

MAINE STATE LEGISLATURE

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STATE OF MAINE

LEGISLATIVE COUNCIL

Legislative Management Manual



STATE OF MAINE

LEGISLATIVE COUNCIL

Legislative Management Manual

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STATE OF MAINE

LEGISLATIVE COUNCIL

Legislative Management Manual

GENERAL ADMINISTRATIVE DIRECTIVES

MAINE LEGISLATURE - GENERAL ADMINISTRATIVE DIRECTIVES
LEGISLATIVE COUNCIL

Subject: RESPONSIBILITIES OF
THE LEGISLATIVE
ADMINISTRATIVE DIRECTOR

Directive Number: 3
Effective Date: Dec. 1, 1974

3.1 Responsibilities of the Legislative Administrative Director

Responsibilities of the Legislative Administrative Director are outlined in M.R.S., T. 3 § 163, as follows:

"The duties of the Legislative Administrative Director shall be:

1. To act as executive officer of the Legislature when it is not in session and unless the Legislature shall otherwise order, he shall, with the cooperation of the Secretary of the Senate and the Clerk of the House of Representatives have custody of all legislative property and material, arrange for necessary supplies and equipment through the State Bureau of Purchases, arrange for necessary services, make all arrangements for incoming sessions of the Legislature, have general oversight of chambers and rooms occupied by the Legislature and permit State departments to use legislative property. He shall, with the approval of the President of the Senate and the Speaker of the House, dispose of surplus or obsolete material through the continuing property records section of the Bureau of Public Improvements. He shall approve accounts and vouchers for payment. A perpetual inventory of all legislative property shall be maintained under the supervision of the Legislative Council and an accounting thereof shall be made to the Legislature upon its request.
2. To coordinate, subject to the control of the council, the activities of the offices of the Director of Legislative Research, the Legislative Finance Officer, the Constituent Service Officer, the State Law Librarian, the Senate Clerk, the House Clerk and such other legislative

agencies and offices as may be created by the Legislature.

3. To 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 to assist the council in the orderly disposition of these requests.
4. To be responsible for implementing policy resulting from decisions of the council.
5. To prepare such reports as are required of the council and maintains minutes of the regular meetings of the council.
6. To appoint staff assistants to the Legislature, with the consent of the council, who shall be chosen without reference to party affiliations and solely on the basis of fitness to perform the duties to be assigned to them.
7. To undertake such other duties as are assigned by the council.

3.2 Legislative Council Policy

The Legislative Council has not hired a Legislative Administrative Director as the Council is authorized to do by statute. Instead, the Legislative Finance Officer has been appointed to be the Acting Legislative Administrative Director, and is authorized to carry out the duties outlined in subsections 1 and 3 of M.R.S., T. 3, § 163. The Legislative Council itself is carrying out the duties outlined in subsections 2, 4 and 6 of that statute. Minutes of meetings are taken by a clerk from the Legislative Research Office and all records kept in the Legislative Research Office. Reports are prepared by the Office of Legislative Assistants.

MAINE LEGISLATURE - GENERAL ADMINISTRATIVE DIRECTIVES
LEGISLATIVE COUNCIL

Subject: POLICY AND PROCEDURE
DIRECTIVE

Directive Number: 1
Effective Date: Dec.1, 1974

1.1 General

Rules, policies and procedures adopted by the Legislative Council, as well as applicable statutory references, will be issued in directive form under one of the following categories:

- (A) General Administrative Directives
 - 1. Policy and Procedure Directive
 - 2. Legislative Council Organization and Functions
 - 3. Responsibilities of the Legislative Administrative Director
- (B) Legislative Service Agency Directives
 - 1. Legislative Research Directive
 - 2. Legislative Finance Directive
 - 3. Law and Legislative Reference Library Directive
 - 4. Legislative Assistant Directive
 - 5. Constituent Service Directive
- (C) Joint Standing and Select Committee Directives
- (D) Personnel Directives
- (E) Fiscal Directives

Directives will cover the broad policies and procedures of the Legislative Council and the philosophy behind them. They will not cover matters generally left to the discretion of each House, service agency, Joint Standing or Select Committee of the Legislature, or Leadership.

Directives are to be filed in a looseleaf binder type handbook in numerical order under the appropriate category.

1.2 Purpose

The purposes of directive issuance are:

- (A) To systematically formulate and standardize management policy and procedural matters coming within the purview of the Legislative Council.
- (B) To serve as guides and aids to the more efficient operation of the Legislature.

1.3 Force and Effect

When a directive is issued, it is to be considered to be in full force and effect as of the date of issuance. All personnel are expected to effect immediate compliance with the policies and procedures contained therein.

1.4 Review

The policies and procedures established by directives should be under constant review by the personnel concerned with the directive. If at any time a Service Agency Director feels that certain changes or revisions should be made to a policy or procedure established in a directive, he is to prepare written comments setting forth the following:

- (A) The form, policy or procedure which he recommends should be revised, and reasons for such action.
- (B) A draft of the proposed revision.

Such comments are to be forwarded to the attention of the Legislative Council Chairman, for review by the Legislative Council. Other personnel are to route recommendations for revision to the Director of the Service Agency to whom they are responsible.

1.5 Revisions

All revisions of directives will be issued by the Legislative Council after review and action on the recommendations received. Personnel are not to change or revise policies, procedures or forms which have been prescribed by a directive.

1.6 Content

Detailed explanation will be included only when needed to assure understanding and only to the extent necessary to assure clarity. Self-explanatory items will be omitted. References that call for one-time-only actions or other transitory items which would tend to make the directive out of date will be omitted.

1.7 Form

Directives will be typed in the form used in this directive. Copies of the actual forms discussed within each directive will be attached as samples whenever possible. Dates of revision will be shown as follows:

- (A) If an entire directive is revised, the date of the revision will show at the top of page 1 only. Example: Dates issued:
Revised (date)

- (B) If an individual page of a directive is revised, the date of revision will be shown on the bottom of that page only.
Example: Page _____ of _____
Revised (date)

If a single page is revised and the revised material covers more than one page, the revised pages are all to be given the same number with letters of the alphabet added to distinguish between pages.
Example: Page 7a, 7b, 7c, etc.

1.8 Numbering System

A decimal system will be used to identify directive number and section only with the number of the directive to the left of the decimal point, and the numbers of the section to the right of the decimal point.

Example: Directive No. 20, Section 15 = 20.15

Each section can be further subdivided as shown below:

Example: 20.15 (Title of Section)
A. Subsection
B. Title of Subsection (optional)
1. sub-section
2. etc.
(a)

1.9 Table of Contents

Separate Table of Contents sheets for each category listed in 1.1 giving directive number and title will be placed together in a Contents section at the front of the directive binder. As new directives are issued, they will be added to the appropriate category.

MAINE LEGISLATURE - GENERAL ADMINISTRATIVE DIRECTIVES
LEGISLATIVE COUNCIL

Subject: ORGANIZATION AND FUNCTIONS OF THE LEGISLATIVE COUNCIL Directive Number: 2
Effective Date: Dec.1, 1974

2.1 Legislative Council

(A) Membership

1. Maine Revised Statutes, Title 3, § 161, paragraph 1:

"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. The Legislative Council shall elect a chairman from within its own membership."

2. Present members of the Legislative Council are listed in Appendix A to this Directive.

(B) Meetings

1. Maine Revised Statutes, Title 3, § 161, paragraph 3.

"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 the chairman deem necessary."

2. The regular meeting date of the Legislative Council, as established by the Rules of Procedure, is the third Wednesday of the month, at 10 a.m. in the Legislative Council Chamber at the State House.

(C) Powers and Duties

1. Maine Revised Statutes, Title 3, § 161, paragraph 2:

"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 Legislature Council shall require the affirmative votes of a majority of the members."

2. Maine Revised Statutes, Title 3, § 162:

"The Legislative Council shall have the authority:

1. To prepare and approve all legislative budgets;
2. To establish salary schedules for all employees of legislative service agencies, departments and agencies and to develop relatively uniform salary schedules for House and Senate employees and officers;
3. 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 joint standing committees and joint select committees and to exercise supervision over them;
4. 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 of the council;

5. 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;
6. To appoint a Legislative Administrative Director, a Director of Legislative Research, a Finance Officer, a Constituent Service Officer, and a State Law Librarian, each of whom shall be chosen without reference to party affiliations and solely on the grounds of fitness to perform the duties of his office;
7. To establish operating policies for each legislative agency and office;
8. 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;

9. To see that an independent annual post-audit of all appropriations to the Legislature is prepared and distributed to each member of the Legislature, such document to become a matter of public record;
10. 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.
11. To provide necessary furniture, stationery, and other supplies and equipment for the use of the members, committees, agencies and offices of the Legislature;
12. 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;
13. To approve all transfers between divisions of the legislative appropriation and within the appropriations for all joint appropriations or legislative agency appropriations;
14. To establish published rules of procedure for the conduct of the business of the council;
15. To perform such other duties and responsibilities as may be assigned to the Council from time to time by the 2 houses."

(D) Rules of Procedure

1. Maine Revised Statutes, Title 3, § 162, sub-§ 14

"The Legislative Council shall have the authority:

14. To establish published rules of procedure for the conduct of business of the council;"

2. Rules of Procedure for the Legislative Council

Rule 1. The Council shall select a chairman who shall preside at all meetings of the Council when present. The chairmanship shall be alternated in succeeding sessions between members from the Senate and members from the House. The Council shall select a vice chairman who shall act as chairman in the absence of the chairman. The vice chairman shall not be a member of the same branch of the Legislature nor a member of the same political party as the chairman.

Rule 1A The President of the Senate shall call the biennial organizational meeting of the Legislative Council into session and preside until the election of the chairman.

Rule 2. The Council shall conduct no business in the absence of a quorum, which shall consist of 6 members. Any affirmative action of the Council shall require the affirmative votes of not less than 6 members.

Rule 3. The regular monthly meeting of the Council shall convene on the third Wednesday of each month at 10:00 a.m. unless otherwise ordered by the chairman or vote of the Council.

- Rule 4. The official meeting place of the Legislative Council shall be the Legislative Council Chamber, and all meetings shall be convened there unless a different place is specified in the call of the meeting.
- Rule 5. The Chairman shall issue written calls for all regular and special meetings of the Council. The call shall give the date, time, place of the meeting and such other information as the chairman may direct.
- Rule 6. All meetings of the Council shall be public, except for executive sessions, and all final action shall be taken at a public meeting.
- Rule 7. Subcommittees of the Council shall be named by the chairman and shall consist of not less than three members. All subcommittees shall have representation from each political party.
- Rule 8. An accurate permanent public record of all meetings and proceedings of the Council shall be maintained.
- Rule 9. The regular order of business of the Council shall be:
1. Call to Order
 2. Roll Call
 3. Secretary's Report
 4. Communications
 5. Committee Reports
 6. Old Business
 7. New Business
 8. Announcements and Remarks
 9. Adjournment
- Rule 10. Official statements to the press or public on behalf of the Legislative Council shall be made only by the Chairman of the Council or persons authorized by the chairman.

Rule 11 These rules, with the exception of Rule 2, may be altered or amended upon a two-thirds vote of the Council members present and voting but not less than six affirmative votes.

Rule 12 The proceedings of the Council shall be conducted in accordance with Robert's Rules of Order except as otherwise specified in the Council's own rules or by law.

2.2. Legislative Administrative Director

The Legislative Administrative Director is appointed by the Legislative Council (see section 2.1 (e), of this directive M.R.S., T. 3, § 162 (6)). Specific duties and responsibilities of the Legislative Administrative Director are found in General Administrative Directive No. 3.

2.3 Service Agencies of the Legislative Council

The following service agencies of the Maine Legislature have been established by statute or by policy of the Legislative Council, each with a director responsible to the Legislative Council:

- (A) Legislative Research Office
- (B) Legislative Finance Office
- (C) Law and Legislative Reference Library
- (D) Office of Legislative Assistants
- (E) Constituent Service Office

The functions of these service agencies are specified in appropriate sections of this manual (see Appendix B for Legislative Council organization chart).

2.4 Joint Standing and Select Committees

The Legislative Council has by statute (M.R.S., T. 3, § 162, sub-§ 3) has been given the authority, during periods when the Legislature is not in session, to assign studies to Joint Standing or Select Committees, to request reports and legislation from these committees and to exercise supervision over them.

Policies established by the Council are specified in the appropriate section of this manual.

2.5 Personnel

The Legislative Council has been given by statute (M.R.S., T. 3, § 162, sub-§§ 2 and 6) the authority to hire certain employees of the Legislature and to establish salary schedules for these employees. Policies established are specified in appropriate sections of this manual.

2.6 Fiscal

The Legislative Council has been given by statute (M.R.S., T. 3, § 162) the authority to oversee the appropriations and other financial accounts of the Legislature and its agencies, to purchase furniture and other supplies for the Legislature and its agencies, and to prepare and approve all legislative budgets. Other statutes and rules of the Legislature set forth policies and procedures on fiscal matters.

Policies and procedures established by the Legislative Council, by statutes, and by rules of the Legislature, are specified in the appropriate section of this manual.

MAINE LEGISLATURE - GENERAL ADMINISTRATIVE DIRECTIVE

Subject: MEMBERS OF THE LEGISLATIVE
COUNCIL

Directive Number: 2
Effective Date: Dec. 1, 1974

Appendix A

Members of the Legislative Council of the 106th Legislature are:

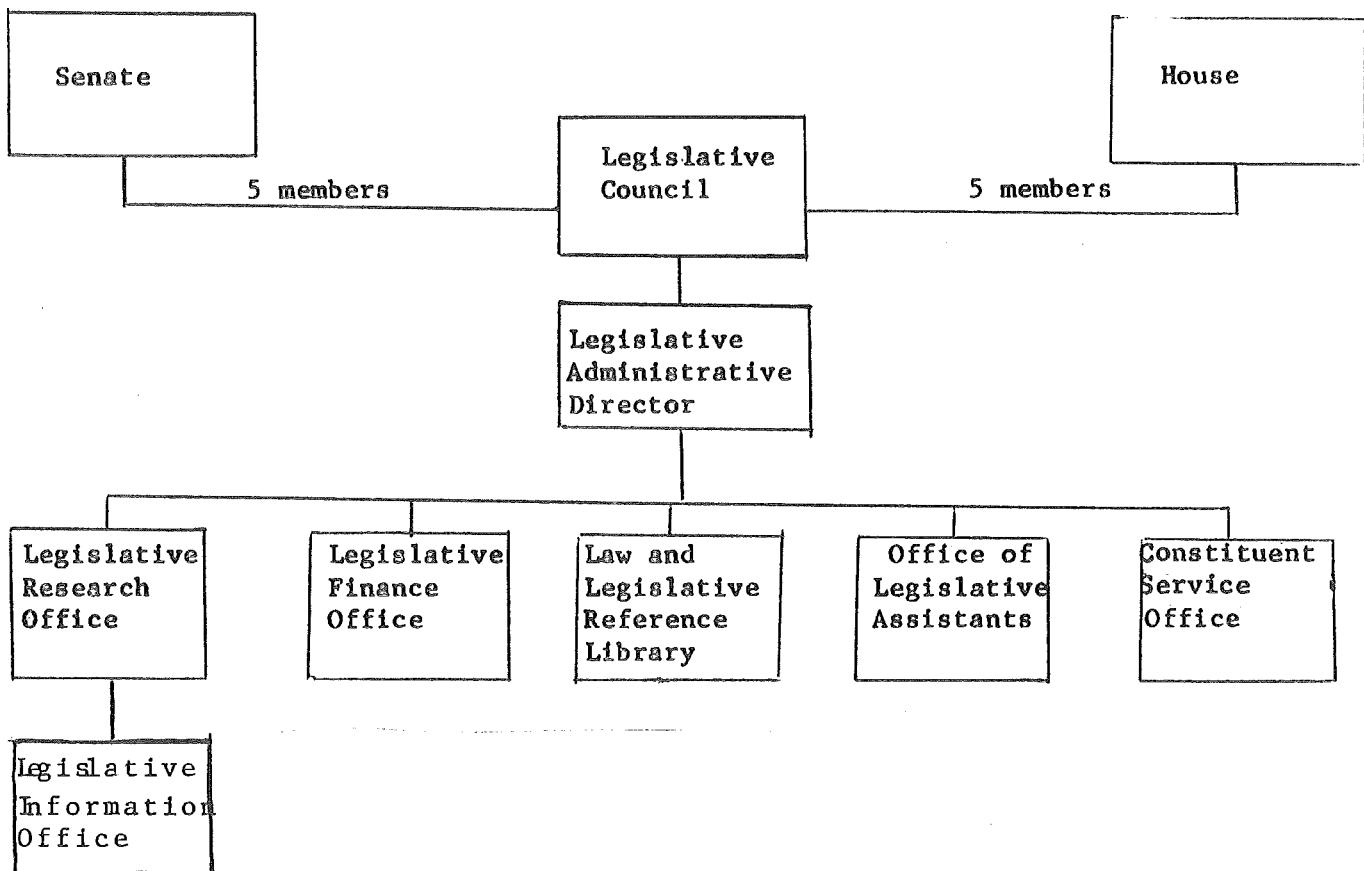
Kenneth P. McLeod, President of the Senate
Richard D. Hewes, Speaker of the House
Richard N. Berry, Majority Floor Leader of the Senate
Joseph Sewall, Assistant Majority Floor Leader of the Senate
Joseph E. Brennan, Minority Floor Leader of the Senate and
Vice Chairman of the Legislative Council
Peter W. Danton, Assistant Minority Floor Leader of the Senate
Larry E. Simpson, Majority Floor Leader of the House and
Chairman of the Legislative Council
Walter A. Birt, Assistant Majority Floor Leader of the House
John L. Martin, Minority Floor Leader of the House
Patrick N. McTeague, Assistant Minority Floor Leader of the
House

MAINE LEGISLATURE - GENERAL ADMINISTRATIVE DIRECTIVE
LEGISLATIVE COUNCIL

Subject: ORGANIZATIONAL CHART

Directive Number: 2

Appendix B



1. The Legislative Administrative Director has not been appointed. (see Directive Number 3, General Administrative Directives.)
2. The Constituent Service Officer has not been appointed (see Directive Number 5, Legislative Service Agency Directives.)



STATE OF MAINE

LEGISLATIVE COUNCIL

Legislative Management Manual

LEGISLATIVE RESEARCH DIRECTIVE

MAINE LEGISLATURE - LEGISLATIVE SERVICE AGENCY DIRECTIVES
LEGISLATIVE COUNCIL

Subject: RESPONSIBILITIES OF THE DIRECTOR OF LEGISLATIVE RESEARCH Directive Number: 1
Effective Date: December 1, 1974

1.1 Director of Legislative Research

(A) The Director of Legislative Research is directed by statute (M.R.S., T.3, §164) to perform the following duties:

"The Director of Legislative Research shall perform the following functions and duties:

1. Provide a comprehensive research service on legislative problems;
2. Prepare reports setting forth the political, social and economic effects of legislation enacted, or proposed to be enacted, in this State or elsewhere, when so directed by the Legislative Council or by either or both branches of the Legislature;
3. Assist and cooperate with any interim legislative committee or other agency created by the Legislature or appointed by the Governor;
4. Upon request, assist any agency appointed to revise the statutes of the State or any portion thereof, and at the direction of such agency, to consolidate, revise and clarify the statutes of the State;
5. To furnish to the members of the Legislature the assistance of expert draftsmen qualified to aid the Legislature in the preparation of bills for introduction into the Legislature. During regular sessions of the Legislature he shall perform such duties in addition to those provided for in this chapter as the Legislature shall direct;
6. Prepare and index for printing as promptly as possible after the adjournment of each session the session laws thereof, which compilation shall include all acts and resolves which the Legislature has adopted during the session and which have received the approval of the Governor when such approval is necessary, and any other material of a general nature that the committee may determine;

Immediately after each session of the Legislature to distinguish private and special laws from the public laws, and to cause cumulative tables to be prepared showing what general statutes have been affected by subsequent legislation in such manner as to furnish ready reference to all such changes in the statutes and in addition thereto shall make a complete index of the public laws of the State passed since the last revision of the statutes. The tables and index so prepared shall be printed in the official edition of the laws of the state;

7. After each session of the Legislature, to cause the public laws enacted thereat to be printed on good paper and in suitable type and to distribute the same within the State to all citizens thereof making a request therefore;
8. After each session of the Legislature to cause to be published cumulative pocket supplements of the volumes of the Revised Statutes, and any replacement or uncompiled volumes thereof, which shall contain an accurate transcription of all public laws, the material contained in the next preceding pocket supplement, complete and accurate annotations to the statutes, appendix and other material accumulated since the publication of the next preceding pocket supplement and a cumulative index of said material;
9. After each session of the Legislature to prepare a report inserting in their proper places in the Revised Statutes public laws enacted since the last revision of the statutes, and after each subsequent session of the Legislature to prepare a report supplementing the report so that such reports and supplements thereto shall form the basis of the next revision of the statutes;
10. After each session of the Legislature to prepare a report to the Legislature recommending legislation that will keep the statutes continuously revised and to file this report with the Secretary of the Senate on or before January 1st immediately preceding each biennial session of the Legislature;
11. The offices of the director shall be kept open during the time provided for other state offices, and when the Legislature is in session at such hours, day and night, as are most convenient for Legislators;

12. The Director shall appoint, with the approval of the Legislative Council, an assistant director for a term of 7 years from the date of his appointment and until his successor has been appointed and qualified, and such technical assistants, and shall appoint, subject to the Personnel Law, such clerical assistants as may be necessary to carry out this chapter."

(B) The Office of Legislative Research performs duties under the legislative rules which are in addition to its statutory duties. Foremost among these the office serves as the final processing point for all legislation. After legislation is received by the office, it is checked as to form, after which it is titled, allocated, typed and jacketed for the sponsor's signature and eventual introduction.

In conjunction with these functions, the office also provides drafting and related services for Legislators. These services include not only original drafting, but also the preparation and processing of redrafts, amendments, memorials, resolutions and orders during the course of each session.

The office acts as a clerk to the Standing Committees on Bills in the Second Reading for both the House and Senate. In its capacity as clerk the office examines and corrects all legislation on matters of form prior to engrossment for final enactment.

The Legislative Information Office has been developed by the Legislative Council under the Office of Legislative Research to service the informational needs of the Legislature and general public by use of computer technology. A computerized bill status system is now operational and the Council has taken the first step toward a modern integrated system of computer-supported services to bring about a speedier, more informative legislative operation. Additional information concerning this office is included as Appendix B to this directive. Information on use of the computer is included as Appendix C.

In response to the many indexing needs of the Legislature and to the related economies involved, the Legislative Council has authorized the position of a legislative indexer to consolidate and establish consistency in the classification of all legislative subject matter. The

legislative indexer, who is assigned to the Legislative Research Office and aided by computer, has the earliest possible access to information and the means to speed its classification to consumers upon proper release.

1.2 Appointment of the Director of Legislative Research

The Director of Legislative Research is appointed according to statute (M.R.S., T.3, §162) as follows:

"The Legislative Council shall have the authority:

* * *

To appoint a Legislative Administrative Director, a Director of Legislative Research, a Finance Officer, a Constituent Service Officer and a State Law Librarian, each of whom shall be chosen without reference to party affiliations and solely on the grounds of fitness to perform the duties of his office; each to be appointed for a term of 7 years from the date of his appointment and until his successor has been appointed and qualified.

1.3 Appointment of other employees of the Office of Legislative Research

(A) The Director of Legislative Research appoints the employees of the Office of Legislative Research as provided by statute (M.R.S., T. 3, § 164, sub-§ 12) as follows:

"12. The Director shall appoint, with the approval of the Legislative Council, an assistant director for a term of seven years from the date of his appointment and until his successor has been appointed and qualified, and such technical assistants, and shall appoint, subject to the Personnel Laws, such clerical assistants as may be necessary to carry out this chapter."

(B) The Director of Legislative Research appoints, with the approval of the Legislative Council, the employees of the Legislative Information Office.

MAINE LEGISLATURE - LEGISLATIVE SERVICE AGENCY DIRECTIVES
LEGISLATIVE COUNCIL

Subject: RESPONSIBILITIES OF THE DIRECTOR OF LEGISLATIVE RESEARCH Directive Number: 1
Effective Date: Dec. 1, 1974

Appendix A

Employees of the Office of Legislative Research

1. The present Director of Legislative Research is David S. Silsby, who was appointed to a seven year term to begin October 5, 1974, by the Legislative Council of the 106th Legislature. Mr. Silsby's term will end in 1981.
2. The present Assistant Director of Legislative Research is Charles R. Priest, who was appointed to a seven year term to begin August 19, 1974. Mr. Priest's term will end in 1981.
3. Other employees of the Office of Legislative Research are as follows:

Legislative Technicians

Ella G. Andrews, Supervisor
Eunice L. Flagg
Louise S. Giroux
Josephine L. Glidden

Legislative Indexer

Ellen Mary McMonagle

Employees of the Legislative Information Office are as follows:

Legislative Information Officers

Charlotte E. Carrie, Supervisor
Dorothy L. Rollins

MAINE LEGISLATURE - LEGISLATIVE SERVICE AGENCY DIRECTIVES
LEGISLATIVE COUNCIL

Subject: RESPONSIBILITIES OF THE DIRECTOR OF LEGISLATIVE RESEARCH
Directive Number: 1
Effective Date: Dec. 1, 1974

Appendix B

The Legislative Information Office

1. As indicated in 1.1 B of this Directive, the Legislative Council has established a Legislative Information Office under the supervision of the Director of Legislative Research. The responsibility of this office is to provide, for Legislators, Legislative Service Agencies, the Executive Branch and interested citizens, information concerning the processes of the Legislature.
2. The Legislative Information Office is in charge of Legislative Computer Services. The following information is available from the computer.
 - A. Daily and weekly bill status reports listed by Legislative Document Number.
 - B. Daily and weekly bill status reports listed by Subject Index.
 - C. Biographies of Legislators.
 - D. Status of bills within Committee
 - E. Bills on the Appropriations Table
 - F. List of bills by Sponsor
 - G. List of bills with similar statute reference.

Since the Legislative Computer is an "on line" system, any interested party can obtain up to date information on a particular bill at any time by requesting it from the Legislative Information Office. In addition, certain information will be available in "printout" form daily or weekly.

3. It is the policy of the Legislative Council that the following computer printout information be available for distribution at the Legislative Information Office without charge:
 - A. Each week, an end-of-week printout of bill status by Legislative Document Number, to be provided to:
 1. Each legislator
 2. Each Legislative Service Agency (2 to Law Library)

3. The Clerk of the House's Office
 4. The Secretary of the Senate's Office
 5. Each leadership Office (6 copies)
 6. The Governor
 7. The Executive Council
 8. The Secretary of State
 9. The Attorney General
 10. The State Treasurer
 11. The State Auditor
 12. All Departments which request this information (must be picked up at Legislative Information Office by Department)
- B. Each week, an end-of-week printout of bill status by Subject Index, to be provided to:
1. Ther Clerk of the House's Office
 2. The Secretary of the Senate's Office
 3. The Legislative Information Office
 4. The Law and Legislative Reference Library (2)
 5. The Governor
- C. A daily printout of the status of bills by Legislative Document Number or Subject Index, to be available only upon approval of the Legislative Council.
- D. Each week, an end-of-week printout of bill status within committee, to be provided to:
1. Each Joint Standing or Select Committee
 2. Each Leadership Office (6 copies)
 3. The Clerk of the House's Office
 4. The Secretary of the Senate's Office.
- E. Each week, at the discretion of the Legislative Council the Appropriations Table, to be provided to:
1. Each member of Leadership (10 copies)
 2. The Legislative Finance Office
 3. The Appropriations Committee
- F. Daily, a printout of bills having similar statute reference, to be available upon request to the Reference of Bills Committee
- G. All other available computer printout services will be supplied only with the approval of the Legislative Council, except that a printout on an individual bill may be requested directly from the Legislative Information Office.
4. 600 copies of the final disposition of all bills will be printed from the computer and will replace the Legislative Register. It is the policy of the Legislative Council that any copies remaining after distribution of the printout to each legislator and appropriate legislative agencies will be available on a

on a first-come first-served basis at the Legislative Information Office.

