Bill Drafting Workshop

June 1, 2012

Handouts:

2012 Bill Drafting Manual

Mechanics of Bill Drafting Agenda
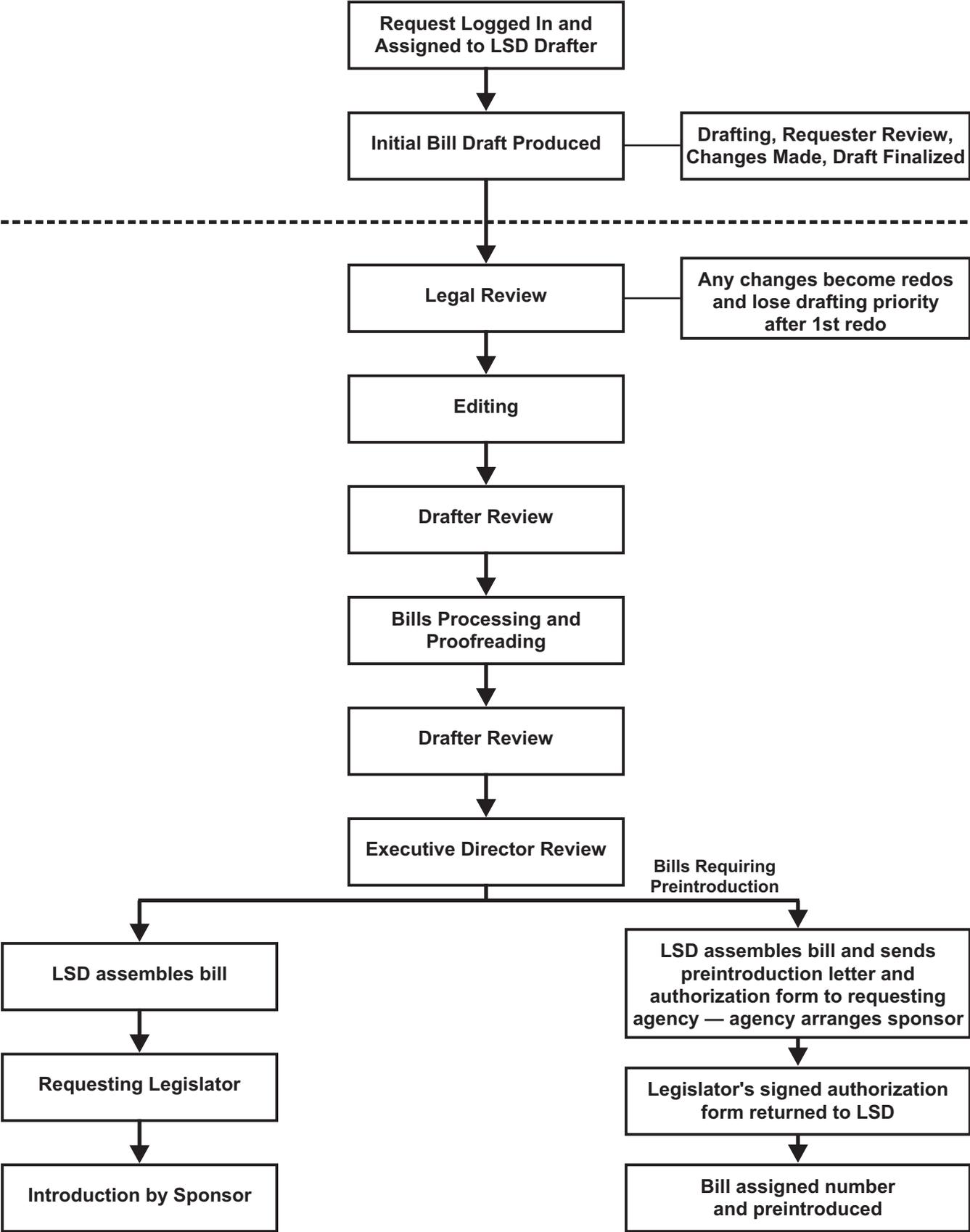June 1, 2012, 1:00 p.m. to 3:30 p.m
Room 102, State Capitol Building

