

**EVERYTHING YOU ALWAYS WANTED TO KNOW
ABOUT BILL DRAFTING
(BUT WERE AFRAID TO ASK?)**

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BILL TITLES

See section 4-4 of the Bill Drafting Manual 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 provisions that correspond to language being changed or removed from the bill by amendment.

- Bill titles should be written after the bill is drafted.
- Bills should be drafted so that all 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" or 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", "LIMITING GOVERNMENTAL LIABILITY", and "PROVIDING RULEMAKING AUTHORITY" must be included in the title if relevant.
- ALL amended and repealed section numbers from the bill are listed individually in numerical order in the title (do not use "through"). See section 4-4(5) of the Bill Drafting Manual.
- If there are several "housekeeping" provisions in the title, they are in the order listed in section 4-2 of the Bill Drafting Manual.
- If the effective date in the bill is after October 1, the title should read "and providing a delayed effective date".
- "AND" always precedes the last provision.

BILL TITLES HOW MUCH DETAIL IS REALLY NECESSARY?

Article V, section 11(3), of the Montana Constitution provides:

(3) Each bill, except general appropriation bills and bills for the codification and general revision of the laws, shall contain only one subject, clearly expressed in its title. **If any subject is embraced in any act and is not expressed in the title, only so much of the act not so expressed is void.**

1. Does this mean that every single amendment in the bill must be specifically listed in the title?

Short answer: No.

Long answer: Over the past 20 years or so, the titles of bills have continued to increase in length and specificity apparently because of concerns about the second sentence in Article V, section 11(3), and White v. State, 233 Mont. 81 (1988) . The Bill Drafting Manual gives guidance on bill titles in section 4-4. It explains that the title identifies the bill to the legislators and the public and must clearly **summarize** the contents of the bill. It also states that the main purpose of the constitutional provision is to ensure that the title of a bill gives **reasonable notice** of the content to legislators and the public.

2. Why shouldn't I list every single amendment in the title?

Short answer: It greatly increases the chance for errors in the title of the bill and consequently for a legal challenge asserting that the bill has a defective title.

Long answer: The Montana Supreme Court has interpreted the constitutional provision to require a clause in the title to reflect an issue that would be considered important by legislators voting on the bill. There are sometimes (often? always?) changes made to a bill during the drafting process. If the drafter is not vigilant, provisions that are removed from the bill during the drafting process may not be removed from the title. When dealing with a 2-page title (or longer!), an extensive amount of time is required on the part of the drafter and the editor to match up each provision in the bill with the title. Even more importantly, when the bill is amended, provisions that are removed from the bill by amendment can be inadvertently left in the title. It is likely that the Supreme Court would have a bigger problem with a bill that has a title that misrepresents the contents of the bill than it would with a bill title that contains provisions in the title that are of a more general nature and that give reasonable notice of the content of the bill.

3. If a bill title says that the bill is "generally revising" laws related to a certain subject, does the title need to list each specific concept that is included in the general revision of those laws?

Short answer: No. See section 4-4 of the Bill Drafting Manual.

Long answer: It is advisable to **summarize** some of the major areas that are being addressed in the general revision. For example, the title might state:

AN ACT GENERALLY REVISING THE LAWS FOR THE LICENSURE OF ELECTRICIANS BY ADJUSTING DEADLINES FOR APPLICATIONS FOR LICENSURE, REVISING TERMINOLOGY, REMOVING CERTAIN PROVISIONS RELATED TO TRAINING, REVISING THE EXAMINATION REQUIREMENTS FOR JOURNEYMAN ELECTRICIANS, AND REVISING THE RESPONSIBILITIES OF THE STATE ELECTRICAL BOARD; AMENDING SECTIONS . . . ; AND PROVIDING AN EFFECTIVE DATE.

4. Is it acceptable to draft a relatively short title summarizing the contents of the bill?

Short answer: YES!

Long answer: The fewer details that are contained in the title, the fewer amendments that will be required when the bill is tweaked during the amendment process. For example, if a specific date or dollar amount is included in the title, that title provision may have to be amended numerous times as those dates or amounts are changed back and forth by amendments. A more general provision could simplify the title, such as "CHANGING DEADLINES" or "ADJUSTING FEES". Listing specific defined terms that are being changed or deleted may also require additional amendments that could be avoided if a general provision such as "REVISING TERMINOLOGY" is used in the title.

For additional information on this subject, please read section 4-4 of the Bill Drafting Manual with regard to sufficiency of titles and refer to the case notes and Attorney General's opinions contained in the MCA Annotations to Article V, section 11, of the Montana Constitution.

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. References in the existing MCA, along with references in the bill itself, must be checked. Pay particular attention to subsection references within the section itself since those will not appear in curly braces.

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. Do not type outside the curly braces.

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]" must be changed to "[sections 1 through 11]". An amendment MUST be written to change 10 to 11 in each place where that number occurs. Do not strike the bracket, just strike 10 and insert 11. Search the bill electronically for "[" to find the occurrences.

If you **"UNREPEAL" A SECTION BY AMENDMENT**, you MUST strike the number from the repealer section and from 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 must 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 the text of the bill, 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.

See section 2-17 of the Bill Drafting Manual for additional information on internal references and see Appendix S for tips on searching.

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. It is possible that the definition section is not specifically referred to by number in other sections, but the defined term may appear in those sections and may need to be amended.

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 LISTED 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 it appears and add (underline) the same language with the term "painting" in the correct alphabetical location on the list of defined terms.

