MINUTES

MONTANA HOUSE OF REPRESENTATIVES
53rd LEGISLATURE - REGULAR SESSION

COMMITTEE ON STATE ADMINISTRATION

Call to Order: By DICK SIMPKINS, CHAIR, on January 4, 1993, at 2:00 p.m.

ROLL CALL

Members Present:
Rep. Dick Simpkins, Chair (R)
Rep. Wilbur Spring, Vice Chair (R)
Rep. Ervin Davis, Vice Chair (D)
Rep. Beverly Barnhart (D)
Rep. Pat Galvin (D)
Rep. Bob Gervais (D)
Rep. Harriet Hayne (R)
Rep. Gary Mason (R)
Rep. Brad Molnar (R)
Rep. Bill Rehbein (R)
Rep. Sam Rose (R)
Rep. Dore Schwinden (D)
Rep. Carolyn Squires (D)
Rep. Jay Stovall (R)
Rep. Norm Wallin (R)

Members Absent: Sheila Rice (D)

Staff Present: Sheri Heffelfinger, Legislative Council
Dorothy Poulsen, Committee Secretary

Please Note: These are summary minutes. Testimony and discussion are paraphrased and condensed.

Committee Business Summary:

CHAIRMAN SIMPKINS opened this orientation meeting of the committee in order for the committee members to decide procedural issues, to clarify his role as chairman, and to introduce staff.

PROXY VOTE: The committee discussed the procedure for proxy vote and decided that an absent member would leave a written notice which specified the authority of the proxy. That authority could be general allowing the proxy to vote on all bills and amendments or specifying the vote to be cast for individual bills.

Additionally, the committee agreed that members will notify vice-chairs of absences.

LEGISLATIVE STAFF: Sheri Heffelfinger, Legislative Council staff, outlined the scope of her duties as committee staff. EXHIBIT 1

S. Heffelfinger's office is Room 140-C; her hours are 7 am - 5 pm.

RULES: **CHAIRMAN SIMPKINS** stated that he would not accept a TABLING MOTION as the first motion. The first motion should be either DO PASS or DO NOT PASS followed by discussion. At that point, a TABLING motion may be made. Once tabled, a bill requires a three-fifths vote to move out of committee.

CHAIRMAN SIMPKINS also stated and the committee agreed that a majority vote would be required to end discussion during executive action. The **CHAIR** prefers that all questions be answered and issues be fully discussed prior to final action on a bill.

COMMITTEE SCHEDULE: **CHAIR SIMPKINS** stated that he will try to schedule meetings at 9:00 am, Tuesday through Friday, for as long as possible. The schedule for the rest of this week will be:

Tuesday:	8:00 am --HB 20, HB 22	
Wednesday:	8:00 am --HB 55, HB 65	
Thursday:	8:00 am -- Bills unknown	
Friday:	9:00 am -- Informational meeting on State Pay Plan and Retirement Plans.	

ADJOURNMENT

Adjournment: 3:00 p.m.

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DICK SIMPKINS, Chair

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DOROTHY POULSEN, Secretary

DS/DP

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TO: Members of the House Committee on State Administration

FROM: Sheri S. Heffelfinger, Staff Researcher

RE: Services available to committee members

By way of introduction, I have worked as a researcher for the Legislative Council for since April 1990. During the last interim, I staffed the Committee on the Montana State Hospital and the Joint Interim Committee on Public Employee Retirement Systems. I have drafted bills on a variety of subjects from public retirement plans to pay plans to veterans affairs to elections, many of which may be heard by this Committee.

Prior to my employment at the Council, I was working on a masters degree in journalism at the University of Montana. I have a B.A. in political science and history from the University of Southern California and have worked nearly six years as a military intelligence analyst for the U.S. Army, both on active duty and as a reservist. My last active duty assignment was an 8-month tour in the Republic of Panama.

I look forward to working with the Committee.

For those of you who may be new to the services performed by the staff of the Legislative Council, here is a brief outline of my functions in support of the House State Administration Committee. I will:

(1)   review all amendments adopted by the committee with the same bill drafting guidelines applied to the original bill--with the Chairman's authorization to make necessary changes in grammar, punctuation, word choice, and sentence structure, not affecting meaning, that may be detected between committee adoption and delivery of the Standing Committee Report, subject to review by the Chairman before signing the report;

(2)   draft proposed amendments upon request of individual committee members prior to committee action on a given bill;

(3)   draft proposed amendments to be moved on Second Reading upon request of any

EXHIBIT____1_____
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committee member;

(4)   draft statements of legislative intent or obtain drafts from state agencies when directed by the committee;

(5)   draft committee bills when requested by the committee;

(6)   review proposed legislation and advise the committee as to constitutionality, internal consistency, possibility of conflict with or duplication of existing provisions, and compliance with other bill drafting provisions such as grammar, punctuation, word choice, and statutory sentence structure;

(7)   attend subcommittee meetings when assigned by the Chairman to perform the appropriate functions listed above;

(8)   attend conference committee or free conference committee deliberations as invited to perform the appropriate functions listed above; and

(9)   assist the committee or individual member in obtaining data or any pertinent information from state or local Montana agencies, federal government, or other states pertaining to bills under deliberation.

Again, I look forward to working with you.

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