1:00 p.m.   Introductions

1:10 p.m.   The Art and Science of Bill Drafting

                   * Overview of the art/science of bill drafting
                   * Tools of the trade
                   * Drafting considerations
                   * The anatomy of a bill
                   * Drafting a bill using the macros

2:20 p.m.   BREAK

2:30 p.m.   Searching the Montana Code Annotated on the CD-ROM

2:45 p.m.   Legislative Branch Website LAWS System Abbreviated Tutorial

3:10 p.m.   Agency Bill Drafting Deadlines

3:15 p.m.   Wrap-Up - Questions

3:30 p.m.   Adios

Legislative Services Division Bill Drafting Instructor Contact Sheet

Sally Bush	Legislative Editor	444-3058	sbush@mt.gov
Connie Dixon	Legislative Editor	444-3483	cdixon@mt.gov
Todd Everts	Chief Legal Counsel	444-4023	teverts@mt.gov
Jim Gordon	Programmer Analyst	444-2493	jgordon@mt.gov
Dale Matheson	System Analyst	444-3262	dmatheson@mt.gov
Helen Thigpen	Legislative Staff Attorney	444-3804	hthigpen@mt.gov

Legislative Services Division
Bill Drafting Process

Request Logged In and Assigned to LSD Drafter

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Initial Bill Draft Produced — **Drafting, Requester Review, Changes Made, Draft Finalized**

- -

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Legal Review — **Any changes become redos and lose drafting priority after 1st redo**

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Editing

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Drafter Review

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Bills Processing and Proofreading

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Drafter Review

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Executive Director Review

Bills Requiring Preintroduction

↓ (left branch)

LSD assembles bill

↓

Requesting Legislator

↓

Introduction by Sponsor

↓ (right branch)

LSD assembles bill and sends preintroduction letter and authorization form to requesting agency — agency arranges sponsor

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Legislator's signed authorization form returned to LSD

↓

Bill assigned number and preintroduced

AGENCY BILLS must be preintroduced by 5 p.m., Dec. 15

THE PARTS OF A BILL

LC Number
The number appearing in the top right-hand corner of a bill, such as "LC0001.01", is the number assigned by the Legislative Services Division staff and is referred to as the "LC number". When the bill is introduced, it is given a House bill or Senate bill number in the "_____ Bill No. _____" space. Each new version of the bill shows a new number following the decimal point; i.e., HB0001.01, HB0001.02, etc.

Sponsor Line
Introduced by _____. The sponsor line lists the name of the chief sponsor and may list additional sponsors.

By Request Line
By request of _____. A bill may be requested by a state agency, a standing or interim committee or subcommittee, or the Governor--**NOT** by a private entity (even though such an organization may have requested that the bill be drafted).

Title
The title includes a summary of the major provisions of the bill, lists of sections being amended or repealed, and other provisions such as effective, applicability, and termination dates.

Preamble
A preamble is optional and is rarely included in legislation. It is a preliminary statement of the reasons for the enactment of the law and begins with the word "WHEREAS". Because of its placement **prior** to the enacting clause, it does **not** become law.

Enacting Clause
The enacting clause, "BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA", must appear before the first section of a bill.

Catchline
The catchline is a brief caption clearly identifying the topic of a section. The catchline is not part of the law, but it is amended or added during the drafting process. If a catchline is inaccurate when the law is enacted, the Code Commissioner's staff will correct it at codification.

Amended Sections
These are MCA sections that are being amended. Language to be deleted is shown as stricken, and added language is underlined. Quotes must appear at the beginning and end of these sections.

New Sections
New sections in the bill that contain substantive provisions will most likely become part of the MCA if the bill is passed and approved. They do not show striking and adding. However, if they are amended during the legislative process, they will show added language (all caps and underlined) or stricken language.

Repealer Sections
Each MCA section being repealed is listed separately in the repealer section. If a section of Session Law is being repealed (such as a termination date, which does not have an MCA section number because it is not codified), a separate repealer section is included in the bill for that purpose.

Housekeeping Sections
Housekeeping sections are noncodified sections found at the end of a bill. Section 4-2 of the Bill Drafting Manual lists codified and noncodified sections. (Also see Appendix P of the Bill Drafting Manual.)

