

A CITIZEN GUIDE TO

# The Wyoming Legislature

Wyoming State Capitol  
200 West 24th Street





- 3** **Helpful Information**
- 4** **About the Wyoming Legislature**
- 7** **Session Information**
- 8** **Building Maps**
- 13** **Seating Charts**
- 15** **Legislative Process**
- 17** **Decorum Policies**
- 19** **Committee Meetings**

Welcome to the Wyoming State Capitol. The Capitol is open to the public beginning at 6:30 a.m. during the legislative session and remains open until the last committee meeting has adjourned for the day.

Parking is available on the streets surrounding the Capitol. Be aware of timed parking limits in some areas. The public may also use the state parking lot located at the corner of 25th Street and Pioneer Ave.

Public restrooms and elevators are located on the east and west wings of every floor of the Capitol, except the second floor during the legislative session. Vending machines are located in the Capitol Extension.

Wireless Internet access is available throughout the building using the network “Wyo-Guest.” A password is required.

Hearing assistance systems are available in all public meeting rooms and galleries. Please speak to a staff member for further information.

Firearms are not permitted in the Capitol Square.

## LSO Contact Information

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**LSO Session Office Hours:** Monday-Friday 7:30 a.m. to 5:30 p.m.

**LSO Interim Office Hours:** Monday-Friday 8:00 a.m. to 5:00 p.m.

**Mailing Address:** 200 W. 24th Street  
Cheyenne, WY 82002

**Phone:** 307.777.7881

**Website:** [www.wyoleg.gov](http://www.wyoleg.gov) **Twitter:** @wylegislature | #wyleg

## Contacting a Legislator

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Legislators can be contacted by email using their [firstname.lastname@wyoleg.gov](mailto:firstname.lastname@wyoleg.gov). Contact information is also listed at: [www.wyoleg.gov](http://www.wyoleg.gov)

**Written Mail:** 200 W. 24th Street, Cheyenne, WY 82002

**Telephone Hotline:** 866.996.8683 or 777.8683 (in Cheyenne).

Use to recommend a vote for/against pending legislation or to obtain the status of a bill in process. Available 8 a.m. to 5 p.m. on days the Legislature is in session.

**Online Hotline:** During the legislative session, you can recommend support, opposition or leave a comment on legislation using the Online Hotline: [www.wyoleg.gov](http://www.wyoleg.gov).

**Hearing Impaired:** 800.877.9965 (Wyoming Relay Service)

## Legislature's Website: [www.wyoleg.gov](http://www.wyoleg.gov)

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Additional information available on the Legislature's Website:

- Statutes
- Session Laws
- Current & Historical Legislation
- Bill Journal Digest
- Legislative Rules & Procedures
- Session & Interim Calendars
- Legislator Biographies
- Legislator Contact Information
- Interim & Standing Committee Information:
  - Membership
  - Meeting Agendas
  - Meeting Minutes
  - Meeting Materials
- Budget & Fiscal Information
- Program Evaluation Reports
- School Finance Information
- Administrative Rule Reviews

## Structure of the Wyoming Legislature

### Introduction

The Wyoming Legislature is a 90-member citizen Legislature, meaning the members elected serve part-time and this is typically not their primary occupation. Wyoming remains one of the few states to have a true part-time citizen Legislature. While the part-time nature of the institution allows members to stay in close contact with their constituents, it also means they do not enjoy the same accommodations provided to full-time legislators in larger states, such as personal staff.

### Management Council

- The leadership of the Legislature and the administrative arm of the legislative branch of state government.
- Policymaking body when the Legislature is not in session.
- 13 members representing both parties and consists of legislators in leadership positions.
- After every November General Election in even-numbered years, legislators hold party caucuses to elect legislative leadership for each party for the upcoming biennium (two-year period).
- Appoints the director of the Legislative Service Office.

### 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

## Structure of the Wyoming Legislature

Article 3, Section 1 of the Wyoming Constitution states that “the legislative power shall be vested in a Senate and a House of Representatives...” Below are some facts about the current Wyoming Legislature:

### Senate

- There are 30 members in the Wyoming Senate.
- There are 28 Republicans and 2 Democrats currently serving.
- Members serve a four-year term.
- Candidates must be at least 25 years old to serve.
- Candidates must be a citizen of the United States and Wyoming and must have resided within the district they wish to represent for at least 12 months preceding the election.
- The President of the Senate is the presiding officer of the Senate.
- Impeachment shall be tried in the Senate.

