

MINUTES OF THE MEETING
JOINT LEGISLATIVE ADMINISTRATION COMMITTEE
50TH LEGISLATURE

DECEMBER 12, 1986

The Joint Meeting of the Legislative Administration Committee was called to order by Chairman Chet Blaylock on December 12, 1986 at the State Capitol at 4:30.

ROLL CALL: All members were present with the exception of Representative Ed Grady of Canyon Creek, who arrived late.

There were guests in attendance. See visitor's register.

Representative Marks stated that the House Legislative Administration Committee had met earlier in the day and he would like to report on some of the decisions which they had reached.

PAY FOR CHIEF OFFICERS: At the present time the Legislature allows its chief officers to be paid for only a 48 hour work week.

The House adopted a rule that would allow the chief officers to be paid on 48 hour work week during session. And be paid for actual hours both before and after session. The actual hours will be deemed by the Speaker of the House and the President of the Senate.

Senator Kolstad asked if the officers are paid overtime. Scott Seacat, Legislative Auditor, stated that they are not paid overtime during the session.

Representative Menahan asked if this would be considered an administrative position. Mr. John Northey, attorney for the Office of the Legislative Auditor, stated that "yes" this would be considered an administrative position and would be exempt from overtime.

MOTION: A motion was made by Representative Bob Marks that the Secretary of the Senate, the Chief Clerk of the House and also the Sergeant-at-Arms of both houses be paid at 48 hours per week during session, and be paid on actual hours worked both before and after session. Motion carried. They will be asked to keep actual hours worked time sheets to be placed on the state payroll records, however.

STEP INCREASE: The question was brought up as to when does a person receive a step increase in pay. A motion was made by Representative Marks that only time spent when hired by the Montana Legislature as a legislative employee or serving as a legislator would count toward a step increase and the person must work at least one half of a regular session. Special sessions would not count, unless they are 45 days long or longer. Motion carried.

TWENTY CENTS IN LIEU OF BENEFITS: A motion was made by Representative Marks that twenty cents would be added to each employee's base salary being as no benefits are being paid. Motion carried.

HOURS FOR TELEPHONE OPERATOR: Representative Marks stated the telephone operator for each house would work one half of the time. Perhaps they could change and one work mornings one week and afternoons the next week. This could be worked out between the two that are hired for the positions.

TELEPHONE ABUSE: Scott Seacat, Legislative Auditor, stated that some of the telephones should be considered for restrictions, perhaps this committee could set some restrictions and guidelines concerning the telephones. Some direction could come from the leadership of each house.

Senator Crippen stated that the legislative telephone use could not be compared to other state employees, because of the length of time that the legislators are away from their homes and businesses.

Senator McCallum stated that he did not feel that is would be necessary to restrict the use of the phones.

Senator Manning stated that he felt if very necessary to get information from home from their constituents.

Representative Menahan felt that the committee should take a stand and then go public and tell the people why they are taking that stand with a good explanation.

ROOM ASSIGNMENTS: Senator Blaylock asked Ellen Feaver, director of the Department of Administration, if there seems to be any problem concerning room assignments. She stated that the only room in question, is Room 103. The alternative is for the Senate to use Room 234 and she had not decided whether the Council would move into Room 234 or the Senate.

Diana Dowling stated that she had no problem with the Council moving into Room 234.

TELEPHONE CREDIT CARDS: The telephone credit cards will be allowed as follows for the leadership for the next biennium:

\$75 per month for the Speaker and the President; \$50 per month for the majority and minority floor leaders; and \$25 per month for the whips.

BILLS DISTRIBUTION: Senator Blaylock asked the House members to think about having one Bills distribution center in the future, as it is a duplication of services. Representative Marks stated that the House is going to have packets this time and that would be a step toward a central bills distribution center.

Representative Menahan suggested that the Sergeant-at-Arms from both houses work on this matter.

FAXNET: Linda Brander from the State Law Library presented a proposal regarding the Faxnet Project.

She stated that the State Law Library has received a grant to design a document deliver system using telefacsimile equipment. The Montana Faxnet Project proposed placement of two portable Xerox Fax units for use during the 1987 Legislature. These fax machines could be used by the legislators and their staff.

Ms. Brander handed in written information for the committee to review. See attachments.

ADJOURN: With no further business the meeting was adjourned at 5:10 p.m.

SENATOR CHET BLAYLOCK
Chairman

eg

ROLL CALL

LEGISLATIVE ADMINISTRATION COMMITTEE

50th LEGISLATIVE SESSION -- 1987

Date 12-12-86

SENATE
SEAT

| NAME | PRESENT | ABSENT | EXCUSED |
|------------------------------|----------|--------|---------|
| SENATOR CHET BLAYLOCK | ✓ | | |
| SENATOR ALLEN KOLSTAD | ✓ | | |
| SENATOR RICHARD MANNING | ✓ | | |
| SENATOR GEORGE MC CALLUM | ✓ | | |
| SENATOR J. D. LYNCH | ✓ | | |
| SENATOR BRUCE CRIPPEN | ✓ | | |
| REPRESENTATIVE HARRIET HAYNE | ✓ | | |
| REPRESENTATIVE ED GRADY | ✓ (late) | | |
| REPRESENTATIVE BOB MARKS | ✓ | | |
| REPRESENTATIVE BUD CAMPBELL | ✓ | | |
| REPRESENTATIVE JAN BROWN | ✓ | | |
| REPRESENTATIVE RED MENAHAN | ✓ | | |
| | | | |
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Each day attach to minutes.

