



STYLES AND FORMS
for
DRAFTING BILLS AND OTHER LEGISLATIVE MEASURES
For use in the Minnesota Legislature

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STATE OF MINNESOTA

Prepared by the
REVISOR OF STATUTES
4 State Capitol Building
St. Paul 1, Minnesota

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July 1960

Prepared by the
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FOREWORD

This booklet is prepared pursuant to Minnesota Statutes 1957, Section 482.09, as amended by Laws 1959, Chapter 579, Section 3, reading 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:

"(1) 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;"

In addition, the suggestions contained in this booklet are designed so that legislative measures introduced in either body of the legislature may be accurately and rapidly engrossed or enrolled pursuant to Minnesota Statutes 1957, Section 3.19, as amended by Laws 1959, Chapter 366, Section 1, which reads:

"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 will be used to the greatest possible extent." and

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

"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, the parts therein shown with a line drawn through them shall be understood as being deleted from the old law and the underlined material shall be understood as being added to the old 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 styles and forms contained here are carefully followed the mandate of the statute and the joint rule can be properly carried out.

This booklet 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 and its members in the preparation of bills and other legislative measures the revisor of statutes maintains and conducts a bill drafting department, and, upon request, will draft or aid in drafting bills, resolutions, memorials, and amendments thereto for any member of the legislature, the governor, or any department or agency of the state. All requests for legislative drafting are treated confidentially and are not discussed with anyone unless the requester so desires, and he is assured by statute that both his request and his bill will be treated confidentially. Drafting requests to the revisor of statutes should be submitted as early as possible before or during a legislative session so as to provide the revisor's staff with adequate time to properly prepare a measure.

JOSEPH J. BRIGHT
Revisor of Statutes

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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 chapters of this booklet are 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 generally 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 a combination of an enactment of a new law and the amendment or repeal of an existing law. Amendment or repeal of an existing law is made to the pertinent provision of Minnesota Statutes 1957 (or any later compilation thereof) if the provision to be amended or repealed is contained therein; otherwise it is made to the pertinent provision of a session law. An amendment of a provision of Minnesota Statutes 1957 which was amended in 1959 is made to the pertinent provision of Minnesota Statutes 1957 as amended by the pertinent 1959 act.

Minnesota Statutes are compiled by the revisor of statutes and are intended to include all laws of a permanent and general nature. Minnesota Statutes as published show the year of publication and the material therein contained is prepared, classified, and numbered as required by Minnesota Statutes 1957, 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.

The chapters of this booklet include sample forms of the legislative measures commonly used, including amendments and repeals of provisions of laws compiled in Minnesota Statutes or contained in session laws.

Chapter I

THE BILL

A bill is always required to propose a new law, the amendment or repeal of existing law, the appropriation of money from the state treasury, or amendment of the constitution. It is the most numerous of legislative proposals. In its simplest form a bill has three essential parts: The title, the enacting clause, and the body of the bill.

The title of each bill states its single subject and its purpose; if it proposes to amend or repeal existing law it also contains a reference 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 the title is

A BILL FOR AN ACT

The constitution requires that each bill contain an enacting clause. It is

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

Forms of bills and the style of their preparation are contained in this chapter. The form and content depend upon the purpose of the bill and may be any one or any combination of the following:

1. To enact new law

Forms A, B, and C. C is a special act.

2. To amend existing law

Form D - Amendment of a subdivision of a section of Minnesota Statutes 1957.

Form E - Adding new language to a section of Minnesota Statutes 1957 and dividing section into subdivisions.

Form F - Enacting new law, and amending existing section of Minnesota Statutes 1957; also contains a repeal of existing section of Minnesota Statutes 1957.

3. To repeal existing law

Form G - Repeal of sections of Minnesota Statutes 1957

Form H - Repeal of subdivision of section of Minnesota Statutes 1957

Form I - Repeal of a session law

Form J - Repeal of section of session law

4. To appropriate public money

Forms K and L - Appropriating money from the general revenue fund

Form M - Appropriating money from any other fund (A claim bill showing claimant's address, and providing immediate payment.)

Form N - Providing a standing appropriation for each fiscal year beginning July 1.

Form O - Establishing a revolving fund or account.

5. To propose a constitutional amendment

Form P.

Detailed specifications of styles and forms of bills intended to accomplish any of the purposes enumerated in this chapter appear in Chapter II. Chapter II is prepared primarily for the secretary and typist and contains necessary typing instructions.

A BILL FOR AN ACT

PROHIBITING TRESPASSING UPON THE GROUNDS
OF THE STATE PRISON, THE STATE REFORMATORY
FOR MEN, AND THE STATE REFORMATORY FOR
WOMEN.

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

Section 1. No person shall trespass or loiter upon the grounds of the state prison, the state reformatory for men, the state reformatory for women, or upon any farm or camp or other establishments belonging to the prison or reformatory, without the consent of the warden or superintendent thereof; nor shall any person communicate or in any way assist in establishing communication with any inmate of the state prison or reformatory except as permitted by law or authorized by the warden or superintendent thereof. Whoever violates any of the provisions hereof shall be guilty of a misdemeanor.

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 1957, Chapter 633, except that the appellant shall have the right to a jury trial.

Note: The code number and capitalized headnotes will not be part of the law. If contained in a house bill the revisor of statutes approves their use; if contained in a senate bill the chairman of the standing committee to which the bill is referred may submit the bill to the revisor for approval.

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. The governing body of the village of North Branch may acquire and maintain ambulances and provide for their operation within the county in which the municipality is located.

Sec. 2. This act shall become effective only after its approval by a majority of the governing body of the village of North Branch and upon compliance with the provisions of Laws 1959, Chapter 368.

A BILL FOR AN ACT

RELATING TO THE APPOINTMENT OF COUNSEL IN
CRIMINAL PROCEEDINGS; AMENDING MINNESOTA
STATUTES 1957, SECTION 611.07, SUBDIVISION 1.

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

Section 1. Minnesota Statutes 1957, Section 611.07,
Subdivision 1, is amended to read:

611.07 Subdivision 1. When a defendant shall be
~~arrainged~~ charged upon indictment or information or complaint
for any felony or gross misdemeanor and shall request the
~~court~~ magistrate to ~~appoint-counsel~~ have counsel appointed
to assist in his defense, and satisfied ~~if~~ such magistrate
by his own oath or other required proof that he is unable, by
reason of poverty, to procure counsel, the county attorney
[for complete text see Laws 1959, Chapter 383].

Note: Rules of the house and senate permit only a chapter,
section, or subdivision to be amended.