### House of Representatives

- There are 60 members in the Wyoming House of Representatives.
- There are 51 Republicans, 7 Democrats, 1 Libertarian, and 1 Independent currently serving.
- Members serve a two-year term.
- Candidates must be at least 21 years old to serve.
- Candidates must be a citizen of the United States and Wyoming and must have resided within the district they wish to represent for at least 12 months preceding the election.
- The Speaker of the House is the presiding officer of the House of Representatives.
- All revenue-raising bills must start in the House.
- The House has the sole power of impeachment (Governor and other state and judicial officers can be impeached for high crimes and misdemeanors or malfeasance in office).

## Staff for the Wyoming Legislature

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### Legislative Service Office

Created in 1971 to provide administrative and professional services for the state's legislative branch of government, the Legislative Service Office (LSO) is the permanent, non-partisan staff for the Wyoming Legislature. The services are performed on a non-partisan basis for both the House and Senate. The LSO Director is employed by, and subject to the direction of the Management Council. Other employees are employed by the LSO Director with approval of the Management Council.

- Legislators in Wyoming do not have individual staff.
- LSO is one of the smallest legislative staff in the country with 45 full-time employees.
- LSO consists of the following staff sections: legal, budget and fiscal, research and program evaluation, information technology and legislative services.
- LSO provides research and bill-drafting services for legislators, including pre-filing and distribution of proposed legislation before legislative sessions.
- Staff is responsible for revision and recompilation of the laws of Wyoming; session laws, journals and digests; and accounting for all legislative expenditures, supplies, and properties.
- Staff prepare administrative rule reviews and reports, conduct oversight evaluations of executive agency programs, conduct fiscal studies and budget analyses and coordinate legislative activities related to school finance.

### Session-Only Staff

Session staff for each house work directly for the chief clerk, who is a temporary staff member appointed by the presiding officer in each house. Session staff help to ensure the orderly flow of legislative proceedings during legislative sessions.

Session staff in each house include the chief clerk, assistant chief clerk, staff supervisor, assistant staff supervisor, journal clerk, computer floor team operators, reading clerk, sergeant at arms, doormen, watchmen, telephone receptionist, pages, messengers, committee secretaries, copy clerks, leadership secretary, minority secretary, collators, bill status clerk, clerical assistants and mail clerks.

## Legislative Sessions

The Legislature meets in a General Session in odd numbered years, beginning on the second Tuesday of January. The General Session is limited to no more than 40 legislative days. In even numbered years, the Legislature convenes in a Budget Session beginning on the second Monday of February, which typically lasts 20 legislative days. Except for the budget bill, all other bills require a two-thirds vote from the Senate or House for introduction during a Budget Session.

Special sessions may be called at any time by the Governor or the Legislature.

### General Protocols for Attending the 2021 General Session

- Do not attend session in-person if you are sick, have symptoms consistent with COVID-19, or are under a quarantine order. To the extent possible, maintain a minimum of six feet between others attending session at all times.
- The public participating in-person during session will be required to comply with public health orders in place at the time of the session.
- Mask usage is required in the Capitol, per state health orders.
- Please maintain appropriate social distancing in all committee rooms, galleries, and hallways.
- Hand sanitizer, face coverings, and temperature scanners are available throughout the Capitol Complex.

Check the House and Senate Daily Floor and Committee calendars for specific meeting times and locations. The most up-to-date calendar is available at: [www.wyoleg.gov](http://www.wyoleg.gov)

