

June 26, 1982

LEGISLATIVE ADMINISTRATION COMMITTEE

The House Legislative Administration Committee meeting was called to order by Chairman Representative Spilker and all members were present. Also in attendance was Chief Clerk Don Byrd, Diana Dowling of the Legislative Council, and Sergeant-at-Arms Bob White.

The first order of business was additional staff for the rostrum. A motion was made by Representative Curtiss that these two persons be added, and it was seconded by Representative Meyer. Carried unanimously.

Chairman Spilker reported that the worn out carpet at the rear of the chamber in the doorway had been replaced. She mentioned several other areas that needed to be replaced, in addition to having the carpets shampooed.

Repair to the chairs in the chamber has been partially completed and is very satisfactory. They will be completed after the special session is over.

Representative Spilker brought the Committee up-to-date on security problems associated with space assigned to the Legislature, and the Memorandum of Understanding that has been signed by Morris Brusett, Director of the Department of Administration (copy attached). In addition Representative Kanduch moved (seconded by Curtiss) that the Speaker be requested to write the Governor regarding our concern for the safety of the Russell painting. Motion carried unanimously.

After some discussion regarding the reupholstering of couches and chairs in the house lobby and some secretarial chairs, Representative Meyer made a motion that \$1500 be allocated to take care of these items. Carried unanimously.

Parking for the legislators was discussed and Diana Dowling reported that a study by General Services was expanded to include spaces for the Senate also. Representative Meyer made a motion that 150 spaces be designated with signs set in concrete pads, at an estimated cost of \$8,800. It was seconded by Representative Kanduch and carried unanimously. Sergeant-at-Arms Bob White was asked to coordinate with the Senate regarding this matter.

The printer to the voting machine was cleaned and repaired prior to the last special session. It still is not operating properly. Chief Clerk Don Byrd was asked to meet with Don Liles to find out what can be done with it.

Sergeant-at-Arms Bob White advised the committee of several items which included additional outlets in the house lobby for the T.V. Cameras, a buzzer in the new bills room, stamps for Saturday mail, and water for the chamber.

The meeting was adjourned.



STATE OF MONTANA
DEPARTMENT OF ADMINISTRATION

TED SCHWINDEN
GOVERNOR

Memorandum

TO: Diana Dowling
Executive Director
Legislative Council

FROM: Morris L. Brusett *mlb*
Director
Department of Administration

DATE: June 16, 1982

SUBJECT: USE OF LEGISLATIVE SPACE IN THE STATE CAPITOL

Attached is a signed Memorandum of Understanding regarding the use of Legislative space in the Capitol as well as an implementation plan for the enforcement of that agreement.

After review of the Memorandum of Understanding prepared by Representative Spilker and approved by Senators Turnage and Kolstad and Representative Marks, we would like to suggest the following changes:

- 1) We have amended the section entitled "Maintenance and Security." Rather than assigning a security person to monitor the chambers we have suggested a check-in and check-out system to insure accountability in the event of physical damage or loss of equipment. This change is suggested because of the lack of personnel to perform the security function.
- 2) We have suggested a change in the section entitled "Tours." The tour guides currently have keys to the Senate and House Chambers so that they can have access to the light switches for these areas. The tours are being restricted to the galleries however, which I think is the intent of the Memorandum of Understanding.

I have attached our implementation plan by which we would enforce the Memorandum of Understanding. If there are questions or concerns regarding either our suggested amendments or the implementation plan, I would be glad to meet with the leadership during the Special Session. Otherwise, we will implement the agreement after approval by the leadership.

Also attached, for your information, are responses from user agencies regarding use of the chambers.

Attachments

June 1982

MEMORANDUM OF UNDERSTANDING
Concerning Use of Legislative Space in the State Capitol

General Guidelines: Montana legislators recognize that the Capitol is a public building and, as such, legislative space should be available for public use when that use is appropriate and when the space is not otherwise needed by legislative agencies. It is not practical for the legislature to assign and maintain legislative space during an interim and all parties agree that the Department of Administration should continue this function, taking into consideration the following guidelines:

(1) The use of the Senate and House Chambers by other than legislators will be discouraged and will not be allowed unless there is no other place in the Capitol complex both suitable and available to meet the needs of the requesting group.

(2) Scheduling for rooms 104, 108, 436, and 437 will continue to be handled by the Legislative Council.

(3) The Department of Administration may schedule other legislative committee rooms for public use.

(4) Leadership office space may not be used by anyone without the permission of the legislator currently assigned to the space.

(5) During the interim, when the Department of Administration moves furniture in or out of rooms assigned to the legislature, they shall give written notice to the purchasing clerk in the Legislative Council office.

