

**RESEARCH SERVICES
DIVISION
OF THE BUREAU OF
LEGISLATIVE
RESEARCH**


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Research Division consists of two sections:

- Committee Staff Services Section
 - Policy Analysis and Research Section
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Committee Staff Services

- Responsible for staffing your legislative committees during the session and the interim between sessions.
 - Each committee is staffed by a legislative analyst and assistant.
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Committee staff performs the following tasks:

- Work closely with the committee chairperson in preparation for each meeting.
- Prepare committee meeting agendas during the interim and session in accordance with House Rules.
- Notify the sponsors of bills when their bills are on the committee's agenda for consideration.
- Conduct non-legal research.

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- Prepare for committee meeting and ensure everything is in order for upcoming committee meeting.
 - Set up committee meeting rooms.
 - Assist the Chair with parliamentary questions, sometimes seeking the advice of the House Parliamentarian for any complex issues.
 - Follow up on requests made during committee meetings.



**Administrator of Committee
Staff Services Section:**

Sheri Thomas


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Policy Analysis and Research Services Section

- Conducts in-depth and independent research, upon request, to produce policy analyses
- Completes a biennial Adequacy study



Policy Analysis and Research (PAR) Section performs the following duties:

- Prepare research-based reports.
- Identify best practices in other states.
- Conduct state-by-state data comparisons.
- Conduct in-state and multi-state surveys.

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- Perform literature reviews on relevant research.
 - Assist with task force reports.
 - Respond to requests from committees and individual legislators to prepare or analyze information related to legislation under consideration.



**Administrator of Policy Analysis
and Research Services Section:**

Julie Holt

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Questions?