

1971

STYLES AND FORMS

for

**COMPUTERIZED BILL DRAFTING
AND OTHER LEGISLATIVE MEASURES**

Primarily for use by the staff of the Revisor of Statutes

Prepared by the

**REVISOR OF STATUTES
4 State Capitol Building
St. Paul, Minnesota 55101**

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TABLE OF CONTENTS

Foreword	Page 1
Introduction	2
The preparation of bills	5
Example - Bill form	7
Example - New Law	8
Example - Amending	9
Example - Special Law	12
Example - Repeals	13
Example - Appropriations	14
Example - Constitutional Amendment	16
The preparation of resolutions	17
Example - resolutions	19
Example - house cover	22
Example - senate cover	23
Requisites and specifications	24
Grammar and style	27
Examples - transmittal letters	
Final - during session	30
Final - pre-session	31
Preliminary	31
Extra paragraphs	31
Index	32

1971

STYLES AND FORMS

FOREWORD

This booklet is authorized by Minnesota Statutes, Section 482.09, which reads in part:

"482.09 In addition to the duties now imposed upon him, the revisor of statutes, to the extent that personnel and availability of appropriations permit, shall:

" . . .

"(7) Prepare and issue styles and forms for drafting bills and other legislative measures for the use of members of the legislature, state officers, and persons interested in the drafting of bills for introduction;"

Its suggestions are also designed to facilitate accurate and rapid engrossing and enrolling of legislative measures pursuant to Minnesota Statutes, Section 3.19, reading:

"3.19 All bills, joint resolutions, and legislative acts shall be engrossed or enrolled in the manner provided by the rules of the senate and the house of representatives or the joint rules thereof. In the engrossing or enrolling of bills copying machines and other labor saving devices and equipment shall be used to the greatest possible extent."

and Joint Rule No. 19 of the senate and house of representatives, reading:

"Bills, memorials, or resolutions enrolled pursuant to Joint Rule 11, may be prepared for presentation to the governor on good quality paper, approximately 8 1/2 x 13 inches in size, and may be produced by the use of a copying machine. The enrolled bill shall be labeled "An Act" and otherwise shall contain the same material as the bill passed by the legislature. Where the enrolled bill is amendatory of any existing law or constitutional provision, the parts therein shown with a line drawn through them shall be understood as being deleted from the old law or the constitutional provision and the underlined material shall be understood as being added to the old law or the constitutional provision."

A separate booklet with instructions for the preparation of amendments, engrossing, and enrolling has been issued for use with this edition of Styles and Forms.

INTRODUCTION

The legislative power of our system of state government is in the legislature. It makes the laws. Their execution, enforcement, interpretation, and construction are in the executive and judicial branches of the state government.

The subject of this booklet is limited to the styles and forms commonly used in the lawmaking process of the Minnesota legislature and in the operations of the two bodies thereof. For an extended treatise on the effect of provisions of bills, resolutions, and other legislative measures, including their style and form, see Sutherland, *Statutory Construction*, 3rd Edition, and Mason's Dunnell *Minnesota Digest*, 3rd Edition, *Statutes*.

A legislative measure in the Minnesota legislature and in either body thereof is introduced in the form of a bill or resolution. A bill is required if, when enacted, it is to be a law. The first line of the title to a bill reads:

"A bill for an act"

A resolution is required for the conduct of other business of the legislature or either body thereof.

An identical bill or memorial resolution may be introduced in the senate and the house of representatives. A senate concurrent resolution is introduced only in the senate; a house concurrent resolution is introduced only in the house of representatives.

An amendment of a bill or resolution is considered by the body acting thereon in the form of a report of a standing committee, a report of a conference committee, or an amendment offered by an individual member.

A bill may propose the enactment of a new law, an amendment or repeal of an existing law or constitutional provision, or a combination of enactment of new law and amendment or repeal of existing law or constitutional provision. Amendment or repeal of existing law is made to the pertinent provision of the most recent compilation of Minnesota Statutes if the provision to be amended or repealed is contained therein; otherwise it is made to the pertinent provision of a session law.

To engross a bill or other legislative measure is to copy it and incorporate within its text amendments thereto. To enroll a bill is to copy it as it has been finally passed in the legislature for presentation to the governor. If the governor signs it, or permits it to become law without his signature, it is "an act" and no longer "a bill."

Copying machines and other devices permit the photographic reproduction of bills being engrossed or enrolled. If the suggested styles and forms contained in this booklet are carefully followed, the mandate of the statutes and the joint rule can be properly carried out.

All bill drafting, all engrossing, and all enrolling of legislative documents for both the house of representatives and the senate during the 1971 legislative session will be processed by a computerized bill drafting system.

Briefly the system consists of cathode ray terminals and a high speed printer. This equipment is connected by telephone lines to a computer located in the Centennial Building.

The complete text of Minnesota Statutes is stored in the computer. This text, section by section, can be displayed on the screen of each of the CRT terminals. By manipulating the terminal keyboard, the text of the statute section may be altered by striking or adding words. When the text is in the proper form, and the bill is drafted, the computer is instructed to print the bill on the high speed printer. This process of preparing amendatory bills eliminates considerable typing and proofreading. The retrieval of statutory material from the computer in no way alters the original text of the statutes.

All other bills to be drafted which do not amend Minnesota Statutes will be inputted on the CRT terminal, printed, and stored in the computer.

If a bill is amended during the legislative process, the amendment is incorporated in the bill using the CRT terminal and the printer in the same manner as previously described in the processing of a bill on the computer.

The bill drafting system using the CRT terminals and the high speed printer is in operation only in Minnesota. The system was designed by the Aspen Systems Corporation of Pittsburgh. The equipment utilized in this operation is an IBM 360-50 computer located in the Centennial Building. The CRT terminals, having a capacity of 3,000 characters, were designed and manufactured by Computer Optics of Bethel, Connecticut. The high speed printer, which prints at the rate of 2,000 words a minute, is made by Data Products of Los Angeles, California.

This bill drafting system was designed to meet the work load of the revisor of statutes. There will be a total of 14 terminals in use during the 1971 legislative session.

Prior to the installation of the bill drafting system bills were engrossed by a cut and tape system. In the event the computerized bill drafting system should fail, the aforementioned system can immediately be put in operation until the necessary adjustments to the system can be made to put the system back in operation.

It is anticipated that the Minnesota Bill Drafting System will increase the efficiency of this office in assisting the legislature in doing its day to day work.

In the preparation of bills for the legislature it should be noted that Minnesota Statutes are compiled by the Revisor of Statutes and are intended to include all laws of a permanent and general nature. The material therein contained is prepared, classified, and numbered as required by Minnesota Statutes, Chapter 648. Laws not included in the Minnesota Statutes retain their original session law designation given by the secretary of state. All laws enacted are contained in the published session laws.

This booklet includes sample forms of the legislative measures commonly used, including amendments and repeals of provisions of laws, and is intended as a guide to all persons preparing legislative measures introduced and considered in the Minnesota legislature. The styles and forms comply with the constitution, the statutes, and the rules, customs, and usages of the senate and the house of representatives.

The drafting of legislative bills and other legislative measures is an important phase of legislation. The quality of the legislative result depends not only upon the substance of the laws but also upon their style and form. To assist the legislature in the preparation of legislative measures the revisor of statutes maintains a bill drafting department, and, upon request, will draft or aid in the drafting of such measures for any member of the legislature, the governor, or any department or agency of the state.

JOSEPH J. BRIGHT
Revisor of Statutes

THE PREPARATION OF BILLS FOR
THE MINNESOTA LEGISLATURE

The Revisor of Statutes, Room 4, State Capitol, maintains a bill drafting department ready to draft or assist in the drafting of bills, resolutions, committee reports, amendments, or other legislative papers. Legislative secretaries and other legislative personnel are free to avail themselves of these bill drafting services for the members and committees of the legislature.

The following instructions are intended for the office of the Revisor of Statutes, but may also serve as a guide for others preparing legislative bills.

(1) The title.