STATE OF MAINE

Inter-Departmental Memorandum Date January 10, 1975

To Computer print out service Dept. _____

From Michael Aube- document clerk *MA* Dept. _____

Subject status reports

as of this date my office shall need 68 copies of the
status print out.



STATE OF MAINE

LEGISLATIVE COUNCIL

Legislative Management Manual

LEGISLATIVE FINANCE DIRECTIVE

MAINE LEGISLATURE - LEGISLATIVE SERVICE AGENCY DIRECTIVES
LEGISLATIVE COUNCIL

Subject: RESPONSIBILITIES OF Directive Number: 2
 THE LEGISLATIVE Effective Date: Dec. 1, 1974
 FINANCE OFFICER

2.1 Legislative Finance Officer

- (A) The Legislative Finance Officer is directed by statute (M.R.S., T. 3, § 167) to perform the following duties:

"The duties of the Legislative Finance Officer shall be:

1. To collect and assemble factual information concerning the fiscal affairs of the State for the use of the Joint Appropriations and Financial Affairs Committee of the Legislature in formulating its proposals for appropriations;
2. To examine all requests for appropriations made by the various executive agencies of State Government and attend any hearings necessary to obtain complete information;
3. To examine other requests, for payment of which appropriations are to be requested;
4. To report in such manner as shall be directed by the Legislative Council as to any matters which may be of assistance to the committee or the Legislature in forming an independent judgment in the determination of any fiscal matters. * * * *

The Office of Legislative Finance Officer shall serve as the secretariat of the Joint Legislative Committee on Appropriations and Financial Affairs."

- (B) The Legislative Finance Officer has been appointed Acting Legislative Administrative Director. In this capacity he performs certain duties which are outlined in Directive 3.2 of the General Administrative Directives.

(C) In addition to his statutory duties, and the duties assigned by the Legislative Council, the Legislative Finance Officer carries out several other duties, which are outlined in the Fiscal Directives.

2.2 Appointment of Legislative Finance Officer

The Legislative Finance Officer is appointed according to statute (M.R.S.A., T. 3, § 162) as follows:

"The Legislative Council shall have the authority:

* * * *

To appoint a Legislative Administrative Director, a Director of Legislative Research, a Finance Officer, a Constituent Service Officer and a State Law Librarian, each of whom shall be chosen without reference to party affiliations and solely on the grounds of fitness to perform the duties of his office; each to be appointed for a term of 7 years from the date of his appointment and until his successor has been appointed and qualified."

2.3 Appointment of Other Employees of the Legislative Finance Office

The Legislative Finance Officer appoints the Assistant Finance Officer of the Legislative Finance Office as provided by statute (M.R.S.A., T. 3, § 167):

"The Legislative Finance Officer shall appoint, with the approval of the Legislative Council, an assistant finance officer to assist the Finance Officer in carrying out his duties. He shall be chosen without reference to party affiliation and solely on the grounds of fitness to perform the duties of his office for a term of 7 years from the date of his appointment and until his successor has been appointed and qualified."

MAINE LEGISLATURE - LEGISLATIVE SERVICE AGENCY DIRECTIVES
LEGISLATIVE COUNCIL

Subject: RESPONSIBILITIES OF
THE LEGISLATIVE
FINANCE OFFICER

Directive Number: 2
Effective Date: Dec. 1, 1974

Appendix A

Present Employees of the Legislative Finance Office

1. The present Legislative Finance Officer is William H. Garside, who was appointed to a 7 year term to begin July 10, 1974, by the Legislative Council of the 106th Legislature. Mr. Garside's term will end in 1981.
2. The present Assistant Legislative Finance Officer is Ronald H. Lord, who was appointed to a 6 year term to begin August 14, 1972.
3. Other employees of the Legislative Finance Office are as follows:

Rodney Scribner, Budget Analyst
Bent Schlosser, Budget Analyst
Geraldine Dubord, Secretary



STATE OF MAINE

LEGISLATIVE COUNCIL

Legislative Management Manual

LAW AND LEGISLATIVE REFERENCE LIBRARY DIRECTIVE

Subject: RESPONSIBILITIES OF THE
STATE LAW LIBRARIAN

Directive Number: 3
Effective Date: Dec. 1, 1974

3.1 State Law Librarian

- A. The State Law Librarian is directed by statute (M.R.S., T.3, §§ 173-174) to perform the following functions and duties:

"The State Law Librarian shall perform the following functions and duties:

1. Provide a comprehensive reference service on Legislative problems for all members of the Legislature and its committees, equally and impartially, and to the limits of its staff and facilities. Such reference service shall be available also to public officials and to citizens generally.

Collect, index and make available in the most suitable form information relative to governmental subjects which will aid the Legislature, other public officials and citizens to perform their duties in an enlightened manner.

2. Provide a law library for the use of all agencies of State Government, the judiciary, attorneys and citizens of Maine.

Give advice to county law libraries in all aspects of library management and cooperate with the judiciary and county law library associations in planning for their improvement.

3. Copies of the Revised Statutes, supplements thereto and session laws shall be delivered to the State Law Librarian for distribution and sale. The State Law Librarian, subject to the approval of the Governor and Council, shall fix the prices at which these items may be sold and delivered, and shall thereafter make sales at the prices fixed. All proceeds from such sales shall be deposited to the credit of the General Fund.

A. A copy of all revisions of the statutes, and supplements thereto, and the session laws shall be sold at the established price to the following: Each free public library, college library, county attorney, clerk of courts, county commissioners' court, sheriff, county treasurer, register of deeds, register of probate, judge of probate and Ex-governor. Two copies shall be sold at the established price to each municipality.

A copy of all revisions of the statutes, and supplements thereto, and the session laws shall be furnished to each county law library, Justice and Ex-justice of the Supreme Judicial Court, Justice and Ex-justice of the Superior Court, District Court, Councillor, the Governor, Reporter of Decisions, Judge of the United States District Court for Maine, United States District Attorney for Maine, Clerk of the United States District Court for Maine, the Library of the United States Court of Appeals for the first circuit, Senator and Representative from Maine in the Congress of the United States, the Secretary of the Senate and the Clerk of the House. The Legislature, state administrative departments, bureaus, agencies and commissions shall be sold or furnished copies necessary for legislative and administrative purposes under rules and regulations promulgated by the State Law Librarian.

Copies shall be sent, on an exchange basis, to the Library of Congress, secretary of the Maine State Bar Association, the Supreme Court Library of Canada and to each state or territorial library in the United States.

One copy of the laws passed by each session of the Legislature shall be given to each member thereof, the Secretary of the Senate, the Assistant Secretary of the Senate, the Clerk of the House and the Assistant Clerk of the House.

One copy of the latest unannotated revision of the statutes and the current supplement thereto shall be given to each Member of the Legislature who has not previously received such a copy as a Member of the Legislature which enacted the revision or a Legislature which met in regular session after the effective date of such revisions of statutes.

The remaining copies of the revisions of the statutes, and supplements thereto, and the session laws shall be held in the library for exchange or library use, except as otherwise provided by law.

B. A copy of the printed decisions of the Supreme Judicial Court, commonly called Maine Reports, and of the advance sheets, which are purchased by the State in accordance with Title 4, section 702, shall be distributed by the State Law Librarian to the following: Each county law library, college library, county attorney, judge of probate, register of probate, clerk of courts, District Court, Councillor, Senator and Representative from Maine in the Congress of the United States, Justice and Ex-justice of the Supreme Judicial Court, Justice and Ex-justice of the Superior Court; the Governor, Judge of the United States District Court for Maine, United States District Attorney for Maine, Clerk of the United States District Court for Maine, Judge of the United States Court of Appeals for the first circuit.

Copies shall be sent, on an exchange basis, to the Library of Congress, secretary of the Maine State Bar Association, the Supreme Court Library of Canada, and to each state or territorial library in the United States.

Upon request of administrative officers thereof copies shall be placed in each state department or institution.

C. The State Law Librarian may in his discretion sell surplus copies of volumes entrusted to him or use them for exchange purposes to increase the usefulness of the library. Proceeds from all sales shall be deposited to the credit of the General Fund."

"The State Law Librarian shall formulate policies for the operation of the Law and Legislative Reference Library and exercise general supervision. He shall employ, subject to the Personnel Law, such assistants

as may be necessary to carry out this subchapter. He shall promulgate any necessary rules and regulations governing the use of library property and admission to its quarters."

3.2 Appointment of the State Law Librarian

The State Law Librarian is appointed according to statute (M.R.S., T. 3, § 172) as follows:

"The Legislative Council shall appoint a qualified Law Librarian who shall be the Director of the Law and Legislative Reference Library. He shall be chosen without reference to party affiliation and solely on the ground of professional competence to perform the duties of his office. He shall hold office for a term of 7 years from the date of his appointment and until his successor has been appointed and qualified."

3.3 Appointment of other employees of the Law and Legislative Reference Library

Other employees of the Law and Legislative Reference Library are appointed by the Law Librarian as provided by statute (M.R.S., T.3, §174).

MAINE LEGISLATURE - LEGISLATIVE SERVICE AGENCY DIRECTIVES
LEGISLATIVE COUNCIL

Subject: RESPONSIBILITIES OF THE
STATE LAW LIBRARIAN

Directive Number: 3
Effective Date: Dec. 1, 1974

Appendix A

Employees of the Law and Legislative Reference Library

1. The present State Law Librarian is Edith L. Hary, who was appointed to a 6 year term on September 23, 1971.
2. Other employees of the Law and Legislative Reference Library are as follows:

Mrs. Hilda M. Jacob, Secretary
Mrs. Alice G. Nute, Reference
Mary H. Irvine, Processing
Mrs. Laura F. Goss, Circulation



STATE OF MAINE

LEGISLATIVE COUNCIL

Legislative Management Manual

LEGISLATIVE ASSISTANTS DIRECTIVE

MAINE LEGISLATURE- LEGISLATIVE SERVICE AGENCY DIRECTIVES
LEGISLATIVE COUNCIL

Subject: RESPONSIBILITIES OF LEGISLATIVE
STAFF ASSISTANTS

Directive Number: 4
Effective Date: Dec. 1, 1974

4.1 Staff Assistants

- A. Legislative staff assistants are assigned by statute (M.R.S., T.3, § 166) the following responsibility:

"The Legislative Administrative Director shall, under the control of the Legislative Council, assign the staff assistants to assist the joint standing or select committees, to work as directed by the committee chairmen, and to such other legislative tasks as the Legislative Council and the Administrative Director may deem appropriate."

- B. Since the Legislative Council has not appointed a Legislative Administrative Director, the Council directs the assignment of staff assistants to the joint standing and select committees to provide research assistance. Staff assistants are assigned directly to committees during sessions of the Legislature, and to studies in the interims on a project basis.

The Council has also assigned to staff assistants the duties of carrying out independent research projects at the request of the Council and of undertaking limited research or constituent service projects at the request of Legislators.

4.2 Appointment of Staff Assistants

- A. Legislative staff assistants are appointed according to statute (M.R.S., T. 3, § 163) as follows:

"The duties of the Legislative Administrative Director shall be:

* * * * *

6. To appoint staff assistants to the Legislature, with the consent of the council, who shall be chosen without reference to party affiliation and solely on the basis of fitness to perform the duties assigned to them"

- B. Since the Legislative Council has not appointed a Legislative Administrative Director, Legislative staff assistants are presently appointed by the Legislative Council.

- C. The Legislative Council has appointed a Director of Legislative Assistants, who plans and coordinates the work of staff assistants, screens applicants for positions as staff assistants and recommends applicants for interviews and appointment by the Legislative Council, and hires clerical employees.

MAINE LEGISLATURE - LEGISLATIVE SERVICE AGENCY DIRECTIVES
LEGISLATIVE COUNCIL

Subject: RESPONSIBILITIES OF LEGISLATIVE STAFF ASSISTANTS Directive Number: 4
Effective Date: Dec.1, 197

Appendix A

Employees of the Office of Legislative Assistants

1. The Director of Legislative Assistants is Suzanne S. Havens.
2. Other employees of the Office of Legislative Assistants are as follows:

Legislative Assistants

Edward W. Brown
Robert K. Clarke
Thomas P. Downing, Jr.
Helen T. Ginder
Jonathan C. Hull
James A. McKenna, III
Edward W. Potter
George H. Viles

Clerical Assistants

Ann E. Clark
Jean E. Davis



STATE OF MAINE

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JOINT STANDING AND SELECT COMMITTEES DIRECTIVES

MAINE LEGISLATURE - JOINT STANDING AND SELECT COMMITTEE DIRECTIVES
LEGISLATIVE COUNCIL

Subject: DUTIES OF JOINT Directive Number: 1
 STANDING AND SELECT Effective Date: December 1, 1974
 COMMITTEES

1.1 Joint Standing and Select Committees

- (A) Joint Standing and Select Committees have been established by statute (M.R.S., T.3, §165) and given the following powers and duties:

"The Legislature may by rule establish such joint standing committees and joint select committees as it deems necessary. Such committees shall have the authority, both when the Legislature is in session and when it is not in session:

1. To collect information concerning the government and general welfare of the State as related to assignments received from the council;
2. To assist the Legislature in the proper performance of its constitutional functions by providing its members with impartial and accurate information and reports concerning the legislative problems which are assigned by the Legislative Council, which information may be obtained by independent studies or by cooperation with and information from similar agencies in other states as to the practice of other states in dealing with similar problems;
3. A majority of the members of a committee shall constitute a quorum, and a majority thereof shall have the authority to act in any matter falling within the jurisdiction of the committee. A committee may hold either public or private hearings and may hold executive sessions, excluding all except members of the committee;
4. Each state department shall furnish to a committee such documents, material or information as may be requested by a committee;
5. A committee shall keep minutes of matters considered and votes taken at its meetings and shall make reports to the Legislature on all matters which come before the committee, the actions taken thereon, and the progress made in relation thereto;

6. Reports of a committee may be made from time to time to members of the Legislature and to the public;

7. When the duties assigned to a committee so require, the Legislature may grant to it the power to administer oaths, issue subpoenas, books, accounts, documents and testimony, and to cause the depositions 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, who appears before a committee by its order or subpoena 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 witnesses and approved by the chairman of the committee;

8. Members of a committee that meet when the Legislature is not in session shall be paid \$25 for every day's attendance on days when the committee meetings are held and shall be reimbursed for their actual expenses with the exception of mileage which shall be paid at the same rate received by state employees."

(B) Policy for the operation of Joint Standing Committees when the Legislature is not in session

1. The Legislative Council is by statute (M.R.S., T.3, § 162) given the authority, 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 joint standing committees and joint select committees and to exercise supervision over them;"

2. The Legislative Council has established the following policy for the operation of joint committees when the Legislature is not in session:

I. No Joint Standing Committee or Joint Select Committee shall undertake any study or other work without the approval of the Legislative Council, nor shall any assigned study or other work be carried beyond the limit established by the Legislative Council in the original assignment, except with the approval of the Council.

II. In order to conduct committee business as expeditiously as possible, the following provisions should be observed:

A. Committee chairmen should do all necessary advance planning for committee work, including arrangements for staff assistance and assignment of preliminary research to staff, in order that the entire committee need not be burdened until necessary.

B. Arrangements for staffing and research should be made through the Director of Legislative Assistants (use the incoming WATS Line number 1-800-452-8795, ext. 2486).

C. No outside financial obligations shall be undertaken without the approval of the Council.

D. Chairmen should plan activities so that full committee meetings are not scheduled until a study is at the stage where the committee members will be able to spend a full day or days of attendance in Augusta considering committee business.

E. A written report of the activities of the committee, including the records of all actions taken and those in attendance, shall be submitted to the Council at its monthly meeting on the 3rd Wednesday of each month. (Reports should be mailed to the Legislative Council, State House, Augusta, Maine 04330.)

F. The committee clerk from the regular session should be used if possible. Clerks shall report to the Legislative Finance Office on days they work.

G. Expense vouchers for committee members may be obtained from the Legislative Finance Office and returned to that office when completed.

H. The Council, as a matter of policy, encourages the recording of public hearings in order that a record may be maintained for future use. Arrangements for recording should be made with the Legislative Finance Office. Unless the committee votes to transcribe the record, it should not be transcribed unless by request, with the person making the request bearing the cost of transcription. Tapes are not to be removed from the State House.

I. If neither the Senate nor the House Chairman of a committee can be present at a committee meeting, the chairmanship shall alternate between the members from each house in the order of their appointment to the committee.

J. Committee chairmen are authorized to appoint subcommittees as necessary. Both political parties must be represented on each subcommittee.

(C) Standard Operating Procedure for Joint Standing Committees of the Maine Legislature when the Legislature is in session is as follows:

Joint Standing Committees shall consist of three on the part of the Senate and not less than seven nor more than ten on the part of the House. The first named Senate member shall be the Chairman. In his temporary absence the first named House member shall serve as Chairman; and, thereafter, as the need may arise, the chairmanship shall alternate between the members from each house in the order of their appointment to the Committee.

As soon as both houses have named the appointees to any Standing Committee, the Chairman should call an organizational meeting of all Committee members for the purpose of the determining of such matters as may be necessary for the prompt accomplishment of the Committee's work. The Chairman shall appoint a Clerk for the Committee, subject to salary limits established as provided by Joint Rule 5.

A quorum shall consist of a majority of the appointed members. The Clerk shall record the date and names of the members present making up the quorum.

The Chairman is responsible for the scheduling of hearings, and should endeavor to plan ahead, with a set day and time weekly, or otherwise, for the benefit of a continuing schedule. The Chairman is responsible for the submission of committee reports to the proper branch of the Legislature.

Each Clerk shall, acting under the direction of the Chairman, arrange for a hearing or meeting room at a time and on a day determined by the Chairman, and cause publication of notices, in accord with legislative rules, in order that all concerned may receive due notice. (The procedure for publication of notices, along with sample forms, are found in Appendix A to this Directive.)

Clerks shall endeavor to have a supply of documents, previously printed, on hand at the time of any public hearing, and each Clerk shall be charged with checking frequently as to the demand and supply of printed measures of Bills assigned to a Committee with the office of the Legislative Document Clerk. The Clerk will keep a written record of the names and official positions of all persons appearing before the Committee, noting each as a proponent or as an opponent. The Clerk shall be responsible, as custodian, from the time each legislative measure is entrusted to his or her care by the administrative personnel of the Legislature until the document is reported out of Committee, and return the measure to the proper legislative official.

The Chairman shall call the meeting to order after recognizing the presence of a quorum, but never before the hour publicly scheduled, and announce the Committee involved in order to allow any person who has mistakenly appeared before the wrong Committee to make readjustments. Generally speaking, Bills should be heard in the order advertised. For good reason, the order of hearing may be changed, but the public attending should be fully advised at the hearing that such is to be done. The Chairman shall then announce the numbers and name of the document, read or cause it to be read in its entirety, if requested, and then proceed to call for the document's sponsor to appear before the Committee. The sponsor shall ordinarily be followed by all those who desire to appear as proponents, each individual announcing his name clearly, and the official position he occupies, if such be the case, prior to his presentation. The accepted salutation on the part of those testifying should be, "Mr. Chairman and members of the _____ Committee", or "Chairman _____ and members of the Committee on _____". As each person finishes addressing remarks to the Committee, the Chairman shall afford members of the Committee the opportunity to ask questions of such persons so appearing, in which case each Committee member shall address the Chair and become recognized by the Chairman, then proceed to direct questions to the witness. The Chairman has the responsibility of strict supervision to avoid running debate between a Committee member and a witness; yet it shall also be the Chairman's responsibility, with dignity, to attempt to permit a Committee member to try to obtain the information he needs to the best of his ability, commensurate with avoiding cross examinations, discourtesy, or personalities.

All those who desire to be recognized and heard as opponents follow, with the same attention given to procedure as in the case of the proponents.

No speaker on a Bill should be required to respond to questions put by persons other than members of the Committee.

Repetition, extraneous remarks, and any degree of impertinence should be avoided. At the Committee's discretion, and with a courteous announcement to that effect, equally, the length of time allowed any one speaker may be limited.

The Chairman shall decide all questions of order, subject to appeal to a majority of the Committee. He shall

have the right to declare the room shall be cleared, if such ever becomes necessary. He shall supervise and direct the Clerk; supervise, assist, and be responsible for the preparation of all reports; and shall arrange, with any other Committee Chairman, the holding of joint hearings in conference matters with which he is specifically charged, reporting back to that branch from which a measure originated, in a proper form, all matters referred to it.

Following the hearing by a Committee of all proponents and opponents, the Chairman shall call for testimony by others who wish to be heard as neither proponents nor opponents, and the Chairman may hear those already heard as a proponent or an opponent only if such person has additional testimony, desires to attempt to correct or refute, or feels compelled to address pertinent and important questions through the Chair to those who have previously testified. When all have been heard, the Chair shall declare the public hearing closed, announcing that the matter will receive consideration at an executive session of the Committee, and he will then proceed with other matters on that day's agenda.

Committee decisions may be made in executive session. A quorum must be present at the time of votes. The Chair shall permit each Committee member to speak to his viewpoint with only one member speaking at a time, and confining his remarks to the issue and the decision. Committee Amendments may be drafted, discussed, and acted upon, and if very substantial, or if many seem to be indicated, a New Draft of the original document is in order for consideration. Action should be finally accomplished by a formal motion (such as , "Mr. Chairman, I move that this bill be reported as 'ought to pass'.") in order to avoid complications and misunderstandings.

The following reports concerning a document can be made:

1. ought to pass
2. ought to pass as amended
3. ought to pass in New Draft
4. leave to withdraw
5. ought not to pass

Jackets, as provided by the Legislative officials, providing for split reports, shall always be available. In the event of a unanimous report, one Legislator from that branch from which the document arose, may sign for the whole Committee his name in full, and the community or county he represents. In the event

of any decision which is not unanimous, each Committee member attests to his view by individually signing that report to which he agrees. Any member who is absent at the time a decision is made shall have 2 legislative days from the time of the executive session at which the decision was made to attest to his view by individually signing a report or indication his agreement with a unanimous report. A document need not be held beyond 2 legislative days to permit signing by an absent member. Any Committee member may abstain from voting, and the fact of an abstention shall be indicated on a jacket, even when the report is otherwise unanimous. Such abstention shall not affect a 17a report.

All reports on any document must be submitted to the Legislature at the same time.

At joint hearings before two Committees, the Chairman of the first-named Committee in the reference action shall preside.

It is inherent in the Committee's responsibilities to the electorate that it inquire into the condition and administration of the laws relating to the subjects before it, and to investigate the conduct and look to the responsibility of all public officers and employees concerned, standing ready to suggest such measures as will correct abuses, protect the public interest, and promote the public welfare. However, unless so authorized by the Legislature, a Committee shall not be considered to have the authority to conduct an investigation, or to subpoena witnesses or administer oaths.

Any document involving the present or future appropriation or expenditure of money, or loss of revenue to the State, must include a fiscal note indicating this fact in detail. If a document does not contain the necessary fiscal note, the Committee should amend the document to add such a note before reporting the document.

When a matter has been recommitted to Committee, the subject matter is before the Committee anew with the need for public hearings to be decided by the Committee, all previous action being of no effect.

A substitute measure, reported out by a Committee in New Draft, shall carry the original L.D. number as an identification along with its redraft L.D. number, and must embrace the same general subject matter, intended to accomplish the same purpose as the original.

The Clerk shall submit a report to the Secretary of the Senate before 1 p.m. of the last legislative day of each week. This report shall include, but not be limited to, the number of bills and resolves received by the Committee; the number which have been heard; the number which have been advertised, but not heard; the number which are unadvertised; and the number which have been heard, but not reported out of Committee; and the number which have been reported to the Legislature.

All bills must be reported from Committee by 1 p.m. on the last Friday of April, or by such later time as may be fixed by the Committee on Reference of Bills.

The final report of the Committee shall be filed with the Senate and the House when the Chairman and Clerk determine that all matters assigned have been acted upon one way or another by the full Legislature.

MAINE LEGISLATURE-JOINT STANDING AND SELECT COMMITTEE DIRECTIVES
LEGISLATIVE COUNCIL

Subject: COMMITTEES OF
CONFERENCE

Directive Number: 2
Effective Date: Dec. 1, 1974

2.1 Procedure of Committees of Conference

Committees of Conference shall consist of three members on the part of each branch, representing its vote, who shall be appointed by the presiding officer.

The first named member from the branch asking for the Committee of Conference is the Chairman. He shall call a meeting at a convenient time and place. The bill or resolve may be picked up in the Secretary of the Senate's office by the Chairman, or by his legislative committee clerk.

The Conference Committee must report within ten legislative days to the branch which asked for the Committee of Conference. The report must be signed by at least two members of each branch. If the Committee wishes to amend the bill or resolve with a Conference Committee amendment, the amendment should be drafted in the Legislative Research Office. When the amendment is ready, the bill or resolve and all accompanying papers should be brought to the Office of the Clerk of the House or the Secretary of the Senate and the Conference Committee report will be drafted for the Committee by the Clerk of the House or the Secretary of the Senate. The Conference Committee Chairman's legislative committee clerk should obtain the signatures after the report is drafted.

If the Committee of Conference is unable to agree, they must report such, with the same number of signatures.

A Committee of Conference report must be either accepted by both branches or rejected by both or by one. If it is accepted, under no condition may either branch alter or amend the report: it must adopt or refuse to adopt the report in the form submitted. If the report is rejected, a second Committee of Conference may be asked for and the procedure is the same as for the first Committee.



STATE OF MAINE

LEGISLATIVE COUNCIL

Legislative Management Manual

PERSONNEL DIRECTIVES

MAINE LEGISLATURE - PERSONNEL DIRECTIVES
LEGISLATIVE COUNCIL

Subject: PERMANENT PERSONNEL

Directive Number: 1
Effective Date: Dec. 1, 1974

1.1 General

It is the policy of the Legislative Council that all employees of the Maine Legislature shall be in the unclassified service, except that any employee hired subject to the personnel laws previous to the effective date of this directive may elect to remain a part of the classified service.

All permanent employees of the Legislature shall be chosen without reference to party affiliations and solely on the basis of fitness to perform the duties assigned to them.

Each permanent employee of the Legislature other than Directors of Service Agencies shall serve for a six months probationary period before initial appointment to a term or to permanent employment. Following the probationary period, a permanent employee not appointed to a term may be dismissed only for cause. "Cause" shall be defined as in the Personnel Laws.

1.2 Benefits

A. Any permanent employee of the Maine Legislature who is hired subject to the personnel law is, under that law, eligible for all employee benefits available to other classified employees.

B. Any permanent employee of the Maine Legislature who is hired in the unclassified service is eligible, as a matter of policy established by the Legislative Council, for the following benefits:

1. Vacations

All permanent employees shall earn one full day of vacation with pay for each full month of employment during the first five years of service with the State. Thereafter 1 1/4 full days of vacation with pay shall be earned for each month of service up through ten years; 1 1/2 full days of vacation with pay for each month of service up through 15 years and 1 3/4 full days of vacation with pay for each month of service up through twenty years. After 20

years, each month of service will earn 2 full days of vacation with pay.

Employees having less than 15 years of completed service may accumulate vacation leave to a total of 24 work days. Those employees having more than fifteen years of service, the last five of which have been continuous, may accumulate vacation time to a total of 30 days.

For the purpose of tabulating vacation time, and figuring accumulation of vacation time, an employee's length of time in state service previous to employment by the Legislature shall be counted, but no accumulated time from previous service shall be transferred.

