attachments
130th Maine Legislature

Pre-Legislative Conference &
Convening of the Legislature

November 30 - December 2, 2020
Augusta Civic Center
76 Community Dr, Augusta, ME 04330

Presented by the Legislative Council of the 129th Maine Legislature
Monday, November 30th
Pre-Legislative Conference for New Members
Augusta Civic Center
76 Community Dr, Augusta, ME 04330

9:00 AM – 9:30 AM
Lobby
Registration
(light refreshments will be available)

9:30 AM – 11:00 AM
“Senate Room”
North Wing, Second Floor
Chamber Orientation-Senators and Representatives
Senate Chamber Orientation
Hon. Darek Grant, Secretary of the Senate

“House Auditorium”
Main Auditorium
House Chamber Orientation
Hon. Robert Hunt, Clerk of the House

11:00 AM – 11:30 AM
Break

11:30 AM – 1:30 PM
Constituent and Caucus Services, and New Member Mentoring
(includes lunch break)

“House D Caucus Room”
North Wing, First Floor
Democratic members

“House R Caucus Room”
Kennebec/Penobscot Room
Republican members

“Independent Caucus Room”
Hancock Room
Other members

1:30 PM – 1:45 PM
Break

1:45 PM – 2:15 PM
“House Auditorium”
Main Auditorium
Introduction to Maine Judiciary
Amy Quinlan, Director of Court Communications, Government and Media Counsel
Julia Finn, Legislative Analyst

2:15 PM – 4:00 PM
“Committee Room”
Cumberland Room
Bill Filing Assistance and IT Support
Tuesday, December 1st

Pre-Legislative Conference for All Members

Augusta Civic Center
76 Community Dr, Augusta, ME 04330

9:00 AM – 9:30 AM
Lobby
Registration
(light refreshments will be available)

9:30 AM – 10:30 AM
“House Auditorium”
Main Auditorium
Legislative Ethics: the Law & Legislators’ Responsibilities
(attendance is mandatory per 1 MRSA §1008)
Aaron Frey, Attorney General of Maine
Chair, Commission on Governmental Ethics & Election Practices

10:30 AM – 10:45 AM
Break

10:45 AM – 11:45 AM
“House Auditorium”
Main Auditorium
Freedom of Access Act: the Public’s Right to Know and Legislators’ Training Requirements
(attendance is mandatory)
Aaron Frey, Attorney General of Maine
Brenda Kielty, Public Access Ombudsman, Attorney General’s Office

11:45 AM – 12:00 PM
“House Auditorium”
Main Auditorium
Remarks by Presiding Officers
Troy Jackson, President of the Senate
Sara Gideon, Speaker of the House

12:00 PM – 2:00 PM
Lunch Break

2:00 PM – 4:00 PM
“House Auditorium”
Main Auditorium
Joint Caucuses
Joint Senate and House Democratic Caucus

“House R Caucus Room”
Kennebec/Penobscot Room
Joint Senate and House Republican Caucus
Wednesday, December 2nd

Convening of the 130th Legislature

Augusta Civic Center
76 Community Dr, Augusta, ME 04330

9:00 AM – 9:30 AM

Senators arrive

9:30 AM – 11:30 PM

Senate Convenes
Swearing-in of members by the
Honorable Janet Mills, Governor of Maine

Organization of the Senate
Election of the President of the Senate
Election of Secretary of the Senate
Election of the Assistant Secretary of the Senate

The Senate will proceed with orders of the day

9:30 AM – 10:00 AM

Representatives arrive

10:00 AM – 12:00 PM

House Convenes
Swearing-in of members by the
Honorable Janet Mills, Governor of Maine

Organization of the House of Representatives
Election of the Speaker of the House
Election of the Clerk of the House
Election of the Assistant Clerk of the House

The House will proceed with orders of the day

12:00 PM – 3:00 PM

Break for cleaning
Wednesday, December 2nd
Joint Convention of the 130th Maine Legislature
Augusta Civic Center
76 Community Dr, Augusta, ME 04330

3:00 PM
"Senate Room"
North Wing, Second Floor

3:00 PM
"House Auditorium"
Main Auditorium

3:00 PM – 5:00 PM
"House Auditorium"
Main Auditorium

Joint Convention of the 130th Legislature
Election of Constitutional Officers

5:00 PM
"Senate Room"
North Wing, Second Floor

5:00 PM
"House Auditorium"
Main Auditorium

Senate Reconvenes
House Reconvenes
Senate Adjourns
House Adjourns