(Bill is prepared on 8-1/2 x 13 inch paper. See Chapter II)

A BILL FOR AN ACT

RELATING TO THE STATE CIVIL SERVICE,
PROVIDING FOR NON-COMPETITIVE POSITIONS;
AMENDING MINNESOTA STATUTES 1957,
SECTION 43.20.

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

Section 1. Minnesota Statutes 1957, Section 43.20, is amended to read:

43.20 Subdivision 1. Positions in the classified service may be filled without competition only as provided in this section.

Subd. 2. When there are urgent reasons for filling a vacancy in any position in the classified service and the director [for complete text of section see Laws 1959, Chapter 5].

Sec. 2. Section 1 is in effect as of April 13, 1957.

Note: Section 2 is a retroactive effective date; to determine whether an effective-date provision should be included see Minnesota Statutes 1957, Section 645.02, as amended by Laws 1959, Chapter 368, Section 4. If any part of a bill is underlined and an effective date section is added it, too, should be underlined.

For adding a subdivision to a section which is already subdivided see forms Z and AA, pages 41 and 42.

(Bill is prepared on 8-1/2 x 13 inch paper. See Chapter II)

A BILL FOR AN ACT

RELATING TO COUNTY TUBERCULOSIS SANATORIA
AND STATEMENTS IN CONNECTION THEREWITH;
AMENDING MINNESOTA STATUTES 1957, SECTION
782.45; REPEALING MINNESOTA STATUTES 1957,
SECTION 782.46.

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

Section 1. Minnesota Statutes 1957, Section 782.45, is amended to read:

782.45 The county sanatorium commission shall file ~~monthly, -on-or-before-the-fifteenth-of-each-month-with-the state-auditor-reports-of-all-its-finaneial-transaactions-for the-preceeding-month~~ with the commissioner of public welfare an annual statement of its operating costs within 60 days following the close of the fiscal year.

Sec. 2. On or before January 1 of each year the commissioner of public welfare shall prepare an annual statement covering the operating costs of all county sanatoria, a copy of which shall be kept in his office available for public inspection at all times.

Sec. 3. Minnesota Statutes 1957, Section 782.46, is repealed.

A BILL FOR AN ACT

RELATING TO THE EXPRESSION OF THE POPULAR
WILL FOR PARTY NOMINATIONS FOR PRESIDENT
OF THE UNITED STATES; PROVIDING FOR THE
SELECTION OF DELEGATES AND ALTERNATES TO
CONVENTIONS OF NATIONAL POLITICAL PARTIES;
REPEALING MINNESOTA STATUTES 1957, SECTIONS
202.41 to 202.54.

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

Section 1. Minnesota Statutes 1957, Sections 202.41
to 202.54, are repealed.

A BILL FOR AN ACT

RELATING TO NONRESIDENT MOTOR VEHICLE OWNERS;
REPEALING MINNESOTA STATUTES 1957, SECTION
816.12, SUBDIVISION 4.

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

Section 1. Minnesota Statutes 1957, Section 816.12,
Subdivision 4, is repealed.

A BILL FOR AN ACT

RELATING TO THE SALARY OF THE COUNTY
SURVEYOR IN CERTAIN COUNTIES; REPEALING
LAWS 1917, CHAPTER 456, AS AMENDED.

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

Section 1. Laws 1917, Chapter 456, as amended by Laws
1919, Chapter 426, Laws 1943, Chapter 426, and Laws 1945,
Chapter 566, is hereby repealed.

A BILL FOR AN ACT

RELATING TO CERTAIN TOWNS; REPEALING LAWS
1941, CHAPTER 998, SECTION 6.

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

Section 1. Laws 1941, Chapter 998, Section 6, is
repealed.

A BILL FOR AN ACT

APPROPRIATING MONEYS FOR SALARIES TO THE
REVISOR OF STATUTES FOR THE FISCAL YEARS
BEGINNING JULY 1, 1961, AND ENDING JUNE
30, 1963.

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 salaries for the fiscal years beginning July 1, 1961, and ending June 30, 1963, is appropriated to the revisor of statutes from any moneys in the state treasury not otherwise appropriated.

A BILL FOR AN ACT

APPROPRIATING MONEYS FOR SALARIES TO THE
REVISOR OF STATUTES FOR THE FISCAL YEARS
BEGINNING JULY 1, 1961, and ENDING JUNE
30, 1963.

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

Section 1. There is appropriated to the revisor of
statutes from the general revenue fund in the state treasury
the sum of \$500 or so much thereof as may be necessary for
the payment of salaries for the fiscal years beginning July
1, 1961, and ending June 30, 1963.

A BILL FOR AN ACT

RELATING TO THE CLAIM OF JOHN DOE AGAINST
THE STATE AND 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 of 316 Jones street, Victoryville, Minnesota, from the income tax 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.

Note: The claimant's address should always be shown in a claim bill so that, if the bill is passed, payment is not delayed. Here section 2 will permit immediate payment; otherwise payment cannot be made until July 1 following the date of final passage.

A BILL FOR AN ACT

RELATING TO THE LEGISLATIVE ADVISORY
COMMISSION AND APPROPRIATING MONEYS
ANNUALLY THEREFOR.

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

Section 1. The sum of \$2000 is appropriated annually
to the legislative advisory commission for the payment of
supplies and expenses.

Note: This standing appropriation is for each fiscal year
beginning July 1.

(Bill is prepared on 8-1/2 x 13 inch paper. See Chapter II)

A BILL FOR AN ACT

RELATING TO POSTAGE OF STATE DEPARTMENTS AND
AGENCIES; CREATING A REVOLVING ACCOUNT IN
CONNECTION THEREWITH AND APPROPRIATING MONEYS
THEREFOR.

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

Section 1. Subdivision 1. To enable the commissioner of administration to operate a mailing center for the dispatch of official mail and documents a postage revolving account is created in the state treasury.

Subd. 2. The account shall consist of all fees collected by the mailing center from state departments and agencies for the purchase of postage plus the sum of \$500 which is appropriated from the general revenue fund for such purpose. All moneys in the postage revolving fund are appropriated annually to the commissioner of administration for the purchase of postage for the state departments and agencies.

Note: Effective date of this bill is July 1 following final passage.

A BILL FOR AN ACT

PROPOSING AN AMENDMENT TO MINNESOTA
CONSTITUTION, ARTICLE V, SECTIONS 3 AND
5, PROVIDING FOR A FOUR YEAR TERM FOR
THE OFFICE OF GOVERNOR AND OTHER
CONSTITUTIONAL OFFICERS.