BILL TITLES

See section 4-4 of the <u>Bill Drafting Manual</u> for detailed information about bill titles.

The title identifies the bill to the legislators and the public and must clearly summarize the contents of the bill.

The inclusion of excessive detail in a title often obscures the primary purpose of the bill and may also compound the opportunity for error. If a title is too lengthy, it becomes more difficult for the amendment drafter to find and remove provisions that correspond to language being removed from the bill by amendment.

- Bill titles should be written <u>after</u> the bill is drafted.

- Bills should be drafted so that <u>all</u> title provisions are in the "ING" form.
  "AN ACT **ALLOWING** A DISTRICT COURT . . . ."
  "AN ACT GENERALLY **REVISING** . . . ."
  "AN ACT **CREATING** THE CLEAN AIR ACT OF MONTANA; . . . ." (name of act not in quotes)

- It is not necessary to include "PROVIDING DEFINITIONS" in the title, but if a definition is a significant provision in the bill, use:
  DEFINING "CASINO"
  AMENDING THE DEFINITION OF "CASINO"

- An appropriation must be reflected in the title. A statutory appropriation (17-7-502) must be designated as such.

- "CREATING A STATE DEBT", "PROVIDING AN APPROPRIATION", "PROVIDING A STATUTORY APPROPRIATION", "SUPERSEDING THE UNFUNDED MANDATE LAWS", and "PROVIDING RULEMAKING AUTHORITY" must be included in the title if relevant.

- Provisions regarding extraordinary vote requirements and contingent voidness are not included in the title.

- <u>ALL</u> amended and repealed section numbers from the bill are listed <u>individually</u> in numerical order in the title (do not use "through").

- If there are several "housekeeping" provisions in the title, they are in the order listed in section 4-2 of the <u>Bill Drafting Manual</u>.

- If the effective date in the bill is after October 1, the title should read "and providing a delayed effective date", even for motor vehicle taxes and fees.

- "AND" always precedes the last provision.

CHECKING INTERNAL REFERENCES

When **REPEALING** a section -- you MUST strike any reference to that section from the MCA by amending each section where that code section number appears.

When **REOUTLINING** a section -- if you change 15-1-501 by inserting a new subsection (3), thus causing the old (3) to become (4), etc., you MUST check each reference to 15-1-501 to see if there is a reference to (3) that should now be (4) and amend each of those occurrences.

You must **INDICATE ON YOUR DRAFT** that you have checked all internal references. Type an "x" (for checked) next to each number within the curly braces. You can also type "a" (for amended in the bill) or "r" (for repealed) if that helps you keep track of how you dealt with each internal reference.

Don't forget to **CHECK ALL OF THE ABOVE IN ANY SET OF AMENDMENTS** that repeals or "unrepeals" a code section.

Don't forget to **CHECK FOR BRACKETED INTERNAL REFERENCES** within a bill. If you add another new section to a bill "[sections 1 through 10]" will now be changed to "[sections 1 through 11]". An amendment MUST be written to change 10 to 11 in each place where that number occurs. Search the bill electronically for "[" to find them.

If you **"UNREPEAL" A SECTION BY AMENDMENT**, you MUST strike the number from the repealer section and in the title and you MUST reinsert references to that section that may have been stricken out of the bill. If the only reason that a section was in the bill was to delete a reference to a repealed section (and it is now unrepealed), you must strike the section from the bill in its entirety (and strike the section number from the title). Each section must contain a substantive amendment.

If you **CHANGE A CONCEPT, TERM, OR PHRASE**, you should check the internal references. If a "portfolio registration fee" is changed to a "portfolio notice filing fee", make sure the term is changed in all places where it appears. You will find that phrase by searching section text, but it is important to look at other sections of law that are listed in the curly braces to see if the text around the section number is still accurate. For example, 30-10-115 may not have been reoutlined (so internal references to subsection numbers in other sections would be unaffected) and the section may still deal with deposits to the general fund, but if the language no longer accurately reflects the law contained in 30-10-115, it must be changed to do so.

If you strike language in a section, **CONSIDER CAREFULLY IF THAT LANGUAGE CONTAINS A DEFINED TERM**. Search on Folio to make sure that the term is still used elsewhere (in the Title, chapter, or part). We have a number of defined terms in the MCA that are not used because this has happened over the years.

