

MAINE STATE LEGISLATURE

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119th LEGISLATURE

LEGISLATIVE COUNCIL

**GUIDE TO
ORGANIZATION AND ADMINISTRATION**

Revised December, 1998

**LEGISLATIVE COUNCIL
GUIDE TO ORGANIZATION AND ADMINISTRATION**

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I. LEGISLATIVE COUNCIL ORGANIZATION AND AUTHORITY

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LEGISLATIVE COUNCIL GUIDE
I. LEGISLATIVE COUNCIL ORGANIZATION

INTRODUCTION

The Legislative Council was originally established in 1973 as a part of a broader legislative reorganization effort designed to strengthen the Legislature as a branch of government. A preliminary function of the Council is to provide overall administrative director for the Legislature and to ensure that the part-time Legislature has a year-round presence in Augusta.

The Council is responsible for overseeing the preparation of the Legislative budget, establishing broad policy guidelines for legislative employees, coordinating intergovernmental relations programs and carrying out a continuing assessment of all legislative operations. The Council's powers and duties are defined in statute: Title 3, MRSA, Sections 162, 162-A, and 162-B. (See Exhibit I-1 at the end of this section.)

LEGISLATIVE COUNCIL GUIDE
I. LEGISLATIVE COUNCIL ORGANIZATION

MEMBERSHIP

3 MRS § 161:

“There is established a Legislative Council to consist of 10 members, 5 of whom shall be members of the Senate and 5 of whom shall be members of the House of Representatives. They shall be the President of the Senate, the Speaker of the House of Representatives, the Floor Leaders and Assistants of the 2 major parties. Membership on the Legislative Council shall be by virtue of holding the above offices, and shall be during the term of the Legislature in which such offices are held.”

OFFICERS

Chair

The statute provides that the Council shall elect a Chair from its own membership. By tradition, the Chair has alternated between the House and Senate in successive legislative bienniums.

Vice-Chair

The rules adopted by the 119th Legislative Council mirror those adopted by the first Legislative Council in July, 1973 (106th Legislature) and provide for the election of a Vice-Chair from the Council membership. They further provide that the Vice-Chair may not be a member of the same branch of the Legislature as the Chair.

The Vice-Chair acts as chair in the absence of the elected Chair.

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I. LEGISLATIVE COUNCIL ORGANIZATION

119th LEGISLATIVE COUNCIL

Senator Mark W. Lawrence, **Chair**
President of the Senate

Representative G. Steven Rowe, **Vice-Chair**
Speaker of the House

Senator Chellie Pingree
Senate Majority Leader

Senator Jane A. Amero
Senate Minority Leader

Senator Anne M. Rand
Senate Assistant Majority Leader

Senator Richard A. Bennett
Senate Assistant Minority Leader

Representative Michael V. Saxl
House Majority Leader

Representative Thomas W. Murphy, Jr.
House Minority Leader

Representative David C. Shiah
House Majority Whip

Representative Richard Campbell
House Assistant Minority Leader

LEGISLATIVE COUNCIL GUIDE
I. LEGISLATIVE COUNCIL ORGANIZATION

GENERAL AUTHORITY

3 MRSA § 161:

“The Legislative Council shall exercise such powers and duties as may be delegated by law or by rule of the Legislature. Any action by the Legislative Council shall require the affirmative votes of a majority of the members.”

3 MRSA § 162:

“5. Legislative improvements. To assess ways and means to improve the legislative operation and to make improvements in the legislative organization, procedures, facilities and working conditions, and to make periodic reports to the Legislature concerning its findings.”

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I. LEGISLATIVE COUNCIL ORGANIZATION

RULES OF PROCEDURE

3 MRSA § 162, paragraph 14 authorizes the Council to:

“... establish published rules of procedure for the conduct of the
business of the Council;”

Each Legislative Council adopts Rules of Procedure at its organizational meeting at the beginning of the Legislative biennium. A copy of the Rules of Procedure adopted by the 119th Legislative Council at its organizational meeting on December 3, 1998, appears as Exhibit I-1 at the end of this section.

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I. LEGISLATIVE COUNCIL ORGANIZATION

MEETINGS

The law provides that:

“The Legislative Council shall meet at least once monthly when the Legislature is not in session and at such other times as the membership or chair deem necessary.” (3 MRSA § 161).

All meetings of the Legislative Council are public meetings, and all final action is taken at public meetings. The Council may meet in Executive Session at the request of any Council member and in accordance with law, as described on the following page.

▪ **Notice of Meetings**

In accordance with the Council’s Rules of Procedure, the Executive Director is responsible for sending notices of all regular and special Council meetings to members of the Council, all legislative staff offices, and to representatives of the State House Press Corps, upon the request of the Chair. It is Council policy that the meeting notice include the date, time and place of the meeting, as well as an agenda and such other information as the Chair may direct.

▪ **Order of Business**

The regular order of Council business is adopted by each Legislative Council at its organizational meeting. The current order of business is:

- I. Call to Order
- II. Roll Call
- III. Summary of Previous Council Meeting
- IV. Reports From Executive Director and Staff Office Directors
- V. Reports From Council Committees
- VI. Old Business
- VII. New Business
- VIII. Announcements and Remarks
- IX. Adjournment

LEGISLATIVE COUNCIL GUIDE

I. LEGISLATIVE COUNCIL ORGANIZATION

▪ Executive Sessions

Legislative Council meetings are considered to be public proceedings pursuant to law (1 MRSA § 402, para. 2), and are, therefore, open to the public. The law defines the specific circumstances under which the Council (as well as other bodies and agencies governed by the law) may hold executive sessions:

Title 1 § 405. Executive Sessions

Those bodies or agencies falling within this subchapter may hold executive sessions subject to the following conditions.

1. **Not to defeat purposes of subchapter.** These sessions shall not be used to defeat the purposes of this subchapter as stated in section 401.
2. **Final approval of certain items prohibited.** No ordinances, orders, rules, resolutions, regulations, contracts, appointments or other official actions shall be finally approved at executive session.
3. **Procedure for calling of executive sessions.** Executive sessions may be called only by a public, recorded vote of 3/5 of the members, present and voting, of such bodies or agencies.
4. **Motion contents.** A motion to go into executive session shall indicate the precise nature of the business of the executive session.
5. **Matters not contained in motion prohibited.** No other matters may be considered in that particular executive session.
6. **Permitted deliberation.** Deliberations may be conducted in executive sessions on the following matters and no others:
 - A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:
 - (1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the reputation or the individual's right to privacy would be violated;
 - (2) Any person charged or investigated shall be permitted to be present at an executive session if he so desires;
 - (3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against him be conducted in open session. A request, if made to the agency, must be honored; and

LEGISLATIVE COUNCIL GUIDE
I. LEGISLATIVE COUNCIL ORGANIZATION

- (4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion shall be permitted to be present.

Title 1 § 405. Executive Sessions (cont.)

This paragraph does not apply to discussion of a budget or budget proposal;

- B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, provided that:
- (1) The student and legal counsel and, if the student be a minor, the student's parents or legal guardians shall be permitted to be present at an executive session if the student, parents or guardians so desire.
- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;
- D. Negotiations between the representatives of a public employer and public employees may be open to the public provided both parties agree to conduct negotiations in open sessions. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators may be held in an executive session.
- E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters which the duties of the public body's counsel to his client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage.
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute.

LEGISLATIVE COUNCIL GUIDE
I. LEGISLATIVE COUNCIL ORGANIZATION

▪ **Minutes of Council Meetings**

The Executive Director of the Legislative Council is responsible under **Council Rule #11** for maintaining an accurate record of all Council meetings and proceedings.

Minutes are distributed as part of the agenda packet for the next Council meeting and adopted by the Council at the next meeting. Following adoption, the minutes are printed and distributed to all members of the Legislature and to all legislative offices.

The Executive Director maintains the official files of the Legislative Council, including agendas, correspondence and related materials, voting tallies, and minutes. In addition, a complete set of minutes is maintained in the Law and Legislative Reference Library.

All meetings of the full Council are taped. Tapes are retained in the custody of the Office of the Executive Director. Requests to have a copy of any tape made or to listen to a particular tape should be directed to that Office.

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I. LEGISLATIVE COUNCIL ORGANIZATION

LEGISLATIVE COUNCIL COMMITTEES

The Chair is authorized by the Rules of Procedure to establish subcommittees of the Council:

“Rule 9. Council Subcommittees: Subcommittees of the Council shall be named by the Chair and shall consist of not less than three members. All subcommittees shall have representation from each political party.”

The use of committees is an attempt to provide a more focused approach to the primary areas of legislative management that fall within the Council’s purview. Committee meetings are called by the respective Committee Chairs; the Council Chair may request that any of the Committees meet.

Brief descriptions of the primary areas of activity of each of the Committees and a list of the Committee names and members appointed to the Committees of the 119th Legislative Council appear on the following pages.

