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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
3 State Capitol Building
St. Paul, Minnesota 55155

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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:

"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:

"Rule 19. 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 bills 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."

All information in the Revisor's office is to be held in strictest confidence. Minnesota Statutes, Section 482.12, Subdivision 1, provides:

"482.12. Subdivision 1. Neither the revisor of statutes nor any employee of his office shall reveal to any person not an employee of the office the contents or nature of any request or statement for the drafting of a bill, resolution, memorial, or amendment thereto, except with the consent of the person making the request or statement."

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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 houses 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 house 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 house 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 house 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 amendments into its text. 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."

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 permanent and general nature. The material contained therein is prepared, classified, and numbered as required by Minnesota Statutes, Chapter 648. Laws not included in 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 measures for any member of the legislature, the governor, or any department or agency of the state.

Esther M. Tomljanovich
Revisor of Statutes

THE PREPARATION OF BILLS FOR
THE MINNESOTA LEGISLATURE

The Revisor of Statutes, Room 3, 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 CRT operators 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 made. The appropriate transmittal letter and one 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 or form, and the house and senate covered bills are sent to the bill requester. The master is retained in the gray master envelope in the bill drafting file. There shall be only one master in the master file.

BILL PREPARATION - continued

CHECKLIST

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

1. Read and review the bill drafting file.
2. Input the bill on the CRT and print the bill.
3. Proofread all newly typed material and correct all typographical errors.
4. Reprint the bill if necessary.
5. Type senate and house covers and proof both sets of covers.
6. Complete the proper transmittal form and envelope and, if required, the transmittal letter.
7. Duplicate 11 copies of the bill.
8. Complete CRT operator's information on the bill drafting file cover and on the master envelope.
9. 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) the following:

1. The printed master in the master envelope.
2. The miscellaneous drafting papers and instructions.
3. The yellow carbon copy of the transmittal letter stapled to a duplicated copy of the bill. If there is no transmittal letter, the date of completion and other vital information is written in upper right hand corner of the file copy of the bill.
4. The brown transmittal envelope.
5. Four house and four senate covered bills.
6. Two extra duplicated copies of the bill.
7. The transmittal letter or appropriate form.

EXAMPLE - BILL FORM

(General form and spacing)

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, all double spaced).

Subd. 2. (Insert the text of the subdivision).

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

Sec. 3. [HEADNOTE.] (Insert text).

NOTE: Logon with CRT operator's initials for all bill drafts, amendments and conference committee reports. Print all of the above (bill drafts, amendments and conference committee reports) using initials of attorney.

By typing "copy ec:" on the CRT screen, transmitting the data, and then depressing "dis s:" the following lines are displayed on the screen:

A bill for an act

relating to (insert title).

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

Section 1. (Begin body).

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 of the page.

EXAMPLE - NEW LAW

A bill for an act

relating to public welfare; establishing a senior companion program; appropriating money.

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

Section 1. [CITATION.] Sections 1 and 2 may be cited as the "Minnesota senior companion act".

Sec. 2. [SENIOR COMPANION PROGRAM; ESTABLISHMENT.]

Subdivision 1. [SENIOR COMPANIONS.] There is established a senior companion program to engage the services of low (etc.).

Subd. 2. [COMPENSATION.] Persons serving as senior companions shall be compensated for no more than 20 hours (etc.).

Subd. 3. [GRANTS.] The Minnesota board on aging may make grants-in-aid for the purchase of senior companion (etc.).

Subd. 4. [RULES.] The Minnesota board on aging shall promulgate rules necessary to implement the provisions of (etc.).

Sec. 3. [APPROPRIATION.] There is appropriated from the general fund to the Minnesota board on aging in the department of public welfare the sum of \$100,000 for the biennium ending June 30, 1977, for the purposes of this act.

Sec. 4. This act shall be effective July 1, 1976.

EXAMPLE - NEW LAW WITH PROPOSED CODING

A bill for an act

relating to game and fish; authorizing use of portable fish houses within the boundary waters canoe area.

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

Section 1. [101.425] [GAME AND FISH; BOUNDARY WATERS; PORTABLE FISH HOUSES.] Notwithstanding any law or regulation of the commissioner of natural resources to the contrary, it shall be lawful to utilize fish houses or dark houses (etc.).

(The proposed code number, [101.425], and the headnote, [GAME AND FISH; BOUNDARY WATERS; PORTABLE FISH HOUSES.], 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. However, do not leave section or subdivision numbers blank.)

EXAMPLE - AMENDING MINNESOTA STATUTES

A bill for an act

relating to cemeteries; prohibiting certain activities on public and private cemeteries and Indian burial grounds; requiring the posting of Indian burial grounds; amending Minnesota Statutes 1976, Section 307.08.

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

Section 1. Minnesota Statutes 1976, Section 307.08, is amended to read:

307.08 [DAMAGES; DISCHARGE OF FIREARMS; PENALTY.]

Subdivision 1. Every person who shall wilfully destroy, mutilate, injure, or remove any tombstone, monument, or structure placed in any public or private cemetery or authenticated and identified Indian burial ground, or any fence, railing, or other work erected for protection or (etc.).

Subd. 2. Every authenticated and identified Indian burial ground shall be posted every 75 feet around its (etc.).

Subd. 3. (Insert text)

Subd. 4. (Insert text)

Subd. 5. (Insert text)

Subd. 6. (Insert text)

EXAMPLE - AMENDING MINNESOTA STATUTES BY ADDING A SECTION

A bill for an act

relating to public employees; providing for (etc.);
amending Minnesota Statutes 1976, Chapter 352E, by
adding a section.

