LEGISLATIVE OFFICERS AND AGENCIES

CAROL MOREY VIVENTI
Secretary of the Senate

ADAM W. REAMES
Assistant Secretary of the Senate

Secretary of the Senate

Carol Morey Viventi, Secretary of the Senate
Adam W. Reames, Assistant Secretary of the Senate

The **Secretary of the Senate** is elected by the Senate as a statutory officer at the beginning of the 4-year Senate term. The Secretary's most visible role is the work on the podium during session — reading in bills, recording votes, serving as a parliamentary adviser, and, occasionally, presiding in the absence of designated presiding officers. The Secretary also has many statutory record-keeping responsibilities such as the "care and preservation" of bills and Senate records, including the recording and validating of official Senate actions; the enrolling of bills; the preparation of the journal of each day's proceedings; and the dissemination of bills, resolutions, and amendments to Senators. The Secretary also serves as the Senate's chief administrative officer, responsible for a broad range of administrative functions, including the administration of the Senate budget; management of the Senate's television, finance, human resources, post office, security, and computer staffs; and supervisory authority for the care and control of the Senate's physical plant. The Secretary of the Senate's office is located in Room S-5, State Capitol, Lansing, MI 48933. Phone: (517) 373-2400.

Senate Fiscal Agency

Ellen Jeffries, Director

The **Senate Fiscal Agency** provides nonpartisan analytical services to the Senate. The staff provides technical, analytical, and preparatory support for all appropriations and retirement bills. The agency also prepares an objective written analysis of all bills and administrative rules under consideration by the Senate.

Fiscal analysts of the Senate Fiscal Agency review and evaluate state programs, proposed policies, proposed rules, budgetary requests, and the fiscal impact of all bills before the Senate. The fiscal analysts serve as the primary staff to the Senate Appropriations Committee and the Subcommittees of the Senate Appropriations Committee. The agency also provides economic and revenue analysis and forecasting, analyzes the impact of federal budget decisions on the state, monitors the state's long-term and short-term debt, and monitors the state's compliance with constitutional and statutory fiscal requirements. The agency's economic and revenue forecasts are used as the official Senate forecasts at the Consensus Revenue Estimating Conference.

Legislative analysts of the Senate Fiscal Agency are responsible for providing objective bill analysis for members. Analysts prepare summaries of bills in committee to provide a straightforward explanation of the changes a bill would make to present law. Once a bill is reported out of committee, a full analysis is prepared describing the changes a bill would make in present law, the reason for the bill's introduction, supporting and opposing arguments, and fiscal implications. Analyses are updated as bills are amended throughout the course of the legislative process. The Senate Fiscal Agency is located in the Victor Center, 8th Floor, 201 N. Washington Square, Lansing, MI 48933. Phone: (517) 373-2768. The Senate Fiscal Agency's website can be accessed at: www.senate.michigan/gov/sfa.

GARY L. RANDALL
Clerk

RICH BROWN
Assistant Clerk

Clerk of the House of Representatives

Gary L. Randall, Clerk
Rich Brown, Assistant Clerk

The **Office of the Clerk of the House of Representatives** is the parliamentary office for this chamber of the Michigan legislature.

The Clerk of the House performs a wide range of operations in the House of Representatives. These responsibilities include direct supervision of the preparation of various legislative documents, including the House journal and the daily calendar, which specifies the order of pending business; the printing and reproduction of bills, acts, or other documents; and the responsibility for the care and preservation of each bill introduced in the House or received from the Senate.

The Clerk of the House, whose duties are stipulated in statute, House Rule, Joint Senate and House Rules, and at the direction of the membership, is elected by the members of the House of Representatives. The clerk has an active parliamentary role during legislative sessions. The clerk calls the roll, announces the proceedings of the House, records votes, and serves as parliamentarian and presides in the absence of a designated presiding officer. Assisting the clerk at the podium during session are the assistant clerk and the clerks responsible for bill amendments, bills and resolutions, and the journal.