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I. LEGISLATIVE COUNCIL ORGANIZATION

PERSONNEL COMMITTEE

The Personnel Committee is responsible for developing policies and guidelines regarding compensation and benefits, general rules of work, and standards of conduct for legislative employees for recommendation to the full Legislative Council

Since the Personnel Committee was first established as a Council committee in 1983, it has assumed specific responsibility for the following, upon referral from the Legislative Council:

- Appointment (and reappointment) of Office Directors and the Executive Director.
- Review and approval of step increases for non-partisan staff classified as Directors and Deputy Directors.
- Review of requests for income protection, family medical leave, and other leaves of absence in accordance with policies and procedures adopted by the Legislative Council. (See **Legislative Council: Personnel Policies and Guidelines**).
- Reviewing requests from the non-partisan offices through the Executive Director for the creation of new position.
- Ongoing review of the organization and staffing levels of non-partisan staff offices to ensure that these are adequate to provide effective support to the Legislature.

MEMBERSHIP

(to be named)

COMMITTEE ON STATE HOUSE RENOVATIONS

This Committee has primary responsibility for general oversight and recommendations to the full Council in the following areas:

1. Allocation of space in the State House; and
2. Overall planning to ensure that long term plans are developed to address both maintenance and repair of the State House and surrounding grounds and renovations and restoration.
3. Overseeing the work of the State House and Capitol Park Commission.

MEMBERSHIP

(To be named)

EXHIBITS

Exhibit I-1

**119th Legislative Council:
Rules of Procedure**

MAINE LEGISLATIVE COUNCIL
119th LEGISLATURE

RULES OF PROCEDURE

Adopted by the Legislative Council, December 3, 1998

1. **Organizational meeting:** The President of the Senate shall call the biennial organizational meeting of the Legislative Council into session and preside until the election of the Chair.
2. **Chair:** The Council shall select a Chair, who shall preside at all meetings of the Council when present. The position of Chair must alternate in succeeding biennial sessions between members from the Senate and members from the House.
3. **Vice Chair:** The Council shall select a Vice Chair who shall act as Chair in the absence of the Chair. The Vice Chair may not be a member of the same branch of the Legislature as the Chair.
4. **Quorum:** The Council may not conduct business in the absence of a quorum, which consists of six members. Any action of the Council requires the affirmative votes of not less than 6 members.
5. **Meetings:** The Council's meeting schedule is determined by vote of the Council or by call of the Chair.
6. **Meeting Location:** The official meeting place of the Legislative Council is the Legislative Council Chambers, and the Chair shall convene all meetings there unless a different place is specified in the call of the meeting.
7. **Meeting Notice:** The Chair shall issue written calls for all regular and special meetings of the Council. The call must give the date, time, and place of the meeting and such other information as the Chair directs.
8. **Public Meetings:** All meetings of the Council are public except for executive sessions, and the Council shall take all final action at a public meeting.
9. **Council Subcommittees:** The Chair shall name subcommittees of the Council. The subcommittees must consist of at least three members. All subcommittees shall have representation from each of the two major political parties.

119th LEGISLATIVE COUNCIL
RULES OF PROCEDURE (CONT.)

10. **Approval of Step Increases:** All step increases subject to a vote of the 119th Council are approved for the term of this Council. A majority of the Personnel Committee shall give final approval to each increase before it will be effective. No other action is required by the Council unless directed by the Personnel Committee.

11. **Council Records:** The Executive Director of the Legislative Council shall maintain an accurate permanent public record of all meetings and proceedings of the Council.

12. **Order of Business:** The regular order of business of the Council is:
 1. Call to Order
 2. Roll Call
 3. Summary of Previous Council Meeting
 4. Executive Director's Report
 5. Reports from Council Committees
 6. Old Business
 7. New Business
 8. Announcements and Remarks
 9. Adjournment

13. **Statements to the Press:** Only the Council Chair or persons authorized by the Chair may make official statements to the press or to the public on behalf of the Legislative Council.

14. **Rules of Order:** The Chair or Vice Chair shall conduct the proceedings of the Council in accordance with Robert's Rules of Order except as otherwise specified in the Council's own rules or by law.

15. **Revision of Rules:** The Council may amend these rules, with the exception of Rule 4, upon a two-thirds vote of the Council members present and voting, provided that the vote to amend is by at least six affirmative votes.

II. PERSONNEL

- **GENERAL AUTHORITY**
- **SALARIES AND BENEFITS**
- **PERSONNEL POLICIES**
- **NON-PARTISAN STAFF OFFICES
UNDER THE COUNCIL'S JURISDICTION**

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II. PERSONNEL

PERSONNEL

Organization and Staffing

Oversight of staffing and personnel administration in those offices that function under the Council's auspices is an important aspect of the Legislative Council's management responsibilities:

3 MRSA § 162:

"5. Legislative improvements ... Changes in the organization of the legislative staff offices shall require the approval of two-thirds of the membership of the Legislative Council before they may take effect."

"6. Appointment of directors and officers. To appoint an Executive Director of the Legislative Council, a State Law Librarian and such other office directors as the council deems necessary. Each director shall be chosen without reference to party affiliations and solely on the grounds of fitness to perform the duties of his appointment. Reappointment shall be based on performance in the office and shall be considered in accordance with policies and procedures established by the Legislative Council."

In general, the Legislative Council's actions on issues related to personnel are based on recommendations from its Personnel Committee, as described above.

An organization chart and descriptions of each of the non-partisan offices appears in **Section III**.

LEGISLATIVE COUNCIL GUIDE

II. PERSONNEL

Salaries and Benefits

The Legislative Council has overall responsibility for establishing salary and benefit schedules for all legislative employees. In general, the Council's actions have been directed toward achieving a policy framework which is comparable to policies for other state employees.

3 MRSA § 162 authorizes the Council:

"2. Legislative employee salary and benefit schedules. To establish salary schedules for all employees of legislative agencies, departments and offices, except as otherwise provided by law, to develop relatively uniform salary schedules for House and Senate employees and officers and, notwithstanding any other provision of law, to establish benefit schedules for legislative employees."

The Legislative Council has adopted both Salary and Classification plans and Personnel Policies and Guidelines pursuant to this statutory authority, and established the following implementation procedures.

- **Non-Partisan Staff**

All non-partisan staff are assigned to salary ranges in accordance with a salary and classification plan which the Legislative Council originally adopted in September, 1986. The current salary schedule appears as Exhibit II-1.

Step Increases

The Council's non-partisan employees are normally eligible for annual step increases based on the recommendation of their Office Directors; these recommendations are tied to completion of a formal performance evaluation. The Executive Director has the authority to review recommendations from the Office Directors regarding step increases for all employees in Salary Range 1 - 12 (excluding those classified as Directors and Deputy Directors as described previously) and to take action on these recommendations.

LEGISLATIVE COUNCIL GUIDE

II. PERSONNEL

Salaries and Benefits (cont.)

- **House and Senate Staff**

Staff in Senate and House offices are assigned to salary ranges pursuant to plans adopted by the Legislative Council in November, 1986, for Leadership staff and by the presiding officers in 1994 for staff in the Offices of the Secretary of the Senate and the Clerk of the House.

Senate and House employees are eligible for annual step increases based on the recommendation of their respective leaders. These recommendations are submitted to the presiding officers for approval; the Legislative Council has no role.

Personnel Policies

The Legislative Council has adopted Personnel Policies Handbooks, which govern all group of legislative staff, including: non-partisan staff; leadership staff; staff in the offices of the Secretary of the Senate, Clerk of the House and chamber staff; and Committee Clerks. These Handbooks, which are in the process of being revised for review by the Personnel Committee, are designed to provide legislative employees with a clear statement of the personnel policies which the Council has adopted, as well as clear statements of the various benefits available to them. In addition to policies regarding appointment and the accrual and use of various categories of leave, these policies address the responsibilities regarding the protection of legislative confidentiality, activity in partisan, political affairs, and disciplinary action.

Copies of the Handbooks may be obtained from the Executive Director's Offices.