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

Section 1. Minnesota Statutes 1976, Chapter 352E, is
amended by adding a section to read:

[352E.045] [ATTORNEY'S FEES FOR CLAIMING BENEFITS.] No
fee for legal services which is claimed for the work of an
attorney relating to a claim made pursuant to the provisions
of Minnesota Statutes, Sections 352E.01 to 352E.05 is (etc.).

Sec. 2. [EFFECTIVE DATE.] Section 1 is effective for
fees charged for services performed by an attorney after
July 31, 1977.

EXAMPLE - AMENDING MINNESOTA STATUTES BY ADDING A SUBDIVISION

A bill for an act

relating to state parks; prohibiting littering;
providing a penalty; amending Minnesota Statutes
1976, Section 85.20, by adding a subdivision.

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

Section 1. Minnesota Statutes 1976, Section 85.20, is
amended by adding a subdivision to read:

Subd. 6. [STATE PARKS; LITTERING; PENALTY.] No person shall drain, throw, or deposit upon the lands and waters within a state park any substance that would mar the appearance, create a stench, destroy the cleanliness or safety of the (etc.).

EXAMPLE - AMENDING THE SUPPLEMENT TO MINNESOTA STATUTES

A bill for an act

relating to certain counties; requiring the filing of certain surveys with (etc.); amending Minnesota Statutes, 1975 Supplement, Section 389.08.

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

Section 1. Minnesota Statutes, 1975 Supplement, Section 389.08, is amended to read:

389.08 [COUNTY SURVEYOR; FILING OF SURVEYS IN CERTAIN COUNTIES.] In any county in which ~~the office of~~ there is a county surveyor is a full-time position and the surveyor ~~has~~ maintains an office on a full time basis in a building (etc.).

A bill for an act

relating to crimes; exempting guards from pistol permit requirements when on duty; amending Minnesota Statutes, 1975 Supplement, Section 624.714, by adding a subdivision.

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

Section 1. Minnesota Statutes, 1975 Supplement, Section 624.714, is amended by adding a subdivision to read:

Subd. 13. [EXEMPTIONS; PRISON GUARDS.] A permit to carry a pistol is not required of a guard at a state adult correctional institution when on guard duty or otherwise engaged in an assigned duty.

EXAMPLE - AMENDING SESSION LAWS

A bill for an act

relating to the city of Duluth; liquor license for the arena-auditorium complex; amending Laws 1967, Chapter 406, Section 1, Subdivision 1.

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

Section 1. Laws 1967, Chapter 406, Section 1, Subdivision 1, is amended to read:

Section 1. [DULUTH; ARENA-AUDITORIUM COMPLEX LIQUOR LICENSE.] Subdivision 1. In addition to the licenses now authorized by law, and notwithstanding any provision of law to the contrary contained in the charter or ordinances of such city, or statutes applicable to such city, the city of Duluth is authorized to issue an "on sale" liquor license for the premises known and used as the Duluth arena-auditorium complex. The fee for such license shall be (etc.).

Sec. 2. This act shall become effective upon approval by the governing body of the city of Duluth, and upon compliance with the provisions of Minnesota Statutes, Section 645.021.

EXAMPLE - AMENDING SESSION LAWS AS AMENDED

A bill for an act

relating to the city of Mound; firemen's service pensions; amending Laws 1973, Chapter 175, Section 1, as amended.

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

Section 1. Laws 1973, Chapter 175, Section 1, as amended by Laws 1975, Chapter 117, Section 1, is amended to read:

Section 1. [MOUND, CITY OF; VOLUNTEER FIREMEN'S RELIEF ASSOCIATION PENSIONS.] Notwithstanding any provision to the contrary of Minnesota Statutes, Section 69.06, ~~after the effective date of this act~~ the Mound volunteer fire department relief association shall pay to any retired firemen and newly retiring firemen qualifying with 20 years of service and having attained the age of 50, a monthly annuity not to exceed \$120 per month. Payments may be made retroactive to January 1, 1975.

Sec. 2. This act is effective upon approval by the governing body of the city of Mound and upon compliance with the provisions of Minnesota Statutes, Section 645.021.

EXAMPLE - AMENDING MINNESOTA STATUTES, SUPPLEMENT AND LAWS

A bill for an act

relating to municipalities; clarifying (etc.);
amending Minnesota Statutes 1974, Section
471.616, Subdivision 1; Minnesota Statutes, 1975
Supplement, Section 471.561 and Laws 1976,
Chapter 44, Section 19.

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

Section 1. Minnesota Statutes, 1975 Supplement, Section
471.561, is amended to read:

471.561 [COUNTIES, CITIES AND SCHOOL DISTRICTS;
INVESTMENT OF FUNDS.] Subdivision 1. In addition to other
investments authorized by law, a city, county ~~or~~ , school
district , or an agency or instrumentality thereof, may (etc.).

Sec. 2. Minnesota Statutes 1974, Section 471.616,
Subdivision 1, is amended to read:

471.616 [GROUP INSURANCE; GOVERNMENTAL UNITS.]
Subdivision 1. [BIDDING REQUIRED.] No governmental
subdivision, ~~political-subdivision,~~ or any other body (etc.).

Sec. 3. Laws 1976, Chapter 44, Section 19, is amended
to read:

[410.015] [DEFINITIONS RELATING TO CITIES.] The term
"statutory city" means any city which has not adopted a home
rule charter pursuant to the constitution and laws; the words
"home rule charter city" mean any city which has adopted such
a charter. In any law adopted after July 1, ~~1975~~ 1976, the
word "city" when used without further description (etc.).