Any employee who is separated from employment by the Legislature by resignation, death or otherwise shall be paid, or shall have payment made to his estate, for the number of working days of unused vacation leave accumulated to his credit. The foregoing notwithstanding, employees may not elect to receive cash payments for unused vacation while continuing in the employ of the Legislature.

While vacation leaves are granted with the intent of permitting an employee the opportunity to be away from his/her job, rest, and be with family, they must at the same time be scheduled so as not to interfere with the operations of the Legislature. Vacations will generally not be granted while the Legislature is in session because of the heavy work load.

2. Sick leave

All permanent employees shall earn sick leave with pay at the rate of one day for each full month of service up to a maximum of 90 days. Excessive days beyond 90 shall be recorded and may be allowed with the consent of the Legislative Council in case of extended illness. Earned sick leave may be utilized for absences due to illness or injury, exposure to contagious disease which would endanger the public health or by illness or death in the immediate family.

3. Maternity leave

Permanent employees are entitled to utilize

earned sick leave credits as maternity leave during the period beginning with the 9th month of pregnancy and terminating no later than 60 calendar days after delivery. In positions where it would be considered hazardous for the employee to continue working up to the 9th month for fear of injury to the child or to herself, the decision as to when the employee would be entitled or allowed to utilize earned sick leave shall be at the discretion of the Legislative Council. In no instance, however, shall the employee remain in service beyond the beginning of the 9th month of pregnancy. In the event of exhaustion of sick leave credits, upon written request of the employee to the Legislative Council, accompanied by a medical statement indicating the expected date of delivery, the employee will be placed on sick leave without pay for the duration of the authorized leave period.

4. Other paid leave

Employees called to serve on a jury will be paid the difference between regular salary and earnings received from jury service. Employees who are members of the National Guard or other military reserves will be given leave with no loss of pay when engaged in field or coastal defense training authorized by the Governor or by the National Defense Act. Administrative leave shall be at the discretion of the director of each service agency.

5. Health Care

All legislative employees hired for a permanent position are eligible within the first 60 days of hire or during a declared Open Enrollment for one of several Blue Cross/Blue Shield health care plans. Major Medical Coverage is also an available option. For full plan descriptions, coverage offered, rates, and application forms, permanent legislative employees should consult the Legislative Finance Officer.

6. Group Life Insurance

Group Life Insurance is now available to all

permanent employees of the Legislature. Details of this optional insurance can be obtained from the Legislative Finance Officer.

7. Maine State Retirement System

All regular full time employees of the State must become members of the System as a condition of employment. Benefits provided by law are financed by joint contributions of the employee and the State. Survivor Benefits, Retirement Benefits and service-connected disability benefits are among those provided by the System. Details of the Retirement System may be obtained from the Legislative Finance Officer or from the Executive Director of the Maine State Retirement System, State Office Building, Augusta, Maine.

8. Workmen's Compensation Insurance

All legislative employees otherwise eligible under State law are covered by Workmen's Compensation Insurance paid by the State. In all cases, accrued sick leave benefits may be used to make up the salary difference.

1.3 Hours of Work

All legislative service agencies shall be staffed during the regular office hours of State Agencies. In addition, legislative service agencies shall be staffed whenever a Legislative session extends beyond 5:00 P.M., or when the Legislature convenes after that hour.

All permanent employees of the Legislature are expected to complete an eight hour work day.

1.4 Time Sheets

Each permanent employee shall keep a record of hours worked, vacation and sick leave taken, on forms to be provided by the Legislative Finance Officer. A completed time sheet for each employee should be submitted to the director of each service agency each week and permanent records maintained by each director.

1.5 Holidays

All permanent employees are granted the same holidays and additional days off with pay as established in the holiday schedule prepared by the State Personnel Board in accordance with provisions of the Personnel Law and Rules. If the Legislature is in session on a holiday, all permanent employees shall be present, but compensatory time off shall be allowed.

MAINE LEGISLATURE - PERSONNEL DIRECTIVES
LEGISLATIVE COUNCIL

Subject: SESSION AND TEMPORARY
PERSONNEL DIRECTIVE

Directive Number: 2
Effective Date: Dec.1, 1974

2.1 General

It is the policy of the Legislative Council that session and temporary employees do not accumulate vacation or sick leave days. The Legislative Council may, at its discretion, grant paid vacation or sick leave days to a session or temporary employee, not to exceed the permanent employee benefits. Session employees are eligible for group health care plans on the same basis as Legislators, with direct premium payments. Information is available from the Legislative Finance Officer.

2.2 Maine State Retirement System

All regular full time employees of the State must become members of the Maine State Retirement System as a condition of employment. Benefits provided by the law are financed by joint contributions of the employee and the State. Survivor Benefits, Retirement Benefits, service-connected disability benefits and disability benefits are among those provided by the System.

Session personnel will receive credit only for the actual time of service, and not for an entire year when only part of the year is included in time of service.

Details of the Retirement System may be obtained from the Legislative Finance Officer or from the Executive Director of the Maine State Retirement System, State Office Building, Augusta, Maine.

2.3 Group Life Insurance

Group Life Insurance is an optional program which is available to session employees. Session employees who are interested in this program can obtain information from the Legislative Finance Officer, but should

be aware that premiums for the entire year would be deducted from one or two checks at the end of the session employee's employment period.

2.4 Time Sheets

If a session employee or other temporary employee works for the Legislature during the interims between sessions, that employee shall file a weekly time sheet with the Legislative Finance Officer on a form provided by that Office.

MAINE LEGISLATURE - PERSONNEL DIRECTIVES
LEGISLATIVE COUNCIL

Subject: LEGISLATIVE PAY PLAN

Directive Number: 3
Effective Date: Dec. 1, 1974

1. The maximum salary of each administrative officer of a Legislative Service Agency shall be established by the Legislative Council.
2. Beginning salaries for all unclassified permanent employees of the Legislature shall be established by the Legislative Council, upon recommendation of the chief officer of the Legislative Service Agency in which the new employee will work.
3. Following a six month probationary period, the salary of any unclassified permanent employee of the Legislature shall be reviewed by the Legislative Council. The salary of every unclassified permanent employee of the Legislature shall be reviewed at least once each calendar year thereafter.

MAINE LEGISLATURE -- PERSONNEL DIRECTIVES
LEGISLATIVE COUNCIL

Subject: JOB DESCRIPTIONS

Directive Number: 4

Effective Date: Dec. 1, 1974

4.1 The following pages are job descriptions of every non-elective position within the Legislative Department. The descriptions are organized by agency, as follows:

- (A) Legislative Research Office 1-16
- (B) Legislative Finance Office17-24
- (C) Law and Legislative Reference Library.....25-34
- (D) Office of Legislative Assistants35-40
- (E) Senate41-56
- (F) House57-73

LEGISLATIVE RESEARCH OFFICE

Title: Director of Legislative Research

Distinguishing Characteristics

Provides a wide variety of professional services for the Legislature, the Legislative Council, the Executive and Judicial branches, State boards and commissions, including bill drafting of proposed legislation, research, continuing revision and publication of the laws. In conjunction with these services, advises, counsels and confers with individual members, committees, legislative leaders and other governmental branches and personnel relative to all facets of the legislative process.

Examples of Work Performed

1. Supervises and participates in the drafting and preparation of bills for introduction into the Legislature.
2. Supervises and participates in the preparation and indexing of the session laws after the adjournment of each session.
3. Publishes cumulative pocket supplements of the volumes of the Revised Statutes after each session of the Legislature.
4. Prints after each session of the Legislature the public laws enacted and distributes copies to any citizen upon request.
5. Upon request assists any agency appointed to revise the Statutes of the State.
6. Supervises and participates in the continuing revision of the Revised Statutes.
7. Provides a comprehensive research service on legislative problems.
8. Prepares reports on effects of proposed or enacted legislation at the request of the Legislative Council or either or both branches of the Legislature.
9. Assists interim legislative committees or other agencies created by the Legislature or appointed by the Governor.

Director of Legislative Research (continued)

10. Serves as Clerk of the Committee on bills in the second reading.

Minimum Training, Experience and Qualifications Required

He should be well versed in economics, in political science and law, and in methods of research.

LEGISLATIVE RESEARCH OFFICE

Title: Assistant Director of Legislative Research

Distinguishing Characteristics

Assists the Director of Legislative Research in carrying out the duties assigned to him by law (see T. 3, § 164 of the Revised Statutes) and by related legislative rules and orders. Assumes complete responsibility and has authority to act for the Director in his absence.

Examples of Work Performed

1. Assists, with considerable independence, in the continuing revision and upgrading of the Maine Revised Statutes.
2. Takes requests for legislative bill drafting, information and research services and completes work required to answer such requests.
3. Advises, counsels and confers with legislators, committees and State agency heads on proceedings of the Legislature with particular reference to the drafting, processing and enactment of bills and resolves.
4. Assists in the preparation and review of the office payroll and budget; plans, initiates and approves requisitions for supplies and equipment.
5. Prepares manuals, pamphlets, technical reports; conducts office correspondence.
6. Conducts workshops, lectures and personnel training in response to need.

Minimum Training, Experience and Qualifications Required

Should be well versed in economics, in political science and law, and in methods of research.

LEGISLATIVE RESEARCH OFFICE

Title: Legislative Research Technician III

Distinguishing Characteristics

Heads a small office staff of technical and clerical personnel and has the responsibility for supervising the performance of functions relating to preparation of bills, resolves, constitutional resolutions, amendments, orders, resolutions and other legislative instruments, in accordance with established form for introduction to the Legislature, as well as the continuous revision and publication of the statutes by incorporating new laws and amendments, at the conclusion of each legislative session. Work is performed with considerable independence under the general supervision of the agency director and assistant.

Examples of Work Performed

1. Receives drafts of various types of legislative instruments prior to introduction to the Legislature and supervises their preparation in final form for approval.
2. Provides clerical service for the Committee on Bills in the Second Reading for the Legislature, which entails proofreading bills and amendments for uniformity, correct mechanical and substantive form and correct reading to the statutes, during the legislative process.
3. Assists state departments and boards in preparation of their laws for publishing in pamphlet form.
4. Supervises the preparation, proofreading and editing of galley proof for printing of public and private and special laws as adopted by the Legislature and cumulative cross reference tables showing all statutes affected.
5. Supervises the continuous revision of the master copy of the revised statutes, noting any discrepancies for correction by the next Legislature and eventual revision or republication of the statutes.
6. Prepares the budget and office payrolls; maintains personnel records and expense accounts; provides for staff training and related management functions.

Research Technician III

Minimum Training, Experience and Qualifications Required

1. Graduation from a standard high school, including or supplemented by courses in stenography, typing and business practices, or an acceptable equivalent combination of experience and training.
2. Ability to take dictation, transcribe and type complex and technical material at a reasonable rate of speed.
3. Progressively responsible experience of at least 5 years as a Legislative Research Technician or 5 years of equally technical experience in a law office, including difficult supervisory and extensive office management activities.
4. Working knowledge of the State budget process, pay rolls, personnel procedures and property records.
5. Thorough knowledge of the proceedings of the Legislature with particular emphasis on the technical aspects of drafting, processing and enactment of bills and resolves.
6. Thorough knowledge of statutory construction and the format for indexing and cross reference systems used in reference to state statutes.
7. Thorough knowledge of legal terminology as used in state laws.
8. Considerable ability to draft legislation accurately with careful attention to technical requirements and proper form and the ability to impart such knowledge to others.
9. Considerable ability to conduct independent research into complex and varied subjects and to report intelligently.
10. Considerable ability to establish and maintain effective working relations with associates, legislators, state departments and the general public.

LEGISLATIVE RESEARCH OFFICE

Title: Legislative Research Technician II

Distinguishing Characteristics

Drafts and prepares legislation for the Legislature and participates in the continuous revision of the statutes. Performs routine work with considerable independence, but more complex work is reviewed by a supervisor for conformance with all criteria applicable to a particular assignment.

Examples of Work Performed

1. Prepares and proofs drafts of various types of legislative instruments; examines such instruments for uniformity, correct mechanical and substantive form and accurate reading to statutes.
2. Assists state departments in the preparation of their laws to be published in pamphlet form as requested.
3. Prepares for printing after each legislative session the laws adopted by the legislature, and cumulative cross reference tables and index.
4. Prepares pocket part supplements to the Revised Statutes; prepares copy of public laws for offset edition; checks; proofreads, and edits galley proof before printing of the laws.
5. Assists in the continuous revision of the master copy of the revised statutes.
6. Reviews and supervises the work of other technicians as directed for accuracy and conformance with law and legislative requirements. Assists upper level technician with administrative duties as directed.

Minimum Training, Experience and Qualifications Required

1. Graduation from a standard high school, including or supplemented by courses in stenography and typing.
2. Considerable progressively responsible experience in legislative research or statute revision work.

Research Technician II (continued)

3. Ability to take dictation and transcribe complex and technical material at a reasonable rate of speed.
4. Thorough knowledge of the proceedings of the Legislature, with particular reference to the drafting, processing and enactment of bills and resolves.
5. Thorough knowledge of the format and indexing systems of state statute books.
6. Thorough knowledge of precise legal and technical terminology as it relates to state laws.
7. Ability to draft legislation accurately with careful attention to technical requirements and proper form.
8. Ability to understand and follow written and oral instructions with considerable independence.
9. Ability to conduct research on complex and varied subjects.
10. Ability to exercise supervision over a small group of technicians of lower grade performing similar but less complex duties, and to establish and maintain effective working relations with supervisors, associates, legislators and the public.

LEGISLATIVE RESEARCH OFFICE

Title: Legislative Research Technician I

Distinguishing Characteristics

Prepares legislative instruments for presentation to the Legislature and participates in the necessary revision of statutes which follows each legislative session. Assignments are usually carefully reviewed by a superior for conformance with all criteria applicable to the particular assignment.

Examples of Work Performed

1. Assists in the preparation of drafts of various types of bills, resolves, constitutional resolutions, amendments, orders, memorials and other legislative instruments; aids in examining bills for uniformity, correct mechanical and substantive form and accurate reading to statutes.
2. Assists state departments in the preparation of their laws to be published in pamphlet form.
3. Assists in preparing for printing the laws, including all session laws, adopted by the Legislature, and cumulative cross reference tables and index; aids in preparing sets of public laws for pocket part supplement to the revised statutes and the copy of the public laws for the offset edition.
4. Assists in updating the master and duplicate copy of the revised statutes in a continuous, cumulative manner after each new revision of the statutes.

Minimum Training, Experience and Qualifications Required

1. Graduation from a standard high school including or supplemented by courses in shorthand and typing.
2. Ability to take and transcribe technical dictation accurately at a working rate of speed; to use recording and transcribing equipment in verbatim testimony and to perform extended searches through statutes; ability to proofread and file with precision over extended periods of time and to type accurately with better than average speed.

Research Technician I (continued)

3. Working knowledge of the proceedings of the Legislature with particular reference to the drafting, processing and enactment of bills and resolves.
4. Ability to prepare legislation and reports following established procedures and forms, having thorough knowledge of business English and spelling.
5. Considerable knowledge of the format and indexing systems of statutes.
6. Ability to perform effectively in an atmosphere of confusion and stress and to maintain such hours as are convenient to the Legislature.
7. Ability to establish and maintain effective working relationships with supervisors, associates, Legislators and the public.

LEGISLATIVE RESEARCH OFFICE

Title: Proofreader

Distinguishing Characteristics

Under supervision, edits and proofreads legislative bills, resolves, constitutional resolutions, amendments, orders, memorials and other Legislative instruments for spelling, grammar, punctuation and statutory form.

LEGISLATIVE RESEARCH OFFICE

Title: Legislative Indexer

Distinguishing Characteristics

Under the supervision of the Director of Legislative Research, develops and maintains a comprehensive index system for all instruments utilized in the Legislative process and the periodic revision of the Maine Revised Statutes.

Examples of Work Performed

1. Consolidating the various indexing needs of the Legislature and its several departments by establishing and perfecting a comprehensive computerized index and such other indices as are necessary to systematically account for all Legislative instruments both during and at the conclusion of each legislative session.
2. Preparing for publication of such indices, either by subject matter or by reference to Title and section as the Director of Legislative Research directs.
3. Development of any other indices as may be necessary from time to time resulting from the legislative process.

Minimum Training, Experience and Qualifications Required

1. Graduation from a 4-year college or university with specialization in library science or an acceptable equivalent combination of experience and training, such as some professional or semi-professional experience in library or cataloguing work.
2. Considerable knowledge of professional indexing techniques, systems and procedures.
3. Ability to work independently and maintain confidential information concerning legislation.
4. Ability to make decisions in accordance with the work assigned and apply them to the system.
5. Ability to type at above average speed.
6. Some familiarity with legal terms and their significance.
7. Ability to maintain effective working relations with other employees and the general public.

Legislative Indexer (continued)

8. Working knowledge of electronic computer programming.

LEGISLATIVE RESEARCH OFFICE

Title: Legislative Information Officer III

Distinguishing Characteristics

Involves the supervision of the collection and maintenance of all data and statistics pertaining to the status of bills when the Legislature is in session. Presently involves conversion from a manual system to a computerized Bill Status System, initiating new programs and working with the programmers to develop them to provide as much information as possible for Legislators and the public. Includes compiling information for the book "History and Final Disposition of all the Bills and Resolves". Although this information is developed from the computer, it must be edited. The hours are very long and erratic when the Legislature is in session.

1. Supervises the technical processes of the status of legislation.
2. Supervises in the general reference and information service.
3. Supervises the planning, directing and coordinating of all activities of the Legislative Information Center; develops detailed programs for the computer and assists in programming them.
4. Orders all materials and equipment.

Minimum Training, Experience and Qualifications Required

1. Graduation from a standard high school including or supplemented by business administration and secretarial courses.
2. Typing is essential, shorthand optional.
3. Prior legislative service for at least 2 sessions (over a 4 year period).
4. Considerable experience of a responsible nature in a business office or related clerical position, including some supervisory experience.

Legislative Information Officer III (continued)

5. Thorough knowledge of technical terminology pertaining to the subject matter encountered in a session, and of parliamentary procedures as they pertain to the Legislative process.
6. Ability to use computer technology and apply it to the legislative process.
7. Ability to organize, plan, assign and supervise work of others.
8. Ability to meet and help Legislators and the public with informational problems.
9. Ability to establish and maintain effective relations with other employees.

LEGISLATIVE RESEARCH OFFICE

Title: Legislative Informational Officer II

Distinguishing Characteristics

Involves collection and maintenance of the data and statistics pertaining to the Status of Bills, with some supervision over assistants. Performs work independently according to established procedures, with accuracy and completeness of records being of considerable importance. Erratic working hours when the Legislature is in session.

Examples of Work Performed

1. Monitors each daily Legislative session, either in person, or over the intercom system.
2. Records status of each piece of legislation on Docket cards, enters same information on the computer.
3. Performs clerical work, such as typing, filing, etc.
4. Conducts routine correspondence and answers questions pertaining to the status of bills.
5. When not monitoring the session, spends much time answering telephone inquiries relative to the status of legislation.
6. Assigns correct alphabetical letter to all amendments.

Minimum Training, Experience and Qualifications Required

1. Graduation from a standard high school including or supplemented by business administration and secretarial courses.
2. Typing is essential; shorthand optional.
3. Prior legislative service for at least one session (over a 2 year period).
4. Experience in office and related clerical work.

LEGISLATIVE RESEARCH OFFICE

Title: Legislative Informational Officer I

Distinguishing Characteristics

Assists in the collection and maintenance of data pertaining to Legislative bills by monitoring each Legislative Session of the House/Senate to obtain a record of each action on every bill and record this information on the Legislative Docket to maintain an accurate account of all legislation from introduction to final disposition. Performs duties according to specified procedures at such hours as the Legislature directs.

Examples of Work Performed

1. Monitors each daily Legislative Session and notes all action occurring on all legislation and records the same on the docket cards and computer terminals.
2. Performs routine clerical work such as typing, filing and handling telephone and written requests relative to status of bills.
3. Compiles and tabulates all action taken in the legislative process and develops statistics as needed by leadership.
4. Proofreads and distributes computer print-outs relative to the history and status of bills.
5. Posts hearing dates on all bills and resolves.

Minimum Training, Experience and Qualifications Required

1. Graduation from a standard high school including or supplemented by business administration and secretarial courses.
2. Typing essential; shorthand optional.
3. Experience in office and related clerical work.
4. Considerable knowledge of the technical terminology pertaining to the subject matter encountered in a Legislative Session.

LEGISLATIVE FINANCE OFFICE

Title: Legislative Finance Officer

Distinguishing Characteristics

Provides a wide variety of professional services to the Legislature, the Legislative Council, and the Appropriations Committee in the area of fiscal matters. Also acts as the administrative director of the Legislature, and its payroll officer.

Examples of Work Performed

1. Assembles factual information concerning the fiscal affairs of the State for use by the Appropriations Committee in formulating its proposals for appropriations.
2. Examines appropriations requests made by state agencies and attends hearings necessary to obtain complete information.
3. Examines other appropriations requests.
4. Reports as directed by the Legislative Council on matters which may be of assistance to the Council or the Legislature in forming an independent judgement in the determination of any fiscal matters.
5. Prepares the legislative budget for approval by the Legislative Council.
6. Acts as the executive officer of the Legislature when it is not in session.
7. Acts as the payroll officer for the Legislature, and processes all expense vouchers.
8. Makes travel arrangements for Legislators and staff when they attend meetings representing the Legislature.

Minimum Training, Experience and Qualifications Required

1. Graduation from a four-year college or university with specialization in public finance, public administration, accounting or business administration. Experience at satisfactorily responsible levels may be substituted for educational requirements on a year-for-year basis.
2. Thorough knowledge of the principles and practices

Legislative Finance Officer (continued)

of public administration, with particular reference to governmental accounting and budgeting.

3. Thorough knowledge of the principles of administration and management, including organization, control, methods and techniques used in dealing with management improvement and procedural problems.
4. Thorough knowledge of the organization and operations of state departments and institutions, and of statutes and regulations governing state budgeting and accounting.
5. Thorough knowledge of techniques and methods of office management.
6. Considerable responsible experience in accounting, public budget administration, or in related governmental positions, and experience in responsible management improvement and methods work.

LEGISLATIVE FINANCE OFFICE

Title: Assistant Legislative Finance Officer

Distinguishing Characteristics

Assists the Legislative Finance Officer in providing a wide range of services to the Legislature, the Legislative Council and the Appropriations Committee in the area of fiscal matters.

Examples of Work Performed

1. Assists the Legislative Finance Officer in collecting and assembling factual information concerning the fiscal affairs of the state for the use of the Appropriations Committee in formulating its proposals for appropriations.
2. Assists the Legislative Finance Officer in examining all requests for appropriations made by the various executive agencies of State Government and attends any hearings necessary to obtain complete information.
3. Assists the Legislative Finance Officer in examining other appropriations requests.
4. Assists the Legislative Finance Officer in reporting as directed by the Legislative Council on matters which may be of assistance to the Council or the Legislature in forming an independent judgement in the determination of any fiscal matters.

Minimum Training, Experience and Qualifications Required

1. Graduation from a four-year college or university with specialization in public finance, public administration, accounting or business administration. Experience at satisfactorily responsible levels may be substituted for educational requirements on a year-for-year basis.
2. Thorough knowledge of the principles and practices of public administration with particular reference to governmental accounting and budgeting.

Assistant Finance Officer (continued)

3. Thorough knowledge of the principles of administration and management, including organization, control, methods and techniques used in dealing with management improvement and procedural problems.
4. Thorough knowledge of the organization and operation of state departments and institutions, and of statutes and regulations governing state budgeting and accounting.
5. Thorough knowledge of techniques and methods of office management.
6. Considerable responsible experience in accounting, public budget administration, or in related governmental positions and experience in responsible management improvement and methods work.

LEGISLATIVE FINANCE OFFICE

Title: Budget Analyst

Distinguishing Characteristics

Performs analytical work of an accounting nature in reviewing departmental budget requests, making budget recommendations and in the development of management improvement methods. Receives specific assignments but works independently in developing necessary data and in preparing suggestions and recommendations in desired form. Recommendations are reviewed by an administrative official before final action is taken.

Examples of Work Performed

1. Analyzes the fiscal operations of assigned departments and institutions as they relate to the formulation and administration of the state budget.
2. Studies the operations of state departments and institutions to effect economies and improve service.

Minimum Training, Experience and Qualifications Required

1. Graduation from a four-year college or university with specialization in public finance, public administration, accounting or business administration. Experience at satisfactorily responsible levels may be substituted for educational requirements on a year-for-year basis.
2. Thorough knowledge of the principles and practices of public administration with particular reference to governmental accounting and budgeting.
3. Thorough knowledge of the principles of administration and management, including organization and control, methods and techniques used in dealing with management improvement and procedural problems.
4. Thorough knowledge of the organization and operations of state departments and institutions, and of statutes and regulations governing state budgeting and accounting.
5. Thorough knowledge of techniques and methods of office management.

Budget Analyst (continued)

6. Considerable responsible experience in accounting, public budget administration, or in related governmental positions, and experience in responsible management improvement and methods work.

LEGISLATIVE FINANCE OFFICE

Title: Administrative Secretary, Legislative Finance Office

Distinguishing Characteristics

Performs secretarial work of an administrative nature involving responsibility for general departmental details. Serves as secretary to the Legislative Finance Officer, Assistant Finance Officer and two Budget Analysts. Uses independent judgement within a limited scope and in the absence of superiors acts with authority on office management functions. Is responsible for varied public contacts. Supervisory responsibilities are not of primary importance.

Examples of Work Performed

1. Opening and distributing mail.
2. Answering telephone, taking information and answering inquiries when possible or referring to proper individual or department in absence of Finance Officer.
3. Requisitions office supplies.
4. Keeps personnel records for Legislative Finance Office and Legislative Staff Assistants.
5. Prepares Legislative expense sheets and legislative pay roll for payment. (Includes House and Senate members during legislative session.)
6. Makes travel arrangements and maintains records for all trips, in-state and out-of-state, for legislators, staff assistants and office personnel.
7. Assists in advertising, processes expense vouchers, schedules rooms and makes parking arrangements for joint standing committees.
8. Prepares invoices for newspaper advertising, getting proper approval and forwarding payment.
9. Prepares weekly pay roll for approval of Legislative Finance Officer.

Administrative Secretary (continued)

10. Assists with accounting records
11. Is responsible for all typing
12. Maintains filing system
13. Assists Clerk of Appropriations Committee when necessary.

Minimum Training, Experience and Qualifications Required

1. Graduation from a standard high school, including or supplemented by business college courses, or an acceptable equivalent of civilian or military experience and/or education.
2. Considerable responsible clerical experience, including experience in office management activities.

LAW AND LEGISLATIVE REFERENCE LIBRARY

Title: State Law Librarian

Distinguishing Characteristics

Formulates policies for the operation of the Law and Legislative Reference Library, and exercises general supervision. Promulgates necessary rules and regulations governing the use of library property and admission to its quarters.

Examples of Work Performed

In addition to general administrative and supervisory responsibility, the State Law Librarian performs various primary functions in the Library:

1. Handles all library acquisitions, selecting books, legal periodicals and other materials to keep collections current and support the requirements of the Legislature.
2. Consults with legislative leaders on questions of parliamentary procedure.
3. Handles highly complex legal or legislative reference questions.
4. Represents the Library and/or Legislative Council at conferences.
5. Advises County Law Librarians, on annual or biennial visits or as requested, as to budget needs and selection, arrangement, etc. of their collections.

Minimum Training, Experience and Qualifications Required

1. Graduate library degree from an accredited library school; law degree or at least six years of professional experience in a law library.
2. Extensive knowledge of the precepts and practices of the legal profession, of legal bibliography and of legal research methods.