COMMITTEE ON _____

[illegible]

(Please leave prepared statement with Secretary)

MONTANA FAXNET
DIRECTORY

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| BOZEMAN PUBLIC LIBRARY | * |
| BUTTE-SILVER BOW LIBRARY | * |
| CARROLL COLLEGE LIBRARY | 443-3964 |
| COLUMBUS HIGH SCHOOL LIBRARY | * |
| DAWSON COMMUNITY COLLEGE (GLENDAVE) | * |
| DEPARTMENT OF COMMERCE LIBRARY (HELENA) | * |
| FLATHEAD COUNTY FREE LIBRARY (KALISPELL) | * |
| GREAT FALLS PUBLIC LIBRARY | * |
| HAMILTON PUBLIC LIBRARY | * |
| HAVRE-HILL COUNTY LIBRARY (tentative) | * |
| LEGISLATIVE COUNCIL LIBRARY | 444-3036 |
| LEWIS & CLARK LIBRARY (HELENA) | 442-2476 |
| MILES CITY PUBLIC LIBRARY | * |
| MONTANA STATE LIBRARY | 444-5612 |
| PARMLY BILLINGS LIBRARY | * |
| ROOSEVELT COUNTY LIBRARY (WOLF POINT) | * |
| SHODAIR MEDICAL LIBRARY | 443-0320 |
| STATE LAW LIBRARY | 444-3603 |

*phone numbers to be assigned at a later date

M E M O R A N D U M

TO: Scott Seacat

FROM: John Northey

DATE: December 12, 1986

RE: Approving Authority for Legislative Expenses.

You have indicated that a question has arisen over who has the authority/responsibility to approve claims for legislative expenses. More specifically, the question relates to expenses incurred by the legislature subsequent to a general election and prior to the next legislative session.

Expenses of the legislature may basically be divided into three categories; 1) salaries, 2) travel, and 3) equipment and supplies. Provisions relating to the authority to authorize payment of these expenses are scattered throughout the constitution, state law, appropriation bills, and the joint rules. With the exception of pre-session activity which will be discussed later, state law does not specify any approving authority for legislative expenditures. The principal guidelines for approving authority, although limited, are contained in the joint rules, adopted pursuant to Article V, Section 10, Montana Constitution.

The hiring of legislative employees and the setting and paying of salaries is provided for by Joint Resolution and by Joint Rule. For example, Joint Rule 7-1 provides:

"The committee on legislative administration of each house shall consider all matters concerned with seating, mileage, and expenses, legislative employees, the control of legislative property, and the budgeting for and expenditure of appropriations for the operation of the legislature, in cooperation with the legislative council staff."

The rule provides only that the committee on legislative administration "consider" matters concerning legislative employees. Joint Rule 3-3 provides that the committee on legislative administration shall appoint standing committee staff and the Legislative Council shall hire all engrossing and enrolling staff. Joint rule 3-4 provides the presiding officer and majority and minority leader may each appoint a private secretary. Thus, the authority to hire legislative employees is spread between the committees on legislative administration, the various leadership positions and the Legislative Council. Joint Rule 3-1 provides:

"The legislature shall prescribe the compensation of the employees of each house by joint resolution. Each house shall prescribe the duties of its officers and employees, and no payment shall be made from the state treasury, or be in any way authorized to any such person, except through an acting officer or employee elected or appointed in pursuance of law."

Pursuant to this rule the legislature adopted HJR 7, Laws of 1985, which sets forth the classification, pay, and other conditions of employment of legislative employees. Joint Rule 3-14 provides:

"The offices of the legislative council shall serve both the senate and house of representatives as required.

The council staff shall prepare payrolls for certification and signature by the presiding officer and prepare a monthly financial report and distribute the report to legislative leaders in each house and to members of the senate committee on finance and claims and house committee on appropriations."

As the rule requires that payrolls be signed by the presiding officer of each house, any expenditures for legislative payroll purposes should be signed respectively by the president of the senate and the speaker of the house of representatives.

Expenses relating to travel, and the purchase or lease of equipment and supplies are primarily the responsibility of the committee on legislative administration. Joint Rule 3-15 provides:

"Contracts for purchase or lease of equipment and supplies made during the legislative session shall be made on the approval of the committee on legislative administration of each house, subject to the review of the presiding officer of the respective house. Purchase orders shall be issued by legislative council staff and accounting records kept in that office."

This rule only relates to contracts for supplies and equipment made "during the legislative session." As previously noted Joint Rule 7-1 provides that the committee on legislative administration "shall consider" matters relating to mileage, expenses, control of legislative property, and budgeting, and expenditure of appropriations. While these rules indicate that the committee on legislative administration "shall consider" the matter of travel and acquisition of equipment and supplies, the joint rules do not specifically provide for a definite approval authority, and state law does not address the issue.

