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129<sup>TH</sup> MAINE STATE LEGISLATURE  
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TO: Members-Elect of the 130<sup>th</sup> Maine Legislature

FROM: President Troy Jackson, Chair <sup>TJ</sup>  
Speaker Sara Gideon, Vice-Chair <sup>SG</sup>  
129<sup>th</sup> Legislative Council

DATE: November 16, 2020

SUBJECT: **Swearing-in Day and Pre-Legislative Conference: 130<sup>th</sup> 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 130<sup>th</sup> 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 130<sup>th</sup> 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.

We have **tentatively scheduled the conference for Monday and Tuesday, November 30<sup>th</sup> and December 1<sup>st</sup>**. 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.

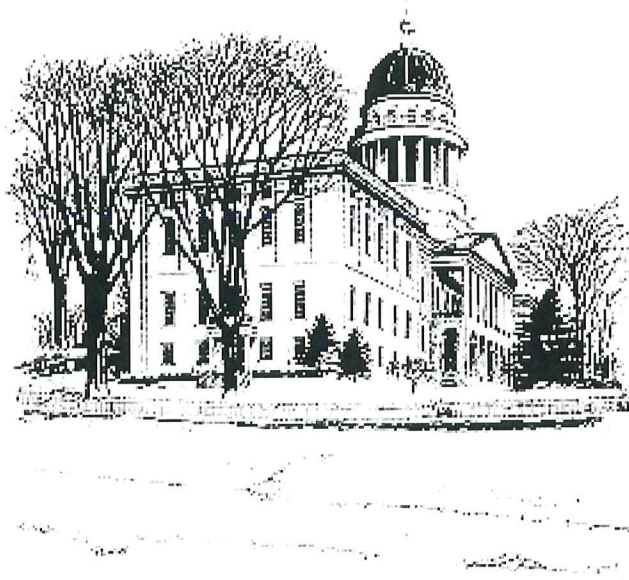
Once again, we congratulate you on your election to the Maine Legislature.