Law Librarian (continued)

3. Extensive knowledge of legal and legislative history in Maine.
4. Extensive knowledge of governments generally, at all levels, and of Maine governments and their history in particular.
5. Extensive knowledge of the functions and resources of state agencies.
6. Considerable knowledge of professional library techniques and systems generally, and of the special problems of law libraries.
7. Considerable administrative ability, to plan, apportion and delegate a varied and heavy workload among a small staff.
8. Ability to work collegiately with members of the Legislature, the legal profession, the judiciary, government personnel and the general public.

LAW AND LEGISLATIVE REFERENCE LIBRARY

Title: Librarian IV

Distinguishing Characteristics

Provides administrative assistance to the State Law Librarian and counsel to the Librarian on matters of library procedures and bibliographic organization of library resources. Assumes responsibility for the Library in the absence of the State Law Librarian.

Examples of Work Performed

1. Acts as State Law Librarian in Librarian's absence.
2. Formulates long-range plans to achieve library objectives set by Librarian; supervises and coordinates staff execution of plans.
3. Effects or supervises bibliographic control and coordination of various discreet collections of the Library, e.g., law, legislative reference, government documents, periodicals, etc.; catalogs; manages federal documents depository program.
4. Reviews library literature and reports developments to the Librarian.
5. Acts as consultant on library techniques and systems to other state agencies.
6. Assists Librarian in selection of books, pamphlets, documents, etc.
7. Assists Librarian in preparation of technical reports and studies.
8. Does "project" work in legislative history.
9. Indexes Legislative Documents.
10. Represents Library at professional conferences.
11. Relief duties: assists in reference work as required; 1½ hours a day at Circulation Desk and as required by staff absence.

Assistant Law Librarian (continued)

Minimum Training, Experience and Qualifications Required

1. Graduate library degree from an accredited library school; six years of professional library experience, several of which should have been in the fields of law, legislative reference or special collections and several of which shall have been in an administrative or planning capacity.
2. Extensive knowledge of principles and practices of library administration.
3. Ability to plan, direct, coordinate and evaluate programs and personnel.
4. Ability to analyze difficult professional, administrative and technical problems and recommend solutions to the Librarian.
5. Extensive knowledge of professional library techniques and systems.
6. Considerable knowledge of acquisitions, cataloging and related procedures.
7. Considerable knowledge of bibliographic tools and techniques.
8. Considerable knowledge of research and reference methods.
9. Considerable knowledge of Maine government and politics, and of the functions and resources of state agencies.
10. Ability to express ideas clearly and concisely.
11. Ability to meet the public, and to work well with a small staff.

LAW AND LEGISLATIVE REFERENCE LIBRARY

Title: Reference Librarian (Librarian II)

Distinguishing Characteristics

Performs general and specialized reference work in the State Law Library, supervises a Library Assistant, and has responsibility for several special services and operations within the Library.

Examples of Work Performed

1. Does reference work covering legal, legislative and general subjects, answering a wide variety of questions submitted by mail, by phone and in person.
2. Operates the Clipping Service, for which one Sunday and five daily newspapers of Maine are clipped, and the clippings classified and filed; provides reference service for this collection; supervises assistant.
3. Organizes and services special collections, such as briefs, records and rescripts of the Maine Supreme Judicial Court, and the Unit and Fact Finding Determinations of the Maine Bureau of Labor, and the Index of Maine Legislators.
4. Assists Law Librarian in identification and acquisition of studies, reports, etc., relating to Maine, and of other materials germane to the law and legislative reference collections.
5. Supervises distribution of copies of legislative materials and Legislative Research reports.

Minimum Training, Experience and Qualifications Required

1. Master's degree in library science from an accredited library school, or equivalent work experience in the library field, preferably in law libraries.
2. Ability to meet the public, in person, by phone and by mail, and assist them with specialized library problems.
3. Extensive knowledge of library reference tools, both general tools and those particular to law and legislative

Reference Librarian (continued)

collections.

4. Considerable knowledge of legislative procedures and publications.
5. Ingenuity in making optimum use of available sources of information, printed or otherwise.
6. Extensive knowledge of the functions and resources of state agencies.
7. Considerable knowledge of and interest in political and social sciences and history.
8. Working knowledge of professional library techniques and systems.
9. Ability to work under pressure, as when staff is short and demands are heavy.
10. Ability to organize and maintain specialized operations within the Library.
11. Ability to plan and supervise the work of an an assistant.

LAW AND LEGISLATIVE REFERENCE LIBRARY

Title: Library Assistant

Distinguishing Characteristics

Involves both routine clerical tasks and, under professional supervision, tasks applying basic library techniques. Of primary importance, acts as receptionist to Law Library patrons.

Examples of Work Performed

1. Assists the public in the use of library by locating materials, doing basic reference work as trained, referring patron to librarian or to appropriate state agency.
2. Runs Circulation Desk and its routines: charging and discharging books; keeping daily statistics; sending over-due notices; preparing books for mailing; supervises clerk.
3. Operates bindery program, preparing monthly shipments for binding or rebinding and keeping records thereof.
4. Processes periodicals, sorts and files U.S. Congressional bills, Maine legislative documents and papers, looseleaf services and supplements: supervises clerk.
5. Collates new books; prepares cards and pockets; supervises clerk.
6. Shelves books and pamphlets; reads shelves for correct arrangement.
7. Operates Xerox machine in accordance with Law Library policy.
8. Assists Clipping Service in scanning and clipping newspapers, and maintaining clipping books.
9. Assists cataloger in typing of catalog cards.
10. During legislative session, collects daily calendars, proofs, amendments, roll calls, hearing schedules from legislative offices; distributes same in library; prepares same for mailing to in-state and out-of-state

Library Assistant (continued)

libraries; supervises clerk.

11. Relief duties.

Minimum Training, Experience and Qualifications Required

1. Graduation from the academic course of a standard high school, including or supplemented by a course in typing, or acceptable equivalent.
2. Some work experience in a library.
3. Tact and courtesy toward patrons, and interest in assisting them; pleasant telephone manner.
4. Interest in state government and civic affairs.
5. Ability to learn location and basic use of materials in law library, and location of other state offices.
6. Ability to perform routine repetitive tasks accurately and steadily.
7. Some typing skill, chiefly accuracy.
8. Ability to work comfortably with others on a small staff, to adjust to change in routine and accept unexpected assignments.

LAW AND LEGISLATIVE REFERENCE LIBRARY

Title: Administrative Secretary

Distinguishing Characteristics

Involves responsibility for office management, business records maintenance, and the secretarial and bookkeeping operations of the library; it additionally involves management of Sales and Distribution and Gifts and Exchanges programs.

Examples of Work Performed

1. Keeps personnel, financial, statistical, inventory and other business records.
2. Prepares budget requests and program allotment requests.
3. Prepares payroll.
4. Handles expense accounts and makes travel arrangements.
5. Prepares and signs Director's name to general correspondence, memos, requisitions, etc.; sorts all mail received and routes it, answering non-routed correspondence of a routine nature.
6. Handles all incoming telephone calls, routing or answering as above.
7. Places book orders, periodical subscriptions, etc., based on knowledge of dealers and other sources; requisitions and maintains adequate supplies and equipment.
8. Manages the Gifts and Exchanges program with other libraries throughout country.
9. Handles all sales and distribution of law books for the state.
10. Supervises assistant in mail preparation and other clerical tasks.
11. Relief duty: an hour a day at the Circulation Desk, and as required by staff absence.

Administrative Secretary (continued)

Minimum Training, Experience and Qualifications Required

1. Standard high school education supplemented by business administration/secretarial courses: or an acceptable equivalent of civilian or military experience and/or education.
2. Considerable progressively responsible clerical experience, including experience in office management and State business procedures specifically.
3. Thorough knowledge of functions, procedures, organization and policies of Library.
4. Thorough knowledge of modern office procedures and equipment.
5. Thorough knowledge of business English, spelling and arithmetic.
6. Considerable knowledge of standard records maintenance procedures.
7. Considerable knowledge of bookkeeping methods.
8. Ability to compose letters or memoranda with only general instructions.
9. Ability to meet the public, in person, by phone and by mail, with courtesy, and give required information or refer to proper source of information.
10. Ability to develop procedures and supervise their execution.
11. Ability to plan and supervise the work of an assistant.
12. Ability to work comfortably with others on a small staff, to adjust to change in Library routine and accept unexpected assignments.

OFFICE OF LEGISLATIVE ASSISTANTS

Title: Director of Legislative Assistants

Distinguishing Characteristics

Plans, supervises, and coordinates the work of the Legislative Staff Assistants, as well as carrying out research and drafting assignments from the Legislative Council, Joint Standing Committees and individual legislators.

Examples of Work Performed

1. Assigns Legislative Assistants to Joint Standing Committees for research assistance during Legislative sessions and coordinates and supervises the work of Assistants in this capacity.
2. Assigns Legislative Assistants to Joint Standing or Select Committees on a project basis for research assistance in the interims and coordinates and supervises the work of Assistants in this capacity.
3. Receives and assigns to Assistants for answering or completion all information and bill drafting requests made to the Office of Legislative Assistants.
4. Carries out all preliminary activity in connection with the hiring of Legislative Assistants and presents recommendations on hiring to the Legislative Council.
5. In general, carries out the policy of the Legislative Council in regard to the Legislative Assistants.
6. Carries out research and drafting assignments from the Legislative Council, Joint Standing or Select Committees and individual legislators, as do other Legislative Assistants.

Minimum Training, Experience and Qualifications Required

1. Training, experience and qualifications as for a Legislative Assistant.
2. Familiarity with the structure of Maine State Government.
3. Familiarity with the procedures and processes of the Maine Legislature.
4. Experience in bill drafting.
5. Ability to relate well to a variety of people.
6. Administrative ability and experience.

OFFICE OF LEGISLATIVE ASSISTANTS

Title: Legislative Assistant

Distinguishing Characteristics

Provides a variety of professional services for the joint standing committees of the Legislature, the Legislative Council and individual legislators.

Examples of Work Performed

1. During sessions of the Legislature, assists a joint standing committee to which he or she is assigned by providing background material or doing other types of research related to bills being considered by the Committee, at the request of the Chairman of the Committee or at the request of a Committee member with the approval of the Chairman.
2. During sessions of the Legislature, assists a Joint Standing Committee to which he or she is assigned in the redrafting and amendment of bills being considered by the Committee.
3. When the Legislature is not in session, assists Joint Standing Committees on a project basis in the research and preparation of study reports requested by the Legislature or the Legislative Council. Also completes research and prepares reports on projects assigned directly by the Legislative Council to the staff.
4. Assists the Legislative Research Office in the drafting of legislation.
5. Assists Legislators in the drafting of Legislation.
6. Drafts legislation related to study projects at the request of the Joint Standing Committee to whom the study is assigned.

7. Assists on a limited basis any individual legislator who requests research assistance. Only short term projects are undertaken without Legislative Council approved.

Minimum Training, Experience and Qualification Required

1. Advanced degree or considerable experience in an area of knowledge needed by the Legislature. Such areas include law, economics, public administration, social services, etc.
2. Demonstrated familiarity with research techniques and procedures.
3. Considerable ability to write well and quickly.
4. Ability to work well with a variety of people.

OFFICE OF LEGISLATIVE ASSISTANTS

Title: Clerical Assistant

Distinguishing Characteristics

Involves secretarial work of extremely varied nature, including technical typing. Considerable public contact. Frequent use of independent judgment, particularly in the area of office management. Some research work.

Examples of Work Performed

1. Does general office work, such as answering telephone, filing, typing correspondence, xeroxing.
2. Does technical typing, as in typing of bills drafted by Legislative Assistants in the form required.
3. Compiles and organizes statistical data in systems established by a Legislative Assistant.
4. Does factual research in the Law Library or State Library as requested by a Legislative Assistant.
5. Keeps personnel records for the Office of Legislative Assistants.
6. Orders supplies and carries out other duties relating to office management.

Minimum Training, Experience and Qualifications Required

1. Rapid and accurate typing ability
2. Ability to transcribe from dictaphone
3. Familiarity with good office practices
4. Ability to work independently in compiling statistics and doing factual research.

5. Ability to work well with a variety of people.

SENATE

Title: Sergeant-at-Arms

Distinguishing Characteristics

Is appointed by and attends on the Senate, preserves order and decorum in the Chamber at all times, carries out certain formal escort duties for Officers, members and guests of the Senate, and carries out certain administrative duties.

Examples of Work Performed

1. Escorts the Officers of the Senate to the rostrum at the opening of the daily session.
2. Escorts messengers of the Senate.
3. Acts as escort and herald for the Senate when a convention of the House and Senate is held.
4. Is responsible for distribution of legislative material to the Department of the Attorney General.
5. Compiles work schedules for himself and the Senate Doorkeeper for periods when the Senate is not in session.

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3. Acts as escort and herald for the Senate when a convention of the House and Senate is held.
4. Is responsible for distribution of legislative material to the Department of the Attorney General.
5. Compiles work schedules for himself and the Senate Doorkeeper for periods when the Senate is not in session.

SENATE

Title: Assistant Sergeant-at-Arms

Distinguishing Characteristics

Assists the Sergeant-at-Arms in carrying out all his duties, and assumes these duties in the absence of the Sergeant-at-Arms.

Examples of Work Performed

1. Orders all Senate supplies.
2. Supervises distribution of Legislative material to Senators, Senate offices and other Legislative agencies, the Governor's office and as otherwise required.
3. Serves as a courier when necessary.
4. Compiles work schedules for himself and Senate Pages for periods when the Senate is not in session.

SENATE

Title: Senate Page

Distinguishing Characteristics

Assists and is available for all necessary assignments in the efficient operation of the Senate. May act as messenger, distributor of legislative material, and as courier if necessary.

Examples of Work Performed

1. Under supervision of the Assistant Sergeant-at-Arms, distributes legislative material as directed.
2. Is responsible for mailing material from the mail basket in the Senate.
3. Places copies of the day's House and Senate Calendar on the table at the main entrance to the Senate Chamber.

SENATE

Title: Doorkeeper

Distinguishing Characteristics

Attends the main entrance to the Senate Chamber whenever this body is in session and at any other time his services are required. Carries out other administrative duties, assisting the Sergeant-at-Arms and the Assistant Sergeant-at-Arms in the necessary arrangements required by the Senate.

SENATE

Title: Administrative Assistant to the Secretary of the Senate

Distinguishing Characteristics

Carries out greatly varied administrative duties contributing to the orderly functioning of the Senate.

Examples of Work Performed

1. Prepares the Advance Journal.
2. Does all office correspondence.
3. Orders all printing and supplies.
4. Supervises newspaper ordering, Senate Register typing, telephone and telegraph credit cards, etc.
5. Places Senate Paper numbers on all papers, keeps track of all numbers.
6. Receives and types all announcements to be read at the end of a session by the Secretary.
7. Prepares Honorary Pages' certificates.
8. Prepares Supplemental Calendars.

Minimum Training, Experience and Qualifications Required

1. Must be a fast and accurate typist.
2. Must be able to take and transcribe shorthand.
3. Must be able to work very well under pressure.

SENATE

Title: Secretary to the Assistant Secretary of the Senate

Distinguishing Characteristics

Performs a variety of secretarial services in order to assist the Assistant Secretary in the performance of assigned duties.

Examples of Work Performed

1. Acts as office receptionist and handles all telephone calls.
2. Processes bills assigned to Committees; processes Weekly Reports of Committees and from them compiles a Total Committee Report weekly; processes Committee of Conference bills.
3. Makes arrangements for all hearing rooms.
4. Processes and files all dead bills.
5. Types Senate Table for printers daily under Supervision of the Assistant Secretary.
6. Records SP and LD numbers of Bills and Resolves, as they are returned from the printer.
7. Makes arrangements for the Chaplain for each Senate session and maintains records for the Chaplain Payroll.

Minimum Training, Experience and Qualifications Required

1. Must be a good typist.
2. Must be able to work well with a variety of people.

SENATE

Title: Index Secretary

Distinguishing Characteristics

Performs a variety of indexing, filing and other administrative duties.

Examples of Work Performed

1. Indexes and pages the material in the permanent Senate Journal.
2. Indexes Joint Orders, Joint Resolutions, Convention Orders, Senate Orders, Communications and bills referred to another regular or special session; numbers all Joint Orders, Joint Resolutions, Convention Orders, Senate Orders, Communications in consecutive order, completes necessary action on such papers and files them in consecutive order in the Senate Files.
3. Duplicates orders and sends them to Legislative Offices, State Departments, etc.
4. Maintains the Engrossed Bill notebook, takes all bills, resolves, resolutions, etc., to the office of the Engrossing Clerk for engrossing.
5. Maintains a notebook on Joint Orders, Joint Resolutions or Senate Orders which have been passed by the Legislature and require suitable or authenticated copies, delivers these to the Secretary to the Secretary of State.
6. Maintains a book of Enactors, entering all bills and resolves enacted and finally passed by the Legislature. Makes similar but separate entries for Bond Issues and Constitutional Amendments passed by the Legislature.

Minimum Training, Experience and Qualifications Required

1. Must be able to make and keep an accurate index.
2. Must be able to file.
3. Must have typing skills.

SENATE

Title: Recording Secretary

Distinguishing Characteristics

Performs a variety of secretarial duties, including the primary duty of typing the permanent Senate Journal.

Examples of Work Performed

1. Types the permanent Senate Journal preparing an original and two carbon copies.
2. Answers the telephone in the Senate office.
3. Takes messages for Senators.
4. Does miscellaneous typing.
5. Acts as backup for various Senate employee positions.

Minimum Training, Experience and Qualifications Required

1. Must be a good typist.

SENATE

Title: Staff Assistant to Legislative Leadership

Distinguishing Characteristics

Appointed by the President of the Senate, the majority or minority floor leader of the Senate to act as personal staff assistant to a legislative leader when the Senate is in session.

SENATE

Title: Committee Clerk

Distinguishing Characteristics

Performs a variety of clerical and administrative duties for a joint standing committee of the Legislature.

Examples of Work Performed

1. Answers the phone and takes messages in the Committee room or office.
2. Maintains Committee notebooks.
3. Has physical custody of all bills referred to the committee.
4. Advertises public hearings in newspapers throughout the State; notifies Committee members, sponsors of bills to be heard and interested parties of hearings; attends hearings, takes a record of such hearings and lists persons speaking for and against each bill.
5. Notifies Committee members of Executive sessions, attends such sessions and keeps records.
6. Reports bills out of committee according to committee specifications.
7. Files weekly report of bills referred to the committee with the Secretary of the Senate.
8. Types letters and other material for committee members. May also take dictation from committee members.
9. Orders all supplies for the committee, with supply requisitions being signed by the Committee Chairman.

Minimum Training, Experience and Qualifications Required

1. Typing and filing.
2. Shorthand optional.

SENATE

Title: Postmaster

Distinguishing Characteristics

Organizes and keeps the Legislative Post Office according to Federal Regulations. Receives and distributes all Legislative mail, and takes messages in the Legislative Message Center for Representatives and Senators.

SENATE

Title: Postal Clerk

Distinguishing Characteristics

Assists the Postmaster in the performance of his duties, including receiving and distributing all Legislative mail and taking messages in the Legislative Message Center for Representatives and Senators.

SENATE

Title: Leadership Secretary

Distinguishing Characteristics

Does general office and reception work, and may be assigned special duties.

Examples of Work Performed

1. Acts as office receptionist.
2. Does correspondence, filing and general office work.
3. Keeps L.D. books, amendment books, etc.
4. The Secretary to the President of the Senate makes out the weekly hearing schedules a week in advance and reproduces them for distribution.

Minimum Training, Experience and Qualifications Required

1. Must be able to type and file; shorthand optional.

SENATE

Title: Senate Stenographer

Distinguishing Characteristics

Performs a variety of secretarial services for Senators and a variety of other duties for the Senate.

Examples of Work Performed

1. Takes dictation and does typing for various Senators.
2. Does necessary typing for the Register at the beginning of the Regular Session.
3. Operates the public address system in the Senate Chamber during sessions.
4. Numbers and reproduces amendments with Senate filing numbers. Keeps notebooks of amendments, one by filing number and one by L.D. number.

Minimum Training, Experience and Qualifications Required

1. Must be a good typist.
2. Must be able to take and transcribe shorthand.

SENATE

Title: Law Clerk

Distinguishing Characteristics

Acts as legal counsel to the Judiciary or Legal Affairs Committee, doing research and bill drafting at the request of the Committee.

HOUSE

Title: Sergeant-at-Arms

Distinguishing Characteristics

Maintains decorum and order in the House of Representatives at all times; carries out certain formal escort duties for Officers, members and guests of the House of Representatives; and carries out certain administrative duties.

Examples of Work Performed

1. Maintains decorum and dignity in the Hall of the House of Representatives.
2. Escorts the Speaker and the Chaplain for the day to the rostrum at the opening of the session, and escorts the Chaplain from the House upon completion of his duties.
3. Escorts Speakers Pro Tempore to the rostrum.
4. Escorts visiting dignitaries as the House may require.
5. Supervises the pages during the session.
6. Assumes responsibility for the delivery of Legislative material to Representatives' desks and to House offices.
7. Acts as courier when needed.

Minimum Training, Experience and Qualifications Required

1. Neat in appearance, well-groomed, polite and willing to work.
2. Able to work well with a variety of people under trying conditions.

HOUSE

Title: Assistant Sergeant-at-Arms

Distinguishing Characteristics

Assists the Sergeant-at-Arms and assumes responsibility for carrying out the duties of the Sergeant-at-Arms in his absence.

Minimum Training, Experience and Qualifications Required

1. Neat in appearance, well-groomed, polite and willing to work.
2. Able to work well with a variety of people under trying conditions.

HOUSE

Title: Page

Distinguishing Characteristics

Assists in preparing the House for efficient operation. Acts as messenger, distributor of legislative material or courier or assists in other ways in the Office of the Clerk of the House.

Examples of Work Performed

1. Distributes legislative material to Representatives, House Offices and such other places as may be requested.
2. Acts as runner to the State Printing Office and may be asked to assist in the collating of printed material for the Legislature in that office.

Minimum Training, Experience and Qualifications Required

1. Neat in appearance, well-groomed, polite and willing to work.
2. Able to work well with a variety of people under trying conditions.

HOUSE

Title: Transcriber

Distinguishing Characteristics

Prepares the transcript of the record of debate in the House.

Minimum Training, Experience and Qualifications Required

1. Fast and accurate typing ability.
2. Familiarity with the use of a dictaphone.
3. Knowledge of legislative terminology.
4. Ability to work long, erratic hours.

HOUSE

Title: Administrative Assistant to the Clerk of the House

Distinguishing Characteristics

Is in charge of the general operation of the Office of the Clerk of the House. Oversees all staff who are not directly responsible to the Speaker or the Clerk. Arranges work schedules, work loads or serves as the public relations person for the Office.

Examples of Work Performed

1. Assumes Responsibility for all office correspondence, including letters to the Secretary of the Senate relative to appointments.
2. Oversees preparation and delivery of all Orders, Resolves and Resolutions originating in the House of Representatives.
3. Orders all necessary supplies prior to the commencement of a session.
4. Oversees the issuance of telephone and telegraph credit cards and postage stamps and keeps record of expenditures.
5. Supervises the preparation of the House Register.
6. Prepares and arranges for the distribution of all Notices.
7. Oversees the preparation of newspaper orders.
8. Assists the Clerk of the House in any manner requested.

Minimum Training, Experience and Qualifications Required

1. Excellent typing skills and shorthand and/or dictaphone experience.
2. Previous experience in the supervision and running of an office.
3. Ability to handle correspondence.

Administrative Assistant (continued)

4. Ability to relate well to the public.
5. Ability to plan, organize and supervise the work of others.
6. Ability to work under pressure, for long and erratic hours.
7. Ability to be flexible.

HOUSE

Title: Secretary to the Clerk of the House

Distinguishing Characteristics

Provides a variety of secretarial services at the request of the Clerk of the House or the Administrative Assistant.

Examples of Work Performed

1. Operates the public address system in the House when the House is in session.
2. Performs other duties as requested, such as proof-reading, typing, bookkeeping, answering telephone, taking messages, filing, scheduling of bands and/or Chaplains.

Minimum Training, Experience and Qualifications Required

1. Must be able to type reasonably well
2. General office skills helpful
3. Shorthand and/or dictaphone optional

HOUSE

Title: Secretary to the Assistant Clerk of the House

Distinguishing Characteristics

Performs a variety of secretarial and administrative duties as requested by the Clerk of the House.

Examples of Work Performed

1. Numbers and reproduces all amendments.
2. Does all filing.
3. Maintains all notebooks of amendments, roll calls, Joint Orders, Joint Resolutions, House Orders, Proofs, Supplements, House and Senate Calendars and Periodicals.
4. Assists in answering the telephone, taking messages, etc.
5. Prepares requisitions for office supplies when needed, as requested by the Clerk or Administrative Assistant.
6. Prepares Orders and Certificates for Honorary Pages.
7. Performs other duties as requested by the Clerk of the House.

Minimum Training, Experience and Qualifications Required

1. Good knowledge of filing.
2. Fast and accurate typist.
3. Ability to organize.
4. Ability to work under pressure.
5. Ability to work long and erratic hours.

HOUSE

Title: Doorkeeper

Distinguishing Characteristics

Attends the main entrance to the House Chamber whenever this body is in session and at any other time his services are required. In addition, attends the entrance to the House during caucuses and delivers messages to Representatives whenever necessary.

HOUSE

Title: Index and Roll Call Clerk

Distinguishing Characteristics

Performs a variety of indexing duties.

Examples of Work Performed

1. Indexes and pages the material for the permanent House Journal.
2. Indexes Joint Orders, Joint Resolutions, House Orders and Communications.
3. Types the final index for the permanent House Journal.
4. Is responsible for assigning numbers to all roll calls, checking the copy from the roll call machine for correctness, and printing, distributing and filing copies of roll calls.
5. Prepares an index of all roll calls by topic at the end of each regular and special session.
6. Assists in the Clerk's Office whenever necessary.

Minimum Training, Experience and Qualifications Required

1. Must be able to make and keep an accurate index.
2. Must be able to file.
3. Must be able to type.

HOUSE

Title: Journal Copy Clerk

Distinguishing Characteristics

Performs a variety of secretarial duties, including the primary duty of typing the permanent House Journal.

Examples of Work Performed

1. Types one original and two carbon copies of the permanent House Journal.
2. Answers the telephone in the Clerk's office.
3. Takes messages for Representatives.
4. Does miscellaneous typing, proofreading, etc., for the Clerk's office.
5. Acts as backup for other House employee positions.

Minimum Training, Experience and Qualifications Required

1. Must be an accurate typist with good speed.
2. Shorthand optional but desirable if person is to be used in a back-up capacity.

HOUSE

Title: Advance Journal and Calendar Clerk

Distinguishing Characteristics

Performs a variety of secretarial and administrative duties, with the primary duty of preparing the Advance Journal and Calendar each day.

Examples of Work Performed

1. Prepares the material to be contained in each day's House Advance Journal and Calendar; types the copy for the Advance Journal and Calendar.
2. Prepares Supplemental Calendars as needed when the House goes into double sessions or when a matter needs to be acted upon immediately.
3. Answers the phone, delivers messages, assists Legislators as requested.
4. Assists the Clerk of the House, the Speaker of the House and the Floor Leaders of the House in any way requested.
5. Having fulfilled primary duties, can serve as a backup for other House employees.

Minimum Training, Experience and Qualifications Required

1. Must be a fast and accurate typist.
2. Shorthand optional but desirable.
3. Dictaphone optional but desirable.
4. Must be able to work well under pressure.
5. Must be able to work long and erratic hours.

HOUSE

Title: Document Clerk

Distinguishing Characteristics

Assumes responsibility for storing Legislative Documents and Amendments and disseminating them to the general public and others.

