

**PROCEDURE FOR REVIEW, REQUEST, AND DRAFTING  
OF AGENCY LEGISLATION  
June 2006**

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- As part of the Executive Planning Process for the 2009 biennium, agencies must submit to the Office of Budget and Program Planning (OBPP) a description of proposed legislation on a form provided by OBPP by April 14, 2006.
  - ✓ The form provides a brief description of the proposal, an explanation of why the legislation is necessary, the fiscal impact of the legislation, and other general information.
- The OBPP and Governor's Office will review the agencies' description of proposed legislation from mid-April through late May 2006.
- The OBPP will forward to the Legislative Services Division (LSD) for distribution to the appropriate interim committees the descriptions of proposed legislation that has been approved for introduction during the 2007 session.
  - ✓ If an interim committee wants to receive copies of the descriptions of all proposed agency legislation (not just those approved by the OBPP and Governor's Office), these forms are available upon request from the OBPP.
- Each interim committee will review the agencies' descriptions of proposed legislation and decide whether the committee will request the legislation for purposes of bill drafting. The review will be limited to the description submitted to the OBPP, unless the agency supplies a bill draft or other information.
  - ✓ If an interim committee agrees to request the legislation, the committee will submit a bill draft request to the LSD for processing.
  - ✓ If an interim committee does not agree to request the legislation, the agency may still proceed by finding a holdover or unopposed legislator to request the legislation.
  - ✓ An interim committee's action on an agency proposal is not necessarily a

- position or comment on the merits of the proposal.
- ✓ An interim committee is encouraged to consolidate related bill draft requests.
- Interim committee review of agency legislation must be completed by September 15, 2006.
- All agency bill drafts requested by an interim committee must be:
  - ✓ submitted to the LSD for processing by October 31, 2006; and
  - ✓ preintroduced by December 26, 2006.
- A preintroduced bill will:
  - ✓ be assigned a bill number (e.g., House Bill No. 8, Senate Bill No. 5);
  - ✓ contain a line under the sponsor's name indicating that the bill is "by request" of the agency; and
  - ✓ be printed before the Legislature convenes on January 3, 2007.
- Failure to preintroduce an agency-requested bill will result in the bill's cancellation.