



STATE OF VERMONT
GENERAL ASSEMBLY

November 11, 2022

Congratulations and Welcome Vermont Legislative Members-Elect!

The legislative staff would like to congratulate you on your election to the 2023-2024 General Assembly and invite you to attend a 4-day orientation program. This Orientation is presented with the assistance and support of the Snelling Center for Government, a nonpartisan, nonprofit organization dedicated to fostering responsible and ethical civic leadership, encouraging public service by private citizens, and promoting informed citizen participation in shaping public policy in Vermont.

The New Member Orientation is scheduled for Tuesday, November 29th – Friday, December 2nd at the State House in Montpelier with the opening speaker at 10:00 a.m. on November 29th (registration starts at 7:15 a.m.). Dress is business casual. Parking will be available beside the State House on Aiken Avenue, and at the Capitol Plaza for those who are spending the night in Montpelier. Please let us know if you require accessible parking.

The purpose of the orientation program is to provide you with the opportunity to meet some of your colleagues, to learn about legislative procedure and traditions, and to meet the staff who will assist you in your work at the General Assembly. Over the course of the four days, you will meet Legislative Branch leaders, Executive Branch officials, the Judiciary Branch Justices, and staff. Presentations include: parliamentary procedures, ethical decision making, the bill drafting process, working with the press, and current budget and revenue issues facing Vermont.

As part of Orientation, you will participate in an Information Technology (IT) Training Slot where you will receive important information regarding legislative technology, activate your legislative email address, and receive your iPad. You will be asked to pre-register for this training as part of the registration process. In addition, optional State House tours will be offered, which also require pre-registration.

If you wish to stay overnight, the cost of your lodging will be covered. Instructions are enclosed for you to make lodging arrangements. Meals will be provided as indicated on the agenda. Mileage reimbursement will be available for those who request it and additional instructions for doing so will be distributed during registration.

The Operations Department will be sending you several pre-employment documents that need your attention prior to the Orientation. Please bring the identification outlined in the second page of the federal I-9 form and a U.S. Passport or U.S. Passport Card on the first day of Orientation for the registration process. If you do not have a passport, please bring your Vermont driver's license (must have a photo) and either your social security card or your birth certificate. If you are not planning on physically being present for any of the Orientation or have questions on the forms, please contact Operations at 802-828-2231.

We look forward to meeting you soon, and hope that you will find the orientation both stimulating and useful in preparing for your legislative service.

Realizing the short notice, please RSVP by November 18. Registration information can be found on the enclosed registration form; electronic registration via email is appreciated. Online registration is also available by visiting the Snelling Center website at www.snellingcenter.org and clicking on the "Our Work" tab.

Sincerely,

Snelling Center for Government and The Vermont Legislative Staff



Mark Snelling, President, Snelling Center for Government

Legislative Department Heads:

Catherine Benham, Chief Fiscal Officer

John Bloomer, Senate Secretary

Jennifer Carbee, Director and Chief Counsel

Arlene Donovan, Director of Human Resources

Mike Ferrant, Director of Operations

Janet Miller, Sergeant at Arms

Kevin Moore, Director of Information Technology

BetsyAnn Wrask, Clerk of the House