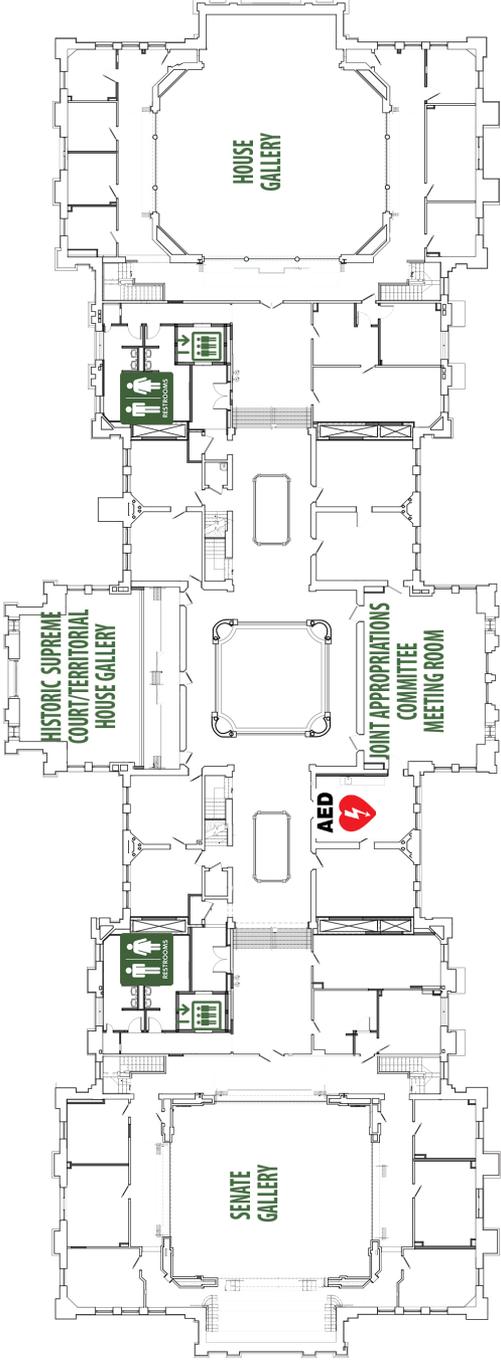
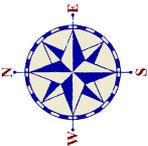
## Legislative Session Future Start Dates

**2022 Budget Session**  
February 14

**2024 Budget Session**  
February 12

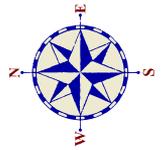
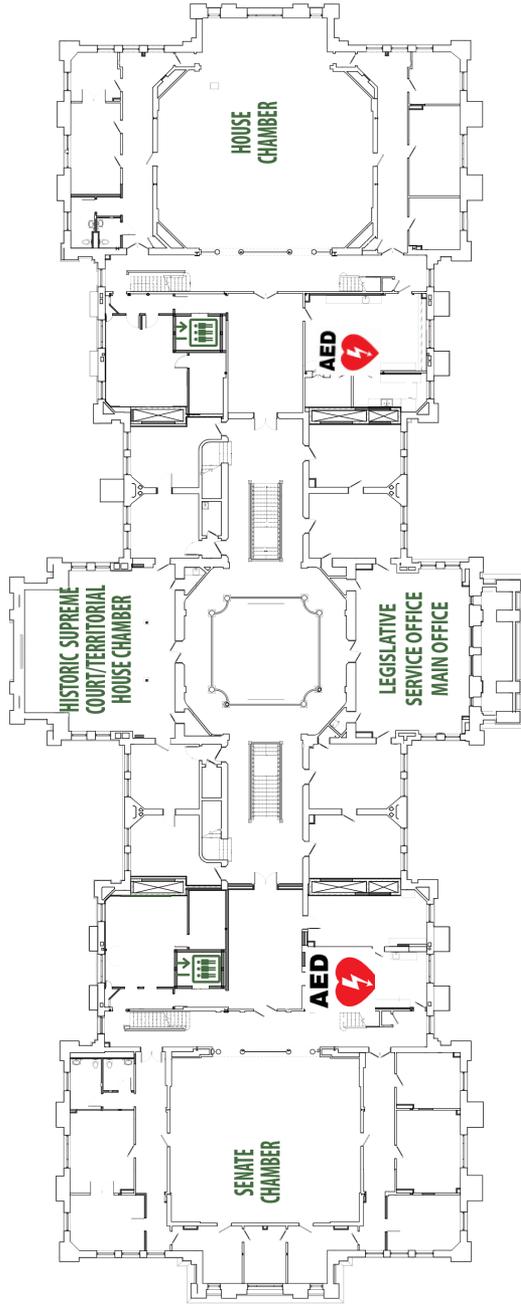
**2023 General Session**  
January 10

