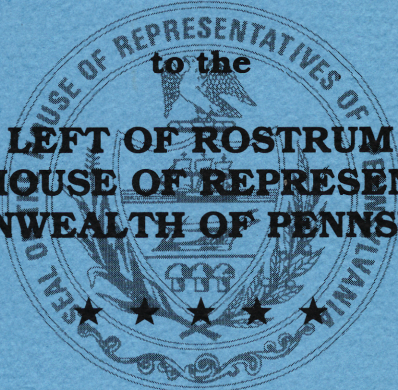


ADMIT ONE GUEST

to the
LEFT OF ROSTRUM
OF THE HOUSE OF REPRESENTATIVES
COMMONWEALTH OF PENNSYLVANIA

The seal of the House of Representatives of Pennsylvania is centered in the background. It features a circular border with the text "HOUSE OF REPRESENTATIVES OF PENNSYLVANIA" at the top and "SEAL OF THE HOUSE OF REPRESENTATIVES OF PENNSYLVANIA" at the bottom. Inside the circle is a shield with a ship on the water, a plow, and a sheaf of wheat. Above the shield is an eagle with wings spread. Below the shield are five stars.

For the Swearing-in Ceremony of Robert W. O'Donnell
as Speaker of the House of Representatives
Tuesday, January 23, 1990 at 11:00 A.M.

SEATING ON HOUSE FLOOR FOR SWEARING IN DAY - JAN. 3, 1989

RIGHT OF ROSTRUM - PRESS SECTION: 51

LEFT OF ROSTRUM: 51

WELL OF CHAMBER: 63

RIGHT AISLE: 68

LEFT AISLE: 65

INSIDE BRASS RAIL: 32

BEHIND BRASS RAIL: 179

BALCONY BEHIND GLASS: 102

BALCONY IN FRONT OF GLASS: 25

TOTAL SEATS: 636

500 CHAIRS BORROWED FROM FARM SHOW

Triangle Reprocenter

7 North Highway #31
Pennington, NJ 08534

Office (609) 737-0700

FAX (609) 737-3323

FAX COVER LETTER

DATE:

12 Jan

TO:

117-787-0157

ATTENTION:

Candy - for internal distribution

FROM:

Jim Clare

RE:

COMMENTS:

Candy

This is the 2nd fax
item that Jim Clare
sent on 1/12/90

TOTAL NUMBER OF PAGES INCLUDING COVER LETTER

Any problems, please call (609) 737-0700

I have a copy
& gave a
copy to
Ken
Died

Sub
74610

CLANCY MYER
THE PARLIAMENTARIAN



113 CAPITOL BUILDING
HARRISBURG, PA 17120-0028
PHONE: (717) 787-4610

HOUSE OF REPRESENTATIVES
COMMONWEALTH OF PENNSYLVANIA
HARRISBURG

January 9, 1990

SUBJECT: Swearing-In Ceremony
TO: Robert W. O'Donnell, Majority Leader
FROM: Clancy Myer, Parliamentarian *Clancy*

You have requested a listing of those matters, regarding your swearing-in as Speaker of the House, which require your action at the earliest possible date. They are as follows:

1. If you wish to have a clergy member other than the House Chaplain offer the invocation on January 23, you have that option available.
2. One member will be needed to introduce the resolution to elect the Speaker of the House, and one member should be chosen to close the nominations.
3. Where will you be seated prior to taking the oath? Since you will not be relinquishing your office of Majority Leader until after you are sworn in as Speaker, it would be appropriate for you to remain in that seat, rather than taking a seat elsewhere on the floor. You may, however, choose to sit elsewhere.
4. You must decide which member will place your name in nomination for Speaker, and which members will second this nomination. Traditionally, approximately three (3) members have seconded the nomination in addition to the member who places your name in nomination.
5. After your election, the Speaker-elect traditionally has had members escort him to the rostrum. On most occasions this escort committee has been comprised of the Majority and Minority Leaders. However, you are free to choose whomever you wish.

