

## **LEGISLATIVE SERVICES DIVISION**

### **Director's Monthly Guide**

#### **(Odd-numbered year)**

##### January

- Session
- Amendment training for staff
- Send out Evening duty schedule & Saturday schedule to staff to fill in coverage. Follow-up with schedule and send also to Chief Clerk and Secretary of the Senate and Amendment Coordinators.
- Prepare LSD Programs 20 and 21 and presentation for the HB 2 presentation before Joint Subon General Gov't.
- Prepare HB 1 Feed Bill presentation

##### February

- Obtain updated committees for NCSL and CSG-West, assist House and Senate to solicit preferences for appointment, begin prep for first Council meeting (May).
- Assist NCSL, PNWER with state visit planning.
- Assist CSG-West with list of eligible legislators for Western Legislative Academy Check WLA Eligible list for true first 4 years (check on those who skipped sessions or switched chambers).

##### March

- Conference committee refresher planned and scheduled
- Reminder to leadership regarding interim committee and other appointments.

##### April

- Interim committee staffing – discuss with Legal and Research Directors
- Interim committee training for legislators – lunch and learn, flyer
- Research Director prepare interim committee poll as session adjourns.
- Standing Committee staffing survey to all staffers

##### May

- Session follow-up: monitor chapters, vetoes, session stats
- Legislative Council meeting to adopt next biennium operating plans: Programs 20 and 21
- Discuss results of interim study poll at Council meeting -- Assign Interim Studies.
- Debrief with Secretary of the Senate/Chief Clerk/Sergeants
- Assist CSG-West Western Legislative Academy to rank applicants by Exec Committee which is leadership and any CSG-West committee chair

##### June

- Interim committee staffing training

##### July

- Support and monitor Codification Process

##### August/September

- Begin performance appraisals
- Council strategic planning (off-campus with facilitator)

#### October

- Develop Council Work Plan with initiatives from Strategic Planning
- Organize ITPC schedule and begin strategic planning with OLIS

#### November/December

- Council meeting: adopt Work Plan, Council initiatives
- Establish subcommittees (Rules, etc.)
- Work on Council initiatives

#### **(Even-numbered year)**

#### January/ February

- Kick-off for legislator orientation
- Get volunteers for Presiding Officer Training, Rules/Training set.
- Request new session LAWS ready by June
- Assist CSG-West with list of eligible legislators for Western Legislative Academy upon request

#### March/April

- Begin legislative budget planning process (Prog 20 – PS, AV/MPAN, IT, Prog 21 – IC & Activities)
- Send Agency Bill Draft Procedures to IC Staffers, Agency Directors and Chief Legals after consulting with OBPP (Amy Sassano)
- Discuss budget development process with Council to receive direction

#### May

- Obtain access to Governor's server (V:\\GovGuest by sending ticket to OLIS with all drafter's names.)

#### June

- New session of LAWS up on website - bill draft requests entered.
- Solicit preferences for session staffing (assists with bill assignment)
- Assist OLIS to get new unopposed members in LegInfo/LAWS and send out bill draft reminders (brochures) to holdover senators and unopposed candidates after write-in deadlines
- Work with CSG-West and MT Exec Committee on individual and final ranking process
- Council meeting: updates, initiatives, rules, LC legislation proposals
- LC Adopt dates for Caucus and Orientation, tentative Session Calendar, discuss any deadline or other changes (w/ Rules Subcommittee)

#### July

- Pay Plan Rules adopted by directors
- LSD Budget prepared for Council presentation (Talk to LAD, LFD Directors about getting LB budget to us in August (preferable) or September. [If the LAC or LFC have not adopted their budgets, the Council can make the motion to submit the LSD budget as approved and LAD and LFD budgets contingent upon approval by the respective committee.]
- Arrange for OBPP presentation of bill draft requests for next Council meeting.

## August

- Council meeting to adopt IT Plan, Preliminary Legislative Branch Budget by September 1 (17-7-112, MCA)
- Council meeting to request Code Commissioner Bill and Feed Bill and other LC requests
- Council meeting to request By Request of Gov/OBPP bill draft requests
- Council meeting to adopt any Rules Subcommittee proposed changes for December Rules Committee meetings
- Discuss session prep with Document Processing Supervisor regarding bill backs, forms/letters, archive paper, preintroduction and agency contacts.
- Discuss session prep with the Printing and Distribution Supervisor
- Discuss Session prep with OLIS regarding bill drafting, committee, chamber, and codification applications, senate confirmation and other templates.

