INTRODUCED BY ARGALL, BARTOLOTTA, YUDICHAK AND VOGEL,
JUNE 14, 2021

REFERRED TO STATE GOVERNMENT, JUNE 14, 2021

AN ACT

Amending the act of April 9, 1929 (P.L.177, No.175), entitled "An act providing for and reorganizing the conduct of the executive and administrative work of the Commonwealth by the Executive Department thereof and the administrative departments, boards, commissions, and officers thereof, including the boards of trustees of State Normal Schools, or Teachers Colleges; abolishing, creating, reorganizing or authorizing the reorganization of certain administrative departments, boards, and commissions; defining the powers and duties of the Governor and other executive and administrative officers, and of the several administrative departments, boards, commissions, and officers; fixing the salaries of the Governor, Lieutenant Governor, and certain other executive and administrative officers; providing for the appointment of certain administrative officers, and of all deputies and other assistants and employees in certain departments, boards, and commissions; providing for judicial administration; and prescribing the manner in which the number and compensation of the deputies and all other assistants and employees of certain departments, boards and commissions shall be determined," in powers and duties of the Department of State and its departmental administrative board, providing for legislative process training; and imposing duties on the Legislative Reference Bureau.

The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows:

Section 1. The act of April 9, 1929 (P.L.177, No.175), known as The Administrative Code of 1929, is amended by adding a section to read:
Section 816. Legislative Process Training.--(a) The Legislative Reference Bureau shall develop legislative process training for the Department of State which includes the following:

(1) The legislative process in this Commonwealth.

(2) Legislation introduced by the General Assembly, including bills, resolutions, concurrent resolutions and joint resolutions.

(3) The Department of State's responsibilities relating to legislation as provided by law.

(b) Within sixty days of the effective date of this section and annually thereafter:

(1) The legislative process training under subsection (a) shall be provided in person by the Legislative Reference Bureau to the individuals, offices and bureaus under subsection (d).

(2) The Department of State shall provide training on the systems and procedures the department has in place to handle the department's legislative responsibilities and the roles that each individual and entity within the department play in the process to the individuals, offices and bureaus under subsection (d).

(c) The Legislative Reference Bureau shall produce a video of the legislative process training under subsection (a) and all new employees and current employees who assume a position or move to an office or bureau under subsection (d) shall watch the training video before starting in the position.

(d) The following shall receive the training under subsection (a):

(1) The Secretary of the Commonwealth.

(2) The Executive Deputy Secretary of the Commonwealth.
(3) Employees in the Office of Policy.

(4) Employees in the Bureau of Elections and Notaries.

(5) Employees in the Office of Chief Counsel.

(6) Employees in the Bureau of Finance and Operations.

(7) Employees in the Office of Legislative Affairs.

Section 2. This act shall take effect in 60 days.