The title of each bill states its single subject and its purpose. If it proposes to amend or repeal existing law, the title also refers to the law to be amended or repealed. A bill is the only form of legislative proposal carrying "an act" in its title. The first line of a bill is always

"A bill for an act".

(2) The enacting clause.

Each bill contains an enacting clause. It is required by the state constitution. The enacting clause reads:

"BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:"

(3) The body or text of the bill.

In the office of the Revisor of Statutes, bills are assigned to the typists in bill drafting files. Each file is numbered with a bill drafting file number for identification.

Using the computerized bill drafting system a "master" for each bill is printed out on the computer printer. Eleven copies of the master are Xeroxed. The appropriate transmittal letter is typed and one Xerox copy of the bill is stapled to a copy of the letter, and retained in the bill drafting file. Four copies with bill covers are prepared for the senate and four copies with bill covers are prepared for the house. Two copies of the bill, the transmittal letter, and the house and senate covered bills are sent to the bill requester in a 10 x 15 brown envelope. The master is retained in the grey master envelope in the bill drafting file.

Sample transmittal letters are found on pages 30 and 31.

A section detailing the specifications for punctuation, grammar, and style is found on pages 27 to 29.

The usual order for a stenographer in preparing a bill is as follows:

1. Read and review the bill drafting file.
2. Draft the bill on the CRT.
3. Check all newly typed material and correct all typographical errors.
4. Print the bill.
5. Type senate and house covers.
6. Prepare transmittal envelope, and transmittal letter for draftsman's signature.
7. Proof any newly typed material in the printout master, and the senate and house covers.
8. Xerox 11 copies of bill.
9. Complete typist's information on the bill drafting file cover and on the master envelope.
10. Return completed file to the bill drafting supervisor.

The completed bill drafting file consists of (in order, from the bottom of the file to the top):

1. The printed master in the grey master envelope.
2. The miscellaneous drafting papers.
3. The yellow carbon copy of the transmittal letter stapled to one Xerox copy of the bill.
4. The brown transmittal envelope.
5. Four house and four senate covered bills.
6. Two extra Xerox copies of the bill.
7. The transmittal letter.

EXAMPLE - BILL FORM

(General form and spacing)

(12 lines down for first page
8 lines for subsequent pages)

A bill for an act

relating to plats and surveys, etc. (Insert the remainder of the title, single spaced and in lower case.)

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. [SURVEY; CONTENTS OF PLATS.] Subdivision 1.

[BOUNDARIES.] The land shall be, etc. (Insert the text of the subdivision.)

Sec. 2. [HEADNOTE, IF ANY.] Subdivision 1. [HEADNOTE, IF ANY.] (Insert text.)

Subd. 2. (Insert text.)

Subd. 3.

Sec. 3.

NOTE: By typing "copy ec:" on the CRT screen, and then "dis s:" the following lines are put on the screen:

A bill for an act
relating to
the enacting clause
Section 1.

The computer printer automatically numbers each page, and also prints the line numbers in the left hand margin, beginning with "A bill for an act" as line 1.

↑ 4 lines
↓ Page number
↑ 4 lines

EXAMPLE - NEW LAW

A bill for an act
relating to appeals from certain courts
and the right to jury trials thereon.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. [484.471] [APPEAL, JURY TRIAL ON APPEAL.]
Any person convicted of a violation of a municipal ordinance
in any court may appeal from the conviction to the district
court in the same manner and with the same effect as
provided by Minnesota Statutes, Chapter 633, except that
the appellant shall have the right to a jury trial.

(The proposed code number, [484.471], and the headnote,
[APPEAL, JURY TRIAL ON APPEAL.], are not a part of the
law. It is desirable that appropriate headnotes be
inserted in proposed new law. Proposed coding of new
law may be omitted.)

EXAMPLE - AMENDING MINNESOTA STATUTES

A bill for an act

relating to medical assistance for the needy; amending Minnesota Statutes 1969, Sections 256.81; 256.93, Subdivision 2; repealing Minnesota Statutes 1969, Section 246.25.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. Minnesota Statutes 1969, Section 256.81, is amended to read:

256.81 [COUNTY AGENCY, DUTIES.] (1) The county agency may shall keep such records, [etc.].

Sec. 2. Minnesota Statutes 1969, Section 256.93, Subdivision 2, is amended to read:

Subd. 2. [ANNUAL REPORT.] The attorney-general commissioner of public welfare shall annually or, [etc.].

Sec. 3. Minnesota Statutes 1969, Section 246.25, is repealed.

* * * * *

A bill for an act

relating to snowmobiles [etc.]; amending Minnesota Statutes 1969, Section 84.87, by adding a subdivision.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. Minnesota Statutes 1969, Section 84.87, is amended by adding a subdivision to read:

Subd. 4. The commissioner of highways may adopt such rules and regulations regulating the operation of snowmobiles on streets and highways.

EXAMPLE - AMENDING MINNESOTA STATUTES (continued)

A bill for an act
relating to [etc.]; amending Minnesota
Statutes 1969, Chapter 60A, by adding
a section.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. Minnesota Statutes 1969, Chapter 60A, is
amended by adding a section to read:

[60A.95] [AIRCRAFT INSURANCE.] No policy of insurance
issued or delivered in this state covering any loss, damage,
expense, or liability arising out of the ownership,
maintenance, or use of an aircraft, shall exclude or deny
coverage because the aircraft is operated in violation of
federal or civil air regulations, state law or regulations,
or local ordinances.

Sec. 2. This act is effective on July 1, 1971.

* * * * *

A bill for an act
relating to [etc.]; amending Minnesota
Statutes 1969, Section 43.16.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. Minnesota Statutes 1969, Section 43.16,
is amended to read:

43.16 [OATH.] Subdivision 1. Every officer or
employee of the state [etc.].

Subd. 2. Every person making application [etc.].

EXAMPLE - AMENDING SESSION LAWS

A bill for an act

relating to the city of Ely; providing
for the [etc.]; amending Laws 1963,
Chapter 180, Section 2, as amended.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. Laws 1963, Chapter 180, Section 2, as
amended by Laws 1965, Chapter 226, Section 1, is amended
to read:

Sec. 2. [ELY, CITY OF; TRANSFER OF FUNDS.] This act
shall be in full force and effect until June 30, 1969 1971.

* * * * *

A bill for an act

relating to the county of Becker; [etc.];
amending Laws 1969, Chapter 663, Section 1.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. Laws 1969, Chapter 663, Section 1, is amended
to read:

Section 1. [BECKER COUNTY; MUNICIPAL COURTS.] The amount
of any payment by the county of Becker to a municipality
pursuant to the provisions of Minnesota Statutes, Section 488.30,
shall not be subject to the limitation upon such payments therein
provided of \$3,000 \$4,000 per year for each court. In all other
respects the county of Becker shall be subject to the provisions
and limitations of section 488.30.

EXAMPLE - SPECIAL LAW

A bill for an act

relating to municipal ambulances in the
village of North Branch.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. [NORTH BRANCH, VILLAGE OF; AMBULANCES,
ACQUISITION AND MAINTENANCE.] The village of North Branch
may acquire and maintain ambulances and provide for their
operation within the county in which the municipality is
located.

EXAMPLE - REPEALS

A bill for an act

relating to [etc.]; repealing Minnesota Statutes 1969, Section 138.04, Subdivision 3.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. Minnesota Statutes 1969, Section 138.04, Subdivision 3, is repealed.

* * * * *

A bill for an act

relating to [etc.]; repealing Minnesota Statutes 1969, Section 138.04, as amended.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. Minnesota Statutes 1969, Section 138.04, as amended by Laws 1971, Chapter 45, Section 4, is repealed.

* * * * *

A bill for an act

relating to [etc.]; repealing Laws 1945, Chapter 347.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. Laws 1945, Chapter 347, is repealed.

* * * * *

A bill for an act

relating to [etc.]; repealing Laws 1959, Chapter 329, Section 4, as amended.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. Laws 1959, Chapter 329, Section 4, as amended by Extra Session Laws 1961, Chapter 23, Section 3, as amended by Laws 1967, Chapter 457, Section 1, as amended by Laws 1969, Chapter 88, Section 3, is repealed.