Sec. 4. This act is effective the day following final
enactment.

EXAMPLE - SPECIAL LAW

A bill for an act

relating to the city of Edina; establishing terms
for certain municipal offices.

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

Section 1. At the city elections in 1976 for the city
of Edina, three councilmen shall be elected. The two
candidates receiving the highest number of votes shall (etc.).

Sec. 2. This act is effective upon its approval by the
city council of the city of Edina and upon compliance with
Minnesota Statutes, Section 645.021.

EXAMPLE - APPROPRIATIONS

A bill for an act

relating to health; appropriating money to the department of health for supplies and expenses for the next biennium.

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

Section 1. \$500 or as much thereof as may be necessary for the payment of supplies and expenses for the biennium beginning July 1, 1976, and ending June 30, 1978, is appropriated to the department of health from the general fund.

EXAMPLE - AMENDING AND REPEALING MINNESOTA STATUTES

A bill for an act

relating to butter substitutes; identification of oleomargarine served in public places; amending Minnesota Statutes 1976, Section 33.111; repealing Minnesota Statutes 1976, Sections 33.095 and 33.096.

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

Section 1. Minnesota Statutes 1976, Section 33.111, is amended to read:

33.111 [AGRICULTURE; IDENTIFICATION OF OLEOMARGARINE SERVED IN PUBLIC PLACES.] No person shall serve oleomargarine at a public eating place, whether or not any charge is made therefor, unless ~~(1) each separate serving bears or is accompanied by labeling identifying it as oleomargarine, or~~ ~~(2) each separate serving thereof is triangular in shape~~ is covered by a sanitary paper or parchment covering or patty divider upon which is printed in ten point bold-face capital, plain Gothic letters, the word "margarine".

Sec. 2. Minnesota Statutes 1976, Sections 33.095 and 33.096 are repealed.

EXAMPLE - AMENDING AND REPEALING LAWS

A bill for an act

relating to the city of Duluth; firemen's service pensions and survivor benefits; amending Laws 1965, Chapter 179, Section 1; repealing Laws 1955, Chapter 188, Section 8.

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

Section 1. Laws 1965, Chapter 179, Section 1, is amended to read:

Section 1. [DULUTH, CITY OF; FIREMEN'S RELIEF ASSOCIATION.] A member of the firemen's relief association in the city of Duluth who has completed a period, or periods of service on the fire department equal to ~~20~~ 18 years or (etc.).

Sec. 2. Laws 1955, Chapter 188, Section 8, is repealed.

EXAMPLE - CONSTITUTIONAL AMENDMENT

A bill for an act

proposing an amendment to the Minnesota Constitution, Article XIII, Section 3; providing for two student members of the board of regents of the university of Minnesota.

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

Section 1. The following amendment to the Minnesota Constitution, Article XIII, Section 3, is proposed to the people. If the amendment is adopted the section will read as follows:

Sec. 3. All the rights, immunities, franchises and endowments heretofore granted or conferred upon the university of Minnesota are perpetuated unto the university. Two regents of the university shall be selected in addition to those otherwise provided. They shall be students at the university at the time of their election, serve for two years, and be elected in the same manner and have the same power as other regents.

Sec. 2. The proposed amendment shall be submitted to the people at the 1976 general election. The question submitted shall be:

"Shall the Minnesota Constitution be amended to add two student members to the university of Minnesota board of regents?"

Yes.....

No....."

EXAMPLE - LAND DESCRIPTION

A bill for an act

relating to Independent School District No. 624
and Independent School District No. 12; providing
for the exchange of territory between the districts.

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

Section 1. The following described tracts of land now
situated within Independent School District No. 624 are (etc.).

The Northwest one-quarter (NW 1/4) of Section
twenty-five (25), Township thirty-one (31), Range twenty-two
(22) except that portion of the Southeast one-quarter (etc.);

The East one-half (E 1/2) of the Northeast one-quarter
(NE 1/4) of Section twenty-six (26), Township thirty-one (etc.).

Sec. 2. (Insert text).

Sec. 3. (Insert text).

EXAMPLES - REPEALS

A bill for an act

relating to highway traffic regulations (etc.);
repealing Minnesota Statutes 1976, Section 98.50,
Subdivision 3.

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

Section 1. Minnesota Statutes 1976, Section 98.50,
Subdivision 3, is repealed.

A bill for an act

relating to (etc.); repealing Laws 1973, Chapter 713.

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

Section 1. Laws 1973, Chapter 713, is repealed.

A bill for an act

relating to (etc.); repealing Minnesota Statutes
1974, Section 138.04, as amended.

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

Section 1. Minnesota Statutes 1974, Section 138.04, as
amended by Laws 1975, Section 4, is repealed.

EXAMPLES - REPEALS (continued)

A bill for an act

relating to (etc.); repealing Laws 1923, Chapter 77, Section 10, as amended; and Laws 1969, Chapter 838, Sections 1 to 6, as amended.

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

Section 1. Laws 1923, Chapter 77, Section 10, as amended by Laws 1955, Chapter 581, Laws 1959, Chapter 551, Laws 1969, Chapter 799, and Laws 1974, Chapter 322, Section 18; and Laws 1969, Chapter 838, Sections 1 to 6, as amended by Laws 1974, Chapter 322, Sections 22 to 24, are repealed.

