

## Legislative Council General Biennial Master Calendar

For planning purposes only  
Updated May 17, 1999

The following is a master calendar outlining *minimum* Legislative Council responsibilities, approximate times they need to be accomplished each biennium, and a specific proposed date for a meeting. The 1995-1996 Council recommended meeting more often to enable the Council to schedule issues of legislative priority for review. Due to Capitol renovation work, a reduced meeting schedule is advisable for the 1999 biennium. THE COUNCIL WILL NEED TO SCHEDULE ADDITIONAL MEETING TIME BETWEEN JULY AND DECEMBER 2000 BASED ON THE SCHEDULE DEVELOPED BY THE PERSONNEL SUBCOMMITTEE FOR THE EXECUTIVE DIRECTOR SELECTION PROCESS.

### During the session

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

### May - June

- Establish interim study program (Based on results of poll compiled by Research Division; consideration to reorganization of interim)
- 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

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

### May -- June

- 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

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

**September -- November**

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

**December**

- Assign interns to legislators following requests by members

## Proposed meeting dates and minimal agendas for 1999 -- 2000 Legislative Council meetings:

Listed below are the minimum items to be considered at the proposed meetings. At each meeting, staff will also update the Council on current issues, present informative briefings on various operational aspects of the branch, and consider any other issues brought forward by Council members. The Council may wish to consider scheduling some of these or additional meetings using METNET teleconferencing to reduce the time commitment for travel. Dates are purely tentative. Some flexibility may be desirable in the event of a foreign delegation visit as often happens.

January 9, 1999: Organize the Council (elect chairman and vice chairman); adopt rules; review old business; preliminary review of calendar. (MEETING HELD JAN 19)

Other session meetings at the call of the chairman. (APRIL 12)

May 17, 1999 Assign interim studies, adopt biennial operating budget, and related business.

August 26, 27 Planning retreat at Yellow Bay. Focus on Council mission and goals and any final considerations in preparation for the onset of term limited membership in the legislature: set council biennial work plan and set Council goals; discuss Council goals for Executive Director and staff.

**NOTE: It is quite common for a Kumamoto legislative delegation to visit Montana in August or September and request a meeting with the Legislative Council -- and especially the Speaker and President. This usually happens with little advance notice.**

September 17, 1999: General update of current issues

[NOTE: THE NCSL EXECUTIVE COMMITTEE AND STAFF PLANNING GROUP (NOT NECESSARILY THE ACCURATE NAMES) PLAN TO MEET IN WHITEFISH SEPTEMBER 24/25, WHICH MAY BE OF INTEREST FROM A HOSPITALITY PERSPECTIVE.]

January 28, 2000: Begin the agency budget development process by reviewing agency goals and objectives and setting priorities for next biennium; identify agency budget initiatives to be developed for the next biennium; review intern program rules and second semester advertising. Establish final process outline and time frame for Executive Director selection process.

June 9, 2000: Review for approval the operating budget for the ensuing fiscal year; review preliminary budget proposals developed for the ensuing biennium.

[CONSIDER ADDITIONAL MEETINGS BETWEEN JULY AND THE END OF THE YEAR TO

CONDUCT THE SELECTION PROCESS]

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September 15, 2000: Review for approval the Legislative Branch Computer Systems Plan; final approval of budget for submission; set prices for legislative proceedings; receive Code Commissioner Report.

November 17, 2000: Designate the Council discretionary legislative interns; final session planning. (Note: set the day before the traditional caucus date which once again coincides with the big football game. With the election late this year, November 7, to have the caucus on November 11 would be tough to organize.)