DEALING WITH DEFINED TERMS

Do not define a term unless you **USE IT** (and it must be used **CONSISTENTLY**). The defined term must be used in the Title, chapter, or part to which the definitions apply.

Do not define a term when it is used in the sense of its ordinary dictionary meaning.

If you **CHANGE A DEFINED TERM** (even slightly), you must search for it on Folio and change it in every instance where it occurs in the Title, chapter, or part to which the definitions apply.

Do not strike a defined term unless you remove it or amend it everywhere it appears (this applies to amendments too!) If the definition of "board" is stricken, then all references to "board" in that Title, chapter, or part are rendered ambiguous.

Defined terms are **ALWAYS IN ALPHABETICAL ORDER**. If you change "art" to "painting", but the words explaining the meaning of the term remain the same, you must strike the entire definition of "art" where is appears and add (underline) the same language with the term "painting" in the correct alphabetical location on the list of defined terms.

BILL DRAFTING MACROS

The following macros are made available electronically to assist the bill drafter. When these macros are used, the word {standard} appears after the catchline for some of the sections. The drafter should not remove any language contained in curly braces. The drafter should ensure that the cursor is at the correct location in the bill before running a macro. Please refer to the 2012 Bill Drafting Manual for more detailed information on the various sections in a bill.

Amend MCA
Used to retrieve an MCA section. The macro waits to accept a series of MCA sections if the drafter wishes to retrieve more than one section in a row. MCA sections are required to appear in numerical order in the bill. This macro:

- retrieves the section text with the necessary amendatory wording at the beginning;
- inserts automatic section numbering (to number the sections in the bill);
- tags the section for inclusion in the title when running the title macro;
- inserts opening and closing quotation marks; and
- attaches an internal reference report in curly braces at the bottom of the section so that the drafter can check the accuracy of references to the section after it is amended in the bill.

New Section
Used to create a new section of law. The macro places the cursor within the boldface at the location where the drafter is required to type the catchline for the new section. The drafter is required to turn off the boldface font before typing the section text.

Ballot Issue
Inserts a standard section for submission to electorate in order to put an issue on the statewide ballot. The drafter must complete the FOR and AGAINST ballot language when using this macro.

Saving Clause
Inserts a standard saving clause.

Severability Clause
Inserts a standard severability clause.

Codification Instr.

Creates a codification instruction to identify where new sections of law are to be codified in the MCA. The drafter is required to type in the Title, the Title and chapter, or the Title, chapter, and part where the new law should appear.

Termination

Inserts a termination section and inserts the necessary phrase in the title. The macro leaves a blank where the drafter is required to type in the termination date. Keep in mind that the use of a termination or contingency date in a bill is discouraged because of the complexity of maintaining multiple versions of the sections in the MCA.

Retro. Appl'ty

Inserts the standard language and also inserts a phrase in the title. The macro leaves a blank where the drafter is required to type in a phrase explaining the retroactivity; i.e., "[This act] applies retroactively, within the meaning of 1-2-109, to subdivisions approved on or after January 1, 2013."

Effective Date
Effective Dates

Each inserts the standard language and leaves a blank where the drafter is required to type in the effective date or dates. The macro also inserts a phrase in the title.

Immediate Effective Date

Makes the bill effective on passage and approval and does not require the drafter to type in a date. It also inserts a phrase in the title.

Repealer

Inserts the standard repealer language. The macro automatically lists internal references. Any MCA section that contains a reference to a section that is being repealed MUST be amended in the bill to remove that reference.

MCA in Title

Run this macro after all other work has been completed on the bill. It lists each MCA section being amended in the bill (through use of the tag that is inserted using the Amend MCA macro). If the bill is changed after this macro is run, the drafter may block and delete the list of amended sections in the title and rerun the macro. If there is only one MCA section being amended, the drafter will need to amend the language to make it singular.