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

Section 1. The following amendment of Minnesota
Constitution, Article V, Sections 3 and 5, is hereby
proposed to the people of the state for their approval or
rejection, which sections when amended shall read as
follows:

Sec. 3. The term of office for the governor and
lieutenant governor shall be ~~two~~ four years, and until
their successors are chosen and qualified. Each shall
have attained the age of ~~twenty-five-(25)~~ 25 years; and
shall have been a bona fide resident of the state for one
year next preceding his election. Both shall be citizens
of the United States.

Sec. 5. The official term of the secretary of state,
treasurer ~~and~~, attorney general, and state auditor shall
be ~~two-(2)~~ four years;--~~The official term of the state~~
~~auditor shall be four-(4)-years;~~ and each shall continue
in office until his successor shall have been elected and
qualified. The further duties and salaries of ~~said~~ the

executive officers shall each be prescribed by law.

Sec. 2. This proposed amendment shall be submitted to the voters for their approval or rejection at the general election for the year 1958 in a manner provided by law, and if adopted this amendment shall take effect as to terms of office beginning on the first Monday in 1963. The ballots used at the election shall have printed thereon:

"Shall Article V, Sections 3 and 5 of the Constitution of the State of Minnesota be amended so as to provide for the election of the governor, lieutenant governor, secretary of state, treasurer, and attorney general for four year terms beginning with the general election in 1962?

Yes.....

No....."

Chapter II

SPECIFICATIONS FOR PREPARING BILLS FOR INTRODUCTION (Including grammar, punctuation, form, and typing requisites)

ALL SECRETARIES AND TYPISTS PLEASE NOTE:

To the extent possible each bill introduced in either body of the legislature if amended will be engrossed with the assistance of copying machines and other devices, provided it has been prepared in accordance with the suggestions contained in this chapter. Each bill which is passed in the legislature will likewise be enrolled with the use of such equipment. A bill introduced in either body and passed by the legislature without change will be enrolled by photographing the original bill, after blocking out "A Bill For An Act" from the title, and reproducing the bill on specially prepared paper carrying the words "An Act"; as so prepared the bill will be presented to the governor.

This method of engrossing and enrolling is authorized by law and required by the legislature. For this reason all bills, all amendments of bills, and all standing committee and conference committee reports with relation thereto are to be typed carefully and in accordance with the suggestions contained in this booklet. The appearance of erasures or strikeouts is to be avoided. Margins, indentations, capitalization, and all matters of form are to be determined precisely. A failure to comply with these suggestions will delay the processing of legislative measures and result in a noncompliance with the law and the mandate of the legislature.

a. Typing requisites

One side only of good quality, white, 8-1/2 x 13 bond. Four copies of a bill are required for each body. (The paper, size, and number of copies of resolutions and amendments will appear in the chapters devoted to such subjects.) Use fresh carbons.

PAPER

Standard pica type or its equivalent; black ribbons. Any other style type or any other color ribbon does not lend itself to machine reproduction of bills.

TYPE;
RIBBONS

(a. Typing requisites, continued)

Typing must be clear and accurate, with no appearance of erasures or strikeouts; there must be no language stricken out (except as necessary for amending existing law) and no matter inserted above or between typing lines. The machine operation for engrossing or enrolling is a photographic process which reproduces every mark on a page.

TYPING
ACCURACY

Page 1 (the title page) must have a top margin of two inches (12 spaces from the top edge of the paper) above A BILL FOR AN ACT; side and bottom margins of page 1 and all margins on subsequent pages must be 1-1/4 inches (no less than 12 spaces for right margin, exactly 12 spaces for left margin, eight spaces each for top and bottom margins). Words should not be divided at the end of lines; therefore it is impossible to maintain an exact margin at the right side of the page; however, the minimum should be observed.

MARGINS

Indent five spaces for the first line of paragraphs; do not block-indent any matter except the title; (in proposed constitutional amendments the quoted form of ballot may be blocked -- see Form P in Chapter I). See TITLE STYLE and ENACTING CLAUSE STYLE on page 25.

INDENTATION

All matter is double spaced except the title (see forms in Chapter I).

SPACING

Number each page in the approximate center of the bottom margin (at least four spaces below the last line, but no less than 1/2 inch and no more than 1-1/2 inches above the lower edge of the paper) using figure only (i.e. 1 not -1- or 1.). See Form P, Chapter I.

NUMBERING
PAGES

The first section and first subdivision of each section are designated with complete spelling; subsequent sections or subdivisions are designated by abbreviation; use Arabic numbers followed by a period. Note that articles are centered on the page; use Roman numerals and omit the period after the number. (See Form Q at the end of this chapter.)

NUMBERING
BILL
DIVISIONS

N.B. Lower case for:

Commissioner
Traction
State Auditor
auditor
County Auditor

State (when not in a name, as
"Minnesota State Building
Fund"
page 23

(a. Typing requisites, continued)

STRIKING
OUT AND
UNDERLINING

In amending existing law (see c. Amendatory Sections; Amendatory Bills, beginning on page 29) changes desired are indicated by striking with a continuous line of hyphens the unwanted matter and underlining with a continuous typed line any inserted matter, whether an addition to the law or a substitution for matter stricken from the law. The purpose of the striking and the underlining of material is to enable the reader at a glance to distinguish between the law as it now exists and the proposed law. The legislative rule for substituting new matter for old is that the stricken old matter precede its underlined substitute. (See Forms D and F, Chapter I.)

If Minnesota Statutes are being amended, copy the text from Minnesota Statutes 1957; if Minnesota Statutes as amended by Laws 1959 are being amended copy the text from Laws 1959; if an uncoded session law is being amended copy the text from the official published session laws for that year; do not copy from any other publication.

Printed white bill covers (or "backs") are available from the secretary of the senate and clerk of the house for senate bills (marked S.F. No.____) and house bills (marked H.F. No.____). The four copies of a bill submitted to each body are backed. Only the title is typed on the cover; it duplicates the bill title except for spacing (that is, the remainder of the title is typed immediately following the printed words A BILL FOR AN ACT; words may be divided at the end of the line to confine the title width to approximately that of the cover printing. For extremely long titles it is preferred that the excess extend into the space to the left of the printed column -- see Forms R and S, this Chapter, -- since the space to the right may be required for special stamping.)

COVERS
(BACKS)

Fold covers on the heavy black line and insert pages face up under the folded edge, stapling twice near the open edge of the cover so that pages will be held securely. Each body must get one clear copy (either the original or the first

ASSEMBLY

(a. Typing requisites, continued)

carbon copy) of the bill; this bill is inserted in the original cover for each house -- this is important for machine processing of bills.

