

**Welcome to the Montana Legislature
2015 Legislator Orientation**

Capitol Building, Helena

WEDNESDAY, NOVEMBER 12, 2014

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

Time	Event
All Day	Official Portraits Location: Legislative Audit Division Conference Room 165
8:00 a.m.	Hosted breakfast Location: 3rd Floor, Fan Window
10:00 a.m.	Senate and House caucuses Location: 1st and 3rd floors of Capitol
1:00 p.m.	Welcome - Majority and minority leaders <ul style="list-style-type: none"> • Legislators/spouses • Division directors & key staff
1:15 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 • Session staff • Page program
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 of the Capitol, 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.	Breakfast 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
10:30 a.m.	Break Location: 3rd Floor Snack Bar
10:45 a.m.	Introduction to Committees & Subcommittees Sonja Nowakowski, Sue O'Connell, Hope Stockwell, Rachel Weiss, Ginger Aldrich, Julianne Burkhardt
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 p.m.	Strategies for Getting Your Bill Passed Presenter TBD
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>		
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4:30 - 5:00 p.m.	<p>Mentor Teams Follow-up on IT Services and one-on-one help available</p> <p>Location: Meet in first floor home rooms as assigned</p>		

FRIDAY, NOVEMBER 16, 2012

(All sessions held in the House Chambers of the Capitol, 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.	Breakfast Location: 3rd Floor Snack Bar
8:00 a.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
8:30 a.m.	Managing Time and Workload Panel of former/veteran legislators
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 put this event together.