EXHIBITS

Exhibit II-1

Salary Schedule for Non-Partisan
Employees in Effect on July 1, 1998

Exhibit II-2

Salary Schedule for Senate and House

STANDARD SALARY SCHEDULE
for
Senate and House Employees

Printed April 27, 1998

Salary Specification = 41
Effective from July 1, 1998

	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
HOURLY	03	10.27	10.77	11.32	11.87	12.50	13.08	13.74	.00	14.45
WEEKLY		410.80	430.80	452.80	474.80	500.00	523.20	549.60	.00	578.00
BI-WEEKLY		821.60	861.60	905.60	949.60	1,000.00	1,046.40	1,099.20	.00	1,156.00
ANNUAL		21,361.60	22,401.60	23,545.60	24,689.60	26,000.00	27,206.40	28,579.20	.00	30,056.00
HOURLY	04	11.11	11.67	12.26	12.89	13.49	14.19	14.91	.00	15.68
WEEKLY		444.40	466.80	490.40	515.60	539.60	567.60	596.40	.00	627.20
BI-WEEKLY		888.80	933.60	980.80	1,031.20	1,079.20	1,135.20	1,192.80	.00	1,254.40
ANNUAL		23,108.80	24,273.60	25,500.80	26,811.20	28,059.20	29,515.20	31,012.80	.00	32,614.40
HOURLY	06	11.86	12.93	13.61	14.25	14.96	15.73	16.51	.00	17.31
WEEKLY		474.40	517.20	544.40	570.00	598.40	629.20	660.40	.00	692.40
BI-WEEKLY		948.80	1,034.40	1,088.80	1,140.00	1,196.80	1,250.40	1,320.80	.00	1,384.80
ANNUAL		24,668.80	26,894.40	28,308.80	29,640.00	31,116.80	32,718.40	34,340.80	.00	36,004.80
HOURLY	07	13.13	14.34	15.03	15.80	16.61	17.43	18.31	.00	19.22
WEEKLY		525.20	573.60	601.20	632.00	664.40	697.20	732.40	.00	768.80
BI-WEEKLY		1,050.40	1,147.20	1,202.40	1,264.00	1,328.80	1,394.40	1,464.80	.00	1,537.60
ANNUAL		27,310.40	29,827.20	31,262.40	32,864.00	34,548.80	36,254.40	38,084.80	.00	39,977.60
HOURLY	09	17.18	18.73	19.68	20.63	21.68	22.74	23.90	.00	25.10
WEEKLY		687.20	749.20	787.20	825.20	867.20	909.60	956.00	.00	1,004.00
BI-WEEKLY		1,374.40	1,498.40	1,574.40	1,650.40	1,734.40	1,819.20	1,912.00	.00	2,008.00
ANNUAL		35,734.40	38,958.40	40,934.40	42,910.40	45,094.40	47,299.20	49,712.00	.00	52,208.00
HOURLY	10	18.72	20.40	21.42	22.51	23.62	24.80	26.03	.00	27.35
WEEKLY		748.80	816.00	856.80	900.40	944.80	992.00	1,041.20	.00	1,094.00
BI-WEEKLY		1,497.60	1,632.00	1,713.60	1,800.80	1,889.60	1,984.00	2,082.40	.00	2,188.00
ANNUAL		38,937.60	42,432.00	44,553.60	46,820.80	49,129.60	51,584.00	54,142.40	.00	56,888.00

State of Maine
Bureau of Human Resources

Salary Specification = 41
Effective from July 1, 1998

Printed April 27, 1998

STANDARD SALARY SCHEDULE
for
Senate and House Employees

	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
HOURLY	11	19.97	20.96	22.06	23.99	25.18	26.45	27.81	29.16	30.63
WEEKLY		798.80	838.40	914.40	959.60	1,007.20	1,058.00	1,112.40	1,166.40	1,225.20
BI-WEEKLY		1,597.60	1,676.80	1,828.80	1,919.20	2,014.40	2,116.00	2,224.80	2,332.80	2,450.40
ANNUAL		41,537.60	43,596.80	47,548.80	49,899.20	52,374.40	55,016.00	57,844.80	60,652.80	63,710.40
HOURLY	14	25.06	27.13	29.57	31.07	32.60	34.24	35.94	37.75	39.63
WEEKLY		1,034.40	1,085.20	1,182.80	1,242.80	1,304.00	1,369.60	1,437.60	1,510.00	1,585.20
BI-WEEKLY		2,068.80	2,170.40	2,365.60	2,485.60	2,608.00	2,739.20	2,875.20	3,020.00	3,170.40
ANNUAL		53,788.80	56,430.40	61,505.60	64,625.60	67,808.00	71,219.20	74,755.20	78,520.00	82,430.40

STANDARD SALARY SCHEDULE
for

Printed April 27, 1998

Salary Specification = 42
Effective from July 1, 1998

Non-Part. Employee Empl Paid Retirement

	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
HOURLY	01	7.55	8.23	8.73	9.23	9.76	10.27	10.79	11.33	11.88
WEEKLY		302.00	329.20	349.20	369.20	390.40	410.80	431.60	453.20	475.20
BI-WEEKLY		604.00	658.40	698.40	738.40	780.80	821.60	863.20	906.40	950.40
ANNUAL		15,704.00	17,110.40	18,158.40	19,198.40	20,300.80	21,361.60	22,443.20	23,566.40	24,710.40
PREM RATE		11.33	12.35	13.10	13.85	14.64	15.41	16.19	17.00	17.82
HOURLY	02	8.65	9.42	9.91	10.44	10.97	11.50	12.09	12.66	13.35
WEEKLY		346.00	376.80	396.40	417.60	438.80	460.00	483.60	506.40	534.00
BI-WEEKLY		692.00	753.60	792.80	835.20	877.60	920.00	967.20	1,012.80	1,068.00
ANNUAL		17,992.00	19,593.60	20,612.80	21,715.20	22,817.60	23,920.00	25,147.20	26,332.80	27,768.00
PREM RATE		12.98	14.13	14.87	15.66	16.46	17.25	18.14	18.99	20.03
HOURLY	03	9.42	10.27	10.77	11.32	11.87	12.50	13.08	13.74	14.45
WEEKLY		376.80	410.80	430.80	452.80	474.80	500.00	523.20	549.60	578.00
BI-WEEKLY		753.60	821.60	861.60	905.60	949.60	1,000.00	1,046.40	1,099.20	1,156.00
ANNUAL		19,593.60	21,361.60	22,401.60	23,545.60	24,689.60	26,000.00	27,206.40	28,579.20	30,056.00
PREM RATE		14.13	15.41	16.16	16.98	17.81	18.75	19.62	20.61	21.68
HOURLY	04	10.21	11.11	11.67	12.26	12.89	13.49	14.19	14.91	15.68
WEEKLY		408.40	444.40	466.80	490.40	515.60	539.60	567.60	596.40	627.20
BI-WEEKLY		816.80	888.80	933.60	980.80	1,031.20	1,079.20	1,135.20	1,192.80	1,254.40
ANNUAL		21,236.80	23,108.80	24,273.60	25,500.80	26,811.20	28,059.20	29,515.20	31,012.80	32,614.40
PREM RATE		15.32	16.67	17.51	18.39	19.34	20.24	21.29	22.37	23.52
HOURLY	05	10.70	11.66	12.24	12.87	13.48	14.16	14.90	15.64	16.39
WEEKLY		428.00	466.40	489.60	514.80	539.20	566.40	596.00	625.60	655.60
BI-WEEKLY		856.00	932.80	979.20	1,029.60	1,078.40	1,132.80	1,192.00	1,251.20	1,311.20
ANNUAL		22,256.00	24,252.80	25,459.20	26,769.60	28,038.40	29,452.80	30,992.00	32,531.20	34,091.20
PREM RATE		16.05	17.49	18.36	19.31	20.22	21.24	22.35	23.46	24.59
HOURLY	06	11.31	11.86	12.93	13.61	14.25	14.96	15.73	16.51	17.31
WEEKLY		452.40	474.40	517.20	544.40	570.00	598.40	629.20	660.40	692.40
BI-WEEKLY		904.80	948.80	1,034.40	1,088.80	1,140.00	1,196.80	1,258.40	1,320.80	1,384.80
ANNUAL		23,524.80	24,668.80	26,894.40	28,308.80	29,640.00	31,116.80	32,718.40	34,340.80	36,004.80
PREM RATE		16.97	17.79	19.40	20.42	21.38	22.44	23.60	24.77	25.97

STANDARD SALARY SCHEDULE

Printed April 27, 1998

Salary Specification = 42
Effective from July 1, 1998

for
Non-Part. Employee Empl Paid Retirement

	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
HOURLY	07	12.54	13.13	14.34	15.03	15.80	16.61	17.43	18.31	19.22
WEEKLY		501.60	525.20	573.60	601.20	632.00	664.40	697.20	732.40	768.80
BI-WEEKLY		1,003.20	1,050.40	1,147.20	1,202.40	1,264.00	1,328.80	1,394.40	1,464.80	1,537.60
ANNUAL		26,083.20	27,310.40	29,827.20	31,262.40	32,864.00	34,548.80	36,254.40	38,084.80	39,977.60
PREM RATE		18.81	19.70	21.51	22.55	23.70	24.92	26.15	27.47	28.83
HOURLY	08	14.46	15.18	16.55	17.34	18.23	19.14	20.09	21.11	22.15
WEEKLY		578.40	607.20	662.00	693.60	729.20	765.60	803.60	844.40	886.00
BI-WEEKLY		1,156.80	1,214.40	1,324.00	1,387.20	1,458.40	1,531.20	1,607.20	1,688.80	1,772.00
ANNUAL		30,076.80	31,574.40	34,424.00	36,067.20	37,918.40	39,811.20	41,787.20	43,908.80	46,072.00
PREM RATE		21.69	22.77	24.83	26.01	27.35	28.71	30.14	31.67	33.23
HOURLY	09	16.35	17.18	18.73	19.68	20.63	21.68	22.74	23.90	25.10
WEEKLY		654.00	687.20	749.20	787.20	825.20	867.20	909.60	956.00	1,004.00
BI-WEEKLY		1,308.00	1,374.40	1,498.40	1,574.40	1,650.40	1,734.40	1,819.20	1,912.00	2,008.00
ANNUAL		34,008.00	35,734.40	38,958.40	40,934.40	42,910.40	45,094.40	47,299.20	49,712.00	52,208.00
PREM RATE		24.53	25.77	28.10	29.52	30.95	32.52	34.11	35.85	37.65
HOURLY	10	17.82	18.72	20.40	21.42	22.51	23.62	24.80	26.03	27.35
WEEKLY		712.80	748.60	816.00	856.80	900.40	944.80	992.00	1,041.20	1,094.00
BI-WEEKLY		1,425.60	1,497.60	1,632.00	1,713.60	1,800.80	1,889.60	1,984.00	2,082.40	2,188.00
ANNUAL		37,065.60	38,937.60	42,432.00	44,553.60	46,820.80	49,129.60	51,584.00	54,142.40	56,888.00
PREM RATE		26.73	28.08	30.60	32.13	33.77	35.43	37.20	39.05	41.03
HOURLY	11	19.97	20.96	22.86	23.99	25.18	26.45	27.81	29.16	30.63
WEEKLY		798.80	838.40	914.40	959.60	1,007.20	1,058.00	1,112.40	1,166.40	1,225.20
BI-WEEKLY		1,597.60	1,676.80	1,828.80	1,919.20	2,014.40	2,116.00	2,224.80	2,332.80	2,450.40
ANNUAL		41,537.60	43,596.80	47,548.80	49,899.20	52,374.40	55,016.00	57,844.80	60,652.80	63,710.40
PREM RATE		29.96	31.44	34.29	35.99	37.77	39.68	41.72	43.74	45.95
HOURLY	12	22.08	23.21	25.29	26.54	27.89	29.26	30.72	32.26	33.89
WEEKLY		883.20	928.40	1,011.60	1,061.60	1,115.60	1,170.40	1,228.80	1,290.40	1,355.60
BI-WEEKLY		1,766.40	1,856.80	2,023.20	2,123.20	2,231.20	2,340.80	2,457.60	2,580.80	2,711.20
ANNUAL		45,926.40	48,276.80	52,603.20	55,203.20	58,011.20	60,860.80	63,897.60	67,100.80	70,491.20
PREM RATE		33.12	34.82	37.94	39.81	41.84	43.89	46.08	48.39	50.84