Compensation and expenses for members of the legislature while in session are provided for in section 5-2-301, MCA. Section 5-2-302, MCA, provides for the compensation and expenses when the

legislature is not in session, "with prior authorization of the appropriate funding authority", which is not defined. Other than the above referenced provision the constitution and state law are silent as to "approval authority."

While the joint rules partially address the issues, their applicability during the interim is not clear. Each session of the legislature adopts rules to govern its proceeding (see joint resolutions in session laws). Special sessions have by motion, adopted the joint rules of the preceding regular session either with or without change. (See respective journals.) As each regular and special session adopts its own rules, the applicability of the rules during the interim is not clear.

Under present procedures, the presiding officer of each house in conjunction with the committee of legislative administration has the authority to approve necessary expenditures of the legislature. As legislators are elected to a definite term and the legislature convenes in biennial sessions during which the membership and leadership of the respective houses continue in office, the leadership in each house exercises the authority during the full two-years of each session of the legislature to approve necessary expenditures. Thus, if the legislature were convened in special session immediately prior to the convening of a regular session, the leadership from the prior regular session of the legislature would continue in office with full authority to approve expenditures and necessary expenses. The same logic applies to interim legislative activities and special sessions. Thus, the leadership elected for the 49th legislative session exercises responsibility for and authority over matters concerning all activities involving business of the 49th legislature.

The legislature has recognized the need for pre-session activity by incoming-leadership in sections 5-2-201 and 202, MCA. Section 5-2-201, supra, provides in part:

"The purpose of the caucus of each party of each house is to elect officers, appoint committees, and hire any necessary employees."

Section 5-2-202, supra, provides, in part:

"(1) Members of the legislature elected to leadership positions during the pre-session caucus . . . may . . . perform necessary organizational tasks prior to the session, including but not limited to appointing committees, hiring staff, and assigning space and seating."

The legislature has statutorily recognized that incoming leadership have certain needs prior to a legislative session, and has specifically authorized the hiring of necessary staff. It would appear by implication that obtaining the necessary supplies and equipment for such staff would be included in the authority of the incoming

leadership, and incoming leadership has the authority to approve claims for payroll and expenditures incurred as a necessary expense of pre-session activity.

Another point to be considered is the appropriation for the respective houses of the legislature. The "feed bill" traditionally appropriates money for the operation of the legislature. For example, House Bill 1, Laws of 1985, provides in part:

"The following amounts are appropriated from the general fund for fiscal years 1985, 1986, and 1987 for the operation of the 49th legislature and pre-session costs of the 50th legislature: . . ."

The legislature, in appropriating money in the "feed bill" has lumped together the appropriation for costs of one session of the legislature with interim legislative expenses and the costs of pre-session activity for the next legislature. This procedure does not give guidelines as to the dollar amount the legislature intends to allocate to the respective legislative functions. If the legislature line-itemed the appropriations for the activity related to each function, it would specify the amount of money allocated to the operation of a current legislature, interim expenses such as committee activity, leadership travel, etc., and the amount allocated for "pre-session" costs of the next legislature.

NOTE:

The foregoing discussion is intended as an overview of the authority over legislative expenditures, and is not intended to be a comprehensive legal analysis of the authority of respective leadership positions or legislative entities. The discussion points out the voids and ambiguities which presently exist under current law and joint rules. State laws and the joint rules are not specific as to who has approval authority over payroll, travel, and expenditures for equipment and supplies for each house of the legislature. I would recommend that the legislature consider either statutorily or through its joint rules specifically detailing who has approval authority for the various categories of expenditures during regular sessions, special sessions, interim legislative activity, and pre-session activity of the legislature. While I am unaware of any specific problems that have developed concerning expenditure approval authority, it may be wise to definitively set forth such authority to preclude future problems. In addition, by line-iteming the legislative appropriations for the respective functions, the legislature could specify the amount of funding allocated to each session and to interim activity which would then become the responsibility of the leadership for the respective sessions.

STATE OF MONTANA

Office of the Legislative Auditor

STATE CAPITOL
HELENA, MONTANA 59620
406/444-3122

November 24, 1986

DEPUTY LEGISLATIVE AUDITORS:

JAMES GILLET
FINANCIAL COMPLIANCE AUDITS

JIM PELLEGRINI
PERFORMANCE AUDITS

LEGAL COUNSEL:

JOHN W. NORTHEY



SCOTT A. SEACAT
LEGISLATIVE AUDITOR

Representative Bob Marks
302 Lump Gulch
Clancy, MT 59634

Dear Representative Marks,

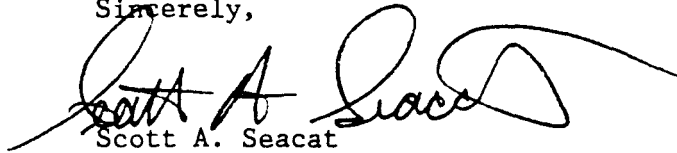
Bobby Spilker discussed with me the most recent contract financial audit of the Montana House of Representatives for the two fiscal years ended June 30, 1985. More specifically, Bobby asked my opinion about HJR 7 and asked that I advise you in writing as to the past concerns over legislative staff payroll during the interim.

