



EXHIBIT 1

DATE 1-7-05

HB organizational meeting

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Montana Legislative Services Division

Office of Research and Policy Analysis

TO: Members of the House Human Services Committee

FROM: Susan Byorth Fox, Research Analyst

DATE: January, 2005

RE: Services available to Committee members

A handwritten signature in cursive script, appearing to read "Susan".

I will perform the following functions in support of the committee:

1. draft all amendments adopted by the committee during committee action, using the same bill drafting guidelines as were applied to the original bill and, with the Presiding Officer's authorization, make necessary changes in grammar, punctuation, word choice, and sentence structure, not affecting meaning;
2. draft proposed amendments upon request of individual committee members before committee action on a given bill;
3. draft proposed amendments to be moved on Second Reading before the full House or Senate upon request of any committee member;
4. draft committee bills;
5. review proposed legislation and advise the committee as to constitutionality, internal consistency, possibility of conflict with or duplication of existing provisions, and compliance with other bill drafting provisions such as grammar, punctuation, word choice, and statutory sentence structure;
6. attend committee, subcommittee, conference committee, and free conference meetings to perform the appropriate functions listed above;
7. assist the committee or an individual committee member in obtaining data or any pertinent information from state or local agencies, the federal government, or other states pertaining to bills under deliberation by the committee.

My office is located at the east end of the Capitol on the 1st floor in Room 136b and my telephone extension is 3597. My regular office hours are Monday - Friday, 8:30 a.m. - 6 p.m. I will be working most Saturday mornings. I will be staffing House Local Government on Tuesday and Thursday starting at 3:00 p.m. and House Human Services on Monday, Wednesday, and Friday at 3:00 p.m..