CHEAT SHEET FOR SEARCHING THE MCA

RUNNING A BASIC SEARCH

Click on MCA icon on your desktop or otherwise access Folio
On main Folio screen, click on **Search** on top toolbar
Click on **MCA Search** at bottom of drop-down menu
The **Section Text** radio button will be automatically selected
The cursor will appear in the search window
Type the section number or word or words that you want to find
Click on **OK** (found under the search window)

See Appendix S of the Bill Drafting Manual for tips on how to frame your search

HOW TO SEARCH WITHIN A PARTICULAR TITLE, CHAPTER, OR PART

Click on the **Contents** tab at the bottom of the main Folio screen
To search within a Title, click on the box in front of that Title
To search within a chapter, do not click on the box in front of the Title--
      instead, click on the + sign in front of the Title and then click on the
      box in front of the chapter
To search within a part, do not click on the box in front of the chapter--
      instead, click on the + sign in front of the chapter and then click on the
      box in front of the part
After selecting the portion of the MCA that is to be searched, click on the
      Document tab at the bottom of the main Folio screen to return to the
      text of the MCA, then follow the instructions for running a basic search

Note that the **Checked Branches** box at the top center of the search
      window now has a checkmark in it. DO NOT forget to go back to the
      Contents tab after you have run your search so that you can uncheck
      the Title, chapter, or part that you selected before you run any other
      searches

HOW TO PRINT THE SEARCH

Click on **View** on top toolbar
Click on **Records with Hits**
Click on **File** on top toolbar
Click on **Print** on drop-down menu
Select **All** radio button
Click on **OK** in lower right corner of print box

FOLIO VIEWS

The MCA on Folio is one huge file beginning with the Constitution and going though the Index. The MCA is broken down into location of data (Constitution, Title, Index) and type of data (MCA section text, case notes, etc.). A user can page up and down to see the entire database. The database contains section text and annotations merged so that the user can check for applicable annotations under each code section.

Folio provides hypertext links for all MCA section references, whether occurring in an MCA section, in an annotation element, or in the Index. Linked material is blue and underlined. A single click on the link takes you to the section. To return to where you were, simply use the **Go Back** arrow button on the toolbar at the top of the screen.

The Screen

Folio Views provides six different ways of looking at the MCA. The screen has six tabs in the lower part of the screen which, from left to right, are:

All -- a busy screen with the main middle frame showing the MCA; the top frame (the Reference frame) showing the cursor location in the MCA; the Contents frame on the left; and the Hit List frame at the bottom.

Search -- the main middle frame shows the MCA, with the Reference frame at the top and Hit List frame at the bottom.

Browse -- the main middle frame shows the MCA with the Reference frame at the top and the Contents frame at the left.

Document -- the main frame shows the MCA with the Reference frame at the top.

Contents -- shows the Contents for the MCA.

Hit List -- lists the hits from the last search (it is blank until a search is conducted).

The size of each of the frames may be adjusted in the same way as any other Windows frame by putting the cursor on the frame divider and, when it turns into a horizontal line with up and down arrows, holding the left mouse button to enlarge or contract the size of the frame.

Searching -- MCA Search Template

The easiest way to conduct a search of the MCA text is through the use of the **MCA Search** template found at the bottom of the drop-down **Search** menu. When the **MCA Search** template appears, by default it will search just MCA section text for the words you type in the **Search** box. Type in a word or phrase and hit the **OK** button. The controls work as follows:

Search -- Type in a word, section number, phrase in quotes, or other search term (note that Folio Views does not recognize special characters such as a dollar sign). Here are some simple examples:

1. **purple** will return all MCA sections that have at least one occurrence of the word purple.

2. **purple and heart**, **purple & heart**, **purple heart** will return all MCA sections with both the words purple and heart. Folio assumes that there is an "and" between words if no connector is typed in.

3. **purple or heart**, **purple|heart** will return all MCA sections that have either of the words purple or heart or both purple and heart. This search will return more hits than in example number 2. (The "|" symbol can be used instead of "or".)

4. **purple not heart**, **purple^heart** will return all MCA sections that contain purple but do not contain heart.

5. **purple xor heart**, **purple~heart** will return all MCA sections that contain either purple or heart but not both purple and heart.

6. **"purple heart"** in quotes returns MCA sections with the phrase "purple heart", exactly as in the quotes.

7. **"purple heart"/5** (words in quotes followed by a slash and a number) returns MCA sections where purple is found within 5 words of heart, in the order given in the quotes.

