

**OFFICE OF POLICY AND LEGAL ANALYSIS
MAINE STATE LEGISLATURE
DECEMBER 2010**

The Office of Policy and Legal Analysis (OPLA) is one of seven nonpartisan staff offices of the Maine State Legislature. It operates under the auspices of the Legislative Council and serves legislators and legislative committees by providing nonpartisan policy and legal analysis services to 14 of the Legislature's 16 Joint Standing Committees, to Select Committees and to a variety of interim and on-going Legislative study commissions.

Principal office functions include:

- Providing professional staff services to joint standing and select committees of the Legislature (except committees with jurisdiction over appropriations and financial affairs and taxation issues). Services to committees include:
 - Conducting relevant policy and legal research and analysis;
 - Drafting all amendments, bills or other legislative reports or proposals of the committee;
 - Assisting in committee scheduling; and
 - Assisting in committee reviews of agencies under the Government Evaluation Act (GEA), reviews of agency budgets, and reviews of major substantive rules;

- Providing professional staff services to approved interim committee meetings and legislative studies by:
 - Conducting relevant policy and legal research and analysis;
 - Assisting in scheduling and organizing study meetings; and
 - Preparing reports and any associated legislative proposals of the committee or legislative study;

- Conducting approved interim staff studies, which often include:
 - Conducting policy and legal research and analysis; and
 - Preparing a report outlining options for addressing issues;

- Preparing general legal and policy background materials and assisting legislators with information requests;

- Assisting the Revisor of Statutes in drafting bills;

- Preparing annual and biennial publications, including:
 - Reports of interim and on-going study commissions;
 - Legislative Digest of Bill Summaries and Enacted Laws (annual summary of all legislation proposed and laws enacted in the prior session); and
 - Legislators' Handbook (produced biennially); and

- Preparing and presenting reports to the Executive Director, the Presiding Officers and the Legislative Council on:
 - The status of bill and amendment workloads in committees (at least weekly during the session); and
 - The status of interim study commissions (usually monthly during the interim).

Office Location and hours

OPLA offices are located in Room 215 on the 2nd Floor South of the Burton Cross Office Building. Office Hours are Monday through Friday 8:00 a.m. to 5:00 p.m. and other hours when the Legislature is in session. Office contact information is provided below:

Office of Policy & Legal Analysis

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