

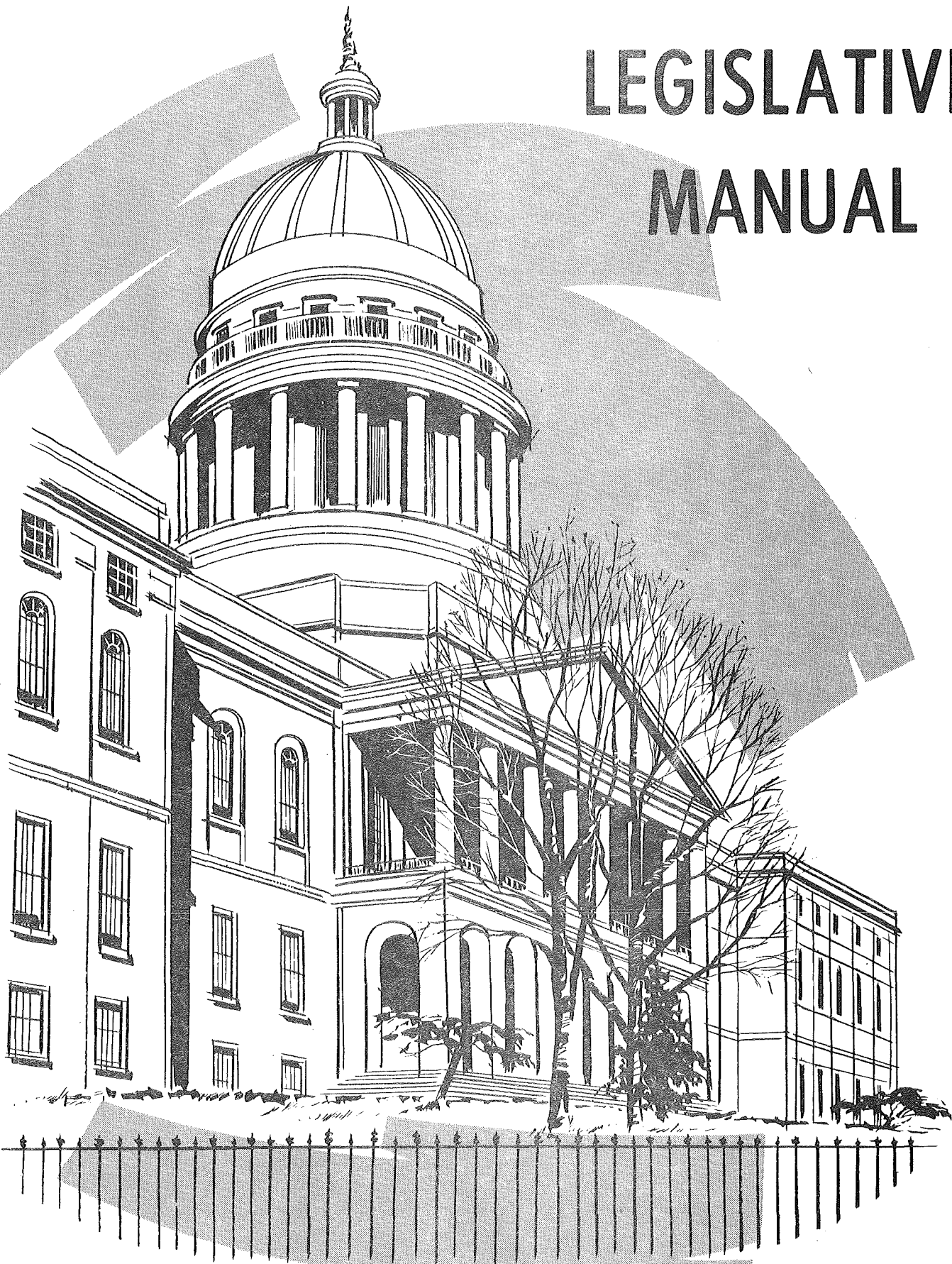
MAINE STATE LEGISLATURE

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MAINE LEGISLATIVE MANUAL



Legislative Manual
Legislative Research Committee
Report
To
103rd Legislature
Pub. No. 103-4 January, 1967
Revised November, 1968

EDITOR'S NOTES

This is a reprint of the Maine Legislative Manual as it was prepared for and presented to the 103rd Maine Legislature in January 1967. Since then a few changes have been made, largely in legislative rules and procedures. These are noted below with the page and paragraph number following.

CAUCUSES

Pg. 1, par. 1 - 4 Pg. 2, par. 1 - 3

While the function of the party caucus remains largely the same as it is outlined here, the party caucuses have been held and the functions of the caucus carried out at the pre-legislative conference. This relatively new custom started with the pre-legislative conference in November 1964.

SUBORDINATE LEGISLATIVE OFFICERS

Pg. 1, par. 4 Pg. 2, par. 1

Beginning with the 1969 session, the President of the Senate and the Speaker of the House are empowered by legislative rules to appoint the subordinate officers of the Senate and House including Sergeant at Arms, Assistant Sergeant at Arms, Doorkeeper, Postmaster and Pages.

STATE OFFICERS TO BE ELECTED

Pg. 2, par. 3

The State Officers to be nominated at the caucuses and later elected by the Legislature in 1969 are Attorney General, Secretary of State, Treasurer and Auditor.

ROLL CALL & RENOVATION

Pg. 4, par. 1 and par. 3

The Senate was again redecorated in 1968. The roll call machine in the House, which was first used at the 1967 Session, did add substantially to the number of roll calls and to the efficiency with which they could be made.

LEGISLATIVE RESEARCH - BILL DRAFTING

Pg. 9, par. 4

Help in drafting bills is also available now from the office of the Attorney General.

DEADLINE ON BILLS

Pg. 9, par. 5

Legislative rules now specify that all requests for bills or resolves must be submitted to the Legislative Research Director by the fourth Friday following the convening of the Session. They must be introduced in complete, final form by the third Tuesday after that.

LEGISLATIVE FINANCE

Pg. 12, par. 3

Frederick W. Kneeland has resigned to accept employment outside of state service. The Legislative Finance Officer is now William H. Garside.

SENATE RULES AND CUSTOMS

Pg. 17, par. 4

The President of the Senate may vote on any question, if he wishes to do so.

Pg. 18, par. 3

The Senate no longer elects the Sergeant at Arms. He is appointed by the President of the Senate.

Pg. 18, par. 5

The 104th Legislature will be the first one since the creation of Senate districts which cross county lines. It is uncertain at this time what will be done in addressing Senators, since some represent more than one county.

RULES OF DEBATE

Pg. 20, par. 3

This paragraph relating to precedence of various motions remains in effect; however, a rule change which will take effect for the first time at the 104th Legislature provides that debate or amendment in the Senate be held on a bill in the Second Reading and in the House in the Third Reading, provided the favorable report of the committee has been accepted. The purpose of this rule change is to prevent repetitious debate at each stage of the legislative process of "readings" and expedite the progress of the session.

FROM A BILL TO A LAW

Pg. 21, par. 6

Co-sponsorship of legislation has been eliminated.

GENERAL INFORMATION

Pg. 27, par. 1

Legislative Orders are not always passed by both the House and Senate. It depends on the nature of the Order. For instance, an Order calling for the redecoration of either branch would only be passed by the one to which it pertained.

Pg. 27, par. 2

Clergymen are paid nine cents per mile as are legislators and state employees.

Pg. 28, par. 3

Legislators now are allowed up to \$7 per day for meals and up to \$9 per night for room. Rooms may be charged as a legislative expense during the session or on the night immediately preceding or immediately following a day the Legislature is in session.

Legislators are entitled to mileage for one round trip per week from their home to Augusta. Under a new provision, they may also collect mileage for a round trip from their home to Augusta each legislative day in lieu of housing. However, the payment for such trip cannot exceed the \$9 daily housing allowance.

STATE OFFICERS AND DEPARTMENTS

Pgs. 30 - 74

There have not been any extensive changes in the bulk of the material relating to state officers and state departments; however, figures relating to annual budgets and to the approximate number of employees may no longer be valid. In addition, a few departments have had organizational changes. This is particularly true of the Department of Economic Development which has substantially changed the names and duties of its divisions.

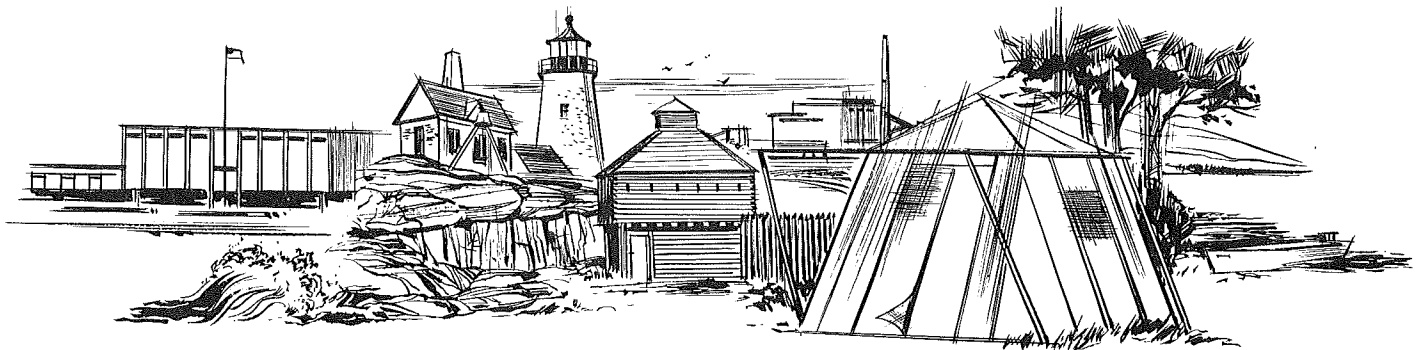
This section will give the legislator a quick insight into the various departments and how they operate. It should be remembered, however, that the material was written in August 1966 and references to budgets and other topical facts should be used accordingly.

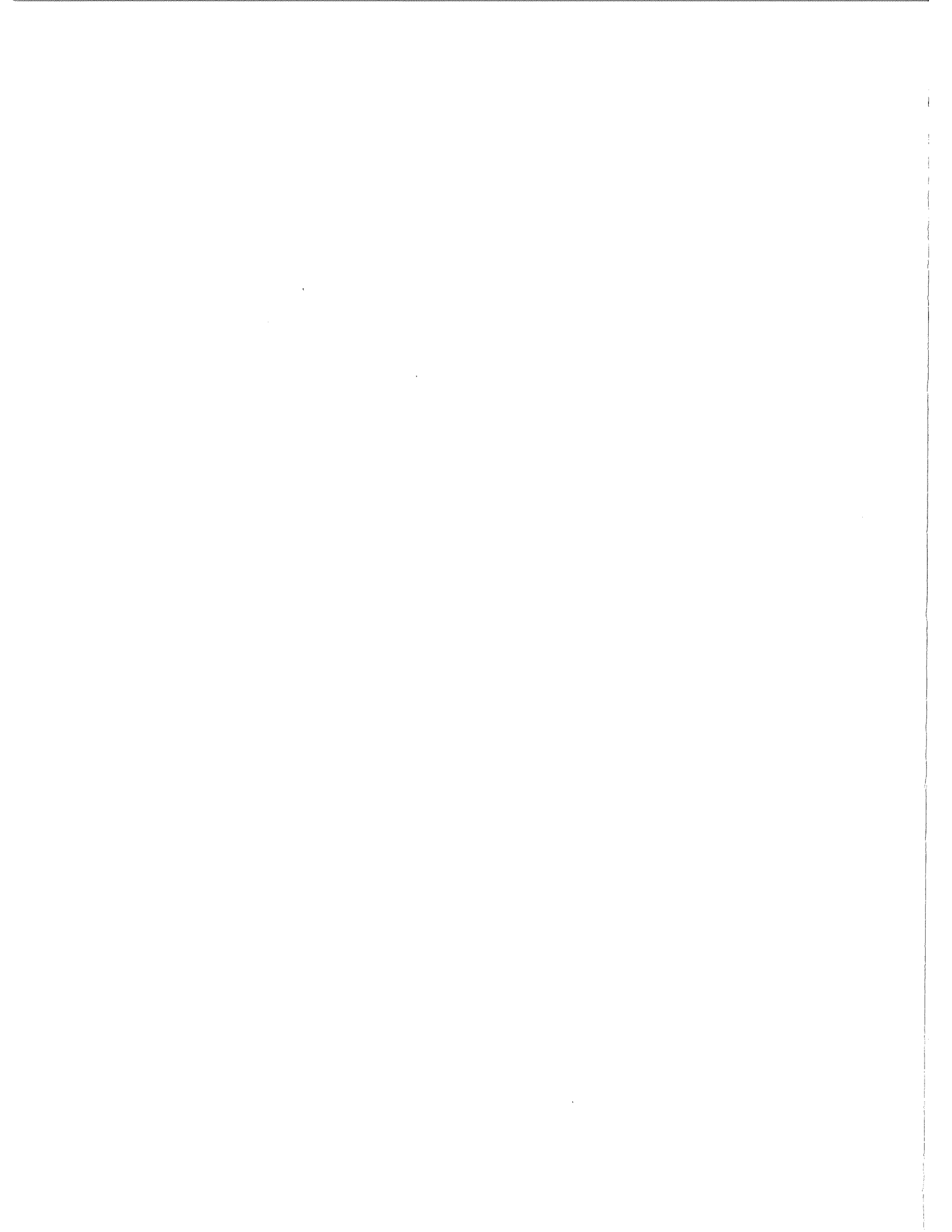


INTRODUCTION

This manual was designed primarily for new lawmakers. It was prepared at the direction of the Maine Legislative Research Committee of the 102nd Maine Legislature. The manual is designed to acquaint incoming legislators with legislative functions, with some of the assistance available to legislators from the State Library, Legislative Research Office, Legislative Finance Office and other sources, and with the operation of the principal departments of state government.

The Legislative Research Committee hopes that members of the 103rd Legislature will find this manual useful and informative and that they will offer suggestions on how it may be improved.





CONTENTS

STATE HOUSE

Second Floor

Third Floor

CAUCUSES	1
THE FIRST DAY - ORGANIZATION	2
THE SECOND DAY - INAUGURATION	3
ROLL CALL AND RENOVATIONS	4
DOCUMENTS AND AIDS	5
LEGISLATIVE RESEARCH	9
MAINE STATE LIBRARY	11
LEGISLATIVE FINANCE	12
HOW TO USE THE BUDGET DOCUMENT	14
HOUSE RULES AND CUSTOMS	15
SENATE RULES AND CUSTOMS	17
PROCEEDINGS OF THE HOUSE AND SENATE	19
FROM A BILL TO A LAW	21
PRESS RADIO AND TELEVISION	26
GENERAL INFORMATION	27
STATE OF MAINE ORGANIZATIONAL CHART	30-32

CONSTITUTIONAL OFFICERS

ATTORNEY GENERAL	33
AUDITOR	33
SECRETARY OF STATE	34
TREASURER	35

STATE DEPARTMENTS

ADJUTANT GENERAL	36
AGRICULTURE	36
BANKS AND BANKING	38
ECONOMIC DEVELOPMENT	39
EDUCATION	41

STATE DEPARTMENTS

FINANCE AND ADMINISTRATION	44
TAXATION	44
PUBLIC IMPROVEMENTS	45
BUDGET	45
PURCHASES	46
ACCOUNTS AND CONTROL	46
FORESTRY	47
INLAND FISH AND GAME	49
HEALTH AND WELFARE	51
INDIAN AFFAIRS	55
INSURANCE	56
MENTAL HEALTH AND CORRECTIONS	57
LABOR AND INDUSTRY	58
STATE LIBRARY	60
SEA AND SHORE FISHERIES	61
STATE POLICE	62
VETERANS SERVICES	64

AGENCIES - BOARDS - COMMISSIONS

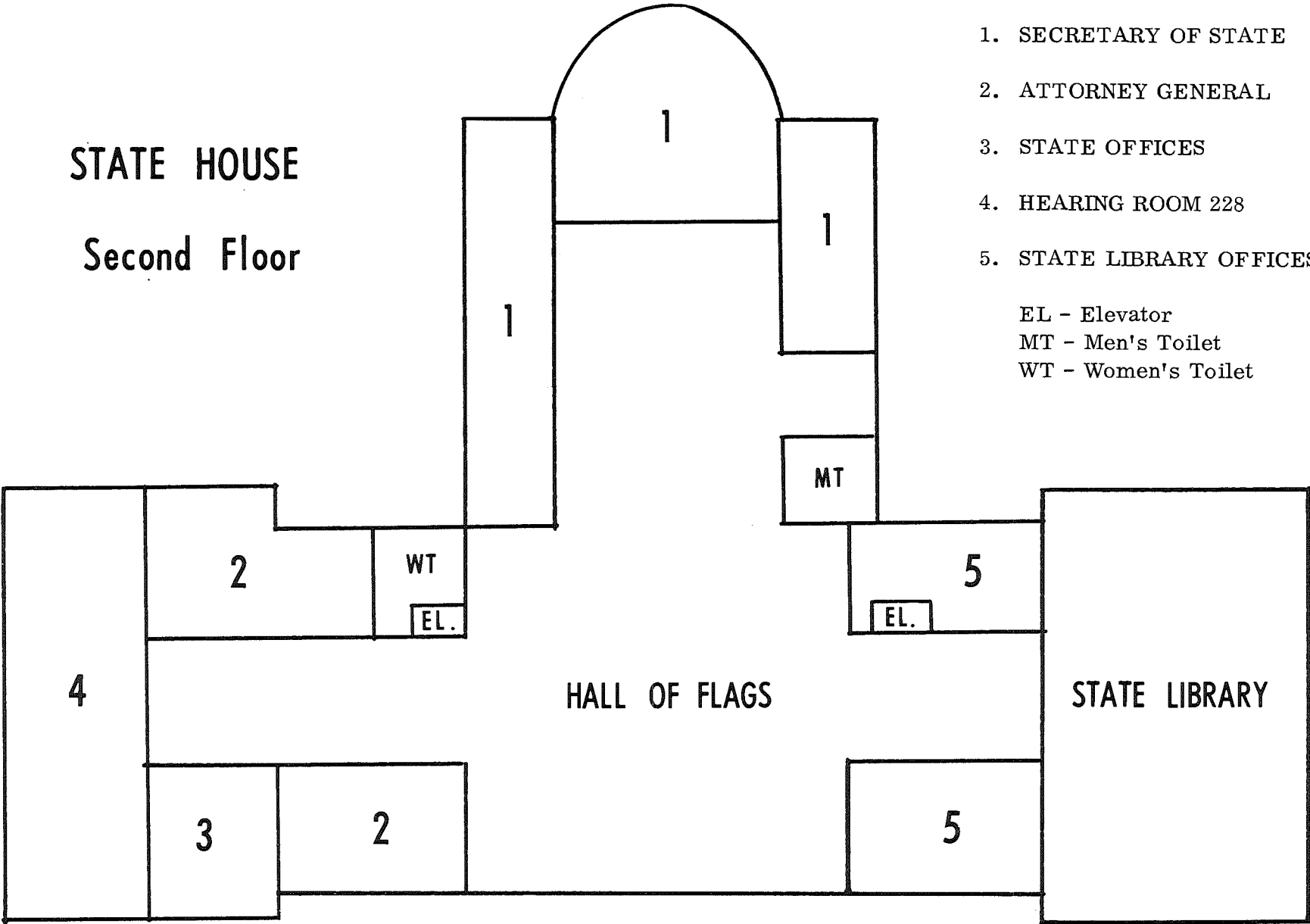
CIVIL DEFENSE AGENCY	64
HARNESS RACING - RUNNING HORSE - BOXING COMMISSIONS	64
HIGHWAY COMMISSION	65
INDUSTRIAL ACCIDENT COMMISSION	67
LIQUOR COMMISSION	68
EMPLOYMENT SECURITY COMMISSION	68
MILK COMMISSION	71
PARK - RECREATION COMMISSION	71
PERSONNEL BOARD	72
PUBLIC UTILITIES COMMISSION	73