6. Which judge will issue the oath of office? Please note that the Pennsylvania Supreme Court is scheduled to hear arguments in Philadelphia on that date, so I am not certain any of them would be available. However, inquiries can be made.

Additionally, I have already ordered an inscribed Bible for you to use when you are issued the oath of office and an inscribed gavel which will be presented to you by the Chief Clerk. It is appropriate for you to have your sons hold the Bible while you take the oath of office if you wish.

Please advise when we can discuss these matters.

Memo

12 Jan 90 (Draft)

Fr: Jim Clare

Subject: 23 Jan Tone of Events

Over the years, Bob has developed a style for his public social functions that is a natural extension of his approach to entertaining in his home. A prime example was the party in January 1989 after he became Majority Leader. Everyone feels welcome. There is a special warmth and a feeling of camaraderie, even tho the group will be diverse, and include loyal friends who Bob has known for many years from many walks of life. On the other hand, Bob's events never feel forced, nor do they strain for spectacular effects. No one has ever jumped into, nor out of a cake.

I don't believe anything we are planning would be construed as disrespectful to the memory of the late Speaker, Jim Manderino, whose Memorial Service will have been held on the previous day. Nevertheless, it is appropriate that the events of the past month will influence some of the choices we make regarding the 23rd:

- 1) We could choose to decorate the House chamber with flowers. I don't think we should.
- 2) We are planning to limit the number of Bob's guests to the 150-160 which can reasonably be accommodated behind the rail in the back of the House. Note that the maximum here is 179, and that 35 could be seated down in front on the right (opposite side from the press box), another 20 or so in the balcony in front of the gallery, etc. But I think to overload the House floor, particularly by bumping the press out of their box, or by placing chairs in the aisles which hinder legislators, would create an impression we do not want. (Note that we will seat Tony, Rory, Casey along with John Shella and their boys down on the left beside the press box.)
- 3) I don't think we should serve any alcohol at the luncheon reception, especially, if, as planned, the House goes back into session.

PREPARATION

Parliamentarian Clancy Myer has already drafted out a script for the official events on the 23rd, and he and his office will be making most of the arrangements for that day. Nevertheless, our team will have a lot of prep work to do. I have noted responsibilities as we go through the day's events. If there are any problems or questions, please call Candy at 717-787-5860, or me at 609-737-8086.

Media Coverage--Fred Walters will encourage full media coverage (including a pool as appropriate, and documentation (photo, etc.) by his staff. In addition, I will be on the floor taking pictures for Bob. Fred should arrange for any passes I might need.

The Invitation Lists--We will have space constraints oth at the ceremony and the reception. Since we will want to invite more people than we expect will attend, the lists have to be managed carefully.

KEN will be in charge of the Harrisburg list for the reception. I assume that will be all members of the House, the Governor, Lt. Governor, and Cabinet, and the Senate (perhaps there are some limits on the Senate).

NANCY will go over the Philadelphia lists of friends, committeemen, and contributors.

CANDY will see that the invitations are mailed in time. (DICK will help see that CANDY gets the help she will need).

The invitations to the Philadelphians will include a letter written by NANCY, and appropriate maps and directions (for parking, the House floor, the Museum, etc.), which will be prepared by FRED (i.e. the publications office). Arrangements for parking are being made by CANDY. I believe we will be making arrangements for a commercial lot. ~~It is not going to be easy to accomodate~~ It is not going to be easy to accomodate 50-100 cars convenient to the Capitol, But alternatives which involve buses do not seem appropriate. After we get figures here, the Campaign may consider underwriting some of the costs.

The Swearing-In Ceremony--Working off of Clancy Myer's memo of Jan 9. (attached)

KEN and BOB should make the arrangements for those people noted by Clancy ~~to be in the ceremony~~ to be in the ceremony. The members chosen should be friends but should also represent the diversity of the House. I can't think what we would gain by using someone other than the House Chaplain. For the swearing in, both John and Peter are very pleased that TONY will doing that, and I think that will be most appropriate. (BOB to ask Tony). RORY and CASEY will hold the Bible. Three members to second you seems about right.