EXAMPLE - APPROPRIATIONS

A bill for an act

relating to the claim of John Doe
against the state; appropriating
money for the payment thereof.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. The sum of \$500 is appropriated to John Doe,
316 First Street, St. Paul, Minnesota, from the general fund
in the state treasury in reimbursement of erroneously paid
income taxes for which a refund is not otherwise provided
by law.

Sec. 2. This act is effective upon final enactment.

* * * * *

A bill for an act

appropriating money to the department of
health for supplies and expenses for the
biennium beginning July 1, 1971, and
ending June 30, 1973.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. The sum of \$500 or so much thereof as may
be necessary for the payment of supplies and expenses for
the biennium beginning July 1, 1971, and ending June 30,
1973, is appropriated to the department of health from any
money in the state treasury not otherwise appropriated.

EXAMPLE - APPROPRIATIONS (continued)

A bill for an act

relating to the legislative advisory
commission; appropriating money annually
for supplies and expenses.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. \$2,000 is appropriated annually from the general fund in the state treasury to the legislative advisory commission for the payment of supplies and expenses.

EXAMPLE - CONSTITUTIONAL AMENDMENT

A bill for an act

proposing an amendment to the Minnesota Constitution, Article IV, Section 6; providing for a change in the session of the legislature.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. The following amendment to the Minnesota Constitution, Article IV, Section 6, is proposed to the people of the state. The section, if the amendment is adopted, shall read as follows:

Sec. 6. Neither house shall, during a session of the legislature, adjourn for more than ~~three~~ 14 days (Sundays excepted), nor to any other place than that in which the two houses shall be assembled, without the consent of the other house.

Sec. 2. The proposed amendment shall be submitted to the voters at the general election for the year 1972. The ballots used at the election shall propose the following question:

"Shall the Constitution of the State of Minnesota be amended to permit 14 day adjournments for the legislature?

Yes _____

No _____ "

RESOLUTIONS -(continued)

The resolving clause of a senate concurrent resolution begins "BE IT RESOLVED, by the Senate of the State of Minnesota, the House of Representatives concurring therein, that [etc.]".

The resolving clause of a house concurrent resolution begins "BE IT RESOLVED, by the House of Representatives of the State of Minnesota, the Senate concurring therein, that [etc.]".

If the concurrent resolution is to be sent to anyone it should direct the secretary of the senate (when introduced in the senate) or the chief clerk of the house (when introduced in the house) to make the required delivery.

Concurrent resolutions are covered with yellow covers.

The house and senate both require four copies, all covered, unless otherwise specified.

(3) THE MEMORIAL RESOLUTION

The memorial resolution is used to petition the President, the Congress, or any branch or member thereof, or any department or officer of the United States or any state or foreign government.

A memorial resolution follows the same procedure as a bill; it may be engrossed, and, if passed, will be enrolled. It is prepared in the same manner as a bill.

The first line of all memorial resolutions is "A resolution".

The resolving clause of a memorial resolution begins "BE IT RESOLVED, by the Legislature of the State of Minnesota, that [etc.]".

If the memorial resolution is to be sent to anyone, it should contain a clause directing the secretary of state to make the required delivery.

Memorial resolutions are covered with buff covers for the senate, and green covers for the house, the same as for bills. The words "A bill for an act" are x'd out on the bill cover and "A resolution" is typed in its place.

Four covered copies are required for each body for introduction, the same as for bills.

A house resolution

providing payment of salary to the widow
of a deceased member of the legislature.

WHEREAS, Mr. J. N. Smith, a deceased member of the House of Representatives, of the State of Minnesota would have been entitled to receive \$400 per month for the balance of the term for which he was elected; and

WHEREAS, it is the desire of the House of Representatives that the compensation due said deceased member be paid to his widow; now, therefore,

BE IT RESOLVED, by the House of Representatives of the State of Minnesota, that payments be made and paid to [etc.].

* * * * *

A senate resolution

providing payment of salary to the widow of a deceased member of the legislature.

WHEREAS, Mr. W. B. Smith, a deceased member of the Senate of the State of Minnesota, would have [etc.], and

WHEREAS, it is the desire of the Senate that [etc.]; now, therefore,

BE IT RESOLVED, by the Senate of the State of Minnesota, that the [etc.].

EXAMPLE - CONCURRENT RESOLUTION

(Yellow covers)

A senate concurrent resolution

relating to parking space on the capitol grounds for members of the legislature.

BE IT RESOLVED, by the Senate of the State of Minnesota, the House of Representatives concurring therein, that the custodian of the Capitol is hereby directed to reserve all necessary parking space on the Capitol grounds for the use of the members of the Legislature during the legislative session of 1971. For the purpose of assisting the custodian of the Capitol in this matter, the Committee on Rules and Legislative Expense of the Senate and the Rule Committee of the House are authorized to appoint such personnel as may be required to carry out the purpose of this resolution.

BE IT FURTHER RESOLVED, that the Secretary of the Senate be instructed to deliver a copy of this resolution to the custodian of the Capitol.

A house concurrent resolution

urging public and private owners of bells to ring them in commemoration [etc.].

WHEREAS, the tolling of the Liberty Bell at Independence Hall, Philadelphia, Pennsylvania, at 2:00 p.m. on the 4th day of July, 1776, [etc.]; and

WHEREAS, the adoption of this historic document, [etc.]; and

WHEREAS, it is fitting that the anniversary of this great event [etc.]; now, therefore,

BE IT RESOLVED, by the House of Representatives of the State of Minnesota, the Senate concurring therein, that the owners of bells [etc.]

A resolution

memorializing the President and Congress
to abolish residence requirements for
all federally supported programs for
assistance to the blind.

WHEREAS, the United States has appropriated substantial
money to the several states for programs to assist the
rehabilitation and aid in the support of the blind; and

WHEREAS, the several states have various and
inconsistent residence requirements necessary for persons
to qualify for assistance to the blind; and

WHEREAS, these requirements impede the movement of the
blind throughout the union; and

WHEREAS, it would be of great value to persons otherwise
qualified for assistance and to the public at large that
those citizens have the same ease of movement throughout the
union that citizens not so disadvantaged possess; now, therefore,

BE IT RESOLVED, by the Legislature of the State of
Minnesota that Congress should speedily enact legislation to
abolish residence requirements for all federally supported
programs for aid to the blind.

BE IT FURTHER RESOLVED, that the Secretary of State of the
State of Minnesota be instructed to transmit copies of this
resolution to the President of the United States, the President
of the Senate of the United States, the Speaker of the House of
Representatives of the United States and to the Minnesota
Senators and Representatives in Congress.

Senate
Companion
No.

H. F. NO.

A bill for an act relating to the public employees retirement association; providing for increase in retirement annuities paid to certain annuitants; amending Minnesota Statutes 1969, Section 353.57.

COMPARISON (HOUSE ACTION)

Date _____
Mr. _____ moved that
S. F. No. _____ and H. F. No. _____
be referred to the Chief Clerk for comparison.

Date _____
Upon motion of _____
S. F. No. _____ was substituted
for H. F. No. _____ and the House
File was indefinitely postponed.

CONCURRENCE (HOUSE ACTION)

Date _____
Upon motion of _____
the House concurred in Senate amendments to
H. F. No. _____ and repassed
the bill as amended.

Chief Clerk, House of Representatives

CONFERENCE COMMITTEE ACTION

Refer to back of cover for conference
committee action.