STANDARD SALARY SCHEDULE

for

Non-Part. Employee Empl Paid Retirement

Salary Specification = 42
Effective from July 1, 1998

	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
HOURLY	13	23.63	24.81	27.05	28.40	29.80	31.30	32.88	34.51	36.25
WEEKLY		945.20	992.40	1,082.00	1,136.00	1,192.00	1,252.00	1,315.20	1,380.40	1,450.00
BI-WEEKLY		1,890.40	1,984.80	2,164.00	2,272.00	2,384.00	2,504.00	2,630.40	2,760.80	2,900.00
ANNUAL		49,150.40	51,604.80	56,264.00	59,072.00	61,984.00	65,104.00	68,390.40	71,780.80	75,400.00
PREM RATE		35.45	37.22	40.58	42.60	44.70	46.95	49.32	51.77	54.38
HOURLY	14	25.86	27.13	29.57	31.07	32.60	34.24	35.94	37.75	39.63
WEEKLY		1,034.40	1,085.20	1,182.80	1,242.80	1,304.00	1,369.60	1,437.60	1,510.00	1,585.20
BI-WEEKLY		2,068.80	2,170.40	2,365.60	2,485.60	2,608.00	2,739.20	2,875.20	3,020.00	3,170.40
ANNUAL		53,788.80	56,430.40	61,505.60	64,625.60	67,808.00	71,219.20	74,755.20	78,520.00	82,430.40
PREM RATE		38.79	40.70	44.36	46.61	48.90	51.36	53.91	56.63	59.45
HOURLY	15	27.81	29.17	31.77	33.38	35.05	36.79	38.64	40.59	42.61
WEEKLY		1,112.40	1,166.80	1,270.80	1,335.20	1,402.00	1,471.60	1,545.60	1,623.60	1,704.40
BI-WEEKLY		2,224.80	2,333.60	2,541.60	2,670.40	2,804.00	2,943.20	3,091.20	3,247.20	3,408.80
ANNUAL		57,844.80	60,673.60	66,081.60	69,430.40	72,904.00	76,523.20	80,371.20	84,427.20	88,628.80
PREM RATE		41.72	43.76	47.66	50.07	52.58	55.19	57.96	60.89	63.92

III. OVERSIGHT OF PHYSICAL FACILITIES

- **STATUTORY PROVISIONS**
- **USE OF LEGISLATIVE HEARING ROOMS**
- **STATE HOUSE RENOVATIONS**

LEGISLATIVE COUNCIL GUIDE
III. OVERSIGHT OF PHYSICAL FACILITIES

PHYSICAL FACILITIES

The Legislative Council's statutory responsibilities include:

3 MRSA § 162

“11. Legislative equipment and supplies. To provide necessary furniture, stationery and other supplies and equipment for the use of the members, committees, agencies and offices of the Legislature;

12. Physical facilities for Legislature. To insure that adequate physical facilities are provided for the efficient operation of the Legislature and to provide for and determine the utilization of legislatively controlled facilities both within and without the State House and, notwithstanding Title 5, section 1742, subsection 18, to control and assign the use of all rooms in the State House, except the immediate offices occupied by the Governor and his staff on January 1, 1982. This space shall be assigned for use by the Legislature as offices for chairmen [sic] of joint standing committees and legislative staff and for public hearing rooms;”

The Council is also authorized by **25 MRSA § 2904** to:

“ . . . promulgate rules governing the access, use, and occupancy of
. . . all legislative offices.”

Pursuant to this statutory authority, the Council generally adopts policies regarding the use of legislative hearing rooms.

Finally, the Council in its capacity as the Legislature's overall administrative body is responsible for assuring that “reasonably adequate facilities” are made available to representatives of the press pursuant to 3 MRSA, Chapter 17. (see Exhibit 3).

The Council carries out responsibilities in these areas through direction to the Executive Director and through consultation, review and oversight of the longer range planning efforts of the State House and Capitol Park Commission.

TITLE 3
CHAPTER 17
REPRESENTATIVES OF THE PRESS

3 § 341. Rights and privileges; interest in private claims prohibited

Representatives of the press, who shall be actually engaged in sending daily reports of the doings of the Legislature to daily newspapers, shall have the privilege of the floor of the Senate and House of Representatives, and shall be subject to such rules as may from time to time be adopted by either branch of the Legislature. No such representative shall be interested in any private claim or measure pending before the Legislature, nor shall any such representative, while acting as correspondent for any daily newspaper, and as such correspondent having the privileges mentioned in this section, become interested in the prosecution of any such claim or measure.

3 § 342. Facilities

There shall be maintained and reserved during each legislative session for the use of such representatives of the press as have the privilege of the floor of the Senate and the House of Representatives under section 341, such facilities as may meet their requirements with reasonable convenience and adequacy.

If reasonably consistent with other essential uses of State House office space, these facilities shall continue to be assigned for press use while the Legislature is not in session, but in any case, reasonably adequate facilities shall also be made available to the press at all other times.

All facilities so provided shall be properly maintained by the Bureau of Public Improvements.

STATE HOUSE RENOVATIONS

- **STATUTORY PROVISIONS**

- **Legislative Council**
- **State House and Capitol Park Commission**
- **Capitol Planning Commission**

- **POLICY FRAMEWORK FOR STATE HOUSE RENOVATIONS**

**Use Department of Interior Standards for
Rehabilitation of Historic Properties: Overview**

- **CONSTRUCTION MANAGER**

LEGISLATIVE COUNCIL

	COMPOSITION	STATUTORY AUTHORITY	JURISDICTION
<p>3 MRSA §162</p>	<p>10 elected members of legislative leadership</p>	<p>5. Legislative improvements. To assess ways and means to improve the legislative operation and to make improvements in the legislative organization, procedure, facilities and working conditions.</p> <p>11. Legislative equipment and supplies. To provide authority necessary furniture, stationery and other supplies and equipment for the use of the members, committees, agencies and offices of the legislature...</p> <p>12. Physical facilities for Legislature. To ensure that adequate physical facilities are provided for the efficient operation of the Legislature and to provide for and determine the utilization of legislatively controlled facilities both within and without the State House and, notwithstanding Title 5, section 1742, subsection 18, to control and assign the use of all rooms in the State House, except the immediate offices occupied by the Governor and the Governor's staff. The Legislative Council shall ensure that the Governor and the Governor's staff occupy sufficient and appropriate office space within the State House.</p> <p>The Legislative Council has the authority to authorize the Executive Director to enter into contracts for the purpose of maintaining or improving the physical facilities assigned to the Legislature, as long as the work to be performed is consistent with the official plan for the preservation and development of the aesthetic and historical integrity of the State House as described in section 902, subsection 1;</p> <p>12-A. Reserve Fund for State House Preservation and Maintenance. To administer the Reserve Fund for State House Preservation and Maintenance, established and maintained as provided in this subsection.... Expenditures from the Reserve Fund for State House Preservation and Maintenance are subject to legislative allocation, may be made only for major repairs and renovations to the State House, must be reviewed and recommended by the State House and Capitol Park Commission and must receive a majority vote of the Legislative Council. Funds allocated or appropriated to the Reserve Fund for State House Preservation and Maintenance may not lapse but must be carried forward.</p>	<p>The Legislative Council Shall have jurisdiction (3 MRSA §902-A) over:</p> <ol style="list-style-type: none"> 1. State House. The entire exterior and interior of the State House; and 2. Immediate grounds. The immediate grounds, including Capitol Park, the area bounded on the east by the Kennebec River, on the north by Capitol Street, on the south by Union Street and on the west by State Street, except that the private office of the Governor, at the Governor's discretion, shall be exempt from this chapter. <ol style="list-style-type: none"> A. To ensure that the portion of Capitol Park that is controlled by the City of Augusta remains integrated with the portion of Capitol Park that is controlled by the State, the commission may, in consultation with the City of Augusta, plan for the preservation and development of a unified park area. <p>The Bureau of Public Improvements shall make no architectural, aesthetic or decorative addition, deletion or change to any external or internal part of the State House or its immediate grounds under the jurisdiction of the Legislative Council unless the council has approved the change in writing in conformance with the plan adopted by the council. The Governor shall be notified before the council votes on any change.</p>