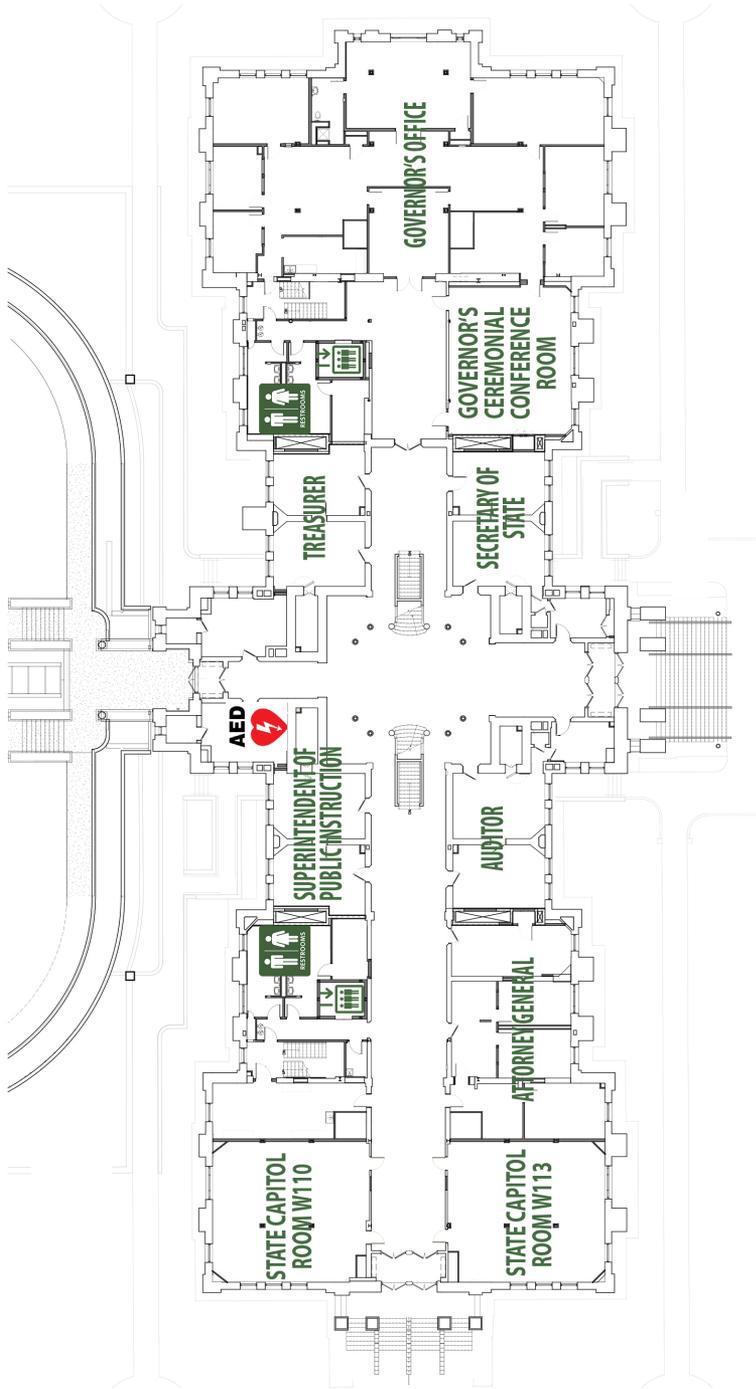
**2025 General Session**  
January 14



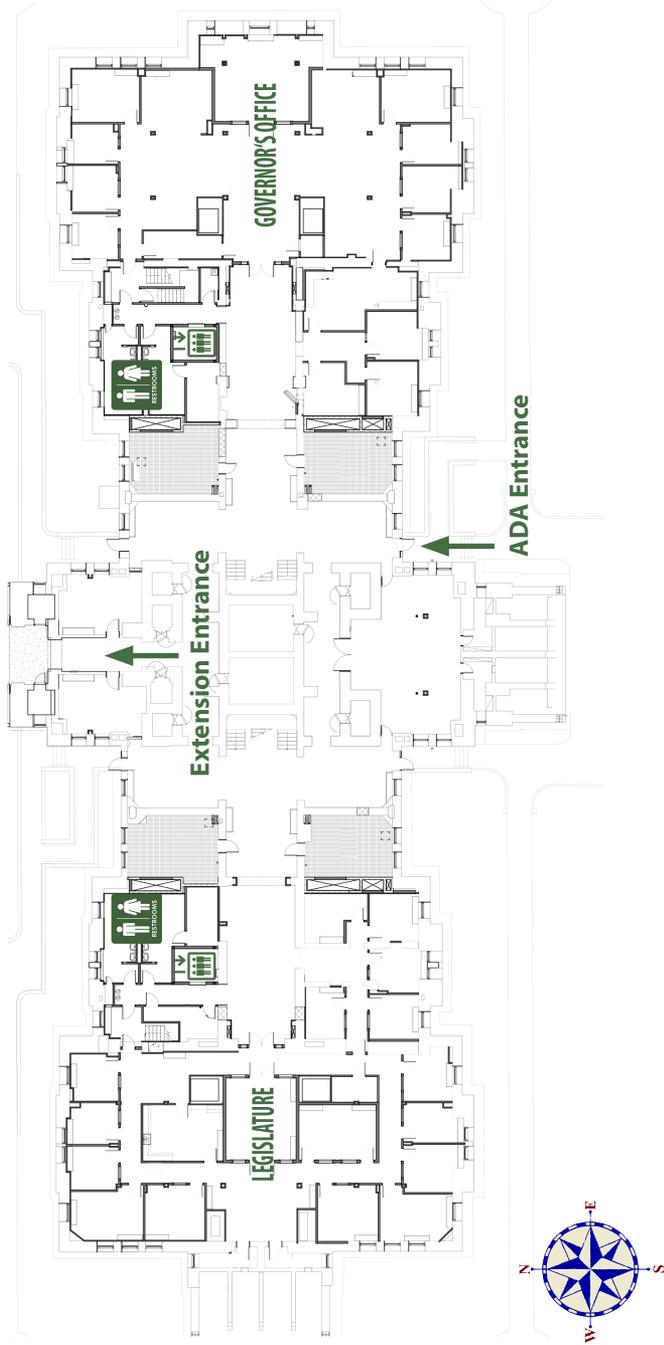
**CAPITOL THIRD FLOOR**

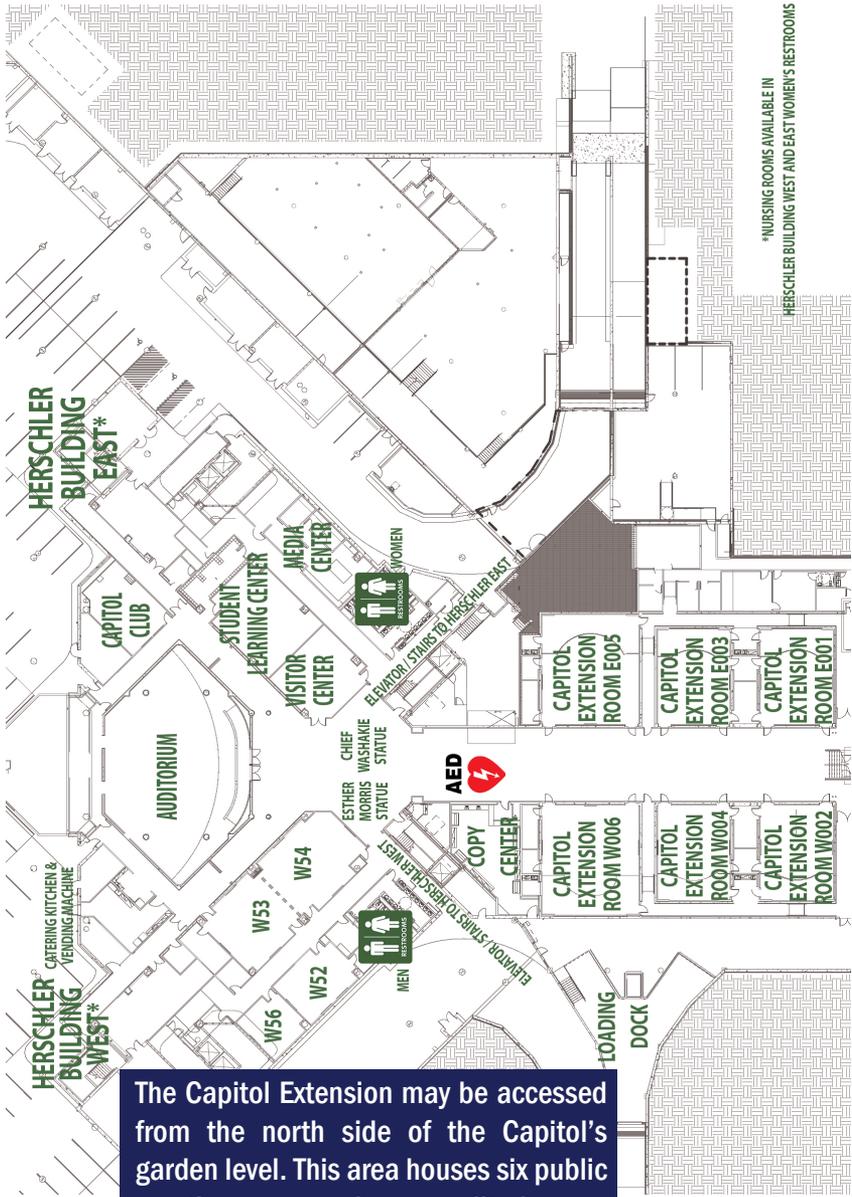
CAPITOL SECOND FLOOR





**CAPITOL FIRST FLOOR**





\*NURSING ROOMS AVAILABLE IN HERSCHLER BUILDING WEST AND EAST WOMEN'S RESTROOMS

The Capitol Extension may be accessed from the north side of the Capitol's garden level. This area houses six public meeting rooms, large auditorium, a student learning and visitors center, the Capitol Club and media center. A number of conference rooms and restrooms are also in this area.

