



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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FOREWORD

This booklet is authorized by Minnesota Statutes 1961, Section 482.09, 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:

" . . .

"(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 1961, Section 3.19, reading:

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

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

"Bills, memorials, or resolutions enrolled pursuant to Joint Rule 11, may be prepared for presentation to the governor on good quality paper, approximately 8-1/2 x 13 inches in size, and may be produced by the use of a copying machine. The enrolled bill shall be labeled "An Act" and otherwise shall contain the same material as the bill passed by the legislature. Where the enrolled bill is amendatory of any existing law, 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 suggested styles and forms contained in this booklet are carefully followed, the mandate of the statutes and the joint rule can be properly carried out.

This booklet is intended as a guide to all persons preparing legislative measures introduced and considered in the Minnesota legislature. An earlier edition was prepared in July 1960. The styles and forms comply with the constitution, the statutes, and the rules, customs, and usages of the senate and the house of representatives.

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

In the preparation of this booklet the revisor of statutes obtained the technical aid of two experienced and able legislative officers; and he is, therefore, particularly grateful to the Honorable H. Y. Torrey, Secretary of the Senate, and the Honorable G. H. Leahy, Chief Clerk of the House of Representatives, for their valuable suggestions, comments, and criticisms concerning the rules, customs, and usages of the Minnesota legislature.

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 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 enactment of new law and amendment or repeal of existing law. 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. An amendment to a provision of Minnesota Statutes 1961 which has been amended during the 1963 legislative session is made to the pertinent provision of Minnesota Statutes 1961 as amended by the pertinent 1963 act.

Minnesota Statutes are compiled by the revisor of statutes and are intended to include all laws of a permanent and general nature. The material therein contained is prepared, classified, and numbered as required by Minnesota Statutes 1961, Chapter 648. Laws not included in the Minnesota Statutes retain their original session law designation given by the secretary of state. All laws enacted are contained in the published session laws.

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, contained in the session laws, or appearing only in the form of enrolled acts.

Chapter I

THE BILL

A bill is always required to propose a new law, to amend or repeal existing law, to appropriate money from the state treasury, or to propose an amendment to 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 found beginning on page 6 of this booklet. The form and content depend upon the purpose of the bill, which may be any one or any combination of the following:

1. To enact new law

Forms A and B (General law, of a permanent nature, to be compiled in Minnesota Statutes)

Form C (A "special" law pertaining to local governmental units - see Minnesota Constitution, Article XI, Sections 1 and 2)

2. To amend existing law

Form D (Amending a section of M.S. unamended since publication of M.S. 1961)

Form E (Amending a subdivision of a section of M.S. unamended since publication of M.S. 1961)

Form F (Amending a section of M.S. amended earlier in the same session)

Form G (Amending a subdivision of a section of M.S. amended earlier in same session)

Form H (Amending sections of a session law not previously amended)

Form I (Amending a section of a session law amended at previous sessions)

Form J (Adding new language to a section of M.S. and dividing section into subdivisions)

Form K (Amending a section of M.S. and adding a subdivision)

Form L (Adding a new subdivision to a section of M.S.; section not otherwise amended)

Form M (Combination of enacting new law, and amending and repealing sections of M.S.)

3. To repeal existing law

Form N (Four simple repeals as follows: (1) Repealing section of M.S. amended earlier in same session; (2) repealing subdivision of section of M.S., unamended since publication; (3) repealing session law unamended since original passage; (4) repealing section of session law amended after original passage)

4. To appropriate money

Forms O and P (Alternate styles - simple salary appropriations from general revenue fund)

Form Q (Appropriation from fund other than general revenue fund - claim bill)

4. To appropriate money (continued)

Form R (Standing appropriation for each fiscal year beginning July 1 of current year)

Form S (Establishing revolving fund or account)

5. To propose a constitutional amendment

Form T

In preparing an extensive bill it may be desirable that it be divided into articles (Form U). And every bill is prepared with a cover or back (Forms V and W).

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

A BILL FOR AN ACT

RELATING TO APPEALS FROM CERTAIN COURTS AND
THE RIGHT TO JURY TRIALS THEREON.

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

Section 1. [484.471] [APPEAL, JURY TRIAL ON APPEAL.]

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

Note: The code number [484.471] and the headnote [APPEAL, JURY TRIAL ON APPEAL.] are not part of the law. It is desirable that appropriate headnotes be inserted in proposed new law and that existing headnotes, if appropriate to the amended matter, appear in amendatory law. Proposed coding of new law may be omitted (see Form B). The house requires that new (proposed) coding and any headnotes inserted in house bills be approved by the revisor of statutes. In the senate, the chairman of any standing committee to which a senate bill containing headnotes or new coding is referred may submit the bill to the revisor for approval.