Examples of Work Performed

1. Files all Legislative Documents and Amendments in the Document Room and provides them to the general public on request.
2. Mails materials to individuals and organizations which subscribe to the legislative service.
3. Distributes material to those who rent boxes in the Document Room.
4. Keeps records of subscribers to the various document room services and bills them when necessary.
5. Provides Legislators with materials as requested.

Minimum Training, Experience and Qualifications Required

1. A pleasant personality.
2. Ability to deal with the public.
3. Ability to organize a filing system.

HOUSE

Title: Assistant Document Clerk

Distinguishing Characteristics

Assists the Document Clerk in carrying out his assigned duties, and is responsible for the performance of these duties in the absence of the Document Clerk.

HOUSE

Title: Leadership Secretary

Distinguishing Characteristics

Performs general secretarial and reception duties for either the Speaker of the House, the Majority Floor Leaders or the Minority Floor Leaders.

Examples of Work Performed

1. Handles correspondence, prepares letters and memoranda and does filing and general office work.
2. Acts as office receptionist.
3. Keeps L.D. books, amendment books, etc.

Minimum Training, Experience and Qualifications Required

(these may vary according to the needs of the person hiring)

1. Must be able to type and file
2. Shorthand optional.
3. Dictaphone use optional.

HOUSE

Title: House Stenographer

Distinguishing Characteristics

Performs a variety of secretarial services for Representatives, and may be asked to perform other duties in the Office of the Clerk of the House.

Minimum Training, Experience and Qualifications Required

1. Must be able to type accurately and with some speed.
2. Must be able to take and transcribe shorthand and/or use dictaphone.

HOUSE

Title: Staff Assistant to Legislative Leadership

Distinguishing Characteristics

Appointed by the Speaker of the House, and Floor Leaders of the House to act as personal staff assistants when the House is in session



STATE OF MAINE

LEGISLATIVE COUNCIL

Legislative Management Manual

FISCAL DIRECTIVES

MAINE LEGISLATURE - FISCAL DIRECTIVES
LEGISLATIVE COUNCIL

Subject: LEGISLATIVE INFORMATION Directive Number: 3
 SERVICE FEES Effective Date: Dec. 1, 1974

3.1 It is the policy of the Legislative Council that fees be changed as follows for Legislative Information Services provided other than as listed in Appendix B to Directive 1 of the Legislative Service Agency Directives.

A. Daily Services

1. House and Senate Calendar, copy of each new Legislative Document, copy of new amendments, copy of all orders, resolutions, and a Legislative Record:
 - a. Mailed, \$175.00 per regular session
 - b. Not mailed, \$100.00 per regular session
2. All of #1 plus end-of-week computer bill status printout by Legislative Document Number:
 - a. Mailed, \$235.00 per regular session
 - b. Not mailed, \$125.00 per regular session

B. Other Regular Session Services

1. End-of-week computer bill status printout by Legislative Document Number, weekly:
 - a. Mailed, \$60.00 per regular session
 - b. Not Mailed, \$25.00 per regular session
2. Advance Hearing Notices, distributed weekly on Wednesday afternoon, weekly:
 - a. Mailed, \$10.00 per regular session

C. Special Session Services

Service fees for any special session will be determined by the Legislative Council prior to each special session.

D. Special Services

Any special services over and above those listed

above will be subject to Legislative Council approval with an appropriate fee to be determined by the Legislative Council.

MAINE LEGISLATURE - FISCAL DIRECTIVES
LEGISLATIVE COUNCIL

Subject: SALARIES AND EXPENSES
OF MEMBERS OF THE
LEGISLATURE AND REPRESENTATIVES OF INDIAN
TRIBES

Directive Number: 1
Effective Date: Dec.1, 1974

1.1 Salaries, Expenses and Travel of Members of the
Legislature

The present salary of each member of the Senate and House of Representatives is \$3,750 in the first year and \$1,000 in the second year of each biennium. The President of the Senate and the Speaker of the House receive an additional 50% above regular compensation, majority and minority leaders receive an additional 25% and the assistant majority and minority leaders receive 12½% above the regular compensation. Salary is paid weekly on Wednesday in an amount pursuant to Joint Order passed by the Legislature on the opening of the session.

In addition to the salary paid for the regular session of the Legislature, when an extra session is called, each member receives \$25 per day for attendance. The President of the Senate and Speaker of the House receive \$30 per day for each day's attendance.

Mileage is paid at the rate of 12¢ per mile to and from your residence to Augusta once each week based on travel by the most reasonable direct route. Toll charges on the Maine Turnpike are also reimbursed provided a receipt for such tolls is turned in with your expense sheet.

A meals and housing allowance of \$25 per day is paid for each day of attendance at sessions of the Legislature and for each day a legislator occupies overnight accommodations away from home immediately preceding attendance at daily sessions of the Legislature.

In lieu of the meal and housing allowance each member shall be entitled to a daily meal allowance in the amount of \$12 and actual daily mileage allowances in

an amount up to but not exceeding \$13 per day.

Each member shall also receive an annual allowance for constituent services in the amount of \$200 payable pursuant to Joint Order passed by the Legislature.

1.2 Salaries, Expenses and Travel of Representatives of Indian Tribes

Members of the Penobscot and Passamaquoddy Indian Tribes elected to represent their tribes at the biennial assembly of the Legislature shall receive compensation of \$2,000 for such attendance. These Representatives receive mileage for 30 trips to and from their place of abode at 12¢ per mile and the same allowances for meals and housing as any other member of the Senate or House of Representatives for 30 days attendance at each legislative session.

1.3 Expense Accounts - Session

Legislative expense accounts must be filed by each legislator in order to claim reimbursement for the mileage and meals and housing expenses. These should be filed weekly and submitted to the Legislative Finance Office on the last legislative day of the week for which the expense account is rendered. Forms are available in the Legislative Post Office and Legislative Finance Office.

A Legislative Expense Account form for use during the session appears as Appendix A to this directive.

1.4 Expense Accounts - Interim

Members of the Legislative Joint Standing and Select Committees that meet when the Legislature is not in session shall be paid \$25 for every day's attendance on days when committee meetings are held and shall be reimbursed for their actual expenses. Mileage is paid at the rate of 12¢ per mile. Legislative expense accounts must be filed in order to claim reimbursement. Forms are available in the Legislative Finance Office and should be completed and returned to that office at the close of the meeting attended.

An Expense Account form for use during the interim appears as Appendix B to this directive.

STATE OF MAINE

Legislative
(Department)

Name _____
(Please print or type)

Title: Senator
 Representative

Residence _____

Date Submitted _____

LEGISLATIVE EXPENSE ACCOUNT

Dates of Attendance at Legislative Session: _____

MEAL AND HOUSING ALLOWANCE (\$25 per day) \$ _____
(attach lodging receipt)

MEALS: number of days _____ times \$12 per day \$ _____

MILEAGE IN LIEU OF LODGING yes \$ _____
(not to exceed \$13 per day) no

TOTAL AMOUNT DUE \$ _____

NOTE: Accounts must be submitted to the Legislative Finance Office before 9:30 a.m. on Tuesday.

I certify that the amount shown above is due me under M.R.S.A. Title 3, Ch. 1, Sec. 2 as amended.

Signature _____

(Do Not Fill In Below This Line)

Coding:

Approp. # 1054.1

Verified:

SEE REVERSE SIDE FOR INSTRUCTIONS

Excerpts from M.R.S.A. Title 3, Ch. 1, Sec. 2 as amended provides as follows:

“Each member of the Senate and House of Representatives shall receive \$3,750 in the first year and \$1,000 in the 2nd year of each biennium, and shall be paid for travel at each legislative session once each week at the same rate per mile to and from his place of abode as state employees receive, the mileage to be determined by the most reasonable direct route, except that Legislators may be reimbursed for tolls paid for travel on the Maine Turnpike provided they have a receipt for payment of the tolls, such tolls to be reimbursed where Legislators use the Maine Turnpike in traveling to and from sessions of the Legislature or in performance of duly authorized committee assignments. He is entitled to mileage on the first day of the session, and such amounts of his salary and at such times as the Legislature may determine during the session, and the balance at the end thereof.

Each member of the Senate and House of Representatives shall receive a meal and housing allowance in the amount of \$25 for each day in attendance at sessions of the Legislature and for each day he occupies overnight accommodations away from home immediately preceding attendance at daily sessions of the Legislature. In lieu of the meal and housing allowance, each member shall be entitled to a daily meal allowance in the amount of \$12 and actual daily mileage allowances in an amount up to but not exceeding \$13 per day.

“In addition to the salary paid for the regular session of the Legislature, when an extra session is called, the members of the Senate and House of Representatives shall each be paid \$25 for every day’s attendance, and mileage as aforesaid.”

INSTRUCTIONS

- I. Expense accounts should be submitted weekly. They should be submitted on the last legislative day of the week for which the expense account is rendered.
- II. Lodging - supporting receipt(s) shall indicate dates of overnight occupancy.
- III. Meals - Allowance for meals, \$12.00 times the number of days you were in attendance at legislative sessions covered by account.
- IV. Mileage in lieu of lodging allowed not to exceed \$13.00 per day.

REGULATIONS

1. It is essential that this account be complete: It must be either type-written or in ink.
2. Expense accounts must be rendered at least once a month.
3. Supporting receipted vouchers are required for all expenditures for items appearing on lines preceded by an (*) asterisk.
4. No charges other than actual travel expense will be paid without an accompanying explanation. These charges should not exceed \$1.00 except in unusual circumstances.
5. Hotel charges require receipt on hotel billhead.
6. When more than one expense sheet is used, all sub-totals of each column should be shown and amounts brought forward on next sheet.
7. No travel expense will be allowed between residence and official headquarters, except as expressly provided by statute.
8. No meals or lodging charges will be allowed at official headquarters.
9. The name of the town in which each meal is obtained must be shown.
10. Federal excise tax exemption certificates which are obtainable from departmental supplies in the Bureau of Purchases should be completed and filed with the ticket agent when purchasing railroad, bus or air tickets and, similar certificates should be filed when making telephone toll calls. **NO FEDERAL EXCISE TAXES ON TELEPHONE TOLLS OR TRANSPORTATION WILL BE REIMBURSED.**
11. It is important that advances for travel are settled within seven days after the completion of the trip.
12. Use the explanation column on front for a complete explanation of any unusual items.
13. When form is used for out of state expenses please correct C. & O. coding. Do not include in state and out of state travel on same expense form.

CODING OF EXPENDITURES FOR TRAVEL

In- State	Out-of- State	Account Title
4200	4300	Automobile mileage (personal car only)
		Other fares
		Railway fares
		Bus fares, car fares, taxi fares and parking meters
		*Pullman and parlor car fares
		*Airplane fares
		*Boat fares and tolls
		*Auto storage and parking fees other than parking meters
		*Room and board—(include any sales and use tax)— receipt must show amount apportioned to room (Adjutant General—use these code numbers for per diem allowances)
		*Hotel room and lodging—(include any sales and use tax)
		Meals including gratuities (include sales tax in cost of meals)
		Miscellaneous expense—include such items as telephone calls, gratuities to bellhops, etc.* registration fees at conventions, conferences and meetings and* postage
		*These items require receipted vouchers

MAINE LEGISLATURE - FISCAL DIRECTIVE
LEGISLATIVE COUNCIL

Subject: TRAVEL EXPENSES OF
LEGISLATIVE EMPLOYEES

Directive Number: 2
Effective Date: Dec. 1, 1974

2.1 Travel Policy

It is the policy of the Legislative Council that employees of the Legislature abide by the "Regulations Regarding Official Headquarters, Expense Accounts, etc.," which have been promulgated by the Commissioner of Finance and Administration for employees of the Executive Branch, where these regulations are applicable. In situations in which travel for executive branch employees must be approved by the Governor and Council, Legislative Employees should seek the approval of the Legislative Council.

A copy of the "Regulations" as adopted by the Executive Council and approved by the Governor, and an amendment to these "Regulations" appears as Appendix A to this Directive.

2.2 Expense Account Forms

State of Maine Expense Account forms are available in the Legislative Finance Office for use by Legislative Employees. Completed forms should be filed in the Legislative Finance Office. A copy of this form appears as Appendix B to Directive Number 1, Fiscal Directives.

State of Maine

2

In Council, January 17, 1973

Department, Finance and Administration
Bureau of Accounts and Control

ORDERED,

That

the attached "Regulations Regarding Official Headquarters, Expense Accounts, etc." promulgated by the Commissioner of Finance and Administration are hereby approved, and that the State Controller is authorized and instructed to enforce same.

STATEMENT OF FACT

This order repeals and replaces Council Order No. 77 dated February 10, 1971, relating to "Regulations Regarding Official Headquarters, Expense Accounts, Etc."

s/ Marie H. Mitchell
Marie H. Mitchell,
State Controller

Read and passed by the Council, and by the Governor approved.

s/ Joseph T. Edgar Secretary of State.

"REGULATIONS REGARDING OFFICIAL HEADQUARTERS, EXPENSE ACCOUNTS, ETC."

It shall be the DUTY of each DEPARTMENT HEAD, DIVISION CHIEF, or other person approving expense accounts, to assure themselves that the principles herein set forth are being carried out, both in letter and spirit; and that in all ways only such expense reimbursements are approved by them as ARE FAIR AND JUST TO THE STATE, and equitable in connection with the employee concerned and others.

1. An "Official Headquarters" will be definitely and individually assigned to each employee of the State by the department head concerned. "Official Headquarters" assignments will be established as follows:

(a) In the case of an employee whose duties REQUIRE HIS PRESENCE IN AUGUSTA AT LEAST TWO DAYS EACH WEEK, or where no other point is indicated as proper, AUGUSTA SHALL BE TERMED AS HIS OFFICIAL HEADQUARTERS.

(b) In the case of an employee who is IN THE FIELD virtually all the time and gets to AUGUSTA ONLY ON RARE OCCASIONS, the official headquarters MAY be the place of the personal residence, but only if such will prove ADVANTAGEOUS TO THE STATE and without prejudice to the employee.

(c) In the case of an employee whose official duties require his presence at SOME POINT IN MAINE, OTHER THAN AUGUSTA, such a material portion of his time that it can logically be termed the headquarters of his work for the State, THAT point shall be named as his official headquarters.

2. No official, commissioner or other employee of the State will be reimbursed for any travel expense between HIS OFFICIAL HEADQUARTERS or HIS POINT OF WORK FOR THE STATE and HIS PERSONAL RESIDENCE, except as covered by 4 below.

3. Only ACTUAL and NECESSARY expenses essential to the ordinary comforts of a traveller in performance of official duties will be reimbursed. NO official, commissioner or other employee of the State of Maine shall be reimbursed for any meals or lodgings AT HIS OFFICIAL HEADQUARTERS OR RESIDENCE or at points WITHIN A REASONABLE DISTANCE THEREFROM. When additional expense is incurred by reason of an employee residing in a city or town other than his official headquarters or additional expense is otherwise caused by an EMPLOYEE'S CHOICE of residence such expense IS NOT REIMBURSABLE. Exception in 4 below.

4. Exceptions to 2 and 3 will be made ONLY when (a) a STATUTORY PROVISION EXPRESSLY PROVIDES DIFFERENTLY or (b) when, as in certain State institutions, employees are definitely hired with a condition that house, room or meals be furnished them as a part of their pay, or (c) UNLESS, IN THE OPINION OF THE STATE CONTROLLER, such charges are justified by being cheaper to the State or necessary because of UNUSUAL circumstances.

(Expenditures for meals or lodging at official headquarters or residence are NOT reimbursable, as indicated above, but it is permissible to include a charge for a meal that is related to an official meeting authorized by the department head if there is a formal program to be followed.)

5. Every expense account shall show the official headquarters (established as provided in 1 above) and in addition, the town or city in which meals charged to the State were obtained. (The employee must indicate on the travel voucher the NUMBER of meals claimed, if more than one and the number of people.)

6. Reimbursement for use of PERSONALLY OWNED passenger automobiles shall be for miles ACTUALLY AND NECESSARILY travelled on official business; all charges for such travel shall show the point where such travel STARTED AND ENDED and the number of miles travelled. Travel shall be by the most practical route possible and any person travelling by an indirect route shall assume any extra expense incurred thereby.

(Further explanation is in order regarding reimbursement for mileage BETWEEN RESIDENCE and OFFICIAL HEADQUARTERS or POINT OF WORK. It is IMPROPER, ILLEGAL and DISHONEST to claim mileage not actually performed. Therefore, travel reimbursement shall be from official headquarters or residence to place of work, whichever is less. For example, if an employee lives in Gardiner with Augusta as headquarters and leaves from home to go to Portland without coming to Augusta, the proper charge is from Gardiner to Portland and on the return trip if travel terminates at Gardiner, only mileage from Portland to Gardiner is proper.)

7. When it is required that several persons from any agency travel to the same point, reimbursement for the use of personal owned automobiles will be restricted so as to obtain the maximum benefit to the State. When four or less State employees are involved, reimbursement will be for one car; more than four, reimbursement to be made based on the same ratio. If a State-owned car is assigned to the agency, a justification as to why this car is not being utilized should be attached to the request for use of personal car for out-of-state travel. This request should also state the number and names of the passengers that will be in the car for which authorization is being requested.

(Reimbursement for out-of-state travel will not be allowed to several members of an agency with each taking their own car. Air fare in lieu of travel expense will not be allowed when several employees from the same agency travel by car unless it is cheaper for the State to do so. IT IS INTENDED THAT THE STATE SHOULD NOT PAY FOR THE COST OF EMPLOYEES' WIVES OR FAMILY, in whole or in part, who attend meetings, conventions, etc.)

8. PRIOR GOVERNOR AND COUNCIL APPROVAL must be obtained if MORE THAN ONE individual from the same department, division, bureau, board, commission or agency is planning to attend the same meeting, convention or conference when said meeting place is located more than 700 miles from Augusta.

(This regulation relates specifically to "meetings, conventions, conferences, educational programs" and is not intended to include law enforcement duties, audits, marketing or other necessary trips.)

9. PRIOR GOVERNOR AND COUNCIL APPROVAL must be obtained for travel to Hawaii, Alaska and other areas outside the continental limits of the United States with the exception of neighboring cities of the Canadian Provinces within a radius of 700 miles of Augusta.

10. All proposed Council Orders regarding travel shall include in the "Ordered Section" the notation: Cost not to exceed \$ _____, including transportation.

11. Reimbursement for use of PRIVATE automobiles for OUT-OF-STATE travel, except to New Hampshire and Vermont, MUST BE APPROVED IN ADVANCE by the State Controller and will not be allowed unless (a) such travel is to the State's advantage, (b) or there are special circumstances in which case Public Utility rates MAY be allowed in lieu of other travel expenses.

(There are currently several flights scheduled each week day from Augusta to Boston and an equal number from Boston to Augusta. It is the policy, therefore, if only one person is travelling to Boston or beyond and wants to take his personal car, to allow air fare in lieu of mileage. Air fare from Augusta to Boston is computed at the lowest fare quoted by the Airlines. Air fare in lieu of travel expense will include the price of airplane fare only and will not include meals or lodging enroute, taxi or limousine, tolls, parking, etc. When more than one person travels out-of-state in the same car, mileage and actual expense will be allowed if less than total cost of airplane fare as computed above. Air fare in lieu of travel expense for travel beyond Boston will be computed at jet day coach fare.)

12. All officials or employees of the State of Maine, when travelling by air beyond Boston, shall request other than first class accommodations. Travel by common carrier should be at THE MOST ECONOMICAL AND PRACTICAL RATE. Advantage should be taken of excursion fares, businessman flights, etc. Air travel orders should be obtained through the Bureau of Accounts and Control whenever possible. Any charges for FIRST CLASS air transportation beyond Boston WILL NOT BE ALLOWED except in most unusual circumstances.

13. The use of STATE-OWNED VEHICLES for NON-OFFICIAL TRAVEL or for personal purposes WILL NOT be allowed. Transportation to personal residence shall be deemed to be official travel, if made for the purpose of storing a State-owned vehicle.

14. NO STATE-OWNED VEHICLE will be assigned or its present assignment continued to any official or employee of the State violating the provision of 13 above or to one whose necessary duties for the State fail to require a MATERIAL amount of travel on State business, entirely apart and aside from transportation between the official headquarters and personal residence of the employee.

15. No official or employee of the State of Maine will be reimbursed for use of RENTAL CARS unless use of such car rental is specifically in the BEST INTEREST OF THE STATE.

16. No official or employee of the State of Maine may recover expenses for pull-man car service in excess of roomette rate. REIMBURSEMENT FOR OVERNIGHT BAGS, BRIEF CASES, DESK SETS, DRUGS AND OTHER ITEMS OF PERSONAL NATURE SHALL NOT BE MADE.

(Other items of a PERSONAL NATURE that are NOT allowed include laundry, cleaning and pressing and valet service. Reimbursement for gifts such as flowers

or candy, etc., in lieu of lodging costs are also prohibited. Invoices for flowers sent to the sick or to funerals and also the purchase and mailing of Christmas cards are considered items of a personal nature not to be paid for by the State).

17. Reimbursement for hotel room charges incurred in travel will be limited to an amount not to exceed \$16.00 per day in the State of Maine and New Hampshire. Outside of Maine and New Hampshire up to \$30.00 per day may be allowed WHERE NECESSARY. These daily amounts are maximums and are not to be considered as per-diem amounts.

18. Supporting receipts shall be attached to all expense accounts for pullman car fares, airplane fares, boat fares, tolls, auto storage and parking (except parking meters), hotel and lodging (when accommodations are on American plan and the daily charge exceeds \$30.00 per person in Maine and New Hampshire or \$40.00 per person OUTSIDE Maine and New Hampshire, the receipts must indicate the amount applicable for room charge only.)

(No reimbursement will be made for items referred to above unless a receipt is attached to the expense voucher. Exceptions to this policy will be tolls costing 25 cents or less.)

19. Reimbursement for lodging where one State Official or employee travels on official State business shall not exceed the single room rate and subject also to limitations of item 17 above.

(This regulation is to clarify the situation for those who take members of their family to meetings or conventions. If, for example, the double occupancy rate is \$16.00 and the single rate for that room is \$10.00, reimbursement will be allowed for the amount of \$10.00, if the single room rate is indicated on the receipted bill, otherwise 3/4 of the double occupancy rate may be allowed.)

20. Rates allowed for use of trailers as substitute for other lodging and meals shall be \$7.00 per day - not to exceed \$35.00 per week.

21. Whenever it shall be necessary to effect THE TRANSFER OF AN EMPLOYEE of the state, including promotion, from one official station to another by direction of the department head, said employee shall be reimbursed for his reasonable and necessary moving expense actually incurred. NO SUCH EXPENSE SHALL BE ALLOWED UNLESS the transfer is made FOR THE CONVENIENCE OF THE STATE and in no event where it is effected for the convenience or at the request of the employee.

22. When reimbursement for travel expense is provided by some other agency or industry, either in whole or in part, duplicate reimbursement shall not be made by the State of Maine.

(It is obvious that it is dishonest to charge the State for expenses that are reimbursed from other sources.)

23. Employees may be reimbursed for necessary authorized travel expenses; within limitations permitted by law, regulations as given above, and availability of funds; however no expense of a personal nature or for members of the employee's family should be a part of any expense voucher submitted for reimbursement.

24. It is intended that these "REGULATIONS REGARDING OFFICIAL HEADQUARTERS, EXPENSE ACCOUNTS, ETC." apply not only to State Officials and employees but shall also include members of boards, commissions, etc. It is also intended they apply to ALL FUNDS.

25. The Governor and Council shall have the final decision in any dispute or question concerning travel at state expense.

State of Maine

815

In Council, OCT 3 1973

Department, Finance and Administration
Bureau of Accounts and Control

ORDERED,

That Section 17 of the "Regulations Regarding Official Headquarters, Expense Accounts, etc." relating to maximum reimbursement for hotel room charges incurred in travel be increased as follows:

Location

Maine and New Hampshire	Allow up to \$30.00 per day where necessary on Government assignments, scheduled conventions and/or seminars.
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STATEMENT OF FACT

To increase the amount allowed for lodging due to the increased rates charged.

s/ Marie H. Mitchell
Marie H. Mitchell
State Controller

Read and passed by the Council, and by the Governor approved.

s/ Joseph T. Edgar Secretary of State.

EDWIN H. PERT
CLERK OF THE HOUSE



STATE OF MAINE
ONE HUNDRED AND SEVENTH LEGISLATURE
HOUSE OF REPRESENTATIVES
OFFICE OF THE CLERK
AUGUSTA, MAINE 04330

Records here at the State House indicate you have been a subscriber to Legislative Document services in past sessions. For that reason, we want to notify you of our new services and suggested rate schedules as follows:

1. House and Senate Calendar, copy of each new Legislative Document, copy of amendments
 - a. Mailed (bi-weekly) - \$125 per regular session
 - b. Not mailed - \$80 per regular session
2. All of #1 plus end of the week computer bill status print out by Legislative Document number
 - a. Mailed - \$185 per regular session
 - b. Not mailed - \$120 per regular session
3. End of the week computer bill status print out by Legislative Document number
 - a. Mailed - \$60 per regular session
 - b. Not mailed - \$25 per regular session

We look forward to hearing from you as to your wishes to subscribe

to our document services (a form is enclosed for your convenience).
Please call me at 289-2866 if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Edwin H. Pert". The signature is stylized with large, sweeping loops and a long horizontal line extending to the right.

Edwin H. Pert
Clerk of the House

EHP:iw
Enclosure

NOTE: The above rate schedules are subject to approval and/or revision
by the Legislative Council.

TO:

Edwin H. Pert
Clerk of the House
107th Maine Legislature
State House
Augusta, Maine 04330
Attn: Legislative Document Office

I wish to subscribe to the following services:

- 1a. LD's, Calendars, Amendments - Mailed \$125
- 1b. LD's, Calendars, Amendments - Not mailed \$80

- 2a. All of above plus bill status print out - Mailed \$185
- 2b. All of above plus bill status print out - Not mailed \$120

- 3a. Weekly bill status print out - Mailed \$60
- 3b. Weekly bill status print out - Not mailed \$25

Name: _____

Address: _____

City: _____ Zip: _____

Signed: _____

NOTE: The above prices are estimates, subject to Legislative Council approval and/or revision.