In one minor variation from the conventional, we think that it would be better for BOB, before he takes the oath, to sit in a dummy seat in the back left, in the Philadelphia delegation, close to his guests behind the bar. As BOB walks forward, he would pass the Majority Leader's desk and the temporary seats of his family (Tony, Rory, Casey, John, Sheila, and their boys). Bob should pause here to make brief physical contact before moving on.

FRED should alert the media that after the ceremony BOB will be willing to talk with them for about 10 minutes in the well of the House. BOB's tone and answers during this press conference should be consistent with his theme and message for the day. As appropriate, FRED should end this. Any other press requests during the day should go through NANCY.

The Momentos --It is traditional for a new Speaker to pass out momentos like a key ring, or paperweight, etc. CANDY is working with CLANCY to pick these out. Because of time constraints, we might not get a particular gift on hand by the 23rd. I beleive we should follow these priorities. Within one week of the ceremony, every Committeeman should have a momento (PHILADELPHIA OFFICE to handle distribution). If the Committeemen who attend get their gift on the 23rd, so should other friends who attend. Legislators and key staffers can recieve their momento up to 4-6 weeks later (KEN and CANDY to be in charge of list and distribution).

The luncheon reception--After answering press questions, BOB should walk immediately to the reception, and our whole team should work to get all invited over there as soon as possible.

As this is written we are not sure we will get the Village Square at the Museum as the reception site, but I think it is helpful to understand why we chose it: It is within close walking distance of the capitol, ~~xxxxxthoughxxxx~~ but it is away from the official capitol grounds (Besides, only rooms 60 in the East Wing beside the cafeteria and the Majority Caucus room are available in the cafeteria, and neither is that appropriate.) The Village Square is an interesting exhibit (store fronts from the 19th century) and an interesting space that is both large enough, but also with a sense of warmth and intimacy. From where Bob would stand near the tree, the crowd could spread out comfortably in three directions. But this is such an unique space BOB should see this ASAP to be sure he likes it.

CANDY will keep on top of arrangements for this room or a fall-back.

KEN will coordinate with the caterers on menus and arrangements. There will be no place to sit, so food will be buffet and guests will mill around. We assume that many of the legislators will appear and leave quickly. Philadelphians and friends will probably stay to the end, and BOB should say a few words to them as a group before he has to go back to preside over the afternoon session (2 pm).

After the reception-- CANDY will make arrangements to reserve as much of the House Gallery as possible. There will also be a tour of the Capitol, 2 or 2:30 or so, that guests may ~~xxxxxx~~ go on. Guests may also stay and explore the museum. I assume that by 2:30 most Philadelphians and friends will be head back home.

→ will sit in chairs in balcony House floor.
3 & 3

CLANCY MYER
THE PARLIAMENTARIAN



113 CAPITOL BUILDING
HARRISBURG, PA 17120-0028
PHONE: (717) 787-4610

HOUSE OF REPRESENTATIVES
COMMONWEALTH OF PENNSYLVANIA
HARRISBURG

January 11, 1990

Honorable Anthony Scirica
U.S. Court of Appeals
3rd Circuit, Room 22614
601 Market Street
Philadelphia, PA 19106

Dear Judge ^{Tommy} Scirica:

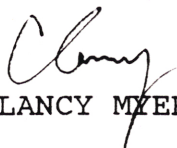
This is to follow-up your conversation with Bob O'Donnell of Wednesday, January 10, 1990, regarding your administering the oath of office to Representative O'Donnell after he is elected Speaker of the House.

The ceremonies will occur on Tuesday, January 23, 1990, beginning at 11:00 a.m. Please anticipate arriving at the Speaker's Office no later than 10:30 a.m. on the 23rd, and bring your judicial robe with you. We will provide the oath of office.

We will, of course, reimburse you for your expenses. If you arrive by train, we will have someone meet you at the station upon your arrival to drive you to the Capitol. If you drive, we will reserve a parking space for you. I will contact your secretary in the near future to obtain your travel arrangements.

If you have any questions, please contact me.

