



# Governor Brad Little

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## *Memorandum*

**TO:** Agency Heads and Directors (with exception to Constitutional Officers)

**FROM:** Zach Hauge, Chief of Staff

**DATE:** 1/3/2024

**SUBJECT:** Executive Branch Protocols for 2024 Legislative Session

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The Governor's Office and DFM act as clearing houses for information to ensure a cohesive Executive Branch position on all legislative issues. This memorandum briefly outlines processes for executive branch agencies and departments – including board members and commissioners acting in their official capacity -- to follow for the 2024 Legislative Session. **The Governor's agenda is robust and aggressive. For this agenda to be successful, frequent contact with your Governor's office liaison is strongly recommended.**

1. **Requests for Information.** Agencies must respond to all requests for information from the Legislature in a timely manner. Inform your Governor's Office contact and DFM analyst immediately following the request.
2. **Executive Agency Legislation.** Legislation that has been approved through the Executive Agency Legislative System (EALS) has already been vetted by the Governor's office with the expectation that agencies will present, testify in support of, and work for the passage of these bills. Keep your Governor's Office contact and DFM analyst informed on meetings and hearings regarding executive agency legislation.
3. **Non-Executive Branch Legislation.** In some cases, it may be appropriate for agencies to testify on bills or issues that are unrelated to executive agency legislation. **Prior written (or email) approval from your Governor's Office contact is required in order to testify.**
4. **JFAC Budget Hearings.** Agencies must support the Governor's Executive Budget recommendations. If a line item is recommended in the Governor's budget, the agency should provide JFAC with further explanation and justification. If a line item is **not** included in the Governor's budget, the agency should simply respond "no" if asked for comments beyond the LSO analyst introduction.

**All required slides must be submitted to your DFM analyst and Governor's Office contact for review four (4) days before submitting to LSO. Agencies must use the template slide deck provided by DFM.**



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Regardless of the stated time of your agency's hearing on the JFAC agenda, please arrive 15 minutes before the start of the hearing. Agenda items are subject to change and the committee may run ahead of schedule.

5. **Fiscal Notes**. All legislation must bear a fiscal note that explains the impact of the bill on revenue or expenditures. If an agency impacted by legislation disagrees with a fiscal note, please contact your DFM analyst to identify an appropriate course of action. Given our new forecasting model, you should be prepared to discuss the 5-year fiscal impact of any bill.
  
6. **Media inquiries** – If you or your staff receive requests from the news media for information or comment on anything related to your budget or legislation impacting your agency, please coordinate with the Governor's Office *before* responding. We understand this may not be possible if a reporter confronts you in the Capitol building. To the extent possible, please connect with Emily Callihan (Communications Director), Madison Hardy (Press Secretary), and your policy point of contact in the Governor's Office to discuss the question *before* responding.

Please do not hesitate to reach out should any questions arise.

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