

# Mechanics of Bill Drafting

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Legislative Services Division

June 1, 2012

# Introductions and Administrative Matters

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- Introductions

- Instructors – See Instructor Contact Sheet Handout
- Agency Staff

- Administrative Matters

- Facilities – Java – Sustenance
- Sign-In Sheets/CLE Credit 2.5 hours
- Handouts – PDFs on Website/Video
- Evaluations

# Topics

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- The Art and Science of Bill Drafting
- Bill Drafting Macros
- Search the MCA on CD-ROM
- Agency Bill Drafting Deadlines
- Wrap-Up

# The Art and Science of Bill Drafting

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- Overview of the Art/Science of Bill Drafting
- Tools of the Trade
- The Anatomy of a Bill
- Drafting a Bill Using Word Macros

# Overview of the Bill Drafting Process

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- Drafting Law – The Purest Form of Practicing Law
- Creating the Perfect Law
- Role of Legislative Services Division Staff and State Agency Staff in the Bill Drafting Process

# Tools of the Trade

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- Bill Drafting Aids
  - Bill Drafting Manual
  - Computer Macros and MCA on CD-ROM
  - Consultation with Drafter/Editors

# Drafting Considerations

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- Legal
- Technical
- Constructive

# The Anatomy of a Bill

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- Bill Arrangement
- Title
- Enacting Clause
- Body of the Bill
- Effective Dates

# Drafting a Bill Using the Word Macros

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- Overview of Word Bill Drafting Macros
  - What are Macros
  - Where to Find the Macros
    - Stored Inside a Word Template
    - <http://leg.mt.gov/css/Bills/bill-drafting.asp>
      - Instructions and Template
      - For help contact SITSD, Dept of Admin, 444-2000
- Drafting a Bill Using the Macros
  - Open new file using the template
  - Use Add-Ins → Menu to access macros

# Searching the Montana Code Annotated on CD-ROM

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- MCA and FolioViews
  - MCA stored like a database
  - FolioViews used to view and search MCA
    - Download and Install
      - <http://mine.mt.gov/>
      - Instructions and Files
      - For help contact SITSD, Dept of Admin, 444-2000
- Techniques for Effective Searches

# LAWS SYSTEM ABBREVIATED TUTORIAL

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# Agency Bill Drafting Deadlines

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- Legislative Calendar
- Agency Dates to Bold on Your Outlook Calendar

# Wrap-Up --- Questions

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