The Clerk of the House is also the administrator of the House Sergeant-at-Arms police agency. The clerk's offices are located in the State Capitol. Phone: (517) 373-0135.

House Fiscal Agency

Mary Ann Cleary, Director

The **House Fiscal Agency** is a nonpartisan agency within the Michigan House of Representatives. Agency personnel provide confidential, nonpartisan assistance to the House Appropriations Committee and all other members of the House on legislative fiscal matters. The agency also provides objective, nonpartisan explanations of bills before House standing committees and bills being considered by the full House.

Fiscal Analysts assist legislators with developing the state budget; review and prepare budget and supplemental appropriations bills and certain transfer requests; provide fiscal impact statements on proposed legislation; monitor, research, and analyze fiscal issues; and prepare reports and documents to assist legislative deliberations. *Economists* analyze legislation related to tax and lottery issues, monitor state revenue, track state and national economic conditions, and prepare reports on revenue and other economic issues. *Legislative Analysts* prepare nonpartisan summaries and analyses of bills. Summaries, completed prior to committee deliberations, describe how a bill would change current law, including any fiscal impact. Analyses are prepared for bills reported from committee and typically include, in addition to the information included in a summary, a description of the problem being addressed, arguments for and against the bill, and positions of interested parties. The Agency *Director*, by statute, is one of three state officials charged with forecasting state revenues at Consensus Revenue Estimating Conferences.

Reports and publications prepared by the House Fiscal Agency are available on the agency's website (www.house.mi.gov/hfa); bill summaries and analyses are available on the Michigan Legislative Information System website (www.legislature.mi.gov). The House Fiscal Agency is located on the fourth floor of the North Tower of the Anderson House Office Building, 124 North Capitol Avenue, Lansing, MI 48933. Phone: (517) 373-8080. Fax: (517) 373-5874.

MICHAEL FERLAND
Chief Sergeant-at-Arms
Senate

DAVID D. DICKSON, JR.
Chief Sergeant-at-Arms
House

Senate/House Sergeants-at-Arms

Michael Ferland, Chief Sergeant-at-Arms, Senate
David D. Dickson, Jr., Chief Sergeant-at-Arms, House of Representatives

The **Senate Sergeant-at-Arms** is the chief security officer of the Senate. Under the direction of the Senate Majority Leader, the Secretary of the Senate supervises and directs the Senate Police Department, the work of the Sergeant-at-Arms, and Assistant Sergeants-at-Arms.

The Sergeant-at-Arms attends the senate during its sessions and maintains order under the direction of the presiding officer. The Sergeant-at-Arms executes the commands of the presiding officer and of the Senate and all processes issued by their authority.

The Sergeant-at-Arms has general charge of, and maintains order in, the gallery, chamber, and committee rooms of the Senate. The Sergeant-at-Arms ensures that all staff and visitors are seated. The Sergeants carry out police responsibilities to provide for the safety and security for all members of the Senate, Senate staff, and visitors to the Senate areas of the Capitol, the Farnum Senate office building, and areas the Senate occupies in the Boji Tower.

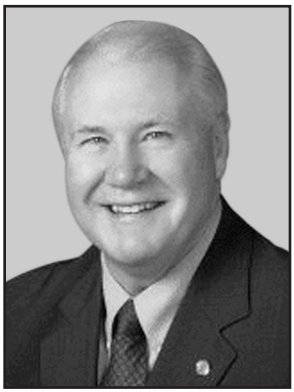
The **House Sergeant-at-Arms** is the chief security officer of the House of Representatives. Under the direction of the Speaker's Office, the Clerk of the House supervises and directs the work of the Sergeant-at-Arms, Assistant Sergeant-at-Arms, and session interns. The Sergeant-at-Arms Office is a police agency, designated to serve and protect citizens, staff members, and state representatives. The Sergeant-at-Arms executes the commands of the presiding officer of the House and has general charge of, and maintains order in, the Gallery, Chamber, and committee rooms of the House of Representatives during session. The Sergeant-at-Arms has arrest powers and authority to serve subpoenas and warrants issued by the House, any duly authorized officer, or Committee and ensures that all visitors comply with all rules and regulations while visiting the Capitol Building or other state legislative facilities.

