

# MAINE STATE LEGISLATURE

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OFFICE OF  
THE GOVERNOR

NO. 3 FY 75 - 76  
DATE September 10, 1975

PREPARATION FOR 107TH LEGISLATURE - SPECIAL SESSION - 1976

WHEREAS, the 107th Legislature will be called into Special Session early in 1976, to consider a limited number of proposals including: revised budget recommendations; cost savings legislation and recommendations from other important study committees; implementation of the compensation and classification study for State employees; important reorganization legislation; and, other essential statutory changes requiring legislative action, and,

WHEREAS, the Joint Standing Committees of the 107th Legislature are meeting to consider various assigned studies in preparation for the Special Session, and,

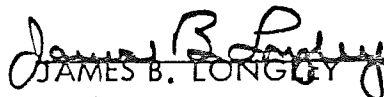
WHEREAS, proposals submitted for consideration during the Special Session should be of the highest priority,

NOW, THEREFORE, I, JAMES B. LONGLEY, Governor of the State of Maine do hereby direct all department and agency heads to submit such budgetary and statutory requests they wish to have considered at the Special Session, on or before October 10, 1975.

In order that only the most essential legislative proposals be considered at the Special Session, all proposals — including those with financial implications affecting department expenditures and personnel, regardless of source of funds — must be accompanied by a priority listing which clearly indicates the degree of significance of the program or proposal.

You are further ordered to assist the Department of Finance and Administration, the State Planning Office, the Governor's Office and the Joint Standing Committees of the 107th Legislature in preparing for this Special Session.

Guidelines and forms to be used are attached. The Department of Finance and Administration will also be requesting updated financial and other departmental and agency information which should be forwarded to them in the format requested.

  
JAMES B. LONGLEY  
Governor

## GUIDELINES FOR THE SPECIAL SESSION

### Time Schedule:

Before determining the exact date of the Special Session, it would be helpful to learn of any reasons that an agency would have for favoring a particular date for convening the Legislature. If you have valid reasons for convening the Special Session on a date later than the first Monday in January, Please send your reasons to Governor Longley by September 15, 1975, so that he may discuss them with representatives from the Legislature.

### Only Priority Items:

Because of the limited nature of a Special Legislative Session, only those proposals considered essential and of the highest priority will be included in the Governor's Proclamation calling the 107th Legislature into Special Session. Departments and agencies, when submitting their proposals for the Governor's consideration, should carefully review and justify the need for such legislation. Legislation that implements either a cost saving recommendation, an efficiency measure or a reorganization recommendation will, of course, be given a high priority rating. All other legislation should be justified as to why it should be considered essential enough to be included in the "Call".

### Reorganization:

The Governor will be including reorganization measures in his legislative program and requests that each agency consider its present structure and relationship to subordinate units and advisory committees so that we can function as efficiently with clear lines of authority that avoid duplication. In particular, the Governor is asking the Department of Business Regulation to prepare legislation that would incorporate more licensing boards within its Department and extend its responsibility over certain State enterprises operating for convenience and profit. As this time, the Joint Standing Committee on State Government is also studying the feasibility of a Central Licensing Bureau within the Department of Business Regulation. Please submit reorganization suggestions from your agency with any other legislative proposals for the Governor's review prior to the Special Session.

### Review and Consideration:

Departments and agencies of State Government must submit on or before October 10, 1975 an original and four (4) copies of each proposal on the enclosed forms entitled, Legislative Proposals - Special Session - 1976. Forms should be directed to Carolyn Manson, State Planning Office, 184 State Street, Augusta, Maine, 04333, who will be responsible for general coordination and preparation of the Governor's legislative program for the Special Session. All proposals will be reviewed by a Legislative Review Committee appointed by the Governor, members of the Cabinet Management Committee and the Governor prior to being submitted to the Special Session. Although separate forms will be mailed out from the Budget

Office, please include proposals having financial impact on the Legislative Proposals - Special Session - 1976 forms. Proposals will be acknowledged upon receipt and agencies will be notified of the Governor's decision in November, 1975.

#### Budget Requests

All requests for appropriations will be consolidated and analyzed by the Bureau of the Budget for review by the Governor. No requests for money will be submitted by the departments and agencies outside of the Governor's program. The Budget Office will be requesting financial information and will mail out forms to the agencies by October 10, 1975. If any information is needed regarding budget preparation for the Special Session, please contact G. William Buker, Deputy Budget Officer, 289-2881.

#### Information

All departments and agencies are asked to cooperate and assist the Governor's Office, the Joint Standing Committees of the 107th Legislature, State Planning Office and, the Bureau of the Budget, in preparing for this Special Session.

If you need any general information, please contact Carolyn Manson, State Planning Office, 289-3155 or 289-3261.

LEGISLATIVE PROPOSALS - SPECIAL SESSION - 1976

NAME OF AGENCY \_\_\_\_\_

CONTACT PERSON  
& TELEPHONE \_\_\_\_\_

LEGISLATIVE PROPOSAL

Short Title:

Description:

Agency Priority:

Justification:

Financial Impact:

Other Agencies Affected:

NOTE: Legislative proposals should be listed numerically in the order of agency priority.  
An original and four (4) copies of all forms must be submitted for the Governor's review to Carolyn Manson, State Planning Office on or before October 10, 1975.

Date rec'd: _____
Date acknowledged _____

(Duplicate as Needed)