ASSEMBLY
(continued)

Very large bills, too thick to hold well with ordinary staples, are fastened with patented "Acco" fasteners which require that holes be punched in the pages. Do not try to fold the cover over the thickness of such bills; fold the edge of the cover back on itself and punch holes through the fold; then place the punched pages on top of the cover and fasten all together. (The title page and cover should be reinforced with gummed circles.)

ASSEMBLING
VERY LARGE
BILLS

b. Grammar and Style

The first line of the title (A BILL FOR AN ACT) is centered two inches (12 spaces) from the top edge of the paper; double space below this; then in block form, single space, indented no less than ten spaces from the left and five spaces from the right margins, type the remainder of the title -- entire title in capitals. (See forms in Chapter I.)

TITLE STYLE

The enacting clause (BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:) is set two spaces below the title, beginning at the left margin without indentation, and is entirely capitalized. See Forms in Chapter I.

ENACTING
CLAUSE STYLE

Statutes are cited Minnesota Statutes 1957; session laws are cited according to the session in which enacted: Extra Session Laws 1958; Extra Session Laws 1959; Laws 1959 (the regular session); the constitution is cited Minnesota Constitution. Chapters, sections, subdivisions, or articles cited are designated with full spelling, the words capitalized: e.g. Minnesota Statutes 1957, Section 923.45, Subdivision 4; Extra Session Laws 1958, Chapter 302, Section 3; Laws 1959, Chapter 795, Section 7; Minnesota Constitution, Article V, Section 2, etc. See Forms, Chapter I.

CITATIONS

(b. Grammar and Style, continued)

In general, use only necessary punctuation; omit commas unless they are required for clarity (but see next paragraph); if there is the slightest doubt, omit; it is easier to add punctuation than to delete it. Note: In copying punctuation from an existing law do not change; copy exactly unless the punctuation is amended in the same manner as any other amendment of existing law.

PUNCTUATION:

1. In General

Always insert the comma before the conjunction or disjunction within a series of words, phrases, or clauses; e.g. "The flag is red, white, and blue." The meaning in this instance may be perfectly clear without the marked comma; in many cases, however (particularly where long phrases or clauses are involved) the last comma is necessary to understanding; for this reason it is always inserted. Note that this rule includes semicolons in those instances where the units of a series are separated by semicolons due to further division by internal commas (see Form S, this chapter).

2. Commas in Series

The title always ends with a period; the enacting clause, with a colon. Place a period after the number of a section or subdivision designation but not after article numbers (see Form Q, this chapter, illustrating numbering of bill divisions) and not after statutory coding (see Forms B, D, E, and F, Chapter I).

3. Special usage in bills

Do not use quotation marks around quoted portions of existing law (see Forms D, E, and F, Chapter I) but do quote sample forms proposed by a bill (see Form P, Chapter I). Where quotation marks are used, if the quoted matter is followed by a period or comma the period or comma appears inside the closing quote whether it pertains to the quoted matter or not. If the quoted matter is followed by other punctuation such punctuation appears inside the closing quote only if it is a part of the quotation; otherwise it follows the closing quote mark. For example:

4. Quotation Marks

"Stars and Stripes," other periodicals,
and certain books --

(b. Grammar and Style, continued)

Everyone is familiar with Patrick Henry's words beginning "give me liberty."

PUNCTUATION,
continued

Everyone is familiar with Patrick Henry's words beginning "give me liberty"; few remember the entire speech.

4. Quotation
Marks
continued

He asked "Where are you going?"

Did you buy me a "Herald"?

Numbers one through ten are expressed in words; numbers in excess of ten are written in figures; but note the following exceptions and specific directions:

NUMBERS:

1. General
Rule

All numbers in connected groups are in figures if any standing alone would be (6, 12, or 18 - not six, 12, or 18); numbers beginning a sentence are expressed in words, although figures may be used at the beginning of tabulations.

2. Connected
groups;
Tabulations

Ordinal numbers are usually expressed in words (fifth; eighty-first) although this may be confined to the first through tenth, using figures for those above the tenth (11th, 22nd, 43rd), as in the general rule above.

3. Ordinal
Numbers

Dates are always figures (November 1 - not November 1st; and not "the first of November," which suggests an indefinite time, corresponding to "the last of November"); if the year is included it is usually set off by commas.

4. Dates

Numbers including a fraction are expressed in figures (5-1/2; 7-5/8); fractions alone, however, are usually expressed in unhyphenated words (one half; three fourths) although cumbersome fractions may be expressed in figures (3/27).

5. Fractions

Numbers including a dollar sign are expressed in figures but vague amounts may be expressed in words (a dollar, a million dollars). Note that million-dollar amounts may combine figures with words, following the "one through ten" rule:

6. Money

(b. Grammar and Style, continued)

one million dollars, ten million dollars, 12 million dollars. Dollar amounts omit the decimal and zeros (\$1, \$5) even in a series where some of the amounts include odd cents (e.g. "\$5, \$10.50, \$16, and \$21.50") unless such amounts are tabulated:

\$ 5.00
10.50 (tabulations are double spaced
16.00 like the rest of the bill)
21.50

Chapter, article, section, and subdivision numbers are expressed in figures, but note that article numbers are expressed in Roman numerals (see Form Q, this chapter).

Compound numbers, either cardinal or ordinal, when expressed in words are hyphenated (twenty-five; twenty-fifth; but note one hundred; two hundred and twenty-fifth).

Symbols such as ¢, %, #, °, &, @ (cents, percent, number or pounds, degrees, and at) should be avoided. (The dollar symbol is used, as set forth under Money, above.)

Avoid abbreviations (but see NUMBERING BILL DIVISIONS, page 23) unless the abbreviation is part of a corporate name or legal citation. In the interior of a bill references to chapters, articles, sections, or subdivisions never use abbreviations.

Spelling is according to Webster's New International Dictionary.