Office of the Auditor General

Thomas H. McTavish, Auditor General

The audit function in Michigan is vested in the legislative branch of government, and the auditor general is appointed to serve an eight-year term by a majority vote of members of the House and Senate.

The auditor general is the principal executive responsible for **Office of the Auditor General** policies and practices, day-to-day audit operations, and liaison with the legislature. The Office of the Auditor General conducts post-financial and performance audits of state government operations. These include financial audits of the State of Michigan Comprehensive Annual Financial Report, federal funds subject to the Federal Single Audit Act of 1984, and individual departments and agencies. Additionally, performance audits are conducted of selected state programs and operations, and individual projects and reports are completed in response to legislative requests.



THOMAS H. McTAVISH
Auditor General

Thomas H. McTavish has served as auditor general of the State of Michigan since 1989. Prior to his appointment as auditor general of Michigan, Mr. McTavish was deputy auditor general for Audit Quality and Operations in the Pennsylvania Auditor General's office, and previous to entering public service was an audit manager at a CPA firm in Philadelphia, PA.

Mr. McTavish is the past president of both the National Association of State Auditors, Comptrollers and Treasurers and the National State Auditors Association, and he was selected as the Outstanding CPA in State Government for 2009 by the American Institute of CPAs. He has served as a board member on the Board of Directors of the Michigan Association of CPAs, and he is a current member of the American Institute of Certified Public Accountants, the Michigan Association of Certified Public Accountants, the Association of Government Accountants, the Midwestern Intergovernmental Audit Forum, and the Government Finance Officers Association.

Mr. McTavish is a retired Captain, U.S. Naval Reserve. He last served as Commanding Officer of the Naval Audit Service Headquarters 106 Naval Reserve Unit. Also, for 16 years, he was an associate lecturer teaching business courses on a part-time basis at two community colleges and the Pennsylvania State University.

Mr. McTavish is a graduate of Pennsylvania State University, and is a life member of the Penn State Alumni Association.

The Legislative Council

The **Legislative Council** is a bipartisan committee of the House and Senate, consisting of 12 regular and six alternate members, established pursuant to Const. 1963, art. IV, sec. 15. The primary responsibility of the council is to maintain bill drafting, research, and other services for legislators. The council appoints the Legislative Council Administrator, who is the chief executive officer of all Legislative Council agencies. The council may create subcommittees that include members of the legislature who are not council members.

MICHIGAN LEGISLATIVE COUNCIL

Senator Randy Richardville, Chair in 2011, Alternate Chair in 2012
Speaker Jase Bolger, Alternate Chair in 2011, Chair in 2012
Senator Mark Jansen
Senator Tory Rocca
Senator Tonya Schuitmaker
Senator Gretchen Whitmer
Senator Tupac A. Hunter
Representative Chuck Moss
Representative Jim Stamas
Representative John Walsh
Representative Mark Meadows
Representative Stacy Erwin Oakes

Alternate Members

Senator Dave Hildenbrand
Senator John Moolenaar
Senator Steven Bieda
Representative Jeff Farrington
Representative Tom McMillin
Representative Ellen Cogen Lipton

Legislative Council Administrator

John G. Strand

JOHN G. STRAND
Legislative Council Administrator

Legislative Council Administrator
John G. Strand

The **Legislative Council Administrator** position was created by Act 189 of 1995. The Council Administrator is responsible for supervisory oversight for all Legislative Council agencies:

- The Legislative Service Bureau
- The Legislative Council Facilities Agency
- The Legislative Corrections Ombudsman
- The Michigan Law Revision Commission
- The Michigan Commission on Uniform State Laws
- The Joint Committee on Administrative Rules
- The State Drug Treatment Advisory Committee

The Legislative Council Administrator has the following duties and responsibilities:

- To provide personnel policy oversight and development for all Legislative Council agencies
- To develop, prepare, and present Legislative Council agency budgets
- To review quarterly financial statements of Legislative Council agencies and monitor budgetary compliance
- To act as secretary to the council and
- To perform other duties and responsibilities as determined and assigned by the Legislative Council.