STATE HOUSE

Second Floor

- 1. SECRETARY OF STATE
- 2. ATTORNEY GENERAL
- 3. STATE OFFICES
- 4. HEARING ROOM 228
- 5. STATE LIBRARY OFFICES

EL - Elevator
MT - Men's Toilet
WT - Women's Toilet



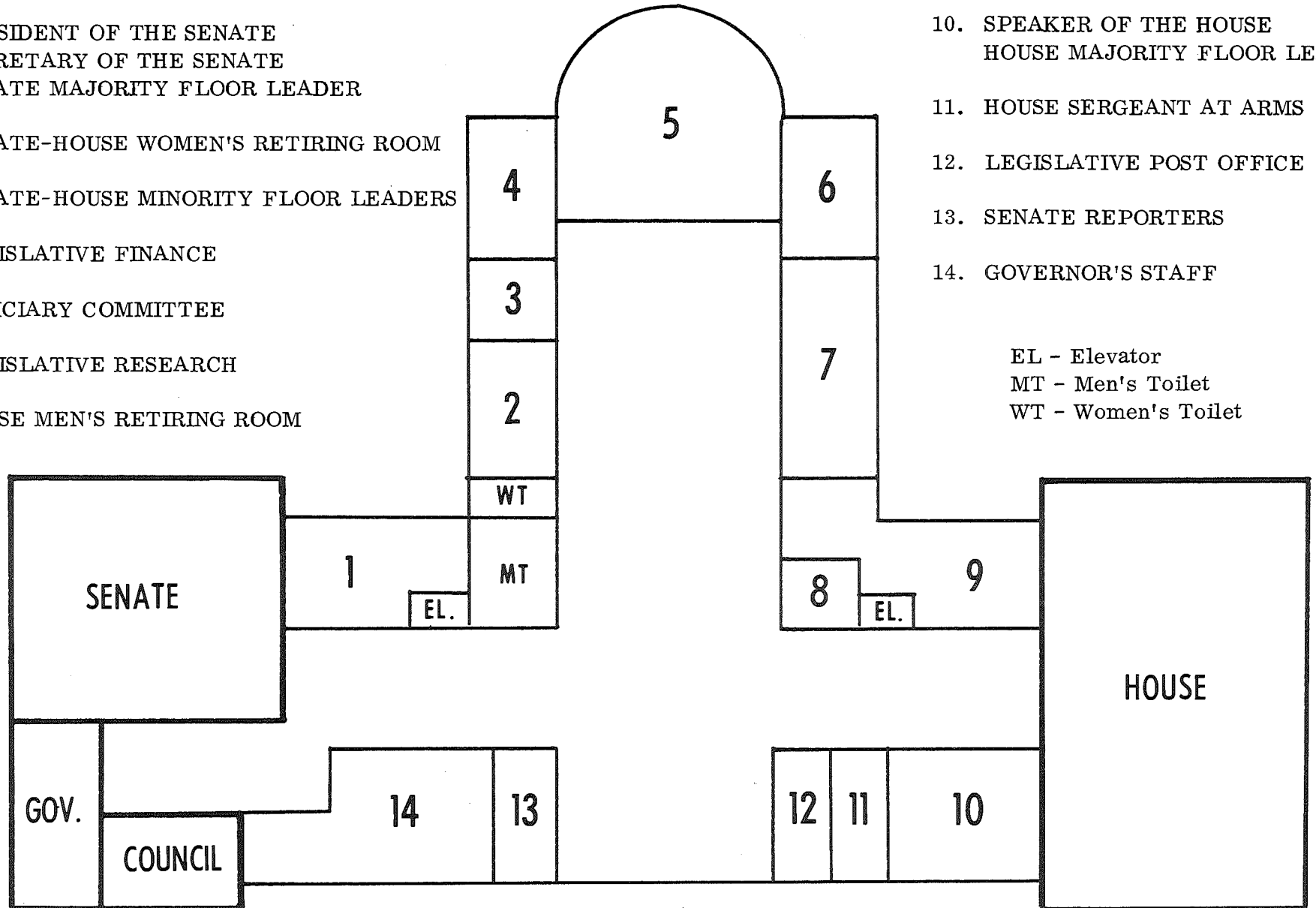
STATE HOUSE

Third Floor

1. PRESIDENT OF THE SENATE
SECRETARY OF THE SENATE
SENATE MAJORITY FLOOR LEADER
2. SENATE-HOUSE WOMEN'S RETIRING ROOM
3. SENATE-HOUSE MINORITY FLOOR LEADERS
4. LEGISLATIVE FINANCE
5. JUDICIARY COMMITTEE
6. LEGISLATIVE RESEARCH
7. HOUSE MEN'S RETIRING ROOM

8. DOCUMENT CLERK
9. CLERK OF THE HOUSE
HOUSE REPORTERS
10. SPEAKER OF THE HOUSE
HOUSE MAJORITY FLOOR LEADER
11. HOUSE SERGEANT AT ARMS
12. LEGISLATIVE POST OFFICE
13. SENATE REPORTERS
14. GOVERNOR'S STAFF

EL - Elevator
MT - Men's Toilet
WT - Women's Toilet



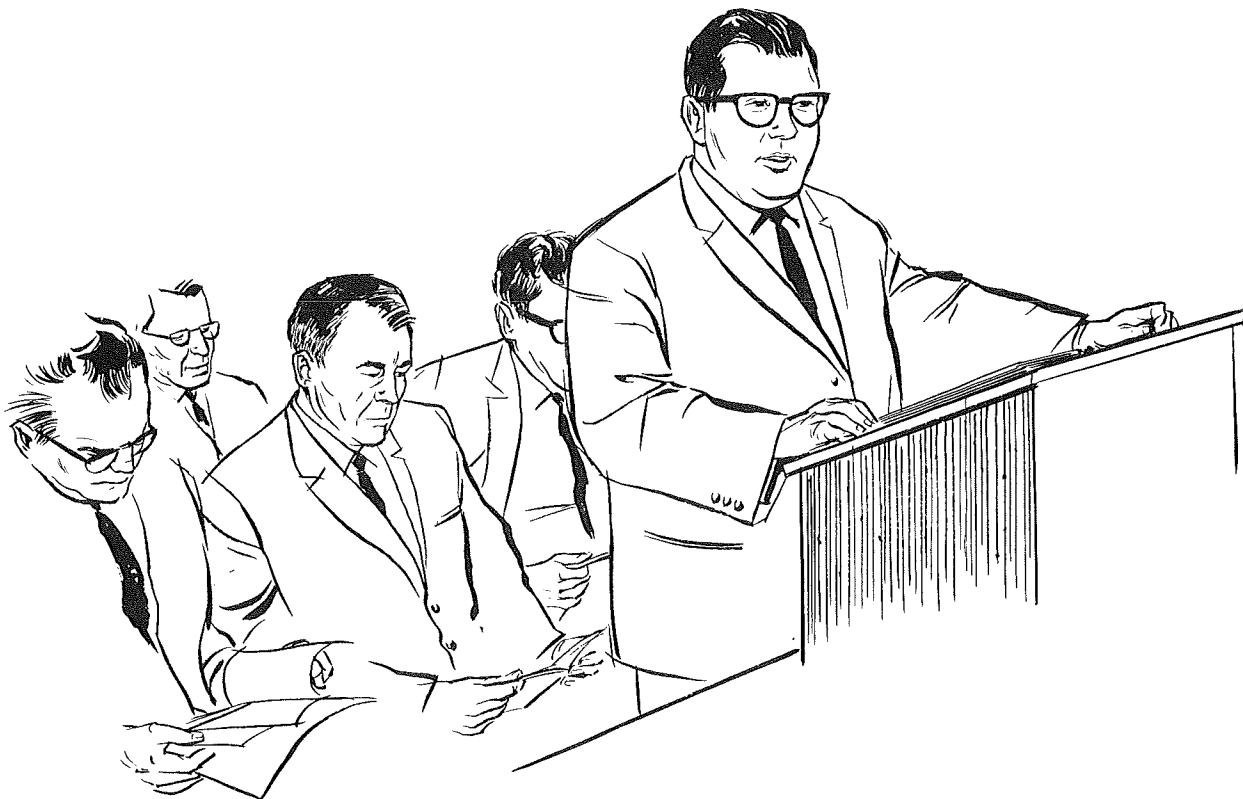
CAUCUSES

While they are not an official part of the functioning of the Legislature, party caucuses are the first big event of the opening week of the Legislature. The Legislature convenes as directed in the Maine Constitution on the first Wednesday in January. Each party caucuses on the previous Tuesday evening.

By custom the majority party in the House caucuses in the Hall of the House and is called to order by the oldest member of the party, who may or may not be named chairman of the House caucus. The majority party in the Senate usually caucuses in the Judiciary Room. Following the separate caucuses, the majority party holds a joint Senate - House caucus in the Hall of the House. The minority party caucuses usually in the Senate Chamber.

The Senate and the House caucuses of both the majority and minority parties elect floor leaders and assistant floor leaders. The names of those elected to represent their party on the floor of the House and Senate are later announced on the floor while the Legislature is in session so that the Journal may show who are the official leaders for the session. These posts are also recognized by the allocation of office space and a secretary to the floor leaders.

At the House caucus of each of the political parties, officers of the House are nominated. While these are nominations only, since the House officers must be elected by the entire House membership, a nomination by the majority party is tantamount to election. House officers include Speaker of the House, Clerk of the House, Assistant Clerk of the House, Sergeant at Arms, Assistant Sergeant at Arms, Doorkeeper, Document Clerk and two Pages.



At the Senate caucus of each of the political parties officers of the Senate are nominated. Since officers must be elected by the entire Senate membership, these are nominations only, however, nomination by the majority party is tantamount to election. Senate officers include President of the Senate, Secretary of the Senate, Assistant Secretary of the Senate, Sergeant at Arms, Assistant Sergeant at Arms, Doorkeeper, Postmaster and two Pages.

When the minority and majority parties meet in separate joint Senate-House caucus they nominate councilors and constitutional officers. Again these posts must be filled by a vote of the entire Legislature but nomination by the majority party is tantamount to election. Usually the candidate nominated by the delegation from the county to be represented becomes the nominee of the caucus for the position of Executive Councilor.

Constitutional officers to be nominated at joint caucuses and later elected by the Legislature in 1967 are the Attorney General, Secretary of State and Treasurer. The Auditor was elected for a four-year term in 1965 and under a law passed in 1965 the Commissioner of Agriculture was made a gubernatorial appointment.

THE FIRST DAY - ORGANIZATION

Convening on the first Wednesday in January as required by the Maine Constitution, the Legislature usually meets at 10 a.m. The Secretary of the Senate and the Clerk of the House of the previous Legislature are the organizing officers of the new House and Senate. They preside until a President of the Senate and a Speaker of the House are elected.

Similar procedures are followed in the organization of the House and the Senate. Meeting separately, of course, the following is the procedure:

Members-elect are called to order by the presiding officer and a roll call taken to see if a quorum is present.

A message is sent to the Governor (whose term in office does not end until Thursday) advising him that the members-elect are ready to receive their oaths of office.

The Governor and Council enter and, in the presence of the Council, the Governor administers the oath of office as required by the Constitution.

Each legislative branch then proceeds to elect its officers, adopt rules and pass the necessary orders to complete its organization.

On Wednesday afternoon the two branches meet in joint convention in the Hall of the House for the purpose of electing members of the Executive Council and the State Constitutional Officers. A message is sent from the House to the Senate, the senators go to the House and, traditionally, the President of the Senate presides at the joint session.



THE SECOND DAY - INAUGURATION

In accordance with the Constitution, the Governor is inaugurated on Thursday of the first week of the session. Inauguration ceremonies are usually held at 11 a.m. Both branches usually meet at 10 a.m. and upon a message being sent from the House, the senators go to the House Chamber, the President of the Senate takes over the gavel and invites the Governor-elect to attend for the purpose of taking the oath of office and delivering his Inaugural Address.

Usually the members of the Supreme Judicial Court, Superior Court and former governors are invited to attend the ceremonies. It is also a matter of custom that members may have their wives and members of their immediate family sit inside the rail of the House with them during the Inauguration.

Members of the Legislature are usually requested to comment on the inaugural by the press following the adjournment of the morning session. Printed copies of the inaugural in booklet form are distributed following adjournment. The Governor's Budget Message usually follows the inaugural by one week, however, this tradition has been broken in the past with the inaugural and budget message being delivered at the same time on inauguration day.

Since the adoption of the four-year term for governor, there is an inauguration ceremony only when a Governor begins a new four-year term. However, the Governor, when he is in mid-term does address the Legislature on Thursday of the first week delivering a combined message and outline of his financial proposals.



ROLL CALL AND RENOVATION

Members entering the House for the first time will find it attractively lighted, decorated and equipped with a new electric roll call system. The extensive renovations in the House are the first in more than 50 years while the Senate was more recently renovated in 1960. Both branches are equipped with microphones. Members rising to speak have their microphones plugged in automatically when they are recognized by the presiding officer. This is done at a central switch board at the front of the Chamber. The microphones are equipped with a release button so that they may be adjusted to the proper height. Members are requested to speak into the microphone so that they may be heard and their remarks recorded for later reproduction in the legislative record.

The electric roll call system provides a switch on the desk of each Representative so that he may vote yes or no. Members may also use the switch to summon a House page. When a roll call vote is ordered in the House the following procedure is followed:

1. Members move their switches to either yes or no.
2. Large panels mounted on the wall to the left and right of the House indicate the vote of each member by lights beside each listed name.
3. Members may alter their vote from yes to no or vice versa until the Speaker indicates that he is going to "lock" the final vote.
4. The final total of yes, no and absent is locked and announced. The voting system then provides up to 1,000 record cards with perforations indicating the bill number, the date, the individual votes of members, and the total vote. At the same time the final totals and individual votes of members are displayed on the panels until the system is cleared.
5. The voting switches cannot be separately locked but the Speaker has a miniature board to enable him to see which members are voting. There are also boards in the front of the House facing toward the pages seats so that they may see which members are calling for a page.

In the past the time consumed in calling the roll member-by-member by the clerk, recording the votes and verifying absentees was a factor in reducing the number of roll call votes. It is anticipated that the new electric roll call system will add to the number of roll call votes taken at each session as well as to the efficiency of taking and recording them.

DOCUMENTS AND AIDS

The experienced legislator makes use of the various legislative documents throughout the session to find out what has happened and what is scheduled to happen. The new legislator should be familiar with the documents and publications which the Legislature uses to conduct its business.

Bills and Resolves Signed by the Governor

If the legislator has any question as to whether or not a bill has been signed by the Governor, he can answer it by examining the list of bills posted on the wall outside the Senate. This information is also available from the Legislative Docket machine.

Appointments Made by the Governor

Frequently the legislator will have an interest in gubernatorial appointments. A list of the appointments posted (most of which must later be confirmed by the Executive Council) are on the wall between the Council Chamber and the Governor's office.

Register of Bills and Resolves

At the close of the legislative session the Clerk of the House compiles and has printed a Register of All Bills and Resolves - History and Final Disposition. This gives in brief form the number and title of the bill, the committee action and the final legislative action. It is a useful record of what happened to each piece of legislation.

Biographical Sketches

Prior to each session the Kennebec Journal prints a book with a picture of each legislator and the essential facts of his background. This is a widely used reference source by the Maine press and others interested in the legislature. The legislator is urged to cooperate in providing the necessary information and picture. Copies of each edition are retained by the State Library and are an important part of the informational and pictorial record of each session.



Legislative Record

Maine is one of a limited number of states that keeps and prints, and later provides in bound volumes, a word-by-word record of the proceedings and debate of the House and Senate. The proceedings are taken down by court reporters in shorthand and are also recorded on tape. They are typed immediately after the session to be sent to the printer. Any legislator having a question about the exact wording of a statement made can check with the reporter immediately after the session.

Unless the daily session is unusually long a proof of the record is available the following day. Due to the fact that these proofs are supplied on large sheets of paper they are referred to as the "horse blanket". Members who were not present during debate either in their own or the other branch usually bring themselves up to date by reading the debate the following day in the "horse blanket". Within a year after final adjournment, the entire record is printed in bound volumes and sent to each legislator. Copies of the records of previous legislatures are available in the State Library

Journals

As required by the Constitution the Secretary of the Senate and the Clerk of the House keep a journal which is the official record of all legislative actions. These are not printed but just three copies are typewritten and bound. They are filed with the Secretary of State and copies are placed in the State Library.

Senate and House Register

On the first day the legislator will find on his or her desk an information blank to be filled out. It is important that this blank be completed and returned as soon as possible so that the printed register can be compiled. The register, a small pamphlet about four by six inches, contains a list of members, their home and Augusta addresses, committee assignments, lists of committees, names of state officials, rules of the House and Senate, the joint rules and the Constitution. It is a handy pocket-sized reference book of value throughout the session.

Notices

For fifteen years the Secretary of the Senate and the Clerk of the House have made it a practice to mimeograph a list of notices which are distributed to members before adjournment for the day. Notices not received in time to go on the list are read immediately before adjournment. The notices include such information as times and places of county delegation meetings and other matters of interest to legislators.

Legislative Bills and Resolves

The Maine Legislature traditionally orders each bill or resolve printed when it is sent to committee. Copies of each piece of legislation are bound in loose-leaf binders by the House and Senate pages and placed each morning on the desk of each legislator. Additional copies for personal use or to send to constituents who request them can be obtained without charge from the office of the Document Clerk.

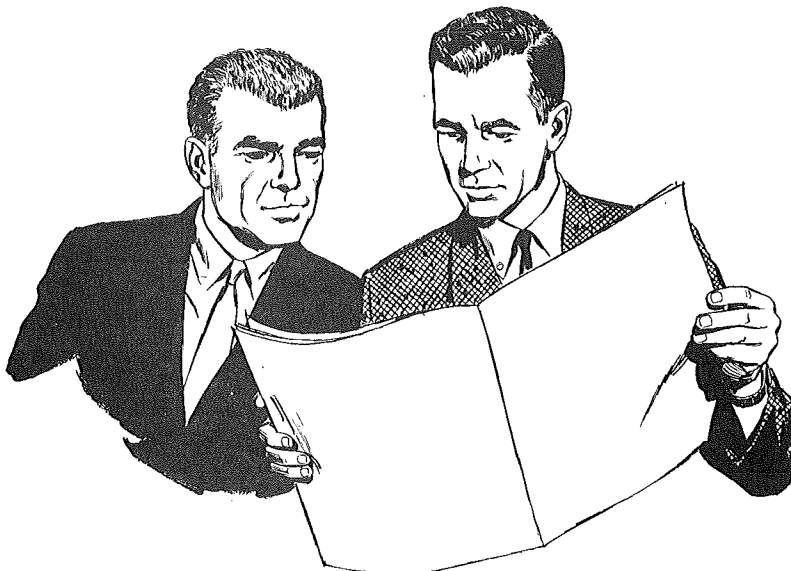
The Legislative Docket

In each session some 1,500 to 1,800 bills and resolves are presented by legislators as well as hundreds of amendments and numerous new drafts of bills by committees. Following the progress of each piece of legislation, or even of a sizeable number of bills which personally interest the legislator, through the various steps of the legislative process presents a difficult to impossible task.

To enable members of the Legislature to obtain at any time accurate information on the standing of any piece of business before the Legislature, a Legislative Docket is maintained in the office of the Clerk of the House. Every action on every matter in both branches of the Legislature is noted in the docket as well as other important information such as the dates of proposed committee hearings. The material is filed in a large machine and requests for information are filled as fast as time permits.

Advance Journal and Calendar

For 35 years the Maine legislator has had available to him each morning of the session the Advance Journal and Calendar of the day's business. This is "must" reading at the start of each legislative day. Each branch prints its own calendar of business and reviewing it before the session enables the legislator to see what he will be asked to vote on during the day's session. Following it from day to day indicates the progress of legislation. Matters that have been placed on the table are listed at the end of the calendar and the dates when they will come up again are indicated, if a specific date has been assigned.



LEGISLATIVE RESEARCH

The new legislator cannot be urged too strongly to pay a visit either before the session opens or during the first few days of the session to the Legislative Research Office. The office is just off the Rotunda (third floor halfway between the House and Senate) half a flight down next to the Judiciary Room.

Many of the questions most frequently asked by new legislators about legislation and the functioning of the Legislature can be answered by Legislative Research Director Samuel H. Slosberg who is assisted by Assistant Director David S. Silsby and a staff of three full time research technicians. This service as well as the others outlined here are a part of the functions of state government and are available to all legislators without charge.

Help in Drafting Bills

The Legislative Research Director is responsible for drafting legislation for individual legislators. A file is maintained for each legislator and all materials, papers and discussions are held in confidence. If the individual legislator indicates the effect he wishes a piece of legislation to have in sufficient detail, the Legislative Research Director will have it properly drafted for introduction including the typing of the bill or resolve.

Mr. Slosberg's long experience with the Maine legislative process as well as his knowledge of the Maine Statutes also enables him to answer many questions that face the new legislator concerning existing Maine laws and the success or failure which various types of legislation have met with at previous sessions.

Requirements

After the November election, the office sends each legislator-elect a letter informing him that:

1. The office is available to draft legislation.
2. Legislative rules specify that all requests for bills or resolves must be submitted to the Director by Friday, January 27, and that they must be introduced in complete, final form by Tuesday, February 14.
3. All legislation which affects loss of revenue or the spending of additional money must be accompanied by a written statement estimating the amounts involved.



Pre-Filing of Bills

Legislators-elect should be aware that the law permits "pre-filing" of legislation. Bills may be prepared through the office of the Legislative Research Director and filed for legislative consideration not more than 45 days before the actual opening of the session. While few legislators have taken advantage of this possibility in the years since it was originated, such action allows the legislator a larger portion of the time and advice of the director and greatly assists the director and his staff by spreading out the work of bill drafting.

Facts Are Needed

While the director drafts the legislation for legislators, he does not create it. The legislator must provide the director with sufficient information and detail to draw up a bill which will have the desired affect. Such information can frequently be obtained with the assistance of the appropriate state department or agency or with the assistance of the Legislative Librarian.

Other Duties

In addition to the duties of the director in drafting bills and checking on laws affected by each proposed piece of legislation, he is responsible for assisting the Legislative Research Committee in the research projects assigned to it by the Legislature and undertaken by the committee itself.

The Research Director also continuously works on revising the Maine Statutes for the purpose of bringing the statutes into proper form, adding new laws in the proper place and eliminating errors and inconsistencies.

After each legislative session the office prepares, indexes and orders printed the laws passed during the session for public distribution and also prepares and has published cumulative pocket supplements to the volumes of the Revised Statutes.

Each legislator is entitled to a free copy of the session laws and new legislators are entitled to a free set of the Revised Statutes.

MAINE STATE LIBRARY

The State Library in general and the Legislative Section in particular can be of the greatest assistance to the legislator. The library is located directly under the House of Representatives on the second floor and the Legislative and Law Library is located directly under the State Library on the first floor.

The State Librarian, Miss Ruth Hazelton, is appointed by the Governor with consent of the Council and administers three general sections of the library, one section being the Legislative and Law Library. (Note: A description of the other functions of the Maine State Library will be found in the latter half of the manual.)