REMEMBER to search for the plural form of definitions.

COORDINATION INSTRUCTIONS

HOW UNCOORDINATED CAN YOU BE?

There may come a time in a bill's life when it will have to learn to live with other bills. If two or more bills amend the same section of law, a coordination section may be necessary so that the amendments to that section in all of the bills can coexist in harmony when the magic of codification occurs after the session. A coordination section is added as an amendment to one of the bills.

A typical coordination instruction will void the conflicting provision in one of the bills if the bills are passed to the second house with the troublesome provision intact. Each committee staffer is responsible for checking for "conflicts" for bills that the staffer's committee is considering **AFTER TRANSMITTAL** by using the Conflict Checking Report in the LAWS system

Do not panic! A coordination section may not be necessary.

- DO NOT include a coordination section in the initial draft of a bill except in extremely rare circumstances and only with the blessing of the Code Commissioner.
- DO NOT draft coordination sections (by amendment) for bills when they are still in the first house of the Legislature. The bills can change considerably through the amendment process and may not need to be coordinated, or one of the bills may die.
- A coordination section is **NOT ALWAYS NECESSARY**. If you have questions about whether amendments made by more than one bill to the same section of law can be meshed together during codification, please ask for an opinion from the Chief Editor.
- DO ask others for help in drafting coordination instructions. The staffer whose committee considered one or more of the bills in the other house may be able to give you some assistance, or the Chief Editor may be able to help you understand how the amendments may be combined during the codification process.
- Remember that a separate coordination instruction section must be included in the bill for each code section for which a conflict arises (rather than combining multiple code sections under one coordination section).

See section 4-20 and Appendix P of the Bill Drafting Manual for examples of coordination instructions.

A STEP-BY-STEP GUIDE ON HOW TO REPEAL A TERMINATION DATE

- 1. Check the parenthetical "garbage" at the end of the section. In this theoretical case, the section is terminated by section 13, Chapter 13, Laws of 2013.**

87-1-269. (Temporary) Report required -- review committee. (1) The governor shall appoint a committee of persons interested in issues related to hunters, anglers, landowners, and outfitters, including but not limited to the hunting access enhancement program, the fishing access enhancement program, landowner-hunter relations, outfitting industry issues, and other issues related to private lands and public wildlife. The committee must have broad representation of landowners, outfitters, and sportspersons. The department may provide administrative assistance as necessary to assist the review committee.

(2) (a) The review committee shall report to the governor and to **the 65th legislature** regarding the success of various elements of the hunting access enhancement program, including a report of annual landowner participation, the number of acres annually enrolled in the program, hunter harvest success on enrolled lands, the number of qualified applicants who were denied enrollment because of a shortfall in funding, and an accounting of program expenditures, and make suggestions for funding, modification, or improvement needed to achieve the objectives of the program.

(b) The review committee shall report to the governor and to **the 65th legislature** regarding the success of the fishing access enhancement program and make suggestions for funding, modification, or improvement needed to achieve the objectives of the program.

(3) The director may appoint additional advisory committees that are considered necessary to assist in the implementation of the hunting access enhancement program and the fishing access enhancement program and to advise the commission regarding the development of rules implementing the hunting access enhancement program and the fishing access enhancement program. (Terminates March 1, 2017--sec. 13, Ch. 13, L. 2013.)

- 2. Open the Session Law book containing that chapter from 2013.**
- 3. List each section from the session law chapter that is affected by the termination date on a strawberry sheet (supply available in the Legal Director's office). For new sections, check the "Session Law to Code" table found in the last volume of the 2013 session laws to find the section number. DO NOT include sections in the bill solely for the purpose of striking the "garbage"--this will be done at codification (when we use the strawberry sheet!).**
- 4. Read each section of law to ensure that there are no internal dates or other references that will need to be amended in the bill.**
- 5. Include any sections that need to be amended in the bill and note on the strawberry sheet "amended in bill". In the example above, the references to the 65th legislature need to be stricken and replaced with "each session of the legislature".**

For other examples of repealing or amending session law, see the "TABLE OF SESSION LAWS AFFECTED" contained in the final volume of the session laws for each session.

MULTIPLE VERSIONS OF CODE SECTIONS A Really Bad Idea

Multiple versions of code sections result from termination dates, delayed effective dates, and contingency provisions in bills. The legislative staff creates versions of law to reflect special dates or contingencies as part of the compilation of the new and amended laws during the codification process following each legislative session.

There are three primary reasons that code sections with more than one version are a problem for legislative staff, for the public, and consequently for the Legislature itself. (Not to mention the numerous database management problems that result and that are too complex to explain here.)

- (1) The threat to the ability of the staff to prepare the Montana Code Annotated for publication by October 1, the general effective date for legislation, due to the complexity of codifying and compositing amendments to sections with multiple versions. In addition, the burgeoning use of multiple versions threatens the ability of the staff to make an accurate and up-to-date database available prior to any special session, which may be called with very short notice.
- (2) The inability to determine which version of a statute is in effect on a given date due to the use of contingencies. The Montana Code Annotated contains close to 200 sections with contingencies. There is no formal mechanism (nor is one practical or feasible) for notifying the public each time a contingency has occurred.
- (3) The risk of erroneous incorporation of amendments into the various versions of a law.