8. **"purple heart"@5** returns unordered proximity -- purple must be within 5 words of heart, but they can be in any order.

Limit Search to Specific MCA Element -- Click on the appropriate "radio button" to choose the element you wish to search. To search the whole MCA database regardless of element, use either **Query** or **Advanced Query** in the **Search** drop-down menu.

Checked Branches -- Before you open the MCA Search template, go to the Contents tab and use your mouse to check the boxes for the parts of the MCA that you want to search. If you don't see check boxes in your Contents, open the **View** drop-down menu and select **Show Check Boxes**. Note that each plus sign in the table of contents opens up when clicked. Open a Title and see all the chapters in the Title; open a chapter to see all the parts in the chapter; open the part to see all the sections in the part; open a section to see the annotations to the section. With check boxes, you can choose as many items as you wish and you may choose the most specific level you wish. A check in front of Title 7 will cause all of Title 7 to be searched, but nothing else. Checks in front of Titles 7, 20, and 53 will cause all of those Titles to be searched. You can check just a part to limit your search to that part. The **View** drop-down menu under **Contents** allows you to remove all checks at once.

Word -- This is a word wheel that shows every word in the database. It is useful to see plurals and derivations of words. The words change as you type in search terms. To choose words on the word wheel, double click on them -- note that they enter the search box separated by "|" (the "or" symbol).

Records With Hits -- After you run a search, you may click on **View**, then select **Records With Hits** to show only those records on your screen. To print only those sections containing hits, go to **File**, then **Print**, and then select the **All** radio button. **WARNING!** Be sure that you don't select **All** if you have not selected **Records With Hits** or the entire database will print.

Searching -- Query

A query searches the whole database (there is no weight given to the elements or location) and gives the hits in order of relevance. Relevance means that the record with the most hits is shown first and the one with the fewest is shown last. Use the **Hit List** to view them in relevance order or just go from hit to hit in relevance order. A search by **Query** uses the same rules as for the **MCA Search**.

Searching -- Advanced Query

Advanced Query provides more control over a search than does **Query**. You can use the word wheel to see variations of words, and you can use more complex commands. The search is of the whole database.   The results of an **Advanced Query** appear in order of their appearance in the MCA: results in the Constitution come first, followed by Titles in numerical order, then the Index.

Moving Through Search Results

To see your search results, hit **OK** after the **MCA Search**, **Query**, or **Advanced Query**. You then return to the view you were on when you started the search.

You are taken to the first hit, either the most relevant hit if the search was **Query** or the first in the MCA for the other searches. While in the document, you can go to the next hit by using the **Next Hit** (double arrow) button at the bottom of the screen. The cursor moves to the next hit. To go to the next record with hits -- for instance to avoid clicking through all the subsequent hits in the same section -- use **Next Partition Hit** -- the smaller (double arrow) buttons on a picture of a page to the right of the **Next Hit** buttons. You may use these buttons to go backwards through the search results as well.

Folio Views Query Syntax

For additional information on searching the MCA, see sections 4-14, 8-2, and 10-2 and Appendix S of the Bill Drafting Manual.

Operator or Scope	Example
And	one two
	one & two
	one and two
Or	me | you
	me or you
Not	^him
	not him
	her ^ him
Exclusive Or (Xor)	apples ~ oranges
	apples xor oranges
Phrase	"to be or not"
	"fourscore and seven"
Single Character Wildcard	wom?n
	g??b?r
Multiple Character Wildcard	work*
	h*t*
Ordered Proximity	"united states of america"/10
Unordered Proximity	"uncle sams army"@7
Record Proximity	"smith jones theft deny"#5
Stem (Word Form)	run%
	great%
Thesaurus (Synonym)	flying$
	alterations$
Contents	[Contents Old Testament,Genesis] noah and ark
Partition	[Partition Chapter] advanced query
Rank	[Rank 10] dogs chase cats
Highlighters	[Highlighter humor: marx | stooge]
Popups and Notes	[Note words to find] or [Popup my favorite feature]
Groups	[Group animals] warthog lion rat
Headings	[Heading <level name>,<heading path>: query]
	[Heading Chapter: import files]
	[Heading Chapter,Open: import files]
Levels	[Level <level name>: <query>]
	[Level Chapter: reconcile shadow files]

63rd Legislature - 2013 Session Calendar

As adopted by Legislative Council — May 2, 2012

Please note: Legislative leadership holds the authority to further revise the schedule, including the days the Legislature meets and the proposed breaks.