Legislative and Law Library

This section, under Legislative and Law Librarian Miss Edith Hary, may well be the first contact the new legislator has with the excellent facilities of the State Library. This section of the library furnishes the legislators with reference and research service as well as working on the same functions with committees, government agencies and citizen groups. A few of the possible uses of this service are:

Newspaper Clippings. Both this section and the library in general keep a clipping file on many subjects of interest to legislators. The library has on microfilm copies of back issues of several Maine newspapers. This is an excellent reference source of current material.

Other States. In debate, in committee action and in obtaining ideas and comparisons of legislation, knowledge of the actions of other states is indispensable. A special collection is maintained of manuals, reports, surveys, magazines, and books directly related to the actions of other states in fields from taxation and highways to education and institutions. In addition the library maintains a collection of all the laws of all the states in the nation. The legislator seeking worthwhile legislation to sponsor will find digging in this vein both easy and productive.



Maine. The extensive materials available make it possible to answer a variety of questions from the content of the inaugural messages of the first Maine governors to recent roll call votes on controversial legislation. The library has extensive files of legislative documents, records, statutes, session laws, annual town and county reports, indices to private and special laws, resolves, members of the Legislature since 1820, and copies of the legislative records of previous years for a reading of earlier debates word for word. In debating a bill which has been considered before, the legislator should keep in mind that previous speeches on the subject as published in the Legislative Record can reveal both the basic pros and cons and the figures available at the time.

Research. The Legislative Library is frequently called on by legislators to suggest books, locate materials and find facts or sources of facts on specific topics of current legislative interest.

LEGISLATIVE FINANCE

Aid to the Legislature

The legislator will find this office which is headed by Legislative Finance Officer Frederick W. Kneeland who is assisted by a staff of three persons including Assistant Finance Officer William H. Garside, of great assistance in the financial aspects of drafting legislation and generally providing any type of governmental fiscal information.

The primary duty of the office is to collect and assemble factual information concerning the fiscal affairs of Maine for the use of the Joint Appropriations and Financial Affairs Committee in drafting its appropriation proposal and for use by other committees, the legislative leadership and the legislature as a whole.

The advice and assistance of the office is available both to the legislative leadership, Senate President, House Speaker and majority and minority floor leaders, as well as to committee chairmen and individual legislators.

The office also works closely with the Legislative Research Committee in their studies and at their direction in assisting the committee to form an independent judgment on fiscal matters. The same type of assistance including research and clerical assistance is extended to the various special interim committees named by the Legislature.



Research, Materials and Statistics

The office develops and compiles a library of cross reference material, including statistics and comparison sheets of state financial expenditures and it closely follows all appropriation measures through the legislative process in both House and Senate in order to be able to provide current information on the financial aspects of each legislative session.

The overall budget for operation of the Legislature and the payment of expenditures under law for each legislator for his attendance at the session is the responsibility of the Legislative Finance Office.

A complete and up-to-date inventory of all legislative equipment is maintained by the office.

The office is also in a position to obtain for the legislator or to advise where a variety of publications, reports and other materials both federal and state may be obtained.

Questions ranging from the amount of the state's debt, the cost of operating a specific department or individual project, to the cost of a legislative proposal if enacted may be obtained through the office which maintains a working liaison with all state departments and the Executive.

Biennial Compendium of State Fiscal Information

This publication should be reviewed by every legislator since it states in simple terms the entire financial basis of Maine state government giving the key figures on revenues and expenditures as well as the only conveniently available up-to-date summaries of all changes in tax types, rates and bases.

This publication is prepared by the Legislative Finance Office which also has available a library of general and fiscal information on state government, available to the legislator upon request.

HOW TO USE THE BUDGET DOCUMENT

One of the largest, weightiest, most useful and least used documents given to each legislator is the budget document. The budget document contains detailed and summary estimates of revenue and expenditures and comparative data for earlier years. The last budget document was 434 pages long and weighed three pounds.

The law states that this weighty document shall present a complete financial plan for each fiscal year of the coming biennium. It is required to set forth:

1. All proposed expenditures for the administration, operation and maintenance of the departments and agencies of state government.
2. All interest and debt redemption charges during each fiscal year.
3. All expenditures for capital projects to be undertaken and executed during each fiscal year.
4. Anticipated revenues of state government and any other additional means of financing expenditures for each fiscal year.

Now just where does the new legislator find all this information in the budget document? Glance through the book and you will find that it is divided into three chief parts with various sections in each part.

Part One

This is divided into four sections and has all the information the new legislator needs to be familiar with in order to have a good basic grasp of the overall operation of state government. Taking up 100 or more pages, this part contains the Governor's Budget Message; the Summary Schedule of All Funds including appropriations, revenues and expenditures and Revenue Projections by source such as gas tax, sales tax, fish and game licenses, etc.

This part also includes an analysis of the Contingent Account, a projection of the Unappropriated Surplus, and a schedule relating to the operations of the Liquor Commission.

Part Two

As the legislator gains more experience and wishes more detail on spending and revenues, he turns to the more than 275 pages of Part Two which provide in detail the data which supports the summary schedules of Part One.

Here you will find, for instance, single pages showing the detail of any given department or agency; pages showing the appropriations or allocation received during the current biennium for operations; pages showing any federal funds or other revenue received; pages on any transfers made; and pages on all expenditures made and estimated for the current biennium and requested for the coming biennium.

Part Three

The final section is devoted to copies of the appropriations acts, allocation acts and revenue measures necessary to carry out the financial plan of the document.

A study of Part One of the Budget Document and of the Compendium of State Financial Information are essential to the new legislator who wishes to understand the workings of state government. These documents set forth the details of the same problems that have faced every Legislature and which constitute much of the legislative purpose and debate: Setting the cost of government and the present and new services it should provide; and raising the money through taxation or other means to meet these costs.

HOUSE RULES AND CUSTOMS

The rules of the House are adopted at each session and may be amended by the House if it so desires. The rules are designed to spell out the power and duties of the officers of the House, the rights and duties of members and the procedure to be followed in proceedings and debates.

The complete text of the House rules is available to members soon after the Legislature convenes and should be reviewed by each member as an initial part of his legislative duties. Certain sections of the rules should be thoroughly read since without a knowledge of the rules governing legislative procedures, the individual legislator will be much less effective in either supporting or opposing legislation in which he is particularly interested.

Speaker of the House

The Speaker calls the members to order, announces business, receives and submits to vote all motions, enforces order, decides questions of order subject to an appeal to the House, names committees and signs bills passed by the House.

The Speaker usually does not vote but he may vote in any case that he wishes to do so. Frequently during the latter part of the session the Speaker will name a member to preside during a brief absence during which he returns to his office. Such temporary speakers are appointed "speaker pro tempore".

Clerk of the House

The clerk who is elected by the House members keeps a journal of what is done; reads bills, messages and papers, notifies committees of appointments and business referred to them; has charge of all papers and documents in the possession of the House; and transmits messages and documents to the Governor and Senate.

In addition to the duties spelled out in the rules, the Clerk of the House supervises, with the help of an assistant, the duties of a sizeable staff located in offices at the rear of the House. A variety of jobs from placing newspaper advertisements of hearings, details of "Welcome Back Day" for former legislators, mimeographing of amendments, maintaining the current list of action on each of more than 1,000 bills and resolves, drafting the advance Journal and Calendar, and numerous other legislative duties are performed by the Clerk or his staff.

Other House Officers

The rules provide that each day begin with a brief religious service. It is traditional that on request from members a different member of the clergy is selected to offer the opening prayer on each day of the session. Members wishing to so recognize a member of the clergy from their area should present the name of the clergyman to the Clerk.

The Sergeant at Arms along with assistants maintains order in the House, provides an escort for House committees named to deliver messages to the Governor or Senate and supervises passing out of materials to members.

Rights and Duties of Members

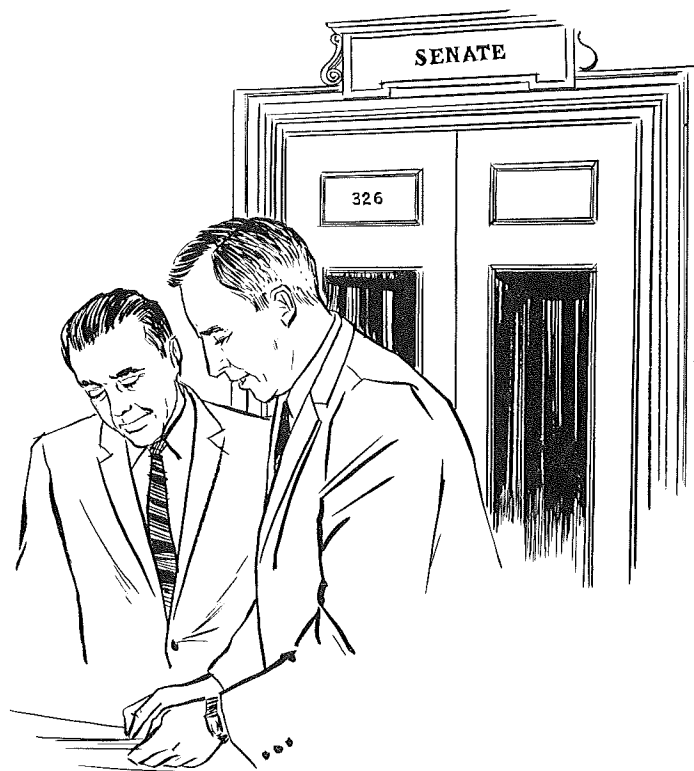
Traditionally there has been no daily attendance roll call in the House but this does not alter the fact that one of the chief duties of a legislator is attendance at all sessions. In contrast to the federal practice, committee hearings are not held while the House or Senate are in session. Members absent due to illness or other causes may be excused by the House.

No member can interrupt except to call to order or to correct a mistake. If two members rise at the same time the Speaker names the one to speak first, otherwise the first member to rise speaks first. Without special permission from the House no member can speak more than twice on the same question. Members must rise to speak, speak from their own places and sit when finished speaking.

Every member present must vote on all questions unless he is excused from voting by the House for special reasons. On roll call votes members must remain in their seats until the vote is declared.

Smoking is permitted in the House, however, it is traditional that members do not smoke during opening exercises, joint Senate-House conventions or when other guests are present in the House.

While the House is in session only members and officers of the House and officers of the Senate on business are allowed inside the rail of the floor of the House (except members of the press who are seated at a press table at the front of the House and guests invited by the Speaker).



SENATE RULES AND CUSTOMS

The rules of the Senate are similar to those of the House in broad outline and intent. It is usually the case that a larger proportion of the members of the Senate have had previous legislative experience and the smaller number (34 Senators as compared with 151 Representatives) provides fewer problems in handling debate and other procedures. For instance a Senator may speak three times instead of just two to a question without obtaining special permission.

President of the Senate

The President is the presiding officer, determines if a quorum (half the membership) is present; selects a President pro tempore to act during his absence; recognizes senators wishing to speak; declares votes; calls for standing votes when requested; decides questions of order, subject to appeal to the full Senate; and nominates committee members who are confirmed by the Senate.

Secretary of the Senate

The Secretary, who is elected by the Senate, keeps a journal of proceedings, prepares the Advance Journal and Calendar of the Senate, reads bills, messages and documents; is responsible for all papers, bills and documents in possession of the Senate; carries messages to the House and Governor and transmits papers to the Governor and Council and the House.

Aided by an assistant and a staff, the Secretary performs a variety of additional duties including selecting and hiring the staff, ordering necessary equipment and supplies, supervising the work flow of the office, speaking to classes of school children who tour the capitol during the session, providing information for individual senators and supervising the printing of amendments to bills.

Other Senate Officers

The Senate also elects an Assistant Secretary of the Senate and a Sergeant at Arms. The duties of these officers are similar to those of the comparable House officers and the same tradition of inviting a different member of the clergy to open the day's session is followed.

Rights and Duties of Members

Neither the House or Senate have a daily attendance roll call but attendance at sessions is a primary duty.

When a Senator speaks he must stand and address the President; when referring to another Senator in debate he must use his name and county ("The Honorable Senator, Senator Boisvert from Androscoggin County) and the title of Senator; he must be recognized before speaking; unless he has special permission he cannot speak more than three times on the same question.

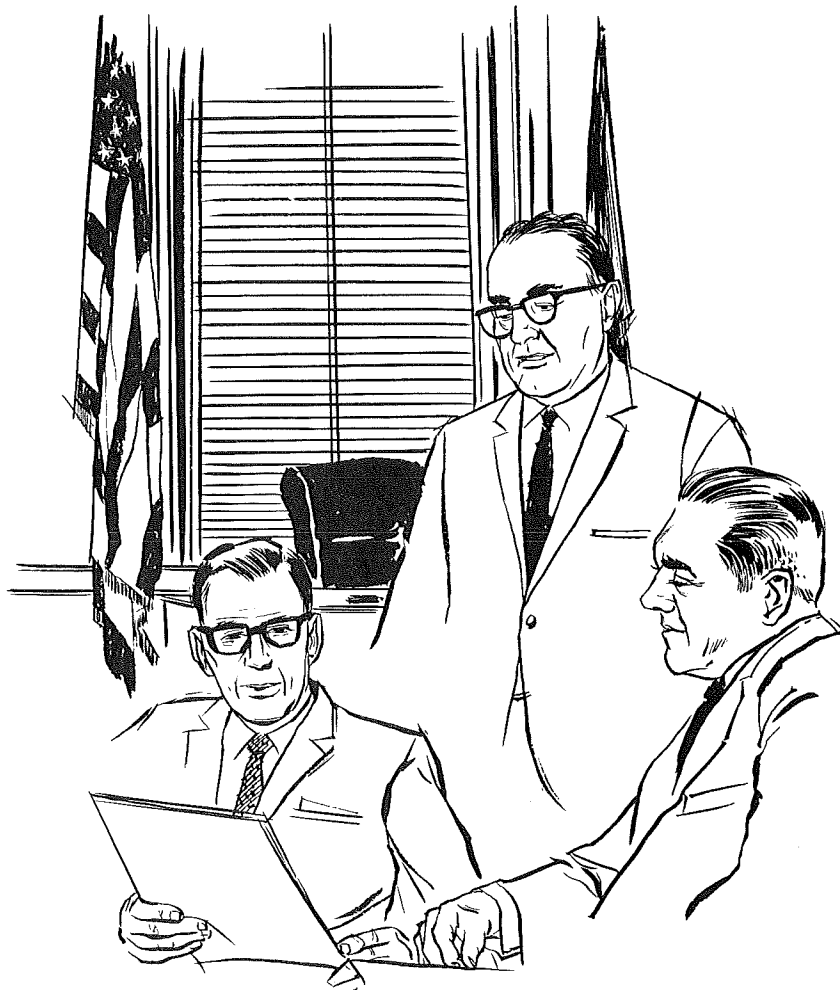
Each Senator must vote unless excused by the Senate; no Senator without permission can leave the Senate if by doing so he deprives the Senate of a quorum.

While the action is infrequently taken, the Senate in its rules specifies that it may at any time form itself into a "committee of the whole" by a majority vote for the purpose of considering any subject named in a motion. A chairman of such committee is named by the President. This action allows the Senate to discuss a matter as a committee, not a legislative body. It makes it possible for the entire branch to hear testimony from persons who are not senators.

PROCEEDINGS OF THE HOUSE AND SENATE

Both Houses follow nearly identical procedures of business. Business is taken up only in the order in which it appears on the daily calendar.

1. Papers from the other House requiring action and first reading of accompanying bills and resolves.
2. Messages from the Executive and Heads of Departments.
3. Reference of bills to committee.
4. Orders.
5. Reports of committees and reading of bills or resolves.
6. Reading of bills in second or third reading stage.
7. Enactment of bills or passage of resolves.
8. Orders of the day.



Rules of Debate

Some familiarity with the rules of debate is essential if the legislator is to be effective on the floor of the House or Senate. Familiarity with these rules is the mark of an experienced legislator.

The rules differ slightly between the House and Senate but both Houses provide that adjournment takes precedence over any other motion and must be voted on without debate.

In practical use a legislator may find that debate is centering on a motion for indefinite postponement of a certain piece of legislation. He is in order to move for postponement to a certain day, for tabling or for any of the other motions which, according to the rules, must be voted on before the body votes on whether or not to kill the bill. A study of the precedence given to the various motions also saves the new legislator the embarrassment of moving for indefinite postponement only to be informed by the Speaker that the motion to table or amend under consideration takes precedence and his motion is out of order.

Other Provisions

Some of the key provisions of debate and procedure include:

1. An amendment must have a bearing on the subject of the bill. Neither the House or Senate permit "riders" to be attached on a completely different or even similar but basically unrelated subject.

2. Being smaller in size, the Senate rarely finds it necessary to shut off debate. Debate can be shut off in the House. The motion in the House "for the previous question" must have the consent of one-third of the members to be entertained. When the motion is made, debate on the question at hand is temporarily ended and the question actually taken up is whether or not debate should be shut off. Each member is allowed to speak for five minutes -- not on the merits of the bill but only on closing off of debate. If the motion "for the previous question" is carried, debate is shut off and the House then votes immediately on the main business before it.

3. A voice vote declared by the presiding officer to be either affirmative or negative can be doubted by any member. He then requests a standing vote and members for and then members against stand and are counted. A roll call vote can be requested at any time before the results of the standing vote are declared. The request for a roll call must be approved by one-fifth of the members. The motion for the "yeas and nays" is the same as a request for a roll call.

4. No rule of the House or Senate can be dispensed with without the consent of two-thirds of the members present.

5. A motion to reconsider an action is made only by a member who voted with the majority. Such a motion cannot be tabled or postponed without assignment of a specific time for consideration. A motion to reconsider is not in order more than once on the same question. If a legislator has been successful in killing a bill he sometimes will make the motion to reconsider himself and urge the legislative body to vote against him, thus eliminating later moves to reconsider.

FROM A BILL TO A LAW

While the process will at first seem complicated to the new legislator, it will be evident from looking over the various steps involved that they have been included primarily for three purposes:

To assure that there is adequate public and legislative knowledge and debate of the merits of each bill.

To avoid any hasty or ill-considered action.

To eliminate mistakes of a technical or typographical nature.

1. Prepare and Introduce the Bill

Ideas for the bill may originate with the legislator, Governor, citizen groups, state departments or other sources but only a legislator can introduce a bill.

Assistance in drafting legislation is available from the Legislative Research Director; copies of model legislation and legislative activities in other states are available from the Legislative Librarian; suggestions on needed legislation can frequently be obtained from department heads, financial information is available from the Legislative Finance Officer.

At times a legislator will receive a request from a group back home that he introduce a certain bill. If a member does not wish to sponsor a measure personally, he may introduce it "by request", and have it so recorded. This indicates that the bill is not his own and that he does not necessarily favor its enactment. However, this designation is used sparingly.

Not more than two members of the same House may co-sponsor a bill if they receive the permission of the Reference of Bills Committee.

"Hoppers" or boxes resembling ballot boxes for bills are located in the House and Senate. Representatives must introduce their measure in the House and Senators in the Senate. Each measure introduced must be personally signed before being placed in the hopper.

When bills are introduced they are given a preliminary number indicating that they are House Paper ... or Senate Paper ... When they are later accepted by both branches and referred to committee, they are assigned a second number and referred to as Legislative Document (or more commonly "L. D.") The latter number is most useful in getting printed copies from the Document Clerk while the former House or Senate paper numbers are most useful in getting information from the Legislative Docket machine.

2. The Legislature Accepts and Assigns the Bill

The bills are removed from the hopper by the Clerk in the House and the Secretary in the Senate.

A Reference of Bills Committee made up of the Senate President, House Speaker, two senators and three House members recommends that the bill be sent to one of the more than 20 joint House-Senate standing committees.

The titles of the bills and their House or Senate paper numbers are recorded in the Advance Journal which is printed overnight and placed on each members desk the next morning.

The Senate and House must both vote on referring the bill to the suggested committee and ordering it printed. All legislative documents are printed in full following acceptance. In most cases the House and Senate agree with the suggested reference to committee. However, in the case of legislation which is controversial or which relates to the work of more than one committee, there may be debate as to which committee should properly consider the bill. In the end both Houses must reach agreement on which committee will hear the bill.

3. The Committees at Work

The third step involves the work of one of the more than 20 committees. The committee receives the bill, sets a date for a public hearing, and publishes a notice in the newspaper of the title of the bill, the Legislative Document number, and the time and place of the hearing.

At the public hearing proponents and opponents of the bill are heard in that order. Paid lobbyists who testify must be registered with the Secretary of State. At any time after the hearing (the committee may act within hours or not for several months) the committee meets in a closed or "executive session" and decides what recommendation to make to the Legislature.



The committee may draw up its own amendments to the bill or completely redraft the bill before reporting it out. It may also suggest that the bill be withdrawn entirely or referred to the next Legislature. The most common reports are Ought To Pass (OTP) and Ought Not To Pass (ONTP). If the committee is divided there are two reports -- a majority report and a minority report (or reports A and B if the committee splits evenly).

4. The Legislature Acts

Committee Reports. The bill is reported out to the House or Senate. Committee reports are given to the Clerk or to the Secretary and are printed overnight in the House or Senate Advance Journal and Calendar.

Sponsors of legislation should check with committee chairmen for knowledge of when their bills will be reported out and should review the Advance Journal and Calendar each morning before the session opens for information on how committees have acted on legislation in which they are particularly interested.

