



Montana Legislative Services Division
Legislative Environmental Policy Office

SENATE NATURAL RESOURCES

EXHIBIT NO. 1

DATE 1/6/11 PO BOX 201706

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Memorandum

TO: Members of the Senate Natural Resources Committee
FROM: Sonja Nowakowski, staff researcher
DATE: January, 2011
RE: Services available to Committee members

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 Chairman'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 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 subcommittee meetings to perform the appropriate functions listed above;
7. attend conference committee or free conference committee deliberations as invited to perform the appropriate functions listed above; and
8. 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 west end of the Capitol on the 1st floor in Room 171C and my telephone extension is 3078. My regular office hours are Monday - Friday, 7:30 a.m. - 6 p.m. I will be working weekends on an unscheduled basis and Saturday mornings on an alternating schedule. During January, I will have extended hours. You may leave messages for me by calling 444-1640. I will be staffing Senate Energy on Tuesday and Thursday starting at 3 p.m.

I look forward to working with you this session.

Jan. 11

Senate Natural Resources Draft Rules of Procedure - 2011

I. Public Hearings on Proposed Legislation

A. Hearing Process

1. At the time set for hearing, the Presiding Officer will recognize the sponsor of the bill who will open the presentation.
2. Proponents of the bill will present testimony.
3. Opponents of the bill will present testimony.
4. Informational witnesses will present testimony.
5. Questions will then be asked by committee members only.
All questions will be directed through the Presiding Officer.
6. All discussion will begin and end at the discretion of the Presiding Officer.
7. The sponsor of the bill will close the presentation.

B. Witnesses

1. All witnesses shall sign the witness sheet before presenting testimony.
2. Proponents and opponents should try to state new points of testimony only. If they wish to agree with points already made, they should simply say that they agree.
3. Witnesses presenting testimony before the committee should remain in the room until the hearing is closed to answer any questions from committee members.
4. Written copies of the testimony also may be submitted for the permanent committee record.

C. General

1. Everyone will act and be treated in a courteous manner.
2. The Presiding Officer shall maintain order within the committee room and the environs during all committee meetings.
3. Suggested amendments to bills should be presented to the committee in writing.
4. Cell phones and all PDA's must be turned off in the hearing room except in cases of urgency.
5. Testimony requiring the use of video, audio, or other equipment will be permitted at the discretion of the Presiding Officer, if arrangements are made in advance.
6. Committee meetings will be broadcast live via the internet and streaming audio. Most meetings also are televised.

II. Executive Session

- A. Generally, executive session will not be held the same day as the public hearing on the bill.
- B. Although executive sessions are open to the public, no comments may be made by anyone but committee members. Members of the public may be asked questions by committee members at the discretion of the Presiding Officer.

C. Voting

1. Absentee voting by committee members is permitted through the use of a standard form. Authorization for proxy voting must be reflected in the committee minutes and through the adoption of rules and procedures. Senator ??? will hold the forms for the Democrats and Senator ??? will hold the forms for the Republicans.

2. Proxy votes, however, are discouraged and meeting attendance is requested.
3. Pairs in standing committee are prohibited. (S30-100)

D. Motions

1. Motions by committee members do not require a second.
2. The motion to "indefinitely postpone" will not be recognized by the Presiding Officer -- the proper motion is to move to "table" the bill.
3. The committee should avoid sending an adverse committee report to the floor. Rather than a "Do Not Pass" recommendation it is more appropriate to move to "Table" the bill in committee. This helps to address work load concerns of the entire Senate and is a courtesy to the sponsor of the bill.

III. Amendments

- A. Amendments to be presented to the committee for consideration during executive session must be requested by a committee member or the sponsor of the bill.
- B. Committee members are the only legislators who can move amendments to a bill while the bill is in committee.
- C. No lobbyist amendments should be directly requested of staff without a legislator's approval (signature or note). All amendments must be submitted in writing to the staff researcher by noon of the day prior to executive action on a bill. A simple amendment may be considered on shorter notice at the discretion of the Presiding Officer. For example, a change in a date or number could be a simple amendment. Amendments may be requested in writing, e-mail, via a phone call, or personally. Staff will not write amendments for bills outside of this procedure.
- D. Conceptual amendments should not be offered.
- E. Pursuant to Article V, Section 11 of the Montana Constitution, amendments must be within the title of the bill.

Senate Natural Resources Committee Legislation/Transmittal Deadlines -- 2011

Transmittal Deadlines

The joint House and Senate rules establish a number of deadlines, both for requesting legislation and for transmitting legislation from one chamber to the other.

To meet the transmittal deadlines for the various types of legislation, committees must finish up work on the bills several days in advance of each deadline, so the bills can be processed out of committee, printed for the floor, and go through second and third readings.

Both chambers typically meet in full-day floor sessions during the three days before the **February 24 deadline** for transmittal of general bills. Committee work on general bills usually needs to be completed by the Friday before transmittal week, unless the committee decides to meet on the Saturday before transmittal week.

To meet the **April 1 deadline** for transmitting amendments to Senate bills, the committee needs to complete action at least three days before the transmittal deadline on all bills that will be amended.

Because both chambers typically meet in longer floor sessions during the transmittal deadlines for spending and taxation bills, the regular meeting times for committees may be shortened in the days leading up to these deadlines. That may necessitate shorter hearings or additional meeting dates to meet the deadlines.

Following is a summary of the various transmittal deadlines.

Bill Type	Legislative Day	Date	Suggested Last Date for Committee Action
General Bills or Resolutions	45	Feb. 24	Feb. 18
Appropriation Bills	67	March 25	March 18
Revenue Bills	71	March 30	March 25
Amendments to General Bills	73	April 1	March 25
Amendments to Appropriation Bills	80	April 9	April 1
Amendments to Revenue Bills	82	April 12	April 4
Interim Study Resolutions	85	April 15	April 11

Deadlines for Requesting Bills

All bill-drafting requests must be submitted by 5 p.m. on the legislative day noted.

Bill Type	Legislative Day	Date
General Bills and Resolutions	12	Jan. 17
Revenue Bills	17	Jan. 22
Committee Bills and Resolutions	36	Feb. 14
Committee Revenue Bills	62	March 19
Committee Bills Implementing Provisions of a General Appropriations Act	75	April 4
Interim Study Resolutions*	75	April 4
Appropriation Bills	No deadline	
Resolutions Expressing Confirmation of Appointments	No deadline	
Bills/Resolutions Involving the Amendment or Adoption of Administrative Rules	No deadline	

*Typically, a committee request for an interim study could be submitted up until this date.