EXAMPLE - HOUSE COVER

Senate Companion No.	<h1 style="margin: 0;">H. F. NO.</h1> <p style="margin: 0;">A bill for an act</p>	<p align="center">COMPARISON ACTION</p> <p>Date _____</p> <p>_____ moved that</p> <p>H. F. No. _____ and S. F. No. _____ be referred for comparison.</p> <hr/> <p>Date _____</p> <p>Upon motion of _____</p> <p>S. F. No. _____ was substituted for H. F. No. _____ which was indefinitely postponed.</p>	<p align="center">CONCURRENCE (HOUSE ACTION)</p> <p>Date _____</p> <p>Upon motion of _____ the House concurred in Senate amendments to H. F. No. _____ and repassed the bill as amended.</p> <p align="right">_____ Chief Clerk, House of Representatives</p>
	B. D. No. _____		
Printed Page No.	<p>HOUSE ACTION</p> <p>Introduced by _____</p> <p>★ Read FIRST TIME _____ and Referred to the Committee on _____</p> <p>Committee Recommendation and Adoption of Report</p> <p>★ Read SECOND TIME Committee of the Whole</p> <p>★ Read THIRD TIME Passed by the House Transmitted to the Senate</p> <p align="right">_____ Chief Clerk, House of Representatives State of Minnesota</p>	<p>SENATE ACTION</p> <p>★ Read FIRST TIME _____ and Referred to the Committee Recommendation and Adoption of Report</p> <p>★ Read SECOND TIME Committee of the Whole</p> <p>★ Read THIRD TIME Passed by the Senate Returned to the House</p> <p>APPROVED AS TO FORM Revisor of Statutes</p> <p>By _____</p>	<p>Senate Companion is S. F. No. _____</p> <p align="right">_____ Secretary of the Senate State of Minnesota</p> <p><input type="checkbox"/> OTHER ACTION Refer to back of cover for other action.</p> <p><input type="checkbox"/> CONFERENCE COMMITTEE ACTION Refer to back of cover for conference committee action.</p>

H. F. No. _____

NOTE: A bill drafting number (B.D. No.) should be inserted in the lower right corner in the space provided.

CONFERENCE COMMITTEE ACTION

OTHER ACTION

HOUSE

SENATE

Date _____

Date _____

Upon motion of _____
the House refused to concur in Senate amendments to

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

H. F. No. _____ and

H. F. No. _____ consisting of

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.

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

HOUSE CONFEREES

SENATE CONFEREES

Chief Clerk, House of Representatives

Secretary of the Senate

Date _____

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.

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.

Chief Clerk, House of Representatives

Secretary of the Senate

OTHER ACTION

EXAMPLE - SENATE COVER

House Companion No.	<h1 style="margin: 0;">S. F. NO.</h1> <p style="margin: 5px 0;">A bill for an act</p>	<p align="center">COMPARISON ACTION</p> <p>Date _____ Pursuant to Senate Rules, S.F. No. _____ now on _____ and H.F. No. _____ were referred to the Committee on Rules and Administration for com- parison.</p> <hr/> <p>Date _____ The Rules and Administration Committee recommended that H.F. No. _____ be amended and sub- stituted for S.F. No. _____ which was indefinitely postponed.</p>	<p align="center">(SENATE ACTION)</p> <p>Received from House _____ Laid on Table _____ Taken from Table _____</p> <hr/> <p align="center">CONCURRENCE</p> <p>Date _____ The Senate concurred in House amendments to S. F. No. _____ and repassed the bill as amended.</p> <p align="right">_____ Secretary of the Senate</p>
	<p align="center">SENATE ACTION</p> <p>Introduced by Senators _____</p> <hr/> <p>★ Read FIRST TIME _____ and Referred to the Committee on _____ Committee Recommendation and Adoption of Report</p> <hr/> <p>★ Read SECOND TIME Committee of the Whole</p> <hr/> <p>★ Read THIRD TIME Passed by the Senate Transmitted to the House</p> <p align="right">_____ Secretary of the Senate State of Minnesota</p>	<p align="center">HOUSE ACTION</p> <p align="right">House Companion is H. F. No. _____</p> <hr/> <p>★ Read FIRST TIME _____ and Referred to the Committee on _____ Committee Recommendation and Adoption of Report</p> <hr/> <p>★ Read SECOND TIME Committee of the Whole</p> <hr/> <p>★ Read THIRD TIME Passed by the House Returned to the Senate</p> <p align="right">_____ Chief Clerk, House of Representatives State of Minnesota</p>	<p align="center">OTHER ACTION</p> <p><input type="checkbox"/> Refer to back of cover for other action.</p> <hr/> <p align="center">CONFERENCE COMMITTEE ACTION</p> <p><input type="checkbox"/> Refer to back of cover for conference committee action.</p>

S. F. No. _____

Printed Page No.

NOTE: A bill drafting number (B.D. No.) should be inserted in the lower right corner in the space provided.

CONFERENCE COMMITTEE ACTION

OTHER ACTION

SENATE

HOUSE

Date _____

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.

The House has acceded to the request of the Senate for the appointment of a Conference Committee on S. F. No. _____ consisting of _____ members to confer with a like Committee of the Senate.

SENATE CONFEREES

HOUSE CONFEREES

Secretary of the Senate

Chief Clerk, House of Representatives

Date _____

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.

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.

Secretary of the Senate

Chief Clerk, House of Representatives

OTHER ACTION

THE PREPARATION OF RESOLUTIONS
FOR THE MINNESOTA LEGISLATURE

A resolution is similar to a bill in style and form, although the form is usually more ornate and the rules on capitalization are relaxed. A resolution does not have an enacting clause.

The three forms of a resolution in common use are as follows:

- (1) The simple resolution
- (2) The concurrent resolution
- (3) The memorial resolution

(1) THE SIMPLE RESOLUTION

The simple resolution is used for matters concerning the internal operation of either the house or the senate.