STATE HOUSE & CAPITOL PARK COMMISSION

	COMPOSITION	STATUTORY DUTIES
<p>3 MRSA §901-A et. seq.</p>	<p>16 members, chaired by Director, Maine Historic Preservation Commission</p> <p>Ex officio, voting: Governor President of the Senate Speaker of the House Director, Maine Historic Preservation Commission Director, State House & Capitol Park Commission*</p> <p>Public Members appointed by 4 by President and Speaker 2 by Governor</p> <p>Ex officio, non-voting: Director, Maine Arts Commission Director, Maine State Museum Director, Bureau of General Services Chair, Capitol Planning Commission Executive Director, Legislative Council</p>	<p>1. Plan. The commission, with the assistance of the Executive Director of the Legislative Council, shall develop and commend a plan for the preservation and development of the aesthetic and historical integrity of the State House and the grounds specified in subsection 2. From time to time the commission may submit additional amendments for inclusion in the plan which may be submitted to the Legislative Council for adoption and enactment by the Legislature.</p> <p>2. Research; publication. The commission shall conduct research into the history of the State House, the results of which will guide the commission and the Legislative Council in the preservation and development of the building's aesthetic and historical integrity. The commission shall publish and distribute this research to enhance public understanding and appreciation of the State House.</p> <p>3. Contracts. The commission may make recommendations to the Legislative Council to enter into contracts with individuals or organizations and institutions for services to further the objectives of this chapter, including architectural, aesthetic and decorative additions or changes, in conformance with the plan adopted by the Legislative Council.</p> <ul style="list-style-type: none"> •The commission may make recommendations to the council in regard to any proposed architectural, aesthetic or decorative addition, deletion or change to the internal or external part of the State House.... •The commission may request the assistance and advice of any state agency in the administration of its duties. •The commission shall report biennially to the Legislative Council and the Governor facts and recommendations relating to the work and needs of the commission. The commission shall list all activities and projects initiated, completed or proposed during the next beinnium which concern the preservation and development of the aesthetic and historical integrity of the State Capitol Building.

STATE HOUSE & CAPITOL PARK COMMISSION

	COMPOSITION	STATUTORY DUTIES
		<ul style="list-style-type: none">•The commission may accept gifts, bequests and federal funds for purposes...(which) must be used solely to carry out the purposes for which they were made. Gifts may include furnishings or other artifacts. Contributions received by the commission for the purpose of major repairs or renovations to the State House may be transferred to the Reserve Fund for State House Preservation and Maintenance established in section 162, subsection 12-A.•The State House and Capitol Park Commission, the Capitol Planning Commission and the Office of the Governor shall exchange information on a regular basis, at least 2 times each year, concerning the plans, proposals and activities of each organization with respect to the facilities and grounds at the seat of government. Each organization shall cooperate with the others and coordinate their efforts.

CAPITOL PLANNING COMMISSION

	COMPOSITION	STATUTORY DUTIES
<p>3 MRSA §298 et.seq.</p>	<p>7 members, including:</p> <p>Ex officio, voting: Director, State Planning Office</p> <p>Appointed</p> <ul style="list-style-type: none"> • Member, Augusta City Council (by Mayor, with consent of Council) • 2 residents of the Capitol Planning District (by Governor) • 1 resident of the City of Augusta from outside the Capitol Planning District (by Governor) • 4 citizens of Maine, not residents of Augusta (by Governor) <p>Director, Bureau of General Services serves as secretariat for the Commission</p>	<ul style="list-style-type: none"> • Establish and maintain a master plan for the development of future state buildings and grounds in the Capitol Area of the City of Augusta with the exception of the State Capitol Building and its immediate grounds. <ol style="list-style-type: none"> 1. Building location and design. The needs of the State relative to the location and general design of buildings to be constructed, parking facilities, traffic management, service approaches, park areas and landscaping, including the placement of statues, monuments, fountains and other items of decoration as may be deemed desirable for the beautification of the Capitol Area. 2. Ordinances and regulations. The ordinances, plans requirements and proposed improvements of the City of Augusta, including, but not limited to, zoning regulations, population trends, plans for highway development and the desirability of preserving the integrity and aesthetic qualities of Capitol Park. 3. Other factors. Any other factors which bear upon the orderly, integrated and cooperative development by the State and the City of Augusta of property in the area of the State Capitol. <ul style="list-style-type: none"> • Inform City of Augusta of the master plan (and revisions) and make every effort to cooperate with appropriate city officials to the end that the development efforts of the State and the City of Augusta may be integrated and proceed without friction. • Submit completed plan to Legislature for adoption. • The commission shall report biennially to the Legislative Council and the Governor facts and recommendations relating to the work and needs of the commission. The commission shall list all activities and projects initiated, completed or proposed during the next beinnium which concern the preservation and development of the aesthetic and historical integrity of the State Capitol Building.

CAPITOL PLANNING COMMISSION

	COMPOSITION	STATUTORY DUTIES
		<ul style="list-style-type: none"> ●The commission may accept gifts, bequests and federal funds for purposes which must be used solely to carry out the purposes for which they were made. Gifts may include furnishings or other artifacts. Contributions received by the commission for the purpose of major repairs or renovations to the State House may be transferred to the Reserve Fund for State House Preservation and Maintenance established in section 162, subsection 12-A. ●The State House and Capitol Park Commission, the Capitol Planning Commission and the Office of the Governor shall exchange information on a regular basis, at least 2 times each year, concerning the plans, proposals and activities of each organization with respect to the facilities and grounds at the seat of government. Each organization shall cooperate with the others and coordinate their efforts. <p>Approval of construction projects No construction projects shall be initiated in the Capitol Area for the development of state buildings and grounds following the adoption of the plan or amendments and additions thereto by the Legislature without the approval of the Legislative Council, the Bureau of Public Improvements and the commission of the proposals and plans for such projects.</p> <p>Report Report biennially to the Joint Standing Committee on State and Local Government facts and recommendations relating to the work and needs of the commission. The report shall list the construction projects initiated, completed and proposed during the next biennium in the Capitol Area since the last report. The commission shall recommend such revisions of the plan as from time to time become necessary or desirable for the orderly development of the Capitol Area.</p>

Framework for State House Renovations

- ◇ **Provide a safe, healthy, and productive work environment**
 - Address critical life safety issues
 - Support growth in information technologies
 - Ensure building's structural integrity

- ◇ **Enhance access by all citizens to all public areas in the State House**
 - Ensure that both interior and exterior spaces, including the State House, its grounds and Capitol Park, enhance the experience of visitors to the State House.
 - Ensure that accessibility measures are well-integrated with the architecture.

- ◇ **Preserve and enhance the architectural dignity of the State House**
 - Restore major public spaces in the building, using methods and materials that are consistent with the historic and architectural significance of the State House, and that take into consideration both durability and ongoing maintenance.

- ◇ **Support the effective functioning of the Legislature**



NATIONAL REGISTER OF HISTORIC PLACES

**STANDARDS FOR REHABILITATION OF HISTORIC
PROPERTIES: OVERVIEW**

(Standards Published by the U.S. Department of the Interior)

Definition: "Rehabilitation: the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values."

"The term 'rehabilitation' assumes that at least some repair or alteration of the historic building will be needed in order to provide an efficient contemporary use; however, repairs and alterations must not damage or destroy materials, features or finishes that are important in defining the building's historic character. . . ."

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The following Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

- A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

IV. LEGISLATIVE BUDGETS

- **STATUTORY PROVISIONS**
- **ACCOUNTS ADMINISTERED BY THE
LEGISLATIVE COUNCIL**

LEGISLATIVE COUNCIL GUIDE
IV. LEGISLATIVE BUDGETS

LEGISLATIVE BUDGETS

The Legislative Council is responsible for overseeing the preparation and administration of all appropriations and other financial accounts assigned to the Legislature. The Council is authorized:

3 MRSA § 162

“1. Legislative budgets. To prepare and approve all legislative budgets.

8. Oversight of legislative appropriations and accounts. To oversee the appropriations and other financial accounts of the Legislature and of all legislative agencies, departments and offices. Appropriations for carrying out the purposes of this chapter shall be made annually by the Legislature. All appropriations or allocations by the Legislature for specific studies to be carried out by the joint standing committees or joint select committees shall not lapse but shall be carried forward and expended for the purpose for which the appropriation or allocation was made. The balance of any appropriation or allocation for such studies that is not fully expended shall be refunded to the Legislature.”