# CAPITOL EXTENSION

# Senate Seating Chart

PRESIDENT

READER

ASSISTANT CHIEF CLERK

CHIEF CLERK



SPEAKER

ASSISTANT CHIEF CLERK

CHIEF CLERK

READER



## House Seating Chart

## Order of Business During the Session

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The Senate and House generally follow the same “order of business” each legislative day (*the order of business may change as necessary for efficient management of business*):

- |  |   |
|--|---|
| a. Roll call                                     | committees                                    |
| b. Prayer by the chaplain                        | i. Reports from select committees             |
| c. Journal committee report                      | j. Bills on second reading                    |
| d. Messages from the Governor or the other house | k. Bills on third reading and final passage   |
| e. Unfinished business                           | l. Consideration of bills on general file     |
| f. Introduction, reading and reference of bills  | m. Special orders and committee announcements |
| g. Bills of other house on first reading         | n. Adjournment                                |
| h. Reports from standing                         |   |

## 10 Steps to the Legislative Process

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A general summary of the legislative process in Wyoming for a bill to become law is below. A bill can fail or be amended at any point during these steps.

1. A bill is drafted by LSO for a committee or individual member.
2. The bill title is read aloud and assigned to a committee by the presiding officer. (A 2/3 vote is required during a Budget Session.)
3. The committee hears the bill and votes whether to: Pass, Do Not Pass, or Pass with Amendments.
4. Members in the Chamber of Origin debate the bill for the first time during Committee of the Whole and vote to support or oppose.
5. The bill is debated and voted on in the Chamber of Origin during second and third readings.
6. If passed by the Chamber of Origin, the bill moves to the second Chamber and the process above is repeated.
7. If passed by the second Chamber with no changes, the bill is sent directly to the Governor for his signature or veto.
8. If the Senate and House versions of the bill differ, a Joint Conference Committee is appointed to reconcile the differences.
9. If a compromise is reached, the bill is sent to the Governor.
10. The Governor can sign or veto the bill. The bill can also become law without the Governor’s signature. The Legislature can override a Governor’s veto with a 2/3 vote by the House and Senate.

## Amendment Naming Conventions

Names are applied to an amendment once approved by the sponsor. The name tells the reader when and where an amendment was acted upon and its disposition.

Many combinations of letters and numbers are possible and cover all situations of amendment actions. Sample amendment **SF0015H2001/ACE** is explained below:

**HB:** House Bill Number

**SF:** Senate File Number

**HJ:** House Joint Resolution Number

**SJ:** Senate Joint Resolution Number

**H:** House Amendment

**S:** Senate Amendment

**W:** Committee of the Whole Amendment

**2:** Second Reading Amendment    **3:** Third Reading Amendment

**001:** Sequence of Amendment (amendment number one)

**A:** Adopted

**F:** Failed

**C:** Corrected Copy

**E:** Amendment to an Engrossed Bill

## Substitute Bills

If committee amendments are extensive, a committee may request a substitute bill. The substitute bill incorporates all committee amendments into a new version of the bill and is presented as an amendment on colored paper. If the committee amendment is adopted by the body in Committee of the Whole all further amendments to the bill are made to the substitute bill.

## Engrossed Bills

In the top right corner of a bill that has passed the first house with amendments, you will find the word “**ENGROSSED**” under the LSO number. This indicates all passed amendments from the first house are incorporated into the bill. Once the bill is engrossed and distributed from the original house, hard copies of House Bills are printed on green paper and Senate Files are printed on blue paper.