The first line of the title is either "A house resolution" or "A senate resolution".

The resolving clause of the house resolution is "BE IT RESOLVED, by the House of Representatives of the State of Minnesota, that (etc.)"

The resolving clause of the senate resolution is "BE IT RESOLVED, by the Senate of the State of Minnesota, that (etc.)"

SIMPLE resolutions are covered with blue covers.

The house requires four covered copies of a house resolution, and two uncovered copies.

The senate requires four covered copies of a senate resolution, and two uncovered copies.

Examples of a house and senate simple resolution are found on page 28.

(2) THE CONCURRENT RESOLUTION

The concurrent resolution is used for matters concerning

RESOLUTIONS - continued

the joint operation of the house of representatives and the senate. It may be used to express views, principles, or opinions.

A concurrent resolution is usually prepared for introduction in both bodies. The house and senate sets are prepared separately, since the titles and the resolving clauses are different.

The first line of the title is "A house concurrent resolution" or "A senate concurrent resolution".

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.)"

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.)"

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

CONCURRENT resolutions are covered with yellow covers.

The house and senate both require four covered copies and two uncovered copies unless otherwise specified.

Examples of a house and a senate concurrent resolution are found on page 29.

(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.

RESOLUTIONS - continued

A 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, along with two extra uncovered copies.

An example of a memorial resolution is found on page 30.

EXAMPLE - SIMPLE RESOLUTION

(Blue covers)

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 \$700 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 an amount equal to the compensation that would have been due the deceased member be paid to his widow; now, therefore,

BE IT RESOLVED, by the House of Representatives of the State of Minnesota, that an amount equal to the sum of the compensation that would have been due to (etc.).

A senate resolution

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

WHEREAS, Mr. W. B. Jones, 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 house concurrent resolution

urging public and private owners of bells to ring them in commemoration of (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 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 (etc.).

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.

EXAMPLE - MEMORIAL RESOLUTION

(Buff covers, Senate)
(Green covers, House)

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.

CONFERENCE COMMITTEE REPORTS

There are two instances which result in the creation of a conference committee:

(1) The House does not agree to an adopted Senate amendment to a House file.

(2) The Senate does not agree to an adopted House amendment to a Senate file.

In either instance there will be an amendment which is in dispute. Usually the conference committee report should first indicate the agreed upon disposition of that amendment. The amendment will usually be receded from or concurred to.

The conferees (members of the conference committee) are listed on the inside of the bill cover. For a house file the first named house member is the chairman of the committee. For a senate file the first named senate member is the chairman. The completed conference committee report, accompanied by the original bill, is sent to the chairman of the committee.

For senate files, the senators' signatures at the end of the report are listed first in the same order they appear inside the cover, the representatives' signatures following. For house files, the house members' signatures are listed first with the senators' signatures following. There are typed forms available for these signatures that can be taped onto the final printed copy of the report.

The title which follows "A bill for an act" is the title of the covered bill, not a title drawn from any amendments attached to the bill.

Forms for conference committee reports are in the computer and are named Khouse and Ksenate. Use Khouse for house files and Ksenate for senate files.

CONFERENCE COMMITTEE REPORTS - (continued)

CONFERENCE COMMITTEE REPORT ON H.F. (or S.F.) NO. _____

A bill for an act

(Insert here the title from the covered bill)

_____, 19__

The Honorable Martin O. Sabo
Speaker of the House of Representatives

The Honorable Alec G. Olson
President of the Senate

OR

The Honorable Alec G. Olson
President of the Senate

The Honorable Martin O. Sabo
Speaker of the House of Representatives

We, the undersigned conferees for H.F. (or S.F.) No. _____
report that we have agreed upon the items in dispute and
recommend as follows:

(The first instruction here is the agreed upon
status of the disputed amendment, followed by
other amendments, if any. All such amendments
apply to the covered bill, unless otherwise
specified.)

We request adoption of this report and repassage of
the bill.

(List the conferees here in the order which they
appear on the inside of the bill cover. Senators
first for senate files; representatives first
for house files.)

EXAMPLE - SENATE CONFERENCE COMMITTEE REPORT

CONFERENCE COMMITTEE REPORT ON S.F. NO. 320

A bill for an act

(Copy title from covered bill)

_____, 19____

The Honorable Alec G. Olson
President of the Senate

The Honorable Martin O. Sabo
Speaker of the House of Representatives

We, the undersigned conferees for 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.

We request adoption of this report and repassage of the bill.

Senate Conferees: (Signed)

(Type Name)

House Conferees: (Signed)

(Type Name)

EXAMPLE - SENATE CONFERENCE COMMITTEE REPORT

CONFERENCE COMMITTEE REPORT ON S.F. NO. 1620

A bill for an act

(Copy title from covered bill)

_____, 19____

The Honorable Alec G. Olson
President of the Senate

The Honorable Martin O. Sabo
Speaker of the House of Representatives

We, the undersigned conferees for S.F. No. 1620 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. 1620 be amended as follows:

Page 2, line 3, strike "\$9,160" and insert "\$9,220"

Page 2, line 4, strike "\$7,560" and insert "\$7,600"

Page 5, line 1, strike "finance" and insert "revenue"

We request adoption of this report and repassage of the bill.

