



**Montana Legislative Services Division**  
**Office of Research and Policy Analysis**

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December 28, 2010

Representative Krayton Kerns  
1408 Golf Course Rd  
Laurel, MT 59044-3600

Dear Representative Kerns,

As you get ready to come to Helena, I thought it might be helpful for you to take a look at a few documents that some staff members have traditionally provided to their chair in advance of the session and, in some instances, to all committee members at the first organizational meeting.

Some of these items are merely for your information, while some are for your review and modification. Enclosed are:

- **Staffing Issues and Questions**, which are items you and I can visit about at your convenience prior to the session. These issues and ideas are only as important as you think they should be. You may have more of your own. Please let me know if you would like to set up a time to discuss these items, before or after you arrive in Helena.
- **Proposed Rules of Procedure**, which could be distributed to committee members and adopted by the committee, to provide guidance to everyone on committee procedures. This document is intended to minimize situations involving last-minute amendment requests, questions on voting procedures, etc.
- **Legislation/Transmittal Deadlines**, another document I'd like to provide to committee members.
- **Amendments**, which goes into more detail about the procedure for requesting, drafting, and presenting amendments. I would like to review this with the committee and have it adopted as the committee's procedure for handling of amendments.
- A letter outlining **Staff Functions**, which I would like to provide to all committee members and perhaps discuss briefly at our organizational meeting.

As I think you know, the organizational meeting of the House Agriculture Committee is scheduled for 8 a.m. next Friday, Jan. 7. I hope these documents help you prepare for the fast-approaching session.

Please don't hesitate to let me know how I can assist you prior to and during the session.

Sincerely,

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