Attachments

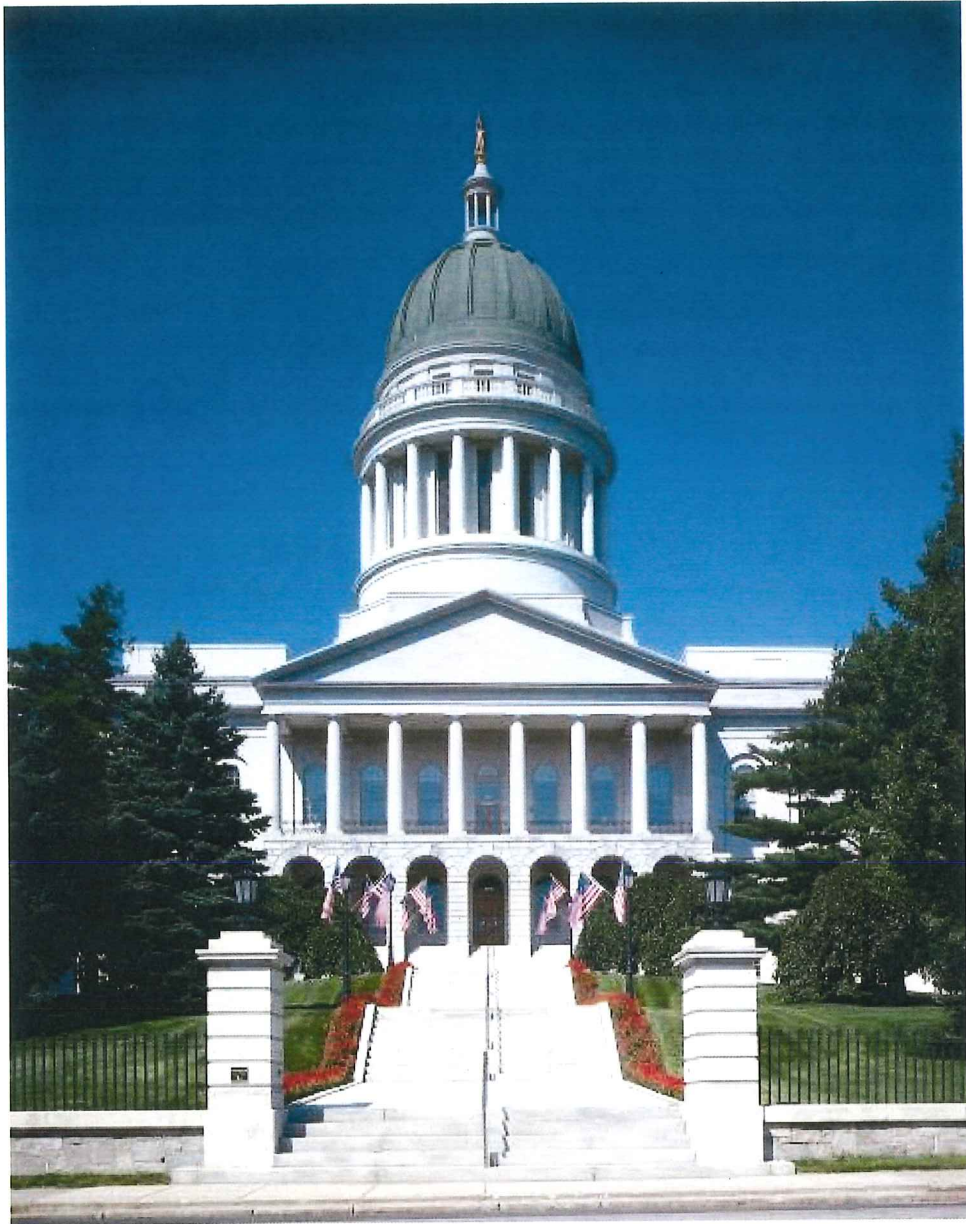
# 130<sup>TH</sup> MAINE LEGISLATURE

## *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  
129<sup>th</sup> Maine Legislature*



*Maine State House  
Augusta, Maine*

**Monday, November 30<sup>th</sup>**  
*~~~~~*  
**Pre-Legislative Conference for New Members**

**Augusta Civic Center**  
**76 Community Dr, Augusta, ME 04330**

<b>9:00 AM – 9:30 AM</b> Lobby	<b>Registration</b> <i>(light refreshments will be available)</i>
<b>9:30 AM – 11:00 AM</b>	<b>Chamber Orientation-Senators and Representatives</b>
“Senate Room” North Wing, Second Floor	Senate Chamber Orientation Hon. Darek Grant, Secretary of the Senate
“House Auditorium” Main Auditorium	House Chamber Orientation Hon. Robert Hunt, Clerk of the House
<b>11:00 AM – 11:30 AM</b>	<b>Break</b>
<b>11:30 AM – 1:30 PM</b>	<b>Constituent and Caucus Services, and New Member Mentoring</b> <i>(includes lunch break)</i>
“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
<b>1:30 PM – 1:45 PM</b>	<b>Break</b>
<b>1:45 PM – 2:15 PM</b> “House Auditorium” Main Auditorium	<b>Introduction to Maine Judiciary</b> Amy Quinlan, Director of Court Communications, Government and Media Counsel Julia Finn, Legislative Analyst
<b>2:15 PM – 4:00 PM</b> “Committee Room” Cumberland Room	<b>Bill Filing Assistance and IT Support</b>

**Tuesday, December 1<sup>st</sup>**



***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**

**Joint Caucuses**

*“House Auditorium”*

Main Auditorium

Joint Senate and House Democratic Caucus

*“House R Caucus Room”*

Kennebec/Penobscot Room

Joint Senate and House Republican Caucus

**Wednesday, December 2<sup>nd</sup>**  
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**Convening of the 130<sup>th</sup> 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 Room”*

North Wing, Second Floor

**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 Auditorium”*

Main Auditorium

**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 2<sup>nd</sup>  
  
*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

**Senate Reconvenes**

**3:00 PM**  
*"House Auditorium"*  
Main Auditorium

**House Reconvenes**

**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

**Senate Adjourns**

**5:00 PM**  
*"House Auditorium"*  
Main Auditorium

**House Adjourns**