

Welcome to the 2017 Montana Legislator Orientation

Monday, November 14, 2016

Time	Event	Location
All Day	Official Portraits	Legislative Audit Division Conference Room 165
All Day	Introduction Videos	Fan Window - 3rd Floor
8:00 a.m.	Caucus Breakfasts <i>Breakfast served in Rotunda, taken to appropriate meeting room</i>	House Republicans: Room 303 Senate Republicans Room 317
10:00 a.m.	Senate and House Caucuses	House Democrats Room 102 Senate Democrats Room 137
12:00 p.m.	Lunch Grab and Go	Rotunda - 2nd Floor
1:00 p.m.	Welcome - Majority and minority leaders <i>Secretary of the Senate Marilyn Miller</i> <i>Chief Clerk of the House Lindsey Grovom</i> <ul style="list-style-type: none"> • Session staff • Page program 	House Chambers
1:15 p.m.	Overview of Orientation/Government 101 <i>Susan Fox, Executive Dir., Legislative Services</i> <ul style="list-style-type: none"> • What to expect at orientation • Organization of state government • Role of Legislative Council • Organization of House and Senate and standing committees 	House Chambers
1:30 p.m.	Legislative Division Presentations <ul style="list-style-type: none"> • Legislative Services Division Susan Fox, Executive Director • Legislative Fiscal Division Amy Carlson, Director • Legislative Audit Division Angus McIver, Director 	House Chambers
2:00 p.m.	Legislator Compensation - Part I <ul style="list-style-type: none"> • Introduction • Safety • Legislator Salary & Per Diem • Travel (Interim) • Constituent Services Allowance 	House Chambers





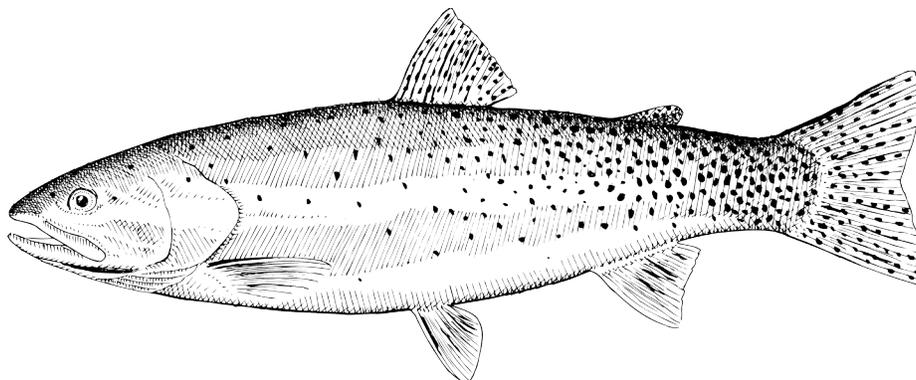
Monday, November 14, 2016 cont.

Time	Event	Location
3:00 - 3:15 p.m.	Introduction to Committees & Subcommittees	House Chambers
3:15 p.m.	Break	3rd floor snack bar
3:30 p.m.	Mentor Teams <ul style="list-style-type: none"> • Mentor group concept • Introductions and fun facts • Handout and collect committee preference forms • "What I Wish I Had Known as a Freshman" 	Meet in first floor home rooms as assigned: Rm 102, 137, 152 A/B, 172 A/B
6:00 p.m.	Dinner	Green Meadow Country Club 2720 Country Club Ave.