HOUSE ACTION

Introduced by _____

★ Read FIRST TIME _____ and Referred to the
Committee on
Committee Recommendations

Committee Report Adopted

★ Read SECOND TIME
Committee of the Whole

★ Read THIRD TIME
Passed by the House
Transmitted to the Senate

SENATE ACTION

★ Read FIRST TIME
Referred to Committee on
Committee Report – Adoption

Committee Report – Adoption

★ Read SECOND TIME
Committee of the Whole

★ Read THIRD TIME
Passed by the Senate
Returned to the House

Secretary of the Senate
State of Minnesota

APPROVED AS TO FORM
Revisor of Statutes

By _____

CONFERENCE COMMITTEE ACTION

OTHER ACTION

HOUSE

SENATE

Date _____

Upon motion of _____

the House refused to concur in Senate amendments to

H. F. No. _____ and

requested a Conference Committee of _____

members on the part of the House as a Conference

Committee to confer with a like committee on the

part of the Senate.

HOUSE CONFEREES

Chief Clerk, House of Representatives

Date _____

The House adopted the recommendation and report of

and Conference Committee on H. F. No. _____

and repassed said bill in accordance with the report of
the Committee so adopted.

Chief Clerk, House of Representatives

Date _____

The Senate has acceded to the request of the House for
the appointment of a Conference Committee on

H. F. No. _____ consisting of

_____ members to confer with a like Com-
mittee of the House.

SENATE CONFEREES

Secretary of the Senate

Date _____

The Senate adopted the recommendation and report of

the Conference Committee on H. F. No. _____

and repassed said bill in accordance with the report of
the Committee so adopted.

Secretary of the Senate

OTHER ACTION

 HEADNOTES AUTHORIZED
 DECIMAL CODING AUTHORIZED

Revisor of Statutes

By _____

House
Companion
No.

S. F. NO.

A bill for an act relating to the organization and operation of state government; appropriating money therefor and limiting the use thereof; raising certain revenues; authorizing temporary borrowing; providing for the transfer of certain moneys in the state treasury; adjusting the salaries of certain state officers and employees; authorizing land acquisition in certain cases including conservation, parks, wildlife, and spawning areas, and historic sites; fixing and limiting the amount of fees to be collected, etc.; repealing Minnesota Statutes 1969, Sections 127.06, etc.

SENATE ACTION

Introduced by Messrs. _____

★ Read FIRST TIME _____ and Referred to the

Committee on

Committee Report—Adoption

Committee Report—Adoption

★ Read SECOND TIME

Committee of the Whole

★ Read THIRD TIME

Passed by the Senate

Transmitted to the House

Secretary of the Senate
State of Minnesota

COMPARISON (HOUSE ACTION)

Date _____

Mr. _____ moved that

S. F. No. _____ and H. F. No. _____
be referred to the Chief Clerk for comparison.

Date _____

Upon motion of _____

S. F. No. _____ was substituted
for H. F. No. _____ and the House
File was indefinitely postponed.

(SENATE ACTION)

Received from House _____

CONCURRENCE

Date _____
The Senate concurred in House amendments to

S. F. No. _____ and repassed
the bill as amended.

Secretary of the Senate

HOUSE ACTION

House Companion
is H. F. No.

★ Read FIRST TIME

Referred to Committee on

Committee Recommendations

Committee Report Adopted

★ Read SECOND TIME

Committee of the Whole

★ Read THIRD TIME

Passed by the House

Returned to the Senate

Chief Clerk, House of Representatives
State of Minnesota

CONFERENCE COMMITTEE ACTION

Refer to back of cover for
conference committee
action.

CONFERENCE COMMITTEE ACTION

OTHER ACTION

SENATE

Date _____

The Senate refused to concur in House amendments to
S. F. No. _____ and requested

a Conference Committee of _____ members
on the part of the Senate as a Conference Committee to
confer with a like committee on the part of the House.

SENATE CONFEREES

Secretary of the Senate

HOUSE CONFEREES

Chief Clerk, House of Representatives

Date _____

The Senate adopted the recommendation and report of
the Conference Committee on S. F. No. _____
and repassed said bill in accordance with the report of
the Committee so adopted.

Secretary of the Senate

Date _____

The House adopted the recommendation and report of
the Conference Committee on S. F. No. _____
and repassed said bill in accordance with the report of
the Committee so adopted.

Chief Clerk, House of Representatives

OTHER ACTION

 HEADNOTES AUTHORIZED DECIMAL CODING AUTHORIZED

Revisor of Statutes

By _____

REQUISITES
AND
SPECIFICATIONS

All typing of a bill is double spaced, with the exception of the title which is single spaced. Spacing and margins are pre-set by the computer.

FORMAT

Do not be misled by terminology used in designating the laws. All bills enacted at a particular session are called "Session Laws." Statutes or laws which are referred to as "Minnesota Statutes" are a compilation of session laws. Minnesota Statutes 1969 consists of four volumes.

DESIGNATING
MINNESOTA
STATUTES
AND
SESSION
LAWS

Laws not compiled in Minnesota Statutes are cited as session laws and designated by the particular year in which they were passed; e.g., Laws 1957, Chapter 342. A law passed during a session is assigned a chapter number; hence, chapter 342 above was the 342nd law passed during the 1957 session of the legislature.

AMENDING
MINNESOTA
STATUTES

When amending a statute, the text to be amended is copied or retrieved from the computer only from the latest edition of Minnesota Statutes. During the 1971 legislative session the edition and designation will be "Minnesota Statutes 1969."

AMENDING
SESSION
LAWS

When amending a session law, copy the text to be amended only from the session laws for the correct year. If a session law has been amended at a later session, copy the text from the session law containing the most recent amendment. When copying from a session law, do not underline the italicized matter. Omit entirely any stricken matter.

REQUISITES AND SPECIFICATIONS - (continued)

The first section and the first subdivision of each section are spelled out. Subsequent sections or subdivisions are abbreviated; e.g.,

Section 1.

Sec. 2.

Sec. 3.

Subdivision 1.

Subd. 1a.

Subd. 2.

Subd. 3.

Subd. 3a.

BILL
DIVISIONS

In amending existing law, changes desired are indicated by striking with a continuous line the unwanted language, and underlining with a continuous line any new language.

The purpose of the striking and underlining of language is to enable the reader to distinguish between the law as it now exists, and the proposed new law.

STRIKEOUT
AND
UNDERSCORING

In substituting new language for old, the old language is stricken first, followed by the underscored new language.

Do not strike or add parts of words; e.g.,

Right

~~(a) (b)~~
~~commissioner~~ commissioner

Wrong

(a b)
commissioner

If a section of a bill contains any amendatory material, with underlining or strikeouts, all new material in other sections of the bill, including "repeals", must be underlined.

Lower case may be changed to upper case without strikeout and underlining.

Any change from existing law must be indicated by strikeout or underlining.

However, since headnotes are not a part of the law, it is unnecessary to use strikeout or underlining to change a headnote.

HEADNOTES

Headnotes are not retrieved from the computer, and must be typed.

REQUISITES AND SPECIFICATIONS - (continued)

Four copies are covered with green house covers, and four with buff senate covers. Three of each may be carbon copies. Use fresh carbon paper each time.

COVERS

Only the title is typed on the covers when preparing a bill for introduction. For long titles that extend beyond the space allotted for the title, the titles may be abbreviated. However, if the bill is amendatory, part of the amendatory language should be briefly stated. Words may be divided at the end of a line on bill cover titles. See sample bill covers on pages 22 and 23.

COVER
TITLES

Fold the covers over on the left side, on the first black line. Insert the pages face up, and staple the bill with two staples about two inches in from the sides.

COVERING
THE
BILL

GRAMMAR AND STYLE

Use punctuation only when necessary for clarity. If there is any doubt, omit it. However, in an existing law do not change undesirable punctuation unless the punctuation is also being amended.

The title always ends with a period.

The enacting clause always ends with a colon.

Use a period after the section number and/or the subdivision number.

Do not use a period after statutory coding.

Headnotes end with a period and are enclosed in brackets.

PUNCTUATION

Commas are inserted within series of words, phrases, or clauses.

Except for cover titles, do not divide a word at the end of a line.

Use Webster's New International Dictionary for hyphenating. Avoid hyphenating words unless the meaning is not otherwise clear.

Avoid dashes whenever possible.

Capitalize

Proper names; i.e., Canada, Minnesota.

