

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

**Wednesday, December 4, 2014**

Time	Rules Committee Members, Room 317
8:00 a.m.	<b>Rules Training for House and Senate Rules Committee Members</b> <ul style="list-style-type: none"> <li>• Overview of the existing Joint Rules and House and Senate Rules and the changes proposed by the Legislative Council for the 2015 Session</li> </ul>
9:15 a.m.	<b>Break</b>
9:30 a.m.	<b>Joint Senate and House Rules Committee Meeting</b>
10:45 a.m. or upon adjournment of Joint Rules Committee	<b>Senate Rules Committee Meeting</b> Location: Room 317  <b>House Rules Committee Meeting</b> Location: Room 172
12:00 p.m.	<b>Adjourn</b>

Time	Presiding Officer Training, Room 317
1:30 p.m.	<b>Welcome</b> Susan Fox, LSD Executive Director
1:35 p.m.	<b>Introduction of all presiding officers</b>
1:45 p.m.	<b>Overview of committee rules, hearings, executive action</b> Todd Everts, LSD Legal Director
2:05 p.m.	<b>Video of committee "don'ts"</b> Sonja Nowakowski
2:35 p.m.	<b>Legislative panel discussion</b> <ul style="list-style-type: none"> <li>• Scheduling of bills and executive action</li> <li>• Controlling the amount, flow, relevance of testimony, limiting time</li> <li>• Maintaining committee decorum - laptops, cellphones</li> <li>• Questions</li> </ul>
3:15 p.m.	<b>Break</b>

3:30 p.m.	<b>Nuts and bolts for presiding officers</b> <ul style="list-style-type: none"> <li>• Overview of Manual, legislative calendar - Ms. Fox, Pat Murdo</li> <li>• Bill referral, deadlines, and agenda-setting - Marilyn Miller</li> <li>• Audio/video streaming, room changes - K'Lynn Sloan-Harris</li> <li>• Audio minutes and business reports - Steve Eller</li> <li>• Security and emergency action plan - Lenore Adams</li> </ul>
	<b>Appropriations/Finance Subcommittee Chairs move to Room 152</b>
4:15 p.m.	<b>More standing committee basics:</b> <ul style="list-style-type: none"> <li>• Role of committee staff - Dave Bohyer</li> <li>• Role of committee secretaries/aides - Deb Polhemus</li> <li>• Questions</li> </ul>
4:30 p.m.	<b>Introduction and meeting with standing committee staffers</b>
5:00 p.m.	<b>Adjourn</b>

**Thursday, December 4, 2014**

(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.
7:30 - 8:30 a.m.	<b>Breakfast for all legislators</b> Location: TBD
8:30 a.m.	<b>Importance of Custom, Decorum, and Tradition to Legislative Institutions</b> + <b>Transitioning from Campaigning to Governing</b> Brenda Erickson, NCSL (proposed)
9:30 a.m.	<b>Being Ethical in Today's Legislature</b> Peggy Kerns, NCSL (proposed) <ul style="list-style-type: none"> <li>• Why ethics matter</li> <li>• Context for a citizen legislature</li> <li>• Using values to guide decision making</li> <li>• <i>Reflections</i> video discussion</li> </ul>
10:30 a.m.	<b>Break</b> Location: 3rd Floor Snack Bar
10:45 a.m.	<b>Ethics Laws in Montana</b> Todd Everts, Helen Thigpen, Jaret Coles, Alexis Sandru <ul style="list-style-type: none"> <li>• Montana's ethics and conflict of interest laws</li> <li>• Anti-discrimination policy</li> <li>• Reporting procedures</li> </ul> Location: Room 317

11:30 a.m.	<b>Caucuses of respective parties for discussion of committee assignments</b> Location: 1st and 3rd floors of Capitol		
12:00 p.m.	<b>Lunch</b> Location: TBD		
<b>Training Track 1: Legislators A - M Location: Room 303</b>		<b>Training Track 2: Legislators N - Z Location: Room 317</b>	
<b>Time</b>	<b>Event</b>	<b>Time</b>	<b>Event</b>
1:00 - 2:00 p.m.	<b>Rules and Procedures</b> Todd Everts, Helen Thigpen, Jaret Coles, Alexis Sandru <ul style="list-style-type: none"> <li>• Constitutional provisions</li> <li>• Statutory provisions</li> <li>• Legislative rules</li> <li>• Mason's manual of legislative procedure</li> <li>• Historic precedent/tradition</li> </ul>	1:00 - 2:00 p.m.	<b>Budget Training</b> Barb Smith, Joe Triem <ul style="list-style-type: none"> <li>• Intro to state government finances</li> <li>• General Fund</li> <li>• Balance, biennial comparison, and status sheets</li> <li>• Revenue process</li> <li>• Budget process</li> </ul>
2:15 - 3:15 p.m.	<b>Budget Training</b> Barb Smith, Joe Triem <ul style="list-style-type: none"> <li>• Intro to state government finances</li> <li>• General Fund</li> <li>• Balance, biennial comparison, and status sheets</li> <li>• Revenue process</li> <li>• Budget process</li> </ul>	2:15 - 3:15 p.m.	<b>Rules and Procedures</b> Todd Everts, Helen Thigpen, Jaret Coles, Alexis Sandru <ul style="list-style-type: none"> <li>• Constitutional provisions</li> <li>• Statutory provisions</li> <li>• Legislative rules</li> <li>• Mason's manual of legislative procedure</li> <li>• Historic precedent/tradition</li> </ul>
3:15 p.m.	<b>Break</b>		
3:30 - 4:30 p.m.	<b>2017 Biennium Budget Preview</b> Amy Carlson Location: Room 317 <ul style="list-style-type: none"> <li>• Budget issues/pressures</li> <li>• RTIC revenue</li> <li>• Governor's budget</li> <li>• Preview balance sheet</li> <li>• Questions</li> </ul>		

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.