

Tab 5: Daily Activities

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1. Introduction

There are several tasks that Committee Assistants do daily. This tab includes information and instructions you need to perform these tasks.

2. Daily Checklist

Start of Day

Check email

Notify Committee members of any schedule changes

Update agenda if necessary

Check CIP to be sure documents posted correctly overnight

Check e-mail for documents to be posted before Committee meeting

Send Zoom invitations if necessary

End of Day

Post documents for next day

Send Zoom invitations if necessary

Update agenda if necessary

Numbers to know

Peggy- 508-265-3438 Julie 802-793-0449

Mike- 802-828-2271 Ron 512-342-1824

E-help – 802-828-0291

***5. If Your Livestream (YouTube) Went Too Long!**

Follow these instructions if your livestream went too long or recorded conversations not meant to be on the public record (per your Chair's instruction).

- Locate the exact time you need removed from the livestreaming – for instance, “1:36:51 to the end needs to be removed”.
- Send an email to eHelpdesk@leg.state.vt.us with the livestream name (including the committee name and date, i.e., House Human Services the exact times you want to have removed as described in step one.
- Those are the only steps you must take.
This information will be relayed to the Legislative Counsel's Public Records Officer, who will determine how and if the requested edit will be performed.

7. Conference Calls.

There are three “unassigned” Legislative Operations conference call numbers to be used when you have three or more people calling in at the same time.

Give the toll-free number and the same participant pin to each person calling in.

First, you call the toll-free number and use the host pin, and then you’ll be connected to the others calling in.

1-877-278-2734

Host Pin: 569107

Participant Pin: 566208

1-877-278-2734

Host Pin: 949872

Participant Pin: 375520

1-877-278-2734

Host Pin: 679630

Participant Pin: 725345

NOTE: These are for anyone who needs a quick conference call number (lawyers have their own).

Send an email to OPS_Committee_Staff@leg.state.vt.us when you are to use one of these numbers, to be sure no one else is using it at the same time.

8. Style Guidelines for Agendas and Posting Documents

There are many terms of usage that we employ as committee assistants. In addition, the programs that we use treat names and abbreviations differently. In response, the IT division and the editors in the drafting operations division of Legislative Council have made recommendations to help ensure a clean, accurate, and consistent presentation.

In General

- When abbreviating Agency names, stay consistent. For example, if you refer to the Agency of Education, keep it that way. Likewise, for Vermont. Pick VT or Vermont and stick with it.
- Title subjects and document names as follows:
 - Capitalize the first word and all major words (nouns, verbs, adjectives, adverbs, and pronouns) in the title/heading, including the second part of hyphenated major words (e.g., Self-Report not Self-report).
 - Lowercase articles (a, an, the), coordinating conjunctions, and prepositions.
 - Lowercase the ‘to’ in an infinitive (Report to Committee).
- Avoid ampersands (&); spell out – “and”.
- Spell the common phrases as follows:
 - State House
 - Walk-through
 - Mark-up
 - Livestream
- Witnesses are always persons, not organizations. However, you may post a report in the “Reports and Resources Section” as coming from an agency or organization.
- Never post two witnesses (sources) for one document (pick one).
- List the attorney as a witness (source) for a bill or amendment unless the Sponsor is to testify, then the Sponsor would be the source.
- When naming witnesses in the W Drive, use the name that’s in IRC.