Derivatives of proper names; i.e., Canadian.

The first word following a colon.

The words, Chapter, Section, and Subdivision, when included as a citation; i.e., Minnesota Statutes 1969, Section 432.09, Subdivision 1; or Laws 1963, Chapter 84, Section 2.

CAPITALIZATION

Do not capitalize

Generic political subdivisions; i.e., district, state of Minnesota, Polk county.

Boards, commissions, and other bodies; i.e., board of regents, legislature, department of public welfare, bureau of Indian affairs.

Titles of officials; i.e., governor, president.

GRAMMAR AND STYLE - (continued)

Numbers one through ten are written out.
Numbers in excess of ten are written in figures.

Numbers in groups are in figures; e.g.,
6, 12, or 18; not six, 12, or 18.

Numbers beginning a sentence are expressed in words; e.g., "Fifteen days following, etc." An exception to this is in the case of a sentence beginning with the amount of an appropriation. In that case figures are used; e.g., "\$5,000 is appropriated, etc."

NUMBERS

Ordinal numbers follow the general rule; i.e.,
first
fifth
22nd
81st

Compound numbers from twenty-one to ninety-nine, if expressed in words, are hyphenated; i.e.,

twenty-nine
twenty-fifth
one hundred
two hundred and twenty-fifth

Fractions from one through ten are written out following the general rule; i.e.,

one half
five sixths
 $\frac{3}{11}$
 $2\frac{1}{2}$
 $7\frac{5}{8}$

Dates are always figures; e.g.,
November 1, not November 1st

Money amounts are expressed by the dollar sign, omitting the decimal and zeros; e.g.,

\$1
\$4,000

In running series:
\$5, \$10.50, \$16, and \$21.50

In tabulations:
\$ 5.00
10.50
25.00

Avoid the use of symbols such as \$, %, #, &, and @.

GRAMMAR AND STYLE - (continued)

Use Webster's New International Dictionary for spelling. If a word has an alternate spelling, the first word spelled in Webster's New International Dictionary should be used.

SPELLING

Avoid abbreviations unless the abbreviation is part of a corporate name or legal citation. In the text of a bill, when referring to or citing chapters, articles, sections, or subdivisions, never use abbreviations.

ABBREVIATIONS



STATE OF MINNESOTA
REVISOR OF STATUTES
SAINT PAUL

JOSEPH J. BRIGHT
REVISOR

(date)

The Honorable _____
Representative, District _____
State Capitol

Dear Mr. _____:

OR

The Honorable _____
Senator, District _____
State Capitol

Dear Senator _____:

Enclosed is the bill you requested relating to

The bill is in final form, ready for introduction.

We are also enclosing two additional copies for your use.

Very truly yours,

Joseph J. Bright
Revisor of Statutes

JJB:bw
Encl.
2211

TRANSMITTAL LETTERS

The following are forms of transmittal letters covering other situations.

Dear Senator _____:

We have prepared the final draft of your bill relating to _____, and are enclosing two copies thereof.

We will retain the other copies, ready for introduction, in our files until the session or until you request them.

PRE-SESSION
FINAL

Very truly yours,

Dear Mr. _____:

We are enclosing preliminary draft of your bill relating to _____. If there are any changes, will you return the bill with instructions for redrafting.

PRELIMINARY

If the bill is satisfactory, let us know and we will put it in final form for introduction.

Very truly yours,

The following are particular paragraphs to be added to transmittal letters upon the request of the draftsman.

We are also enclosing the papers which accompanied your bill drafting request.

DRAFTING
PAPERS

In complying with your request to draft a bill on this subject, our draft should not be construed as any expression whatsoever concerning the constitutionality of the measure if enacted into law.

CONSTITUTIONALITY

INDEX

	Page
<u>ABBREVIATIONS</u>	
Avoidance	29
<u>APPROPRIATION</u>	
Biennial, form of bill.	14
Form of bill.	14
Standing, form of bill.	15
<u>BILL DIVISIONS</u>	
Specifications.	25
<u>BILLS</u>	
Bill drafting file, completed, order.	6
Bill form, example.	7
Number of copies.	5
Order of preparing.	6
Spacing, bill form.	7
<u>CAPITALIZATION</u>	
Colons, after	27
Officials	27
Political subdivisions.	27
Proper names.	27
Statutory citations	27
Usage	27
<u>CLAIM BILL</u>	
Example	14
<u>CODING</u>	
Proposed new coding	8
<u>CONCURRENT RESOLUTIONS</u>	
Form.	20
Generally	17, 18
<u>CONSTITUTIONAL AMENDMENT</u>	
Form.	16
<u>CONSTITUTIONALITY</u>	
Transmittal letter.	31

	page
<u>COVERS</u>	

House, example	22
Resolutions	17, 18
Senate, example	23
Specifications	26

EFFECTIVE DATE

Style.	10, 11
----------------	--------

ENACTING CLAUSE

Constitutional requirement	5
Form	5

EXAMPLES

Amending an amended session law.	11
Amending local laws.	11
Amending Minnesota Statutes.	9, 10
Amending session laws.	11
Appropriation bill	14
Biennial appropriation	14
Bill form.	7
Claim bill	14
Concurrent resolutions	20
Covers, house.	22
Covers, senate	23
Constitutional amendment	16
House concurrent resolution.	20
House simple resolution.	19
Memorial resolution.	21
New law.	8
Repealing an amended session law	13
Repeals, Minnesota Statutes.	13
Senate concurrent resolution	20
Senate simple resolution	19
Simple resolutions	19
Special law.	12
Standing appropriation	15
Transmittal letter	30, 31

FRACTIONS

Style of expressing.	28
------------------------------	----

GRAMMAR AND STYLE

Capitalization	27
Numbers	28
Punctuation.	27
Statutory citations.	27

	page
<u>HEADNOTES</u>	
New law	8
Specifications	25
<u>HOUSE</u>	
Bill covers	22, 26
Resolutions	
Concurrent, form	20
Concurrent, generally	17, 18
Memorial, form	21
Memorial, generally	18
Simple, form	19
Simple, generally	17
<u>HYPHENATION</u>	
Avoidance	27
<u>LOCAL LAWS</u>	
Amending	11
Special law	12
<u>MARGINS</u>	
Specifications, bills	7, 24
<u>MEMORIAL RESOLUTIONS</u>	
Form	21
Generally	18
<u>MINNESOTA STATUTES</u>	
Amending	9, 10, 24
<u>MONEY</u>	
Style	28
<u>NEW LAW</u>	
Example of form	8
<u>NUMBERS</u>	
Style	28
<u>PAPER</u>	
Size, specifications	1

PUNCTUATION

Headnotes25,	27
Hyphenation		27
Titles.		26
Usage		27

REPEALS

Examples

Minnesota Statutes	13
Session laws	13
Special laws	13
Local laws.	13
Repealing a section of Minnesota Statutes in an amendatory bill.	9

RESOLUTIONS

Generally17,	18
Concurrent.17,	20
Memorial.18,	21
Simple.17,	19

SECTIONS

Amending a section of Minnesota Statutes.	9
Amending Minnesota Statutes by adding a section .	10
Repealing a section of Minnesota Statutes	13

SENATE

Bill covers23,	26
Resolutions		
Concurrent, form	20	
Generally.17,	18
Memorial, form	21	
Memorial, generally.	18	
Simple, form	19	
Simple, generally.	17	

SESSION LAWS

Amending.11,	24
Amending an amended session law	11	
Repealing	13	
Repealing an amended session law.	13	

