

## APPENDIX A: RESOURCES

### General Resources

**What:** Legislative Branch Website ✨  
**Where:** <http://leg.mt.gov/>

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**What:** Legislative Services Division (LSD) ✨  
**Where:** State Capitol, Room 110  
P.O. Box 201706  
Helena, MT 59620-1706  
(406) 444-3064

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**What:** Legislative Information Office ✨  
**Where:** State Capitol, Room 10E  
(406) 444-2957  
E-mail: [leginfo@mt.gov](mailto:leginfo@mt.gov)

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**What:** Session Information Desk  
**Where:** State Capitol, 1st floor lobby  
(406) 444-4800 (during the legislative session only)

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**What:** Legislative Reference Center ✨  
**Where:** State Capitol, Room 10  
(406) 444-3598

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**What:** Legislative Printing and Distribution Office (Distribution of bills, resolutions, and other materials to the public.)  
**Where:** State Capitol, Room 74  
(406) 444-0627

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**What:** Legislative Audit Division ✨  
**Where:** State Capitol, Room 160  
P.O. Box 201705  
Helena, MT 59620-1705

✨ Denotes documents or information available on the Legislative Branch website: <http://leg.mt.gov/>

(406) 444-3122

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**What:** Legislative Fiscal Division (LFD) ✨  
**Where:** State Capitol, Room 110  
P.O. Box 201711  
Helena, MT 59620-1711  
(406) 444-2986

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**What:** Montana Code Annotated (MCA) ✨  
**Where:** LSD. Available to legislators in print or on CD-ROM for \$10.

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**What:** *Sources of Information and Publications* (pamphlet)  
**Where:** LSD

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**What:** Montana Historical Society (Capitol tours and information about the Capitol.)  
**Where:** State Capitol, 1st floor lobby

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## Supplemental Resources by Chapter

### ■ Chapter 2: Government in Montana

**What:** *A Guide to the Montana Legislature* ✨  
**Where:** Available from the Legislative Information Office  
(406) 444-2957  
E-mail: [leginfo@mt.gov](mailto:leginfo@mt.gov)

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**What:** Executive Branch Agencies  
**Where:** Contact agency director (Phone numbers and e-mail addresses are listed online in the state telephone directory.)  
Websites of state agencies: <http://mt.gov/govt/agencylisting.asp>

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**What:** Montana Courts  
**Where:** • Montana Supreme Court  
Clerk of the Supreme Court (406) 444-3858  
• Court Administrator (406) 841-2950

• State Law Library  
(406) 444-3660

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**What:** *The Tribal Nations of Montana.* A handbook for legislators prepared by the Committee on Indian Affairs, a legislative committee. ✨  
**Where:** Legislative Reference Center

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■ *Chapter 3: Organization and Services of the Legislative Branch*

**What:** Consumer Counsel ✨  
**Where:** (406) 444-2771  
<http://leg.mt.gov/consumer>

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■ *Chapter 4: Legislators*

**What:** *Legislative Leadership: A Guide to the Roles and Responsibilities of Legislative Leaders* ✨  
**Where:** Available from the Legislative Information Office  
(406) 444-2957  
E-mail: [leginfo@mt.gov](mailto:leginfo@mt.gov)

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**What:** Commissioner of Political Practices  
**Where:** (406) 444-2942  
<http://politicalpractices.mt.gov>

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■ *Chapter 6: Legislative Procedures* ✨

**What:** *Rules of the Montana Legislature.* A booklet that includes the Joint Rules, Senate Rules, House Rules, and the Montana Constitution. The resolutions that establish the rules are also available on the LAWS section of the Legislative Branch website (see below under Chapter 13). The booklet is published after the rules are adopted at the beginning of each legislative session.  
**Where:** LSD

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**What:** *Mason's Manual of Legislative Procedure*  
**Where:** Available for loan to legislators from the Legislative Reference Center.

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■ *Chapter 7: Making Public Policy Through Bills and Resolutions* ✨

**What:** *Bill Drafting Manual 2010.* The *Bill Drafting Manual* establishes the format and style guidelines for bills and resolutions and provides information about laws applicable to bills and resolutions, special types of bills, bills with special provisions, and amendment drafting. ✨

**Where:** LSD

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**What:** *Legislative Budget Analysis; House Bill No. 2 Narrative.* Legislator training information regarding state finances and the budgeting and appropriation process and other information related to fiscal matters. ✨

**Where:** LFD

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**What:** *Legislator's Guide to Fiscal Notes* (brochure)

**Where:** Governor's Office of Budget and Program Planning  
State Capitol, Room 277  
(406) 444-3616

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**What:** *From Idea to Introduction: A Guide for Legislators on Requesting and Sponsoring Bills* ✨

**Where:** Available from the Legislative Information Office  
(406) 444-2957  
E-mail: [leginfo@mt.gov](mailto:leginfo@mt.gov)

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**What:** *Administrative Rules: A Legislator's Guide to Delegating Authority Through the Bill Drafting Process* ✨

**Where:** Available from the Legislative Information Office  
(406) 444-2957  
E-mail: [leginfo@mt.gov](mailto:leginfo@mt.gov)

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**What:** *Laws of Montana.* Session Laws for each legislative session are published.