Senate Conferees: (Signed)

(Type Name)

House Conferees: (Signed)

(Type Name)

EXAMPLE - HOUSE CONFERENCE COMMITTEE REPORT

CONFERENCE COMMITTEE REPORT ON H.F. NO. 1458

A bill for an act

(Copy title from covered bill)

_____, 19__

The Honorable Martin O. Sabo
Speaker of the House of Representatives

The Honorable Alec G. Olson
President of the Senate

We, the undersigned conferees for H.F. No. 1458 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. 1458 be amended as follows:

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

Page 2, line 5, strike "\$10" and insert "\$15"

Page 2, line 8, after "may" insert ", upon the recommendation of the committee,"

We request adoption of this report and repassage of the bill.

House Conferees: (Signed)

(Type Name)

Senate Conferees: (Signed)

(Type Name)

EXAMPLE - HOUSE CONFERENCE COMMITTEE REPORT

CONFERENCE COMMITTEE REPORT ON H.F. NO. 2332

A bill for an act

(Copy title from covered bill)

_____, 19__

The Honorable Martin O. Sabo
Speaker of the House of Representatives

The Honorable Alec G. Olson
President of the Senate

We, the undersigned conferees for H.F. No. 2332 report that we have agreed upon the items in dispute and recommend as follows:

That the House concurs with the Senate amendments and that H.F. No. 2332 be further amended as follows:

Page 5, after line 8 insert:

"Sec 8. This act takes effect January 1, 1978."

We request adoption of this report and repassage of the bill.

House Conferees: (Signed)

(Type Name)

Senate Conferees: (Signed)

(Type Name)

EXAMPLE - HOUSE CONFERENCE COMMITTEE REPORT

CONFERENCE COMMITTEE REPORT ON H.F. NO. 746

A bill for an act

(Copy title from covered bill)

_____, 19____

The Honorable Martin O. Sabo
Speaker of the House of Representatives

The Honorable Alec G. Olson
President of the Senate

We, the undersigned conferees for H.F. No. 746 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. 746 be further amended as follows:

Strike everything after the enacting clause and insert:

"Section 1. Laws 1973, Chapter 175, Section 1, is amended to read:

Section 1. [MOUND, CITY OF; VOLUNTEER FIREMEN'S RELIEF ASSOCIATION PENSIONS.] Notwithstanding any provision to the contrary of Minnesota Statutes, Section 69.06, after the (etc.).

Sec. 2. This act is effective upon approval by the (etc.)."

Further strike the title and insert:

"A bill for an act

relating to the city of Mound; firemen's service pensions; amending Laws 1973, Chapter 175, Section 1."

We request adoption of this report and repassage of the bill.

House Conferees: (Signed)

(Type Name)

Senate Conferees: (Signed)

(Type Name)

EXAMPLE - SENATE CONFERENCE COMMITTEE REPORT

CONFERENCE COMMITTEE REPORT ON S.F. NO. 458

A bill for an act

(Copy title from covered bill)

_____, 19__

The Honorable Alec G. Olson
President of the Senate

The Honorable Martin O. Sabo
Speaker of the House of Representatives

We, the undersigned conferees for S.F. No. 458 report that we have agreed upon the items in dispute and recommend as follows:

Strike everything after the enacting clause and insert:

"Section 1. Minnesota Statutes 1976, Section 365.54, is amended to read:

365.54 [TOWN MEETINGS; TIME; ORGANIZATION OF MEETING; MODERATOR.] The annual meeting shall convene at 9:00 a.m. provided that the electors at the annual meeting may set (etc.)."

Further strike the title and insert:

"A bill for an act

relating to towns; hours of annual town meetings; amending Minnesota Statutes 1976, Section 365.54."

We request adoption of this report and repassage of the bill.

Senate Conferees: (Signed)

(Type Name)

House Conferees: (Signed)

(Type Name)

TRANSMITTAL LETTERS AND FORMS

(date)

The Honorable _____
Representative, District _____
123 State Capitol

Dear Mr. _____:

OR

The Honorable _____
Senator, District _____
224 State Capitol

PRE-SESSION
PRELIMINARY
LETTER

Dear Senator _____:

We are enclosing copies of a preliminary draft of your bill relating to _____. If there are any changes, please return a copy with your instructions for redrafting.

Unless instructed otherwise, we will prepare and deliver to you final copies for introduction shortly before the 1977 session.

Very truly yours,

Esther M. Tomljanovich
Revisor of Statutes

EMT:mj
Enclosure
C0035 (B.D. No.)

(date)

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
LETTER USED
DURING
SESSION

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

Very truly yours,

TRANSMITTAL LETTERS AND FORMS - (continued)

(date)

The Honorable _____
Representative, District _____
123 State Capitol

Dear Mr. _____ :

OR

The Honorable _____
Senator, District _____
226 State Capitol

Dear Senator _____ :

FINAL LETTER
USED DURING
SESSION

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,

Esther M. Tomljanovich
Revisor of Statutes

EMT:mj
Enclosure
C0065 (B.D. No.)

Memo from THE REVISOR OF STATUTES

ROOM 3, STATE CAPITOL

PHONE: 296-2868

B.D. File No. _____

Date _____

FINAL FORM
USED DURING
SESSION

The enclosed bill is in final form with copies ready for
introduction in the House and Senate.

We have enclosed two additional copies for your use.

(Attorney's Name)

TRANSMITTAL LETTERS AND FORMS - (continued)

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

Our draft complies with your request for a bill on this subject, but is not an expression of opinion concerning its constitutionality if enacted into law.

CONSTITUTIONALITY

Memo from THE REVISOR OF STATUTES

ROOM 3, STATE CAPITOL

PHONE: 296-2868

B.D. File No. _____

RESOLUTION
FORM

Date _____

The enclosed resolution is in final form with copies ready for introduction in the (House or Senate).