STATE OF MAINE

LEGISLATIVE COUNCIL

Legislative Management Manual

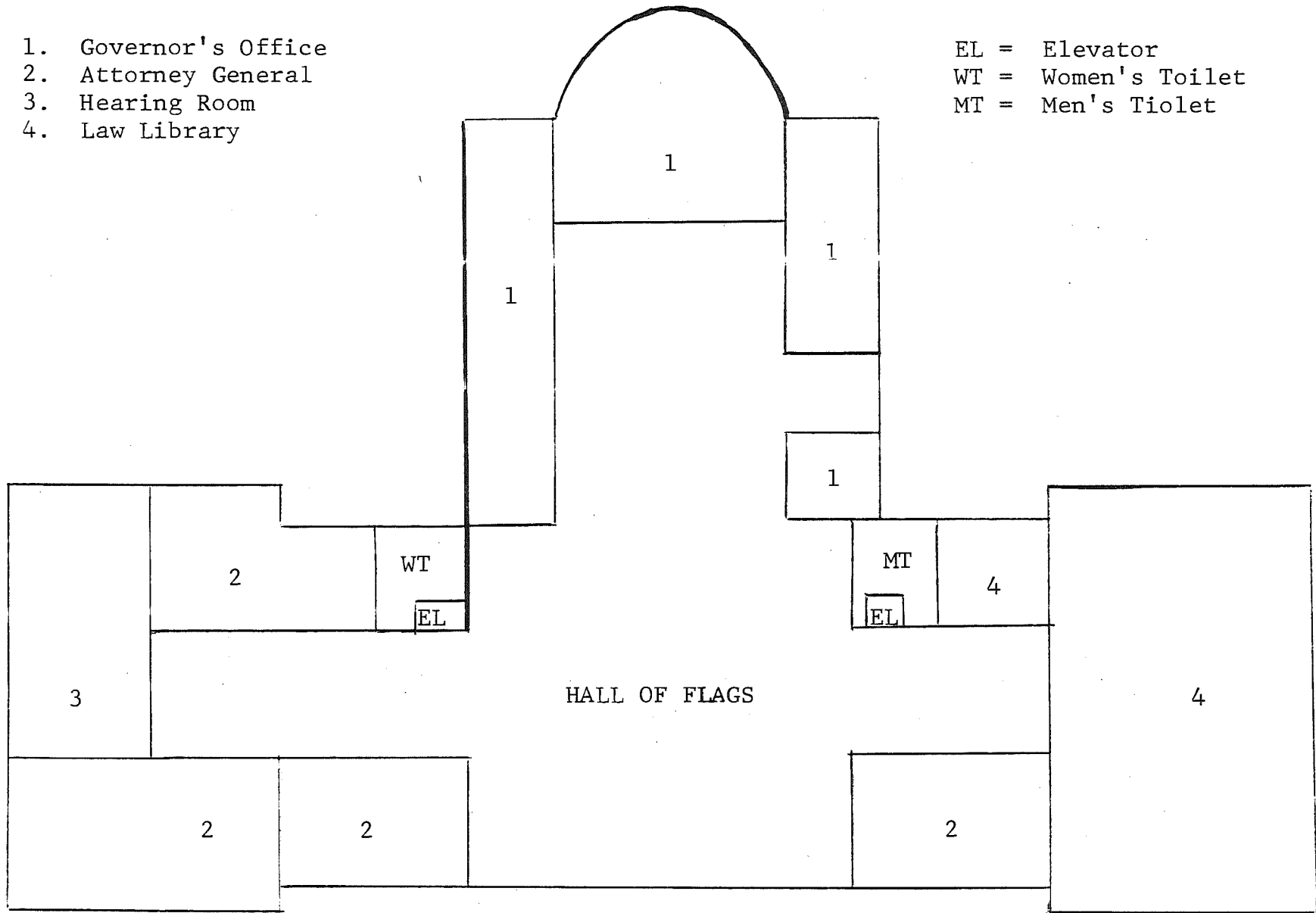
LEGISLATIVE OPERATIONS

ALL OTHER:
A
LEGISLATOR'S
GUIDE

STATE HOUSE
Second Floor

- 1. Governor's Office
- 2. Attorney General
- 3. Hearing Room
- 4. Law Library

EL = Elevator
WT = Women's Toilet
MT = Men's Tiolet



STATE HOUSE
Third Floor

1. President of the Senate
2. Legislative Council Chamber
3. Senate Reporters
4. Senate Majority Leader
5. Assistant Majority Leader
6. House Minority and Assistant Minority Leaders
7. House Majority and Assistant Majority Leaders
8. Speaker of the House
9. Clerk of the House

10. Legislative Information Office
11. House Men's Retiring Room
12. Legislative Research
13. Executive Council Chamber
14. Legislative Finance
15. Legislative Post Office and Document Room
16. Senate Minority and Assistant Minority Leaders
17. Secretary of the Senate

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

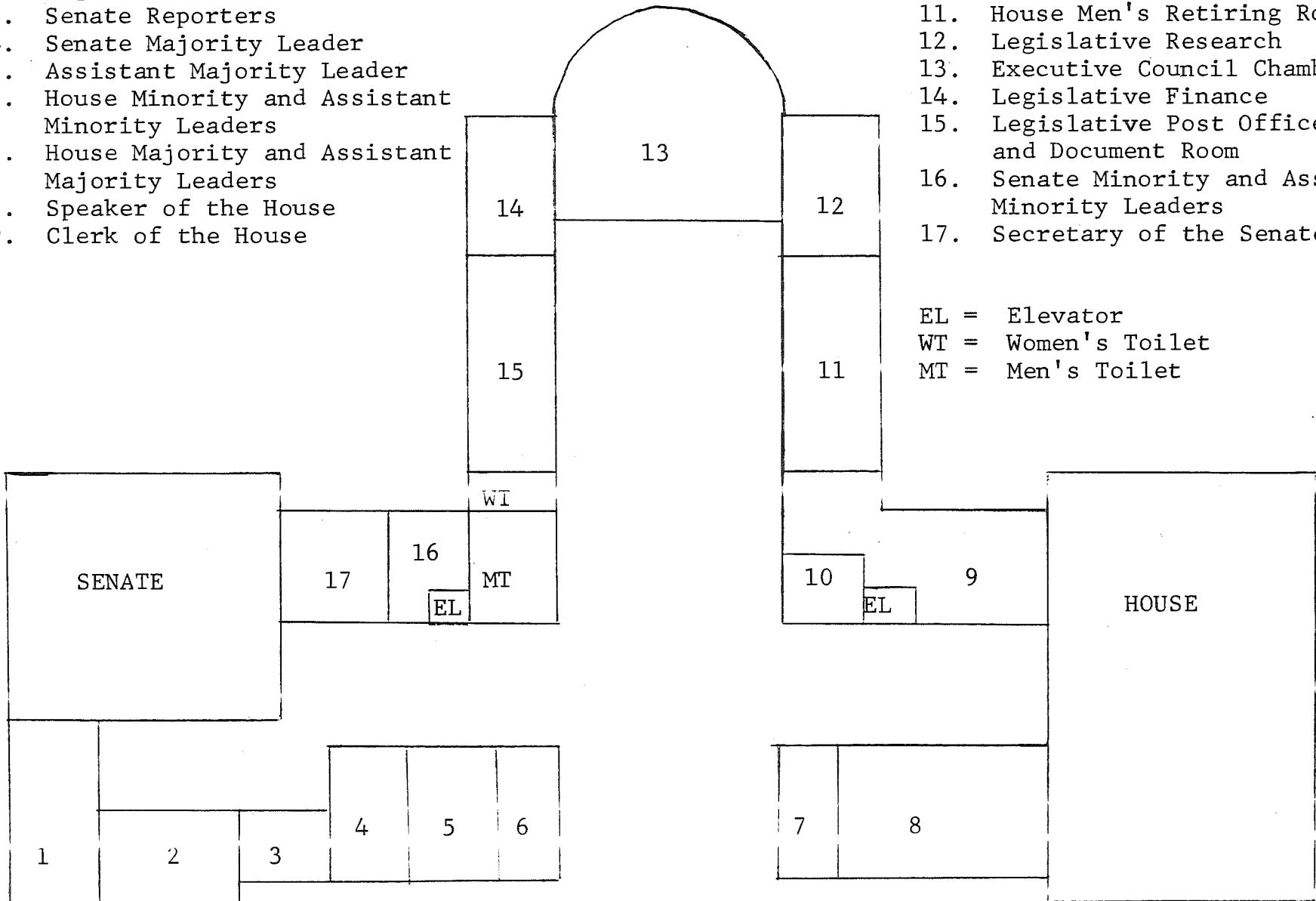


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INTRODUCTION

What follows is not intended to be a comprehensive description of either the Legislature or the state departments and other agencies. Such an exhaustive account is to be found in the massive Consolidated Annual Report, which will be published in early 1975.

Although presented in four parts, what follows can be usefully seen as falling into two general divisions: Part I offers a glimpse of the most important parts of the legislative process. The last three parts provide a skeleton key to the activities of the major departments and semi-independent agencies of state government.

Two other points should be mentioned. First, some units of certain state departments are listed at the beginning of that department's description but are not later described. In these cases the activities of the unit seemed to be self-evident and, therefore, no further explanation was added.

Second, in the accounts of the state departments, nothing is included about the chief administrative officers or their terms. As part of governmental reorganization, all administrative heads of state departments now hold the title of commissioner and serve coterminously with the Governor.

THE
LEGISLATURE

CAUCUSES

As one major part of the pre-legislative conference, the legislators of each party hold meetings called party caucuses. Several important pieces of business are carried out at these meetings.

The Senate and House caucuses of both the majority and minority parties elect floor leaders and assistant floor leaders. Leadership posts are recognized by higher compensation, the allocation of office space, a staff assistant and a secretary. To ensure that the results of these elections become part of the official record of the Legislature, the names of those elected to represent their party on the floor of the Senate and House are announced on the floor early in the session.

Nominations for the officers of both the Senate and the House are also made at these caucuses. At the House caucus of each party, nominations are made for Speaker of the House, Clerk of the House and Assistant Clerk of the House. At the Senate caucuses, nominations are made for President of the Senate, Secretary of the Senate and Assistant Secretary of the Senate. Since House officers must be elected by the entire House, and similarly, Senate officers by the entire Senate membership, these choices are only nominations. A nomination by the majority party, however, is tantamount to election.

In addition to these separate caucuses for each legislative branch, a joint Senate-House caucus of each party is held to nominate candidates for the Executive Council and the 3 Constitutional Officers: Attorney General, Secretary of State and Treasurer. Every 4 years these joint caucuses also nominate candidates for State Auditor.

Each candidate nominated for the Executive Council is traditionally the person chosen by the delegation from the county to be represented by that councilor. The Executive Council and the Constitutional Officers must be elected by the entire Legislature, but nomination by the majority party makes election a virtual certainty.

THE FIRST DAY - ORGANIZATION

As required by the Maine Constitution, the Legislature convenes on the first Wednesday in January. The session usually opens at 10 A.M., but when New Year's Day falls on the first Wednesday, the session may open later in the day. The Secretary of the Senate and the Clerk of the House from the previous Legislature act as the organizing officers by presiding until a President of the Senate and Speaker of the House are elected.

Similar procedures are followed in the organization of both the Senate and the House. The general procedures in each branch are as follows:

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

A message is sent to the Governor (whose term in office ends on Thursday at the earliest and then only when a new Governor is inaugurated) 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.

Later on Wednesday, the two branches meet in joint convention in the Hall of the House to elect the 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, District Court and former governors are invited to attend the ceremonies. Printed copies of the inaugural address are distributed and legislators are usually asked to comment on the inaugural by the press following the adjournment of the morning session.

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 inaugural message and outline of his financial proposals.

THE LEGISLATIVE COUNCIL

Through electing the leadership of both branches, the Legislature also is electing the Legislative Council. Created in 1973 as part of legislative reorganization, the Legislative Council is composed of the President of the Senate, the Speaker of the House and the floor leaders and assistant floor

leaders of both parties in both branches. The "Council" elects a chairman from among its members and meets at least once each month when the Legislature is not in session.

The "Council" provides the necessary formal administrative direction for the Legislature and gives it a continuing presence in the capital. In addition to preparing the legislative budget and establishing broad policy guidelines for legislative employees, the "Council" coordinates intergovernmental relations programs and carries out a continuing assessment of all legislative operations.

When the Legislature is not in session the Council offers general supervision and coordination of the work of the Joint Standing Committees. Bills, resolves and studies are assigned to Committees for their consideration and these Committees may be asked to present reports and legislation as a result of their studies.

As the main administrative body of the Legislature, the "Council" also appoints the Directors of all legislative service agencies.

DOCUMENTS AND AIDS

Within the first few days of the session, legislators find themselves flooded with paper. Most of this material, however, is valuable for carrying out legislative duties. The legislature provides a variety of documents which will answer many of the daily questions which arise about the legislative process. Developing a working understanding of these documents early in the session can increase the legislator's effectiveness.

BILLS AND RESOLVES SIGNED BY THE GOVERNOR

If the legislator has any questions about 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 Governor's office. This information is also available from the Legislative Information Office.

APPOINTMENTS MADE BY THE GOVERNOR

Legislators frequently 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 outside 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 booklet is indexed by L.D. number, title, subject matter, sponsor and committee, and provides a summary of all committee actions and the final disposition of all bills.

LEGISLATIVE RECORD

Maine is one of a limited number of states that keeps, 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 recorded on tape and transcribed immediately after the session to be sent to the printer. The entire record is printed later in bound volumes and sent to each legislator. Copies of the records of previous legislatures are available in the Law and Legislative Reference Library (Law Library).

JOURNAL

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. The Secretary of State and the Law Library each file one copy and the third is retained by the Senate Secretary and the Clerk of the House.

SENATE AND HOUSE REGISTER

On the first day of the session, 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, the Constitution, a list of the leadership and all officers of each branch, and a list of legislative staff members, committee clerks and the press.

NOTICES

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 placed on the desks of House members daily. In the Senate, pages place copies of the legislation in the looseleaf binders on each Senator's desk. 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 INFORMATION OFFICE (the Docket)

During the session more than 2000 bills and resolves may be 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 if not nearly impossible task.

To enable members of the Legislature to obtain accurate information at any time on the status of any piece of legislation before the Legislature, the Legislative Information Office maintains a sophisticated computer capability. Each action on every matter in both branches of the Legislature is stored in the computer and the complete history and status of any item can be retrieved instantly by the staff of this office.

ADVANCE JOURNAL AND CALENDAR

For 45 years the Advance Journal and Calendar of the day's business has been available to the Maine legislator. 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. Only what the legislator sees on the calendar can be taken up unless the rules are suspended. 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 SERVICE AGENCIES

The Legislature maintains four principle agencies to provide it with a variety of general and technical assistance. These agencies are: the Office of Legislative Research, the Legislative Finance Office, the Law Library and the Office of Legislative Assistants (the Legislative Staff).

LEGISLATIVE RESEARCH OFFICE

The Legislative Research Office is located just off the Rotunda (third floor halfway between the House and Senate) half a flight down just next to the Executive Council chamber. The Director of Legislative Research, the Assistant to the Director and a staff of 6 provide invaluable help to the legislator in bill drafting and related areas.

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.

After the November election, the office sends to 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 1 p.m. of the fourth Friday following the convening of the session and that they must be introduced in complete,

final form by 1 p.m. of the sixth Tuesday after the Legislature has opened.

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.

4. All bills and resolves must, when they are introduced, also be accompanied by a statement of fact indicating the intent of the item.

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 with the Clerk of the House not more than 45 days before the actual opening of the session.

The need
for facts:

While Legislative Research drafts the legislation for legislators, this office 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 effect. Such information can frequently be obtained with the assistance of the appropriate state department or agency the assistance of the Law Librarian or the Office of Legislative Assistants.

Other
Duties:

In addition to drafting bills and checking on laws affected by each proposed piece of legislation, this office performs a number of other essential jobs for the legislature. The indexing of the session laws is carried out and the public laws are published after each session, The cumulative pocket supplements of the Revised Statutes are also prepared and published. A continuing revision of the statutes is carried out and any agency revising the statutes is provided assistance.

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. These volumes are available through the Law Library.

LEGISLATIVE FINANCE OFFICE

Located across the stairway from Legislative Research, this office through its Director and a staff of four, assists the legislature by providing and analyzing a wide range of fiscal information about state government.

Duties:

The primary duty of the office is to collect and assemble factual information concerning the fiscal affairs of Maine for the use of the 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. In addition, the office provides a continuing program budget review and analysis of all state agencies.

The office also works closely with the Legislative Council and any interim committees created by the Legislature to carry out studies. Advice and assistance are available to the legislative leadership, Senate President, House Speaker and majority and minority floor leaders, as well as to committee chairmen and individual legislators.

Research Materials and Statistics:

The office develops statistics and comparison sheets of state financial expenditures and 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.

In addition, this office will obtain a variety of publications, reports and other materials both federal and state for the legislator. 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.

The overall budget for the operation of the Legislature and the payment of the legislative salaries during the session and expenses both in and out of session is the responsibility of the Legislative Finance Office.

The Director of Legislative Finance is the executive officer of the Legislature when it is not in session.

Biennial
Compendium
of State
Fiscal
Information:

This publication should be reviewed by every legislator. In simple terms, it sets out the entire financial basis of Maine state government. The key figures on revenues and expenditures as well as the only conveniently available up-to-date descriptions and summaries of all taxes and changes in tax types, rates and bases are also included. It is available through the Legislative Finance Office.

THE LAW LIBRARY

In 1971 the Law and Legislative Reference sections were separated from the State Library and made an agency within the Legislative Department. Located on the second floor of the State House directly beneath the House of Representatives, the "Law Library", as it is usually called, houses a wide variety of materials which will be of great assistance to legislators. The State Law Librarian is appointed by the Legislative Council and directs a staff of four.

With its extensive materials on Maine State Government, the library can provide answers to questions on topics ranging from inaugural messages of Maine's first governors to recent roll call votes. The library maintains copies of legislative documents, statutes, the session laws, resolves, indices to the private and special laws, a listing of legislators since statehood, and the complete Legislative Records of previous years. The Legislative Record, with its word for word account of debates, can be invaluable to legislators.

In addition, the library keeps a clipping file from a selection of newspapers on topics of particular interest to the Legislature. Microfilm copies of back issues of several newspapers supplement this clipping file and may be used at the State Library.

The experience of other states is often significant as the Legislature considers a specific bill or studies some aspect of state government. To provide this indispensable information, the library maintains a collection of reports, manuals, surveys and books concerning the actions of other states in all areas of state government. The library also offers complete and continually up-dated sets of the statutes of all other states.

THE OFFICE OF LEGISLATIVE ASSISTANTS

This office was created as one of the first acts of the 106th Legislature in January 1973. The office provides permanent non-partisan assistance to the Joint Standing Committees, the Legislative Council, interim committees and individual legislators.

During the legislative session, the Director assigns members of the staff to specific Joint Standing Committees. Services offered to the Committees include: background information and analysis of legislation before the committees, assistance in drafting bills and amendments, preparation of research materials on topics of interest to the committee and monitoring the effect of enacted legislation.

After the Legislature has adjourned, members of the staff are assigned on a project basis to carry out the legislative studies requested by the Legislative Council or ordered by the Legislature. On this basis the office works with the Joint Standing Committees as they pursue studies on a variety of topics. Research assistance and help in preparing reports and legislation is provided.

In addition, the office does short term research for individual legislators and assists the Office of Legislative Research in drafting bills.

THE BUDGET DOCUMENT

What form the next budget document will take has not been finally resolved. When these decisions are made, an insert to replace this page will be provided.

RULES AND CUSTOMS OF THE HOUSE

The rules of the House are adopted at each session and may be amended by the House if it desires to do so. 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 debate.

The complete text of the House rules is printed in the Senate and House Register 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

As the presiding officer, 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, signs bills passed by the House, and appoints the subordinate officers of the House.

The Speaker may also address the House on points of order, vote in all cases and appoint a "speaker pro tempore" to serve during the Speaker's absence from the chair.

The House can form itself as a "committee of the whole" by a majority vote in order to discuss any matter as a committee, rather than as a legislative body. When a "committee of the whole" is created the Speaker appoints the member who will preside.

Clerk of the House

The clerk is elected by the House members and 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 back of the House. A variety of jobs from drafting the Advance Journal and Calendar to handling the details of "Welcome Back Day" for former legislators are performed by the Clerk and staff.

Other matters:

The rules provide that each day shall begin with a brief religious service. Traditionally, a different member of the clergy is selected to offer the opening prayer on each day of the session. Members wishing to recognize a member of the clergy from the area they represent 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 is 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, but by tradition members do not smoke during the 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).

RULES AND CUSTOMS OF THE SENATE

The rules of the Senate are similar to those of the House in broad outline and intent. Usually a larger proportion of the members of the Senate have had previous legislative experience, and the smaller number (33 Senators as compared with 151 Representatives) provides fewer problems in handling debate and other procedures. A senator, for example, may speak three times on a question instead of just two without obtaining special permission.

President of the Senate

As the presiding officer of the Senate, the President determines if a quorum (half the membership) is present,

names committees, decides questions of order, declares votes, signs bills, appoints all the subordinate officers of the Senate, recognizes senators wishing to speak and calls for divisions when requested. The President may vote on all matters and may select a President pro tempore to act during an absence of the President from the chair.

Secretary of the Senate

The Secretary is elected by the Senate and 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 the House, and the Secretary of State.

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, supervising the committee clerks, providing information for individual senators and supervising the printing of amendments.

Other matters:

The Senate also elects an Assistant Secretary of the Senate and follows the same tradition as the House in having a different member of the clergy open each day's session.

Rights and Duties of Members:

The Senate does not have a daily attendance roll call but attendance at sessions is a primary duty.

In order to speak, a Senator must stand and address the President. When referring to another Senator in debate, a member must refer by title, name and county ("The Honorable Senator, Senator Smith of Knox County). A Senator must be recognized before speaking and cannot speak more than three times on the same question without permission from the Senate.

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

While the action is infrequently taken, the Senate, like the House, 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. Just as in the House this action allows the Senate to discuss a matter as a committee, not a legislative body.

Special Appropriations Table
and Special Highway Table:

Both of these devices are used only by the Senate. With the exception of the Part I budget and certain emergency spending legislation, every bill with a fiscal note is tabled just before final enactment in the Senate. This tabling of bills as the session proceeds creates the Special Appropriations Table. In the final days of the session when the level of revenues available for funding these bills has been more firmly established, the bills are removed from the table and considered by the Senate. The "Table" allows for all bills with fiscal notes to compete for the usually limited dollars available for funding.

The Special Highway Table is used in the same way and for the same purpose. The difference is simply that the Special Appropriations Table is focused on undedicated General Fund revenues, while the Highway Table is concerned with dedicated Highway Fund dollars.

JOINT RULES

In addition to the rules of the Senate and House, the legislature adopts joint rules which cover a number of significant items. These joint rules, like the separate rules of the Senate and House, are printed and indexed in the Register. Careful consideration of them is essential.

The joint rules are approved by both houses separately. These rules establish, name and give the number of Joint Standing Committees, give the general requirements for the filing and form of legislation, describe the make-up of conference committees, set out the procedures for calling of a Special Session by the Legislature and provide the rules for Committee Reports.

PROCEEDINGS OF THE HOUSE AND SENATE

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

1. Papers from the other branch 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 first reading of bills or resolves.
6. Reading of bills in second 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 and both Houses provide that adjournment takes precedence over any other motion and must be voted on without debate.

A study of the precedence given to the various motions also saves the new legislator the embarrassment, for example, 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. The precedence of motions is described in the House and Senate rules sections of the Register (Senate Rule #8 and House Rule #25).

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 permits "riders" to be attached on a completely different subject or on a similar subject but unrelated to the intent of the pending bill.

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 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 division and members for and then members against 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 present and voting. 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 for three primary 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 Office and the Office of Legislative Assistants; copies of model legislation and legislative activities in other states are available from the Law Library; suggestions on needed legislation can be frequently obtained from department heads and financial information is available from the Legislative Finance Office.

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.

"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.

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 four House members recommends that the bill be sent to one of the 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 member's desk the next morning.

The Senate and House must both vote on referring the bill to the suggested committee. 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 debates 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 joint standing 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. Any paid lobbyists who testify must be registered with the Secretary of State. At some time after the hearing (the committee may act within hours or not for several months) the committee meets in 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. 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). A bill may also be withdrawn and receive a Leave to Withdraw report. Other reports include OTP in New Draft and OTP as Amended.

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 information about 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", the bill is dead. After notification of each House, the bill is placed in the legislative 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 member's desk.

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

Consent Calendar. The House, but not the Senate, uses a device called the Consent Calendar (Rule 49-A in the Register). Any bill which has received unanimous Ought to Pass committee report is placed on the Consent Calendar upon reaching the House. After 2 legislative days the bill is considered as having been passed to be engrossed. This procedure significantly increases the number of bills which the House can handle each day.

Any member can, by objecting, prevent any bill from being placed on the Consent Calendar or can have any bill removed.

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 the 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".

5. House-Senate Disagreement

At times the House and Senate find that they cannot agree on action on a bill. The legislation may then be referred to a committee of conference appointed by the House Speaker and the 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 not killed by indefinite postponement, 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 a two-thirds vote of approval of the entire membership 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. If a legislative adjournment prevents its return, it becomes a law within 3 days after the legislature's next meeting.

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 those present of each House.

PRESS, TELEVISION & RADIO

Representatives of the various news organizations assigned to cover the Legislature have been given office space on the fourth floor of the State 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".

Representatives of the press 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 the flash bulbs were not used and as long as the actions did not interfere with the business of the Legislature.

Journalists 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 both to the press and to the legislator to have any material typewritten with sufficient copies (five or six) for the representatives of all the news media. If a statement is to be released immediately, it should be marked with "For immediate release". 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 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 ten dollars.

Free Material

Materials mentioned under "Documents and Aids" 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 placed on his or her desk which reflects the activities of various state departments such as their annual or biennial reports and other publications. Other information, ranging from maps to movies, from the State Constitution to a booklet on Maine fish is also available from the departments. Knowing what information material is available and obtaining it for appropriate groups, organizations or schools is one helpful constituent service that the legislator can perform. 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 \$3750 in the first year and \$1000 in the second year of each biennium. The President of the Senate and the Speaker of the House receive an additional

50% above this regular compensation. The majority and minority leaders receive an additional 25% while the assistant floor leaders receive an additional 12½%. Salaries are paid each Wednesday.

Legislators who stay overnight in Augusta are entitled to a meals and housing allowance of \$25 per day. In addition, mileage is paid at the rate of 12 cents per mile between the legislator's residence and Augusta (one round trip per week). For legislators who commute to Augusta, the meal allowance is \$12 per day and mileage up to \$13 per day is allowed. Toll charges on the Maine Turnpike are also reimbursable and a receipt for tolls should be included with expense account sheets. Each member also receives an annual \$200 for constituent services.

All salaries and expense accounts are handled by the Legislative Finance Office.

Choice of Seats

Senate leaders and returning majority party Senators receive the first choice of seats. New majority party Senators are next, followed by the members of the minority party. Representatives are not 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. 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 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 fourth 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 differ in colors. The House plate carries the number of the representative's seat, while the member's district number is carried on the Senate plate.

Telephone and Postage

Allowances for members in these categories are set by legislative order and may change from session to session. Members usually are allowed telephone calls of "reasonable duration" within Maine; eight dollars in postage for packages; and ten dollars in postage for letters.

THE STATE
OFFICERS
ELECTED BY THE
LEGISLATURE

ATTORNEY GENERAL

Organization: The department consists of 2 divisions.

Divisions: (1) Civil
 (2) Criminal

The Attorney General is elected by the Legislature every two years. As the chief law officer of the state, the Attorney General represents the state in all its civil matters and carries out the investigation and prosecution of a number of criminal cases. In addition, informal opinions are rendered on questions of law raised by the Legislature and state agencies.

1. Civil
Division:

Assistant Attorneys General from this division are assigned to the departments, boards and commissions of state government. These attorneys represent the agency at administrative proceedings and in court, and perform any internal legal tasks such as personnel matters and contracts. This division also represents the state in all civil matters not related to specific agencies. The Consumer Fraud section responds to consumer complaints and initiates actions whenever necessary.

2. Criminal
Division:

This division investigates and prosecutes all homicide cases in the state as well as a variety of other criminal cases. The Law Enforcement Education section offers programs of continuing legal education for police officers and prosecutors, and publishes a

The main job of this department is to examine annually the financial records of the many parts of state, county and municipal government in order to verify their accuracy. The results of these audits are reported to the Governor and Legislature each year.

1. Departmental
Division:

This division performs audits on all of the accounts and other financial records of state government. During 1973, 170 audits were completed on an assortment of agencies including departments, commissions, state institutions, examining boards, vocational technical institutes and the Superior Courts. Audits of claims for Federal Disaster Relief are also handled by this division.

2. Municipal
Division:

The accounts of cities, towns, counties and the district courts are reviewed by this division. The fees charged for these audits make this division nearly self-supporting.

3. Fraud Investi-
gation Division:

Incidents of alleged or attempted fraud in the handling of state money are investigated by this division. Successful investigations can result in repayment to the state of any money that has been obtained fraudulently.

4. Program Review
and Evaluation
Division:

A new division created in July 1974, it can serve the Legislature by reviewing and analyzing the results of any government programs and activities. Cost-benefit analyses of any program can be ordered by either branch of the Legislature, the Legislative Council or any Joint Standing Committee.