13. Transfers within the legislative appropriation. To approve any transfers within the legislative appropriation;

The Council also has specific statutory authority for overseeing the budgets of legislative committees and commissions, as described in **IV. Oversight of Committees, Commissions and Other Organizations.**

The budgets administered by the Legislature are prepared by the Office of the Executive Director, in consultation with the program directors of those accounts. All financial records are maintained by the Executive Director’s Office, and the Legislative Council is responsible for review and approval of all these budgets. Copies of the budgets for the current fiscal year (July 1, 1998 - June 30, 1199) and of the Legislature’s Part I budget request for 2000 - 2001 fiscal biennium follow this page.

ACTIVE ACCOUNTS ADMINISTERED BY THE LEGISLATURE

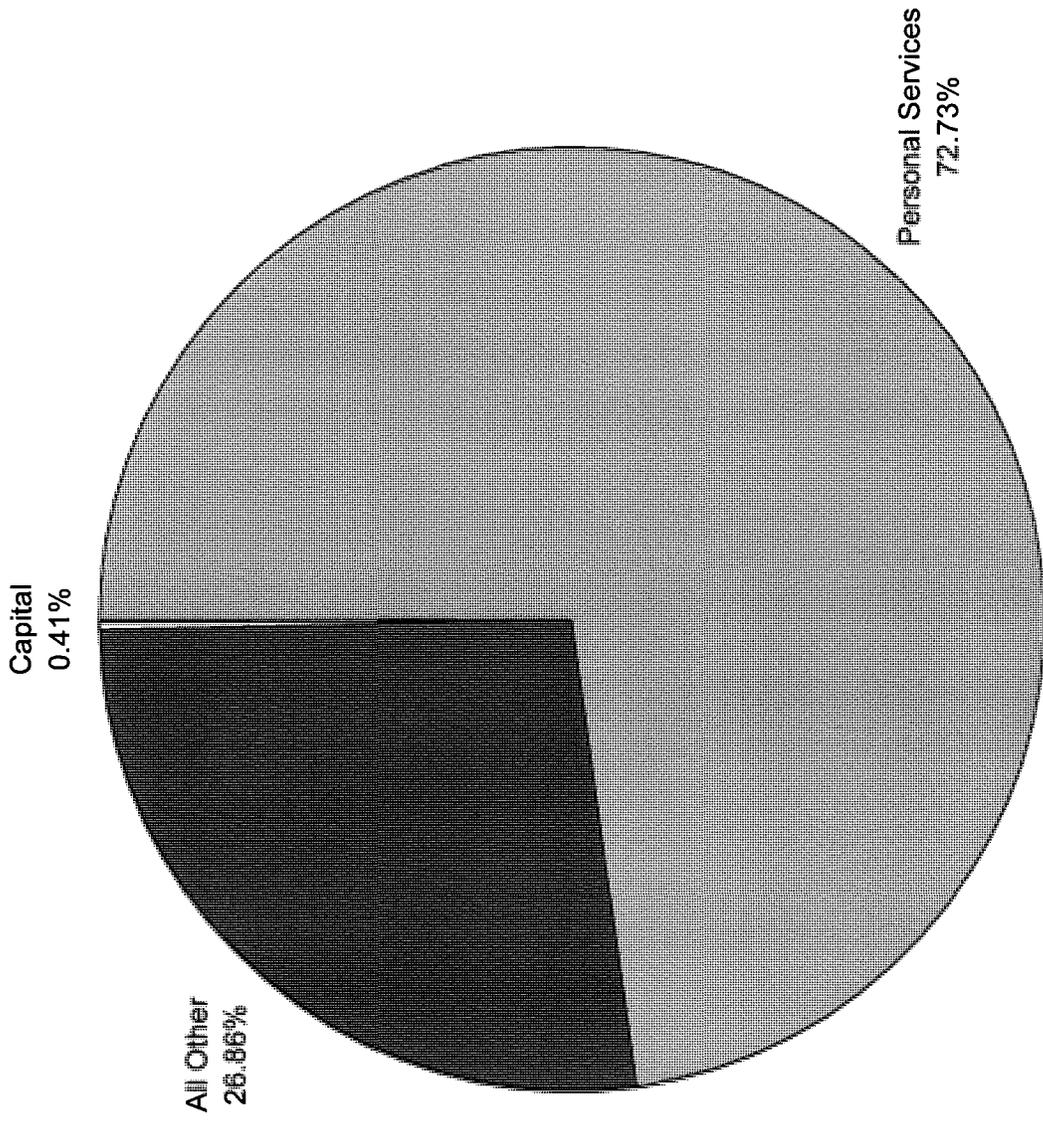
Account Number	Account Name
01030A004002	Productivity Initiatives (Migration Project)
01030A005301	Commission on Interstate Cooperation
01030A008101	Legislative
01430A008102	Legislative (Other Special Revenue)
01030A024201	Commission on Uniform State Laws
01430A044402	Misc. Studies Legislative (Other Special Revenue)
01030A044403	Misc. Studies Legislative (General Fund)
01230A044403	Misc. Studies Legislative (Highway Fund)
01030A061501	State House and Capitol Park Commission
01430A061501	Other Special Revenue Account
01030A074701	State House Preservation and Maintenance
01430A074701	Other Special Revenue
01830A074701	Bond Funds
01030A082401	Education Research Institute
01031A063601	Law and Legislative Reference Library

FY 2000-2001 SUMMARY OF PROPOSED BIENNIAL BUDGET REQUEST

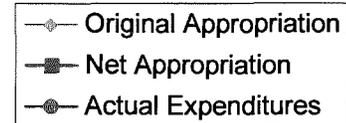
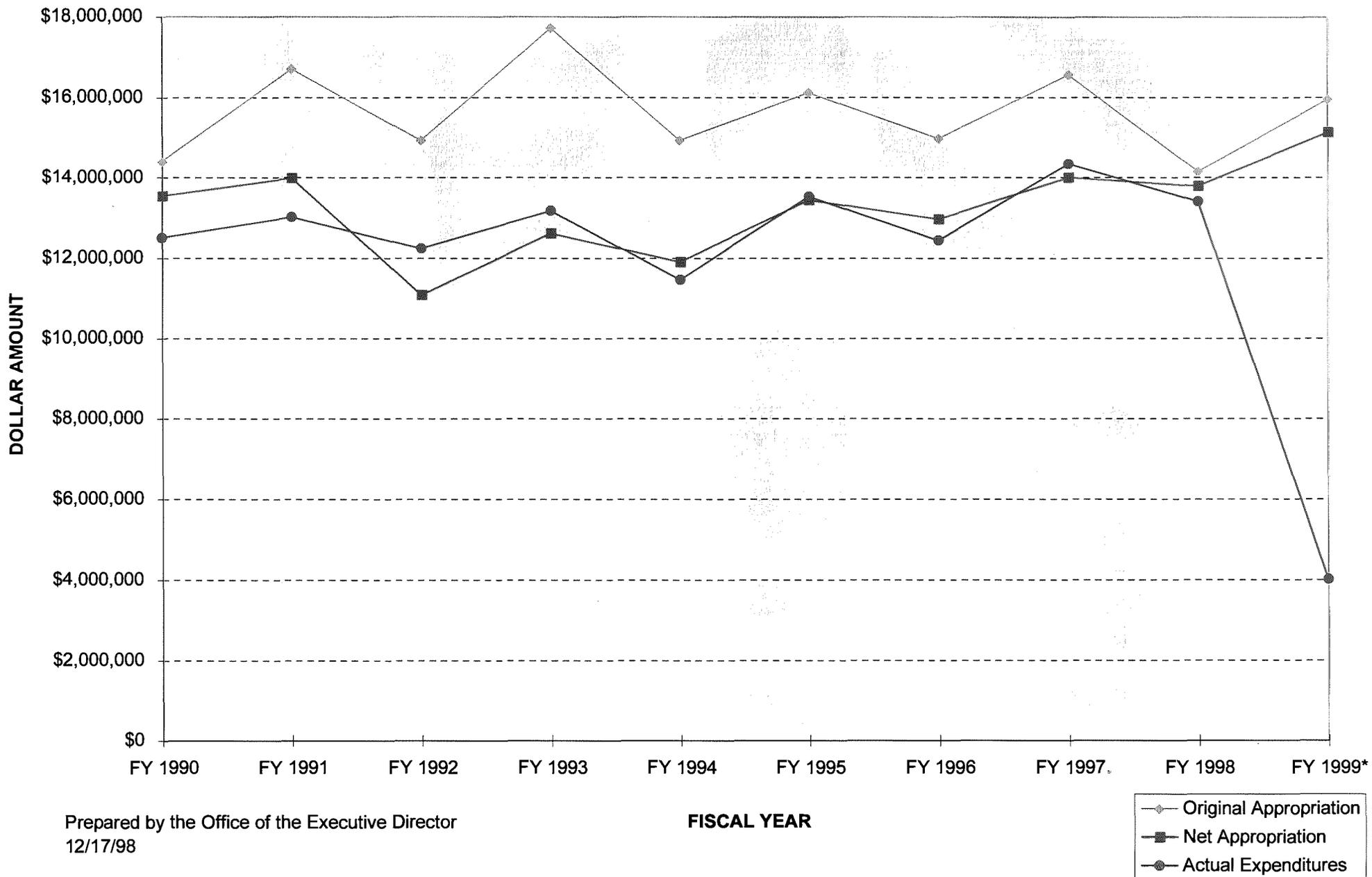
(AS SUBMITTED)