WAYS TO AVOID MULTIPLE VERSIONS

- (1) Incorporate references to events that will occur at a later date in the actual section text; for example: "After July 1, 2017, all vehicles with special license plates . . ."
- (2) Do not terminate a program; instead repeal the laws related to the program if it becomes ineffective.
- (3) Do not use contingencies. If, for example, the program isn't yet operational, the money isn't yet available, or the law is linked to decisions on the federal level, wait until the "contingency" has occurred BEFORE passing the law.
- (4) Do not terminate increases in fees or fines; instead amend them in the future.

**MULTIPLE VERSIONS
OTHER LEGAL AND TECHNICAL ISSUES**

- (1) The use of a contingency that is tied to federal law may be an unlawful delegation of power allowing the federal government to determine what constitutes state law.
- (2) The section of law may be massively amended before the delayed effective date occurs. It is likely that a version of law that is effective in 2018 or 2020 (for example) will be amended at least once, if not several times, before that date.
- (3) If a contingency has technically occurred but the appropriate certification has not been made (to the Secretary of State or the Code Commissioner), when is the contingent version of the law effective?
- (4) Particular amendments that are to terminate on a later date or on the occurrence of a contingency may actually be amended out of the section before the termination date or contingency occurs.
- (5) It is difficult to enforce compliance with a law if notice is not given to the public that a contingency has occurred.

REDO PROCEDURES - 2015

- Check the status of the bill draft on the status system to determine if the draft is **STILL IN THE PROCESS** or is **READY FOR DELIVERY**.
- If the bill draft is **STILL IN THE PROCESS** (edit/legal review/input/proofing/Executive Director review) and has not yet left Bills Processing:
 - (1) contact Bills Processing and tell them the LC# of the bill draft that needs a redo. Someone from that office will physically locate the bill draft and will deliver the bill draft and associated materials to you.
 - (2) after the bill draft and other materials have been delivered to you:
 - (a) run the prod macro and select "Redo", select the LC#, then click OK, which adds the status entry "Draft Back for Redo" (do **NOT** click "Retrieve Copy of Draft Into Home Directory" when doing a hard-copy redo);
 - (b) mark your changes by writing in **red** ink on the bill draft;
 - (c) initial the appropriate space on the redo portion of the "mother";
 - (d) run the prod macro, highlight the appropriate LC#, and click the "Proceed to Legal Review - Redo Complete" radio button and submit;
 - (e) deliver the marked bill draft and associated materials to the Legal Director for review. Mark "REDO" in large letters on the first page of the draft, and if a file folder has been created for the bill (after it reaches Bills Processing), put the redo on top of everything else in the file so that it can be found easily. The folder must be marked as a REDO.
- If the bill draft is **READY FOR DELIVERY** (filed in the cabinet in LSD reception area):
 - (1) contact Bills Processing and tell them the LC# of the bill draft that needs a redo. Someone from that office will gather the file folder and other materials and will deliver them to you. The bill draft must be removed from the locked file in the LSD reception area by authorized personnel only, and the delivery receipt must be removed.
 - (2) run the prod macro and select "Redo", select the LC#, then click OK, which adds the status entry "Draft Back for Redo" (do **NOT** click "Retrieve Copy of Draft Into Home Directory" when doing a hard-copy redo);
 - (3) after the backed bill draft and other materials have been delivered to you:
 - (a) mark your changes by writing in **red** ink on the backed bill draft;
 - (b) initial the appropriate space on the redo portion of the "mother";
 - (c) run the prod macro, highlight the appropriate LC#, and click the "Proceed to Legal Review - Redo Complete" radio button and submit;
 - (d) deliver the marked bill draft and associated materials to the Legal Director for review. Mark "REDO" in large letters on the first page of the draft and put the redo on top of everything else in the file so that it can be found easily. The folder must be marked as a REDO.
- If the **bill draft has been picked up by the legislator** but it has not yet been introduced:
 - (1) carry the backed bill draft to Bills Processing and ask them to retrieve all related

- materials;
 - (2) follow the same procedure used for bill drafts that are ready for delivery.
- If the **redo requires extensive revisions** that cannot be marked on the hard copy of the bill:
 - (1) get permission from the Legal Director to draft a total electronic redo. This is strongly discouraged and rarely allowed because it requires the legal reviewer and editor to completely reread the bill rather than just the redo changes.
 - (2) contact Bills Processing and tell them the LC# of the bill that needs a redo. Someone from that office will deliver the bill draft and associated materials to you.
 - (3) run the prod macro and select "Redo", select the LC#, then click on "Retrieve Copy of Draft Into Home Directory". Click on "Yes" on the confirmation notice, then click "OK". The bill draft will be placed back in the drafting directory, and status will be updated with the "Draft Back for Redo" action.
 - (4) make redo changes to the bill draft/redraft;
 - (5) after the redo is complete, run the prod macro. Highlight the appropriate LC# and click the "Proceed to Legal Review - Redo Complete" radio button and submit. The status will reflect that the bill draft is in legal review.
 - (6) deliver the new bill draft and associated materials to the Legal Director for review. Mark "REDO" in large letters on the first page of the new draft, and if there is a file folder for the draft, put the redo on top of everything else in the file so that it can be found easily. The folder must be marked as a "REDO".
- If the redo **requires the addition of sections**, mark the insertion points on the draft (with "A" or whatever) and then attach each section to the back of the draft and tag each with a sticky note that is marked to correspond to the designation written on the draft. Write section numbers of any added MCA sections in the title of the bill.
- Be sure to **update the short title** on status if the redo requires a change to the short title.
- If additional sections need to be added or other changes need to be made because of feedback from the editors, this is a **technical redo** and does not count against the limit that allows a legislator to request only one redo before the bill goes to the bottom of the drafter's stack. The Legislative Council Rules of Procedure provide:

C-7.2. (1) Once a bill draft has been submitted for legal review by a bill drafter, a requestor is entitled to submit the bill draft to the drafter for correction or minor alteration (REDO) under the original request priority one time.