TREASURER

The State Treasurer, the administrative head of the department, is elected every 2 years by the Legislature. The Treasury receives all monies flowing to the state from all sources. State funds are invested, but are limited by law to Federal government obligations, certificates of deposit, time deposits and repurchase agreements.

The department also acts as the prime initiator of bond sales by the state. At regular intervals bonds from various state departments are assembled and the call for bids is made.

The Treasurer prepares monthly statements presenting the amount and location of all state deposits and also compiles an annual report to the Governor and Legislature.

SECRETARY OF STATE

Organization: The department has 3 Divisions, the Maine State Archives, an Advisory Committee and an Advisory Board.

Divisions: (1) Elections
(2) Motor Vehicles
(3) Corporations

Advisory
Committee: (4) Medical Advisory Committee

Advisory
Board: (5) Advisory and Review Board on Driver's
Licensing and Vehicle Registration

Secretary of
State:

Elected by the Legislature every 2 years, the Secretary maintains all records of the State. In addition to serving as secretary to the Governor and Council, the Secretary engrosses all bills and preserves the records of all acts of the Legislature. As chief administrative officer, the Secretary supervises all units of the department.

1. Elections
Division:

From nomination papers to recounts, the many provisions of all State and Federal election laws are administered by this division. Recent legislation has added closer campaign spending oversight to the former duties of this division.

2. Motor Vehicles
Division:

The licensing and registration of all motor vehicles are the two main duties of this division. When motor vehicle laws are violated, the division holds hearings and may suspend or revoke licenses.

3. Corporation
and U.C.C.
Division:

All charter documents and annual reports of corporations required to register under Maine law are filed by this division. The Uniform Commercial Code section records certain notices of credit transactions. The records of appointments of persons as notaries and justices of the peace

by the Governor and Council are also kept and the administrative rules and regulations of all state agencies are filed with this division.

Maine State
Archives:

The Archives manages and preserves the permanent records of the State and assists all branches and levels of government in the development of record-keeping techniques. A major effort of the division is to maintain and encourage easy public access to State records.

4. Medical Advisory

Committee:

Created to advise the Secretary of State on medical criteria and vision standards in relation to driver licensing, the committee has not met since it was authorized.

5. Advisory and
Review Board on
Driver

Licensing:

Authorized to promote highway safety, the board did not meet during 1973-74.

THE
STATE
DEPARTMENTS

AGRICULTURE

Organization: This department has 8 Divisions, 4 Commissions, 2 Committees, 4 Boards and 3 Advisory Boards.

<u>Divisions:</u>	(1) Administration	(5) Animal Welfare
	(2) Departmental Services	(6) Inspections
	(3) Promotions	(7) Plant Industry
	(4) Animal Industry	(8) Markets
<u>Commissions:</u>	(9) Harness Racing	(11) Potato
	(10) Milk	(12) Soil and Water Conservation
<u>Committees:</u>	(13) Dairy Council	(14) Milk Tax
<u>Boards:</u>	(15) Agricultural Bargaining	(17) Seed Potato
	(16) Pesticides Control	(18) Veterinarian Examiners
<u>Advisory Boards:</u>	(19) Animal Welfare	
	(20) Blueberry Industry	
	(21) Sardine Industry	

With more than 270 employees, this department works to improve all aspects of Maine agriculture. The various parts of the department oversee our food supply from seed-time to the grocer's shelves. In addition, the department provides technical assistance to farmers and helps to develop markets for Maine products.

1. Administration Division:

Consisting of the Office of the Commissioner, this division provides administrative direction for the entire department and is primarily responsible for enforcing the agricultural laws and the department's rules and regulations.

2. Departmental Services Division:

This division assists all other units of the department by managing budget and personnel information, purchasing needed equipment, doing economic research and publishing agricultural statistics. Films which are made or just distributed by the department are also handled by this division.

3. Promotion Division:

From market and price information to news about export opportunities and trade fairs, this division encourages the use and publicizes the availability of all Maine farm products. The Maine Building at the Eastern States Exposition is also managed by the division.

4. Animal Industry Division:

Controlling livestock and poultry diseases by means of inspection and testing is the main job of this division. The more than 87,000 dogs in the State are registered with tags and licenses provided by this unit. In addition, claims for damage to poultry and livestock by dogs or wild animals are processed here.

5. Animal Welfare Division:

Established in 1973, this division enforces the cruelty to animals laws and encourages the humane treatment of animals by working with concerned citizens and humane societies.

6. Inspections
Division: Our food supply is protected through the inspection of all farms, stores and food processors. This division also examines feeds, fertilizers, seeds and pesticides and maintains the state standards of weights and measures.
7. Plant
Industry
Division: The inspection of living plants and bees is the task of this division. Its biggest project is certifying Maine's prized seed potatoes. More than 50,000 acres were inspected in 1973. The division also licenses bee keepers and assists plant and garden societies.
8. Markets
Division: The grade, quality and condition of fruits, vegetables and poultry are ensured by the inspections of this division. These inspections are carried out only by request for a fee. In addition, the Branding Law, which requires the inspection of apples, eggs, potatoes and maple products, is administered by this division.
9. Harness Racing
Commission: By enforcing the racing laws and promoting the standardbred breed of horse, this unit encourages a high standard of racing for the horseman, associations and the general public. Drug use control through testing has received high priority in recent years.
10. Milk
Commission: Eight members, including producers, dealers and consumers, regulate the minimum prices of all sales of milk in any area controlled by the commission. Promotion of milk is also carried out. The commission is totally supported by fees paid by producers and dealers.

11. Potato
Commission: With money from the excise tax on potatoes, this commission advertises Maine potatoes and supports research on improved methods of production, shipping and marketing.

12. Soil and Water
Conservation
Commission: This commission encourages the protection, proper use and preservation of the state's soil and water resources. Technical and financial assistance is offered to the 16 soil and water conservation districts in developing their own local programs.

13. Dairy Council
Committee: Funded by the tax on producers and dealers, the committee promotes the dairy industry and sponsors nutritional education through workshops for teachers, doctors and the general public.

14. Milk Tax
Committee: Promotion of the dairy industry through education, advertising and research is carried out by this unit and is supported by the milk tax. Advertising has been the major effort of the committee.

15. Agricultural
Bargaining
Board: This board was created by the 106th Legislature in 1973. Appointed by the Governor for 5 year terms, this 5 member board consists of 1 representative each from agricultural producing organizations and agricultural processors and 3 public members.

The board qualifies groups of farmers as an agricultural cooperative organization for bargaining purposes and ensures that bargaining between farmers and processors is carried out according to the rules adopted

by the board.

16. Board of Pesticides Control: This board licenses pesticide applicators, issues permits for the use of certain pesticides, makes regulations on pesticide use, and performs inspections to assure the safe use of toxic chemicals. Fish and game wardens will now assist in enforcing the board's powers.
17. Seed Potato Board: Strains of seed potatoes are developed and improved through laboratory, greenhouse and major farming efforts. The board can buy and sell both land and potatoes as well as grow or contract for potatoes.
18. Veterinarian Examiners Advisory Board: See paragraph 3 of the Introduction.
19. Animal Welfare Advisory Board: See paragraph 3 of the Introduction.
20. Blueberry Industry Advisory Board: See paragraph 3 of the Introduction.
21. Sardine Industry Advisory Board: See paragraph 3 of the Introduction.

BUSINESS REGULATION

Organization: This department has 3 Bureaus, 3 Commissions and 1 Board.

- Bureaus: (1) Banks and Banking
(2) Insurance
(3) Consumer Protection
- Commissions: (4) Real Estate
(5) Running Horse Racing (inactive)
(6) Boxing
- Board: (7) Land Damage

This department was established in 1973 as part of the governmental reorganization plan. Several agencies with related functions were grouped together in order to improve the performance of each.

Purchases, personnel and budget preparation are under the commissioner's supervision. However, the separate units of the department have administrative powers which are outside the authority of the commissioner.

1. Bureau of
Banks and
Banking:

This bureau supervises all trust companies, savings banks, savings and loan associations, credit unions, industrial banks and loan companies. Each of these institutions must be examined at least once each year. The bureau approves or denies applications for new charters, new branches or mergers.

The Securities Division of the bureau administers the Maine Securities Act. All non-exempt securities and all brokers and dealers selling securities in Maine must register with this division. In 1973, 938 applications for securities were handled and the division registered 394 dealers and 1553 agents. The sale of any securities can be stopped and the licenses of dealers and brokers can be suspended or revoked if selling practices are in violation of the law.

2. Bureau of Insurance: By reviewing the financial condition and the business practices of all insurance companies certified to operate in Maine, this bureau regulates the industry. The bureau also licenses non-profit hospitals, medical service and automobile road service organizations. All insurance agents, brokers and adjustors are licensed by the bureau, and in 1973, 1002 new agents, 64 new brokers and 21 new adjustors were licensed. In addition to its licensing duties, the bureau administers the rate-regulation laws.
3. Bureau of Consumer Protection: Created by the Maine Consumer Credit Code in 1974, this bureau assumed several duties formerly held by the Banking Commissioner. The bureau will promote fair credit practices and encourage competition among those companies offering credit. Consumer safeguards against deceptive practices available under the Code will also be publicized.
4. Real Estate Commission: By licensing brokers and salesmen every 2 years, investigating complaints and reviewing trust account records, the commission regulates the real estate profession. Through newsletters and seminars, the realtors are made aware of changes in practices and laws.
5. Running Horse Racing Commission: See listing of commissions - page 47
6. Boxing Commission: The commission issues licenses to boxers and boxing officials and makes any rules necessary to regulate the sport.
7. Land Damage Board: This board hears claims of damage to property

caused by: highway takings, grading and well damage, the acquisition of billboards, and the removal of junkyards. The board can compensate persons who have suffered damage to their land from these causes. In 1973, 163 cases were heard and 72 claims settled.

COMMERCE AND INDUSTRY

Organization: The department has 5 Divisions and an Advisory Council.

Divisions:

(1) Development	(3) Research and
(2) Foreign Trade and	Analysis
Marketing	(4) Promotion
(5) Information Services	

In a variety of ways, this department encourages economic development in order to improve the quality and quantity of both jobs and community services. New industries are sought, existing industries are assisted in their plans for expansion and local communities are given help in their economic development efforts. The advisory council is composed of the 8 Mark Maine chairmen from each of the state's economic districts. Mark Maine is a private organization of business people throughout the state who assist the department in liason work with industries interested in Maine.

1. Development Division: This division actively seeks out new industries and works closely with local development groups in order to find the best location for an interested industry. Programs of community assistance are conducted in the state's 8 economic districts to encourage the formation of new industrial sites and parks. Specific groups such as the metal products industry have also been assisted in attracting new contracts through the efforts of this division.
2. Foreign Trade and Marketing Division: In 1973, the Legislature created this division to encourage Maine firms to expand their exports and to promote Maine as an investment site for international companies. The division holds educational seminars and conferences and coordinates its efforts with the Department of Commerce and the Export-Import Bank. Meetings have been held in Maine, Japan and Western Europe.
3. Research and Analysis Division: Economic data which identifies opportunities available to prospective industries is assembled by this division. Market research, resource inventories and analyses, and feasibility studies of projects are carried out. Recent studies include "Project Woodchip", a report on the possibilities of starting a forest products manufacturing complex in Aroostook County, and "Tourism in Maine", a complete analysis of the costs and benefits of the tourist industry.
4. Promotion Division: Through newsletters, news releases, films, booklets and information centers, this division publicizes all of the programs of the department.
5. Information Services Division: The services of clerks and stenographers needed by the department are centralized in this division.

CONSERVATION

Organization: This department consists of 5 Bureaus, 3 Boards, 2 Commissions, 2 Advisory Committees, 1 Advisory Council and 1 Authority.

Bureaus: (1) Forestry (3) Public Lands
(2) Parks and Recreation (4) Geology
(5) Mining

Boards: (6) Arborists Examining
(7) Passenger Tramway
(8) Certification for Geologists and Soil Scientists

Commissions: (9) Land Use Regulation
(10) Northeastern Forest Fire Protection

Advisory Committees: (11) Allagash
(12) On Historic Sites

Advisory Council: (13) State Recreation

Authority: (14) Maine Forest Authority

By consolidating several existing agencies, the Legislature created this department in 1973 in order to coordinate the planning and management required to preserve the state's scenic, mineral and forest resources.

1. Forestry Bureau: This bureau offers assistance in forest management and the marketing of wood products to woodland owners and produces seedlings for reforestation. Forest fire protection as well as programs to protect trees against insect

diseases are provided by the bureau. During 1973, 420,000 acres of land were sprayed to control spruce budworm.

2. Parks and
Recreation
Bureau:

Through the acquisition and development of land, this bureau creates state parks and memorials and manages them for the public. Nearly 3000 acres were acquired during 1973. The bureau also manages the Allagash Wilderness Waterway as well as 29 public facilities for boats.

3. Public Lands
Bureau:

This bureau controls all the public reserved lands (public lots) and all other state land which is not otherwise provided for by law. The bureau's main effort is to manage these lands on a multiple use basis in order to provide a continuing yield of products and services.

4. Geology
Bureau:

By coordinating all geological mapping and physical resource inventory programs across the state, this bureau oversees the use of the state's mineral resources.

5. Mining
Bureau:

This bureau supervises all mineral exploration, development and production on lands (and submerged lands) within the territorial jurisdiction of the state.

6. Arborists
Examining
Board:

Composed of the Director of the Bureau of Forestry, the State Entomologist and 3 members appointed by the Governor, this board licenses commercial arborists.

7. Passenger
Tramway
Board:

This board inspects and registers tramways and issues safety regulations for their construction and operation.

8. Board of Certification for Geologists and Soil Scientists: See paragraph 3 of the Introduction.

9. Land Use Regulation Commission: The unorganized territories of the state are by definition exempt from municipal zoning, subdivision control, and local and regional planning. This commission extends and applies these and other tools of resource protection and development to the unorganized territories.

10. Northeast Forest Fire Protection Commission: The state forester and one member of the legislature are the state's representatives on this commission. The commission encourages coordinated forest fire plans and services.

11. Allagash Advisory Committee: This group evaluates each season of waterway use and offers advice to the Bureau of Parks and Recreation on any proposed changes.

12. Advisory Committee on Historic Sites: A citizen committee, knowledgeable in Maine history, this group provides advice to the Bureau of Parks and Recreation on archeological exploration proposals as well as programs and displays for historic sites.

13. State Recreation Advisory Council: This 12 member group was established in 1972 to advise the Community Recreation Division and the Bureau of Parks and Recreation on the development of municipal recreation.

14. Forest Authority: Created to receive money provided by a trust fund established by former Governor Baxter, this

5 member group purchases forest lands for recreation and reforestation.

EDUCATIONAL AND CULTURAL SERVICES

Organization: The department consists of 6 Bureaus, 4 Divisions, 2 Commissions, 1 Council, 1 Committee, the State Board of Education and the Maine School Building Authority.

- Bureaus: (1) School Management (4) Library
(2) Instruction (5) Museum
(3) Vocational Education (6) Arts and Humanities
- Divisions: (7) Planning and Management Information (9) Federal Programs
(8) Finance (10) Administration
- Commissions: (11) Higher Education Facilities
(12) Maine Historic Preservation
- Council: (13) Maine Education
- Committee: (14) Maine Indian Scholarship

Under the supervision of the State Board of Education, the more than 400 employees of this department work to provide comprehensive planning and leadership in education for the entire state.

State Board of
Education:

Appointed by the Governor from the general public for a 5 year term, this nine membered board has advisory, policy-making and administrative duties. The major jobs of the board are the general supervision of vocational education and the approval of school construction projects.

With 6 additional members appointed by the Governor to represent private and public higher education, this board has since April 1974 acted as the state's Postsecondary Education Commission.

1. School
Management
Bureau:

Through various programs, this bureau assists school systems in the areas of nutrition, construction and transportation. The bureau also administers the 6 schools in the unorganized territories and the Baxter School for the Deaf.

2. Instruction
Bureau:

The major efforts of this bureau are improving the curriculum in public and private schools, expanding services for handicapped children and developing drug education programs. All teachers and administrators are certified by the bureau and grants are made to postsecondary schools in support of teacher preparation programs.

3. Vocational
Education
Bureau:

Vocational education for high school students and graduates, drop-outs and employed adults is offered through this bureau. Regional technical and vocational centers in 13 communities and 6 postsecondary vocational technical institutes present a full range of programs and services. The bureau also does planning for the expansion of vocational education.

4. Maine State
Library

Bureau:

The State Library acts as a center for the coordination of library services and resources throughout the state. Information services to local libraries, reference materials, book-mobiles, the development of a Regional Library System are some of the continuing programs and services of the library.

5. Museum

Bureau:

Through collections, exhibitions and research, this bureau preserves the unique history of the state. Education programs are also offered to children throughout the state.

6. Maine State
Commission on
the Arts and
Humanities:

Although called a "commission", this unit is considered one of the 6 Bureaus of the department. Through 2 grant programs the "commission" encourages the growth of the arts statewide. The 2 programs fund nonprofit organizations who have applied, as well as activities such as the "Artist-in-Schools" or "Performing Arts" programs.

Divisions: These divisions provide services for the entire department.

7. Planning and
Management Infor-
mation Division:

This division computes the state aid for each school unit, conducts the Assessment of Educational Progress, and maintains school statistics on all local school systems. A comprehensive planning system is also administered by the division.

8. Finance
Division:

Budget preparation, developmental accounting and developing financial data for appropriation requests are handled by this division. Annual financial reports as well as the oversight of

Federal dollar expenditures in a variety of programs are also carried out.

9. Federal
Programs
Division:

Federal funds available under several major programs are administered by this division. These programs include the Maine Guaranteed Student Loan program, the Osteopathic Student Loan program and Titles I, II, III, and V of the Elementary and Secondary Education Act (E.S.E.A.). E.S.E.A. funds are used for programs benefitting disadvantaged children, school library resources, supplementary educational centers and strengthening state education agencies.

10. Administration
Division:

See paragraph 3 of the Introduction.

Maine School

Building Authority: Composed of the members of the State Board of Education, this authority assists communities in financing school construction projects. Communities aided have been unable to finance the projects independently because of constitutional debt limitations.

11. Higher Education
Facilities

Commission:

This commission administers programs of Federal financial assistance under the Higher Education Facilities Act. Moneys are distributed for improvement of academic facilities and instruction. The commission also conducts planning for the best use of educational resources and maintains an inventory of all facilities in the state. The duties of this commission were transferred to the newly designated Postsecondary Education Commission in April 1974.

12. Historic Preservation

Commission:

The National Preservation Act encouraged the preservation of the state's architectural, historic and environmental heritage. This commission, by developing the Maine Historic Resources Inventory and awarding grants for restorations, carries out this Act.

Education

Council:

Appointed by the Governor, this 14 member group carries out studies in any area of education at the request of the Governor or the Legislature. Seven members of the Council are members of the Education Commission of the States and the council administers the Commission's work in Maine.

14. Indian Scholarship

Committee:

This committee awards scholarships to Indian students on the basis of need for the purpose of attendance in secondary and postsecondary schools.

ENVIRONMENTAL PROTECTION

Organization:

The department consists of the Board of Environmental Protection, 3 Bureaus and 2 Offices.

Bureaus: (1) Air Quality Control
(2) Land Quality Control
(3) Water Quality Control

Offices: (4) Administrative Services
(5) Technical Services

Board of Environmental Protection: The 10 members of this board are appointed by the Governor for 3 year terms. Five groups are represented on the board with 2 members from each: manufacturing interests, municipalities, the general public, conservation interests and air pollution. The commissioner of the department also serves ex officio as a member and chairman. The board acts on licenses, permits and certificates in 20 separate areas including wetlands permits, minimum lot size applications, site location permits, air emission licenses, and mining plans. In addition, the board develops the general environmental regulations in 8 other areas such as great ponds classification, coastal wetlands zoning, air quality standards and solid waste management guidelines. The board holds hearings, receives testimony and and issues and enforces its decisions.

1. Bureau of Air Quality Control: This division is concerned with improving the quality of our air. Assistance is offered to industries trying to meet air emission standards and air quality is regularly monitored to ensure compliance with the standards.

2. Bureau of Land Quality Control: All applications received by the department are processed here. The solid waste management program and the planning for shoreland zoning, wetlands, mining rehabilitation, the Site Location and Great Ponds Acts are also handled by the bureau.

3. Bureau of
Water Quality
Control:

With the largest number of department personnel, this bureau performs a variety of duties: assisting and reviewing municipal and industrial treatment facility plans, processing applications for waste discharge licenses, administering the oil conveyance law, regularly evaluating water quality and performing laboratory testing and field inspections.

4. Office of
Administrative
Services:

Budget preparation, accounting and personnel management, as well as public and legislative information programs are carried out by this office.

5. Office of
Technical
Assistance:

This office focuses on the general planning and coordination of all department activities. In addition to the technical assistance available to all of the Bureaus, special projects are initiated when requested by the commissioner.

EXECUTIVE

- Organization:
- (1) State Planning Office
 - (2) Law Enforcement Planning and Assistance Agency
 - (3) Cooperative Area Manpower Planning Systems (C.A.M.P.S.)

- (4) Washington Office
- (5) Federal-State Coordinator
- (6) Office of Canadian Relations
- (7) Office of Energy Resources
- (8) State Employees Relations Office
- (9) Division of Economic Opportunity

1. State Planning
Office:

This office carries out planning for all parts of State government and offers technical assistance to regional and local governments and planning boards. The office has emphasized several areas: the state reorganization plan, the Coastal Zone Management and Planning project, development of the state information system (MIDAS), and coordination of shoreland zoning activities. The Critical Areas Registry and Advisory Board will also be administered by this office.

2. Law Enforcement
Planning and
Assistance
Agency:

The Federal Law Enforcement Assistance program offers funds for the improvement of all parts of the criminal justice system. This agency administers the program by evaluating needs throughout the state and awarding grants and technical assistance to any qualified applicant.

3. C.A.M.P.S.
(Cooperative
Area Manpower
Planning Systems:

Working through 8 area boards, this office identifies manpower needs and channels Federal money into areas which lack adequate job training programs. Studies of the Maine labor force are also conducted.

4. Washington
Office:

In operation since April 1973, the Washington Office acts as an extension of the Governor's

office to improve communications between the state and federal governments. Federal programs are monitored for their possible advantages to Maine and regular meetings are held with the Maine Congressional delegation.

5. Federal-State
Coordinator:

This office is advisory to the Governor in the areas of natural resources, economic development, business regulation and energy. In addition, assistance is provided in developing the Governor's legislative program and in liason work with Federal agencies, the National Governors Conference and the New England Regional Commission.

6. Office of
Canadian
Relations:

Through a variety of exchange programs and the encouragement of cooperative efforts in economic and environmental planning, this office, started in 1973, works to strengthen relations with the eastern Canadian provinces.

7. Office of
Energy
Resources:

Preventing shortages of energy in Maine is the overall aim of this office. Created in 1974, the office is focusing on the formulation of a state energy policy and the stimulation of research and development in the areas of energy alternatives. The office also provides technical assistance to State agencies and the private sector, and prepares legislation relating to energy supplies and use.

8. State Employees
Relations
Office:

The 106th Legislature gave collective bargaining rights to state employees. In the law granting these rights, the Governor was designated the employer for bargaining purposes. This office will represent the Governor in all phases of the bargaining process.

9. Division of
Economic
Opportunity:

This division coordinates poverty programs throughout the state and directs efforts of its own such as fuel and insulation projects during the winter.

FINANCE AND ADMINISTRATION

Organization: This department has 8 Bureaus and 1 Advisory Board.

- Bureaus:
- (1) Accounts and Control
 - (2) Budget
 - (3) Property Taxation
 - (4) Taxation
 - (5) Public Improvements
 - (6) Alcoholic Beverages
 - (7) Bureau of Purchases
 - (8) Central Computer Services
- Advisory Board:
- (9) Maine Insurance Advisory Board

As the major fiscal and administrative agency of state government, this department prepares the state budget, conducts capital planning, keeps all accounts, reports statistics, collects taxes, handles state purchasing, administers the alcoholic beverage laws and provides central computer services.

1. Bureau of
Accounts and
Control:

Headed by the State Controller, this bureau maintains the accounts of all financial transactions of state government and must approve all contracts, orders, invoices and payrolls to ensure that they are consistent with the intentions of the Legislature and State Budget Officer. The Controller also authorizes all expenditures from the Treasury and prepares the annual state financial report.

2. Bureau of
the Budget:

After consulting with all departments and agencies of state government, the State Budget Officer and staff prepare the massive budget document for the Governor before it is submitted to the Legislature. In addition, the work programs and allotments of all agencies are examined and approved on a quarterly basis and a continuous review of all administrative activities is maintained.

3. Bureau of
Property
Taxation:

Formerly the Division of Property Taxation, this unit became a separate bureau in 1974 in anticipation of the formation of property tax assessment districts and the need for administering these districts. The bureau administers all property tax laws and provides training for assessors.

4. Bureau of
Taxation:

Directed by the State Tax Assessor, this bureau assesses and collects the majority of state taxes including: sales and use, individual and corporate income, motor fuel, inheritance and estate, public utility, insurance and special industry taxes such as those on blueberries and quohogs. The property tax relief program for the elderly is also administered by this bureau.

5. Bureau of
Public

Improvements: This bureau directs the planning, development and construction of all public facilities including the state's public schools, and manages the property of the State House complex. From the approval of architects to maintaining records of the construction costs, the bureau is involved in each phase of the project development process. During 1973, 150 million dollars of public improvements and public schools were in either the planning or construction stages.

6. Bureau of
Alcoholic
Beverages:

The sale of liquor in the state's 88 stores is the main business of this bureau. General supervision of the manufacturing, importing, transporting and storage of liquor is also carried out according to regulations issued by the bureau.

7. Bureau of
Purchases:

Through the process of open competition, this bureau secures all services, materials and equipment required by the state. Duplicating, printing and postal services are also maintained by the bureau.

8. Central
Computer
Services:

On a fee basis this bureau provides computer time as well as technical assistance in developing computer programs for all state agencies. The bureau is financially self-supporting.

9. Maine Insurance

Advisory Board: State Government requires a variety of insurance. This board offers advice on insurance coverage and administers all insurance plans and programs.

HEALTH AND WELFARE

Organization: This department has 6 Bureaus.

Bureaus:

(1) Administration	(4) Maine's Elderly
(2) Health	(5) Rehabilitation
(3) Human Services	(6) Social Welfare

1. Bureau of

Administration: This bureau carries out the general management functions for all parts of the department. Some of its main duties include preparing the budget, doing audits, processing bills, keeping records, reviewing contracts and providing centralized computer services.

2. Bureau of
Health:

Through its several sections, this bureau offers a variety of programs for the prevention and control of disease. Immunization and screening programs are conducted by "Disease Control" while "Specialized Medical Services" focuses on family planning and pre-natal care, as well as programs for handicapped children and corrective care for the eye problems of both adults and children. "Health Engineering" tests public and private water supplies, inspects and licenses eating and lodging places, and operates occupational health programs.

Testing and diagnostic services for communicable diseases, drug deaths, and the blood and breath tests of possibly intoxicated drivers are handled by the "Public Health Laboratory".

The "Public Health Nursing" section screens school children, provides nursing services throughout the state and offers technical assistance to any health care agencies. Programs of

emergency medical care are planned, encouraged, inspected and licensed by "Health Resources". In addition, this section administers the Hill-Burton federal program of construction and financing of health care facilities.

3. Bureau of
Human
Services:

Offering both direct and purchased social services across the state is the primary job of this bureau. Available social service programs include protective and substitute care services for children, adults and families, child care licensing, homemaker services, volunteer services and information and referral services.