In addition, the Council Administrator is a member of the Law Revision Commission.

More specific duties of the Administrator are set forth in the rules established by the Legislative Council.

The administrator's office is located in the Boji Tower, 124 W. Allegan, Lansing, MI 48909. Phone: (517) 373-0212.

John G. Strand was appointed Legislative Council Administrator on January 8, 2001. Prior to being appointed to the Legislative Council, Mr. Strand served as chairman of the Michigan Public Service Commission since October 1993 and had been a Tribunal Judge for the Michigan Tax Tribunal from January 1993 to October 1993. He had previously served six terms as a state legislator beginning in 1981, serving in a leadership position and as vice chairman of the Insurance and House Oversight Committees and as a member of the Taxation and Judiciary Committees.

Mr. Strand is a member of the State Bar of Michigan. He holds a B.A. from the University of Pittsburgh in economics and political science in 1973 and a J.D. from Case Western Reserve University in 1976.

Mr. Strand, his wife Cathy, and sons Michael and Matthew live in East Lansing, Michigan.

Legislative Council Agencies

Legislative Service Bureau

The Legislative Service Bureau is a nonpartisan agency providing all members of the Michigan Legislature with a variety of services on a confidential basis. With oversight by the Legislative Council Administrator and pursuant to policies adopted by the Legislative Council, the Bureau provides legal counsel on bill drafting and other legislative drafting matters, research services, printing services, and telecommunications operations for all legislators and legislative staff. The Legislative Service Bureau's main operations are located in the Boji Tower, 124 W. Allegan, Lansing, MI 48909. Phone: (517) 373-0170.

Legislative Council Facilities Agency

The Legislative Council Facilities Agency was established by the Legislative Council in 1995 as a nonpartisan legislative service agency. The agency provides tours of the Capitol Building, manages the legislative parking system and manages and maintains the Capitol Building. The office of the agency is located in the North Annex of the Capitol Building, Address: P.O. Box 30014, Lansing, MI 48909-7514. Phone: (517) 373-0184. Fax: (517) 373-8040. E-mail: capitolfacilities@legislature.mi.gov. Steve Benkovsky, Director.

Legislative Corrections Ombudsman

Act 46 of 1975, being §§ 4.351 to 4.364 of the Michigan Compiled Laws, provides for the creation of a corrections ombudsman within the structure of the legislative branch. The ombudsman, who is appointed by the Legislative Council on recommendation of the Council Administrator, is authorized to investigate complaints of administrative actions by the Department of Corrections which are alleged to be contrary to law, contrary to departmental policy, unaccompanied by an adequate statement of reason, or based on irrelevant, immaterial, or erroneous grounds. The Office of the Legislative Corrections Ombudsman is located in the Boji Tower, 124 W. Allegan, Lansing, MI 48909. Phone: (517) 373-8573. E-mail: ombudsman@legislature.mi.gov.

Joint Committee on Administrative Rules (Staff)

The Joint Committee on Administrative Rules is a statutorily created bipartisan legislative committee, comprised of 5 House and 5 Senate members, which is responsible for the legislative oversight of administrative rules proposed by state agencies. The committee hires a nonpartisan staff, which is located at 124 W. Allegan in downtown Lansing (Phone: (517) 373-6476), that is responsible for processing rules transmitted to the committee by state agencies, scheduling committee hearings at the direction of the committee chair, providing members with the background and legal analysis of the rules, and reviewing proposed legislation to determine whether rulemaking authority is, or should be, necessary to carry out the legislative intent of proposed legislation. The staff falls under the Legislative Council for supervisory and budgetary functions. John G. Strand, Legislative Council Administrator.

