

OFFICE OF THE GOVERNOR
BUDGET AND PROGRAM PLANNING
STATE OF MONTANA



GREG GIANFORTE
GOVERNOR

PO BOX 200802
HELENA, MONTANA 59620-0802

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TO: Agency Directors

FROM: Ryan Osmundson, Budget Director
Anita Milanovich, Chief Legal Counsel

Date: February 16, 2024

Subject: **Legislation Proposals for the 2025 Legislative Session**

A. Proposed Legislation -- Deadline May 6, 2024

This memo and the accompanying legislation proposal form describe the process for agencies to submit legislative proposals in preparation for the 2025 Legislative Session.

We have forms to help you prepare submissions.

- use "GOV_ADM_001"
- call up "Forms&Memos\Forms"
- copy the "Proposed 2025 Session Legislation" Excel form, named "Memo2 – 2027 Biennium Attach 1 Legform.xls."

Please complete a form for EACH piece of proposed legislation, recognizing that your forms will be public documents used by both the executive and legislative branch.

You should submit *all legislative proposals (concepts)* by May 6. We don't need complete drafts of the legislation at this point. If you do have a draft on any proposal, you may submit it along with the request form. Please note these important points:

1. Prioritize all proposed legislation 1 through XXX for the entire agency, with 001 as the highest priority. These numbers will help us track your proposals throughout planning and bill drafting. We will return any proposals that lack priority numbering.
2. Save your completed legislation forms as Excel documents in the "LEG" folder on the OBPP server. Use this format to name them: \XXXX\YY-ZZZ.xls
 - XXXX is your four-digit agency code
 - YY is the two-digit program code

- ZZZ is the **agency-wide priority number** the agency assigned to the proposed legislation.

E-mail or call Brandy Itzel at x3616 when you have saved your proposals in the file.

Email Brandy Itzel for technical help with retrieving or transmitting documents. To obtain access for additional or new agency personnel, contact your assigned OBPP Budget Analyst.

3. Don't send biennial appropriation bills at this time. Examples include HB 5 for long-range building or HB 9 for cultural and aesthetic grants. Please send final drafts of these bills directly to Amy Sassano as HB XX whenever they are ready.

After OBPP and the Governor's staff review your legislative proposals, we will notify agencies electronically when they are approved to draft specific bills.

The notification will include a listing of those bills that are approved for drafting and those that are not approved. Non-approved bills may fit another category, such as:

- the need for more information
- the need to coordinate with other agencies
- interest of the Governor in requesting the bill
- or other actions

Call Brandy Itzel at x3616 to schedule agency conferences, if needed. The meetings will enable follow-up and final decisions on your proposals.

B. Final Drafts of Legislation -- Deadline September 13, 2024

Whenever your agency completes a final draft of approved legislation,

- **save** the final draft in the "Leg" folder on the OBPP server with the file name "XXXX\YY-ZZZF.doc"
 - XXXX is your four-digit agency code
 - YY is the two-digit program code
 - ZZZ is the *same priority number* assigned May 6th - F indicates final draft.
- **send** an e-mail to Brandy Itzel at OBPP.

[Changing the ZZZ number from the number we have approved will cause confusion and delays in reviewing your legislation. If we combine two requested bills during the summer, the ZZZ number will be the **lower** of the original numbers that the agency assigns in May.]

Note! Agencies MUST identify both the file name described above AND the LSD assigned LC number (if available) on top of the first page of the bill draft for all bill drafts submitted for review and approval.

Note: At the same time the agency submits the final draft of the bill, agencies will be required to submit a draft fiscal note for the bill to OBPP.

We urge all agency staff involved in drafting legislation to attend the LSD “Bill Drafting Workshop.” It likely will be presented several times in June. Call the LSD at 444-3064 for further information.

OBPP and Governor’s policy and legal staff will review your final bill drafts and seek more information as needed.

Most bills from your agency may be requested by the legislative committee that has monitoring responsibility for your agency under 5-5-215(1)(c), MCA, and that will have reviewed your legislative concepts. The appropriate interim committee will be the official requestor of these bills. The LSD will be responsible for this procedure, and it will be copying your final bill drafts directly from the OBPP server for drafting. Since these LSD bill drafting rules may affect executive branch legislation, the Governor’s Office expects you will, at a minimum, keep us informed whenever changes occur that have a legal, programmatic, or budgetary effect. The LSD draft bills won’t need a legislative requestor, but you will be required to secure a bill sponsor and have the sponsor pre-introduce the bill prior to December 15, 2024.

If your agency has legislation that is not requested through your interim legislative committee, OBPP and the Governor’s Office staff will work with you to secure a requester and a sponsor for your legislation. To be pre-introduced, the bill draft must still be finalized and have a sponsor by December 15, 2024. Otherwise, the bill will be introduced in accordance with bill introduction rules of the House or Senate.