Mechanics of Bill Drafting

Legislative Services Division

June 1, 2012
Introductions and Administrative Matters

- 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

- 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

- 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

- 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

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

- Legal
- Technical
- Constructive
The Anatomy of a Bill

- Bill Arrangement
- Title
- Enacting Clause
- Body of the Bill
- Effective Dates
Drafting a Bill Using the Word Macros

Overview of Word Bill Drafting Macros
- What are Macros
- Where to Find the Macros
  - Stored Inside a Word Template
    - 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

- **MCA and FolioViews**
  - MCA stored like a database
  - FolioViews used to view and search MCA
    - Download and Install
      - Instructions and Files
      - For help contact SITSD, Dept of Admin, 444-2000

- **Techniques for Effective Searches**
LAWS SYSTEM
ABBREVIATED TUTORIAL
Agency Bill Drafting Deadlines

- Legislative Calendar
- Agency Dates to Bold on Your Outlook Calendar
Wrap-Up --- Questions