



*Legislative
Services*
DIVISION

2017

About Us

The Legislative Services Division (LSD) is an independent, nonpartisan, impartial agency that performs duties and functions for the Montana Legislature as assigned by law or as directed or requested by legislators or legislative committees. LSD works under the general supervision of the Legislative Council.

Session Activities

- Provide support to Leadership, legislators, House/Senate Staff
- Draft bills and staff standing committees
- Prepare, print, and distribute bills
- Provide IT/computer support to Legislative Branch - legislators and House/Senate permanent staff
- Compile & distribute legislative information - hearings, brochures, etc.
- Administer pay & benefits for legislators and staff
- Respond to research requests
- Issue legal opinions
- Support facilities, safety, & security
- Operate a session Information Desk to provide information to the public and take messages for legislators

Interim Activities

- Staff, Legislative Council, interim, and statutory committees
- Codify laws: Montana Code Annotated (MCA)
- Prepare Annotations to MCA
- Respond to research & info requests
- Issue legal opinions & provide legal support
- Publish Interim Newsletter & interim reports
- Pay legislators for interim work
- Maintain Legislative Branch Website
- Support audio streaming on website and video broadcast through TVMT of all interim meetings
- Maintain a presence in social media
- Submit Public Notices

Where to Find Us

FIRST FLOOR, EAST WING:

- Reception desk (Rm 110)
- Exec. Director's office (Rm 112)
- Legal services (Rm 121-129)
- Research & policy analysis (Rms 131, 136)

FIRST FLOOR, WEST WING:

- Legislative Environmental Policy Office (Rm 171)
- Financial & Human Resource Office (Rm 154)

LOWER LEVEL, EAST WING:

- Legislative Communications Office Library/Reference Center, Document Processing, Publications (Rms 10-12)
- Information Technology, Help Line 444-0912 (Rm 10)

LOWER LEVEL, WEST WING:

- Legislative Printing Office - obtain bills, fiscal notes (Rm 74-75)



Susan Byorth Fox
Executive Director
444.3066





Bill Drafting

- Impartial, unbiased, nonpartisan technician - assigned bill requests in areas of expertise & committee staffing
- Goal: to translate your objectives into clear, concise language following Bill Drafting Manual
- Draft 80 - 100+ bills per session
- Draft amendments for committee & floor session upon legislator request ("mini" bills)
- Standing Committee Staffer - resource on bills, rules, research
- All bills receive statutory legal review by Legal Services Director

Committee Staffing

- Work as team with presiding officer & secretary
- Assist committee members with process & rule questions
- Review bills assigned to committee
- Draft amendments upon request
- Provide and obtain additional information on bills
- Serve as liaison with state agencies
- Support subcommittees, working groups, conference committees
- Draft committee bills

Information Desk

- Location: First floor central NW corner
- Open 6 days per week during session
- Provides public information via phone: (406) 444-4800
- Provides information on Legislative activities, including hearing schedule, to walk-ins & phone inquiries
- Provides messaging services, submitted via phone or through the website, for Legislators in paper or electronic formats,

Communications Office

- Legislative Communications Officer, Derek Gallagher, x2957, lower level, east wing.
- Provides media contact information, media deadlines, & Letters-to-editor guidelines
- Offers tips on formatting & sending news releases, doing print or broadcast interviews, & conducting news conferences

Television Montana

- Television Montana (TVMT) was created in response to 2001 legislation to create public affairs broadcasting system
- Gavel-to-gavel coverage of House and Senate floor sessions and committee meetings
- Available through: Capitol (closed-circuit TV), Helena Civic Television, Montana PBS over-the-air, and available to 55-60 communities statewide through cable TV, as well as Audio & video streaming on legislative website
- Contact K'Lynn Sloan Harris at ext. 3267 (Rm 173)

Audio Streaming

- Audio recording is available in all Senate & House rooms
- Audio minutes are official record and replace written summary minutes for Senate & House committees
- Audio clips with written log/exhibits available on-line
- Archive recording available
- Live audio streaming available on leg.mt.gov

Financial & HR Resources

- Provides support for Payroll, Compensation, and Benefits
- Supports Legislators as well as House and Senate staff
- Provides Facilities support

Information Technology

- Provides computer support for the Legislative Branch
- Contact the Help Desk at (406) 444-O912 for any IT support needs