If the committee report is unanimously "Ought Not To Pass" and this report is accepted in both Houses, the bill is dead and goes into the files. If the report is unanimously favorable "Ought To Pass" and is accepted in both Houses the bill is read. If the report is split there is frequently debate on whether to accept the majority or minority report. And, of course, even a unanimously favorable or unanimously unfavorable report can be overturned.

The Readings. The bill is first "read" before the House where it originated. Actually the Clerk or Secretary reads the bill by title only since it is in print and on each members desk.

In the House, a bill is given three readings, two readings immediately after action on the committee report and the third reading on the following legislative day. The Senate only gives two readings -- one after action on the committee report and the other the following legislative day. Bills in their third House or second Senate reading are solisted in the Advance Journal.

Tabling - Killing. At any stage of the legislative process a bill may be tabled by a member of either branch which is considering the bill. The bill may be tabled unassigned or the member may table it and indicate a specific date when it will next be considered. In the latter case he may take it off the table when he wishes (with the consent of the House or Senate) and thus exerts some control over the timing of the next action on the bill.

Also at any stage a member may move that a bill be indefinitely postponed or "killed" or may move that it be referred to the next Legislature.

5. House - Senate Disagreement

At times the House and Senate find they cannot agree on action on a bill. The legislation is then referred to a committee of conference named by the House Speaker and Senate President. They name persons to the committee who voted with the prevailing side in each House.

The committee of conference may reach an agreement, find itself unable to agree, suggest an amendment to the bill or ask that it be sent back to committee. It is then necessary for both Houses to act on the report much as they would act on a report from a standing committee.



6. Final Legislative Approval

If the bill receives all its readings and is neither killed, nor referred to the next legislature, the bill and any amendments which have been approved are sent to the Engrossing Department and the Committee on Engrossed Bills. The bill is placed in its final form as it will appear when enacted into law and is returned to each House for Final Enactment.

Despite the fact that the bill is in its apparent "final form" it is still possible for it to be further amended (and engrossed again) or for it to be indefinitely postponed or other action taken.

Enacted by the House, it is signed by the Speaker. Enacted by the Senate, it is signed by the President.

7. The Governor Signs

The bill is finally sent to the Governor who may sign it. Bills passed as Emergency Measures and requiring two-thirds vote of approval on enactment become law as soon as he signs his name or on any date specified in the act. Other legislation does not become law until 90 days after the Legislature adjourns allowing time for those opposed to the law to obtain enough signatures on petitions to force the bill to be sent to the people for approval in referendum.

The Governor may refuse to sign the bill and not return it to the Legislature in which case it becomes law after five days without his signature.

The Governor may veto the bill. He then returns it to the Legislature, usually with a message of explanation. To override the Governor's veto and pass the bill without his signature requires a two-thirds vote of each House.



PRESS RADIO AND TELEVISION

Representatives of the various news media assigned to cover the Legislature have office space on the fourth floor of the State House on both sides of the corridor next to the door leading to the balcony of the House. In addition to political writers, radio and television newsmen, the State House press corps includes representatives of the Associated Press and the United Press International which are referred to as the "AP", the "UP" or as "the wire". The press office is popularly termed "the Hub of Hell".

Representatives of the news media are assigned a special table at the front of the House and Senate chambers. The extent to which cameras may be used during House and Senate sessions is decided by each Legislature, but it has been the custom in recent years to allow the press to use cameras on the floor as long as flash bulbs were not used and as long as the actions did not interfere with the business of the Legislature.

The representatives of the various news media make every effort to cover each legislative session in a fair and impartial manner. The large number of legislative actions to cover, however, means that a judgment must be made by them on the relative news value of each story and the time and space that should be allotted to it. Legislators will find that the press is willing to listen to their opinions and proposals for legislation. If a legislator has something he considers newsworthy he can seek the advice of any of the newsmen on its news value.

It is of value to both the press and the legislator to have such material typewritten with sufficient copies (five or six) for the representatives of all the news media. If a statement bears no release date it is assumed by the press that it can be used immediately on receipt. If a statement is marked with a date and "P. M. Release" it will be used in the afternoon newspapers, radio and TV. If it is marked "A. M. Release" it will be used in the morning newspapers, except that there is an understanding that such material can be used by radio and TV at 6:00 p. m. the previous evening. If a statement is marked with a specific hour such as "9:00 p. m." it will not be used until that hour.

Technical problems such as required times for sending material on the wires, press deadlines and others mean that material will stand a much better chance of being used if it is given to the press as far in advance as possible. Legislators should be aware that each newsman represents a different organization, station, newspaper, or group of news media. Material given to one newsman will ordinarily be used only in the media that he represents. The newsmen are there to report the news of the Legislature. The legislator will find them willing to answer any questions regarding the technical problems of getting newsworthy material before the public.



GENERAL INFORMATION

Legislative Orders

Some of the business of the Legislature is accomplished without passing laws. This is done through the medium of a legislative order which must be passed by both the House and Senate. Orders range from creating a postage allowance for legislators to complete renovation of the House chamber.

Reimbursement of the Clergy

As mentioned previously, members of the House or Senate may suggest that any member of the clergy be invited to Augusta to give the prayer at the opening of each day's session. Such clergymen are paid five dollars and eight cents per mile for travel to and from Augusta.

Free Material

Materials mentioned under "Documents and Aids Available" are distributed to the legislator without cost. In addition, each new member receives a copy of the Revised Statutes and the current supplement which becomes his personal property to use or dispose of as he pleases. After final adjournment each member receives a copy of the Legislative Record in book form giving word-for-word proceedings of the session; a copy of the laws passed at the legislative session; and a copy of the Register of Bills and Resolves showing what happened to every piece of legislation whether or not it passed.

In addition, the legislator will find material is placed on his desk which reflects the activities of various state departments such as their annual or biennial reports and other publications. However, there is a great deal of additional material available either free or at a nominal cost from departments such as

Inland Fish and Game, Sea and Shore Fisheries, Economic Development, Secretary of State, etc., ranging from maps to movies, from the State Constitution to a booklet on Maine fish. A knowledge of what public information material is available and obtaining it for appropriate groups, organizations or schools is one service that the legislator can perform for his area. Lists of available materials and samples are available from each department.

Each legislator also receives free two daily newspapers of his choice. These are delivered through the legislative post office.

Legislative Pay and Expenses

Legislators are paid \$2,000 per session. Payment is made every two weeks with the final pay check being withheld until final adjournment. Expense accounts are handled by the Legislative Finance Officer, approved by the presiding officer of each House and then processed for payment. Legislators are entitled to seven dollars per night for room when the Legislature is in session or on the night immediately preceding or following a session. Allowance for meals is five dollars per day for each legislative day, if the legislator is in attendance. Travel is reimbursed at nine cents per mile for the first 5,000 miles and seven cents per mile thereafter with one round trip per week allowed between the legislator's home and Augusta.

Choice of Seats

Senators are seated according to the county they represent with all the senators from a single county being seated together. Representatives are not so grouped nor are they divided according to political party. A choice of seats in the House is given to the majority and minority floor leaders and assistant floor leaders. Members who have been re-elected are given their old seats or their choice of another seat, as are lady members of the House and members who have a physical defect that makes a certain seat location desirable. The remainder of the seat assignments are drawn by lot. After seat assignments are completed members may exchange seats within 24 hours. After that time exchanges are virtually impossible due to the printed material which is related to seat assignment.

Lockers

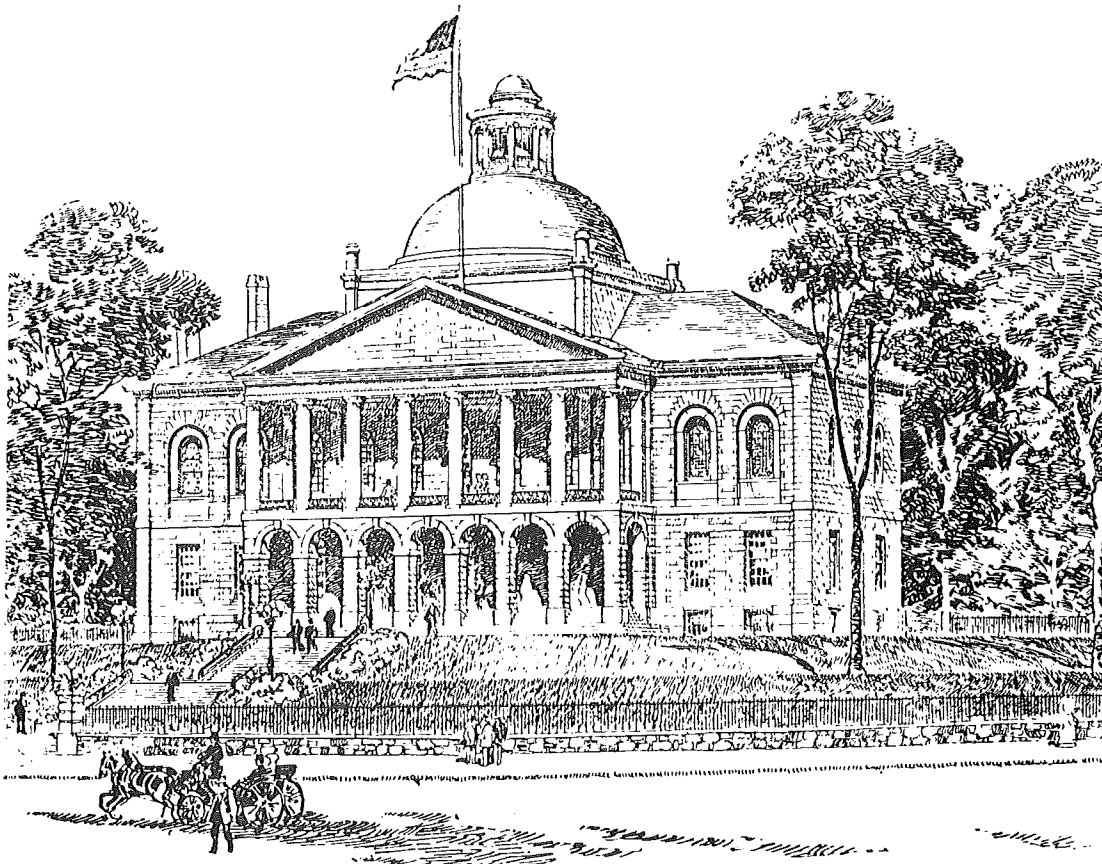
The Senate retiring room for men is located on the fourth floor of the State House close to the elevator in the south wing. The House retiring room for men is located on the third floor immediately off the rotunda. The combined Senate - House retiring room for ladies is located on the third floor immediately off the rotunda. Members turn in cards to the Sergeant at Arms and receive keys to their personal locker in the appropriate retiring room.

License Plates

Members are entitled to use a legislative license plate in place of their usual motor vehicle plate. The House and Senate license plates are different colors and the plate carries the number of the senator's or representative's seat.

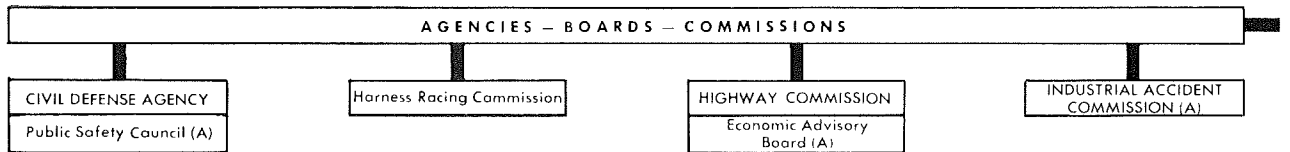
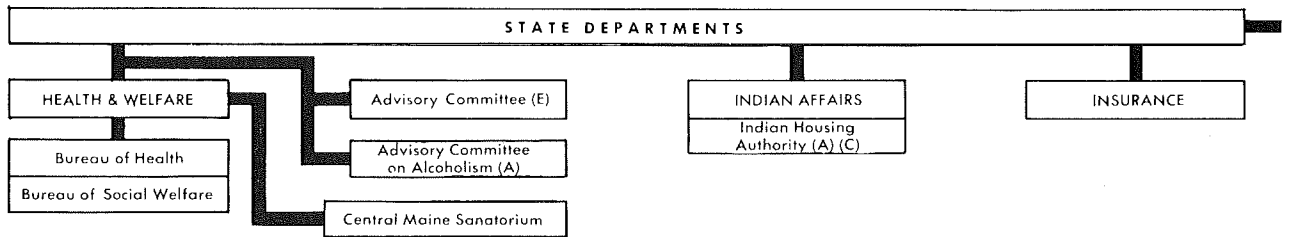
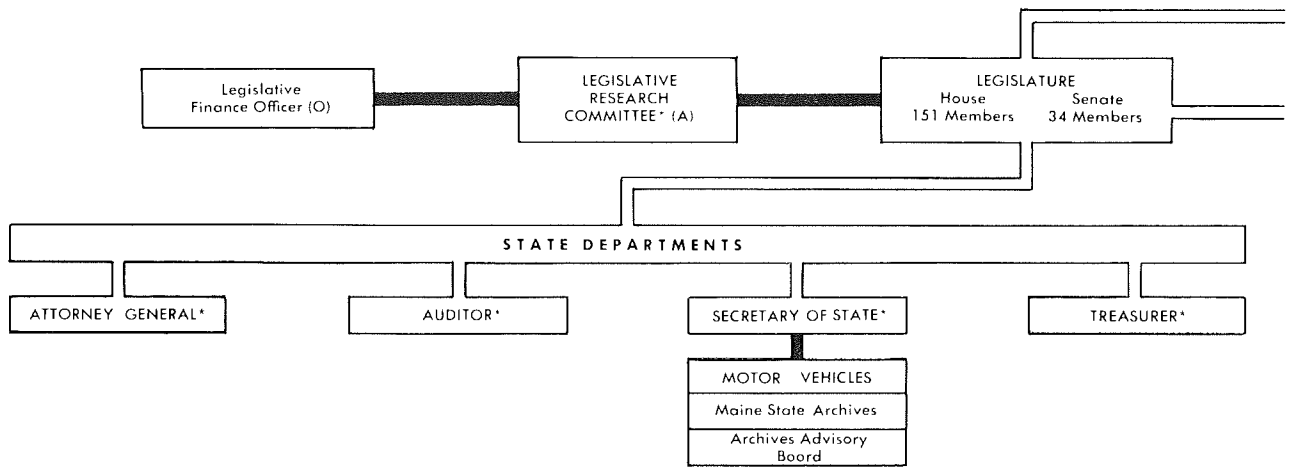
Telephone, Telegraph, Postage

Allowances for members in these categories are set by legislative order and may change from session to session. Members usually receive fifty free telephone calls of "reasonable duration" within Maine; twenty free telegrams of "reasonable length" within Maine; five dollars in postage for packages; and ten dollars in postage for letters.



THE STATE HOUSE AS IT WAS IN 1909

By 1909, the State Capitol was already over 75 years old. During those years, the population of the state had grown, the services required for the common welfare had increased, and the number of departments and individuals in the employ of the state had also grown. Extensive alterations had been made in the years 1852, 1860, and 1890, but now more was needed. An appropriation of \$350,000 was voted by the Legislature for expansion and alterations. The exterior was to be retained, but each side was to be extended 17 feet to meet new transverse wings, each to be 60 by 70 feet. The simple bowl dome, right enough for the original structure, was to be replaced by a higher and elaborate one. Yet the basic original structure remains, and, after the passage of more than a century and a quarter, is as good as when erected. (Chrispix Archives)



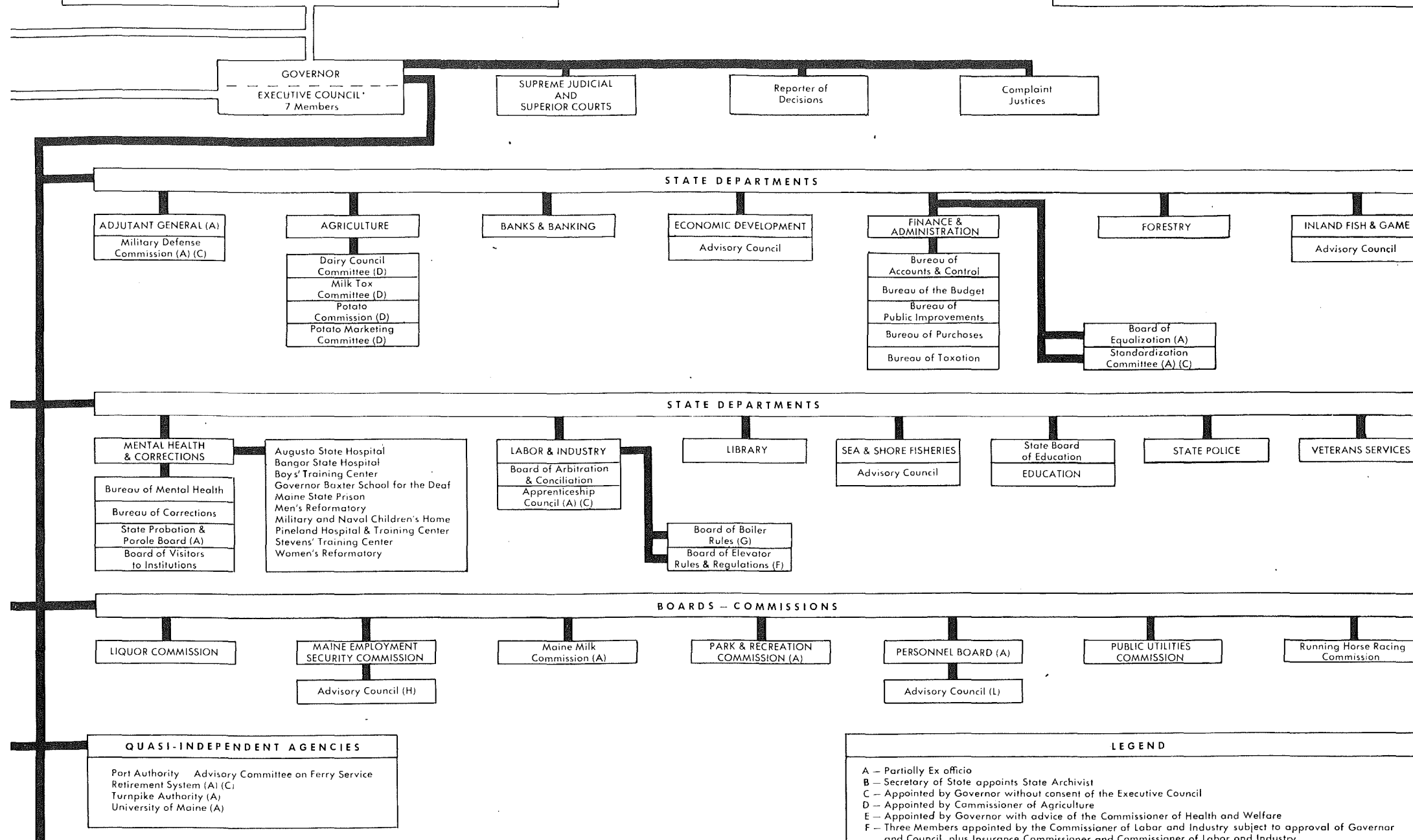
MISCELLANEOUS APPOINTMENTS BY GOVERNOR		
STATE	COUNTY	LOCAL
Administrator of the Uniform Act for Out of State Parolee Supervision (C) Administrator of the Interstate Compact on Mental Health (C) Administrator of the Interstate Compact on Placement of Children (C) Administrator of the Uniform Interstate Compact on Juveniles (C) Administrative Hearing Commissioner Coordinator of Atomic Development Activities Dedimus Justices Inspector of Dams and Reservoirs Licensed Detectives District Court Judges	Disclosure Commissioners (C) Medical Examiners Public Administrators	Chairmen of Boards of Registration of Voters Commissioners of the Penobscot Boom Greater Portland Public Development Commission Justices of the Peace Notaries Public Pilots Portland Harbor Commissioners

QUASI-INDEPENDENT AGENCIES
Industrial Building Authority (A) Maine-N.H. Interstate Bridge Authority (A) Maine Maritime Academy Passamaquoddy District Authority

Administrator of the Interstate Compact on Welfare Services (M) Administrator of the Interstate Library Compact (N) Administrator of the New England Interstate Corrections Compact (P) Administrator of the New England Welfare Compact (M) Advisory Board on Examination of Life Insurance Agents (S) Advisory Commission for the Higher Education Study (A) Advisory Committee on Education (C) Advisory Committee on Mental Health (C) Advisory Committee of State Officials (T) Advisory Council on Group Insurance (A) Aeronautics Commission Art Commission Atlantic Sea Run Salmon Commission (A) Atlantic States Marine Fisheries Commission (A) Baxter State Park Authority (T)

VOTERS OF THE STATE

STATE OF MAINE ORGANIZATION CHART OF STATE GOVERNMENT



MISCELLANEOUS AND PART TIME BOARDS, COMMISSIONS, COMMITTEES, ETC.