The contract auditor raised the concern that the provision in HJR 7 that allows certain employees to receive a salary of 48 hours per week regardless of the number of hours worked is unclear. I agree that the resolution does not speak to the issue of whether or not the 48 hour provision is to apply just to the session or also applies during the interim. In the absence of further legislative clarification, the interim payroll is processed based upon the 48 hour provision; i.e., 48 hours of pay regardless of the hours worked.

I believe the solution to the concerns expressed over salary levels and payroll processing is to treat the house exempt positions the same as other exempt state employees are treated under the personnel rules promulgated by the Department of Administration. That is, base the payroll on a standard 40 hour work week and if the exempt legislative employee works more than 40 hours per week, keep a record of actual hours worked (compensatory time earned). At the end of the session, the exempt employee would be allowed to take compensatory leave with pay up to the amount of compensatory time earned. Any additional time worked after the session would be compensated based upon actual hours worked. This method would compensate employees for the actual hours worked and would also give the leadership better management information about the actual hours the legislative staff must work before, during and after a legislative session.

I believe there are some additional clarifications that may be needed in HJR 7, such as defining "legislative service", payroll approval, matrix and step increases, etc. I will be glad to discuss these matters at your convenience, and, in the meantime, please feel free to call if I can provide any additional information or help to you or to Bobby.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott A. Seacat", with a large, sweeping flourish extending to the right.

Scott A. Seacat
Legislative Auditor

cc. Bobby Spilker
Senator Norman
✓ Bonnie Wallem
Diana Dowling

LINDA BRANDER
PROJECT DIRECTOR

LEGISLATIVE PROPOSAL

BOARD OF DIRECTORS

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OF MONTANA

DEBORAH L. SCHLESINGER
DIRECTOR
LEWIS & CLARK LIBRARY

Introduction

The State Law Library has received a grant to design a document delivery system using telefacsimile equipment. Facsimile, or "fax", is a modern communication tool which resembles an office copier in outward appearance. The difference between it and the office copier is its ability to send and receive copies over ordinary telephone lines. In approximately 30 seconds per page a document can be transmitted to another compatible fax unit. Receiving a document is even easier. In fact, most systems can accept a document completely unattended.

The Montana Faxnet Project (housed at the State Law Library) is developing a statewide network whereby there will be six permanent units and fifteen portable fax units that will be rotated throughout Montana. The permanent sites are Montana State Library, State Law Library, Lewis and Clark Library, Carroll College Library, Shodair Hospital Medical Library and Legislative Council Library. The portable units will be moved every five months and placed in sectors that serve: government, law, education, health, and business clienteles.

Proposal

The Montana Faxnet Project proposes placement of two portable Xerox fax units for use during the 1987 Legislature. These fax machines could be used by legislators and their staff.

Dimensions: Xerox 7010

width 11.9" depth 14.4" height 4" weight 22 lbs.

Operation

The fax unit can be pre-set in automatic format, so requires minimal operator attendance. Legislative staff would need to remove documents from machines. Unit is very easy to operate so minimal training is required. In this way many people can use the equipment.

Placement

The Montana Faxnet Project suggests placing equipment in the legislative steno pools. In this way legislators and staff would have easy access to the service.

Statewide Placement

The Montana Faxnet Project has placed telefacsimile units throughout the state. These sites can be used for both sending and receiving material. The sites include:

- Parmly Library, Billings
- Bozeman Public Library
- Dawson County Community College Library
- Great Falls Public Library
- Miles City Public Library
- Butte Public Library
- Flathead City/County Library
- Sidney Public Library
- Roosevelt County Library in Wolf Point
- Columbus High School Library
- Havre Public Library
- Hamilton Public Library
- Missoula Public Library

There are other fax sites existing in Montana, such as at the Governor's Office and various private sector establishments. In cooperation with libraries, an attempt will be made to expand the network. The Montana Faxnet Project Manager will be traveling throughout the state and will encourage local people to identify and contact existing units to determine if they would make their units available for the 1987 Legislature.

The Department of State Lands has agreed to make their units available as receiving sites. This means that legislators could transmit to the following sites: Miles City, Lewistown, Billings, Helena, Kalispell and Missoula. At this time these units could be used only as receiving sites.

By mid-January a directory would be available, listing all sites participating in this Legislative Project.

Turn Around Time

After material has been retrieved at the requesting site, information can be transmitted in 30 seconds.

Uses

*Legislators to Montanans

- Meeting schedules
- Press Releases
- Communication to key groups-update on committee hearings

*Montanans to Legislators

- Testimony on special legislation
- Information from the local perspective
- Input on bill amendments

Training

The Montana Faxnet Project would provide training, technical assistance, consultation and information and referral services. Training would be provided to legislators and staff. Units are easy to operate, so minimal training is required on fax units.

