

# **Montana Legislative Council**

## **General Biennial Master Calendar**

### **January 2001- December 2002**

The following is a master calendar outlining *minimum* Legislative Council responsibilities and approximate times they need to be accomplished each biennium.

#### **During the session (January - April 2001)**

- Reorganize council
- Engage in budget process
- Engage in interim committee reorganization work

#### **May - June 2001**

- Establish interim study program (based on results of poll compiled by Research Division)
- Appoint membership of interstate organizations (Dependent upon budget having been appropriated.)
- Set publication prices for session publications, codes, etc. (based on Executive Director and Code Commissioner recommendations)
- Establish operating budget for ensuing fiscal year
- Set Executive Director salary in accordance with pay plan
- Set overall budget allocation

#### **January -- April 2002**

- Begin budget development for succeeding biennium
- Review agency goals and objectives and set priorities
- Identify budget initiatives

#### **May -- June 2002**

- Establish operating budget for ensuing fiscal year
- Set executive director salary in accordance with pay plan
- Set overall budget allocation
- Review preliminary budget proposal for ensuing biennium

#### **July -- August 2002**

- Review and approve Legislative Branch Computer System Plan
- Approve budget submission prior to September 30

#### **September -- November 2002**

- Select Legislative Interns (discretionary appointments)
- Set prices for proceedings
- Receive Code Commissioner Report

#### **December 2002**

- Assign interns to legislators following requests by members