



Montana Legislative Services Division
Legal Services Office

EXHIBIT 1

DATE 1/8/13

HB _____

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TO: Members of the House Judiciary Committee
FROM: Helen Thigpen, Staff Attorney, Legislative Services Division
DATE: January 9, 2012
RE: Staff responsibilities, contact information, and office hours

Welcome to the 2013 legislative session. I am the staff attorney assigned to the House Judiciary Committee this session. My primary role is to assist the chairman and members of this committee, which includes all of the tasks and responsibilities provided below.

My office is located in the Legislative Services Division in Room 125. You can reach me by phone at 444-3804 or by email at hthigpen@mt.gov. I will be available during normal business hours, but may not always be in my office. As a result, I will make every effort to be at my desk from 3:00 p.m. to 5:00 p.m. Monday through Friday. I will be working weekends on an unscheduled basis and Saturday mornings on an alternating schedule. Please do not hesitate to contact me.

Staff Functions and Responsibilities:

- ◆ draft proposed amendments upon request of individual committee members before committee action on a given bill;
- ◆ 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 that do not affect the meaning of the amendment;
- ◆ draft committee bills;
- ◆ draft proposed amendments to be moved on Second Reading before the full Senate or House of Representatives upon request of any committee member;
- ◆ review legislation and advise the committee as to constitutionality, internal consistency, possibility of conflict with existing provisions and other bills, and compliance with other bill drafting provisions, such as grammar, punctuation, word choice, and statutory sentence structure;
- ◆ attend subcommittee meetings to perform the appropriate functions listed above;
- ◆ attend conference committee or free conference committee deliberations as invited to perform the appropriate functions listed above; and
- ◆ 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, as time allows.