ACCOUNT	FISCAL YEAR 1998 Adj. Appropriation (All Accounts)	FISCAL YEAR 1999 Adj. Appropriation (All Accounts)	TOTAL FY 98/99 BIENNIUM	FISCAL YEAR 2000 Proposed Request (Adjusted)	FISCAL YEAR 2001 Proposed Request (Adjusted)	Proposed Biennial Request (Adjusted)	% CHANGE
Legislative Account							
Personal Services	10,285,431	11,332,532	21,617,963	11,084,549	11,958,613	23,043,162	6.59%
All Other	3,455,448	3,748,445	7,203,893	3,861,352	4,646,827	8,508,179	18.11%
Capital	55,000	55,000	110,000	55,000	75,000	130,000	18.18%
Total Legislative Account	13,795,879	15,135,977	28,931,856	15,000,901	16,680,440	31,681,341	9.50%
Comm on Interstate Cooperation							
All Other	143,087	145,966	289,053	151,401	155,724	307,125	6.25%
Comm on Uniform State Laws							
All Other	18,800	19,200	38,000	20,000	20,600	40,600	6.84%
State House & Capitol Park Comm							
All Other	127,596	131,600	259,196	135,400	139,350	274,750	6.00%
Misc Studies-Legislative							
Personal Services	19,745	14,025	33,770	8,360	6,380	14,740	-56.35%
All Other	32,060	30,050	62,110	16,400	14,100	30,500	-50.89%
Total Misc Studies	51,805	44,075	95,880	24,760	20,480	45,240	-52.82%
Education Research Institute							
All Other	75,000	150,000	225,000	0	0	0	-100.00%
LEG. ACCTS SUMMARY:							
PERSONAL SERVICES	10,305,176	11,346,557	21,651,733	11,092,909	11,964,993	23,057,902	6.49%
ALL OTHER	3,851,991	4,225,261	8,077,252	4,184,553	4,976,601	9,161,154	13.42%
CAPITAL	55,000	55,000	110,000	55,000	75,000	130,000	18.18%
TOTAL SUMMARY	14,212,167	15,626,818	29,838,985	15,332,462	17,016,594	32,349,056	8.41%

LEGISLATIVE ACCOUNT



SUMMARY OF APPROPRIATIONS & EXPENDITURES: FY 90 - FY 99
***(FY 99 EXPENDITURES ARE THROUGH 11/30/98)**



V. LEGISLATIVE COMPUTER SYSTEM

- **GENERAL DESCRIPTION**
- **MIGRATION PROJECT**
- **LEGISLATURE'S WEB SITE**
- **YEAR 2000 INITIATIVE**

LEGISLATIVE COUNCIL GUIDE
V. LEGISLATIVE COMPUTER SYSTEM

LEGISLATIVE COMPUTER SYSTEM

General Description

The Legislature maintains its own independent computer system, which supports all legislative offices and all of the major legislative functions. These include:

- House and Senate Calendars, Journals,
and the Legislative Record and
Other Chamber Support
- Bill Drafting
- Bill Status
- Fiscal Notes
- On-line Access to Maine Revised Statutes
- Indexing
- Research
- General Office Functions

The computer system is maintained and operated by staff in the Office of Legislative Information Services.

The Information Services Office is responsible for working with each legislative office to insure that system security is maintained. The Office also provides training and ongoing technical support to all offices and undertakes the development of new system applications in accordance with policy and priorities established by the Legislative Council.

VI. NON-PARTISAN LEGISLATIVE STAFF

- OVERVIEW
- EXECUTIVE DIRECTOR OF THE LEGISLATIVE COUNCIL
- NON-PARTISAN LEGISLATIVE STAFF OFFICES
- LEGISLATIVE CONFIDENTIALITY
 - Description Of Primary Responsibilities
 - Employee Rosters

LEGISLATIVE COUNCIL GUIDE
VI. NON-PARTISAN LEGISLATIVE STAFF

OVERVIEW

The Legislative Council by law is responsible for providing professional, non-partisan staff support services to the Legislature and its officers, members, committees and commissions. These services include:

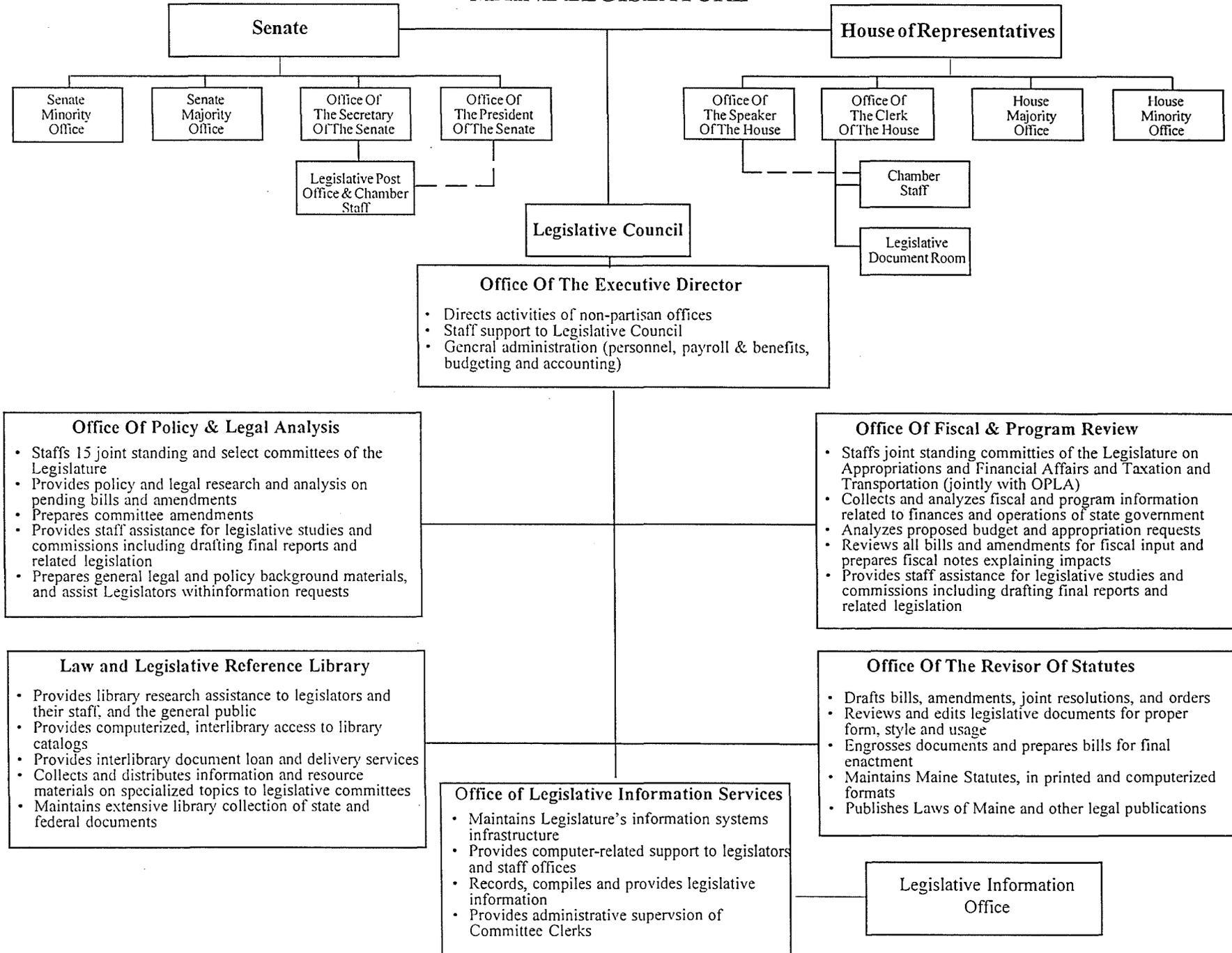
- Bill drafting
- General policy, legal and fiscal
research and analysis
- Fiscal note preparation
- Committee staffing
- Computer support services
- Public information
- Reference services
- General administrative services

These services are provided through five offices, under the overall direction of the Executive Director of the Legislative Council. The organization, purposes and responsibilities of the non-partisan staff offices are set forth in law: **3 MRSA § 163 et. seq.**

As non-partisan employees of the Legislature, members of these staff offices are prohibited from engaging in political activity or taking a public position with regard to any matter that is under active consideration by the Legislature.

An organizational chart for the non-partisan offices appears on the following page.

MAINE LEGISLATURE



LEGISLATIVE COUNCIL GUIDE
VI. NON-PARTISAN LEGISLATIVE STAFF

LEGISLATIVE CONFIDENTIALITY

All communications between legislators and non-partisan staff concerning legislation and reports prepared for committees are confidential during the legislative session in which they are prepared. No information about an assignment will be released to another party without the explicit authorization of the appropriate legislator; however, confidential information may be shared with another non-partisan staff member when this is required to carry out legislative functions.