SIMPLE RESOLUTIONS

Form.	19	
Generally	17	
House, simple17,	19
Senate, simple.17,	19

	page
<u>SPECIAL LAW</u>	
Form	12
<u>SPECIFICATIONS</u>	
Bill divisions	25
Covers	26
Margins	7, 24
Paper	1
Strikeout	25
Titles	26
Underscoring	25
<u>SPELLING</u>	
Alternate word spelling.	29
Webster's New International Dictionary	27, 29
<u>STRIKEOUT AND UNDERSCORING</u>	
Specifications	25
<u>STYLE</u>	
Abbreviations.	29
Bill divisions	25
Capitalization	27
Dates.	28
Margins.	7, 24
Minnesota Statutes, designation.	24
Money.	28
Numbers.	28
Punctuation.	27
Session laws, designation.	24
Spelling	29
Strikeout.	25
Underscoring	25
<u>SUBDIVISIONS</u>	
Adding a subdivision to Minnesota Statutes	9
Dividing a section into subdivisions	10
Repealing a subdivision of Minnesota Statutes	13
<u>SYMBOLS</u>	
Avoidance.	28
Style.	28
<u>TITLES</u>	
Cover titles	26
Single subject and purpose	5
Spacing, bill form	7

TRANSMITTAL LETTERS

page

Form	page
Constitutionality	31
Final	30
Preliminary	31
Pre-session final	31
Preparation	5

CHANGES IN INSTRUCTIONS:

Page 1. original and 4 copies of committee report
to accompany bill or resolution

Pages 1 & 2 Form 6 now comes in sets with paper carboned
check appropriate square

Pages 3 & 4. Form 6a for amendments same as above

Page 7 Committee cards - 12 in addition to committee members
5 bulletin boards
1 Senate Counsel

LEGISLATIVE REFERENCE LIBRARY
STATE CAPITOL
SAINT PAUL, MINNESOTA 55101

Secretary of the Senate

I N S T R U C T I O N S

to

SENATE STENOGRAFHERS and
CLERKS

In the interest of uniformity and savings in printing costs, standard forms have been adopted for the various procedures and transactions which eventually become a part of the permanent Senate Journal.

Your cooperation in following the attached instructions and sample forms as closely as possible will greatly aid in preparation of the Journal records.

When in doubt, contact the Secretary of the Senate or one of his assistants at the Senate Chamber desk.

COMMITTEE REPORTS

See sample forms 6 and 6a attached.

When action is taken on a bill or resolution in committee and it is recommended out, an original and 3 copies of the committee report shall accompany the bill or resolution. Copy title from the body of the bill or resolution rather than the cover exactly as it appears.

1. WHEN NO AMENDMENTS ARE MADE IN COMMITTEE, use form 6 - sample attached

One of the following reports may apply-

Reports the same back with the recommendation that

- the bill do pass.
 - the bill do pass and be placed on the Calendar of Ordinary Matters.
 - *- the bill do pass and be re-referred to the Committee on _____.
 - *- the bill be re-referred to the Committee on _____.
 - *- without recommendation, and that the bill be re-referred to the Committee on _____.
-
- the bill be returned to its author.
 - the bill be indefinitely postponed.
 - the resolution be adopted.

*When a bill is reported out of a committee to which it has been RE-REFERRED, insert "re" before the word "referred" on the committee report form. (Watch this on House bills which have gone to Rules Committee before being re-referred to your committee. Check the stamping on bill cover.)

Attach committee report with CLIP to bill cover at TOP.

(SENATE) Form 6.

Mr. _____, from the Committee
on _____, to which was referred *
S. F. No. 1. _____, A bill for an act relating to county aid for schools in certain
counties and authorizing tax levies therefor.

(TYPE TITLES AS ABOVE - DO NOT INDENT.)

Reports the same back ** with the recommendation that *** (insert here one of
recommendations noted below which may apply)
Report adopted.

*- When bill is reported out of a committee to which it has been re-referred, insert
"re" before word "referred". (Watch this on House bills which have gone to Rules
Committee before being re-referred to your committee. Check stamping on bill
cover.)

**- without recommendation, and that the bill be re-referred to the Committee
on _____.

***- the bill do pass.

- the bill do pass and be placed on the Calendar of Ordinary Matters.
- the bill do pass and be re-referred to the Committee on _____.
- the bill be re-referred to the Committee on _____.
- the bill be returned to its author.
- the bill be indefinitely postponed.
- the resolution be adopted. ("Adopted" refers only to yellow and blue covered
resolutions.)

COMMITTEE REPORTS - continued

2. PROPOSED AMENDMENTS ARE SUBMITTED ON FORM 6a (sample attached).

Amendments are inserted in the space provided on form 6a. If this does not allow ample room for typing the amendment, separate sheets are used and stapled securely to the form. Attach committee report with CLIP to bill cover at TOP.

Whenever amendments are substantial, for example where new sections are added or substituted in the bill, and this material is contained on sheets attached to the committee report form, it is desirable that amendments involving complete sections or subdivisions of text for insertion in a bill be marginated, indented and spaced as required in bill form, in order to permit mechanical engrossing. If the amendment adds a section to the bill and the paragraph opens with quotes to designate the amendment text, the required indentation is 4 spaces instead of the usual 5. In photo engrossing the quotes are obliterated and the indentations will then coincide with the bill form. Three spaces are allowed above and below the paragraph of insert so that it may be easily "lifted", attached to the bill and photographed.

- - - - -

Amendments specify page number, section number, paragraph, lines, etc. of the TYPEWRITTEN bill or resolution.

- - - - -

Whenever an amendment is offered to the body of a bill (in committee or in the floor of the Senate), which affects the title of the bill, an amendment is also submitted to change the title accordingly.

- - - - -

For various types of amendments see Revisor of Statutes Manual.
The Revisor's staff will assist you in drafting amendments.

(SENATE) Form 6a.

Mr. _____, from the Committee
on _____, to which was referred*
S. F. No. 1, A bill for an act relating to county aid for schools in certain
counties and authorizing tax levies therefor.

(TYPE TITLES AS ABOVE - DO NOT INDENT.)

Reports the same back with the recommendation that the bill be amended as follows:

(Insert recommended amendments)

(If this space does not allow ample room for typing
amendment, it should then be typed on separate
sheets and stapled securely to the committee form.)

And when so amended, that** the bill do pass.

Amendments adopted.

Report adopted.

*- When a bill is reported out of a committee to which it has been re-referred,
insert "re" before word "referred". (Watch this on House bills which have
gone to Rules Committee before being re-referred to your committee. Check
stamping on bill cover.)

**- One of the following may apply:

the bill do pass

the bill do pass and be placed on the Calendar of Ordinary Matters.

the bill be re-referred to the Committee on _____.

the bill do pass and be re-referred to the Committee on _____.

the resolution be adopted. (Adopted refers only to yellow and blue covered
resolutions).

(When a bill is recommended to pass as amended, and then re-referred back to the
committee, in reporting it out the second time, the committee report should read:
"to which was re-referred S. F. No. ___, etc.....Reports the same back with the
recommendation that the recommendation that _____").

REPORTS - Miscellaneous

TYPE ORIGINAL AND 3 COPIES except where otherwise noted
SIGNATURES REQUIRED ON MAJORITY, MINORITY
AND CONFERENCE COMMITTEE REPORTS

MAJORITY REPORT

Mr. _____, from the Committee on _____, to which was referred
F. No. ___, A bill for an act relating to old age assistance; amending Minnesota
Statutes 19 ___, Section _____. (Type complete title from body of bill. Do NOT
indent title.

Reports the same back with the recommendation that the bill (insert recommendation).

* (Signatures
across the _____ Jones _____ Smith _____ Peterson _____ Erickson _____ Etc.
page) _____ _____ _____ _____

Report adopted.

MINORITY REPORT

We, the undersigned, members of the Committee on _____, to which
was referred F. No. ___, as a minority report do hereby report the same back
with the recommendation that the report of the majority be disapproved and that
the report of the minority be that the bill do pass, and that it shall be placed
on General Orders. (or any other recommendation)

* (Signatures
across the _____ Jones _____ Smith _____ Peterson _____ Erickson _____ Etc.
page) _____

Report adopted.