**Where:** LSD. Available at no cost to legislators who served in the session.

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**What:** Daily journals ✨

**Where:** Each house distributes to members. Members of the public may purchase journals from the Legislative Printing and Distribution Office.

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**What:** *Montana Legislative Review*. Summary of all bills that will become law, organized by chapter number. Includes bill number, chief sponsor, and title of bill. Also includes a subject index, a table of code sections affected, a table of session laws affected, a table of session law to code, tables cross-referencing bill numbers and chapter numbers, and an effective date table. ✨  
**Where:** LSD (Free to all MCA subscribers.)

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**What:** *History and Final Status of Bills and Resolutions* ✨  
**Where:** LSD

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■ *Chapter 10: Participants in the Process*

**What:** *Having Your Say: How to Testify Effectively Before a Legislative Committee* (brochure)  
**Where:** LSD or Legislative Information Office  
Phone: (406) 444-2957  
E-mail: [leginfo@mt.gov](mailto:leginfo@mt.gov)

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**What:** Associated Press Statehouse Office  
**Where:** State Capitol, Room 336  
Phone: (406) 449-5542  
Fax: (406) 449-6104

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**What:** Lee Newspapers State Bureau  
**Where:** Phone: (406) 447-4066 or 447-4068  
Fax: (406) 443-0034

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**What:** Great Falls Tribune Capitol Bureau  
**Where:** Phone: (406) 442-9493  
Fax: (406) 442-9413

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**What:** Max Media Capitol Bureau  
KFBB, KHBB, KULR (ABC, NBC)  
**Where:** State Capitol, Room 52  
Phone: (406) 443-6390

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**What:** Montana Television Network Capitol Bureau  
KXLH, KRTV (CBS)

**Where:** State Capitol, Room 52  
Phone: (406) 442-4641

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**What:** Montana Public Radio Capitol Bureau  
**Where:** State Capitol, Room 81  
Phone: (406) 444-9399

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**What:** Yellowstone Public Radio  
**Where:** Phone: (406) 657-2987  
Fax: (406) 657-2977

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■ *Chapter 11: Getting Paid and Other Important Details*

**What:** LSD Financial and Human Resource Office  
**Where:** State Capitol, Room 154  
(406) 444-3064

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**What:** *The State Employee Benefits Plan*  
**Where:** LSD Financial and Human Resource Office (see above) or  
Montana Department of Administration, Health Care Benefits Division  
100 N. Park Ave., Suite 320  
P.O. Box 200130  
Helena, MT 59620-0130  
(406) 444-7462 or (800) 287-8266  
E-mail: [benefits@mt.gov](mailto:benefits@mt.gov)

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**What:** Montana Public Employee Retirement Administration (MPERA)  
**Where:** 100 N. Park Ave., Suite 200  
P.O. Box 200131  
Helena, MT 59620-0131  
(406) 444-3154 or (877) 275-7372  
E-mail: [mpera@mt.gov](mailto:mpera@mt.gov)  
<http://doa.mt.gov/perb/>  
Member handbooks may be obtained from the LSD Financial Office.

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■ *Chapter 12: Interim Activities*

**What:** *Interim Directory of Legislative Committees and Activities.* Includes other committees on which legislators serve.✧

**Where:** LSD

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■ *Chapter 13: Information Centers*

**What:** Session information through the LAWS ✧

**Where:** On the Legislative Branch website (<http://leg.mt.gov/>), click on "Sessions" on the left side of the page. Click on the session year and then the link for LAWS. Detailed instructions are available through the "Help" link at the bottom of the page. To directly access LAWS for the current session, visit <http://leg.mt.gov/laws.htm>.

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**What:** State Law Library

**Where:** Justice Building  
215 N. Sanders St.  
P.O. Box 203004  
Helena, MT 59620-3004  
(406) 444-3660 or (800) 710-9827  
<http://courts.mt.gov/library/>

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**What:** Montana State Library

**Where:** 1515 East 6th Ave.  
P.O. Box 201800  
Helena, MT 59620-1800  
(406) 444-3115  
<http://msl.mt.gov/>  
E-mail: [mslreference@mt.gov](mailto:mslreference@mt.gov)

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**What:** Census and Economic Information Center

**Where:** 301 S. Park Ave.  
P.O. Box 200505  
Helena, MT 59620-0505  
Phone: (406) 841-2740  
Fax: (406) 841-2731  
<http://ceic.mt.gov/>  
E-mail: [ceic@mt.gov](mailto:ceic@mt.gov)

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