

HOUSE LABOR AND EMPLOYMENT RELATIONS COMMITTEE MINUTES  
January 4, 1982

The House Labor and Employment Relations Committee convened on Tuesday, January 4, 1983, in Room 224K, State Capitol, at 12:30 p.m., with Chairman Mel Williams presiding and all members present.

Chairman Williams greeted the committee members. He had each committee member introduce himself. Chairman Williams then introduced the staff researcher, Woody Wright, and the secretary.

Chairman Williams brought up the question of smoking and it was the consensus of the committee to wait until a problem surfaced, with a recommendation that the smokers sit near the end of the table as the ventilation there would be better. The coffee fund was also mentioned and a collection of \$1 per interested member taken.

Chairman Williams stressed the importance of being on time for the meetings. He said he would try to control duplication in testimony given by witnesses. He emphasized that the intent is not to prevent testimony but to keep down unnecessary duplication. Chairman Williams said in case of a time crunch testimony would be taken from people coming from a distance first as it would be easier for local people to return. He said the hearings would be conducted as informally as possible so that testifiers will feel more at ease. Chairman Williams also said a proxy vote could be left with the secretary if a member is unable to be present; however, if amendments are made on a bill after a proxy is left, it would be difficult to use the proxy vote. He said during general hearings discussion and debate between committee members should be avoided as that can take place during the executive session on the bill. Also, the chair is to be addressed first during questioning of the witnesses as this will ensure that only one is speaking at a time.

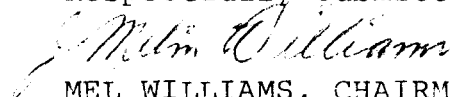
Chairman Williams said copies of the status sheets which list all bills to enter the committee will be provided for the members.

Chairman Williams said he had attempted to determine if there were any standard rules of procedure that applied to all committees, but was unable to find any. He read the rules of procedure as handed out to the House Judiciary Committee. A copy of this is Exhibit 1 of the minutes.

Chairman Williams stressed that if a sponsor has suggested amendments to offer on his bill, they should be in writing and a copy available for each member. Other extensive amendments should also be in writing and available for each member. Chairman Williams said that if during executive session more information was needed, it could be requested and briefly presented; however, the committee would not want to go into a second hearing on a bill.

Chairman Williams said the next meeting would be scheduled as bills come to the committee. The meeting adjourned at 1:10 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Mel Williams".

MEL WILLIAMS, CHAIRMAN

Emelia A. Satre, Secretary

*Outline to each member*

EXHIBIT 1

RULES OF PROCEDURE  
JUDICIARY COMMITTEE  
48th Legislative Session

Room 224A

- (1) All individuals wishing to testify must sign the witness sheet prior to the committee hearing. Your testimony will not be recorded if you do not sign the witness sheet. The witness sheet is located on the desk as you enter the room. Written copies of your testimony should also be submitted if at all possible.
- (2) Proponents will speak first, followed by opponents, the time subject to limitation of the chair.
- (3) The proponents and opponents will try to state new points of testimony only. If they wish to agree with points already made, they should simply so state.
- (4) Sponsor of the bill will open and close the presentation.
- (5) All questions will be put forth by the committee. No questions shall be directed between proponents or opponents.
- (6) All discussion will commence at the direction of the chair.
- (7) Questions by committee members shall be directed to proponents and opponents at the close of the presentation unless otherwise authorized by the chair.
- (8) Amendments to measures must be presented to the committee in writing.



DAVE BROWN, Chairman

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December 30, 1982

RECEIVED  
DEC 30 1982  
MONTANA LEGISLATIVE  
COUNCIL

Mr. John Larson  
Secretary of the Senate  
Capitol Building  
Helena, MT 59620

Dear John:

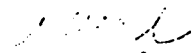
As per your request, I am listing those changes in legislative minutes which would make their use much easier.

1. Status Sheets
  - a) List House Bills separately from Senate Bills.
  - b) For each day the bill is heard, enter the date on the status sheet under "date heard" column.
  - c) Indicate if the bill has been rereferred to another committee.
2. Minutes
  - a) Include
    1. Roll Call
    2. Minutes
    3. Vote (when roll call vote is taken)
    4. Amendments (whenever possible)
    5. AttachmentsDo not include copies of the bills.
  - b) Indicate on every page
    1. Senate Committee on \_\_\_\_\_
    2. Date
    3. Page
  - c) Begin a new paragraph for each bill discussed. The Bill number should be the first element of the paragraph.
  - d) Always use HB and SB as a part of the Bill number.
  - e) Indicate in minutes that there are attachments. Clearly mark attachments with--

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1. Bill Number
  2. Date
  3. Page Number
  4. Name of Person Submitting Material
- f) Clearly indicate the status of Bills at the day's end, (ie. Hearing closed. Vote tomorrow; Hearing closed. Moved into executive session; Passed as amended).
3. Witness Sheets
    - a) Sign-in with pen.

Cordially,

  
Claire Engel  
State Law Librarian

cc: Sally Halverson  
Diana Dowling