



2019 LEGISLATIVE SERVICES DIVISION

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ABOUT US

The Legislative Services Division (LSD) is an independent, nonpartisan, impartial agency that performs duties and functions for the Montana Legislature as assigned by law or as directed or requested by legislators or legislative committees. LSD works under the general supervision of the Legislative Council.

SESSION ACTIVITIES

- Provide support to Leadership, legislators, House/Senate Staff
- Draft bills and staff standing committees
- Prepare, print, and distribute bills
- Provide IT/computer support to Legislative Branch - legislators and House/Senate permanent staff
- Compile & distribute legislative information - hearings, brochures, etc.
- Administer pay & benefits for legislators and staff
- Respond to research requests
- Issue legal opinions
- Support facilities, safety, & security
- Operate a session Information Desk to provide information to the public and take messages for legislators

INTERIM ACTIVITIES

- Staff, Legislative Council, interim, and statutory committees
- Codify laws: Montana Code Annotated (MCA)
- Prepare Annotations to MCA
- Respond to research & info requests
- Issue legal opinions & provide legal support
- Publish Interim Newsletter & interim reports
- Pay legislators for interim work
- Maintain Legislative Branch Website
- Support audio streaming on website and video broadcast through TVMT of all interim meetings
- Maintain a presence in social media
- Submit Public Notices

WHERE TO FIND US

FIRST FLOOR, EAST WING:

- Reception desk (Rm 110)
- Exec. Director's office (Rm 112)
- Legal services (Rm 121-129)
- Research & policy analysis (Rms 111, 136)

FIRST FLOOR, WEST WING:

- Legislative Environmental Policy Office (Rm 171)
- Financial & Human Resource Office (Rm 154)

LOWER LEVEL, WEST WING:

- Legislative Printing Office - obtain bills, fiscal notes (Rm 74-75)

LOWER LEVEL, EAST WING:

- Legislative Communications Office Library/Reference Center, Document Processing, Publications (Rms 10-12)
- Information Technology, Help Line 444-0912 (Rm 10)

BILL DRAFTING

- Impartial, unbiased, nonpartisan technician - assigned bill requests in areas of expertise & committee staffing
- Goal: to translate your objectives into clear, concise language following Bill Drafting Manual
- Draft 80 – 100+ bills per session
- Draft amendments for committee & floor session upon legislator request (“mini” bills)
- Standing Committee Staffer - resource on bills, rules, research
- All bills receive statutory legal review by Legal Services Director

COMMITTEE STAFFING

- Work as team with presiding officer & secretary
- Assist committee members with process & rule questions
- Review bills assigned to committee
- Draft amendments upon request
- Provide and obtain additional information on bills
- Serve as liaison with state agencies
- Support subcommittees, working groups, conference committees
- Draft committee bills

INFORMATION DESK

- Location: First floor central NW corner
- Open 6 days per week during session
- Provides public information via phone: (406) 444-4800
- Provides information on Legislative activities, including hearing schedule, to walk-ins & phone inquiries
- Provides messaging services, submitted via phone or through the website, for Legislators in paper or electronic formats,

COMMUNICATIONS SERVICES

- Located in the lower level, east wing, and in Room 173
- Offers tips on formatting & sending news releases, doing print or broadcast interviews, & conducting news conferences
- Provides media contact information, media deadlines, and Letters-to-editor guidelines
- Provides hard copies of printed publications (MCA, Annotations, etc.)
- Website and graphic design



MONTANA PUBLIC AFFAIRS NETWORK (MPAN)

- Gavel-to-gavel coverage of House and Senate floor sessions and committee meetings
- MPAN, previously TVMT, was created in response to 2001 legislation to create public affairs broadcasting system.
- Available through: Capitol (closed-circuit TV), Montana PBS over-the-air, and available statewide through cable TV

AUDIO STREAMING

- Live and archived audio & video streaming on leg.mt.gov
- Audio recording is available in all Senate & House rooms
- Audio minutes are official record and replace written summary minutes for Senate & House committees
- Audio clips with written log/exhibits available on-line

INFORMATION TECHNOLOGY SERVICES

- Network and computer support for the Legislative Branch
- Legislator email services
- House and Senate hearing room support