Montana Faxnet Contribution

The Montana Faxnet Project will provide the following contributions:

| | |
|--|-----------|
| Furnish 1 Xerox \$1900 Telefacsimile unit | \$1900.00 |
| 1 roll of thermal paper | 17.90 |
| Provide on site training by Project Manager 8 hours at \$11.00 per hour | 88.00 |
| Provide technical assistance and support As needed at \$11.00 per hour | -0- |

Total In Kind contributions provided by Montana Faxnet \$2005.90

Senate Costs

Telefacsimile equipment can be installed into existing phone lines. The Senate costs would entail paper and communications costs itemized as follows:

| | |
|-----------------------------|-----------|
| *Line usage for Senators | \$ 810.00 |
| #Thermal Paper | \$ 222.75 |
| Estimated Total for Session | \$1032.75 |

*Line Usage Formula: Average Phone Call at \$.30 per minute for approximately thirty minutes per day for 90 Legislative days. This would include daily use of 55 documents per day.

#Thermal Paper Formula: Since each roll furnishes 178 copies at \$.045 per copy, using 55 documents per day for 90 days we see that $$.045 \times 4950 = \222.75 .

When contacting constituents the fax system can save time and money. If a telephone call is made it may take approximately five minutes to conduct the social protocols, connect with the person and relay the information. With a fax system the information can be conveyed in 30-60 seconds. The cost of a 5-minute phone call would be approximately \$1.50, not counting the time of the staff and legislator. Using the telefacsimile system that same information would cost approximately \$.60. Over a long period of time the transmission and staff time saved could provide a substantial savings.

Summary

The statewide placement of telefacsimile units could enhance communications between Legislators and Montanans. The equipment would send and receive information in a timely fashion. After the needed material was located, the document could be transmitted to the requestor in a matter of seconds. This type of system would benefit Legislators because they could communicate to people in rural areas of Montana. Also Montanans, especially in the East and Highline areas, could feel connected to Helena during the 1987 Session.

For more information:

Montana Faxnet Project
c/o State Law Library
215 North Sanders
Helena, Montana 59620
phone 444-2427
Contact: Linda Brander
Project Manager

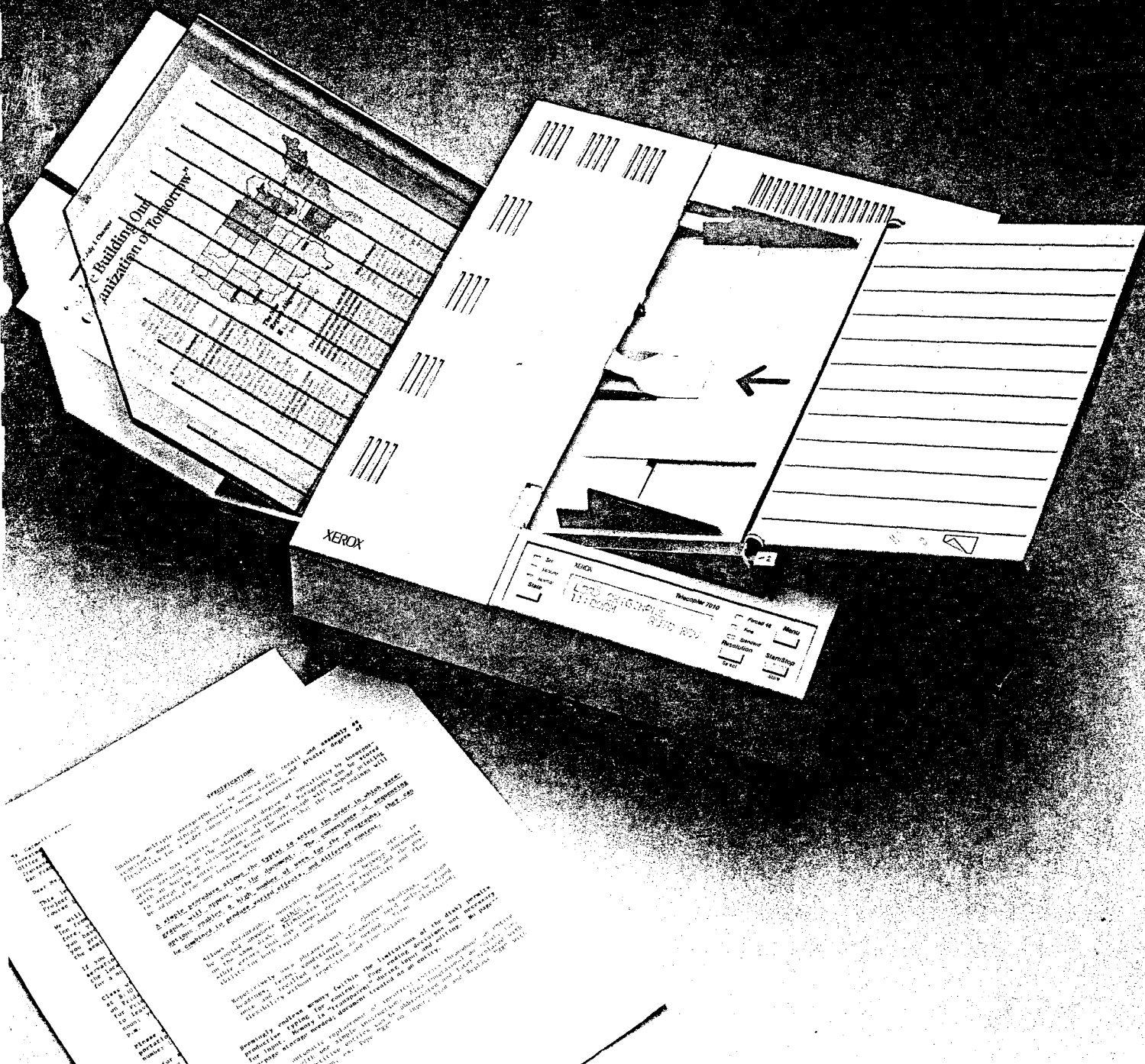
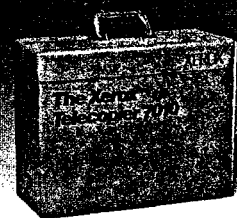
12/12/86

