

Welcome to the 2017 Montana Legislator Orientation

Monday, November 14, 2016

Time	Event	Location
All Day	Official Portraits	Legislative Audit Division Conference Room 165
All Day	Introduction Videos	Fan Window - 3rd Floor
8:00 a.m.	Caucus Breakfasts <i>Breakfast served in Rotunda, taken to appropriate meeting room</i>	House Republicans: Room 303 Senate Republicans Room 317
10:00 a.m.	Senate and House Caucuses	House Democrats Room 102 Senate Democrats Room 137
12:00 p.m.	Lunch Grab and Go	Rotunda - 2nd Floor
1:00 p.m.	Welcome - Majority and minority leaders <i>Secretary of the Senate Marilyn Miller</i> <i>Chief Clerk of the House Lindsey Grovom</i> <ul style="list-style-type: none"> Session staff Page program 	House Chambers
1:15 p.m.	Overview of Orientation/Government 101 <i>Susan Fox, Executive Dir., Legislative Services</i> <ul style="list-style-type: none"> What to expect at orientation Organization of state government Role of Legislative Council Organization of House and Senate and standing committees 	House Chambers
1:30 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 Angus McIver, Director 	House Chambers
2:00 p.m.	Legislator Compensation - Part I <ul style="list-style-type: none"> Introduction Safety Legislator Salary & Per Diem Travel (Interim) Constituent Services Allowance 	House Chambers



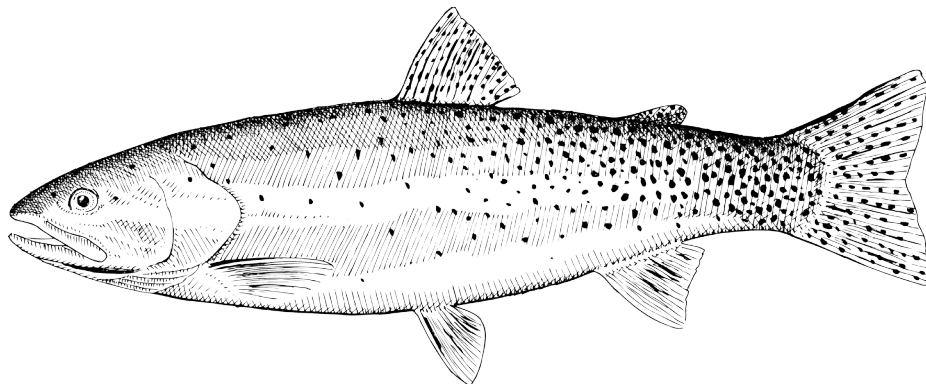
Monday, November 14, 2016 cont.

Time	Event	Location
3:00 - 3:15 p.m.	Introduction to Committees & Subcommittees	House Chambers
3:15 p.m.	Break	3rd floor snack bar
3:30 p.m.	Mentor Teams <ul style="list-style-type: none"> • Mentor group concept • Introductions and fun facts • Handout and collect committee preference forms • "What I Wish I Had Known as a Freshman" 	Meet in first floor home rooms as assigned: Rm 102, 137, 152 A/B, 172 A/B
6:00 p.m.	Dinner	Green Meadow Country Club 2720 Country Club Ave.



Tuesday, November 15, 2016

Time	Event	Location
7:30 - 8:30 a.m.	Caucus Breakfasts - Pick up food at 3rd Floor Snack Bar	House R Room 303 Senate R Room 317 House D Room 102 Senate D Room 137
8:30 a.m.	Legislator Compensation - Part II <ul style="list-style-type: none">• Benefits• Public Employees Retirement System• Health Care and Benefits Division	House Chambers
9:30 a.m.	Bill Drafting & Mechanics <ul style="list-style-type: none">• Requesting a bill and the drafting process• Working with the Bill Drafter• Reading your draft bill• Bill draft review process• Bill drafts as public records• Introducing your bill draft	House Chambers
10:30 p.m.	Break	3rd Floor Snack Bar
10:45 p.m.	Mentor Teams Follow-up on bill drafting, mechanics, and deadlines	Meet in first floor home rooms as assigned: Rm 102, 137, 152 A/B, 172 A/B
12:00 p.m.	Lunch	Rotunda, 2nd Floor
1:15 - 2:30 p.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• Working in a fishbowl	House Chambers

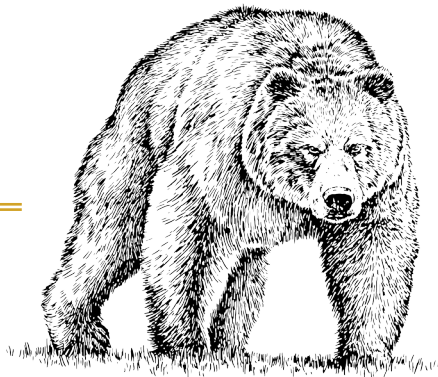


Tuesday, November 15, 2016 cont.

Training Track 1:
Mentor Teams 1, 2, 3

Training Track 2:
Mentor Teams 4, 5, 6

Time		Time	
2:45 p.m.	Location: Rm 102 Communication Office Services <ul style="list-style-type: none"> • Overview • LFD Communications • Video Streaming • Information desk legislator messaging • Public contact information • Back to School program • Beyond Google: Quality research for policy decisions 	2:45 p.m.	Location: Rm 137 IT Services <ul style="list-style-type: none"> • Security, Services • LAWS Demonstration and advanced floor agenda • Legislative Website - including how to follow committee actions, votes, exhibits • eDocs • IT Services - email
3:55 p.m.	Break Refreshments in hall		
4:00 p.m.	Location: Rm 137 IT Services <ul style="list-style-type: none"> • Security, Services • LAWS Demonstration and advanced floor agenda • Legislative Website - including how to follow committee actions, votes, exhibits • eDocs • IT Services - email 	4:00 p.m.	Location: Rm 102 Communication Office Services <ul style="list-style-type: none"> • Overview • LFD Communications • Video Streaming • Information desk legislator messaging • Public contact information • Back to School program • Beyond Google: Quality research for policy decisions



*** Dinner on Tuesday is on your own.*

Wednesday, November 16, 2016

Time	Event	Location
8:00 - 8:45 a.m.	Legislator Breakfast	Rotunda
8:45 a.m.	Legislative Audit Division: Accountability in Action The role of the Legislative Audit Division in accounting for public funds and assessing the efficiency and effectiveness of government programs.	Room 102
9:15 a.m.	Capitol Tour(s) - In Mentor Groups (combined) <ul style="list-style-type: none">include safety overview and assembly area	Meet at Information Desk
10:15 a.m.	Committee Dress Rehearsal: You Be The Star - An interactive discussion about decorum, protocols, and committee practices	Room 102
11:15 a.m.	Floor Session Training- Learn about page etiquette, learn about and practice microphone use, what are the orders of business? practice with motions, 2nd/3rd reading, being a bill sponsor.	Snacks at 3rd Floor Snack bar on way to: House Chambers
11:45 a.m. - 1:00 p.m.	Open House in the Reference Center & Staff On Call to Answer Questions: <ul style="list-style-type: none">IT staff available at the Information Desk or by calling 444-0912 for additional training or computer set up.FHRO available for payroll/benefits questions in Room 154Information Desk open to answer questions, pick up MCA sets at info desk.Other staff upon request	Information Desk or Room 154 or Resource Center in Basement - east end

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.