NUMBERS,
continued

6. Money,
continued

7. Bill
Divisions

8. Compound
Numbers

SYMBOLS

ABBREVIATIONS

SPELLING

(b. Grammar and Style, continued)

Capitalize:

CAPITALIZATION

Proper names
Derivatives of proper names
The first word following a colon
The first word of each item in an enumeration following a colon
"Article," "section," or "subdivision," when preceded by Minnesota Statutes 1947, Laws 1959, or other citations

Do not capitalize:

Generic political subdivisions, whether used in conjunction with a proper name or not (district, state of Minnesota, Polk county)

Boards, commissions, and other bodies (board of regents, legislature, department of public welfare, bureau of Indian affairs)

Titles of officials, whether elective or appointive, unless the title is used in addressing them (governor, president, revisor of statutes, director, senator, Mr. President)

"section 1, subdivision 1, of the municipal court act," and similar phrases

c. Amendatory Sections; Amendatory Bills

Any section of a bill which amends existing law (or proposes a constitutional amendment) is an amendatory section; any bill containing even a single amendatory section is an amendatory bill. Following are special rules pertaining to form and usage in the drafting of amendatory bills:

DEFINITION

(c. Amendatory Sections; Amendatory Bills, continued)

The legislative rule on striking and underlining (see STRIKING OUT AND UNDERLINING, page 24) contemplates that all new matter in an amendatory bill be underlined. Thus in a bill which combines new law and amendments to existing law (see Form F, Chapter I) the complete text of sections creating new law is underlined; this rule includes the text of sections repealing existing law or setting an effective date, even though these do not "enact new law"; but does not include the introductory statement of the law amended (see Form F, Chapter I, especially lines 1 and 2 of section 1, and Form P, Chapter I, the first paragraph of section 1; note also in Form P that the proposed ballot on page 2 has not been underlined).

STRIKING
AND
UNDERLINING:

1. Underline
all new
matter

In amendatory bills any change from the existing form (except capitalization or spacing) must be indicated by striking or underlining; this includes deleting the decimal and zeros after dollar amounts or changing a comma to a period; do not, however, add parts or strike parts of words or figures; for example:

2. Treat
Complete
Units

~~(a)~~ (b)

not ~~(ab)~~

~~\$5.00~~-\$5

not ~~\$5.00~~

~~commission~~ commissioner not ~~commissioner~~

~~per-cent~~ percent (here "per-cent" had been hyphenated; to change it to the correct form the entire word as it appeared was typed and stricken followed by the correct form, underlined. While striking a hyphen is impossible with the typewriter's limitations, the striking and underlining as used will flag the printer so that the correct form will appear in the next issue of the statutes.)

As explained on Form B, Chapter I, the headnotes are not a part of the law; they should be omitted when copying existing law for amendatory sections. If for any reason they are inserted they always appear completely capitalized, closed by a period, and enclosed within brackets; they are never underlined, even if amended.

3. Headnotes

(c. Amendatory Sections; Amendatory Bills, continued)

The coding is not a part of the law (see Form B, Chapter I) but in amendatory sections the coding is inserted if a complete section or the first subdivision of a coded section is amended. See Forms D, E, and F, Chapter I; in Form T, this chapter, note particularly the difference between sections 1 and 2, and section 3.

CODING

In amending new laws enacted since publication of Minnesota Statutes 1957 the section number is inserted if the complete section or first subdivision is amended. See Form U, this chapter.

A BILL FOR AN ACT

(INSERT REMAINDER OF TITLE AS USUAL)

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

Article I

Section 1. (Insert matter desired)-----

-----.

Sec. 2. -----

-----.

Art. II

Section 1. Subdivision 1. -----

-----.

Subd. 2. -----

-----:

a. -----

-----;

b. -----

-----.

Sec. 2. -----

-----.

Art. III (etc.)

H. F.

No. _____

H. F.

No. _____

A BILL FOR AN ACT TO PROVIDE, IN
THE EVENT OF ATTACK UPON THE
STATE, FOR THE CONTINUITY OF THE
EXECUTIVE AND JUDICIAL FUNCTIONS
OF THE GOVERNMENT.

Introduced
and Read First Time } _____ 19____

By Mr. _____

Ref. to Com. on _____

Reported Back _____

Read Second Time _____

Com. of Whole _____

Read Third Time _____

Passed _____

Transmitted to Senate _____

Chief Clerk H. of R.

Read First Time _____

Ref. to Com. on _____

Reported Back _____

Read Second Time _____

Com. of Whole _____

Read Third Time _____

Passed _____

Returned to House _____

Secretary of Senate.

H. F.

No. _____

H. F.

No. _____

H. F.

No. _____

A BILL FOR AN ACT TO PROVIDE, IN
THE EVENT OF ATTACK UPON THE STATE, FOR THE
CONTINUITY OF THE EXECUTIVE AND JUDICIAL
FUNCTIONS OF THE GOVERNMENT OF THE STATE AND
THE GOVERNMENTS OF THE POLITICAL SUBDIVISIONS
OF THE STATE BY PROVIDING FOR EMERGENCY
INTERIM SUCCESSION TO EXECUTIVE OFFICES OF THE
STATE AND ITS POLITICAL SUBDIVISIONS; BY PRO-
VIDING FOR SPECIAL EMERGENCY JUDGES; AND BY
AUTHORIZING POLITICAL SUBDIVISIONS TO ENACT
RESOLUTIONS AND ORDINANCES RELATING TO THE
SUBJECT; AMENDING MINNESOTA STATUTES 1957,
SECTION 785.12, AS AMENDED.

Introduced
and Read First Time } _____ 19____

By Mr. _____

Ref. to Com. on _____

Reported Back _____

Read Second Time _____

Com. of Whole _____

Read Third Time _____

Passed _____

Transmitted to Senate _____

Chief Clerk H. of R.

Read First Time _____

Ref. to Com. on _____

Reported Back _____

Read Second Time _____

Com. of Whole _____

Read Third Time _____

Passed _____

Returned to House _____

Secretary of Senate.

H. F.

No. _____

[TITLE]

[ENACTING CLAUSE]

Section 1. Minnesota Statutes 1957, Section 923.45,
is amended to read:

923.45 The ~~commissioner-of-highways~~ department shall
be charged [etc].

Sec. 2. Minnesota Statutes 1957, Section 923.46,
Subdivision 1, is amended to read:

923.46 Subdivision 1. The department [continue
with subdivision, striking and underlining as desired for
purposes of amending].

Sec. 3. Minnesota Statutes 1957, Section 923.46,
Subdivision 3, is amended to read:

Subd. 3. Any employe of the department convicted of
a misdemeanor [etc].

Sec. 4. Minnesota Statutes 1957, Section 923.46,
Subdivision 2, is hereby repealed.

Note: The text is copied from Minnesota Statutes 1957 and
from no other publication.

(Bill is drawn on 8-1/2 x 13 inch paper. See Chapter II)

[TITLE]

[ENACTING CLAUSE]

Section 1. Laws 1959, Chapter 864, Section 1, is amended to read:

Section 1. Subdivision 1. ~~There-is-hereby-created~~
A board is established to [copy remainder of subdivision from 1959 session laws, amending as desired].

