

**Welcome to the Montana Legislature
2015 Legislator Orientation
(Designed for all Legislators)
Capitol Building, Helena**

WEDNESDAY, NOVEMBER 12, 2014

(All sessions held in the House Chambers, unless otherwise noted.)

Time	Event
All Day	Official Portraits Location: Legislative Audit Division Conference Room 165
8:00 a.m.	Caucus Breakfasts Location: 1st and 3rd floors of Capitol
10:00 a.m.	Senate and House Caucuses Location: 1st and 3rd floors of Capitol
1:00 p.m.	Welcome - Majority and minority leaders Secretary of the Senate Marilyn Miller Chief Clerk of the House Lindsey Grovom <ul style="list-style-type: none"> • Session staff • Page program
1:30 p.m.	Overview of Orientation/Government 101 Susan Fox, Executive Dir., Legislative Services <ul style="list-style-type: none"> • What to expect at orientation • Organization of state government • Legislative leadership positions/roles • Role of Legislative Council • Organization of House and Senate and standing committees
1:45 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, Tori Hunthausen, Director
2:15 p.m.	Mentor Teams <ul style="list-style-type: none"> • Introductions - Legislators & staff • "What I Wish I Had Known as a Freshman" - Veteran legislators Location: Meet in first floor home rooms as assigned
3:45 p.m.	Break
4:00 - 5:30 p.m.	Legislator Compensation, Benefits, Travel Lesley Bergman & Jennifer Simmons, Financial and Human Resource Office
6:00 p.m.	Dinner (and photos) Location: Jorgenson's

THURSDAY, NOVEMBER 13, 2014

(All sessions held in the House Chambers, unless otherwise noted.)

Time	Event		
6:30 - 8:30 a.m.	Health Screening/Flu Shots Location: Legislative Audit Division Conference Room 165		
7:30 - 8:30 a.m.	Caucus Breakfasts Location: 3rd Floor Snack Bar		
8:30 a.m.	Bill Drafting & Mechanics Joe Kolman, Leanne Kurtz, Laura Sankey, Julie Johnson <ul style="list-style-type: none"> • Requesting a bill and the drafting process • Roles of legislators and drafters • Understanding legislation 		
10:00 a.m.	Overview of Bill Processing - First House Deadlines Presenter TBD		
10:15 a.m.	Break Location: 3rd Floor Snack Bar		
10:30 a.m.	Introduction to Committees & Subcommittees Sonja Nowakowski, Sue O'Connell, Hope Stockwell, Rachel Weiss, Ginger Aldrich, Julianne Burkhardt		
11:00 a.m.	Factors in Committee Assignments Leadership		
11:15 a.m.	Mentor Teams Follow-up on bill drafting, mechanics, and deadlines; fill out committee preference forms Location: Meet in first floor home rooms as assigned		
12:00 p.m.	Lunch Location: Rotunda		
1:00 p.m.	Calculating the Cost of Your Bills (Fiscal notes) Legislative Fiscal Division		
1:30 - 2:00 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 		
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"> Training Track 1: Mentor Teams 1, 2, 3, 4 Location: Room 102 </td> <td style="width: 50%; text-align: center;"> Training Track 2: Mentor Teams 5, 6, 7 Location: Room 137 </td> </tr> </table>		Training Track 1: Mentor Teams 1, 2, 3, 4 Location: Room 102	Training Track 2: Mentor Teams 5, 6, 7 Location: Room 137
Training Track 1: Mentor Teams 1, 2, 3, 4 Location: Room 102	Training Track 2: Mentor Teams 5, 6, 7 Location: Room 137		

Time		Time	Event
2:15 p.m.	<p>Communication Office Services</p> <ul style="list-style-type: none"> • Overview - Kevin Hayes • Video Streaming - K'Lynn Sloan • Information desk, legislator messaging - Kevin Hayes, Sonia Gavin • Public contact information - Kevin Hayes • Back to School program - Sonia Gavin • Quality research for policy decisions <p>Beyond Google: Quality research for policy decisions Sonia Gavin, Legislative Librarian</p>	2:15 p.m.	<p>IT Services</p> <ul style="list-style-type: none"> • IT Allowance, Security, Services - Darrin McLean, Mike Allen • LAWS Demonstration and advanced floor agenda - Jim Gordon • Legislative Website - Steve Eller, Andrew Franks-Ongoy • eDocs - Steve Eller
3:15 p.m.	<p>Break Refreshments in hall</p>		
3:30 p.m.	<p>IT Services</p> <ul style="list-style-type: none"> • IT Allowance, Security, Services - Darrin McLean, Mike Allen • LAWS Demonstration and advanced floor agenda - Jim Gordon • Legislative Website - Steve Eller, Andrew Franks-Ongoy • eDocs - Steve Eller 	3:30 p.m.	<p>Communication Office Services</p> <ul style="list-style-type: none"> • Overview - Kevin Hayes • Video Streaming - K'Lynn Sloan • Information desk, legislator messaging - Kevin Hayes, Sonia Gavin • Public contact information - Kevin Hayes • Back to School program - Sonia Gavin • Quality research for policy decisions <p>Beyond Google: Quality research for policy decisions Sonia Gavin, Legislative Librarian</p>
4:30 - 5:00 p.m.	<p>Mentor Teams Follow-up on IT Services and one-on-one help available Location: Meet in first floor home rooms as assigned</p>		

FRIDAY, NOVEMBER 16, 2012

(All sessions held in the House Chambers, unless otherwise noted.)

Time	Event
All Day	IT staff available in the basement of the Capitol or by calling 444-0912 for additional training or computer set up. Capitol tours and guides available at Information Desk.
7:00 - 8:00 a.m.	Caucus Breakfasts Location: 3rd Floor Snack Bar
8:00 a.m.	Managing Time and Workload Panel of former/veteran legislators
8:45 a.m.	Strategies for Getting Your Bill Passed Presenter TBD
9:30 a.m.	Working with the Media Panel of media members and former/veteran legislators
10:30 a.m.	Break
10:45 a.m.	Working with Constituents Panel of former/veteran legislators, Sonia Gavin
11:15 a.m.	Working with Lobbyists Panel of former/veteran legislators/lobbyists
11:45 a.m.	Overview of December/January Orientation

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.