The State Law Library of Montana has received a grant from the Fred Meyer Charitable Trust Foundation. The program, called the Montana Faxnet Project, will link information sites together by using a telefacsimile unit which is similar to a photocopier. The difference is the ability of the facsimile to send and receive copies over ordinary phone lines. In a matter of seconds, a page can be transmitted. The cost is approximately .35 cents per minute. Documents can be transmitted to any other facsimile unit in the world.

Six telefacsimile units have been placed in Helena and are available for public use. The sites are : State Law Library, Montana State Library, Carroll College Library, Shodair Medical Library, Legislative Council Library, and the Lewis & Clark Library. Other units will be placed in the following cities : Billings, Bozeman, Columbus, Livingston, Miles City, Glendive, Wolf Point, Sidney, Havre, Great Falls, Butte, Kalispell, and Hamilton.

For more information, contact : Linda Brander, Project Director, State Law Library, Helena, MT 59620, 444-2427.

The Xerox Telecopier 7010 Facsimile Terminal



In the time it takes to type an address and seal an envelope, the 7010 can deliver a quality copy of your letter — via telephone — anywhere in the world

Just about anything typed, drawn or written on paper can be transmitted by the Xerox Telecopier 7010: text, charts, graphics, even signatures are clearly reproduced. And, you can send up to *ten* pages at a time *without* having to stand by and send each page individually. Altogether, the 7010 now offers a number of automatic features in the *most compact* Xerox facsimile unit ever, at a price that makes it *easy to afford as many as you need*.

A Fine Quality The 7010 can transmit an average page in 25 seconds in Standard resolution. For special documents, small print or detailed diagrams, select Fine resolution. Standard gives you a faster transmission speed, and therefore a lower telephone line cost, while Fine provides the best document appearance.

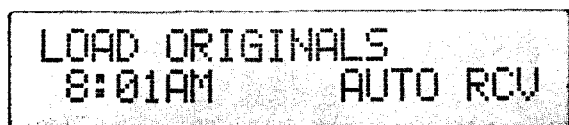
Take It On The Road You can literally take the 7010 with you on trips. All you need is the carrying case (an optional accessory) and a phone with a modular jack. So, wherever you are, you can send and receive documents just as if you were at your desk. If you need copies, remember the 7010 also *functions as a copier*. Copies and facsimiles are produced on low-cost thermal paper, so there's never a need for toner or developer.

Automatic Modem Speed The 7010's high-speed modem (9600 bps) represents the state-of-the-art in digital facsimile. It *automatically* selects the fastest transmission speed possible between the two terminals. If the receiving location has a slower modem or a Group 2 terminal, the 7010 steps down to the slower speed. Remember, the 7010 is automatically compatible with the majority of facsimile equipment worldwide (Groups 2 and 3).

Automatic Document Feeder The ADF accepts up to *ten* originals in sizes from 5" x 4.3" up to 8.5" x 14", in 13-36 lb. weights. Lengths and weights, but not widths, can be mixed in the same transmission. Documents smaller than 5" x 4.3" can be sent by using the document carrier. Likewise, documents longer than 14" can be sent by using the Long Original feature. The ADF lets you drop in a stack of originals, start transmission, and then *walk away while the entire job is done*.

Automatic Document Sizing An automatic paper cutter trims each facsimile to match the size of the original.

Two-way Display Not only does the display guide you through all send, receive and copy functions, it also lets you program the 7010 to *automatically* add names, times and other identifying information to documents. These are called "Send/Receive Headers".



Auto/Manual Receive In Auto Receive, the 7010 accepts all transmissions without any operator involvement at all. Manual Receive shares telephone use between facsimile and voice communication.

Voice Request This feature lets you talk to anyone at the receiving location *before, during or after* transmission.

Polling Documents left in the Automatic Document Feeder of a 7010 can be "picked up" by remote terminals. In the "Secure" mode, only a terminal with the pre-programmed password can pick up the documents. With Secure Polling, the 7010 can work with a hub terminal capable of overnight document retrieval.

Activity/Options Reports The 7010 provides hardcopy printout on a variety of its operations: The *Activity Log* prints out after every 20 send/receive transactions, or on demand. The *Send Confirmation Report* confirms successful transmission of each page, or if any pages must be re-sent. The *Options Log* tells you the status of the various programmable features available.