## Second Floor Lobby Decorum Policies

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During the legislative sessions, the lobbies on the second floor outside the Senate and House Chambers are designated areas for the public to speak with legislators, when they are available. If you would like to speak with a legislator, please fill out a lobby note form, which is located in each lobby, or send an email requesting to speak with them. Indicate the member you would like to speak to and the matter you wish to discuss. Be mindful that members may not always be able to leave the Chamber to meet with you and because of the COVID-19 health protocols, receipt of a lobby note may be delayed. If you need to leave, please send in another note or email advising the member that you are

- Do not block doorways or the route to the Chamber.
- No demonstrations are allowed.
- Do not react to debate or voting on the floor in any way to signal approval or disapproval of floor action.
- Signs, banners, placards and other display materials are prohibited.
- Legislative staff will not store belongings or materials.
- Laptop computers and hand-held electronic devices may be used, as long as the device's volume is turned off.
- Materials may only be distributed to legislators on the floor in accordance with each Chamber's floor distribution policy.
- Delivering Large Floor Distributions: Due to COVID-19 health protocols and limited staff resources, large floor distributions will not be accepted or distributed during the 2021 General Session.

## Third Floor Gallery Decorum Policies

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The galleries on the third floor are designed for visitors to observe legislative floor proceedings in the Senate and House galleries. Seating in the gallery is first-come, first served. While seated in the galleries, visitors are required to follow the policies below to preserve the order and decorum of the legislative institution as enforced by the sergeants-at-arms at the direction of the presiding officers. To the extent possible, please maintain appropriate social distancing in the galleries

- Visitors should remain quiet and seated at all times, unless otherwise directed by the presiding officer. If no seating is available, stand quietly in the back.
- Do not visually or audibly communicate with anyone on the floor.
- Do not react to debate or voting to signal approval or disapproval of floor action.
- Signs, banners, placards and other display materials are prohibited.
- Legislative staff will not store belongings or materials.
- No demonstrations are allowed.
- Do not lean on the glass or put any object on the glass.
- Do not consume food or beverages.
- Do not block doorways or impede the ability to move through the galleries.
- Laptop computers and hand-held electronic devices may be used, as long as the device's volume is turned off.
- Do not conduct a verbal conversation on a cellular telephone.
- Individuals may take photographs as long as it does not disrupt the proceedings.
- Recording of the proceedings is permitted, as long as it does not disrupt the body and does not obstruct the view of people in the gallery.

## What is the role of a committee

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A great deal of the Legislature’s work is accomplished year round through the efforts of legislative committees. Each legislator serves on several different committees.

### Standing Session Committees

There are 12 permanent parallel committees in the Wyoming Senate and House of Representatives. These committees are called “standing” committees. Standing committees meet during legislative sessions to review bills, hear testimony and recommend action on legislation for the consideration of the full body of the Senate or House. These committees meet before and after the daily floor sessions and during Noon recess. These committees generally consist of nine members in the House and five members in the Senate. All legislation being considered during session is assigned by the presiding officer in the Senate or House to one of these committees for review and recommendation before being considered on the floor by the full body of the Senate or House.

### Joint Interim Committees

In the interim—the period between sessions—the standing committees in each body, with the exception of the Journal and Rules committees, merge to form joint interim committees. Joint interim committees study topics are assigned by Management Council. Some committee chairmen may create sub-committees to address specified topics assigned to their joint interim committees. These committees often meet throughout the state.

### Other Legislative Committees and Task Forces

In addition to the 12 permanent joint interim committees, members also serve on a variety of select committees and task forces during the interim. Some of these select committees are permanent entities authorized in statute, some are approved through legislation for a time-limited basis to address an identified issue or concern to the Legislature, and others may be authorized by the Management Council.

To stay up-to-date with legislative and committee information, go to:  
<https://public.govdelivery.com/accounts/WYLSO/subscriber/new>

## What to know before you go

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### Committee Names & Numbers

- 01: Judiciary
- 02: Appropriations
- 03: Revenue
- 04: Education
- 05: Agriculture, State and Public Lands & Water Resources
- 06: Travel, Recreation, Wildlife & Cultural Resources
- 07: Corporations, Elections & Political Subdivisions
- 08: Transportation, Highways & Military Affairs
- 09: Minerals, Business & Economic Development
- 10: Labor, Health & Social Services
- 11: Journal
- 12: Rules & Procedure

### Who appoints committee members and chairmen?

At the beginning of each biennium the President of the Senate and Speaker of the House appoint membership and chairmen for each committee.

### How many members serve on a committee?

- 14 Members: Five Senators and Nine Representatives
- Two chairmen: One Senator and One Representative
- 12 JAC Members: Five Senators and Seven Representatives

### Where do committees meet?

#### During session

The standing committees meet before and after the daily session of the Senate and House and during the Noon recess. See page 22 for the committee meeting schedule.