Subd. 2. When any member of the board ~~or-any-other~~
person is [etc., as in subdivision 1].

Subd. 3. On or before ~~the-first-day-of~~ July 1 in each succeeding year [etc., as in subdivision 1].

Sec. 2. Laws 1959, Chapter 864, Section 2, Subdivision 3, is amended to read:

Subd. 3. [Insert the subdivision, as amended, copied from the 1959 session laws].

Note that if chapter 864 were from the 1958 special session the preliminary statements for sections 1 and 2 would read:

Section 1. Extra Session Laws 1958, Chapter 864, Section 1, is amended to read:

Sec. 2. Extra Session Laws 1958, Chapter 864, Section 2, Subdivision 3, is amended to read:

A BILL FOR AN ACT

RELATING [etc.]; AMENDING MINNESOTA STATUTES
1957, SECTION 923.47, AS AMENDED.

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

Section 1. Minnesota Statutes 1957, Section 923.47,
as amended by Laws 1959, Chapter 800, Section 5, is
amended to read:

923.47 The board shall be appointed by the governor
and shall [insert text from the 1959 session laws, amending
as desired. Do not underline matter in italics, which
indicates matter new at that time]

A BILL FOR AN ACT

PROVIDING [etc.]; AMENDING MINNESOTA STATUTES
1957, SECTION 923.47, SUBDIVISION 3, AS
AMENDED.

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

Section 1. Minnesota Statutes 1957, Section 923.47,
Subdivision 3, as amended by Laws 1959, Chapter 800, Section
6, is amended to read:

Subd. 3. Any person appointed to the board within the
period [insert text from 1959 session laws, striking and
underlining as desired; do not underline matter in italics,
which indicates matter new at that time.]

A BILL FOR AN ACT

RELATING TO [etc.]; AMENDING MINNESOTA STATUTES
1957, SECTION 700.04, AS AMENDED.

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

Section 1. Minnesota Statutes 1957, Section 700.04,
as amended by Extra Session Laws 1959, Chapter 250, Section
2, is amended to read:

700.04 [Here insert the text, copied from the 1959
extra session laws, amended as desired. Do not underline
matter in italics, which indicates matter new at that time.]

A BILL FOR AN ACT

RELATING TO [etc.]; AMENDING MINNESOTA
STATUTES 1957, SECTION 700.05. SUBDIVISION
4, AS AMENDED.

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

Section 1. Minnesota Statutes 1957, Section 700.05,
Subdivision 4, as amended by Extra Session Laws 1959,
Chapter 901, Section 8, is amended to read:

Subd. 4. [Here insert the text of the subdivision,
copied from the 1959 extra session laws, amended as
desired. Do not underline matter in italics, which
indicate matter new at that time.]

[TITLE]

[ENACTING CLAUSE]

Section 1. Minnesota Statutes 1957, Section 700.01,
is amended to read:

700.01 Subdivision 1. The ~~department-of-conservation~~
commissioner [etc.]

Subd. 2. [Insert complete subdivision, amended or
not as desired.]

Subd. 3. Any person who obtains [etc.; insert the
complete subdivision desired, entirely underlined, including
the subdivision designation as shown.]

[TITLE]

[ENACTING CLAUSE]

Section 1. Minnesota Statutes 1957, Section 700.02,
is amended by adding a new subdivision to read:

The commissioner may also award contracts [etc. --
insert complete subdivision desired, completely under-
lined].

Note: On this form the section is presently subdivided.
See also Form E, where a section not presently
subdivided has had matter added and the section
has been subdivided.

The subdivision number in this case might have
been added, as on Form Z; however, if a new subdivi-
sion is numbered it may have to be renumbered
when the statutes are compiled, since other acts
may amend the same section; if the number is omitted
the revisor of statutes, in compiling the statutes,
will number it correctly in sequence.

LEGISLATIVE REFERENCE LIBRARY
STATE OF MINNESOTA

[TITLE]

[ENACTING CLAUSE]

Section 1. Minnesota Statutes 1957, Section 700.03,
is amended to read:

700.03 Subdivision 1. [Copy subd. 1 from statutes]

Subd. 2. [Copy subd. 2 from the statutes]

Subd. 3. [Here insert the desired new matter,
entirely underlined, including the subdivision designation,
as shown.]

Subd. 4. [Insert as above.]

~~Subd. 3.~~ Subd. 5. [Here insert the text from the
existing subd. 3; do not underline the text, but strike
and underline the subdivision designation as shown.]

~~Subd. 4.~~ Subd. 6. [Here insert the text from the
existing subd. 4; do not underline text, but strike and
underline subdivision designation as shown.]

Chapter III

THE RESOLUTION

The form and style of a resolution is similar to that of a bill. The form is usually more ornate; the rules pertaining to capitalization vary. A resolution does not have an enacting clause.

Three forms of resolutions are in common use in the Minnesota legislature: Simple, concurrent, and memorial. These forms and their use are as follows:

1. The simple resolution. The simple resolution is used for matters concerning the internal operation of one body. The chief clerk of the house and the secretary of the senate will advise concerning the number of copies required for simple resolutions and the number on which covers (or backs) must be affixed; they will supply to their members the blue covers required, on which the title will be typed as for bills.

The specifications for bill drafting equally apply to drafting a simple resolution. The title of a simple resolution is centered, capitalized, and spaced as in a bill, but the first line of the title is either A SENATE RESOLUTION or A HOUSE RESOLUTION. See Form CC, this chapter.

2. The concurrent resolution. The concurrent resolution is used for matters concerning the operation of both the senate and the house of representatives. It is not legislative in character and may be used to express views, principles, or opinions. The chief clerk of the house and the secretary of the senate will advise concerning the number of copies required and the number on which covers (or backs) must be affixed; they will supply to their members the yellow covers required, on which the title will be typed as for bills.

If it is desired to introduce a concurrent resolution in both bodies the resolution is prepared separately for each. The resolving clause of the resolution introduced in the house is BE IT RESOLVED by the House of Representatives of the State of Minnesota, the Senate concurring therein; the resolving clause of the resolution introduced in the Senate is BE IT RESOLVED by the Senate of the State of Minnesota, the House of Representatives concurring therein. See Form DD, this chapter.

If the concurrent resolution is to be sent to anyone it should direct the secretary of the senate (if introduced in the senate) or the chief clerk of the house (if introduced in the house) to make the required delivery. See the last paragraph of the form of memorial resolution, Form EE, this chapter.