Michigan Commission on Uniform State Laws

Two legislative members appointed by the Senate Majority Leader, 2 legislative members appointed by the Speaker of the House, the director of the Legislative Service Bureau or the director's designee, and 3 nonlegislative members appointed by the Legislative Council serve as Michigan's delegation to the National Conference of Commissioners on Uniform State Laws pursuant to Act 268 of 1986.

Michigan's delegation meets and confers with commissioners from other states to bring about uniformity of state law in instances where wide variations in state law could tend to complicate the resolution of interstate problems. In addition to "uniform acts" such as the Uniform Commercial Code, which every state is urged to adopt, the National Conference of Commissioners on Uniform State Laws also drafts "model acts" to guide legislatures dealing with issues that need not be treated uniformly by all states. Some models, such as the Model State Administrative Procedures Act, have been adopted for use by most states. The commission's address is 124 W. Allegan, Lansing, MI 48909-7536. Phone: (517) 373-0212. John G. Strand, Legislative Liaison.

MICHIGAN COMMISSION ON UNIFORM STATE LAWS

Appointed by Legislative Council

James J. White (Chair)
Thomas J. Buiteweg
Robert Webster

Appointed by Speaker of the House

Representative Kevin Cotter
Representative Ellen Cogen Lipton

Designated Under Act 268 of 1986

John G. Strand, Legislative Council Administrator

Michigan Law Revision Commission

Legislation enacted in 1965 establishing the Legislative Council, Act 412 of 1965 (since superseded by Act 268 of 1986), also authorized the creation of a law revision commission to "examine the common law and statutes of the state and current judicial decisions for the purpose of discovering defects and anachronisms in the law and recommending needed reforms." The commission makes an annual report to the Legislative Council. The Office of the Legislative Council Administrator organizes and coordinates commission activities and provides staff assistance when needed. Jane Wilensky, Executive Secretary. Phone: (517) 373-0212. Legislative Contact: John G. Strand.

MICHIGAN LAW REVISION COMMISSION

Appointed by Legislative Council

Richard D. McLellen (Chair)
Anthony Derezinski (Vice Chair)
George Ward
Judge William C. Whitbeck

Appointed by Senate Majority Leader

Senator Tonya Schuitmaker
Senator Vincent Gregory

Appointed by Speaker of the House

Representative Kurt Heise
Representative Mark Meadows

ex officio

John G. Strand, Legislative Council Administrator

State Drug Treatment Court Advisory Committee

Public Act 224 of 2004 provided for the creation of the State Drug Treatment Court Advisory Committee in the Legislative Council and went into effect on January 1, 2005. Comprised of 17 members, with the State Court Administrator (or his/her designee) being one member, and the Speaker of the House and Senate Majority Leader jointly appointing the other 16 members, the advisory committee monitors the effectiveness of drug treatment courts and the availability of funding for those courts.

The State Drug Treatment Court Advisory Committee is statutorily required to meet at least quarterly and presents recommendations regarding proposed statutory changes for drug treatment courts to the Legislature and the Supreme Court in the form of an annual report. The Office of the Legislative Council Administrator organizes and coordinates committee activities and provides staff assistance when needed.

Legislative Commission on Government Efficiency

This commission was created by 2007 PA 96, which was signed into law on October 1, 2007. It is comprised of 9 members serving 3-year terms and includes the directors of the fiscal agencies of the House and the Senate; 1 member appointed each by the Speaker of the House, the Senate Majority Leader, and the minority leaders of the House and the Senate; and 3 members appointed jointly by the Speaker of the House and the Senate Majority Leader, with the fiscal agency directors as the only public employees. The Legislative Commission on Government Efficiency, which can use the subpoena power through the Legislative Council, is responsible for determining the complete costs of each specific service performed by the state, reviewing all mandates and requirements imposed on state agencies, and making recommendations to the House, Senate, and governor. The Office of the Legislative Council Administrator organizes and coordinates commission activities and provides staff assistance when needed. Phone: (517) 373-0212. Contact: John G. Strand, Legislative Council Administrator. The enacting section that created the Legislative Commission on Government Efficiency was repealed effective September 30, 2010.