(2) To receive the priority of the original request under this policy, the requestor must notify the drafter of the potential need for a change in the draft:

- (a) within 14 calendar days of delivery of a formal review bill draft to the legislator before a regular session; or
- (b) within 1 legislative day after delivery of a formal review bill draft during a regular session.

(3) The requestor must provide the drafter with the information required to make all necessary corrections within 14 calendar days after notification prior to the beginning of a regular session and within 2 legislative days after notification during a regular session.

(4) A redraft of a bill draft requested after the applicable deadline provided for in (2) that may still be introduced will be treated as a new drafting request with regard to priority and moved to the bottom of the drafter's priority list. Corrections of obvious clerical errors are not covered by this policy; such errors will be corrected as expeditiously as possible.

ARE THOSE AMENDMENTS WITHIN THE SCOPE OF THE BILL?

The drafter must ask this question when beginning to draft each set of amendments. It is a question that may require the drafter to ask for a legal opinion from one of the LSD attorneys.

Since amendments do not go through a legal review as each bill does, it is the drafter's responsibility to consider and determine whether amendments to a bill are within the original scope of the bill.

According to Article V, section 11(1):

A law shall be passed by bill **which shall not be so altered or amended on its passage through the legislature as to change its original purpose.**

Here are some guidelines to consider:

- (1) If you try to strike the entire title of the bill, the amendments are probably not within the scope of the bill. You may NOT strike the entire title of a bill under any circumstances. If you are creating a substitute bill by striking everything after the enacting clause and replacing the text of the bill, the amendments may not be within the scope of the bill. See section 8-3 of the Bill Drafting Manual relating to substitute bills.
- (2) If the amendments are not related to the current provisions in the title, the amendments are not within the scope of the bill. You may change the provisions to do something different from what the bill was originally attempting to accomplish IF they relate to the same specific provisions contained in the original bill.
- (3) If a legislator asks you to completely change the bill through a set of amendments because the legislator has run out of bill draft requests and wants to address the same general subject of the bill but in an entirely different manner, the amendments may not be within the scope of the original bill. For example, the bill is about public schools, so the legislator wants to change it from a bill dealing with school funding to a bill that deals with adjusting school district boundaries.
- (4) A bill that has the words "generally revising" in the title is usually fair game for any kind of amendments that relate to the area of the law that is addressed in the bill. Note that a title that states that the bill generally revises laws may be narrowed to address just a single subject (Bill Drafting Manual, section 8-3). See also section 4-4(4) of the Bill Drafting Manual.

AMENDMENT CHECKLIST

GENERAL

- (1) Check to see if the amendments are within the "scope" of the bill. This particularly applies to substitute bills. Note: for substitute bills, the amendments must read: "Strike everything after the enacting clause" rather than striking "page 1, line 14 through page 98, line 30".
- (2) Make sure that an amended code section still contains a substantive amendment. If it does not, the section must be stricken from the bill and the section number must be stricken from the title.
- (3) Check the entire bill carefully to see that the amendments appear in all appropriate locations, including catchlines. Run an electronic search of the bill.
- (4) Read amended material for clarity, spelling, punctuation, outlining, style, and consistency with the rest of the bill.
- (5) Do not draft an amendment to strike the end of one section and to continue striking through the catchline or the middle of the following section (can't be done because of the coding that appears around sections in the bill).

TITLE

- (1) Check that changes made by amendments are reflected in the title, including all appropriations. Watch for the 100-word limitation in the title of a referendum. (See sections 4-4(5) and 5-5 of the Bill Drafting Manual.)
- (2) Check to see that all amended or repealed code sections are listed in the title. Make sure that code sections are listed in numerical order.
- (3) Make sure that a code section is not being amended **and** repealed in the bill (unless a delayed effective date for the repealer allows both). It is easiest to check for this by comparing the amended sections and repealed sections listed in the title.

INTERNAL REFERENCES

- (1) Check the accuracy of new references (same as on first edit of bill).
- (2) If an amendment causes reoutlining, check that section's outline and check subsection references within that section. Check carefully for references to subsections of that section elsewhere in the bill. Run an electronic search of the bill and of the MCA.
- (3) When a code section is being amended out of the bill, look for references to the code section in the bill or changed language around old references to that code section in the bill (found in underlined text or in new sections). Run an electronic search of the bill.
- (4) If a concept or program is amended out of the bill (self-evaluation reports, task force, homeowner's tax credit), make sure it is gone everywhere in the bill. If a term or phrase is amended out of the bill or changed (not necessarily a defined term), check the entire bill carefully for that term or phrase ("tribunal" to "governing body", "2015" to "2017", "Montana historical society" to "department of commerce"). Run an electronic search of the bill.
- (5) If the amendment deletes or adds sections in the bill, check that all bracketed section references are changed if necessary. Especially watch housekeeping sections. Run an electronic search of the bill for brackets. Search for "[". Use the LAWS system to retrieve the .pdf copy of the bill, which has the page and line numbers needed to draft the amendment instructions.