Tuesday, November 15, 2016

Time	Event	Location
7:30 - 8:30 a.m.	Caucus Breakfasts - Pick up food at 3rd Floor Snack Bar	House R Room 303 Senate R Room 317 House D Room 102 Senate D Room 137
8:30 a.m.	Legislator Compensation - Part II <ul style="list-style-type: none"> • Benefits • Public Employees Retirement System • Health Care and Benefits Division 	House Chambers
9:30 a.m.	Bill Drafting & Mechanics <ul style="list-style-type: none"> • Requesting a bill and the drafting process • Working with the Bill Drafter • Reading your draft bill • Bill draft review process • Bill drafts as public records • Introducing your bill draft 	House Chambers
10:30 p.m.	Break	3rd Floor Snack Bar
10:45 p.m.	Mentor Teams Follow-up on bill drafting, mechanics, and deadlines	Meet in first floor home rooms as assigned: Rm 102, 137, 152 A/B, 172 A/B
12:00 p.m.	Lunch	Rotunda, 2nd Floor
1:15 - 2:30 p.m.	Electronic Communications and the Public Record <ul style="list-style-type: none"> • What's on the record? • Minimizing legal risk • Retention of electronic communications • Working in a fishbowl 	House Chambers

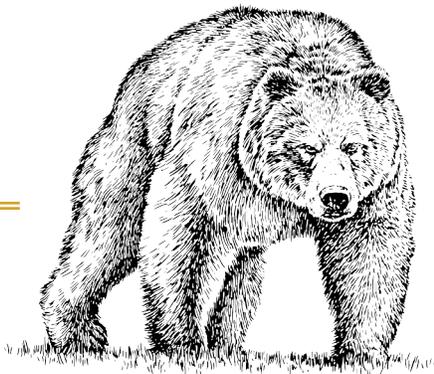


Tuesday, November 15, 2016 cont.

Training Track 1:
Mentor Teams 1, 2, 3

Training Track 2:
Mentor Teams 4, 5, 6

Time		Time	
2:45 p.m.	Location: Rm 102 Communication Office Services <ul style="list-style-type: none"> • Overview • LFD Communications • Video Streaming • Information desk legislator messaging • Public contact information • Back to School program • Beyond Google: Quality research for policy decisions 	2:45 p.m.	Location: Rm 137 IT Services <ul style="list-style-type: none"> • Security, Services • LAWS Demonstration and advanced floor agenda • Legislative Website - including how to follow committee actions, votes, exhibits • eDocs • IT Services - email
3:55 p.m.	Break Refreshments in hall		
4:00 p.m.	Location: Rm 137 IT Services <ul style="list-style-type: none"> • Security, Services • LAWS Demonstration and advanced floor agenda • Legislative Website - including how to follow committee actions, votes, exhibits • eDocs • IT Services - email 	4:00 p.m.	Location: Rm 102 Communication Office Services <ul style="list-style-type: none"> • Overview • LFD Communications • Video Streaming • Information desk legislator messaging • Public contact information • Back to School program • Beyond Google: Quality research for policy decisions



*** Dinner on Tuesday is on your own.*

Wednesday, November 16, 2016

Time	Event	Location
8:00 - 8:45 a.m.	Legislator Breakfast	Rotunda
8:45 a.m.	Legislative Audit Division: Accountability in Action The role of the Legislative Audit Division in accounting for public funds and assessing the efficiency and effectiveness of government programs.	Room 102
9:15 a.m.	Capitol Tour(s) - In Mentor Groups (combined) <ul style="list-style-type: none"> include safety overview and assembly area 	Meet at Information Desk
10:15 a.m.	Committee Dress Rehearsal: You Be The Star - An interactive discussion about decorum, protocols, and committee practices	Room 102
11:15 a.m.	Floor Session Training- Learn about page etiquette, learn about and practice microphone use, what are the orders of business? practice with motions, 2nd/3rd reading, being a bill sponsor.	Snacks at 3rd Floor Snack bar on way to: House Chambers
11:45 a.m. - 1:00 p.m.	Open House in the Reference Center & Staff On Call to Answer Questions: <ul style="list-style-type: none"> IT staff available at the Information Desk or by calling 444-0912 for additional training or computer set up. FHRO available for payroll/benefits questions in Room 154 Information Desk open to answer questions, pick up MCA sets at info desk. Other staff upon request 	Information Desk or Room 154 or Resource Center in Basement - east end

Legislator orientation is sponsored by the Montana Legislative Council.

A special thanks to all the staff of the Montana Legislative Branch that helped to put this event together.