The Legislative Council has adopted policies and procedures regarding Legislative Confidentiality to implement the provisions of 1 MRSA § 401, which specifically excludes certain legislative records and working papers from provisions to protect public access to public records. A copy of the policy adopted by the Council in March, 1988, appears as Exhibit III-1.

LEGISLATIVE COUNCIL GUIDE
VI. NON-PARTISAN LEGISLATIVE STAFF

EXECUTIVE DIRECTOR OF THE LEGISLATIVE COUNCIL

The Executive Director is the chief administrative officer of the Legislature, with responsibility for directing the operations and functions of all non-partisan legislative staff offices and managing financial and administrative functions of the legislative branch. The Executive Director works with, and at the direction of, the Legislative Council to identify problems, develop alternative solutions and oversee the implementation of new programs and policies. Specific statutory responsibilities of the Executive Director are described in **3 MRSA § 163** and include:

- Act as executive officer of the Legislature when it is not in session.
- In cooperation with the Secretary of the Senate and the Clerk of the House of Representatives, have custody of all legislative property and materials; arrange for necessary supplies, equipment, and necessary services; and make all arrangements for incoming sessions of the Legislature.
- Approve accounts and vouchers for payment.
- Director and supervise, subject to the control of the Council, the activities of the legislative staff offices.
- Appoint, upon recommendation of the appropriate office director and subject to the approval of the Legislative Council, qualified persons to legislative staff positions based solely on their ability to perform their duties and without regard to party affiliation.
- Act as a vehicle through which the several agencies, departments and offices of the Legislature may report to the Council their budget requests, personnel and supply requirements and assist the Council in the orderly disposition of these requests.
- Be responsible for implementing policy resulting from decisions of the Council.
- Prepare such reports as are required of the Council and maintain minutes of the regular meetings of the Council.
- Undertake such other duties as are assigned by the Council.

NON-PARTISAN STAFF OFFICES

- **OFFICE OF EXECUTIVE DIRECTOR**
- **OFFICE OF FISCAL AND PROGRAM
REVIEW**
- **OFFICE OF POLICY AND LEGAL
ANALYSIS**
- **OFFICE OF THE REVISOR OF STATUTES**
- **OFFICE OF LEGISLATIVE INFORMATION
SERVICES**
- **LAW AND LEGISLATIVE REFERENCE
LIBRARY**

(text to be inserted)

EXHIBITS

Exhibit 1

Legislative Council: Policy Regarding
Legislative Confidentiality

VII. OVERSIGHT OF COMMITTEES AND COMMISSIONS

- **GENERAL AUTHORITY**
- **INTERIM STUDY REQUESTS (to be revised)**

LEGISLATIVE COUNCIL GUIDE
VII. OVERSIGHT OF COMMITTEES AND COMMISSIONS

GENERAL AUTHORITY

3 MRSA § 162:

“3. Joint committees. When the Legislature is not in session, to assign bills, resolves and studies for consideration by the joint standing committees and joint select committees of the Legislature, to request reports, studies and legislation from said joint standing committees and to convene meetings of said [sic] joint standing committees and joint select committees and to exercise supervision over them;

10. Intergovernmental, interstate and interlegislative organizations. To coordinate and oversee intergovernmental relations programs on behalf of the Legislature, and to recommend to the Legislature participation by the Legislature and its members in interstate and inter-legislative organizations; and to apply for, receive and administer all grants and appropriations for these purposes.”

The majority of the statutory study commissions established in recent years have been staffed by members of the Legislature’s non-partisan staff; and their budgets are administered by the Office of the Executive Director.

The Legislative Council’s statutory responsibility for the oversight of legislative appropriations and accounts of all legislative agencies, departments and offices (3 MRSA § 162, para 8), includes oversight of expenditures by legislative committees. This responsibility also includes statutory study commissions, when the enabling language provides that the fund to support the study or commissions shall be appropriated to the Legislature.

The Legislative Council’s authority with regard to expenditures by legislative committees was further strengthened by legislation passed by the 112th Legislature (ch. 377, P.L. 1985):

3 MRSA § 165, para 7:

“7. Other subpoenas, etc. . . . No appropriation or allocation may be made for a specific study unless the Legislative Council has first approved a budget adopted by the Joint standing committee which is to conduct the study. No appropriation or allocation may be made for the operation of any joint select committee unless the Legislative Council has first approved a budget adopted by the joint select committee.”

The Council has adopted policies and procedures for the administration and operation of studies by committees and commissions, which are included in this section.

VIII. APPROVAL OF LEGISLATIVE REQUESTS TO INTRODUCE LEGISLATION

- **AFTER CLOTURE REQUESTS**
- **LEGISLATION TO BE CONSIDERED AT THE
SECOND REGULAR SESSION OR SPECIAL
SESSIONS**
- **MEMORIALS**

LEGISLATIVE COUNCIL GUIDE
VIII. APPROVAL OF LEGISLATIVE REQUESTS TO
INTRODUCE LEGISLATION

AFTER-CLOTURE REQUESTS

Pursuant to **Joint Rule 27**, the legislative Council has the authority to approve requests for bills or resolves submitted after cloture:

“. . . The Council shall ascertain from the presenter the facts supporting the request notwithstanding cloture. If a majority of the Council approves, notice of that approval shall appear on the calendar of the appropriate House.”

After-cloture bill requests appear on the Council agenda under “**New Business**”. A preliminary list of After-deadline requests is prepared by the Revisor of Statutes and distributed to Council members the day prior to the Council meeting for review prior to the meeting. An updated list is distributed at the Council meeting.

A roll call vote is taken on all after-cloture requests pursuant to Joint Rule. The vote is recorded and is available in the Office of the Executive Director following the Council meeting.

In lieu of convening the Council to consider a single after-cloture request, a “ballot” is sometimes circulated to all Council members to poll them on a particular request. The ballot lists the bill title and sponsor(s); a draft or other information is attached if it is available.

LEGISLATIVE COUNCIL GUIDE
VIII. APPROVAL OF LEGISLATIVE REQUESTS TO
INTRODUCE LEGISLATION

LEGISLATION TO BE CONSIDERED
AT THE SECOND REGULAR SESSION OR SPECIAL SESSIONS

The Legislative Council considers all requests by legislators for the introduction of bills or resolves to the Second Regular Session or any Special Session, pursuant to Joint Rule 26.

Special Session

Requests are handled similarly to after cloture requests: the Revisor of Statutes prepares a list, and a roll call vote is taken on each request.

Second Regular Session

Requests for introduction of legislation for the Second Regular Session are compiled by the Revisor of Statutes following cloture. The Council Chair generally calls a special Council meeting for the sole purpose of reviewing these requests in late October preceding the Second Regular Session.

Legislators are notified by the Revisor of the Council's action on their requests following the Council meeting and are given an opportunity to appeal the Council's decision in writing or in person. The Council convenes again in early to mid-November to consider appeals.

Again, a roll call vote is taken on each requests.

LEGISLATIVE COUNCIL GUIDE
VIII. APPROVAL OF LEGISLATIVE REQUESTS TO
INTRODUCE LEGISLATION

MEMORIALS

Pursuant to **Joint Rule 35**, “. . . no Memorial shall be in order for introduction unless approved by a majority of the Legislative Council.”

Memorials, which request action by the individual or organization being memorialized, must be approved by a majority of the Legislative Council. Roll call votes are taken and recorded.

IX. OTHER STATUTORY POWERS AND DUTIES

- **COMPENSATION OF OTHER ELECTED OFFICIALS**
- **OATHS, SUBPOENAS AND DEPOSITIONS**

LEGISLATIVE COUNCIL GUIDE
IX. OTHER STATUTORY POWERS AND DUTIES

LEGISLATIVE COUNCIL RESPONSIBILITY FOR
OTHER ELECTED OFFICIALS

The Legislative Council has statutory authority for establishing salaries at the time of initial appointment and annual reviewing the salaries of those officials it elects at the beginning of each legislative biennium. These include:

Constitutional Officers (3 MRSA § 162-B)

Secretary of the Senate
Treasurer of State
Attorney General

State Auditor

Legislative Officers (3 MRSA § 162-A)

Secretary of the Senate
Clerk of the House

OATHS, SUBPOENAS AND DEPOSITIONS

3 MRSA § 162, para. 4:

“4. **Oaths, subpoenas and depositions.** To administer oaths, issue subpoenas, compel the attendance of witnesses and the production of any papers, books, accounts, documents and testimony, and to cause the deposition of witnesses, whether residing within or without the State to be taken in the manner prescribed by law for taking depositions in civil actions in the Superior Court. In case of disobedience on the part of any person to comply with any subpoena issued in behalf of a committee, or on the refusal of any witness to testify to any matters regarding which he may be lawfully interrogated, it shall be the duty of the Superior Court of any county, on application of a member of a committee, to compel obedience by proceedings for contempt as in the case of disobedience of the requirements of a subpoena issued from such court or a refusal to testify therein. Each witness, other than a state officer or employee, shall receive for his attendance the fees and mileage provided for witnesses in civil cases in courts of record, which shall be audited and paid upon the presentation of proper vouchers sworn to by such witness and approved by the chairman [sic] of the council;”