

Amendment Drafting Training
December 17, 2012
Room 102

Purpose of this Training:

Introduce you to the basics of the amendment drafting process.

Training Steps:

1. General Thoughts (Todd)
2. Steps in the Amendment Drafting Process (Todd)
3. Legal Considerations (Todd)
4. Electronic Amendment Drafting (Todd, Connie, & Sally)
5. Reminders When Drafting Amendments (Connie & Sally)

General Thoughts:

1. The principals of bill drafting apply to amendment drafting -- everything that you learned so far regarding bill drafting applies to amendment drafting.
2. Attention to detail is crucial!
3. Your only backstop in the amendment drafting process is the ***editors***. There is no legal review of amendments unless you specifically ask Todd or another attorney to take a look at those amendments.
4. The time crunch for drafting amendments can be harsh. Always try to give yourself and the editors lead time.

Steps in the Amendment Drafting Process:

1. Request for amendments from a legislator or a legislative committee.
 - ⇒ Be sure that a legislator has authorized the drafting of the amendments.
 - ⇒ As in bill drafting, define the issue that the amendments are trying to resolve. Get as many specifics as you can and that time allows.
 - ⇒ Ask the legislator when he or she needs the amendments to be completed or conversely, tell the legislator when you are likely to be able to get the amendments done. Write the time committed to on the amendment request.
2. Go down to the Bill Distribution Office and pickup two copies of the most recent version of the bill. (One copy for you and one clean copy for the editors.)

3. Take your copy of the bill and physically mark in the amendments on the bill.
4. Draft the amendments electronically.
5. Print the amendments and attach the amendments to a clean copy of the bill. On top of the amendments write a note that tells the editors when you need the amendments completed (date and hour). Take the amendments down to the editors and put them in the editor's amendment basket.
6. When the editors have edited the amendments, they will deliver those amendments to you. On top of the amendments the editor that edited the amendments will write their initials so that you know which editor edited the amendments.
7. Make the changes that the editors suggest and return those revised amendments along with the marked-up version to the editor that originally edited the amendments. That editor will review your changes and give her/his stamp of approval or tell you to go back and correct the amendments again.
8. Now that you have the edited version of the amendments, make the necessary copies for your committee.
9. Committee passes the amendments. You may have several sets of amendments that have passed the committee -- if so, you need to combine the amendments into one set and have the editors review those amendments. Write "combo" on the amendments and list the sets that were combined.
10. Transmit amendments electronically to the Clerk of the House or the Secretary of the Senate.
11. Overview of Committee of the Whole amendments.

Legal Considerations:

1. Bill titles and amendments
2. Amendments and bill status

Electronic Amendment Drafting:

Discussion on electronic drafting.

Reminders:

Tidbits you don't want to forget.