Montana Legislative Services Division

Legal Services Office

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LEGISLATIVE FINANCE COMMITTEE RULES

(Proposed May 22, 2017)

1. Rules of Proceedings. Each Legislative Finance Committee shall determine the rules of its proceedings.

2. Location. The Legislative Finance Committee and the Legislative Fiscal Analyst shall maintain offices in the State Capitol, Helena, Montana.

3. Meeting. Meetings of the committee shall be held in the State Capitol at the call of the Chairman at least once each quarter. Upon written request to the Chairman by a majority of committee members, the Chairman shall call a meeting. Meetings may be held away from the State Capitol upon majority vote of the committee.

4. Emergency Meeting. If emergency items or unanticipated items are raised, the committee may call a special meeting without 72 hours notice. When the Legislature is not in session, the procedure shall be to give notice by a method appropriate to the circumstances to the committee members, the media, the Governor's budget director, and any nongovernmental entity that is scheduled to be the subject of discussion or action. When the Legislature is in session, the meeting will be announced in both the House and Senate.

5. (1) Quorum. Eight members of the committee constitute a quorum and a vote of seven members is required to carry any motion.

   (2) Subcommittee Action. A quorum of a subcommittee is a majority of the members of the subcommittee. The chairman and the vice-chairman are *ex officio*, nonvoting members of all subcommittees, and may be used in establishing a quorum. A majority of the voting members of the subcommittee is required to carry motions, with the exception of a motion to report back to the committee.

6. Proxy Voting. The committee may by motion authorize committee members to vote by proxy during committee meetings. Authorization for proxy voting must be reflected in the committee minutes, and it remains valid for all future committee meetings unless it is withdrawn by motion.

7. Officers. The committee shall elect, from its membership, a chairman, vice-chairman, and secretary who shall serve until their successors are elected. The Chairman may not be from the same house for more than two biennium in a row or from the same party for more than one biennium. Upon election of a chairman, a vice-chairman shall be chosen from the opposite political party and the opposite house of the Legislature. The secretary may be from either house and either political party. The Legislative Fiscal Analyst shall assist the secretary of the committee.

8. Management Advisory Work Group. The Chairman shall appoint a four member Management Advisory Work Group to meet with the Legislative Fiscal Analyst to discuss job performances, committee expectations, and provide guidance to the Legislative Fiscal Analyst. The work group shall formally set expectations of the Legislative Fiscal Analyst between May 1 and September 1 of each odd-numbered year and evaluate the Legislative Fiscal Analyst at least biennially between October 1 and December 1 of each even-numbered year.

9. Parliamentary Procedure. Except as otherwise provided in these rules, all meetings of the Legislative Finance Committee or any subcommittee must be conducted under the established rules of the Senate of the State of Montana, so far as applicable, together with Mason's Manual of Legislative Procedure (2000).

10. Roll Call. The roll shall be called on any question upon demand of a member.

11. Staff Procedures. The Legislative Fiscal Analyst shall present work plans of his/her office to the committee for approval and the committee may initiate plans. The work of the office shall be in accord with such plans or modifications as approved by the committee.

    The Legislative Fiscal Analyst, upon request, shall furnish fiscal information to any member of the Legislature. When a legislator's information request is completed, it shall be recorded in an information request log, which is available to the public. The Legislative Fiscal Analyst, upon request, may furnish fiscal information to any committee of the Legislature. If such request is so substantial as to alter the office's work plan, the committee shall consider the request.

12. Reports. Reports of the Legislative Fiscal Division represent the findings and recommendations of that office. The committee may or may not choose to endorse a recommendation.

    The Legislative Fiscal Division staff shall work with agencies and persons directly involved with reports for the committee as early as possible in the development of the report. Draft reports will be shared as early as possible and generally will be available 14 calendar days prior to the meeting at which they will be presented. The agency or person that receives a draft report shall discuss any concerns or comments they have about the report with the Legislative Fiscal Analyst within 7 calendar days of receiving the report. The Legislative Fiscal Analyst has the authority to grant additional time. The Legislative Fiscal Division shall consider the comments of agency or other persons directly involved

prior to finalizing the report for the Legislative Finance Committee. If determined appropriate by the chairman of the committee and the Legislative Fiscal Analyst, comments from an agency or person directly involved in the draft report may be requested and included in the final report that is distributed to the committee and made available to the public. Draft reports that are distributed to the Legislative Finance Committee must be posted on the Legislative Fiscal Division website within 1 business day of distribution. If a member of the public requests paper copies of reports, the copies must be sent at the expense of the requesting individual.

Any interested person shall be allowed to submit written comments to the Legislative Finance Committee or request in writing that the report be considered at the next committee meeting.

13. Press Relations. All publicity and news releases on behalf of the committee shall be made by the Chairman or his designee. Each committee member shall use discretion in speaking to the press concerning committee business.

14. Travel and Training. A committee member may receive reimbursement for travel and training costs if the trip expense incurred is related to the Legislative Finance Committee business and approved by the Chairman, Vice-Chairman, and Legislative Fiscal Analyst prior to incurring any costs. If the Legislative Finance Committee meets prior to the committee member incurring the travel or training costs, the committee may vote to override the decision of the Chairman, Vice-Chairman, and Legislative Fiscal Analyst.

15. Rule Changes. These rules may be altered, suspended, or amended by vote of at least seven members of the committee.