

Welcome to the Montana Legislature
2012 New Legislator Orientation

(All sessions are in the State Capitol)

WEDNESDAY, NOVEMBER 14, 2012
Capitol Building, Helena

| Time | Event | Locations - tent. |
|----------------------|--|--|
| 10 a.m. | Senate and House caucuses | 1st (2) and 3rd (2) floors |
| 1 p.m. | Welcome Legislative Agencies Introduction - Directors <ul style="list-style-type: none"> • Welcome, who is conducting training, role of staff, what to expect: mentor teams Government 101 | House chambers |
| 1:30 p.m. | Introduction and Plenary session: <ul style="list-style-type: none"> • Pay and Benefits | House chambers |
| 3:15 p.m. | Break | |
| 3:30 p.m. | Computer IT Services Intro - Support, Security, and IT Allowance | House chambers |
| 4:15 p.m.- 5:00 p.m. | Mentor Teams - Discussion on division roles - Who we are?, How can we help you? | Home Rooms - 8 on first floor, 350 and 335 |
| 5:30 p.m. | Dinner | TBD |

THURSDAY, NOVEMBER 15, 2012

| Time | Event | Location |
|-------------------|--|---|
| 7:30 - 8:30 a.m. | Breakfast | 317 |
| 8:30 - 10:30 a.m. | Introduction/Morning sessions (2): each session approximately 1 hour; participants attend both with presenters rotating. (Could have Intro and Intermediate groups) Questions in mentoring groups <ul style="list-style-type: none"> • Bill Drafting (and Mechanics) (1 hour) • Rules and Decorum (1 hour) | Room 317 - classroom style/ Room 303 |
| 10:30 a.m. | Break | |

| | | |
|---------------------------|--|----------------------|
| 10:45 - 12:00 p.m. | Mentor Teams - Meet with Mentors in small groups - staff agencies and follow-up on morning sessions (LSD, bill draft requesting, mechanics, and rules, ethics, and decorum) | 1st floor Home Rooms |
| 12:00 - 1:00 p.m. | Lunch | Rotunda |
| 1:00 - 2:00 p.m. | Introduction to "Committees" - session, interim, decorum, committee video | House chamber |
| 2:00 - 3:00 p.m. | Mentor Teams - describe role of committees and public participation (1,2,3, types of policies or agencies, help fill out committee preference forms) | 1st floor Home Rooms |
| 3:00 - 3:30 p.m. | Break | |
| 3:30 - 5:00 p.m. | General Budget Overview <ul style="list-style-type: none"> • Staff • Resources • Add'l training Jan 2-4 | House chambers |

FRIDAY, NOVEMBER 16, 2012

| Time | Event | Location |
|-------------------------|---|---------------------------------|
| 7:30 - 8:00 a.m. | Breakfast | Snack Bar |
| 8:00 a.m. | Media, Social media, TVMT | House Chamber? or small groups? |
| 9:00 a.m. | Senate, House Facilities and Staff (Plenary) | House Chamber |
| 10:00 a.m. | Short break (with H/S staff and media) | House anteroom |
| 10:30 a.m. | Meet in caucuses to discuss bill requests, leadership direction | 1st (2) and 3rd (2) floors |
| 12:00 | Adjourn | |
| | Montana Historical Society tours of Capitol | |
| | LAWS demonstrations | |
| | Photos? | |
| | Library Tours? | |

New 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.
CI0429 2109sfxa.