Xerox 7010 Specifications

Type

Desktop digital transceiver

Telephone Line

Public switched telephone network

Digital Modem Speed

9600 bps; automatic fallback to 7200, 4800, 2400 bps

Resolution

Fine: 196 vertical x 203 horizontal lpi
Standard: 98 x 203 lpi

Compatibility

CCITT G3, CCITT G2

Line Connection

RJ11 series modular jack

Scanner

Solid-state flatbed

Recorder

Electrothermal

Input

Automatic Document Feeder: Up to 10 originals at a time
Sizes: from 5" x 4.3" to 8.5" x 14", in 13-36 lb. weights
Manual Feed: documents longer than 14"

Output

Size: 8.5" x length of original
Automatic paper cutter
Paper supply: 8.5" x 164-foot roll

Electrical Requirements

110/240 VAC, 50/60 Hz

Environment

Temperature range: 15°C (60°F) to 32°C (90°F)
Humidity range: 15 % to 85 %

Size and Weight

Width 11.9", Depth 14.4", Height 4", Weight 22 lbs.

For further information on Xerox Telecopier products, call toll-free: 1-800 TEAM XRX

Xerox Corporation
Xerox Square 05A
Rochester, New York 14644

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12. **Answer: D** The author's main purpose is to inform the reader about the importance of the study.

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As the National Movement in India develops, the Nationalists will
consequently refuse any question of independence at all. National
the rise, there is a feeling that the Nationalists will not
be able to do so.

Western Hemisphere of the country with great talk for all of the
concerning the future of the country in other words.

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De la Roche et al.

* <http://www.elsevier.com/locate/jmb>

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J. A. J. 6/2/90

2. 1990年10月10日，在北京市召开的“中国环境与发展”国际会议上，中国领导人向国际社会提出了“中国环境与发展十大对策”，其中明确提出“中国将坚定不移地走可持续发展道路”。

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1. 凡在本行开立存款账户的客户，均可向本行申请开立支票。
 2. 支票的有效期为自签发之日起 10 个工作日内。

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1. The first step is to identify the problem or question that needs to be answered. This involves understanding the context and the specific requirements of the task.

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LOUISIANA STATE SENATE
LEGISLATIVE ADMINISTRATION COMMITTEE

40TH LEGISLATURE

COMMITTEE MEMBERS

Senator Chas. Haymond, Chairman
Senator Allen G. Kohnau, Vice Ch.
Senator Richard Manning
Senator George McCallum
Senator J. M. Lynch
Senator Bruce Crippen

COMMITTEE SECRETARY

Walter Grayson

1967

LEGISLATIVE DATES

December 12, 1966 through April 12, 1967

ONTARIO LEGISLATIVE COUNCIL BILL STATUS SYSTEM
 FINAL COMMITTEE REPORT OF DEPOSED BILLS
 COMMITTEE (18) LEGISLATIVE ADMIN

PAGE 1888
 BILL NO. 1888
 NEW DATE 18/12/81

LEGISLATIVE COUNCIL
 18/12/81 1888 1888 1888

DATE:

TIME:

SECRETARY:

NO. BILL DATE HEARING DATE CONSIDERATION DATES COMMITTEE ACTION REFERRED TO COMMITTEE DATE

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MISSISSIPPI LEGISLATIVE COUNCIL BILL STATUS SYSTEM
 FINAL COMMITTEE REPORT OF REFERRED BILLS
 COMMITTEE: MISSISSIPPI LEGISLATIVE ADMIN

PAGE 00000001
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DATE OF BILL: 06/22/87
 DATE OF CALL: 06/22/87

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TIMES:

SECRETARY:

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MINUTES OF THE MEETING
LEGISLATIVE ADMINISTRATION COMMITTEE
MONTANA STATE SENATE

DECEMBER 12, 1986

The meeting of the Senate Legislative Administration Committee was called to order by Chairman, Senator Chet Blaylock, on December 12, 1986 in Room 415 of the State Capitol.

ROLL CALL: All of the members were present.

PURPOSE OF THE MEETING: Senator Blaylock stated that the main order of business for the committee at this meeting was the hiring of the staff for the 50th Legislature which will convene on January 5, 1987. He stated that being as the Senate is split evenly that the hiring should be done as evenly as possible.

Senator Crippen stated that the pages last session did not always conduct themselves in a way becoming to their job and he hoped it could be corrected this year. Everyone was in agreement with Senator Crippen on this matter.

Senator George McCallum stated that he felt that he should have two secretaries being as he is the President Pro Tempore and also the chairman for the Senate Taxation Committee. Senator Blaylock stated that he, too, was the President Pro Tempore and had a committee last session and he had only one secretary. He suggested that if his committee secretary is too busy to do his correspondence, then he could take the correspondence to the Steno Pool, that is their purpose. After much discussion, most everyone felt that Senator Blaylock's suggestion was valid.

FIRING: Much of the meeting was spent in filling positions for the staff for the 50th Legislature. Those hired and their positions were the followings:

SERGEANT-AT-ARMS OFFICE

Assistant Sgt.-at-arms for supplies
Assistant Sgt.-at-Arms for pages
Assistant Sgt.-at-Arms for security
Doorkeeper/Security Guard
Doorkeeper/Security Guard
Doorkeeper/Security Guard

Margaret Regan
Sanna Kieseling
Earl Moritz
Norm Eck
Cort Harrington
Ed Vasecka

STENO POOL

Chief Steno
Assistant Chief Steno
Comm. Sec. (Special)
Comm. Sec. (Special)
Comm. Sec. (Special)
Comm. Sec. (Special)

Betty Jakovac
Elaine Rung
Louise Fulbright
Louise Sullivan
Rev Braut
Mary Florence
Root
Jewell Lee

Posting Clerk

ROSTRUM AND MISC.