We have enclosed two additional copies for your use.

(Attorney's name)

Memo from THE REVISOR OF STATUTES

ROOM 3, STATE CAPITOL

PHONE: 296-2868

(S.F. or H.F. No.) _____ Amendment No. _____

AMENDMENT
FORM

Date _____

We have enclosed five copies of your requested amendment.

(Attorney's name)

TRANSMITTAL LETTERS AND FORMS - (continued)

Memo from THE REVISOR OF STATUTES
ROOM 3, STATE CAPITOL

PHONE: 296-2868

(Date)

The Honorable _____
Representative, District _____
or
Senator, District _____
224 State Capitol _____

CONFERENCE
COMMITTEE
REPORT
FORM

Enclosed are ten copies of your Conference Committee
Report on (H.F. or S.F.) No. _____ .

We are also enclosing the original bill which
accompanied your request.

(Attorney's name)

STATUTES, SUPPLEMENT, SESSION LAWS
(Requisites and Specifications)

Do not be misled by terminology used in designating the laws. All bills enacted at a particular session are called "Session Laws". The Supplement to the Statutes is the numerical order of sections and subdivisions which were either amended, created, or repealed at the last session and will probably appear in the next edition of Minnesota Statutes. Supplements are referred to by odd-numbered years; i.e., Minnesota Statutes, 1977 Supplement. Minnesota Statutes are referred to by even-numbered years; i.e., Minnesota Statutes 1976. Statutes or laws which are referred to as "Minnesota Statutes" are a compilation of session laws. Minnesota Statutes 1976, 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 1975, Chapter 342. A law passed during a session is assigned a chapter number; hence, chapter 342 above was the 342nd law passed during the 1975 session of the legislature.

When amending a statute, the text to be amended is copied or retrieved by the computer only from the latest edition of Minnesota Statutes. During the 1977 legislative session the edition and designation will be "Minnesota Statutes 1976".

AMENDING
MINNESOTA
STATUTES

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.

AMENDING
SESSION
LAWS

STATUTES, SUPPLEMENT, SESSION LAWS - (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.

BILL
DIVISIONS

Subdivision 1.
Subd. 1a.
Subd. 2.
Subd. 3.
Subd. 3a.

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

Wrong

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

(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, except constitutional amendments, 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

HEADNOTES

STATUTES, SUPPLEMENT, SESSION LAWS - (continued)

unnecessary to use strikeout or underlining to change a headnote. Headnotes are retrieved by the computer in lower case, and must be retyped in upper case and enclosed in brackets.

HEADNOTES

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 are prepared.

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.

COVER
TITLES

A bill drafting number (B.D. No.) should be inserted in the lower right corner of the space provided for the title.

See sample bill covers on pages 23 and 24.

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 on the staple lines.

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.

PUNCTUATION

DO NOT use a period after statutory coding.

Headnotes are capitalized, end with a period and are enclosed in brackets.

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 hyphening. AVOID hyphening 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.

CAPITALIZATION

The words Chapter, Section, and Subdivision, when included as a citation; i.e., Minnesota Statutes 1976, Section 432.09, Subdivision 1; or Laws 1976, Chapter 84, Section 2.

GRAMMAR AND STYLE - (continued)

Do not capitalize

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

CAPITALIZATION

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

Title of officials; i.e., governor,
president, commissioner.

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

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

Numbers beginning a sentence are expressed
in words; e.g., "Fifteen days following,
etc."

GRAMMAR AND STYLE - (continued)

Ordinal numbers follow the general rule;
i.e.,

first
fifth
22nd
81st

NUMBERS

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

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

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

one half
five sixths
3/11
2-1/2
7-5/8

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 @.

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

Bills will be amended by page and line number. All lines on the bills are numbered by the computer printer.

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 the unengrossed original or last engrossment of the bill. 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 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

ENGROSSING - continued

typing "draft" 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. Then the document is renamed by its senate or house file number, a hyphen, and its engrossment number; i.e., SF0246-1e for a first engrossment or HF0123-2e for a second engrossment.

The bill is then printed on the computer printer and five duplicated 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. There shall be only one master in the master file.

EXAMPLE - SENATE COMMITTEE REPORT

Mr. Arnold from the Committee

on Finance, to which was referred

S.F. No. 1530: A bill for an act

relating to wild animals; establishing the expiration date of all game and fish licenses as the last day of February; authorizing the commissioner of natural resources to provide for the issuance of more than one game or fish license to a person during any licensing year; amending Minnesota Statutes 1974, Sections 98.45, Subdivision 1; and 98.50, Subdivisions 1, 2, 3 and 5.

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

Page 5, line 21, after the period insert "All licenses issued for the calendar year 1975 shall be deemed to have been issued for a period ending on the last day of February, 1976."

XXXX

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.

(Committee Chairman)

(Date of Committee recommendation)

EXAMPLE - HOUSE COMMITTEE REPORT

Mr. Norton

from the

Committee on Appropriations

to which

was referred:

H. F. No. 2547, A bill for an act relating to outdoor recreation; creating the citizen's advisory sportsmen's council on Minnesota's outdoor recreational resources; prescribing its powers and duties; providing for a surcharge on fish and game licenses to fund the council.

Reported the same back with the following amendments:

Page 1, line 17, after "members" insert "who are members in good standing of local, community based sportsmen conservationist organizations in Minnesota"

Page 1, line 24, after "member" insert "in good standing"

Page 2, line 4, before the period add "all of whose terms shall commence on September 1 in the year of appointment"

Page 2, delete lines 9 to 14

Page 2, line 22, after the period insert "He shall maintain a directory of all sportsmen conservationist organizations in Minnesota."