3. Memorial Resolution. A memorial resolution is used to petition the President, the 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.

A memorial resolution follows the procedure of a bill and therefore should be prepared in accordance with the specifications governing bills. See Chapter II.

Four copies of a memorial resolution are required for introduction in each body, each with a white cover (or back). The title of a memorial resolution is typed on each cover as for a bill. The first line of the title is A RESOLUTION. See Form EE, this chapter.

If the memorial resolution is to be sent to anyone it should direct the secretary of state to make the required delivery.

A HOUSE RESOLUTION

OF SYMPATHY TO THE FAMILIES OF DECEASED
MEMBERS.

WHEREAS, an Almighty and Omnipotent God in His
infinite wisdom has since our last Memorial Service
called to their Heavenly Home to enjoy the rewards [etc.]

The Honorable

[list names of deceased]

former members of this body; and

WHEREAS, the high character [etc.] of these men
merit an expression of respect for their memory;

NOW, THEREFORE, BE IT RESOLVED that the House of
Representatives, in session assembled this [date] do
express to the families of these deceased our heartfelt
sympathy [etc.]

"They rest from their labors and their works do
follow them."

Note: For the senate the first line of the title would be
A SENATE RESOLUTION and the resolving clause would
refer to the senate rather than the house of rep-
resentatives.

A 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 be and he is hereby directed to reserve all parking space necessary on the Capitol grounds for the use of the members of the Legislature during the Legislative Session of 1959, and allowing reasonable space for parking to the general public having business at the Capitol, and 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 Rules Committee of the House are authorized to designate such personnel for the purpose of carrying out this resolution.

Note: If a similar resolution were introduced in the house, the resolving clause would read as follows:

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

A RESOLUTION

MEMORIALIZING THE FEDERAL POWER COMMISSION
TO PERMIT FURNISHING OF NATURAL GAS TO
NORTHEASTERN MINNESOTA.

WHEREAS, it is now more than twenty years since the first application was made to the Federal Power Commission for a certificate of necessity to install [etc.]; and

WHEREAS, this fuel is vitally necessary for use in processing the lower grade iron ores so abundant in northeastern Minnesota; and

WHEREAS, the lack of this fuel for use [etc.];

NOW, THEREFORE, BE IT RESOLVED by the Legislature of the State of Minnesota that the Federal Power Commission be requested to speedily process the applications for permission to furnish natural gas to this area.

BE IT FURTHER RESOLVED that the Secretary of State be instructed to transmit copies of this resolution to the Federal Power Commission.

Chapter IV

AMENDMENTS TO BILLS

An amendment to a bill (or a memorial resolution) is considered by a body of the legislature in the form of a committee report, a conference committee report, or a proposal of an individual member. Each change made in a bill is an "amendment" and several changes may be proposed in a single document.

Amendments to bills are proposed, in writing, to a body of the legislature as one of the following:

1. A floor amendment: This is the proposal of an individual member offered when the body sits as a committee of the whole, or at any other time when the rules of the body permit amending a bill on the floor. See Forms FF, GG, and HH, this chapter.

2. A committee report: This is the report to the body by a standing committee which may recommend the adoption of an amendment to a bill. This report is prepared on forms furnished to the senate by its secretary and to the house of representatives by its chief clerk.

3. Conference committee report: This is the report of conferees appointed by each body, which may recommend the adoption of an amendment to a bill in order to resolve differences in the proposals of both bodies. See Forms LL and MM, this chapter.

The form and style of an amendment which may be proposed in a standing committee are governed by the rules of the standing committee. The chief clerk of the house of representatives, as to the house, and the secretary of the senate, as to the senate, will advise concerning number of copies required of a floor amendment, committee report, or conference committee report.

A bill which is amended will be engrossed. An amendment may be made to an engrossed bill; it may be made to the printed bill, if the body is working from the printed bill; or it may be made to a bill previously amended, where the earlier amendment has not been incorporated into the

bill by engrossment. To permit the engrossers to readily incorporate the amendment into the bill an amendment should only be prepared with relation to the bill then receiving the consideration of the body. (See also 2. Specifying bill, page 51.) In addition the following instructions should be observed.

a. General form and style

Any amendment adopted by a body is printed in the daily journal of that body. Copy is furnished the printer in the form in which the amendment is received by the body. To minimize instructions to the printer an amendment should be typed as compactly as possible, using narrow margins and single spacing. However, the requirements of the next paragraph relating to typing inserts should also be observed in the cases noted:

COMPACTNESS

Where a bill is so extensively amended that not all of the material can be inserted on the committee report form furnished by the chief clerk of the house or the secretary of the senate, and it becomes necessary to attach to the form extra sheets, if the attached material consists of inserts of one or more complete sections or subdivisions, such material for inserting in the bill shall be set up in bill form; i.e. margined, indented, and double spaced according to the rules for bills beginning on page 22. See Forms FF and II, this chapter. This is to permit machine engrossing of the material attached.

TYPING
INSERTS

Any matter to be inserted in a bill by amendment must be prepared exactly as it is to appear with regard to the use of figures, symbols, abbreviations, spelling, punctuation, etc. This is true whether it is set up in double spaced paragraphs for machine engrossing (see preceding paragraph) or consists of single words or figures which the engrossers will incorporate into the bill by re-typing.

It should be remembered that an engrosser will be required to read the instructions to incorporate an amendment into an engrossment of the bill. This means that the instructions for amending must be clearly and exactly stated.

AMENDER'S
INSTRUCTIONS:

1. In general

(a. General form and style, continued)

AMENDER'S
INSTRUCTIONS:
continued

If the printed bill is used in preparing amendments it must be specified; and line, section, and page numbers referred to in the instructions must be as shown on the printed bill. If the typed ("original" or "official") bill is used it should be specified and line, section, and page numbers shall be determined from the typed bill.

2. Specifying
bill

In specifying the line number, line 1 of the title is A BILL FOR AN ACT; line 1 of a section is the line beginning with the section number (in amendatory sections, the first line of the statement of the law amended; for example, "Minnesota Statutes 1957, Section 872.11, is amended to read:") In the printed bill lines are numbered, with a complete section numbered in sequence, each new section commencing with line 1. When using the typed bill it is not necessary or even desirable to count lines from the beginning of a section if a line can be located definitely in other ways; for example, if the section is subdivided, the line of the affected subdivision may be specified. See Forms GG, HH, JJ, and KK, this chapter.