Chamber Reservations: The Department of Administration has prepared a calendar listing all reservations made for use of the Senate and/or House Chambers for the remainder of 1982. This master calendar is now in room 138, State Capitol (Council Main Office). As each reservation for either chamber is made in the future, the Department of Administration will send a copy of the reservation form containing (a) the name of the group (b) the group's contact person and telephone number (c) dates of intended use and (d) nature of the use, to the Executive Director of the Legislative Council who will cause the same to be entered on the Master Calendar. The Executive Director will then send a copy of the form to the President of the Senate or Speaker of the House and the chairman of the appropriate Legislative Administration Committee.

Maintenance and Security: Maintenance of and security for the capitol is the responsibility of the Department of Administration and it is expected by the Legislature that adequate security precautions will be taken when either the Senate or House Chambers is in use by other than legislators.

Sound Systems: The permanently installed sound system equipment in the Senate and House may, without special permission, be used, if necessary by groups using the chambers.

The individual microphones may not be installed except by permission in writing of the President, Speaker, or chairman of the appropriate Legislative Administration Committee. Should this permission be requested and given, the responsibility for the microphones and their condition remains with the Department of Administration. The using group should be held responsible by the Department for any damage or theft.

Tours: Tour guides will show the Senate and House Chambers from the respective visitors' galleries.

Morris Burnett 6-17-82
Director
Department of Administration

President of Senate

Speaker of the House

Chairman, Senate Legislative
Administration Committee

Chairman, House Legislative
Administration Committee

June 16, 1982

Implementation Guidelines for Control of House and Senate Chambers use as outlined in Memorandum of Understanding.

GENERAL GUIDELINES:

(1) Except for Legislative use, the Department will discourage use of the Chambers but will consider use for mock legislative sessions, public hearings conducted by a state agency, and oil and gas lease sales and other proper uses of a state agency.

CHAMBER RESERVATIONS:

The Department will continue the current reporting procedure to the Legislative Council Executive Director but will improve the information furnished to better describe the nature of the use.

MAINTENANCE AND SECURITY:

The Department will control maintenance and security by implementing the check in - check out procedure as described in the attached form (attachment #1).

SOUND SYSTEM:

For sound system needs that require more than the permanently installed system; the Department proposes to purchase and make available 12 individual microphones. Requirement of more than 12 microphones will result in a written request to use the legislative microphones.

TOURS:

Tour guides are currently showing the Senate and House Chambers from the respective visitors' galleries, however the tour guides do have keys for the Chambers to turn the lights on and off.

CONTROL IMPLEMENTATION PROCEDURES:

REQUEST FOR RESERVATIONS:

- (1) Users wishing to use the House and Senate Chambers will be required to submit a written request to the Department of Administration at least two (2) weeks prior to the requested use date.
- (2) The written request must completely describe the nature of use.
- (3) Identify the individual that will be responsible for the Chambers during use, and furnish phone numbers so the individual may be contacted. If the use is approved the responsible individual will be required to participate in the physical check in-check out procedure as described in attachment #1.
- (4) If the use request is approved the responsible individual will be contacted and arrangements made for the check in on the date of use.

HOUSE OF REPRESENTATIVES
RULES COMMITTEE
June 23, 1982

The House Rules Committee was called to order by Chairman Harrison G. Fagg, in Room 432, at 11:20 a.m., this date. All members were present.

The purpose of the meeting was whether it was in order to use Representative Conn and Representative Nordtvedt's pairs on the floor of the house since they were excused.

Representative Kemmis and Dussault pointed out that Rep. Conn and Rep. Nordtvedt should not be allowed to pair as they had not attended the session at any time and probably would not be in attendance.

Rep. Marks suggested that we not use these pairs until the addressed questions were researched by both parties and the Legislative Council and the conclusions were reported.

Rep. Dussault moved that the Rules Committee investigate the question of Rep. Conn and Rep. Nordtvedt being excused and whether their pairs could be used and until that conclusion was drawn, the Representatives in question would not be paired on any issues.

Rep. Moore seconded the motion.

Rep. Sivertsen commented that he would accept this only if it did not set precedence as he felt that as long as the Representatives were informed of the issues at hand they had a right to voice their opinion. Also, He felt that since this was a Special Session called by the Governor and at short notice and that these people had a right to voice their opinion.

The motion carried unanimously.

Chairman Fagg suggested that we needed this researched and answered today if possible.

There being no further business, chairman Fagg adjourned the meeting at 11:40 a.m.



Rep. Harrison G. Fagg, Chairman

P-Present
A-Absent
E-Excused

RULES COMMITTEE

HOUSE OF REPRESENTATIVES
47th Legislature

Date 6-23-82

Time 11:20 A.M.

Attendance

FAGG	✓						
MARKS	✓						
MOORE	✓						
SPILKER	✓						
SIVERTSEN	✓						
FABREGA	✓						
VINCENT	✓						
DUSSAULT	✓						
KEMMIS	✓						
MENAHAN	✓						