In accordance with 5-2-103, MCA, each regular session of the Legislature convenes on the first Monday in January of each odd-numbered year or, if January 1 is a Monday, on the first Wednesday.

Introduction deadlines: Generally, bills and resolutions must be introduced within 2 legislative days after delivery. JR 40-50, H40-10.

"General bills" is used to denote all bills, except appropriation or revenue bills, and all joint resolutions.

Notes: Deadline dates are determined according to legislative days.

Certain bills and resolutions relating to administrative rules may be transmitted at any time during the session. JR 40-200(3).

Key to colors:

Transmittal deadlines ▢   Request deadlines ▢   Days not in session ▢

January 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 New Year's Day	2	3	4	5
6	7 Leg Day 1	8 Leg Day 2	9 Leg Day 3	10 Leg Day 4	11 Leg Day 5	12 Leg Day 6
13	14 Leg Day 7	15 Leg Day 8	16 Leg Day 9	17 Leg Day 10	18 Leg Day 11	19 Leg Day 12 Last day to request General Bills
20	21 Leg Day 13	22 Leg Day 14	23 Leg Day 15	24 Leg Day 16	25 Leg Day 17 Last day to request Revenue Bills	26 Leg Day 18
27	28 Leg Day 19	29 Leg Day 20	30 Leg Day 21	31 Leg Day 22		

February 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Leg Day 23	2 Leg Day 24
3	4 Leg Day 25	5 Leg Day 26	6 Leg Day 27	7 Leg Day 28	8 Leg Day 29	9 Leg Day 30
10	11 Leg Day 31	12 Leg Day 32	13 Leg Day 33	14 Leg Day 34	15 Leg Day 35	16 Leg Day 36 Last day for Committee to request General Bills
17	18 Leg Day 37	19 Leg Day 38	20 Leg Day 39	21 Leg Day 40	22 Leg Day 41	23 Leg Day 42
24	25 Leg Day 43	26 Leg Day 44	27 Leg Day 45 Transmittal of General Bills to other Chamber	28 Transmittal Break		

March 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Transmittal Break	2 Transmittal Break
3 Transmittal Break	4 Leg Day 46	5 Leg Day 47	6 Leg Day 48	7 Leg Day 49	8 Leg Day 50	9 Leg Day 51
10 Daylight Savings Time begins	11 Leg Day 52	12 Leg Day 53	13 Leg Day 54	14 Leg Day 55	15 Leg Day 56	16 Leg Day 57
17	18 Leg Day 58	19 Leg Day 59	20 Leg Day 60 Transmittal of Revenue-Estimating Joint Resolutions	21 Leg Day 61	22 Leg Day 62 Last day to request Bills Proposing Referendums or for Committee to request Revenue Bills	23 Leg Day 63
24	25 Leg Day 64	26 Leg Day 65	27 Leg Day 66	28 Leg Day 67 Transmittal of Appropriation Bills	29 Break	30 Break
31 Easter						

April 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Break	2 Leg Day 68	3 Leg Day 69	4 Leg Day 70	5 Leg Day 71 Transmittal of Revenue Bills and Bills Proposing Referendums	6 Leg Day 72
7	8 Leg Day 73 Transmittal of amendments to General Bills	9 Leg Day 74	10 Leg Day 75 Last day to request Study Resolutions or Committee Bills to implement HB 2	11 Leg Day 76	12 Leg Day 77	13 Leg Day 78
14	15 Leg Day 79	16 Leg Day 80 Transmittal of amendments to Appropriation Bills	17 Leg Day 81	18 Leg Day 82 Transmittal of amendments to Revenue Bills, Revenue-Estimating Joint Resolutions, and Bills Proposing Referendums	19 Leg Day 83	20 Leg Day 84
21	22 Leg Day 85 Transmittal of Interim Study Resolutions	23 Leg Day 86	24 Leg Day 87	25 Leg Day 88	26 Leg Day 89	27 Leg Day 90
28	29	30				