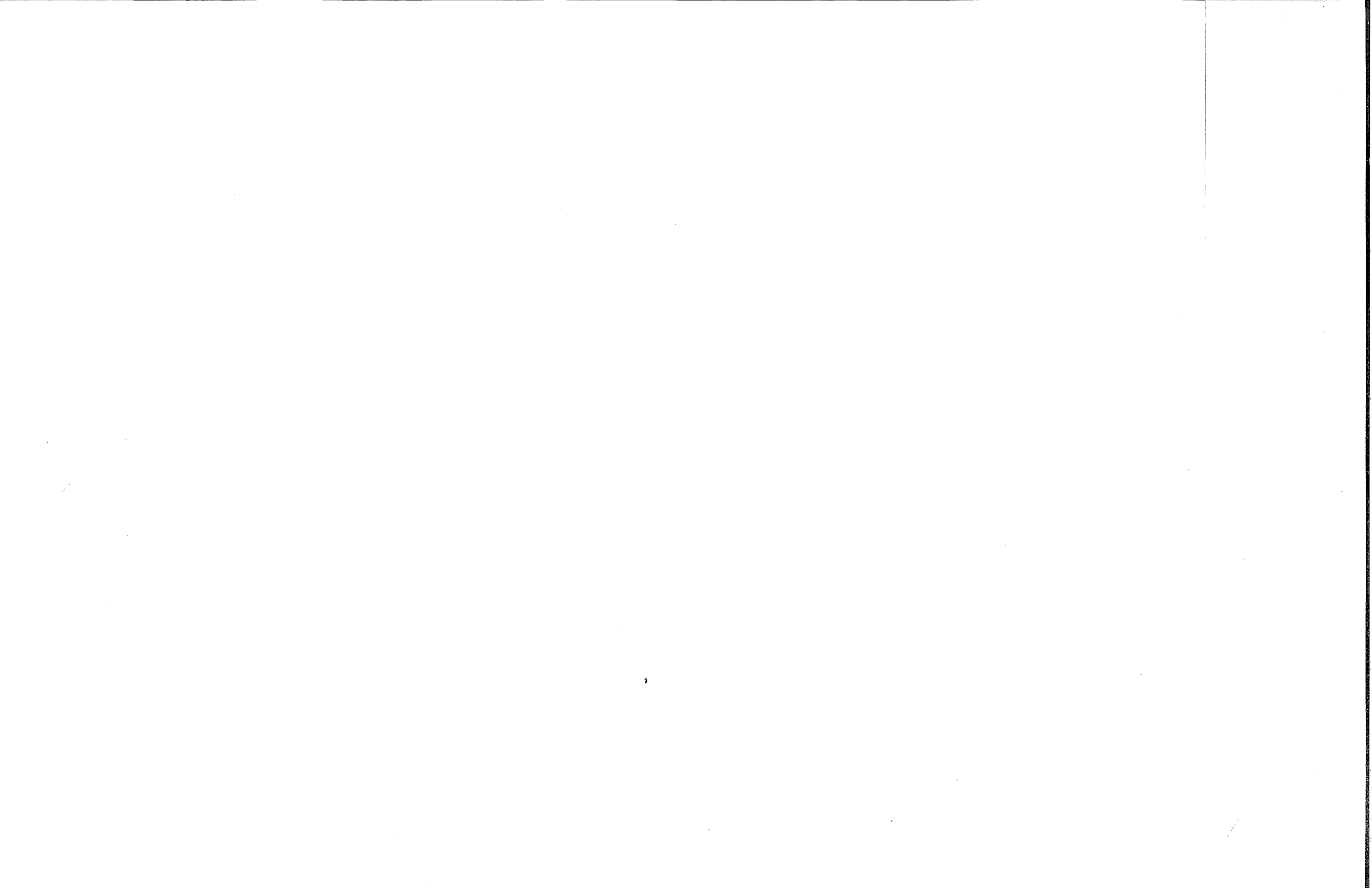
Blueberry Industry Advisory Committee (V)	Directors of the Maine Institution for the Blind (A)	Panel of Mediators
Board of Construction Safety Rules and Regulations (A)	Emergency Municipal Finance Board (T)	Passenger Tramway Safety Board
Board of Pesticides (T)	Examining Boards (22) (A-9) (C-4)	Potato Marketing and Production Committee (Y)
Board of Sanitation, Licensing and Inspection (T)	Forestry Appeal Board (A)	Real Estate Commission (C)
Boxing Commission	Highway Safety Committee (C)	Sardine Council (Z)
Bureau of Watercraft Registration and Safety (T)	Historian	Sardine Industry Advisory Board (D)
Commission on Intergovernmental Relations (W)	Industrial and Recreational Finance Approval Board (A)	School Building Authority (A) †
Commission on Interstate Cooperation (A)	Judicial Council (A)	Seed Potato Board (A)
Commission on Probate Rules and Blanks (C)	Keep Maine Scenic Committee (C)	Soil and Water Conservation Committee (A)
Commission on Uniform State Laws	Land Damage Board (A)	Advisory Councils on Health Facilities Programs (C)
Commission to Commemorate the Centennial of the American Civil War (A)	Minimum Wage Rate Board (A)	State Scholarship Board (A) (C)
Committee on Aging	Mining Bureau (T)	State Transportation Commission (A) (C)
Committee on Children and Youth (C)	Motor Vehicle Dealer Registration Board (A)	Tri-State Regional Medical Needs Board (A)
Committee on Educational Television (A)	New England Board of Health Services and Facilities (C)	Vehicle Equipment Safety Commission (R)
Committee on Problems of the Mentally Retarded	New England Board of Higher Education (A)	Washington County Development Authority
Constitutional Commission (C)	New England Interstate Water Pollution Control Commission (A)	Washington County Economic Advisory Committee (C)
Credit and Collection Board (A)	New England State Police Administrators' Conference (X)	Water Improvement Commission (A)

LEGEND

- A - Partially Ex officio
- B - Secretary of State appoints State Archivist
- C - Appointed by Governor without consent of the Executive Council
- D - Appointed by Commissioner of Agriculture
- E - Appointed by Governor with advice of the Commissioner of Health and Welfare
- F - Three Members appointed by the Commissioner of Labor and Industry subject to approval of Governor and Council, plus Insurance Commissioner and Commissioner of Labor and Industry
- G - Four Members appointed by Commissioner of Labor and Industry with the approval of the Governor and Council plus the Commissioner of Labor and Industry
- H - Appointed by Maine Employment Security Commission
- K - Three Members appointed by the Governor with the advice and consent of the Council plus one state employee elected by the Maine State Employees' Association plus one member elected by the other four members from department heads
- L - Personnel Board appoints a board consisting of representatives of the Governor, the Executive Council, the Senate, the House of Representatives, department heads, the employee's association, the budget and the public
- M - Commissioner of Health and Welfare is Administrator
- N - State Librarian is Administrator
- O - Appointed by Legislative Research Committee
- P - Commissioner of Mental Health and Corrections is Administrator
- R - Secretary of State is the only Commissioner
- S - Appointed by Insurance Commissioner
- T - Ex officio
- V - Appointed by President of the University of Maine
- W - Two members from the Senate, two members from the House of Representatives, two municipal officers and one member representing the public appointed by the Governor
- X - State Police head is Administrator
- Y - Appointed by Maine Potato Commission
- Z - Appointed by Commissioner of Sea and Shore Fisheries

Absence of Legend letter indicates appointment by the Governor with the advice and consent of the Council
† Indicates Election or Appointment by Legislature

Prepared by State Bureau of the Budget
Based on Elective or Appointive Line of Authority
October 1965



ATTORNEY GENERAL

The office of Attorney General is of particular interest to the Legislator since he is elected by the Legislature to a two-year term. Among the duties and services of the Attorney General is the rendering of opinions for various state departments, the Governor and Council and the Legislature. All legislative bills are checked by the Attorney General's office when they reach the engrossment stage and he is frequently called upon by legislators for advice on the wording of legislation, its constitutionality and the existence of similar laws already on the books.

Operating on a yearly budget of about \$350,000 the Attorney General's office has a total of 21 employees some of whom are assigned to assist various state departments on a full-time basis. In addition to rendering opinions, the Attorney General works closely with county attorneys in presentation and trial of cases and in other matters at their request. He may represent the state in certain criminal cases.

The Attorney General is, in effect, the attorney for the entire state with common law powers and responsibility for the protection and defense of the best interests of the state as provided by statute. His department renders more than 300 written opinions to state departments each year -- while these are advisory legal opinions, they are considered binding by the departments. His department is also charged with approval of all contracts entered into by the state, and it represents the state in all suits in which the state is a party or in which state officers are questioned in court.

AUDITOR

The State Auditor is another of the offices (Attorney General, Auditor, Secretary of State and Treasurer) referred to as the "Constitutional Officers" and elected by the Legislature. Since the Auditor is elected for a four-year term and the post was filled in 1965, the Auditor's position will not be up for election again until 1969.

Within four months after the books of the State Controller are closed, the Auditor publishes a report on the state's finances. He is required to report on any transactions that are not legal and also make recommendations for improved procedures and efficiency in handling state funds.

In addition to a report each fiscal year, much of the department's work includes auditing of accounts and financial records of each of the state departments, state institutions, such agencies as the Maine Port Authority and state colleges (except the University of Maine).

In addition the department plays an important role in assuring proper and efficient handling of government funds at the county and local level. The municipal division of the department audits the accounts of municipalities and counties as well as the accounts of the District Courts and Superior Court clerks. The department encourages the installation of uniform accounting systems and improved procedures.

SECRETARY OF STATE

The Secretary of State is elected by the Legislature every two years. He is secretary to the Governor and Council and keeps all records of the Council, is the custodian of all legislative records, engrosses bills passed by the Legislature and is responsible for issuing commissions for public office including notaries and justices of the peace. He also supervises the work of three divisions.

Motor Vehicle Division

This division is in charge of issuance of operators licenses and motor vehicle registrations throughout Maine. It also controls suspension of licenses and registration and has hearing examiners who rule on individual cases.

Corporation Division

All corporations formed in Maine are required to register with and report certain information on their officers and stock to the Secretary of State. These records are maintained by this division.

Election Division

To the legislator this is undoubtedly one of the more important agencies of state government. The division is generally responsible for all of the details of conducting state and federal elections and is the principal source of materials and information on all phases of the regulation of voting, campaign expenses, recounts, and election records.

The division advises the public and local officials on changes in the election law and publishes this section of the law. It processes nomination papers, handles campaign expense reports, issues and publishes sample ballots. It has printed, approves and distributes all official election ballots and related material for use at the polls, conducts ballot inspections and recounts, makes arrangements for filling vacancies in office as required by law, prepares final official election totals, and issues certificates of election to candidates. The division also is responsible for petitions circulated for initiative referendum and petitions to suspend a legislative act and refer it to the people in referendum (as to the form and validity of the petitions only).

The legislator could assist this division which has a continual problem of meeting legal deadlines set by law or the Constitution, by filing required papers and reports in advance of the final deadline. The division has available to the legislator and the public a variety of pamphlets on election results, procedures and names of office holders.



TREASURER

Another of the officers elected by the Legislature, the Treasurer serves a two-year term and is responsible for receiving all money which is due the state. The Treasurer is also authorized to invest the state's money, principally in U. S. Treasury notes or in other investments legal for Maine savings banks. The Treasurer is generally responsible for the most efficient handling and investment of the state's funds, including the timing of deposits and withdrawals and investment of millions of dollars as well as determining, within specified limits, the amount of working capital needed and the amount which can be invested. Investments are short-term only -- two years or less.

In addition to being the trustee for many special funds, the Treasurer each month prepares a statement showing the amount and the locations of deposits of the state's funds. The Treasurer also prepares a report for submission to the Legislature every two years.

The Treasurer is a member of the Maine Industrial Recreational Finance Approval Board and a trustee of the Maine State Retirement System under present law.

ADJUTANT GENERAL

Maintaining offices at the Augusta Airport, the Adjutant General is the chief-of-staff, paymaster and quartermaster for all Army and Air National Guard forces. Usually holding the rank of major general, the Adjutant reports to the Governor who is the commander-in-chief of all Maine armed forces. He is responsible for the care and preservation of all military property issued the state by the national government.

A staff of 475 -- almost 400 of whom are paid by the federal government, maintain 26 armories which are state property, one Army air installation and numerous shops, warehouses and maintenance facilities. Department heads within the organization are responsible for personnel, intelligence, operations, training, supplies, budget, state property, maintenance and investigations.

AGRICULTURE

The Maine Department of Agriculture is a complex business employing about 170 full-time workers and 145 seasonal workers in every county in the state at jobs ranging from candling of eggs to testing the accuracy of ten ton scales. The Department spends about \$2,500,000 a year but more than two-thirds of the cost is paid in fees by growers, shippers and processors who use the department's inspection services.

The primary job of the department is administration of the agricultural laws of Maine -- this includes making and enforcing the rules and regulations necessary to implement the laws made by the Legislature. A secondary function is the promotion and betterment of agriculture and agricultural products through exhibits, displays, demonstrations and advertising.

Division of Administration

This is in reality the office of the Commissioner who supervises the four working divisions and establishes policies and programs. The Commissioner is appointed by the Governor to serve at his pleasure. This division includes finance and records, publicity and motion pictures.

Division of Inspection

Most of the duties of this division have to do with consumer protection, including licensing and inspection of operations connected with milk, soft drinks, poultry, red meat slaughtering, sardine canning, blueberries, seeds, foods and drugs. The division also maintains standards of weights and measures.

Division of Markets

By inspection, the division establishes the grade and quality of farm produce including potatoes, corn, peas, blueberries and a variety of processed food identified by the copyrighted red, white and blue label. The division maintains a market news and crop reporting service. Inspection service is supplied to any processor who wishes his raw products graded to establish market value in relation to quality. The division also cooperates with other agencies to demonstrate the proper methods of preparing and offering farm products for sale and in the promotion of Maine products through special programs such as Broiler Day, Dairy Day, Maine Potato Week, etc.

Division of Plant Industry

A seed potato program is operated by this division which produces Maine's famous Blue Tag Certified Seed Potatoes sold in twenty states and abroad. The division is also responsible for promotion of foreign trade, insect control, and the activities of the state horticulturist who assists orchardists and farmers in selection and improvement of tree and plant stock.

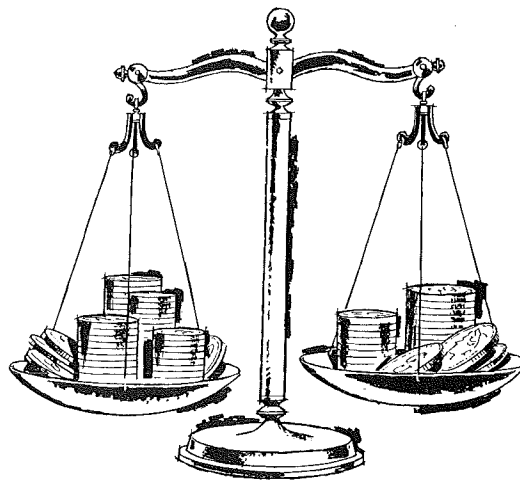
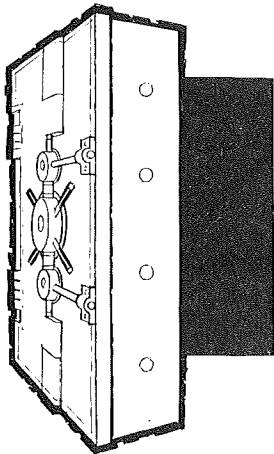


Division of Animal Husbandry

Through testing and inspection this division works to promote the health of livestock and poultry. It also administers the dog licensing laws and investigates for compensation for damage to poultry and livestock by dogs and wild animals.

Materials

A variety of specialized pamphlets and printed materials are available including a library of 16mm agricultural films for school and organizational showing which can be obtained directly or by writing News and Motion Picture Service, Maine Department of Agriculture, Augusta.



BANKS AND BANKING

Working through three divisions this department, under a Banking Commissioner, administers all Maine Banking laws. It supervises state-chartered institutions such as savings banks, trust companies, savings and loan associations, credit unions and industrial banks and it licenses and regulates loan companies, collection agencies and laws related to financing automobiles and home repair firms. It also registers dealers in securities and their agents. The Bank Commissioner is appointed by the Governor for a six-year term and has a staff of twenty-five.

Bank Examiners

At least once a year the real value of the assets of each institution is examined. There are 110 financial institutions with state charters and 132 branches or agencies. Establishment of a new branch must be approved by the Commissioner, largely on the basis of whether or not it is needed by the economy of the community.

Personal and Consumer Finance

Maine has about 117 small loan agencies, 43 agencies financing motor vehicles, 500 retail sellers of motor vehicles, and 28 collection agencies. These are licensed and regulated by this division. Under a law which became effective in 1966, this division also licenses and regulates 188 firms engaging in home repair financing, and 340 home repair salesmen.

Securities

Some 200 dealers in securities and 600 agents or salesmen acting for them are registered by this division. A list is prepared of securities which are legal forms of investment for Maine savings banks and is daily updated. The division administers the "blue sky" law which requires that dealers in securities must be of good repute, offer sufficient information about the securities and that their proposed plans must not be unfair or designed to deceive the public.

ECONOMIC DEVELOPMENT

Under the direction of the Commissioner and a seven-member Advisory Council, the Maine Department of Economic Development accomplishes its work of promotion of Maine through five divisions, each of which has a director. The department spends more than \$800,000 a year.

Vacation Travel Promotion Division

The largest share of the department's budget is spent by this division which is assigned with the job of encouraging out-of-state tourism. Division members assist in staffing and promotion of out-of-state exhibits and help regional developers in Maine when regional or national publicity will result from their events. National advertising is placed under the direct supervision of the commissioner through a Maine agency. Articles for national magazines are written directly or writers are assisted in obtaining Maine material. Division representatives work with all mass media on features that will promote Maine travel. The division produces a variety of printed promotional pieces and produces and arranges for the distribution of motion pictures.

Industrial Promotion Division

This division provides marketing assistance to Maine industry, including encouragement of export-import trade. It cooperates with in-state development agencies and industry in solving problems and promoting expansion. Representatives of the division attend regional and national conferences aimed at pro-

motion of specific aspects of business and manufacturing and make calls on key industry executives to sell the advantages of a Maine operation. The division is assigned such jobs as working with area officials to diversify and expand the area economy if the Kittery-Portsmouth Navy Yard is phased out and assisting Bangor in meeting problems caused by loss of Dow Air Base. Exhibits are produced for various trade and products shows and groups in Maine are given assistance in forming trade associations. The division works closely with federal agencies in getting assistance for Maine industry and communities.

Publicity and Public Relations Division

The responsibilities of this division include dissemination of information, public relations services, promotions, photographic and laboratory services to all state departments and participation in travel, sports and industrial shows and exhibits. The division provides information on commercial, agricultural, industrial, mineral, fisheries, recreation and labor market activities which promote the state's economy. The division operates a departmental speech bureau, issues press releases, mails photographs and motion pictures and prepares sound-slide programs.

The exhibit and display unit is responsible for presenting a modern image of Maine industry and recreation. It produces the exhibits for vacation-travel shows, the Maine Products Show, Eastern States Exposition, Montreal World's Fair, ski and boat shows and a variety of other occasions. Out-of-state offices for industrial and vacation information are operated at New York, Montreal and Cleveland.

Geological Survey Division

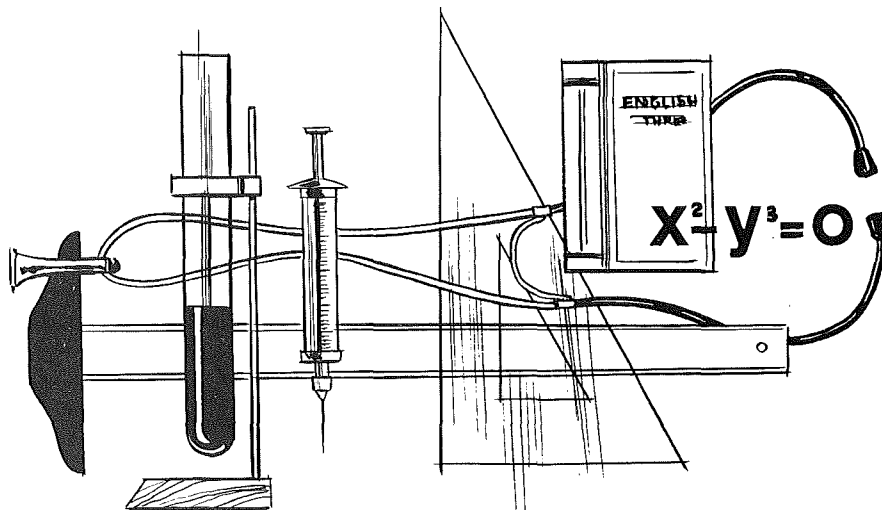
Headed by the State Geologist, this division is charged with promotion of Maine's mineral resources. Its most important activity is the economic evaluation and exploitation of mineral deposits. The division maps the state geologically and compiles and evaluates field survey information for presentation to private industry. It also administers programs providing geological information and assistance to the public.



Research and Planning Division

The division supervises planning grants for Maine municipalities and regional groups. Research is conducted and published on a variety of aspects of the Maine economy and the division provides urban renewal advisory service to communities.

The legislator will find the DED one of the best sources of published information, pamphlets, directories, motion pictures and other materials on Maine. Lists of available materials and films are supplied by the department which also maintains its own library.

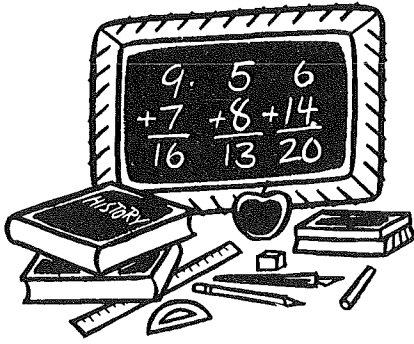


EDUCATION

The Commissioner of Education and his staff, operating under the supervision of the State Board of Education, have the responsibility for a wide variety of leadership and service relationships with educational institutions and local school systems throughout the state. Among the varied programs under the direction of the board are department administration, subsidies, state colleges, vocational schools and vocational rehabilitation, operation of schools in unorganized townships, and overall responsibility for all phases of public elementary and secondary education, teacher and adult education.

