

**PROCEDURE FOR REVIEW, REQUEST, AND DRAFTING
OF AGENCY LEGISLATION
January 2008**

- As part of the Executive Planning Process for the 2001 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 ____, 2008.
 - ✓ 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 2008.

- 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 2009 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 between June and September 15, 2008. The committees may decide whether the committee will request the legislation for purposes of bill drafting. The request is done as a courtesy for the agencies, but also streamlines the process and allows Legislative Services to manage agency bill drafting in a timely manner so as to be able to dedicate the time after election to legislator 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.
 - ✓ An interim committee's action on an agency proposal is not an endorsement or a position or comment on the merits of the proposal as no draft and only limited information are available.

- ✓ 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 is encouraged to consolidate related bill draft requests.

- Interim committee review of agency legislation must be completed by September 15, 2008.

- All agency bill drafts requested by an interim committee must be:
 - ✓ submitted to the LSD with the appropriate LC number identified by the OBPP for processing by October 31, 2008; and
 - ✓ preintroduced by December 26, 2008. (The Legislative Council will be considering adopting rules to move this date earlier, and the OBPP has agree to a date of December 22, 2008.)

- 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 5, 2009.

- The Legislative Council will be considering a change that failure to submit a bill draft to the LSD for processing by October 31, 2008 may result in the bill request being place on hold and going to the bottom of the drafter's pile which may result in not meeting the preintroduction deadline.

- Failure to preintroduce an agency-requested bill will result in the bill's cancellation and it will be the responsibility of the agency to find a new requester for the bill draft subject to the bill request limitations placed on legislators.

Agreed to by:

Susan B. Fox and Greg Petesch, LSD and Amy Sassano, Office of Budget and Program Planning
on January 4, 2008