Page 2, line 32, delete "made available to the council to pay its"

Page 3, delete line 1 and insert "deposited to the game and fish fund. From this fund an appropriation of \$60,000 shall be made for the operations of this council. This appropriation shall be available until June 30, 1977."

Further amend the title

Line 7, before the period add ";appropriating money"

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.

EXAMPLE: House Floor Amendment

Knoll moves to amend H.F. No. 2169, as follows:

Page 3, strike lines 18 and 19

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.

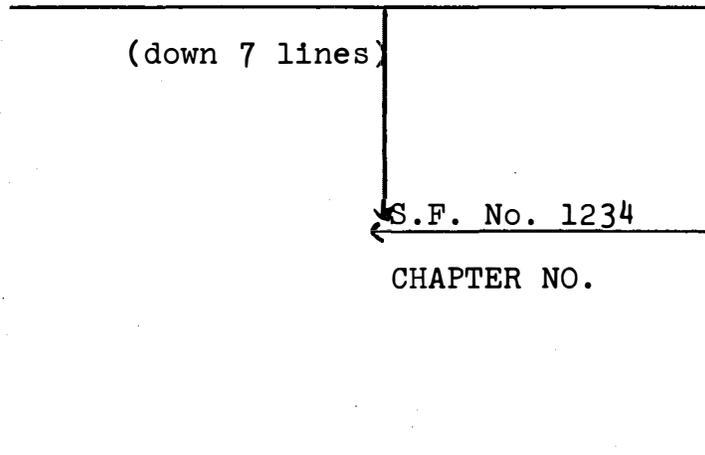
The bill is carefully checked, then the coding is removed from the master, and the words "A bill for an act" are also removed. The house file or senate file number is added, seven lines down and 18 spaces from the right hand edge of the paper on the first page, and five lines down and 18 spaces from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

A pre-printed signature page for the house or senate is used, with H. F. or S. F. No. and dates of passage inserted.

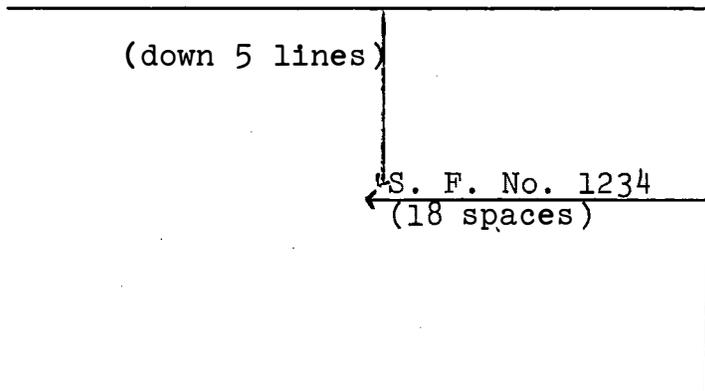
The bill is duplicated on special enrollment paper, the first page of which is headed by the words "An Act". H. F. or S. F. No. is typed above: CHAPTER NO. _____. Subsequent pages are duplicated on plain enrollment paper. In the case of a resolution, the words "A resolution" are not removed, and plain enrollment paper is used for all pages, including the first.

ENROLLING - continued

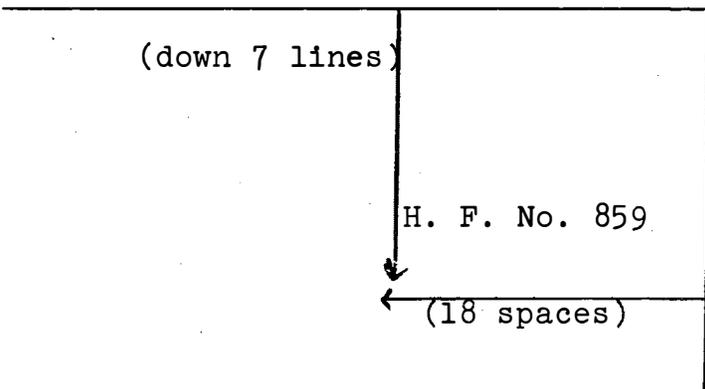
EXAMPLE - INSERTING OF FILE NUMBER ON ENROLLMENTS



Page 1
of enrollments
on "An Act" paper



Page 2 and
following
pages



Page 1 of
resolutions

Martin O. Sabo
Speaker of the House of Representatives.

Alec G. Olson
President of the Senate.

Passed the House of Representatives ~~this~~ second day of March in the year of Our Lord one thousand nine hundred and seventy-seven

Edward A. Burdick
Chief Clerk, House of Representatives.

Passed the Senate this 12th day of March in the year of Our Lord one thousand nine hundred and seventy-seven

Patrick E. Flahaven
Secretary of the Senate.

Approved

Wendell R. Anderson
Governor of the State of Minnesota.

Filed

Joan Anderson Growe
Secretary of State.

Alec G. Olson
President of the Senate.

Martin O. Sabo
Speaker of the House of Representatives.

Passed the Senate **this third day of October** in the year of Our Lord one thousand nine hundred and seventy -seven

Patrick E. Flahaven
Secretary of the Senate.

Passed the House of Representatives **this 13th day of January** in the year of Our Lord one thousand nine hundred and seventy-seven

Edward A. Burdick
Chief Clerk, House of Representatives.

Approved

Wendell R. Anderson
Governor of the State of Minnesota.

Filed

57
Joan Anderson Growe
Secretary of State.