#### During interim

Committees meet across the state, in various locations, so all Wyoming residents can participate in the legislative process.

### How can I become informed about committee meetings?

All of the committee meeting schedules are on the Legislature's website at: [www.wyoleg.gov](http://www.wyoleg.gov)

You can also receive the committee meeting notices electronically through the Legislature's email subscription service, available on the Legislature's website.

## What to know while you are attending

### Protocols for attending an in-person committee meeting

1. Do not attend a committee meeting in-person if you are sick, have symptoms consistent with COVID-19, or are under a quarantine order. To the extent possible, please maintain appropriate social distancing.
2. During public comment, if you would like to address the committee, you will be recognized and called on by the chairman.
3. After the chairman has recognized you, please stand and address the chairman (i.e., “Mr./Madam Chairman”). Clearly state your name and the organization you represent when applicable.
4. All comments, questions, and responses must flow through the chairman by addressing the chairman each time you wish to speak.
5. Review Management Council Policy 18-03 Decorum and Civility During Legislative Meetings available at: [www.wyoleg.gov](http://www.wyoleg.gov).

### Protocol for attending a virtual committee meeting

1. All meetings can be viewed on the Legislature’s YouTube channel. You may access by going to [www.youtube.com](http://www.youtube.com) and searching “Wyoming Legislature” or by following the link on [www.wyoleg.gov](http://www.wyoleg.gov).
2. You can register to participate in the Zoom meeting for each committee by clicking the “testify” button on the Legislature’s Calendar page. Those not wishing to offer testimony are encouraged to watch on the Legislature’s YouTube channel.
3. If you would like to address the committee in the Zoom meeting, use the “raise hand” function at the appropriate time when the chairman calls for public comment.

### If you want to provide written materials to the committee

Entities or individuals who wish to submit written materials, please email a completed handout submission form and your documents to each member of the committee, and also email to [legdocs@wyoleg.gov](mailto:legdocs@wyoleg.gov). In your email, please include the committee name, meeting date, document author, and document provider.

### How do I make an effective presentation to the committee?

- Prepare a handout with a summary of your points, before you begin, hand out all of the copies to the chairman.
- Be brief and don’t repeat what another speaker has said. If your statement is similar to previous comments, you may simply state that you agree with a previous speaker.

For the latest information and protocols for attending in-person and virtual meetings, please go to: [www.wyoleg.gov/Committees/About](http://www.wyoleg.gov/Committees/About)

# Committee Meeting Times

## Wyoming Senate Committee Meeting Times

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Judiciary Education Labor Appropriations	Travel Corporations	Judiciary Education Labor	Appropriations Travel Corporations	Judiciary Education Labor
Noon Recess	Minerals	Revenue Appropriations	Minerals Appropriations	Revenue	Minerals Appropriations
Upon Adjournment	Transportation Appropriations	Agriculture	Transportation	Agriculture Appropriations	Transportation

## Wyoming House of Representatives Committee Meeting Times

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Minerals Labor Judiciary	Agriculture Revenue Appropriations	Minerals Labor Judiciary	Agriculture Revenue Appropriations	Minerals Labor Judiciary
Noon Recess	Corporations Education Appropriations	Travel Transportation Judiciary	Corporations Education Appropriations	Travel Transportation Judiciary	Corporations Education Judiciary or JAC-call of the Chair
Upon Adjournment	*	*	*	*	*

\*Only carry over bills and referrals would be heard upon adjournment.

For specific committee meeting times and locations, please visit the Legislature’s Website at: [www.wyoleg.gov](http://www.wyoleg.gov).

## Meeting Room Locations

Committee rooms are not dedicated to a specific committee. It is important to note which room meetings are taking place in, as committee’s meeting rooms may vary from day to day. Six public meeting rooms are located in the Capitol Extension and two meeting rooms are on the first floor in the Capitol’s west wing. Meetings may also be held in the Historic Supreme Court on the second floor of the Capitol. The Joint Appropriations Committee meeting room is located on the third floor of the Capitol.

*Remember, policymaking is not a  
spectator sport - participate!*

Wyoming Legislative Service Office  
200 W. 24th Street | Cheyenne, WY  
Telephone: 307.777.7881

**Connect With Us**

Website: [www.wyoleg.gov](http://www.wyoleg.gov)

E-mail: [ls@wyoleg.gov](mailto:ls@wyoleg.gov)

Twitter: [@wylegislature](https://twitter.com/wylegislature) #wyleg