DEFINED TERMS

- (1) If defined terms are added, deleted, or changed, check to see if the bill works with the terms as amended. (If the definition of board is deleted by amendment, there should be no references to the word "board" alone in the title, chapter, or part to which the definitions apply.) Run electronic searches of the bill and of the MCA.
- (2) Check references to department or board to see if those terms are defined in the existing title, chapter, or part that contains the MCA section to which the reference is being added or in the title, chapter, or part where a new section will be codified.

REPEALED SECTIONS

- (1) If an MCA section is being repealed by amendment, any sections with internal references to that MCA section must be amended into the bill to strike references to the repealed section. If a repealed MCA section is removed from the bill by amendment, find the internal references to that MCA section that were stricken in the bill and reinsert them UNLESS the stricken reference was the only change in the section; if so, strike that section from the bill (and strike the section number from the title).
- (2) Check repealed sections to see if they work with the amendments. For example, if a new penalty section is being stricken from the bill, the old penalty section, which was being repealed, should be "unrepealed" (stricken from the title and repealer section).
- (3) A termination date may not terminate a repealer section. If there is a termination section for the bill, the repealer section (along with other housekeeping sections) must be excluded from the termination.

EFFECTIVE DATES

- (1) If there is more than one effective date in the bill, amendments may not include references to "[the effective date of this act]", instead use "[the effective date of this section]".
- (2) To avoid listing (and amending) references to many sections in the bill, it is helpful to use the following language in an effective date section (this applies to original drafting of the bill as well):
 - (1) Except as provided in subsection (2), [this act] is effective on passage and approval.
 - (2) [Sections 3, 5, 49, and 125] are effective January 1, 2016."

TECHNICAL TIP

Keep the comma with the code section number (this will save you grief if you have to amend the same thing again because you would have to strike: "15-5-501," and underline the section number but not the comma on the strike instruction). The same thing applies to keeping the semicolon with the provision in the title: Do this:

Title, page 1, line 5
Strike: "15-5-501,"
Insert: "15-5-505,"

Title, page 1, line 10
Strike: "PROVIDING PENALTIES;"
Insert: "IMPOSING CIVIL FINES;"

ADDITIONAL

Check the amendments and bill a second time. See section 8-2 of the Bill Drafting Manual for additional reminders when amending bills.

AMENDMENT SCREENING PROCESS

- (1) Give to the editors:
 - (a) a copy of the proposed amendments;
 - (b) the **most recent copy** of the bill from the print shop, NOT a version printed from the Internet (the editors will keep this copy, so make sure that you have your own copy if you want one); and
 - (c) a copy of any bill(s) referenced in a coordination instruction if a coordination instruction is being added by amendment.
- (2) Clip the amendments to the bill and write the date and time when you need the amendments on the front page of the amendments. If you need the amendments immediately, tell the chief editor so that the amendments are given priority.
- (3) The editors will write the amendments on the copy of the bill. After checking the amendments, the editors will either:
 - (a) call, e-mail, or leave you a note to let you know that the amendments are okay; or
 - (b) return the amendments to you with corrections marked.
- (4) If your amendments are returned to you for correction:
 - (a) make corrections or mark NO next to corrections that you are not making (please explain to the editor why you are not making a correction); and
 - (b) return both the "greened up" copy of the amendments and the corrected version to the editor who edited the amendments. You may leave them on the editor's desk. **DO NOT PUT THEM BACK IN THE AMENDMENTS BASKET.** A set of amendments isn't considered edited until corrections have been made and checked by the editors.
- (5) The editors will keep the proposed amendments, attached to the marked reading copy of the bill, filed in their office. If the amendments pass, they are then filed in Bills Processing.
- (6) When the amendments are sent down to LSD for engrossing, the amendments are matched with what is on file in the editors' office to ensure that they have been screened. If the screened amendments exactly match the committee report, the bill goes directly to Bills Processing and the proofreaders. If they do not match, somebody's in BIG trouble.

In General:

- (1) It is possible to use a previous set of amendments as the base for a new set. **DO NOT RETYPE** when you can copy!
- (2) If you are making changes to a previous set of edited amendments, please identify the new or changed amendments by marking "NEW" next to each of them. It saves the editors time because they do not have to edit the whole set again. Again, **DO NOT RETYPE THE SET.** Often you will have several sets of amendments to the same bill. The editors can usually write two or three simple sets of amendments on one copy of the bill. After that, please bring a clean bill.
- (3) Do not delete the internal reference list (found in curly braces) when you retrieve an MCA section into a set of amendments.
- (4) You may not remove anything from the editors' file for any reason without permission.

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, 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, 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 through 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). 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 Appendix S of the [Bill Drafting Manual](#).

<u>Operator or Scope</u>	<u>Example</u>
And	one two one & two one and two
Or	truck vehicle truck or vehicle
Not	^arrest not arrest apprehend ^ arrest
Phrase	“highways of this state” “title 15 chapter 1”
Single Character Wildcard	advis?r
Multiple Character Wildcard	wom*n*
Ordered Proximity	“trailer semitrailer”/10
Unordered Proximity	“child with disabilities”@7
Stem (Word Form)	elect* run%

BILL DRAFT SPECIFICS

THE STAPLES

Please do not staple the bill and junque together with a huge staple. If in doubt, don't staple.

