PROCEDURE FOR REVIEW, REQUEST, AND DRAFTING OF AGENCY LEGISLATION

Adopted by the Legislative Council
January 16, 2004

- As part of the Executive Planning Process for the FY2006-2007 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 16, 2004.

  ✓ 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.

- OBPP and the Governor's Office will review the agencies' description of proposed legislation from mid-April through mid-June 2004.

- 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 2005 session.

  ✓ If an interim committee wants to receive copies of the descriptions of all proposed agency legislation (not just those approved by OBPP and the Governor's Office), these forms are available upon request from OBPP.

- Each interim committee will review the agencies' description of proposed legislation and decide whether the committee will request the legislation for purposes of bill drafting. The review will be limited to the description submitted to 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.

  ✓ 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's action on an agency proposal is not necessarily a position or comment on the merits of the proposal.
- ✓ An interim committee is encouraged to consolidate related bill draft requests.

- Interim committee review of agency legislation must be completed by September 15, 2004.

- All agency bill drafts requested by an interim committee must be:

  - ✓ submitted to LSD for processing by November 1, 2004; and
  - ✓ pre-introduced by December 23, 2004.

- 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 3, 2005.

- Failure to pre-introduce an agency-requested bill will result in the bill's cancellation.