## September

- Submit Preliminary Legislative Branch Budget by September 1 (17-7-112, MCA)
- Develop draft Feed Bill in conjunction with the Chief Clerk and Secretary of the Senate, Legislative Council
- Discuss session committee staffing assignments
- Get access to Governor's server for bill drafters - send list of drafters, also check on financial office and IT – [In past: V:\obppguest\LEG-LSD\] and agency list posted on The Insider/Intranet?
- Review or delegate Legislator's Handbook to be ready for Caucus/orientation, provide sufficient lead time for GSD Print and Mail Services to print (Session Print Supervisor can assist).
- Review or delegate chapters of Presiding Officer Manual for update to respective staff as appropriate (i.e. Facilities for safety, MPAN for AV, staffer, secretary for any changes to procedures).

## October

- Submit final Legislative Branch budget by October 10 (17-7-112, MCA)
- Forward emails from OBPP about approved bill drafts in V:\obppguest\LEG-LSD\ for agency bills requiring preintroduction
- Send email to Agency Directors request Agency Contacts for Preintroduction of BRO agency bills. (Request director or designee and support staff designee). This document is used by Document Processing for Preintroduction.
- Review Preintroduction letters for any necessary changes.

## November

- Council meeting prior to caucus to adopt LC bills and assign sponsors, set prices for session proceedings, set session employee pay matrix. Plan for Leadership manuals, training, etc.
- Draft Feed Bill (sponsored by House Appropriation Chair by rule.) Need to wait on Dept. of Administration for salary rate, may need to adopt draft with contingency. Draft Fact Sheet and Sponsor's notes for Feed Bill with Financial services Manager for sponsor (HApp chair), and to be ready to be informational witness for HB 1 hearing.
- Prepare Caucus Boxes
- Caucus/Legislator Orientation
- Send Feed Bill to House Appropriations Chair for preintroduction as soon as the chair is appointed for Preintroduction.

## December

- Support legal staff for any needs for Rules Training/Rules Committee

- Hold Presiding Officer Training in conjunction with Rules meeting and coordinate with other early December meetings
- Leadership orientation (notebooks still desired?) and training, majority and minority aide training as possible.
- Assist Chief Legal: Bill Request Deadline (Dec. 5)
- Process bills for ED review – checklist, boxes (esp. FN, Rev, Approp, extra votes, liability)
- Follow up on Preintroduction, especially Council and InterimCommittee legislation. Work with drafting staff on agency bills also. Stop deadhead week before deadline (Dec 15) and email only. (Compare Letters sent to received, any drafts still in assemble)

### Senate Confirmations of Gubernatorial Appointments

Letters sent from Governor to Senate President. Secretary of the Senate forwards letter to Executive Director to request resolution. ED chooses President of the Senate as the requester so that it does not count against the legislator's limit. Need to input information from the letter. See attached document for appropriate committee so Todd knows who to assign the bill to. (For 2021, scanned and placed letters and resumes in S:\ and it worked well). When the resolution is complete and assembled, put a sticky with the appropriate committee and hand deliver to Marilyn who signs the receipt (saves the President time and it works well as they give to the appropriate presiding officer to introduce).

### Memberships

State Employee Group Benefits Advisory Council (SEGBAC) - traditional, must be invited  
 Information Technology Board (Exec. BranchSITSD) - traditional, but run through ITPC in event others want to be the Branch representative  
 NCSL  
 CSG-West Legislative Service Agency and Research Directors

### Appointments:

ICCW  
 COPP when necessary

### Legislative Council

351 Transfers  
 Strategic Planning  
 Session prep - calendar, deadlines, bills  
 Budgets  
 IT Reserve

### Interstate Organizations & Activities

Liaison with interstate organization directors, state liaisons, and leadership for dues, appointments, meetings, etc.

### Personnel

Pay plan and adoption of pay plan rules with other directors, market adjustments, approve position description changes, participate on hiring teams when appropriate