Sincerely,


CLANCY MYER

cc: Jim Clare
Nancy Nowicki
Candy Kornotto ✓



HOUSE OF REPRESENTATIVES
COMMONWEALTH OF PENNSYLVANIA
HARRISBURG

January 17, 1990

SUBJECT: *SWEARING-IN DAY*

TO: *Staff - Majority Leader's Office*

FROM: *Robert W. O'Donnell*
Majority Leader

The Swearing-In Ceremony for the new Speaker of the House will take place on January 23, 1990 at 11:00 a.m. Immediately following, I am hosting a luncheon at the State Museum in their "Village Square" display. The luncheon will begin approximately 12:30 p.m. and will last until about 2:00 p.m. I would like to extend an invitation to you and hope you will be able to attend. Please let Candy know of your plans. Thank you.

HOUSE OF REPRESENTATIVES
COMMONWEALTH OF PENNSYLVANIA
HARRISBURG

January 16, 1990

SUBJECT: PARKING SPACES - COMMONWEALTH AVENUE

**TO: Cheryl Reynolds, Executive Director
Majority Caucus Administrator**

**FROM: Robert W. O'Donnell *RWO*
Majority Leader**

Please reserve 10 spaces on Commonwealth Avenue on January 23, 1990 for my family who will be attending my Swearing-In Ceremony as Speaker of the House of Representatives.

Your attention regarding this request is greatly appreciated.

ROBERT
THE MA

110 MAIN CAPITOL
HARRISBURG, PA 17120-0028
PHONE: (717) 783-5360

Can we have
①-11 of these?
Ken called Director
of PA Historical
& Museum
①-11
①-11
7-4980

REPRESENTATIVES
ALTH OF PENNSYLVANIA
HARRISBURG

ary 10, 1990

Mr. Carl R. Nold
Director
The State Museum of Pennsylvania
P.O. Box 1026
Harrisburg, PA 17108-1026

Dear Mr. Nold:

I'm writing to ask your consideration of my request to use the Village Square section of the Museum on Tuesday, January 23 from 10:30 a.m. to 2:30 p.m. for the purposes of a luncheon reception. (This time period allows for set-up time, reception and clean-up).

I anticipate between 200 and 250 people in attendance and Creative Catering will handle all of the food details.

I would greatly appreciate your prompt consideration of this request. My secretary, Candy Kornotto, will be handling the details.

Very truly yours,

Robert W. O'Donnell

Robert W. O'Donnell
Majority Leader

RWO/clk

ROBERT W. O'DONNELL
THE SPEAKER

Members



139 MAIN CAPITOL
HARRISBURG, PA 17120-0028
PHONE: (717) 787-4610

HOUSE OF REPRESENTATIVES
COMMONWEALTH OF PENNSYLVANIA
HARRISBURG

February 2, 1990

Last week's induction ceremony is still fresh in my mind and I wanted to take a moment to thank you for your steady support. Needless to say, without that support, I would not be Speaker of the House today.

I'm particularly excited about this position because I think it offers a rare opportunity to delve more deeply into issues that I care about - auto insurance reform, educational reform and the adequate funding of municipalities will top that list in 1990.

Although my year as Majority Leader was extremely challenging, it was, by definition a much more reactive leadership role. As Speaker, I welcome the opportunity to go on the offense. As I do, it's gratifying to know that you're on the same team.

Cordially,

Bob O'Donnell

RWO/clk

ROBERT W. O'DONNELL
THE SPEAKER

*Sent to
Ward*



139 MAIN CAPITOL
HARRISBURG, PA 17120-0028
PHONE: (717) 787-4610

HOUSE OF REPRESENTATIVES
COMMONWEALTH OF PENNSYLVANIA
HARRISBURG

February 16, 1990

Enclosed please find a memento from the induction ceremony of last month.

January 23 was one of the most exciting days of my life and it meant a great deal to me to be surrounded by friends and family on such a wonderful occasion.

Again, I thank you for your support, which helped make the day possible.

Cordially,

Bob O'Donnell

RWO/nn/clk