Journal Clerk
Assistant Journal Clerk
Bills Clerk
Assistant Bills Clerk
Bills Coordinator
Assistant Bills Coordinator
Status Input Technician
Reading Clerk

Delores Ball
Ella Mae Winfield
Joan Duncan
Barbara Griffith
Harriet Celar
Shaun Egan
Kathleen Ely
Howard

Bills Distributor
Assistant Bills Distributor
Amendments Coordinator
Assistant Amendments Coordinator
Proofreader
Proofreader

Hefflefinger
Cindy Jeske
Roger Benson
Kathy Brainer-Ames
Nancy Burdham
Dawn Leighton
Carla Pinkley

COMMITTEE SECRETARIES

Agriculture
Business and Industry
Education
Finance and Claims
Fish and Game
Highways
Judiciary
Labor
Local Government
Natural Resources
Public Health
State Administration
Taxation

Rita Tenneson
Carolyn Linden
Jill Rohyans
Sylvia Kinney
Diane McKittrick
Arlene Carlson
Mary Hickey
Julie Radomacher
Rosemary Jacoby
Nadine McCurdy
Ellen Nehring
Carol Duvall
Aggie Hamilton

Betty Jakovac, chief steno, explained that she would prefer not to hire any typist but strictly committee secretary specials or stenos.

MOTION: A motion was made by Senator J. D. Lynch and seconded by Senator Manning that the chief steno be allowed to hire two stenos in place of two typist. One position will be left open for the present time and see how it works

with the hired staff, if more help is needed in the steno pool they will be able to hire one steno after session starts. Motion carried.

TENTATIVE ROOM ASSIGNMENT: Senator Aklestad reported that he and Senator Van Valkenburg having been working together on the telephone to make the room assignments with everyone's preference in mind.

Senator McCallum asked if a Democrat would be willing to talk to Senator Jacobson to see if she would mind giving up Room 310 and take the former President Pro Tempore Office in exchange. Senators Lynch and Blaylock stated that they would talk with Senator Jacobson regarding this matter.

Senator McCallum stated that since he was only being allowed one secretary, that he would be taking his committee secretary to his third floor office.

TELEPHONES: The telephones in the the Senator's Cloak Room should be for the use of the senators only. During past sessions pages, interns, spouses, and others have been found abusing the telephones which are for the use of senators only. Perhaps this should be more closely monitored by the Sergeants and security.

Senator Lynch stated that there is no relationship between state employees using the telephones and the legislators using the telephones.

Senator Lynch stated that he would like to see the telephones handled the same way as last year.

Senator Aklestad suggested that the public be made aware of the Legislature's feelings about the phones and not hide anything and also relate how it does not compare to the state employees use of the phones.

Senator Aklestad suggested that the Cloak Room be watched a little more closely regarding the use of the phones.

SCHEDULING OF PAGES: Ralph Erving, Sergeant-at-Arms asked who would be doing the scheduling of the pages. Senator Blaylock stated that he and Senator Kolstad would be working together on the scheduling.

FURNITURE: Ralph explained the shortage of furniture and stated that he would know by next Wednesday if the Senate can get any furniture from Surplus. If that is not possible Ralph asked for authorization to buy 6 file cabinets, 2 typing stands, and 2 secretarial desks. He was given authorization to buy the above mentioned furniture, if necessary.

Ralph stated that the Senate needs to purchase another computer printer. He had checked into the renting of a machine, but that is not possible. He was given the authority to purchase another printer. IBM will, however, lend us one of theirs until the new machine arrives.

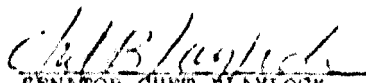
Water coolers were discussed. Three hot and cold coolers and three cold coolers will be ordered.

COMPUTER OPERATOR: Betty Jakovac asked if she could hire a computer operator.

Senator Lynch stated that he did not think that this was the session to be adding more positions to the staff.

ROOMS 103 AND 234: Rooms 103 and 234 will be looked at upon the adjournment of the Legislative Administration Committee Meeting for use by the Senate.

ADJOURN: With no further business the meeting was adjourned at 7:45.


SENATOR CHET BLAYLOCK
Chairman

ROLL CALL

LEGISLATIVE ADMINISTRATION COMMITTEE

50th LEGISLATIVE SESSION -- 1987

Date 12-19-86

| NAME | PRESENT | ABSENT | EXCUSED |
|--------------------------|---------|--------|---------|
| SENATOR CHET BLAYLOCK | ✓ | | |
| SENATOR ALLEN KOLSTAD | ✓ | | |
| SENATOR RICHARD MANNING | ✓ | | |
| SENATOR GEORGE MC CALLUM | ✓ | | |
| SENATOR J. D. LYNCH | ✓ | | |
| SENATOR BRUCE CRIPPEN | ✓ | | |
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