Legislative Commission on Statutory Mandates

This commission was created by 2007 PA 98, which was signed into law on October 1, 2007. It is comprised of 5 members serving 3-year terms and includes one member appointed each by the Speaker of the House, the Senate Majority Leader and the minority leaders of the House and Senate; and an attorney selected jointly by the Speaker of the House and the Senate Majority Leader. None of the commission members can be legislators or state employees. The Legislative Commission on Statutory Mandates, which can use the subpoena power through the Legislative Council, is responsible for reviewing, investigating, and making recommendations to the House, Senate, and governor regarding the costs and requirements imposed on local units of governments by any provisions of state law. The Office of the Legislative Council Administrator organizes and coordinates commission activities and provides staff assistance when needed. Phone: (517) 373-0212. Contact: John G. Strand, Legislative Council Administrator. The enacting section that created the Legislative Commission on Statutory Mandates was repealed effective September 30, 2010.

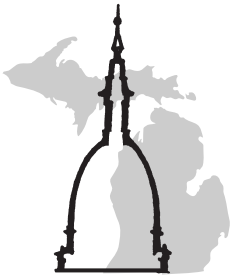
Michigan Consumers Council

Act 277 of 1966, being §§ 445.821 to 445.829 of the Michigan Compiled Laws, provides for the Michigan Consumers Council to "formulate and direct a program for the protection of individual consumers from harmful products and merchandise, false advertising, and deceptive sales practices."

The council is composed of 3 nonlegislators appointed by the Legislative Council, 3 members appointed by the governor, as well as the secretary of state, the attorney general, and the director of the Department of Consumer and Industry Services. The agency has not received funding since 1991 and is currently unstaffed for budgetary reasons.

Electronic Waste Advisory Council

This council was created by Act 394 of 2000, which was signed into law on December 26, 2008. The 10-member Electronic Waste Advisory Council includes 4 members appointed by the Senate Majority Leader, 4 members appointed by the Speaker of the House of Representatives, and 2 members appointed by the governor. The members include individuals representing specific interests and expertise related to certain electronic devices. The council is charged with the responsibility to study and make recommendations to improve the recycling of specific electronic devices. The report is to be submitted by April 1, 2012, and the council is dissolved effective July 1, 2012.



Other Agencies

Michigan Capitol Committee

Established by Act 123 of 1987, this bipartisan, bicameral legislative and executive committee is composed of equal membership from the Senate, the House of Representatives, and the executive office. Four members are appointed by the Senate Majority Leader, 4 by the Speaker of the House of Representatives, and 4 by the governor. Members serve 2-year terms and may be reappointed.

The Michigan Capitol Committee was created to advise and make recommendations to the governor, Senate Majority Leader, and Speaker regarding the restoration and preservation of the State Capitol, and the management, operation, development, construction, renovation, maintenance, and repair of the building and its grounds. Committee recommendations take effect 15 days after their submission to the governor, Senate Majority Leader, and Speaker of the House, unless rejected in writing by one of them. The committee office is located in the Capitol Building, P.O. Box 30014, Lansing, MI 48909-7514. Phone: (517) 373-1972. Fax: (517) 373-8040. E-mail: capitolfacilities@legislature.mi.gov. Steve Benkovsky, Executive Director.

MICHIGAN CAPITOL COMMITTEE

Appointed by Speaker of the House

Representative Wayne Schmidt
Representative Jim Stamas
Representative Holly Hughes
Representative Joan Bauer

Appointed by Senate Majority Leader

Senator Randy Richardville
Senator Dave Hildenbrand
Senator Arlan Meekhof
Senator Steven Bieda

Appointed by Governor

Lt. Governor Brian Calley
Beth Clement
Dick Posthumus
Marsha Quebbeman