PROPER ORDER OF BILL DRAFT MATERIALS

Put the bill together in the correct order, which is:

- bill draft checklist report (a.k.a. "mother")

- bill draft request sheet (blue or, if faxed, white)

- bill draft designated as "To Legal Review"

- other "junque"

- strawberry sheet if necessary (just clip it on the back--this must be removed by the editors)

STICKY NOTE QUESTIONS

Remember to answer sticky note questions from legal review and remove the notes before sending the bill to edit. If a bill has sticky note questions from the editors, return the bill to edit before sending it to documents processing so that the editor can see how questions are resolved.

FEDERAL CITATIONS

Remember that you must attach federal citation material, court case citations, etc., to bills with external citations.

RETRIEVE A BILL MACRO

If you need to use an LC or an introduced bill to create a new LC, please use the "retrieve a bill" macro. DO NOT copy the bill section by section. Please DO NOT retype previously edited bills or amendments.

Please put a large sticky note on the bill if it is the same as or similar to a previously edited bill. This will expedite the processing of the bill by legal review and edit.

TABS AND SPACES

Use a tab to indent each subsection.

Put spaces, **NOT** tabs, after subsection numbers in paragraphs:

Do this (1)##This is a subsection.

Not this (1){tab}This is a subsection.

BILLS AND AMENDMENTS INPUT AND PROOFREADING

After drafting, legal review, and editing, each bill is electronically transferred from the drafter to the Bills Processing and Proofreading staff where it is input, proofread, and electronically stored in a limited-access bills directory. Once this transfer occurs, the only Legislative Services Division staff that can alter the text of a bill is the Bills Processing staff. After input of the changes to the bill's text, the Bills Processing staff creates the text link for all versions of the bill on the Montana State Legislature website (<http://leg.mt.gov/css/default.asp>).

The Bills Processing staff assembles each bill for introduction on cotton paper for eventual archival storage at the Historical Society, backs the bill with a history bill back, and makes the bill available to the appropriate requestor.

All amendments, whether from a standing committee, Committee of the Whole, Governor, or conference/free conference committee, must be electronically input by the Bills Processing staff and then proofed. The newly amended hard-copy version (paper copy) is sent from Bills Processing to the Legislative Services Division print shop.

The final version of the bill is enrolled by the Bills Processing staff. The bill is proofed for accuracy and then assembled and delivered to the Governor to sign into law.

The Bills Processing and Proofreading staffs consist of permanent Legislative Services Division staff and seasonal staff that is hired during the legislative session.

SESSION INFORMATION FROM BILLS PROCESSING

PREINTRODUCTION LETTERS, JUNQUE, AND PREPRINTING OF AMENDED BILLS

- The Bills Processing staff is available for your support. Please ask them to locate junque, folders, or bills. Junque is kept on file for the current session and the previous two sessions only. Bills Processing staff will locate junque for the 2015, 2013, and 2011 sessions. If you have questions about the bill flow/process, please ask the Bills Processing staff to assist you.
- Do not file 2015 junque yourself. There is a basket in Room 10B above the junque file cabinets for filing or return of 2015 session junque.
- Return 2013 or 2011 junque directly to a member of the Bills Processing staff.
- If Bills Processing staff are not available and you have to borrow 2015 folders/junque, please leave a note with the Bills Processing staff that includes your name and the LC number. Please check out the junque on the checkout log located above the junque file cabinets in Room 10B.
- Notify Bills Processing if a sponsor needs another preintroduction letter and form or if the letter/form needs to be sent to a different legislator. The letter/form can be sent out multiple times, but if more than one form is sent, the first sponsor whose authorization is received by LSD Bills Processing will become the sponsor unless there is notification to Bills Processing. Preintroduced bills are usually available on the web and at the print shop within a day of Bills Processing receiving the preintroduction form authorization.
- Amendments are electronically input by Bills Processing staff, and the amended bill then goes to printing. However, a drafter who needs to prepare further amendments to the bill does not need to wait for the print shop to print the amended bill. Notify Bills Processing, and they will provide you with a copy of the amended bill before it is sent to the Print Shop. The copy of the bill provided to you will be printed on white (regardless of the official color of the bill at that time), but will show the incremental version number.
- **All** bill draft request forms, regardless of the bill's status (cancel, dead, etc.) must be filed with Bills Processing. It is important to account for every piece of junque from the current session.

HISTORICAL PERSPECTIVE

WHY DO THEY CALL IT "ORANGE BOOKING"?

Once upon a time, long, long ago, in a place called the Legislative Council (now Legislative Services Division), there was a bill drafting system that was operated without the use of personal computers. The internal references that now appear in curly braces underneath each code section in a bill draft were once contained in a big book with an orange cover. Thus, the term "orange booking" was used when the bill drafter flipped to the page in that book and found the code section that was being amended and checked to see if there were references to that section listed. The ability to draft bills using computers has made checking internal references much easier, but it certainly hasn't done away with the necessity to do so!

WHY DO THE EDITORS REVIEW ALL AMENDMENTS?

Even though many sets of screened amendments are doomed, the editing staff reviews each set of proposed amendments. Before this procedure was instituted, each set of amendments had to be marked on a bill at the end of the day when the stack of engrossing was sent down by the Senate or House. Only minor errors could be corrected by a "clerical form" (still used, but not as often!). The editing staff spent many late nights working through stacks of bills, and the bills processing staff and proofreaders sat and waited for work to arrive from the editors.

In certain instances the amendments were so flawed that they had to be sent back to committee or to the floor for reconsideration of the action.

The new screening procedure saves staff time and ensures that amendments are in good form prior to being adopted.

WHAT IS THE COMPARE PROGRAM?