Bureau of Finance

The bureau is charged with preparation and administration of the budget for all agencies of the State Board of Education. It maintains personnel records, handles the business management functions of the department related to procuring supplies, preparing payrolls, auditing and approving a wide variety of financial aspects of the various education programs, subsidies and federal payments, auditing local systems' financial records relating to federal programs, and preparing periodic federal financial reports.



Division of School Administrative Services

Through August of 1966 Maine had 207 towns organized into 58 school administrative districts. The division extends information and assistance to communities in the formation of new districts and consults with local officials on the financial and legal problems arising from the creation of new districts.

The Bureau of Research and Statistics operates automatic data processing and works with communities in the establishment of local data processing procedures. The bureau gathers and publishes a variety of statistical data on pupil costs, subsidies, school facilities, teacher certification, and related subjects. Statistical-research services are provided by the bureau for all divisions within the department as well as the school lunch program, and state colleges.

Division of Professional Services

The division has two main areas of concern -- higher education, including especially teacher education, and teacher certification, placement and records. Files are maintained on institutions approved for education of veterans, and institutions approved for teacher education. The division represents the department at conferences on higher education and teacher education, and is responsible for administering, under the direction of the State Commissioner, the Higher Education Facilities Act. Teachers are interviewed concerning certification, examinations given for school superintendent's certificates, teaching credentials processed and several thousand teachers and principals each year are assisted in school placements. Complete records are maintained on the preparation and experience of all Maine school teachers.



Division of Instruction

The division is responsible for supervising the activities of four bureaus. Its total program has expanded rapidly in recent years under federal grants which established the Area Redevelopment and Manpower Development Training Acts and continued the National Defense Education Act, as well as under state funds for improved secondary and post-secondary vocational education.

Elementary Education Bureau provides leadership in elementary education, health and physical education. It administers federal aid for science, mathematics and foreign languages and for English, social studies and reading under the expanded National Defense Education Act. Supervisors participate in workshops throughout the state.

Secondary Education Bureau includes special projects and handles such work as educational television, driver education, approval and accreditation of secondary schools and summer schools, the utilization of newspapers in the classrooms, administration of the high school equivalency certificate program, and administration of Titles I, II, and III of the Elementary and Secondary Education Act of 1965. The function of the bureau in ETV is to produce or procure programs for in-school telecasting and to contract for the telecasting of the programs. The function of the bureau in ESEA is to approve projects for improving educational programs for educationally deprived children in low income areas, improvement of school libraries and to assist in the development of supplementary centers and services.

Guidance and Special Education Bureau supervises the education of handicapped children (mentally retarded and physically handicapped), administers the guidance portion of the National Defense Education Act and the adult education program.

Vocational Education Bureau supervises vocational education in secondary schools, operates three schools of practical nursing and four post secondary vocational schools -- the Southern Maine Vocational-Technical Institute at South Portland, the Northern Maine Vocational-Technical Institute at Presque Isle, the Central Maine Vocational-Technical Institute at Auburn and the Eastern Maine Vocational-Technical Institute at Bangor. The bureau also administers the firemanship training program, Manpower Development and Training Program and other federally sponsored programs aimed at training and retraining of labor in new skills.

Supervisor of Neighborhood Youth Corps Projects is responsible for administration of this federally sponsored program.

Division of Field Services

The primary function of this division is the planning and development of school facilities, the financing of school construction and the administration of pupil transportation. In addition, the division administers and supervises the distribution of donated commodities, surplus properties, the school lunch program and the special milk program.

Vocational Rehabilitation

With the support of both state and federal funds the program aims at providing a series of services from medical to psychiatric aimed at removing or diminishing a handicap. Hospitalization, artificial limbs, tuition for vocational training, tools and books, initial maintenance, transportation, and assistance in achieving self-employment are some of the ways in which the program aids the handicapped to become self sufficient.

FINANCE AND ADMINISTRATION

The Department of Finance and Administration has five bureaus, some of which are as significant both in size and function as full-fledged state departments. The department is headed by a Commissioner appointed by the Governor and Council for seven years and he in turn names the bureau heads. The Commissioner supervises the activities of each bureau, prepares budget and financial reports for the Governor and Legislature, and is the principal administrative and fiscal aide to the Governor.

Bureau of Taxation

Headed by the State Tax Assessor this bureau operates four divisions employing about 128 persons of whom some 56 work in the field. The bureau is responsible for collecting some \$106 millions a year in taxes.

Sales and Use Tax Division administers the 4% sales and use tax. Property Tax Division handles property and poll taxes in unorganized territories, assists local assessors and collectors in improving the quality of local property tax administration and develops information for use of the State Board of Equalization in fixing the state valuation which is used for a number of purposes including figuring educational subsidies. Excise Tax Division administers the gasoline and cigarette taxes, and special taxes relating to industry, transportation, communication, corporations, and insurance premiums. Inheritance Tax Division is responsible for administering this form of taxation.



The three-member Board of Equalization includes the Tax Assessor and two members named by the Governor and Council. It sets state valuations and thus is responsible for equalizing state and county taxes among the local jurisdictions and unorganized territories.

Bureau of Public Improvements

Headed by a director and employing about 18 persons the bureau supervises the work of four divisions with the principal aim of achieving orderly progress and a system of priorities to encompass all state construction, major alterations and repairs, except those in the area of highways and bridges.

Planning and Development Division develops a long-range public improvement plan and submits recommendations to the Governor and Legislature. It advises state departments on engineering and construction, approves specifications and contracts and maintains complete data and drawings on Maine public works. Construction and Maintenance inspects state buildings, checks materials and supplies used in construction, keeps cost records and recommends final acceptance of projects. Property Records Division controls leases, inventories movable equipment, appraises real estate, and contracts for utility services. Property Management Division is under the Superintendent of Buildings and is of particular interest to legislators since it supervises and repairs the State House and adjacent grounds, supervises the cafeteria in the State Office Building and provides security and janitor service to the State House and other state buildings in the Augusta area.

Bureau of the Budget

Headed by a budget officer, the bureau compiles, analyzes and reviews the biennial budget. After the Legislature has decided on appropriations, this bureau is also responsible for exercising budgetary control and for studying organization and management. In July of even-numbered years (before each legislative year) department heads submit detailed requests for funds to be included by the Legislature in the next biennial budget. In addition to a breakdown of funds requested by the type of expenditure, the department must indicate if the money will support an existing service (Part One Budget) or be devoted to

a new, expanded service (Part Two Budget). Certain dedicated funds are not under supervision of the central budget control and there are capitol improvements that are also removed from such control. Four budget examiners, each experts in a particular field, supervise the budgets of the largest departments.

Bureau of Purchases

With its many buildings, vast highway operation and numerous public services, the State of Maine buys more than \$20 million dollars a year in supplies, equipment and materials. The only purchases not covered by the Bureau of Purchases are highway construction contracts, state colleges and the University of Maine and the Maine Port Authority. The State Purchasing Agent supervises four major divisions with a staff of about 30 persons.

General Administrative Division buys goods and services and assures that they meet specifications. Division of Public Printing orders and sets specifications for all government printing and maintains a central duplicating service for all departments. Central Mailing Division handles all incoming and outgoing state mail with a total postage of more than \$250,000 a year. Office Supply Division provides office supplies for departments and institutions.

Items costing less than \$50 may be purchased without bid and in some cases an agency may be authorized to buy a product directly. Normally competitive bids are required from at least three suppliers and the bid is awarded to the lowest responsible bidder. A Standardization Committee works with the bureau to make rules and set policy regarding state purchases.

Bureau of Accounts and Control

The State Controller working through the medium of five major sections and employing about 80 persons is charged with pre-auditing, accounting, records management and other functions aimed at the correct and authorized use of state funds in a manner that is in the best interests of the state.

Pre-audit Division clears all claims for payment for correctness before checks are issued. Payroll Division continually reviews state payrolls. Machine Services Division maintains computers and electric accounting machines for use by all divisions. General Accounting Division keeps the general ledgers, provides monthly and annual reports and controls encumbrances of money made when contracts are awarded. Records Management Division microfilms records, checks, and documents and maintains records of all fiscal transactions. Liquor Accounting Division keeps a daily inventory and provides an outside audit of liquor receipts and expenditures. Accounting Systems Division provides state departments with systems for maintaining accounts.

FORESTRY

Maine has more than 17 million acres of forest land. The Forestry Department is charged with the responsibility of the preservation, and to a large extent with policies related to the wise use and development of this important Maine resource. The department operates its varied program under four major divisions with a budget of more than \$2,000,000 a year and 130 permanent and 249 seasonal employees. The department operates directly under a Commissioner appointed by the Governor and Council.

Division of Forest Fire Control

The work of this division is divided into two units-- the Maine Forestry District and Organized Towns. There are some 10 million acres of forest land in the Forestry District and about 7 million acres in the Organized Town area. Operating funds for the district come from a special, self-imposed forest fire tax paid by landowners.

While they are handled separately administratively, the work of the two units is much the same -- protection of Maine's forest resources from fire. The units construct and maintain a variety of camps and towers, work on improved methods of reporting and extinguishing fires, conduct programs of forest fire prevention and public education, issue permits for fires, make extensive use of aircraft in fire control, conduct training schools, conduct a forest camp-site program, on privately owned lands to allow greater and safer public use of the woods.



Division of Entomology and Pest Control

The division has the major objectives of protecting forest resources and shade trees from damage by insects and disease; improvement of control measures; and development of biological data for organisms for which control methods are lacking. Activities of the division include spraying for spruce budworm control, testing for disease, a program of control for white pine blister rust, research, education, and advice and financial assistance to municipalities in controlling Dutch Elm disease and a variety of detection surveys.

Division of Information and Education

The division plays an important role in gaining public cooperation and understanding of the value of the forest resources and the means of preserving it. Publications, slides, movies, exhibits, visual aids, and other materials are prepared for public education and intra-department use and training.

The division also is responsible for the Keep Maine Green program, the Maine Tree Farm System which promotes proper forest management and for a series of conservation workshops. A variety of material as well as movies and educational pamphlets are available.

Division of Forest Management

Service forestry is conducted under a cooperative agreement between the state and the U. S. Forest Service. The purpose of this cooperative program is to provide specific in-the-woods forest management advice to small woodland owners as well as marketing and utilization assistance to small wood-using industries. Working with landowners, foresters assist them in woodland management, conservation, improving income, tree planting, and development of long-range plans.

Programs under this division account for planting three to four million trees annually, use of tree planting machines, direct seeding, agricultural conservation, soil bank and land use and cropland conservation, administration of the Maine Christmas Tree law to protect landowners from theft and improve the industry, the program of the State Nursery to produce seedlings for sale at cost, and the management of the public lots in the unorganized territories the income from which goes toward schools in the territories.

Baxter State Park. The Forest Commissioner as Chairman of the Baxter Park Authority also administers this 200,000 acre park that includes Maine's highest mountain with an estimated total of 60,000 visitors a year.

Finance and Accounting handles the details of payrolls, inventories, requisitions and sales, federal excess property and receipts and expenditures for the department which has some fourteen appropriations and 35 activities.



INLAND FISH AND GAME

The Department of Inland Fisheries and Game operates under the direction of the Commissioner who is appointed by the Governor. He is responsible for the general supervision of the activities of the department and for carrying out the fish and game laws and regulations. He receives advice from a seven-member Advisory Council appointed by the Governor. The department receives virtually no funds from the Legislature since receipts from hunting and fishing licenses are dedicated to department operations. The department employs about 239 persons and 32 additional persons on a seasonal basis.

In addition to his administrative duties the Commissioner has the authority, with approval of the Advisory Council, to make changes in fishing rules and regulations, and in an emergency, to close hunting or fishing seasons for up to 30 days.

Warden Service

The about 127 wardens in service patrol an assigned territory to detect violations of fish, game and boating laws, to assist in enforcement of anti-litter laws, assist in stocking fish and game, investigate accidents, and assist in a number of allied programs including hunting safety, forest fire prevention, checking condition of summer camps and aid to public agencies in time of emergency.

Hatchery Division

This division is responsible for producing the necessary numbers and sizes of fish to stock Maine waters. The game farm which produces pheasants for stocking and maintains a public exhibit of wild animals and birds is also under this division.

Engineering Division

Site surveys, cost estimates on construction, supervision of construction work, investigation and design of needed fishways and supervision of repairs and alterations are the responsibility of this division.

Game Division

The chief function is to determine facts on game populations and habitat for use in recommending to the Commissioner any changes in regulations. It develops annual inventories of game species, purchases land for game management areas, determines the annual kill, sounds out the opinions of sportsmen, land and timber owners and others of the effect of game on their interests and conducts research into game management problems.

Fisheries Research and Management Division

This division carries out fishery research projects and studies fish populations, age, growth and survival rates of game fishes. It makes food and spawning studies, lake surveys, and creel censuses. On the basis of such data it makes specific recommendations to the Commissioner for fish management in the waters of the state, including changes in fishing laws and regulations.

Information and Education

This division promotes conservation education throughout Maine, is responsible for the Bryant Pond program of Maine's conservation school and for adult education courses. In addition to releases for all news media, it prepares special films, conducts hunting and water safety programs and has available a variety of printed material, motion pictures and special programs related to Maine fisheries and game.



Administrative Division

The 24 employees in this division include the deputy commissioner and business manager. It prepares the department budget, controls licenses and permits, records and controls revenues and expenditures and is responsible for information on all aspects of department finances.

HEALTH AND WELFARE

The varied activities of the department are under the direction of the Commissioner who supervises and coordinates the work of three major bureaus. A special legal service program collects state claims from estates, enforces court orders of support and liability of responsible relatives and acts as attorney for the department in court actions. A public information service deals with all news media to provide information on the department's activities and responsibilities.

Bureau of Health

The bureau directs the work of the various divisions and the six health districts which cover the state and which are headed by district health officers.

District Health Offices work with local health officers in every community in matters of communicable disease control, work with physicians on public health problems, make hospital and related institutional inspections, investigate complaints related to health matters.

Office of Health Education assists all divisions of the department and allied governmental, voluntary, professional and community groups in all phases of health education including a variety of special programs and distribution of films, literature and other materials.

Division of Cancer Control deals with all facets of the problem of cancer including statistical records, public and professional education, and subsidizes the training of hospital, clinic and laboratory staffs and clinic services.

Health Facilities Program administers and supervises the Medical Facilities Survey and Construction Program in Maine (commonly known as the Hill-Burton Act).

Division of Alcoholism Services plans, with a special Advisory Committee, and directs a state-wide program for studying the problems of alcoholism and rehabilitation of alcoholics. Its work deals with facilities, educational programs, five area counseling centers and consultation to the District Court System.

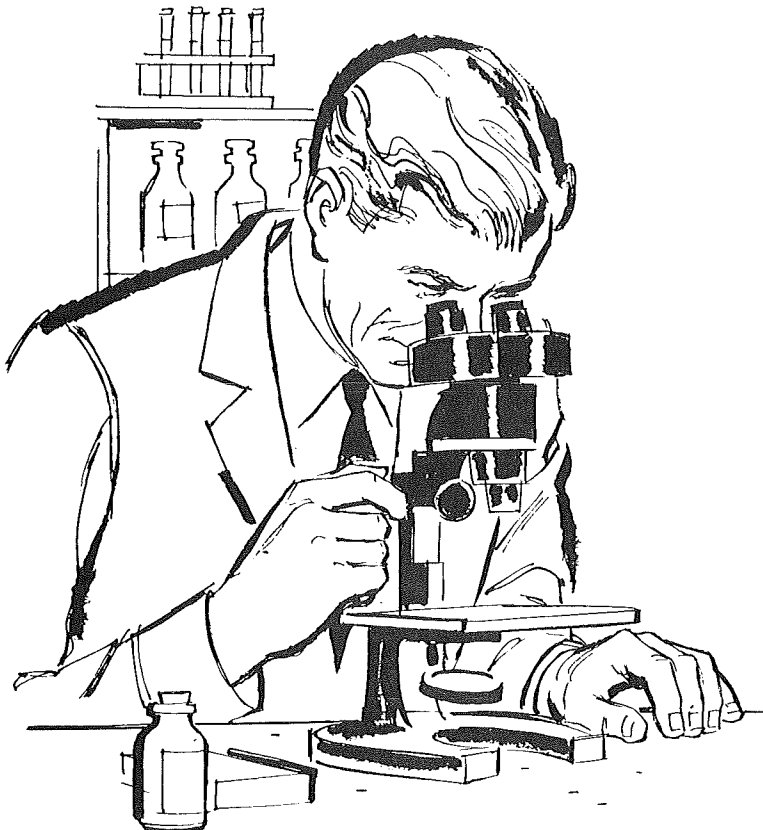
Division of Communicable Disease Control receives, analyzes and records reports of cases, assembles statistics, issues a weekly bulletin, investigates sources, studies outbreaks and administers special control projects.

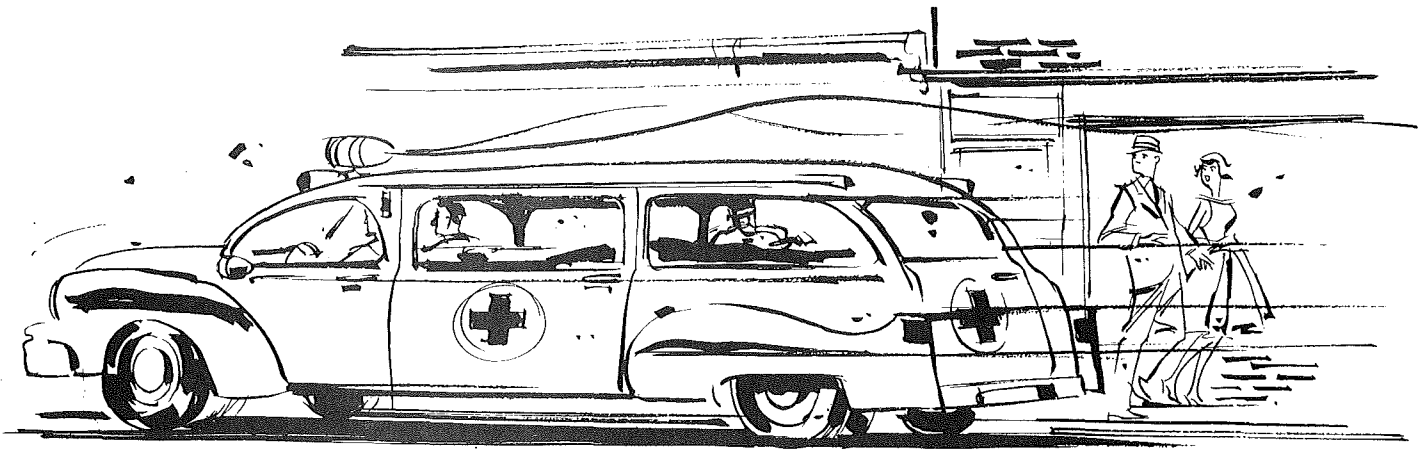
Division of Dental Health provides consultation service to community groups planning to adjust the fluoride content of their public water supplies and supplies dental hygienist educational and consulting services on dental care projects.

Public Health Laboratory provides laboratory diagnostic services on specimens from suspected cases of intestinal and communicable diseases and provides consultation to physicians and technicians on laboratory problems.

Division of Hospital Services directs a licensing program for hospital and related institutions including nursing homes, maternity homes and boarding homes for the aged.

Division of Maternal, Child Health and Crippled Childrens Services has a program objective of securing optimal health for mothers and children through preventative health work, immunization, nutrition, diagnostic and curative services, an eye screening program, PKU testing of every newborn child, and speech and hard-of-hearing programs. Children with special problems including crippling and other physical defects are provided with clinic and medical services.





Division of Public Health Nursing promotes effective public health nursing and provides generalized public health nursing services in small towns and rural areas where these services are not otherwise available, offers consulting service to school and public health nurses and cooperates in developing community public health services.

Division of Sanitary Engineering handles major problems relating to environmental sanitation, inspects and licenses public eating and lodging places, motels, boys and girls and adult recreational camps, analyzes water samples, works with local authorities to solve sanitation problems, conducts environmental radio activity determinations, supervises control over plumbing installations, establishes food handlers schools, inspects undertaking establishments.

Division of Tuberculosis Control maintains central register of reported cases, carries on case detection program, provides periodic chest X-ray services in centers throughout Maine, subsidizes tuberculosis clinics, provides free drugs, offers diabetes detection tests. The Central Maine Sanatorium provides in-patient and out-patient treatment.

Bureau of Administration

The provision of administrative services and the exercise of budgetary and fiscal controls are the major functions of the bureau. The bureau prepares budgets and exercises administrative control of the expenditures of both federal and state funds. The Division of Accounts and Audit is responsible for all records of disbursements and receipts, audit and certification of charges and summaries of federal-state programs. The Division of Office Services provides centralized filing, duplicating, mailing and inventory. The Division of Research and Vital Records collects and analyzes statistical data and maintains a state-wide system for registration of births, marriages, deaths and divorces. It provides copies of vital records and makes statistical reports. Personnel and Field Services handles employment, personnel rules, records and training and services field offices. Hospital Aid administers the State Hospital Aid program for persons under 65 who cannot meet hospital expenses.

