

Wednesday, December 7, 2016
 Rules Committee Members and Presiding Officers



Time	Rules Committee Members
8:30 a.m.	Joint Senate and House Rules Committee Meeting Location: Room 317
10:15 a.m. (or upon adjournment of the Joint Committee)	Break
10:30 a.m. (start time is approximate and may be moved up)	Senate Rules Committee Meeting Location: Room 317 House Rules Committee Meeting Location: Room 172
12:00 p.m.	Adjourn

Time	Presiding Officer Training Location: House Chambers
1:30 p.m.	Welcome Susan Fox, LSD Executive Director
1:35 p.m.	Introduction of all presiding officers
1:45 p.m.	Overview of committee rules, hearings, executive action Todd Everts, LSD Legal Director
2:05 p.m.	Legislator panel discussion Panelists: Sen. Thomas, Sen. Brown, Rep. Ehli, and Rep. Redfield (invited) Scheduling of bills and executive action <ul style="list-style-type: none"> Controlling the amount, flow, and relevance of testimony; limiting time Maintaining committee decorum - laptops, cellphones Questions
3:00 p.m.	Break
3:15 p.m.	Nuts and bolts for presiding officers <ul style="list-style-type: none"> Overview of Manual, legislative calendar - Susan Fox and Pat Murdo Bill referral, deadlines, and agenda-setting - Marilyn Miller and Lindsey Vroegindewey Audio/video streaming, room changes, audio minutes, and business reports - K'Lynn Sloan-Harris Security and Emergency Action Plan - Lenore Adams
4:00 p.m.	Nuts and bolts for appropriations/finance subcommittee chairs Location: Room 152 <ul style="list-style-type: none"> Subcommittee staff and secretary introductions Role of subcommittee secretaries/aides - Marilyn Miller and Lindsey Vroegindewey
4:00 p.m.	More standing committee basics <ul style="list-style-type: none"> Role of committee staff - Joe Kolman Role of committee secretaries/aides - Marilyn Miller and Lindsey Vroegindewey
4:15 p.m.	Introduction and meeting with standing committee staffers
4:30 p.m.	Meeting with Majority Leaders

Thursday, December 8, 2016
 Training for All Legislators



Time	All Legislators
All Day	IT staff available in the basement of the Capitol or by calling 444-0912 for additional training or computer setup.
8:00 - 8:50 a.m.	Legislative Rules and Procedures Location: House Chambers Todd Everts <ul style="list-style-type: none"> • Constitutional provisions • Statutory provisions • Legislative rules • Mason's Manual of Legislative Procedure • Historic precedent/tradition
9:00 - 9:50 a.m.	Delegation of Legislative Authority: Bill Drafting & Administrative Rulemaking Location: House Chambers Todd Everts
9:50 a.m.	Break
10:00 a.m.	Budget Basics & Revenue Training Location: Room 317 LFD Staff <ul style="list-style-type: none"> • Intro to state government finances • Revenue process • Budget process • Fiscal Notes • Statutory appropriation guide
12:00 p.m.	Lunch Location: Rotunda
1:00 p.m.	General Fund Status Location: Room 317 LFD Staff <ul style="list-style-type: none"> • General fund balance, biennial comparison, and status sheets
2:00 p.m.	2019 Biennium Budget Preview Location: Room 317 Amy Carlson <ul style="list-style-type: none"> • Budget issues/pressures • RTIC revenue • Governor's budget • Recap of balance sheet • Questions
3:00 p.m.	Wrap-up Location: Room 317



If you have questions, please call **444-3064**.

Legislator Orientation is sponsored by the Montana Legislative Council. A special thanks to all the staff of the Montana Legislative Branch who helped to put this event together.