4. Bureau of
Maine's
Elderly:

Newly created by the 106th Legislature, this bureau is concerned with a variety of supportive services for elderly persons. The bureau offers volunteer services such as foster grandparents, RSVP and Vista, as well as nutrition programs such as shopping assistance, free meals and nutrition advice. The bureau also provides technical assistance to communities building housing for the elderly and encourages transportation programs for trips to doctors, hospitals, shopping and meals sites.

5. Bureau of

Rehabilitation: Persons with physical, mental or emotional handicaps receive a range of rehabilitation services through this bureau. Self-sufficiency training for the visually handicapped, as well as counseling and testing in the areas of alcohol and drug abuse are also provided. In addition, the bureau handles claims for disability benefits.

6. Bureau of

Social Welfare: This bureau administers several major programs of public assistance and income maintenance.

Payments under Aid to Families with Dependent Children (AFDC) and the state portion of the new Supplemental Security Income (S.S.I.) program (which replaced and expanded the former Aid to the Aged, Blind and Disabled) are made by this bureau. Supervision of Food Stamps throughout the state as well as the state Medicaid and the new catastrophic illness programs comes from this bureau. Administration of the state General Assistance program of reimbursements to municipalities for welfare costs is also carried out here.

INDIAN AFFAIRS

Created in 1965, this department's activities are concerned with the 1000 Indians living on the reservations in Old Town, Princeton and Perry and the nearly 1500 off-reservation Indians.

Department programs are primarily directed at social and economic development as well as improvement in the health of Maine Indians. Planning in health matters, technical and financial assistance to the Indian Housing Authority, administering income maintenance programs and introducing any needed legislation are the main jobs of the department. Assistance in the building of 69 housing units had been provided by June 1974 and the development of an inter-tribal police force had been completed.

Fishing and hunting licenses, tribal censuses and certification of tribal membership are also processed by the department.

INLAND FISH AND GAME

Organization: This department consists of 8 Divisions, the Warden Service and the Game Farm.

Divisions:

- (1) Information and Education
- (2) Planning and Coordination
- (3) Fishery Research and Management
- (4) Fish Hatchery
- (5) Game Research and Management
- (6) Realty
- (7) Safety and Snowmobile Registration
- (8) Engineering
- (9) Watercraft Registration and Safety

Funded primarily from hunting and fishing license fees, this department enforces the fish and game laws, develops wildlife management areas and operates a hatchery as well as a game farm.

1. Information and Education Division:

Through publications, films, radio and television and safety programs, this division promotes conservation education and encourages a continuing good relationship between sportsman and landowner.

2. Planning and Coordination Division:

To insure the long-range preservation of wildlife, this division conducts species management planning, assembles wildlife inventories and coordinates department efforts with any related Federal programs.

3. Fishery Research
and Management

Division:

By studying species and habitats, the state's freshwater fish can be controlled in both population and quality. This division's research includes rainbow trout evaluation, studies of Moosehead and Sebago Lake, and numerous pond reclamation projects.

4. Fish Hatchery

Division:

This division collects and buys both fish eggs and fish in order to maintain programs of stocking the public waters of the state. During 1973, 136,000 pounds of fish were used in stocking.

5. Game Research
and Management

Division:

Inventories and records of annual kills are maintained, management areas are acquired and studies of game diseases are carried out by this division in order to improve game populations and habitats. Three major projects: Big Game, Migratory Birds, and Small Game and Furbearers, are funded under Federal law.

6. Realty

Division:

The technical aspects of acquiring both lands and rights are handled by this division. Title searches, contracts, valuations and negotiations are all done here.

7. Safety and
Snowmobile Regis-

tration Division:

This division registers all snowmobiles and offers safety programs for hunters and snowmobile operators. Some 60,000 snowmobiles were registered in 1973.

8. Engineering

Division:

The design and supervision of all construction projects of the department are conducted by this division. Construction of fishways, fishscreens and small dams is the main job.

9. Watercraft Registration and Safety

Division: This bureau registers watercraft and encourages the safe use of boats in harmony with the Federal Boat Safety Act.

Warden Service: Enforcement of the fish and game laws is the primary duty of this division. Wardens also provide search and rescue services, investigate complaints from landowners and conduct safety programs relating to hunting, boating and the use of snowmobiles.

Game Farm: The game farm raises about 30,000 pheasants each year for release on public lands and also maintains a native wildlife exhibit for the public.

MANPOWER AFFAIRS

Organization: The department is composed of a Commission, a Board, a Division and a Bureau.

Commission: Employment Security Commission

Bureau: Bureau of Labor and Industry

Division: MDTA Educational Training Division
(Manpower Development and Training Act)

Board: Public Employees Labor Relations Board

This department is primarily concerned with ensuring safe working conditions, providing unemployment benefits and offering training programs to expand work opportunities. The commissioner prepares the budget, handles personnel and purchasing and reviews all the operations of the department's 560 employees.

1. Employment
Security
Commission:

With complete Federal funding, this division, through its offices across the state, offers job counseling, testing and placement and also administers the State's Unemployment Compensation program. Job placements totaled nearly 23,000 in 1973-74 and 8,000 persons received counseling. This division is also involved in the Work Incentive Program (WIN) and in the operation of a job bank. In 1973 31,000 referrals were made from job bank listings.

2. Bureau of
Labor and
Industry:

Enforcing the laws which provide for a safe and healthful environment is the main job of this bureau. In addition, statistics on labor and industry, labor organizations, and industrial accidents are maintained. The bureau also conducts research and promotional programs to reduce industrial accidents.

3. MDTA
Educational
Training
Division:

For persons unable to get jobs because of a lack of training, this division offers programs of training through public and private schools, as well as the division itself. CETA, the Comprehensive Employment Training Act of 1973, has replaced the activities formerly carried out under MDTA. This division will be phased out in 1975.

4. Public Employees
Labor Relations
Board:

This board administers the Public Employees Labor Relations Act and the State Employees Labor Relations Act. Under these acts, the board conducts elections to name a bargaining agent, and may, if an impasse in bargaining occurs, administer mediation, fact-finding and arbitration. The direction and assignment of the Panel of Mediators is also managed by the board.

MARINE RESOURCES

Organization: The department has 5 Divisions and one Commission.

Divisions: (1) Administration (4) Law Enforcement
(2) Marine Research (5) Promotion and
(3) Extension Marketing

Commission: (6) Atlantic Sea Run Commission

1. Administration

Division: This division issues and processes 20 types of licenses, manages the department's personnel and budget and keeps records on fish landings as well as other industry data.

2. Division of
Marine

Research: Information on all of Maine's fish, shellfish crustacea and algae is developed by this division. Monitoring of possible environmental problems is

carried out and technical assistance to industry is available.

3. Extension
Division:

Linking the department scientists with the fishing industry and the public, this division offers technical assistance in the areas of management, harvesting, processing and equipment usage.

4. Law
Enforcement
Division:

The Coastal Wardens of this division enforce all marine laws and promote conservation and water safety practices.

5. Promotion and
Marketing
Division:

With Federal, New England Regional Commission and State funds, this division encourages the expansion of markets, both for domestic and export, for Maine's seafood industry. This effort includes films, marketing leads, trade show exhibits and a variety of publications.

6. Atlantic Sea
Run Salmon
Commission:

With headquarters at the University of Maine, the commission consists of the Commissioners of Marine Resources, Inland Fisheries and Game and one public representative. The commission leases and acquires land, runs a hatchery, stocks rivers and issues regulations on salmon fishing in order to restore this fish to Maine rivers.

MENTAL HEALTH AND CORRECTIONS

Organization: The department has 3 Bureaus, 2 Advisory Committees and a Board of Visitors for each institution.

Bureaus: (1) Mental Health
(2) Mental Retardation
(3) Corrections

This department offers facilities, programs and services for improving the quality of life for the mentally handicapped, the developmentally disabled and the public offenders in its care. Major efforts are directed at reducing the number of institutionalized persons, developing community services and encouraging greater participation by patients and inmates through employment opportunities. The population of the state institutions decreased by 11% in 1973-74.

1. Bureau of Mental Health: This bureau directs the mental health programs in the state institutions at Augusta and Bangor and permits the development of services at the local level. A coordinated system of mental health through cooperation between the institutions, the community mental health centers and the private sector is encouraged. The bureau licenses services and awards grants to expand community mental health programs. An Advisory Board of 9 public members appointed by the Governor assists the bureau and must approve the appointment of any mental health superintendent.

2. Bureau of
Mental Retar-
dation:

Through programs at Pineland, the Levinson Center and the Aroostook Residential Center, as well as activities at the local level, this bureau ensures that any services available to non-mentally retarded persons is also available to the mentally retarded. Six regional administrators employed by community agencies develop programs and assist individuals in getting services at the local level, while social workers and group advocates monitor nursing and boarding home care. The Developmental Disabilities staff handles regional planning for the bureau.

3. Bureau of
Corrections:

This bureau directs all correctional programs at the 5 state institutions and supervises any individual under its jurisdiction who is in residential or community situations. The activities of the bureau are directed at returning each person to the status of a full and free citizen. Activities include rehabilitation programs such as work release and the use of half-way houses. In addition, the bureau conducts regular jail inspections at the state and county levels.

MILITARY, CIVIL EMERGENCY PREPAREDNESS AND VETERANS' SERVICES

Organization: This department consists of 3 Bureaus.

- Bureaus:
- (1) Military
 - (2) Civil Emergency Preparedness
 - (3) Veterans Services

Reorganized in 1972, with the Adjutant General as commissioner, this department coordinates the military and civilian emergency duties of state government and offers continuing services to all veterans.

1. Military
Bureau:

Under the direction of the Deputy Adjutant General, the 4000 Army and Air Guardsmen at 26 locations in the state prepare to help in disaster relief or civilian disturbances and to support Federal forces in time of war. During in-state training programs the guardsmen assist on construction projects for non-profit groups throughout the state.

2. Bureau of
Civil Emergency
Preparedness:

Formerly called Civil Defense, this bureau was renamed in 1973 to reflect its main duty. Having no regulatory powers, the bureau acts as a coordinating agency for state government in times of natural or man-made disasters and emergencies. At the state level and through county and local agencies, the bureau develops plans for prevention of disasters as well as specific responses to a variety of emergency situations. In 1974, the State Fuel Allocation Office was located in the bureau to oversee all gasoline and oil supplies in the state. In addition, the bureau handles a program of dam inspection and evaluation.

3. Veteran Services
Bureau:

Through its field offices, this bureau helps Maine war veterans and their families to receive education and housing benefits, rehabilitation and medical services and emergency financial

aid for families in need. In addition, the bureau certifies veterans who are eligible for state guarantees on small business loans. Service records are maintained and burial arrangements and care are also offered by the bureau.

PUBLIC SAFETY

Organization: The department consists of 2 Bureaus, the Maine Criminal Justice Academy, 1 Office and 2 Boards.

Bureaus: (1) State Police
(2) Liquor Enforcement

Office: (3) State Fire Marshall

Boards: (4) Oil Burner Men's Licensing Board
(5) Electricians Examining Board

1. **Bureau of State Police:** The State Police enforce the motor vehicle and criminal laws in order to protect the rights and security of all people in the state. The Traffic Division focuses on the inspection laws, accidents and vehicle safety programs, while the Criminal Investigation Division follows up all reported crimes and complaints, while concentrating on homicides and drug related cases. Records and laboratory facilities are maintained by the Identification Bureau.

2. Bureau of
Liquor

Enforcement: Enforcement of all liquor laws and the regulations of the Liquor Commission are carried out by this bureau. Emphasis is placed on laws relating to licensed premises. Places selling liquor are regularly inspected for a variety of potential violations. During 1973-74, hearings were held involving 328 licensed premises.

The Maine
Criminal Justice
Academy:

Created by the Legislature in 1969, the Academy offers a curriculum for personnel in all aspects of law enforcement. Courses are available to fulfill the mandatory training requirements for municipal police, and programs for corrections officers as well as continuing in-service training are also offered.

3. Office of
the State

Fire Marshall: Through inspections, this office identifies and corrects fire safety hazards and, in general, promotes fire safety practices. In addition, investigations of explosions and fires of suspicious origin are carried out.

4. Oil Burner Men's
Licensing

Board: The board tests and licenses oil burner installers, inspects installation sites and investigates any complaints. In 1973, 266 licenses were issued.

5. Electricians
Examining

Board: Electricians are licensed by this board. The inspectors of the board review electrical work and investigate complaints and cases of fires. During 1973, 798 inspections were completed.

TRANSPORTATION

Organization: The department has 7 Bureaus and 1 Committee.

Bureaus: (1) Administrative Services
(2) Planning (5) Safety
(3) Highways (6) Aeronautics
(4) Legal Affairs (7) Waterways

Committee: (8) To Determine the Needs for a
Traffic Court System

With its 3000 employees, this department plans and works to develop the full range of transportation services and facilities required by the state. The department was created in 1972 by the reorganization act which combined the units of the former Highway Commission and the former bureaus of Aeronautics and Waterways.

1. Bureau of
Administrative
Services:

Budget preparation, auditing, accounting and purchases are handled by this unit. This large department also requires sophisticated computer support for both engineering and data processing functions. This bureau supplies these computer services.

2. Bureau of
Planning:

This bureau is concerned with developing a balanced transportation policy that will encourage and support economic growth throughout the state. Separate units for highway and airport planning study the use of existing roads and facilities and offer recommendations for transportation services. The environmental services unit reviews all department projects

for their possible effect on the environment.

3. Bureau of
Highways:

Maine's 4000 miles of state highways and 7,600 miles of state aid roads are maintained by this bureau. New roads are also designed and constructed, and assistance to counties and communities is provided for traffic engineering. In 1973, contracts for highways and bridges totalling 26 million dollars were completed and contracts for an additional 23 million dollars were assumed.

4. Bureau of
Legal Affairs:

The varied and complex legal services involved in the development of transportation services are assigned to this bureau. Title reports, eminent domain proceedings, bonds and bidding practices, contracts, representing the department before administrative boards and in court, and offering legal opinions on any department matters are the main duties performed.

5. Bureau of
Safety:

Through its courses in defensive driving, programs of public information and suggested legislation, this bureau works to reduce the number of deaths and injuries on Maine's highways. The bureau also investigates and processes damage claims for the department.

6. Bureau of
Aeronautics:

Administering the laws relating to aeronautics, promoting public safety and studying the needs for aeronautical services throughout the state are the major efforts of this bureau. Aircraft for the Executive Branch of State government are maintained and the Augusta airport is also managed by the bureau.

7. Bureau of
Waterways:

All the operating activities of the Maine Port Authority were transferred to this bureau in 1972. As a result, the bureau operates the

Maine State Pier in Portland, maintains wharves in Casco Bay, runs the State Ferry Service and promotes the development of Maine ports.

8. Committee to
Study the Need
for a Traffic
Court System:

Created by the Legislature in 1973 as advisory to the department, the committee was directed to report to the 107th Legislature. As of October 3, 1974, the committee had held one organizational meeting.

SEMI-INDEPENDENT
BOARDS, COMMISSIONS
AUTHORITIES AND
OTHER AGENCIES

BAXTER STATE PARK AUTHORITY

The members of this authority are the Attorney General, the Commissioner of Inland Fish and Game and the Director of the Bureau of Forestry. The authority operates Baxter State Park, the 200,000 acres of land given to the state by former Governor Baxter. Through two trust funds left by Governor Baxter and user fees, the Park's operations are self-sufficient.

AMERICAN REVOLUTION BICENTENNIAL COMMISSION

The commission is composed of 16 public members appointed by the Governor, the State Historian, the State Librarian and the Directors of the State Museum and the Arts and Humanities Commission. Created by the 105th Legislature, this commission carries out the planning for state programs commemorating the bicentennial and acts as the agent for disbursing Federal funds to communities for local projects. The commission will exist only through December 1976.

MAINE GUARANTY AUTHORITY

In 1973 the 106th Legislature created this authority by consolidating the duties of 3 existing agencies: the Maine Industrial Building Authority (MIBA), the Maine Recreation Authority (M.R.A.) and the Maine Municipal Securities Approval Board. The authority consists of 9 members, including the Commissioner of the Department of Commerce and Industry, who are appointed by the Governor to four year terms.

To stimulate economic development in the form of both industrial and recreational facilities, the MIBA and the M.R.A. had encouraged mortgage loans by providing state guarantees for such loans. The Municipal Securities Approval Board had offered certification of municipal projects such as industrial-commercial, recreational and water pollution facilities, which were to be financed by the sale of revenue bonds. The state certification lowered borrowing costs. The Guarantee Authority has continued all the jobs of these 3 former agencies.

In addition, the authority provides direct financial and technical assistance to local development corporations for constructing community industrial buildings. The financial assistance is in the form of loans which are repaid through the sale or lease of the buildings.

MAINE STATE HOUSING AUTHORITY

Organization: The authority has 4 Divisions.

Divisions: (1) Information (3) Management and Tenant Services
 (2) Inspection (4) Mortgage Insurance

The 5 commissioners and the advisory board of 15 members appointed by the Governor broadly represent the interests of municipal officials, financiers, builders, laborers, public and private housing sponsors, and elderly and low income residents.

The authority performs a variety of jobs including the development and management of housing projects, evaluation of housing needs, analyses of existing housing, and certification of industrialized housing.

1. Information
Division:

Through several publications, a speakers bureau and workshops, this division acts as a communications link between the authority and those agencies or persons needing its services. The administrative functions of the authority are also handled by this division.

2. Inspection
Division:

All developments of the Mortgage Purchase Program require several site and construction inspections. In addition, the authority certifies mobile homes by means of plan evaluations and inspections. Both kinds of inspections are carried out by this division.

3. Management and
Tenant Services
Division:

The job of managing all developments of the authority is handled by this division. While minor repairs are made by residents of the

development, maintaining good tenant relations, collecting rents and keeping accounts are duties of this division.

4. Mortgage
Insurance
Division:

The Housing Mortgage Insurance Law, enacted by the 106th Legislature, provided the authority with \$15,000 to launch the mortgage insurance program. This division administers the program as it has been developed thus far for Indian housing on reservations.

HUMAN RIGHTS COMMISSION

The 5 members of this commission, of which not more than 2 may be of the same political party, are appointed by the Governor for 5 year terms. The commission is concerned with conditions and practices which restrict the human rights of any individual. To ensure that such discrimination does not continue unchecked, the commission investigates, holds hearings, receives testimony and makes recommendations for legislative or executive action which may be necessary to restore the full rights of any person.

INDUSTRIAL ACCIDENT COMMISSION

The 6 members of this commission include 4 lawyers appointed by the Governor, the Director of the Bureau of Labor and Industry and the Superintendent of the Insurance Bureau. The commission administers the Workmen's Compensation Act and can make any regulations necessary to carry it out.

In cases of injury which are not resolved between the employer and the employee, the commission, acting through a single commissioner holds a hearing and issues a decision. Hearings are held throughout the state.

STATE LOTTERY COMMISSION

The State Lottery was approved by the voters in a referendum in November 1973. A 5 member commission appointed by the Governor supervises the activities of this new agency. The agency develops different games to encourage continued ticket buying by the public and ensure revenues for the state. The administration and promotion of the Lottery are handled by this agency.

MUNICIPAL BOND BANK

Organized in 1972 as an independent agency of state government, the Bond Bank receives no state appropriations, but instead supports itself through bond premiums and the income from its investment of reserve and operating funds.

By issuing bonds and notes and using their proceeds to directly purchase the bonds and notes of other units of government throughout the state, the Bond Bank reduces the borrowing costs of these units by means of lower interest rates and processing costs. Thus far, the Bond Bank has offered 2 issues totalling 22 million dollars.

PERSONNEL DEPARTMENT

Maine State Personnel Board:

This board is composed of 5 members. The Governor appoints 3 members to represent the public and not more than 2 public members may be from the same political party. Another member is selected by the Maine State Employees Council and the fifth member is elected by the other 4 to represent the heads of departments. The board makes all rules for personnel administration in state government.

Organization:

The department has 5 divisions.

- Divisions:
- (1) Administrative
 - (2) Classification and Compensation
 - (3) Career Management
 - (4) Records and Authorization
 - (5) Public Service Careers

As an independent service agency of state government, this department administers the Merit System Law and the rules of the Personnel Board.

1. Administrative Division: Administrative support functions and the general direction of the department is carried out by this division.
2. Classification and Compensation Division: This division describes and assigns salary ranges to all jobs in the classified service.
3. Career Management Division: Through programs of recruitment and examination, this division provides state government a supply of qualified employees.
4. Records and Authorization Division: The records of present and former state employees are maintained and the rules relating to vacation, sick leave, holidays and leaves of absence are interpreted by this division.
5. Public Service Career Division: This division administers a Federally funded program which offers training and permanent jobs in state government to disadvantaged persons.

MAINE PORT AUTHORITY

Although the operating activities of this authority were transferred to the Bureau of Waterways in 1972, the duty to develop Maine ports and facilities was retained. The authority's efforts are aimed at the construction of port facilities through the sale of revenue bonds.

PUBLIC UTILITIES COMMISSION

Organization: The commission has 5 Divisions.

Divisions:

(1) Accounting	(4) Electric and Telephone
(2) Legal	(5) Transportation
(3) Water and Gas	

The Governor appoints this 3 member commission for staggered 7 year terms. The commission's two major jobs are to set utility rates that will produce enough revenues to encourage good services and to ensure that the services offered are of satisfactory quality. The commission regulates the rates, service and financing of 167 water utilities, 19 electric companies, 2 gas companies, 28 telephone and telegraph companies and a variety of transportation companies such as bus and for-hire truck lines.

1. Accounting Division:

In addition to preparing the budget and handling the commission's accounts, this division enforces

the uniform system of accounting prescribed by the commission for all utilities. Statistical information on these utilities is maintained and cost studies are also conducted.

2. Legal
Division:

This division often conducts the public hearings and is responsible for examination of witnesses and presentation of evidence. Appeals to the Supreme Court from commission decisions and the preparation of needed legislation are also carried out by this division.

3. Water and
Gas Division:

By inspection, review of plans, analysis of rate case data and investigation of consumer complaints, the activities of all water and gas utilities are regulated.

4. Electric and
Telephone
Division:

Regulation of 25 telephone and 19 electric utilities, involving nearly one million accounts, is carried out through on-site investigations, studies of construction plans, cross-examination in pending cases and inspections of operating plants.

5. Transportation
Division:

This division sets safety standards and regulates the economic life of all for-hire freight and passenger surface transportation. Audits are performed, safety checks are conducted regularly, and complaints are investigated.

MAINE STATE RETIREMENT SYSTEM

A seldom mentioned unit of state government, the Retirement System is administered by a 7 member board of trustees: 1 representative each from the Maine Municipal Association, the Maine Teachers Association, the Maine State Employees Association and the retired members of the system as well as 3 public members appointed by the Governor. The board appoints an executive director, an actuary, a medical board and investment advisors.

The Retirement System provides benefits to retiring members and their beneficiaries, offers compensation for disability and operates the Group Life Insurance Plan. Members of the system include state employees, teachers and employees of county and local government units.

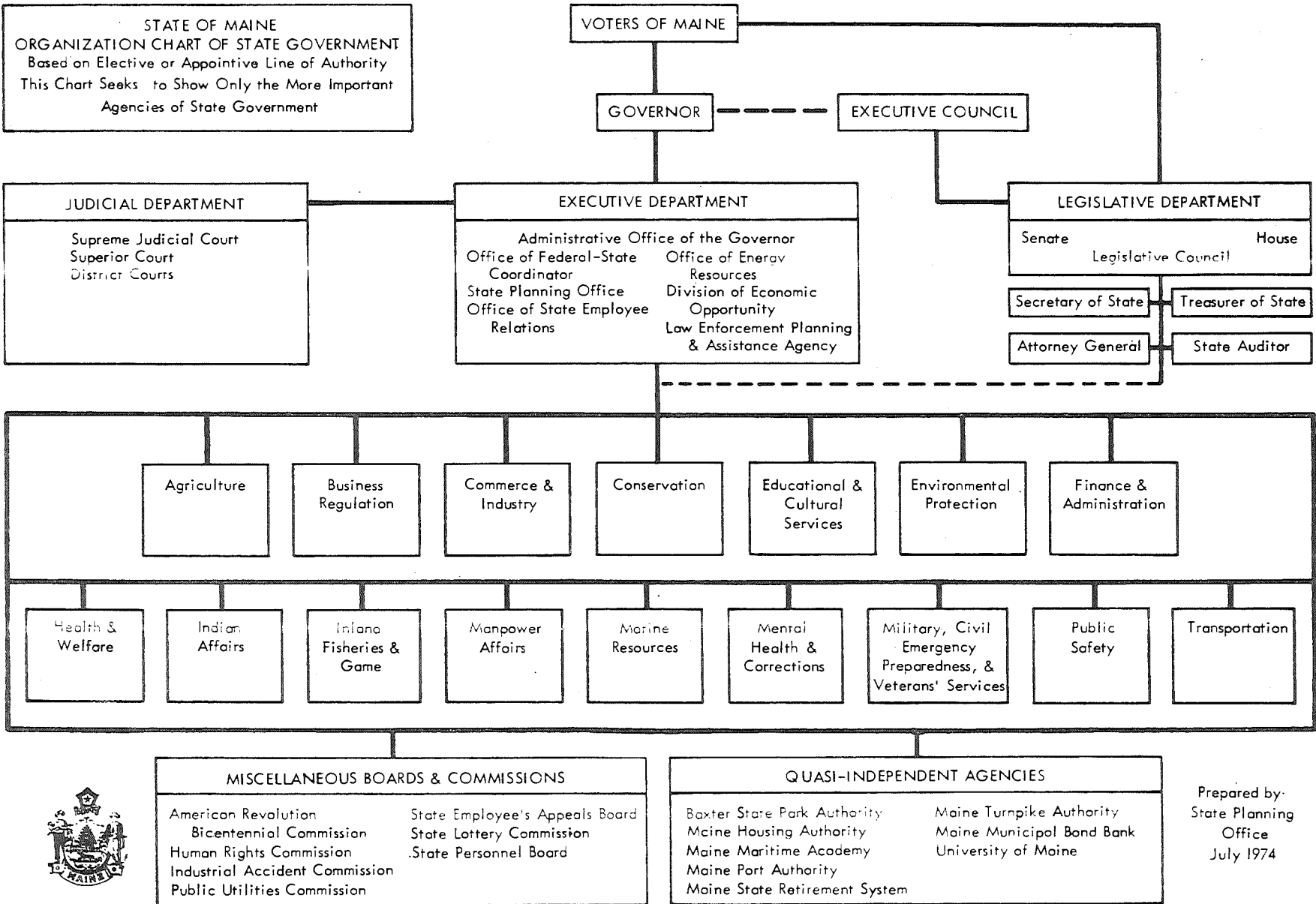
STATE EMPLOYEES APPEALS BOARD

This 3 member board of arbitration is appointed by the Governor for a term of 3 years. All members are experienced in the area of mediating grievances and cannot be state employees. Except in matters of classification and pay, the board mediates the final settlement of all grievances and disputes between individual state employees, both classified and unclassified, and their respective state agencies.

MAINE TURNPIKE AUTHORITY

Created in 1941 as an independent agency, the authority is composed of 4 members appointed by the Governor and the Commissioner of the Department of Transportation. The authority was created to construct, maintain and operate the Maine Turnpike. The Turnpike is financed completely from the sale of revenue bonds which are retired by means of vehicle tolls. When the bonds have been retired, the Turnpike Authority will be dissolved and the Turnpike itself will become another state highway.

STATE OF MAINE
 ORGANIZATION CHART OF STATE GOVERNMENT
 Based on Elective or Appointive Line of Authority
 This Chart Seeks to Show Only the More Important
 Agencies of State Government



Prepared by:
 State Planning
 Office
 July 1974





STATE OF MAINE

LEGISLATIVE COUNCIL

Legislative Management Manual

MISCELLANEOUS