3. Counting
lines

Any proposal containing multiple amendments affecting various parts or pages of a bill must have the amendments set out in orderly fashion; that is, in numerical sequence by section or page or line number (but see next paragraph, TITLE AMENDMENTS; RENUMBERING). Amendments must not conflict with or cancel each other. For instance, in a single committee report there must not be one amendment changing words in a sentence and another amendment striking all of the same sentence. The engrossers have no authority to determine which of two conflicting amendments in a single report takes precedence. There is little danger of this if the individual amendments are set out carefully in order.

ORDER OF
AMENDMENTS

(a. General form and style, continued)

Whenever it is necessary to amend the title as well as the text of a bill the title amendment appears last. See Form HH, this chapter. Whenever, as the result of an amendment, it is necessary to renumber any of the parts of a bill, extreme care must be exercised in such renumbering; or the renumbering may be left to the engrossers with an appropriate statement (see Forms FF and JJ, this chapter); it is best that this statement be left to follow all other amendments except title amendments. The engrossers are authorized to renumber bill divisions if they lack numerical sequence; they are also authorized to correct internal references to bill divisions where inaccurate references result from such renumbering.

TITLE
AMENDMENTS;
RENUMBERING

Unlike bill drafting, in amending bills any matter quoted from the bill is enclosed in quotation marks; enclose within the quotes only the pertinent quoted matter; commas and periods do not appear within the quotation marks unless they are a part of the quotation. Double quotes are preferred throughout, even for quotes-within-quotes (see Form KK, this chapter). When quoting multiple paragraphs of a single quotation, omit the quotation marks except at the beginning of the first paragraph and the end of the last (Form KK).

USE OF
QUOTATION
MARKS

b. Special rules for the various forms of amendments

Use half sheets of 8-1/2 x 13 paper (8-1/2 x 6-1/2) if practical; if more space is required use longer, or full size, sheets rather than two half sheets. See Forms FF, GG, and HH, this chapter.

FLOOR
AMENDMENTS

Forms for the first page or signature sheet of committee reports are furnished by the secretary of the senate or the chief clerk of the house for the use of committees. Committee reports are attached to the bill when it is returned to the desk.

COMMITTEE
REPORTS

Conference committee reports are attached to the bill when it is returned to the desk. See Forms LL and MM, this chapter.

CONFERENCE
COMMITTEE
REPORTS

Messrs. Brown and Smith move to amend H.F. No. 216, the printed bill, as follows:

On page 2 strike all of sec. 3.

On page 3, after sec. 6, add a new sec. 7 to read as follows:

"Sec. 7. No revocation under section 4 shall be made until the commissioner notifies the person of the intention to revoke and allows said person a ten day period after said notice to petition for review. Nothing hereunder shall affect the right to suspend or revoke authorized under other provisions of law applicable before the passage of this act."

Renumber the sections in sequence.

(On floor amendments use 1/2 sheet (8-1/2 x 6-1/2) if practical)

Note: The quoted section 7 has been set up as it would appear in the bill (except for quotation marks, which will be obliterated; the opening quotes were indented only 4 spaces so that the paragraph could be indented the prescribed 5 spaces). Here 3 spaces have been allowed above and below the paragraph of insert so that it may easily be "lifted," attached to the bill, and photographed.

Mr. Anderson, B.D., moves to amend H.F. No. 250, the printed bill, as follows:

In sec. 5, line 2, strike the figure "50" and insert in lieu thereof the figure "25"

(Another proposal)

Mr. Jones moves to amend H.F. 212, the printed bill, as follows:

On page 4, sec. 8, subd. 2, line 14, after the word "provided" strike the following language: ", or who participates in any manner whatsoever in any wrestling exhibition conducted by such unlicensed person,"

(On floor amendments use 1/2 sheet (8-1/2 x 6-1/2) if practical)

Mr. Brown moves to amend H.F. 212, the printed bill, as follows:

Page 2, sec. 2, paragraph (4), line 2, after the word "every" and before the word "boxing" insert the word "professional"

Page 3, sec. 4, subd. 1, strike the last seven lines of new matter.

Page 4, sec. 5, lines 8 and 9, strike the words "or in actual physical control of"; and at the end of the same section strike the period, insert a comma, and add the following language: "if such person is under arrest for such offense."

Further amend by striking all of sections 7 and 8 and renumbering sec. 9 as sec. 7.

In the title, lines 4 and 5, after the figure and punctuation "702.20;" and before the word "and" strike the following: "702.21, Subdivisions 1 and 2, as amended;"

(On floor amendments use half sheet (8-1/2 x 6-1/2) if practical)

On page 2 strike all of sec. 3 and insert in lieu thereof:

"Sec. 3. The county commissioners, in all counties having a population of less than 100,000, shall receive as compensation for services rendered by them for their respective counties annual salaries based on the population according to the then last preceding state or federal census."

Note: The quoted section 3 for insertion in the bill has been set up as it would appear (except for quotation marks, which will be obliterated. The opening quotes were indented four spaces so that the paragraph could be indented the prescribed five spaces). Here three spaces have been allowed above and below the paragraph of insert so that it may easily be "lifted," attached to the bill, and photographed.

On page 1 strike all of paragraph (f).

On page 2 amend sec. 3, line 3, by inserting "675.055" ahead of "Subdivision 1"; in paragraph (a), line 1, strike "\$400" and insert in lieu thereof "\$250"; in paragraph (b), line 2, strike "\$175" and reinstate "\$150".

Reletter the paragraphs of sec. 1 in sequence.

Sec. 4, page 5, line 4 of subd. 22, after the word "Minnesota" and before the period strike the following: "'Land of Ten Thousand Lakes," the home of Lindbergh"

On page 7 at the end of subd. 3 and before subd. 4 insert the following:

"(a) In counties with less than 6,500 inhabitants
\$300 and \$250 for each \$1,000,000 taxable valuation [etc.];

(b) In counties with 6,500 but less than 2,000
inhabitants \$200 and \$175 for each [etc.];

(c) In counties with 12,000 but less than 16,000
inhabitants \$300 and \$75 for each [etc.];"

Note: In the quoted paragraphs for insertion the beginning quotes ["(a)"] have been inserted at four-space indentation so that (a) will line up properly with (b), (c), etc., at the prescribed five-space indentation. Quotes are unnecessary ahead of (b) and (c).

CONFERENCE COMMITTEE REPORT ON H.F. NO. _____ [date here]

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 amendments agreed upon]

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

[signatures] _____
House Conferees

[signatures] _____
Senate conferees

CONFERENCE COMMITTEE REPORT ON S.F. NO. _____ [date here]

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 amendments agreed upon]

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

[signatures] _____
Senate Conferees.

[signatures] _____
House Conferees.