*Type names of members under signatures

COMMITTEE ON COMMITTEE REPORT
Conference Committee Appointments

Mr. _____, from the Committee on Committees, recommends that the
following named senators be appointed as a Conference Committee on F. No. ___,
(title), pursuant to the request of the House,

Messrs. _____

REPORTS -- Miscellaneous - (Continued)

(H.F.) CONFERENCE COMMITTEE REPORT ON H.F. NO. _____ (Date on this line)

Honorable _____, Speaker of the House of Representatives

Honorable _____, President of the Senate

We, the undersigned conferees on the part of the House and the Senate, upon the disagreeing votes as to H.F. No. ___, report that we have agreed upon the items in dispute and recommend as follows:

(Insert agreements of conferees)

We request adoption of this report and repassage of the bill in accordance therewith.

* (Signatures across the page) Jones Smith Peterson Erickson Etc.
House Conferees

Jones Smith Peterson Erickson Etc.
Senate Conferees

Type original and 9 copies - all signed

(S.F.) CONFERENCE COMMITTEE REPORT ON S.F. NO. _____ (Date on this line)

Honorable _____, President of the Senate

Honorable _____, Speaker of the House of Representatives

We, the undersigned conferees on the part of the Senate and the House, upon the disagreeing votes as to S.F. No. ___, report that we have agreed upon the items in dispute and recommend as follows:

(Insert agreements of conferees)

We request adoption of this report and repassage of the bill in accordance therewith.

* (Signatures across the page) Jones Smith Peterson Erickson Etc.
Senate Conferees

Jones Smith Peterson Erickson Etc.
House Conferees

Type original and 9 copies - all signed

*Type names under signatures

For various types of conference committee reports - See Revisor of Statutes Manual. The Revisor's staff, Room 4 Capitol, will assist you in drafting conference committee reports.

REPORTS - Miscellaneous - (Continued)

REPORT ON CONFIRMATION OF GOVERNOR APPOINTMENTS

(Use Form 6 Committee Report)

CONFIRMATION

Mr. _____, from the Committee on _____, to which was referred the following appointment(s) (type title of office, name of appointee, city, and term of office)

Reports the same back with the recommendation that the appointment(s) be confirmed.

Report Adopted.

MOTION - Confirmation of Governor Appointments

Following a report sent in on confirmation of appointments, a member of the Senate may request the required form. This reads ---

Mr. _____ moved that in accordance with the report of the Committee on _____, adopted _____ (date), The Senate having advised with do now consent to and confirm the appointment of _____ (name) _____ (office) _____ (term).

(Type two copies - one for the senator and one for the chamber desk.)

G E N E R A L

When submitting motions or other material having reference to bills or resolutions, include "No." after S.F., H.F., or Resolution, i.e. "S.F. No. ____"; "H.F. No. ____"; "Res. No. ____".

Committee Cards scheduling meetings should be delivered to the Sgt.-at-Arms, who will distribute as follows:

Committee Members
Chamber Desk - Secretary of the Senate
Sgt.-at-Arms
Ass't Sgt.-at-Arms
Press
Bulletin Boards (3)
Senate Office
Rules Committee Office

RESOLUTIONS

1. YELLOW COVER RESOLUTIONS. See (a) attached

Yellow covers are used for Concurrent Resolutions involving action by the Senate and House only.

Type original and 4 copies for the Senate (3 with covers).

2. BLUE COVER RESOLUTIONS. See (b) attached

Blue covers are used for resolutions involving action by the Senate only.

Type original and 4 copies for the Senate (3 with covers).

3. BILL COVER RESOLUTIONS. See (c) attached

Bill covers are used for resolutions requiring signature of the Governor, memorializing or petitioning the President or Congress of the United States or any branch or member thereof, or any department or officer of the United States or any state or foreign government. (See Rule 60 - Official Directory of the Legislature). Such resolutions take the same procedure as bills.

Type original and 3 copies for the Senate (all with covers).

SAMPLE (a) YELLOW COVER RESOLUTION

A Senate concurrent resolution

establishing a committee to investigate availability and distribution of state flag.

WHEREAS, the design of a Minnesota state flag has been determined for many years and a photograph of said flag is now on file (etc.)

WHEREAS, patriotism and devotion (etc.) now, therefore,

BE IT RESOLVED by the Senate, the House of Representatives concurring, that a joint committee of ten members be appointed (etc.)

SAMPLE (b) BLUE COVER RESOLUTION

A Senate resolution

providing for payment of postage for members of the Senate.

WHEREAS, there is no provision for payment of postage (etc.)

WHEREAS, the expenditure for such postage (etc.) now, therefore,

BE IT RESOLVED by the Senate of the State of Minnesota that the Secretary of the Senate be authorized (etc.)

SAMPLE (c) MEMORIAL RESOLUTION - BILL COVER

A resolution

memorializing Congress to cause to be issued coins commemorating the centennial of the admission of the State of Minnesota into the Union.

WHEREAS, by act of Congress Minnesota was admitted to the Union (etc.)

WHEREAS, plans are being made for (etc.) now, therefore,

BE IT RESOLVED by the Legislature of the State of Minnesota that the Congress be requested to enact such legislation as (etc.)

BE IT FURTHER RESOLVED, that the Secretary of State be instructed to transmit copies of this resolution to -----

LEGISLATIVE REFERENCE LIBRARY
STATE CAPITOL
SAINT PAUL, MINNESOTA 55101

ENGROSSING

AND

ENROLLING

Prepared by the

REVISOR OF STATUTES
4 State Capitol Building
St. Paul, Minnesota 55101

ENGROSSING

Engrossing is the process of incorporating amendments adopted by the legislature into a bill. The result is the first or subsequent engrossment and this fact is shown on the cover where all actions on a bill are recorded.

Amendments to bills are made in different ways. Committees amend bills and report their amendments on forms furnished to them by their legislative body. The committee of the whole, which is either the entire house or the entire senate, sitting as a committee, amends bills. These amendments are called floor amendments. Conference committees, which are committees made up of both senators and representatives who meet to resolve differences between the two bodies, amend the bill in controversy.

Committee amendments are to the typewritten bill, either the unengrossed original or the last engrossment, if any. Amendments prepared in the senate and the house will be prepared on the new committee report forms (Form 6A for the senate and Form 107 for the house).

Bills will be amended by line number. All lines on typewritten bills are numbered by the computer printer. For examples of various ways of amending, see pages 3 to 9.

The practice of amending a bill by striking everything after the enacting clause is to be avoided. It defeats the purpose of the computerized system.

Floor amendments are to either the typewritten bill or the printed bill, and must specify one or the other. A bill is printed at the time it is favorably reported out of committee. It may also be printed if amended thereafter.

Conference committees amend the typewritten bill which has attached to it the amendments that are in controversy.

Amendments must be clearly stated since we must follow the instructions exactly in preparing the engrossment. There is no room for guessing. If the instructions cannot be followed, the bill must be returned for further instructions.

We engross the bill for the body in which the bill originated, even if the amendments were made by the other body. That is, if the house amends a senate bill, we do not prepare the engrossment until the amendments are adopted by the senate. The bill comes to us with amendments attached, stamped to show their adoption, and with the cover showing the actions taken on

that bill up to the time it is sent to us. When we receive it, we retrieve the bill on the CRT by typing "copy" and the document name (the bill drafting number if the bill has never been engrossed, or the senate file number or house file number if it has been engrossed), followed by a colon. The instructions in the amendments are followed and the amendments are incorporated in the bill.

The bill is then printed on the computer printer and five Xerox copies of the master are made. Four covers are prepared, copying the cover of the bill that came to us, and adding the words "First Engrossment" or whatever subsequent engrossment it happens to be, above the H. F. or S. F. number. Four copies of the engrossed bill, in the covers, are delivered to the body that sent the bill to us. We retain in our files the bill with the amendments attached, and a copy of the engrossment we prepared.

(NOTE: This form to be used only for bills which are reported out of committee with amendments. All other bills reported out of committee are on white Form 6.)

Mr. _____ Jones _____ from the Committee
on Local Government _____, to which was referred

S. F. No. 1419 A bill for an act relating to certain villages; operation of village information bureaus; amending Laws 1953, Chapter 243, Sections 1, 3, and 5.