Bureau of Social Welfare

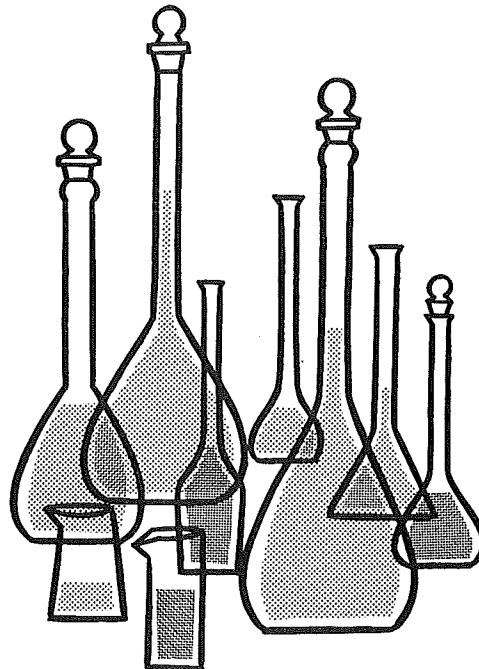
The bureau directs all social welfare functions of its five divisions and also licenses charitable solicitations.

Welfare Resources Unit establishes financial and social information on ability of legally responsible relatives, provides legal investigative services, investigates accident cases involving committed children, and provides other services related to the financial responsibility in welfare cases.

Division of Family Service provides financial and other services in consideration of the total-well-being of individuals and families in such manner as to help them maintain or achieve maximum self-support and/or self-care. Social problems for which the division provides services are grouped as: Financial and Home Management; Health; Employment and Education; Rehabilitation; Housing; Absent Parent; Other Services. The Aged, Blind, and Disabled and Aid to Dependent Children programs are administered through offices in seven districts in Maine.

Division of Eye Care and Special Services is responsible for providing vocational rehabilitation services to the visually handicapped including a medical eye care program for the prevention, detection and treatment of medical eye conditions, supervises the medical services to the Armed Forces rejectees program, homemaker services and the Work Experience and Training Program under the Economic Opportunity Act conducts work training programs for public assistance recipients and unemployed and under-employed family heads in depressed areas.

Division of Child Welfare provides social case work services to children in their own homes, conducts social investigations for the courts in behalf of the children, provides foster care in foster family homes, licenses all homes boarding non-related children under sixteen. The division has local offices in seven districts.



Division of General Assistance works directly with local welfare officials supervising non-settled or so-called state cases, determines financial responsibility, administers the Special Reserve Pension Program (pensions granted by the Legislature), and administers the Federally Donated Commodity Program.

The Department of Health and Welfare is also active in other programs and works with independent boards such as Plumbers Examining Board, Board of Embalming Examiners, State Board of Barbers, State Board of Hairdressers and the Water Improvement Commission. There are also an Advisory Committee of Health and Welfare, a Citizens Advisory Committee to the Bureau of Social Welfare and a Medical Advisory Committee to the Department of Health and Welfare.

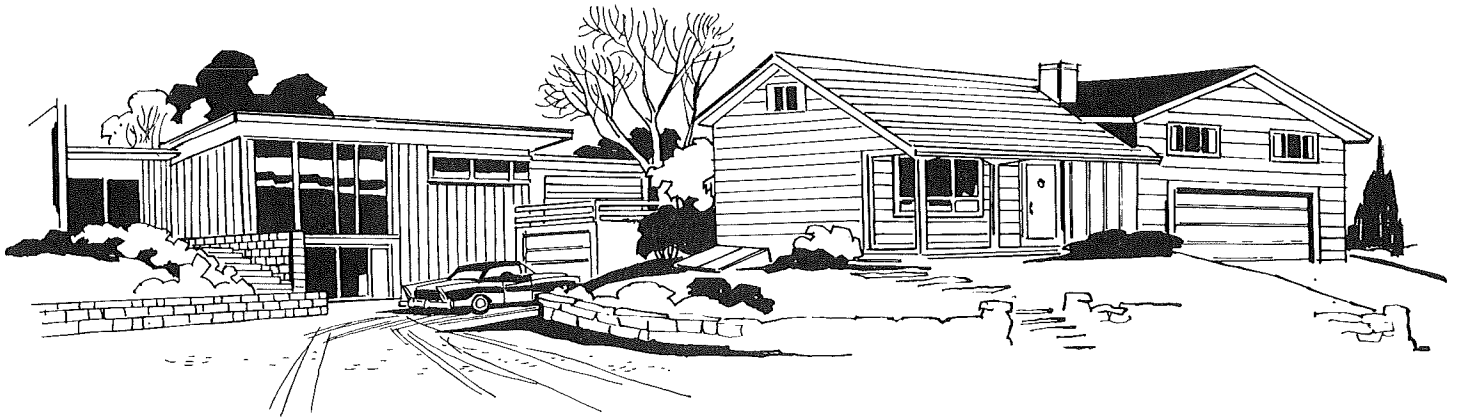


INDIAN AFFAIRS

The Commissioner of Indian Affairs is appointed by the Governor for a four year term and has an office in Augusta. Two field offices, manned by departmental employees, are located at Calais and Old Town. This department is a new one set up in 1965 to exercise general supervision over the Indian tribes in Maine.

There are about 600 Penobscot Indians residing on Indian Island Reservation at Old Town and about 600 Passamaquoddy Indians living on the Indian Township Reservation near Princeton and the Pleasant Point Reservation near Perry. Approximately 800 Indians reside off-reservation in Maine, and an unknown number currently reside out-of-state.

This department is continuing general assistance and municipal management programs and is developing new programs to assist the Indians in personal, community and economic development.



INSURANCE

Charged primarily with the duty of protecting the public and assuring the financial solvency of insurance companies, this department operates under the supervision of a Commissioner appointed by the Governor for a four year term. The department has four main divisions.

General Administration of Insurance Laws

This division administers the laws regulating the insurance business, issues licenses, hears complaints and approves the forms of policies and contracts. About 22,000 licenses are issued to agents, brokers and adjusters of the 593 companies that are licensed to do business in Maine.

Rating and Examination of Insurance Companies

Examiners in this division check rates and forms, examine Maine companies and review the annual financial statements of other insurance companies licensed in Maine.

Examining Agents, Brokers and Adjusters

About 1,000 annually. Examinations are given periodically at four locations in Maine.

State Fire Prevention

Eight fire inspectors operating out of this division under a Director and Assistant Director, investigate fires, enforce laws covering a variety of activities from the transportation of explosives to the installation of fire escapes and display of fireworks. All school building plans must be approved and permits are required for gas and oil bulk storage plants.

The division also works with the Electricians Examining Board and the Oil Burnermen's Licensing Board.

MENTAL HEALTH AND CORRECTIONS

The Commissioner is appointed by the Governor and Council and in turn names the heads of the institutions under the department. He is usually required to have considerable experience in administration of institutions and is responsible for directing the work of three bureaus, a division of Educational and Charitable institutions, and serves as a member of the Probation and Parole Board. Both in mental health and corrections, the department's chief aims are prevention, rehabilitation or cure, and restoration to active, useful community life. The department employs more than 2,000 persons.

Bureau of Corrections

This bureau has the responsibility for two training and three correctional institutions. The Boys Training Center at South Portland for juvenile offenders ages 11 to 17 committed by the courts. Stevens Training Center for Girls at Hallowell for the rehabilitation of girls ages 9 to 17. The Men's Reformatory at Windham for male offenders sentenced for three years or less and between ages 16 and 36. The Reformatory for Women at Skowhegan for female offenders sentenced for three years or less and between ages 16 and 40 and felons. Maine State Prison at Thomaston. The bureau is a member of the New England Compact for transfer of adult offenders.

Bureau of Mental Health

The director of this bureau must be a qualified psychiatrist responsible for directing mental health programs in the institutions and in Maine communities. He works with a nine-member Advisory Committee on Mental Health.

There are three state hospitals. Augusta State Hospital is located on the Kennebec River across from the State House. It employs about 630 persons and has an operating budget of over \$3 million. Bangor State Hospital is located near the Eastern Maine General Hospital in Bangor, employs about 400 persons and has an operating budget of over \$2 million. Pineland Hospital and Training Center is located at Pownal between Portland and Lewiston, employs about 560 persons and has an operating budget of more than \$3 million. Pineland cares for and treats mentally retarded from 5 to 55 years and mentally ill from 6 to 16 years.

There are five state staffed mental health clinics located at Fort Fairfield, Bangor, Portland, Lewiston, and a traveling clinic based in Augusta. The latter renders service throughout the state to the Department of Health and Welfare clients.

Bureau of Business Management

This bureau controls accounting, reimbursement, purchases and food service within the department. It consists of five divisions: Accounting, Reimbursement, Engineering and Plant Maintenance, Food Services and Farm Operation.

Division of Educational and Charitable Institutions

This division supervises two institutions. Governor Baxter State School for the Deaf is located on Mackworth Island in Falmouth and provides special facilities for deaf children with the town of residence paying tuition. State Military and Naval Children's Home in Bath cares for about 30 children.

Probation and Parole

This division is directed by a three-member Probation and Parole Board which selects a professionally trained director. The division administers ten offices in three districts to check on the conduct of persons on probation or parole, to arrest violators when necessary on court order and to give whatever assistance is possible to maintain a successful adjustment to community life.

LABOR AND INDUSTRY

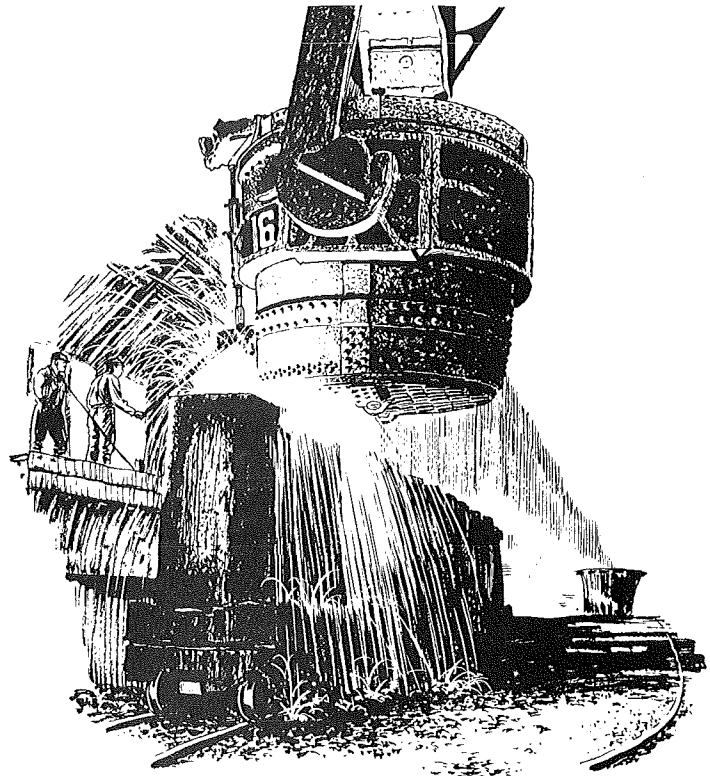
Employing some 29 persons and with a budget of about \$170,000 a year, the Department of Labor and Industry is under the direction of a Commissioner appointed by the Governor and Council. The department was originally set up in 1887 to gather statistics on labor and industry and the function of enforcement of labor laws was added in 1911.

Research and Statistics

This division gathers data needed in industrial development and issues such key publications as the Maine Buyers Guide; Directory of Maine Manufacturers; Occupational Wage Survey and other special studies concerned with goods, industries, wages, hours and employment.

Industrial Safety

Through inspection of work places, removal of hazards and educational programs, the division attempts to decrease the frequency of work injuries. Buildings and construction projects employing five or more persons are inspected and proprietors are given up to 30 days to correct hazardous conditions. The division also sponsors the annual Maine Safety Conference.



Minimum Wage - Women - Child Labor

Responsibility for inspection for compliance with and for handling complaints about violations of the state minimum wage law, laws relating to employment of women and children rests with this division. On October 15, 1966 the state minimum wage became \$1.25 an hour, however, there are numerous occupations not covered by the law. There are restrictions on hours and type of employment of children under 18 years. Basically, women are limited to 54 hours of work in most businesses and to 50 hours as a production worker with a daily maximum of nine hours and with required rest periods.

Inspections and Hazards

The Elevator Division works with a three-member board and the commissioners of Insurance and Labor to establish and enforce rules and regulations for safe operation of elevators. The Boiler Division is responsible for controlling the construction, installation and operation of steam boilers to eliminate dangers to the public. Bedding, Upholstering, Furniture and Stuffed Toys Division administers the law requiring that all such articles be labeled and sterilized to eliminate health hazards.

Other Functions

Through the facilities of the State Board of Arbitration and Conciliation and the Panel of Mediators the department assists, when requested to do so, in the process of helping settle labor disputes. Through the State Apprenticeship Council rules and regulations are established to enable an effective "apprenticeship" system of on-the-job training and related instruction with the goal of developing journeymen in the various trades.

STATE LIBRARY

(Note: The details of the ways in which the Law and Legislative Section can be of service to the legislators are referred to in the first part of the manual.)

The State Library was established as a separate department in 1861 under the direction of a State Librarian appointed by the Governor. Up until the late 1890's the library existed primarily to serve the Legislature and State Officials, however, since that time it has been open to the public. The State Librarian now supervises a staff of about 44 full time and 11 part time employees and a collection of approximately 450,000 volumes. The Library operates in three main sections.

General Loan and Reference Section

A collection of 263,000 volumes, covering a broad range of subject interests is available to every resident of the State. Those living in towns having a public library open five days a week must make requests through the local library. Requests for material for school assignments are made through the school library. Except for a small collection of fiction by established authors, both standard and modern, this is a non-fiction collection. Particular emphasis is placed on Maine history, including town and county histories; genealogy; government documents, including federal, state, and local; political science and history.

Law and Legislative Reference Section

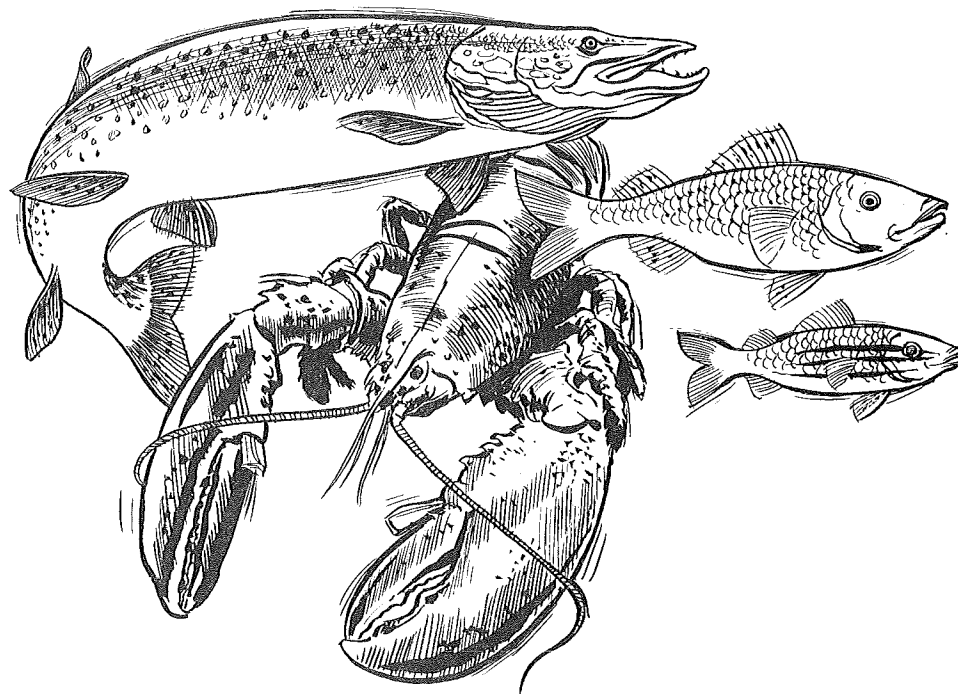
(Note: See Page 11)

The chief functions of this section are to furnish information to judicial and other state officials and employees and to interested citizens; to exchange legal materials with other state libraries; to provide advisory service to county law libraries; and to furnish reference and research service to individual legislators, legislative committees, other agencies of government and to citizen groups. The collection in this section totals about 70,000 volumes.

Extension Section

Eight bookmobiles with collections averaging 12,000 to 15,000 volumes each operate from offices located throughout Maine. Both adults and children in about 240 Maine towns without libraries are served by bookmobiles, with stops being made every three or four weeks. In 1965-66 bookmobiles lent 403,000 books. About 600 traveling library boxes of 25 volumes each are available to rural schools not served by bookmobiles and also to small libraries and individuals in remote areas.

In addition, the State Library provides advisory service to public libraries throughout the state; annually publishes the statistics of public libraries in Maine; administers state aid grants to public libraries; and assumes leadership in the development of better library service throughout the state.



SEA AND SHORE FISHERIES

Headed by a Commissioner appointed by the Governor, with advice and consent of the Executive Council, the department employs 86 permanent employees with an annual budget in excess of \$900,000. The purpose of the department is to investigate, protect, conserve and promote the state's marine resources.

The department consists of four divisions -- Administration, Enforcement, Marine Research, and Marketing and Promotion. The Administrative Division handles the accounting, budgeting, and administrative aspects of the department as well as issuing the various licenses required by the fishing industry. The Enforcement Division, with coastal wardens responsible for the enforcement of statutory, private and special laws and regulations promulgated by the Commissioner, is designed for the purpose of regulating the fishing industry. The Marine Research Division conducts investigations and studies on the principal marine species. This program is supported by state and federal funds. The department maintains a marine research laboratory at Boothbay Harbor. The Marketing and Promotion Division is responsible for promoting Maine seafood products through displays, press releases, convention programs, special films and, along with the Research Division, works closely with industry people in improving the economy of Maine's commercial fishery.



The department is active in the Atlantic Sea Run Salmon Commission and the Commissioner, by statutory law, is a member of the Atlantic Sea Run Salmon Commission. The other members consist of the Commissioner of Inland Fisheries and Game and one public member appointed by the Governor and Council. The Commission is designed for the purpose of restoring the Atlantic salmon to our major Maine rivers.

The Maine Sardine Council is a seven-member group appointed by the Commissioner of Sea and Shore Fisheries. The Council is supported by a self-imposed tax which provides the Council with an annual revenue of approximately \$400,000. This money is expended by the Council for the purpose of improving the sardine product and promoting the sales of the product.

STATE POLICE

Headed by the Chief of the State Police who is named by the Governor and Council for a four year term, the department employs some 53 civilians and 275 enlisted men. The department operates seven divisions.

Field Divisions

Two Field Divisions are responsible for supervising seven troops located at Kittery, West Scarborough, Thomaston, Skowhegan, Orono, Houlton, and Augusta. Along with other assignments the police enforce laws on size, weight and equipment of commercial vehicles. Weighings are made by four mobile weighing stations plus a full-time station at Kittery and a part-time one at Mat-tawamkeag.

Inspection

This division handles complaints against the department and grievances within it. It recruits personnel, advises on placement and promotion, operates the Maine State Police Training Academy, conducts in-service training and is generally responsible to see that personnel and equipment are used to the best advantage.

Communications

A teletype network is maintained within Maine connecting headquarters and the seven state police stations and 18 county and municipal stations. In addition, Maine is part of a nationwide network for sending and receiving messages. Telephone calls are received directly from the public and constant radio communication is maintained with state police stations, local police, and state wardens and inspectors.

Criminal

Detectives assigned to this division investigate criminal cases, maintain criminal records and a stolen property file and are responsible for "lie detector" tests. An identification bureau handles fingerprint work, keeps a file of pictures of criminals, operates a film processing laboratory and provides expert testimony on firearms. There are more than 585,000 sets of finger prints on file.

Traffic

Accident reports are received from law enforcement agencies throughout the state and analyzed for cause. Fatal accidents are reported to the Highway Commission to check on the highway itself as a contributing factor. Accidents are reported to the Secretary of State for possible action on license suspension. A Bureau of Motor Vehicle Inspection is charged with examining garages that wish to become official inspection stations, checking school buses and promoting driver safety.

Finance and Property

This division handles accounts and controls of the department, purchases, inventory and maintenance of vehicles operated by the department.

VETERANS SERVICES

The department operates under a Commissioner of Veterans Services named by the Governor and Council for a four year term. The commissioner, who must be a veteran, supervises the work of eight field offices and a staff of about 21 persons. Each field office is staffed with a counselor to help Maine veterans in dealing with state and federal government. The department spends about \$465,000 a year with more than three-fourths of it going to assist dependents of Maine veterans.

