



**State Administration and Veterans' Affairs Interim Committee**  
**64th Montana Legislature**

**SENATE MEMBERS**

DEE BROWN--Chair  
DOUG KARY  
CLIFF LARSEN  
JONATHAN WINDY BOY

**HOUSE MEMBERS**

BRYCE BENNETT--Vice Chair  
FORREST MANDEVILLE  
WENDY MCKAMEY  
KATHY SWANSON

**COMMITTEE STAFF**

SHERI SCURR, Lead Staff  
GINGER ALDRICH, Staff Attorney  
KATYA GROVER, Secretary

**CONFERENCE CALL**

**AGENDA**

*as of 11/24/15*

**Special Meeting on Legislative Poll**

**Tuesday, November 24, 2015**

Room 102, Capitol Bldg., Helena

*Agenda times are approximate. Some items may take more or less time than is indicated.*

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- 3:00 p.m.     **1.     Sen. Dee Brown, Presiding Officer**
- a. Call to order
  - b. Roll call
- 3:05            **2.     Ballot Process and Procedure**
- a. Introduction: polling statutes, draft poll letter, draft ballot, additional online documents, public requests for preliminary results -- Ginger Aldrich, staff attorney
  - b. Public comment\* on polling process
  - c. Action Items
    - i. Ballots
      - A. Methods by which ballots will be accepted [i.e. mail, email (with scanned ballot and signature), in person, fax, etc.]?
      - B. How will multiple ballots be handled (e.g., can a member change his/her vote)?
      - C. If emailed or faxed, does the member need to follow up with an original signed ballot? If so, what happens if the Member fails to follow up by the poll deadline?
    - ii. Materials to be provided
      - A. What items will be included in the mail packet? Anything other than the cover letter, text of proposed rules, pertinent statutes, ballot, self-addressed stamped envelope?
      - B. Should the Commissioner of Political Practices response be included in the polling packet or should we allow time for separate response by the Commissioner to be sent under separate cover?

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C. What additional materials should be provided online to members?

iii. Deadlines

A. How long do members have to return their ballots and until what time?

B. What is the target date for the mailing of materials to all 150 members?

iv. Results and Publication

A. Will the results be authenticated by Chair/Vice Chair on behalf of the committee or would the committee like to meet again for authentication of the results?

B. What would the committee like to provide to the Secretary of State for publication in the event that the proposed rules (as included in the poll) are different than the rules actually adopted?

C. Would the committee like to send an e-mail on behalf of SAVA to the SoS regarding delayed publication of the adoption notice (pursuant to CoPP comments at 11/17 meeting)?

d. Committee staff will advise chair and vice chair of any unforeseen items that come up during poll.

4:10            **3. Public comment\*** on any other topic within the committee's jurisdiction

4:15            **4. Adjourn**

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\* While public comment is not required at this meeting because the sole purpose of the meeting is for the committee to make administrative decisions concerning its ministerial and mandatory duty to conduct the poll, it remains at the discretion of the chair.

\*\*The Montana Legislative Services Division will make reasonable accommodations for persons with disabilities who wish to participate in this public meeting. If you require an accommodation, please contact Sheri Scurr at 406-444-3596 or [sscurr@mt.gov](mailto:sscurr@mt.gov) at least 5 working days before the meeting date to discuss the nature of the accommodation you need.