The "compare program" is a computer program that matches the amended MCA language in a bill with the existing text of the MCA. If a drafter forgets to underline words or deletes words rather than striking them, the program will identify those problems. Before this program was available, the proofreaders worked in teams of 3 or 4 individuals, and one of the proofers in each proofing group was required to "follow along" with the MCA and listen as the bills were read aloud to make sure that each word in existing law was accounted for. Talk about a good way to doze off!

WHAT IS THE "TEXT" SYSTEM?

TextDBMS (TEXT) is a word processing system that uses the mainframe. All MCA and Annotations documents are stored in TEXT databases, which are interconnected. The use of TEXT requires that all bills (drafted using WordPerfect) be converted after the codification process. The MCA is published using another system for desktop publishing, so bills go through several conversions. There are very specific rules for the format of bills so that the bills will go through these conversion processes without difficulty. The special coding used in the TEXT system is archaic, there is limited technology support for TEXT, very few people on staff can use the system, and TEXT has been identified as a "legacy system" in need of replacement.

COMMONLY USED ACRONYMS

ACC	Administrative Code Committee
ANB	Average Number Belonging (students in a school)
ARM	Administrative Rules of Montana
BAC	Blood Alcohol Content
BASE	Base Amount for School Equity (school funding)
BIA	Bureau of Indian Affairs (federal)
BLM	Bureau of Land Management (federal)
Btu's	British Thermal Units
CDBG	Community Development Block Grant
CDC	Centers for Disease Control and Prevention
CFHHS	Children, Families, Health, and Human Services (interim committee)
CFR	Code of Federal Regulations
CHIP	Children's Health Insurance Program
CLE	Continuing Legal Education
COLA	Cost-of-Living Adjustment
CPI	Consumer Price Index
CSG	Council of State Governments
D of A	Department of Administration
DARE	Drug Abuse Resistance Education
DEQ	Department of Environmental Quality

DNRC	Department of Natural Resources and Conservation
DOR	Department of Revenue
DOT	Department of Transportation
DPHHS	Department of Public Health and Human Services
DUI	Driving Under the Influence (of alcohol or drugs)
EEO	Equal Employment Opportunity
ELG	Education and Local Government (interim committee)
EPA	Environmental Protection Agency (federal)
EQC	Environmental Quality Council
ETIC	Energy and Telecommunications Interim Committee
FAA	Federal Aviation Administration
FAIM	Families Achieving Independence in Montana
FCC	Federal Communications Commission
FDA	Food and Drug Administration
FTC	Federal Trade Commission
FTE	Full-Time Equivalent (employee)
FWP	Department of Fish, Wildlife, and Parks
FY	Fiscal Year
GABA	Guaranteed Annual Benefit Adjustment (state employee retirement)
GF	General Fund
GNP	Gross National Product
GTB	Guaranteed Tax Base Aid (school funding)

GVW	Gross Vehicle Weight
HUD	Housing and Urban Development (federal)
ICC	Interstate Commerce Commission
ICCW	Intergovernmental Coordinating Committee for Women
LAD	Legislative Audit Division
LAWS	Legislative Automated Workflow System
LEPO	Legislative Environmental Policy Office
LFA	Legislative Fiscal Analyst
LFC	Legislative Finance Committee
LJIC	Law and Justice Interim Committee
LSD	Legislative Services Division
MACo	Montana Association of Counties
MAPA	Montana Administrative Procedure Act (Title 2, ch. 4)
MCA	Montana Code Annotated (the codified laws of Montana)
MEPA	Montana Environmental Policy Act (Title 75, ch. 1, parts 1-3)
MHSA	Montana High School Association
MLCT	Montana League of Cities and Towns
MPEA	Montana Public Employees Association
MSDB	Montana School for the Deaf and Blind
NCSL	National Conference of State Legislatures
NEA	National Endowment for the Arts
NEPA	National Environmental Policy Act

NLRB	National Labor Relations Board
OBPP	Office of Budget and Program Planning
OLIT	Office of Legislative Information Technology
OPI	Office of Public Instruction
ORPA	Office of Research and Policy Analysis (LSD Research)
OSHA	Occupational Safety and Health Administration (federal)
PAC	Political Action Committee
PERS	Public Employees' Retirement System
PNWER	Pacific Northwest Economic Region
PSC	Public Service Commission
RAT	Revenue and Transportation (committee)
RCM	Revised Codes of Montana (predecessor to the MCA)
RIF	Reduction in Force
RIT	Resource Indemnity Tax
RTIC	Revenue and Transportation Interim Committee
SABHRS	Statewide Accounting, Budgeting, and Human Resource System
SAVA	State Administration and Veterans' Affairs (committee)
SBA	Small Business Administration (federal)
SID	Special Improvement District
STAB	State Tax Appeal Board
TFR	Totally Fun Redo
TIF	Tax Increment Financing (districts)

TVMT	Television Montana (public affairs television and Internet broadcasting service)
UCC	Uniform Commercial Code (Title 30, ch. 1-9)
UPC	Uniform Probate Code (Title 72, ch. 1-5)
USC	United States Code
WWAMI	Washington, Alaska, Montana, and Idaho Cooperative (education)
WIC	Women, Infants, and Children (program)
WICHE	Western Interstate Commission for Higher Education
WPIC	Water Policy Interim Committee

GLOSSARY

Annotations: A publication containing summaries of Supreme Court cases and Attorney General opinions interpreting MCA statutes; official comments; cumulative compiler's comments; and relevant administrative rules, law review articles, and collateral references.