Updated: May 2, 2012

2013 BILL DRAFT REQUEST LIMITS & DEADLINES, INTRODUCTION DEADLINES, AND PRIORITY DRAFTING RULES

BILL DRAFT REQUEST LIMITS*

-- <u>June to September 15</u> -- Interim committees review agency bill draft requests and may authorize drafting of agency bills or request committee bills
-- <u>After September 15</u> only individual legislators (holdover Senators or unopposed Representatives) may request agency bills (bill may have an agency "By request of ___" line but must still meet the PREINTRODUCTION deadline)
-- <u>Until 5 p.m. December 5</u> -- After the general election, each legislator may request an unlimited number of bills or resolutions until 5 p.m. on December 5 (does not count against a legislator's bill limit)
-- <u>After 5 p.m. December 5</u> -- Each legislator is limited to a total of 7 bill/resolution requests after this time (a legislator may grant unused requests to another legislator)
-- <u>Noon January 7, 2013</u> -- 2013 Session begins -- Each legislator is limited to 2 bill/resolution requests after this time (2 of the 7 permitted after December 5)

BILL DRAFT REQUEST DEADLINES

<u>Bill Type</u>	<u>Legislative Day (5:00 p.m.)</u>
General bills and resolutions	12
Revenue bills	17
Committee bills and resolutions	36
Committee revenue bills and bills proposing referenda	62
Committee bills implementing provisions of a general appropriation act	75
Interim study resolutions	75

BILL INTRODUCTION DEADLINES

-- **5 p.m. December 15, 2012 -- PREINTRODUCTION DEADLINE** for all interim committee and agency bills, including all bills with a "By request of ____" line. Those not preintroduced will be **CANCELED**. (See PREINTRODUCTION on next page.)
-- Bills not subject to preintroduction requirement must be introduced within 2 legislative days after delivery to the requesting legislator (day of delivery not counted).
Introduction takes place in the office of either the Secretary of the Senate or Chief Clerk of the House--not LSD offices.
-- There is no limit on the number of bills an individual legislator may **introduce**. The sponsor is not necessarily the same as the requestor.
-- Bills containing an appropriation may be introduced ONLY in the House--not the Senate.
-- There is a practical, unspecified introduction deadline--a bill must be introduced early enough to be transmitted to the opposite house by the applicable transmittal deadline (introduction, committee hearing with notice, 2nd and 3rd reading).

PRIORITIZING BILL DRAFTS

-- Agency bill draft requests are given PRIORITY in drafting if the draft is received by LSD by November 15--an agency draft received after November 15* loses its priority status (it will still be drafted but without priority and must still meet the preintroduction deadline).
-- Legislative drafters generally work on bill draft requests in the order that each drafter receives the requests unless a request has a priority status.
-- Each legislator's first 5 bill draft requests have priority over subsequent requests--a legislator's 6th and subsequent request will be given a lower priority than the first 5 requests of other legislators.

PREINTRODUCTION*

To preintroduce a bill, the LSD must receive the LSD's preintroduction authorization form, signed by a legislator, by 5 p.m. on December 15. An agency bill draft request that is not preintroduced by the deadline is, by rule, automatically canceled. The agency must either abandon the request or have a legislator request the same bill draft as a new bill draft request; however, the bill may not have an agency "By request of ____" line.

* These restrictions do not apply to bills or resolutions proposed by the Code Commissioner, requested by standing committees, or requested on behalf of newly elected state officials during the official's FIRST year in office.

2012 BILL DRAFTING WORKSHOP EVALUATION

How do you rate this workshop?

Excellent ____   Good ____   Average ____   Fair ____   Poor ____

Would you recommend this workshop to others?

Yes ____   No ____

With **5 the highest**, please rate the following:

_____   lowest   highest

The class was well organized_____	1	2	3	4	5
The presentation was clear and understandable	1	2	3	4	5
The content was appropriate	1	2	3	4	5
The class was the right length	1	2	3	4	5
The visual aids were helpful	1	2	3	4	5
The handouts will be useful	1	2	3	4	5

What was the most valuable information that you learned from this workshop?

What would you change about this workshop to make it better?

Please give us any other feedback.