Reports the same back with the recommendation that the bill be amended as follows:

Page 1, line 4, strike "shall" and insert "may"

Page 2, strike all of section 3

Page 2, insert a new section 3 to read:

"Sec. 3. Laws 1953, Chapter 243, Section 4, is amended to read:

Sec. 4. Any-village-having-a-population-in-excess-of-400 and-less-than-500-according-to-the-1950-federal-census-in-any county-having-over-200,000-and-less-than-300,000-inhabitants according-to-such-census The village of Cook is hereby authorized to appropriate \$500 \$1,000 annually out of the profits of the municipal liquor store to an information bureau of such village."

Page 3, line 12, strike "\$500" and insert "\$1,000"

Amend the title in line 2 by striking "certain villages" and inserting in lieu thereof "the village of Cook". Further, amend the title in line 3 by striking "bureaus" and inserting in lieu thereof "bureau" and in line 4, after "3," and before "and" insert "4,"



and when so amended the bill do pass.



and when so amended the bill do pass and be placed on the Calendar of Ordinary Matters.



and when so amended the bill do pass and be re-referred to the Committee on



Amendments adopted.

Report adopted.

EXAMPLE - HOUSE COMMITTEE REPORT

(NOTE: This form to be used only for bills which are reported out of committee with amendments. All other bills reported out of committee are on blue Form 106.)

Mr. Henning

from the

Committee on Forestry and Public Domain

to which

was referred:

H. F. No. 13, A bill for an act relating to the land use committee; transferring the powers and duties to the state planning officer; amending Minnesota Statutes 1969, Sections 92.35 and 92.36; repealing Minnesota Statutes 1969, Section 92.34.

Reported the same back with the following amendments:

Page 2, after line 18, insert a new section 3 as follows:

"Sec. 3. Minnesota Statutes 1969, Section 92.37, is amended to read:

92.37 [REPORT TO THE LEGISLATURE.] The land use committee, or its successor, the state planning officer, shall report the results of its land classification to the legislature with such recommendations as it may deem advisable."

Renumber Sec. 3 as Sec. 4

Amend the title in line 6 by striking "and 92.36" and inserting in lieu thereof ", 92.36 and 92.37"

With the recommendation that when so amended the bill do pass.

With the recommendation that when so amended the bill do pass and be placed on the Consent Calendar.

With the recommendation that when so amended the bill do pass and be re-referred to the Committee on

And without further recommendation.

This Committee action taken _____, 19_____

_____, Chairman

EXAMPLE - FLOOR AMENDMENT

Mr. _____ moves to amend S. F. No. 139,
the printed bill, as follows:

Page 5, line 3, strike "\$10" and insert in
lieu thereof "\$15" and in line 4, restore
the stricken "\$10" and strike "\$15"

Strike all of Section 7

Renumber Section 8 as Section 7

Add a new section at the end of the bill as follows:

"Sec. 8. This act takes effect July 1, 1972."

Amend the title in line 4 by striking "148.261,
Subdivision 3;"

EXAMPLE - CONFERENCE REPORT-HOUSE BILL

CONFERENCE COMMITTEE REPORT ON H. F. No. 1500

May 10, 1971

Honorable (Name) , Speaker of the House of Representatives

Honorable (Name) , President of the Senate

We, the undersigned conferees on the part of the House and the Senate, upon the disagreeing votes as to H. F. No. 1500, report that we have agreed upon the items in dispute and recommend as follows: That the Senate recede from its amendments and that H. F. No. 1500 be amended as follows:

Page 1, line 3, reinstate the stricken "may" and strike "shall"

Line 5, strike "\$10" and insert in lieu thereof "\$15"

Page 2, line 8, after "He may" and before "establish" insert ", upon the recommendation of the committee,"

We request adoption of this report and repassage of the bill in accordance therewith.

House Conferees:

THOMAS THOMPSON

ALBERT WILSON

G. R. HOUSE

Senate Conferees:

RUPERT SMITHE

FRANCES KELLY

(MRS.) ANN HALL

EXAMPLE - CONFERENCE REPORT-HOUSE BILL

CONFERENCE COMMITTEE REPORT ON H. F. No. 2332

April 26, 1971

Honorable (Name) , Speaker of the House of Representatives

Honorable (Name) , President of the Senate

We, the undersigned conferees on the part of the House and the Senate, upon the disagreeing votes as to H. F. No. 2332, report that we have agreed upon the items in dispute and recommend as follows:

That H. F. No. 2332, as amended by the Senate, be further amended by adding a section as follows:

"Sec. 8. This act takes effect January 1, 1972."

We request adoption of this report and repassage of the bill in accordance therewith.

House Conferees:

ROBERT J. BROWN

WILLIAM WILSON

HAROLD VANCE

Senate Conferees:

JOHN SIMMERS

VERN KLIEN

(MRS.) M. C. SMITH

EXAMPLE - CONFERENCE REPORT-SENATE BILL

CONFERENCE COMMITTEE REPORT ON S. F. No. 123

May 24, 1971

Honorable (Name), President of the Senate

Honorable (Name), Speaker of the House of Representatives

We, the undersigned conferees on the part of the Senate and the House, upon the disagreeing votes as to S. F. No. 123, report that we have agreed upon the items in dispute and recommend as follows:

That the House recede from its amendments.

We request adoption of this report and repassage of the bill in accordance therewith.

Senate Conferees:

J. L. BAGLEY

SAMUEL OLSEN

ROBERT J. FLYNN

PHILIP CHASE

JOSEPH WILLIAMS

House Conferees:

JAMES NELSON

(MRS.) NANCY LEE

ALBERT SHLIEF

JOHN RUDOLPH

HOWARD BAKER

EXAMPLE - CONFERENCE REPORT-SENATE BILL

CONFERENCE COMMITTEE REPORT ON S. F. No. 320

May 20, 1971

Honorable (Name) , President of the Senate

Honorable (Name) , Speaker of the House of Representatives

We, the undersigned conferees on the part of the Senate and the House, upon the disagreeing votes as to S. F. No. 320, report that we have agreed upon the items in dispute and recommend as follows: That the House recede from its amendments and that S. F. No. 320 be amended as follows:

Page 2: Line 3, strike "\$9,160" and insert in lieu thereof "\$9,220"

Line 4, strike "\$7,560" and insert in lieu thereof "\$7,600"

Line 6, strike "\$6,360 to \$6,760" and insert in lieu thereof "\$6,400 to \$6,800"

Line 7, strike "\$4,600 to \$6,160" and insert in lieu thereof "\$4,700 to \$6,280"

We request adoption of this report and repassage of the bill in accordance therewith.

Senate Conferees:

ALBERT J. JONES

ROBERT L. FLYNN

JAMES M. EDWARDS

House Conferees:

THOMAS A. LEE

PAUL J. ROBERTS

MARK S. BROWN

ENROLLING

After a bill has passed both bodies of the legislature in the same form, either as introduced or as finally engrossed, the bill is ready to be enrolled.

The bill is carefully checked, then the coding is removed from the master, and the words "A bill for an act" are also removed. The house file or senate file number is added, seven lines down and 18 spaces from the right hand edge of the paper on the first page, and five lines down and 18 spaces from the right on the second and subsequent pages.

A pre-printed signature page for the house or senate is used, with dates of passage inserted.

The bill is Xeroxed on special enrollment paper, the first page of which is headed by the words "An Act". Subsequent pages are Xeroxed on plain enrollment paper. In the case of a resolution, the words "A resolution" are not removed, and plain enrollment paper is used for all pages, including the first.

The signature sheet is also Xeroxed on plain enrollment paper.

Two extra copies of the entire enrollment are made on plain white paper.

EXAMPLE - INSERTING OF FILE NUMBER ON ENROLLMENTS

down 7 lines
↓
S. F. No. 1234
18 spaces ←

Page 1
of bills

down 5 lines
↓
S. F. No. 1234
18 spaces ←

Page 2 and
following
pages

down 7 lines
↓
H. F. No. 859
RESOLUTION NO.
_____ ←
18 spaces

Page 1 of
resolutions