CC bill: A bill prepared by the Code Commissioner each session that corrects nonsubstantive errors in the MCA that are beyond the scope of database changes allowed under 1-11-204, MCA.

Code Commissioner report: A summary of all nonsubstantive changes to existing and new legislation since the last publication of the MCA. The changes are made pursuant to the authority of the office of the Code Commissioner. All changes made in the MCA other than punctuation, spelling, and capitalization are reported (see 1-11-204, MCA).

Chapter: Approved legislation that has been delivered to the Secretary of State and assigned a number. A chapter number is assigned to each bill in chronological order. A copy of each chapter is returned to LSD for use in the codification process.

Codification: Following a legislative session, the integration of all legislative enactments with the current MCA. The process results in a new publication of the MCA.

Codified section: A section of law for which there is an assigned code section number.

Compiler's comments: The Code Commissioner staff's editorial comments relating pertinent information prepared initially for either the MCA or Annotations. Compiler's comments that relate directly to the actual words contained in the statute, such as amendment notes, composite sections, and Code Commissioner corrections, and comments that provide effective dates, termination dates, and applicability provisions are published with the statute text. Uncodified provisions of a chapter or materials relating to a statute that appear as compiler's comments include:

- (1) preambles; (annotations)
- (2) transitional provisions;
- (3) saving clauses; (annotations)
- (4) severability clauses; (annotations)
- (5) applicability provisions;
- (6) effective date provisions;
- (7) termination provisions; and
- (8) coordination provisions.

Composite: To combine multiple changes made to a code section by different chapters into a single version of that section during codification. The process combines all the amendments, histories, and compiler's comments for each section.

Coordination section: A section added to a bill during the legislative process to resolve differences in bills affecting the same section. Typically, the section voids a provision in that bill that would conflict with a provision in another bill if the other bill is passed and approved or the section provides specific instructions to resolve the conflict.

Database: A large collection of data in a computer, organized so that it can be expanded, updated, and retrieved rapidly for various uses. Each database defined below is an independent database, and each must be updated separately. The following are the types of LSD databases:

1. Mainframe database: A collection of documents with specialized coding stored specifically on the mainframe computer. This database is the OFFICIAL database for the MCA and is the source for the creation of the bill drafting, Folio, and Ventura databases. This database is highly protected and is accessible for alteration by a limited number of LSD documents processing staff.

2. Bill drafting database: A collection of documents stored on the file server. Each MCA section is a separate WordPerfect document that can be altered by a user when retrieved into a document. This database is accessible by bill drafters in and outside of LSD.

3. Folio database: The entire MCA, including the Annotations, put together as a large file and searchable with Folio. It is contained on a compact disk that cannot be altered by the user. This database is sold to the public.

4. Update database: A collection of documents stored on the mainframe computer that is related only to the most recent session information. This database is created during the codification process and is a temporary storage database that "merges" with the mainframe MCA database to replace, delete, or add documents to the existing mainframe MCA database. This database is accessible for alteration by the documents processing staff only.

5. Ventura database: A collection of documents stored specifically on the desktop publishing machines. These documents have been downloaded from the mainframe database and contain specialized Ventura publishing coding. These documents are accessible on the desktop publishing system only.

Engrossing: The process of incorporating amendments adopted by a chamber into a bill or resolution.

Enrolling: The preparation of an official copy of the bill in its final version, reflecting all amendments made to it during its progress through the chambers, for presentation to the Governor for approval or veto.

Folio Views: A search and browsing program used to search and access the MCA and Annotations on CD-ROM.

Garbage: Parenthetical information at the beginning or end, or both, of a code section that explains the status of the section, i.e., when it is effective, when it will terminate, or when its repeal is effective. It appears in italics in the printed MCA.

History: Information below each section of the MCA that gives the legislative action, i.e., the section and chapter of session law that affected (enacted or amended) the code section.

Housekeeping section: Housekeeping sections, such as applicability, effective date, severability, saving clause, or termination sections, are not codified and are stored as compiler's comments in the Annotations under the relevant section or sections of law.

Junque: Supplemental information and working papers that are attached to a bill draft during the drafting process and that are available to the public upon request.

Mainframe: A large computer processing unit, maintained by the Department of Administration, State Information Technology Services Division (SITSD), that holds the MCA and Annotations databases (similar to a giant file server).

Mother: The Bill Drafter Checklist Report that is printed for each bill and that serves as the cover document when the bill draft is sent through the process. It contains a list of questions that the drafter must answer with regard to the bill draft.

Repealer: A section of a bill that repeals existing sections of the MCA.

Reserved document: A title, chapter, part, or section in the MCA that is set aside or skipped to leave room for future expansion.

Requester: The legislator or committee that asks that a bill or resolution be drafted.

Session laws: The printed compilation of all bills enacted by each session of the Legislature.

Sponsor: The legislator who introduces a bill or resolution.

Strawberry sheet: A hot pink sheet attached to a bill draft by the drafter that provides the codifier with suggestions for assignment of statute numbers. Sources, such as a law from another state, a model act, or a uniform law, should also be noted on this sheet. The sheet is also used to identify code sections not in the bill draft that are affected by amendment of session law.

Terminated: A section of the MCA that is no longer effective because a termination section in a bill provided for a limited time of effectiveness.

Ventura: The desktop publishing system used by LSD to produce camera-ready copy for the MCA, Annotations, Session Laws, and other miscellaneous publications.