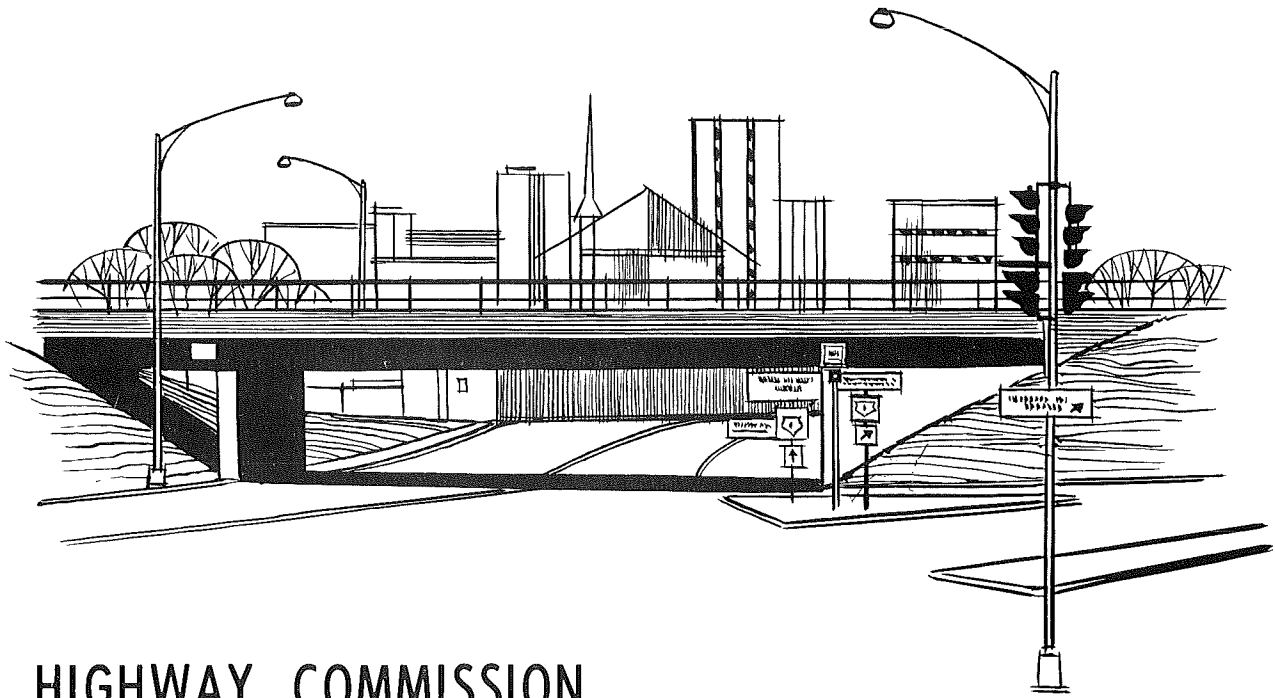
The department helps veterans or their dependents with compensation or pension claims. It also administers three types of financial aid -- burial aid, World War Assistance, and the General Law Pension. These various forms of aid, all financed by state funds, affect about 116,000 veterans and their dependents.

CIVIL DEFENSE AGENCY

Operating under a director named by the Governor and Council, this agency with the help of a five-member Advisory Council, makes plans for all types of emergencies that may face the state, whether the result of natural causes or enemy attack. The agency is responsible for planning, training and operations as its three main functions. Civil Defense plans in the event of a nuclear attack are now based on providing shelter for as large a segment of the population as possible. The agency supervises and promotes training courses in the techniques of surviving a nuclear attack for both adults and children. In the event of a disaster the CD emergency operating center in the basement of the State House in Augusta would become the operational center of state government. Radio, teletype and other communications facilities are ready for use in an emergency.

HARNESS RACING RUNNING HORSE BOXING

While these are separate commissions, they share a full time executive secretary and office. Each commission is made up of three members appointed by the Governor and Council. The main duties of the commissions are to regulate the sports assigned to them and collect taxes in each area of activity. There is a 3% tax on the gates of boxing bouts and television rights. There is a 6% pari-mutuel tax on the gross receipts of wagering. Eleven percent of the gross receipts goes to the track, one percent to support agricultural fairs and 82% is distributed among holders of the winning tickets.



HIGHWAY COMMISSION

The financial and physical importance of the Highway Department is obvious in Maine since the state has a land area almost equal to that of the other five New England states combined. The department is responsible for construction and nearly all maintenance on about 3,700 miles of Maine highways as well as the summer maintenance of about 7,700 miles on the state aid system. The department employs about 2,500 people year around with additional help during the construction season.

The Highway Commission

The work of the department is under the supervision of the Highway Commission consisting of three members appointed by the Governor -- a chairman, chief administrative officer, is appointed for a term of seven years; and two members, each of whom is appointed for a three year term.

The commission enforces the regulations on construction, maintenance and use of all state and state-aid highways and directs the expenditure of all highway funds. It appoints a chief engineer who is responsible for supervising all commission-controlled activities except those that are the responsibility of the director of accounts and administration.

The Highway System

For administrative purposes Maine highways are classified into general systems:

1. State Highways which include portions of the Federal-Aid Primary and Secondary and Interstate Systems and other non-federal-aid roads, and are the main-traveled roads of the state -- totaling 3,681 miles.

2. State Aid Highways which are essentially connecting routes between communities and their markets, or shipping points and feeders to the State Highway System -- totaling 7,707 miles.

3. Town Ways which are local roads and streets subject to maintenance by municipalities and local civil divisions -- totaling 9,308 miles.

4. Bridges. There are about 4,300 bridges along the public highways of Maine, of which about 2,450 are maintained by the State Highway Department.

Financing the Highway System

The entire program of the State Highway Commission involves expenditures of more than \$60 million a year made possible by funds authorized by the Legislature and Governor and federal matching funds. The chief sources of these funds are:

Highway Users who supply revenue chiefly in two ways. The seven cents a gallon tax on motor fuel produced about \$27 million in 1965. Motor vehicle fees -- registrations, operator's licenses, etc. amounted to about \$11 million in income. The Constitution limits the use of money from these sources to highways.

Federal Aid amounted to about \$23 million in matching funds in 1965. These funds are allocated to the different states for use on selected road systems and their use is restricted to projects meeting certain standards.

Department Organization

The department is organized into several divisions which carry on a wide variety of work from soil testing to erection of traffic signs, from snow plowing to road design and construction.

Legal Service. This division headed by a chief counsel prepares bills for legislative consideration, provides legal advice to the commission and assists the Right of Way Division.

Right of Way is the division that is responsible for acquiring lands for highways. The work involves deed and title searches and negotiations with property owners. The division also controls the erection and use of outdoor advertising signs through permits and licenses.

Planning and Traffic maintains road inventories, conducts traffic counts to determine road use and is responsible for traffic signals and signs.

Soils Division conducts research into soils and the uses of various materials used in road construction. This work is closely allied to the work of the Testing Division which examines materials being purchased for their ability to meet specifications.

Motor Transport manages the automotive equipment operated by the department and runs four garages at Augusta, Caribou, Ellsworth and Scarborough.

Accounts and Administration conducts the business affairs of the department including budgeting, cost accounting and records management.

Maintenance and State Aid Division coordinates the work of seven field divisions which in turn are responsible for the repair and maintenance of highways in a specific area as well as the construction of state aid highways and also has the authority to issue permits for vehicles in excess of legal weight limits.

Special Services is responsible for the commission's public information program and also the roadside rest areas.

Federal Aid and State Highways design and supervise construction of highways built with the aid of federal matching funds, with the exception of Interstate, or with state funds alone.

Interstate design and supervise construction of highways on the Interstate System.

Bridge Construction and Maintenance handles design, construction of new bridges and rebuilding as well as maintenance. Toll bridges including the ones in Augusta, Bangor—Brewer, Jonesport are supervised by this division.

Other sections in the department include Utilities; Organization and Training; Landscaping; Safety; Bituminous; Communications; concerned with technical aspects of highway planning construction and maintenance.

INDUSTRIAL ACCIDENT COMMISSION

The commission is made up of three attorneys appointed by the Governor and Council and the Commissioner of Insurance and Commissioner of Labor and Industry acting ex officio. The principal duty of the three attorney members is to hear cases in various sections of the state. More than 2,000 such hearings are held each year and in addition more than 5,000 claims are settled yearly without hearing.

The commission administers the Workmen's Compensation Act and the Occupational Disease Law. Under the former law a claim by a worker against an employer may be made if the employee has received a personal injury by accident resulting out of employment and in the course of employment. The employee must notify his employer of the accident within thirty days and, if no agreement is arrived at, must file a petition within two years of the accident. The Occupational Disease Law provides compensation when a disease such as lead poisoning arises out of and in the course of employment.

LIQUOR COMMISSION

Maine's state-controlled sales of liquor bring in some \$12 million a year in revenue and account for employment for about 360 persons. The business of the agency is directed by a three-member commission appointed by the Governor and Council for three year terms. The Governor designates the commission chairman.

Much of the business of merchandising and problems of enforcement are handled through a business administrator and chief inspector. The business administrator may be removed only for cause and only by a majority vote of the Governor, Council and Commission. The inspectors have the same powers as sheriffs in regard to liquor law enforcement.

The commission supervises all aspects of the purchase, storing, shipment and sale of liquor through state stores; it controls the sale of alcohol for industrial and medicinal use; regulates the manufacture and sale of beer and other malt liquors; and controls all aspects of issuing and revoking licenses to sell beer, wine and liquor for consumption on premises.

The commission carries out its functions through several sections:

Legal Section which is headed by an assistant Attorney General who advises the commission on leases, hearings, court cases and legal problems; Enforcement Unit which screens applicants for licenses and conducts field investigations to enforce the liquor laws; Malt Beverage Section which processes this type of license; Stores Unit which has jurisdiction over wholesale and retail stores; Merchandising which purchases wines and liquors; Administrative responsible for routine business of the commission. Accounting is done by a special unit of the Bureau of Accounts and Controls of the Department of Finance and Administration to provide a constant outside audit.

EMPLOYMENT SECURITY COMMISSION

Operating administratively entirely on federal funds and making unemployment payments out of monies in a special fund contributed to by employers, the commission directs two broad areas of activity -- Employment Service Activities and Unemployment Compensation Activities.

The Commission

The Maine Employment Security Commission is made up of three members appointed by the Governor and Council for staggered terms of six years. By law one commissioner represents labor, one employers and the chairman represents the general public.

The Advisory Council

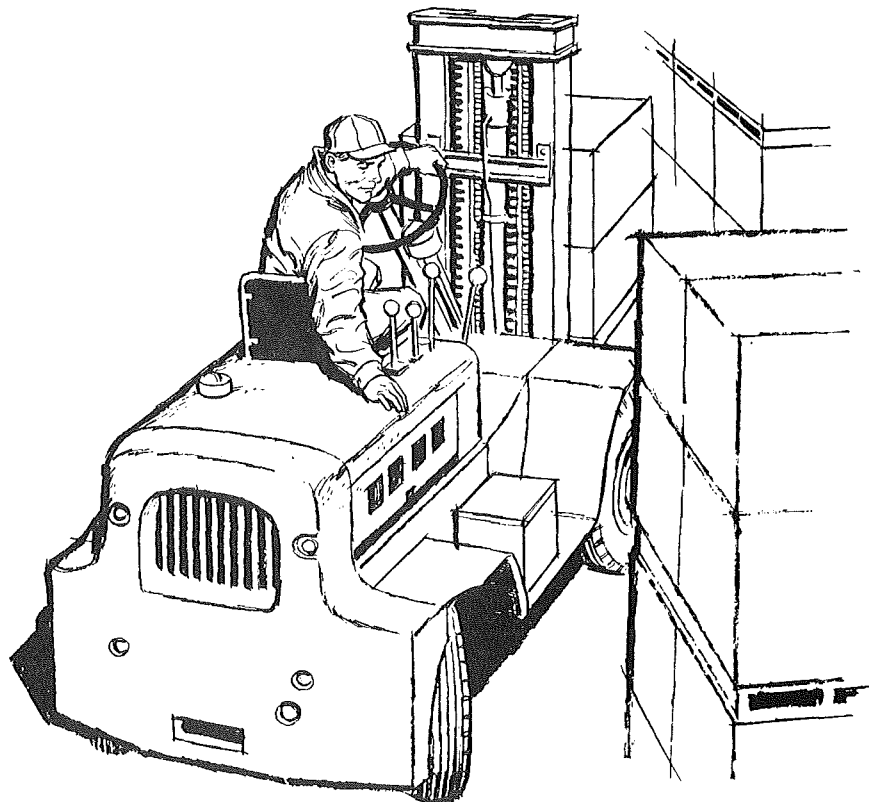
The Advisory Council is made up of three representatives each, from labor, industry and the public. It is concerned with advising the MESAC on such matters as legislation affecting the Employment Security Law, matching funds for federal programs, efficiency of administration and operations of the agency, changes in department procedures and other problems.

Employment Service Activities

The agency is largely concerned in this field with total manpower planning and utilization including employment, training, location and skills of the labor force, labor trends and labor demand and the solutions to specific area and technical problems as they arise.

Placement Service is responsible for referring workers to suitable employment. More than 45,000 persons a year are referred to employers and there is an excellent ratio of one person hired to each 1.9 persons referred for work. By telephone and personal visits employers are contacted to develop opportunities. More than 24,000 placements a year are made and various surveys conducted in an effort to improve the program.

Employment Counseling services are provided to applicants including inexperienced youth, older workers, handicapped workers and others needing special training or advice. More than 18,000 counseling interviews a year are conducted and there is a cooperative program of testing and counseling in the high schools. Testing is closely allied with both counseling and placement with more than 18,000 tests of various types being administered by agency personnel.



Veterans Placement special services in job placement are offered to veterans, including disabled veterans. Services to Youth in finding job opportunities include placement in full and part time jobs, cooperation with the President's Summer Youth Opportunity Program, assistance to Neighborhood Youth Corps Projects, screening for Job Corps applications, interviews and counseling for Armed Forces rejectees, and other youth-oriented programs.

Community and Training Activities involves the consideration and conducting of training projects under the Manpower Development and Training Act as well as eventual job placement. Smaller Communities Program is largely responsible for providing manpower occupational inventories to the rural communities and in planning for area development as well as interviewing, testing and referrals for training.

Clearance is the section responsible for all activities which relate to clearance of farm, professional and technical, summer camp, woods, and other specialized labor problems. Importing outside labor to fill shortages, agricultural recruitment for harvesting apples and potatoes, and recruitment of professional and technical employees are among the problems handled.

Unemployment Compensation Activities

This division is responsible for handling the problems arising from payments into and out of the unemployment compensation fund which in 1965 totaled more than \$35 million. More than \$6.5 million was paid out in benefits.

Field Section makes calls on employers for the purpose of making audits, determining liability, collecting delinquent reports and contributions and assuring compliance with the law. Contributions Section handles rate data on employers contributions and the necessary records. Benefits Section processes interstate claims, and is responsible for controls on overpayments, misrepresentation and forgeries. Local Office UI Section take claims, determine claimants' insured status, determine validity of claims, prepare and issue decisions involving claimants' eligibility and disqualification status.

Administrative Sections

Informational Division is responsible for providing public information on the agency's programs and activities. Methods and Training Division has the major objective of improving agency efficiency through such means as coordination of procedures, analysis of systems, preparation and control of forms and employee training. Economic Analysis and Research Division gathers basic data affecting all programs and conducts special surveys on labor problems. Legal Division is responsible for delinquent collections, claims investigations, fraud cases, and representing the agency at all hearings and court cases.

MILK COMMISSION

The seven-member commission is named by the Governor and Council and consists of two consumers, two producers, one dealer, one producer-dealer, and the Commissioner of Agriculture. The expenses of the commission as well as the expenses of the informational and educational work of the Maine Dairy Council are met through a tax on milk paid equally by dealers and producers.

The commission has the authority to set minimum prices paid to producers, fix minimum retail and wholesale milk prices, audit a dealer's books and determine the utilization of all milk purchased. Minimum price levels are established only in "controlled areas". Areas become controlled only after such control is requested and a hearing held. After hearings an area may be decontrolled. While less than half the total communities are in controlled areas, they include the major urban areas of the state.

PARK - RECREATION COMMISSION

The commission together with a director and two advisory councils are largely responsible for policy and development of Maine's outdoor recreation program, state parks, historic areas, forts and memorials and the program of public access to inland and coastal waters. The commission has three citizen members appointed by the Governor and Council plus the commissioners of Forestry and Inland Fish and Game. A nine-member Advisory Council on Outdoor Recreation assist with planning and policy in that area and a nine-member Advisory Committee on Historic Sites helps set policy on preservation and interpretation of historic sites.

These policies and planning needs as well as the administration of state parks and state memorials are accomplished by the above groups through the work of five divisions under the guidance of the director. There are a total of 186 employees about 150 of whom are seasonally employed.

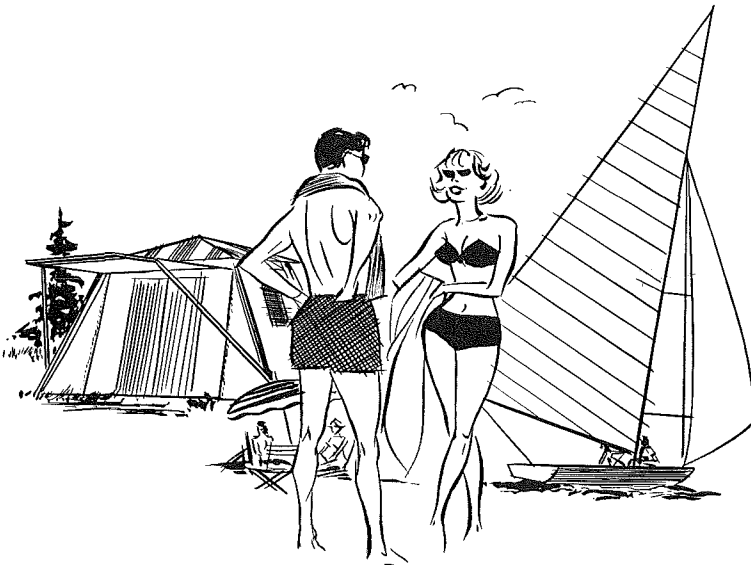
State Parks and Historic Sites

Twenty-one parks, some still under development, are handled by this division including Aroostook, Bradbury, Camden, Lake St. George, Lamoine, Lily Bay, Fort Knox, Mt. Blue, Reid, Sebago, Two Lights, Moose Point, Quoddy Head, Crescent Beach, Rangeley, Grafton Notch, Salmon Falls, Warren Island and Peaks-Kenny. Work ranges from swimming safety arrangements to control of use to preserve the character and value of each park.

Similar control is exercised over 20 state historic sites and memorials including Fort Edgecomb, Fort William Henry, Fort McClary, Fort Popham, Fort Machias, Fort Pownal, Fort Kent, Vaughan Woods, John Paul Jones, Mere Point, Fort George, Fort Baldwin, Fort St. George, Narrows Island, Montpelier, Fort Halifax and other locations.

Other Divisions

Keep Maine Scenic Division administers a recently developed program of education and development of cooperation between various public and state agencies to preserve the scenic beauty of Maine. Outdoor Recreation Division supervises the development of a statewide outdoor recreation plan including problems of public access and the effect of highway construction, and handles Federal Grant-in-Aid funds to communities for outdoor recreation projects. Accounting and Finance handles all financial matters for the department. Engineering and Planning Division designs, plans, engineers and constructs new recreation areas and major expansions and improvements to existing areas and offers limited consulting service to private and public agencies. Baxter State Park Authority is a separate agency made up of the commissioners of Forestry, and Inland Fish and Game and the Attorney General and has complete control of the management of the park.



PERSONNEL BOARD

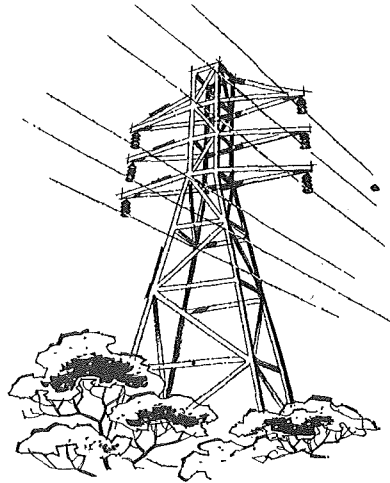
Personnel Administration for Maine is handled by a director and a five-member board. Three members are appointed by the Governor and Council; one is an employee selected by the Maine State Employees Association; one is a department head selected by the other board members.

The board has the task of setting fair personnel policies and for administering rules and regulations and activities related to recruitment, hiring, pay, service rating, promotion, leave, separation and grievances.

The Director, named by the board, supervises a staff of about 25 persons in four divisions:

Personal Services Division is responsible for administrative details to include transfer, promotion, certification, leave, vacation and related aspects of state employment. Classification and Pay Division administers the position classification and salary administration. Examination and Recruitment Division administers the employee evaluation, examination and recruitment processes. Career Development, Inservice Training and Personnel Procedures Division promotes and coordinates individual career development, inservice training programs and develops personnel procedures.

The work of the board affects some 9,000 state employees in classified service. The job classifications list specific qualifications and duties for each state position and examinations are designed to test applicants for each classified position. Positions are filled from the top three names of persons on registers after the applicants have demonstrated through written examinations or performance their ability to successfully fill the vacancy. Training programs are devised to develop new skills, refresh old skills, and prepare individuals for higher level positions.



PUBLIC UTILITIES COMMISSION

The three members of the Public Utilities Commission(PUC) are appointed by the Governor and Council for seven year terms. One member is designated as chairman. The basic purpose of the commission is to protect the customers of utilities and to assure a sound financial condition of the utilities. Jurisdiction of the PUC includes water companies and districts, electric companies, telephone and telegraph companies, gas companies, all transportation (except air) including local taxis and school buses. Among the chief concerns of the commission are rates, the adequacy of service and safety.

The commission can handle complaints on an informal basis, attempting to settle the problem without formal action. Such complaints may be made by anyone. A formal complaint must bear the signatures of ten aggrieved persons. If the complaint is not satisfied by the utility within seven days a hearing is held. After a decision by the commission, the only appeal is to the Maine Supreme Judicial Court.

Utilities must file their rate schedules with the commission and these schedules are open to the public. No change may be made without thirty days notice to the commission. A public hearing may be ordered with the burden of proof of the need for the rate change resting on the utility. In addition to changes in rates the PUC must also approve consolidations, mergers and discontinuations or extensions of service by utilities.

The work of the commission includes such diverse functions as prescribing uniform accounting systems for utilities; approving issuance of securities; continually studying rates; cooperating with the U. S. government in topographic mapping and studying water resources; examination of freight and passenger rates and timetables; drafting and issuing numerous rules and regulations affecting utility operation. In addition to numerous transportation firms, the PUC is concerned with the regulation of some twenty-two electric companies, 167 water utilities and thirty-six telephone companies.