



The **Montana Legislative Services Division (LSD)** is an independent, nonpartisan, impartial agency that performs duties and functions for the Montana Legislature as assigned by law and as directed or requested by legislators and legislative committees. LSD serves as a source of information for the public on legislative matters.

## **ANSWER QUESTIONS AND PROVIDE RESEARCH & INFORMATION TO ALL 150 MEMBERS OF THE LEGISLATURE**

- Legislative staff **responds to research and information requests** from all legislators on any topic. Legislators can call, email, or drop by to make requests. Staff may work up to 16 hours on a request from an individual legislator for research that is not part of a committee work plan. Most requests are fulfilled within this time period. More time is subject to approval from the Executive Director. The limitation does not apply to bill drafting services during and immediately preceding a legislative session.
- Upon request, legislative staff **provides information** on all executive agencies and can assist in contacting the appropriate agency staff.
- Legislative staff can **present information** to legislators, interest groups, and others based on interim committee policy work, legislative activities, and other specific subject areas in a variety of formats – including meeting presentations.

## PUBLISH AN INTERIM JOURNAL AND PROVIDE PUBLIC NOTICES & NEWS RELEASES

- The online journal includes regular updates on interim and statutory committee activities. The journal provides interim committee meeting previews and agendas, meeting overviews, and wrap-ups. Staffers use the journal to solicit public comment on committee work and to provide additional outreach to legislators and the public. Sign up to receive monthly updates here: [http://leg.mt.gov/css/Lyris/email\\_logon.asp](http://leg.mt.gov/css/Lyris/email_logon.asp)
- Legislators and members of the public can sign up to receive news releases from LSD. Releases include information on interim committee work and meetings, requests for public comment and participation, and updates on codification and the publication of legislative reviews and the history and final status of legislation.
- The Legislative Communications Office maintains a presence on social media. You can follow us on Twitter @MontanaLegislature or on Facebook. News releases and other updates are posted.

## STAFF INTERIM & ADMINISTRATIVE COMMITTEES

- The research analyst **manages the interim committee** at the direction of the committee. The researcher works with the committee to develop a work plan outlining the committee's work that includes interim studies. In conjunction with the assigned attorney, the researcher provides the committee with objective information on all topics in the work plan and in response to any other requests from the committee.
- Committee staff **conduct agency oversight**, as directed by interim committees. This includes reviewing and monitoring rules proposed by various agencies. It includes consistent involvement in agency activities and reporting to committees. It may include evaluations of programs within the agency, reports on the implementation of existing laws and rules by agencies, summaries of timely program issues, and interviews with program personnel.
- Staff **provide summaries and briefs** on a wide-variety of policy topics. The information is organized by committee and posted on the LSD website and available here: <http://leg.mt.gov/css/Committees/interim/Default.asp>
- Committee staff **prepares draft reports** on interim studies. The committee may ask staff to provide draft findings, recommendations, and legislation. The committee must approve the report, findings and recommendations, and legislation before Sept. 15 prior to the regular session.