A BILL FOR AN ACT

PROHIBITING TRESPASS UPON THE GROUNDS OF
THE STATE PRISON, THE STATE REFORMATORY
FOR MEN, AND THE STATE REFORMATORY FOR
WOMEN; PROVIDING PENALTY FOR VIOLATION.

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

Section 1. [TRESPASS UPON PRISON AND REFORMATORY
GROUNDS.] Subdivision 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 establishment belonging to
the prison or reformatories, without the consent of the
warden or superintendent thereof.

Subd. 2. Whoever violates the provisions of this
section is guilty of a misdemeanor.

Note: This form omits proposed coding (see note at the
bottom of Form A); if enacted into law the proper
coding will be supplied by the revisor of statutes
when compiling the statutes.

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

A BILL FOR AN ACT

RELATING TO MUNICIPAL AMBULANCES IN THE
VILLAGE OF NORTH BRANCH.

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

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

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 Minnesota Statutes, Section 645.021.

Note: Special laws pertaining to local governmental units
require approval of the local voters or governing
body. The approval clause, section 2 of the bill above,
is a separate section of the bill. See Minnesota
Constitution, Art. XI, Section 2; and M.S. Sections
645.02 and 645.021.

A special law relating to a town should disclose
whether the approval is to be by the town meeting or
by the town board.

A BILL FOR AN ACT

RELATING TO THE DEPARTMENT OF HIGHWAYS;
PROPOSING [etc.]; AMENDING MINNESOTA STATUTES
1961, SECTION 923.46, SUBDIVISIONS 1, 2, AND 3.

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

Section 1. Minnesota Statutes 1961, Section 923.46,
Subdivision 1, is amended to read:

923.46 [HEADNOTE.] Subdivision 1. The ~~commissioner~~
~~of-highways~~ department

[Insert remainder of subdivision, amended
as desired]

Sec. 2. Minnesota Statutes 1961, Section 923.46,
Subdivision 2, is amended to read:

Subd. 2. Any employe of the department ~~of-highways~~
convicted of a misdemeanor

[Insert remainder of subdivision as above]

Sec. 3. Minnesota Statutes 1961, Section 923.46,
Subdivision 3, is amended to read:

Subd. 3. The commissioner ~~of-highways~~ shall

[Insert remainder of subdivision as above]

Note: Each subdivision to be amended is written in a
separate section of the bill.

(All bills are drawn on 8-1/2 x 13 paper. See Chapter IV)

A BILL FOR AN ACT

RELATING TO THE IMPOUNDING OF MOTOR VEHICLE
REGISTRATION PLATES; AMENDING MINNESOTA
STATUTES 1961, SECTION 668.82, SUBDIVISION 1.

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

Section 1. Minnesota Statutes 1961, Section 668.82,
Subdivision 1, is amended to read:

668.82. [IMPOUNDING REGISTRATION PLATES AND
CERTIFICATES.] Subdivision 1. When any person is convicted
of driving a motor vehicle ~~without having a valid drivers~~
~~license in force~~; after the suspension of the drivers license
of such person, the court ~~may~~ shall require the registration
plates and registration certificates of any motor ~~vehicles~~
vehicle involved in such violation owned by such person to
be surrendered to the court. Upon surrender thereof the
court shall issue a receipt therefor.

Note: Rules of the house and senate permit only a chapter,
section, or subdivision to be amended. If only one
of several paragraphs is to be amended the entire
subdivision (or section, if not subdivided) must be
set forth in the bill.

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

A BILL FOR AN ACT

RELATING TO [etc.]; AMENDING MINNESOTA
STATUTES 1961, SECTION 923.47, AS AMENDED.

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

Section 1. Minnesota Statutes 1961, Section 923.47, as amended by Laws 1963, Chapter 879, Section 6, is amended to read:

923.47 [GOVERNOR TO APPOINT MEMBERS.] The governor shall appoint

[Insert remainder of text, amending as desired, copied from the original enrollment of chapter 879, if available from the secretary of state, or from an electrostatic reproduction of the enrollment, available at the office of the revisor of statutes. Do not underline matter underlined in the enrollment, which indicates matter new at that time; omit entirely any matter shown stricken in the enrollment.]

Note: The body of the bill must specify the law previously amending the statute; the title need only add "AS AMENDED."

A BILL FOR AN ACT

PROVIDING [etc.]; AMENDING MINNESOTA STATUTES
1961, SECTION 923.47, SUBDIVISION 3, AS
AMENDED.

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

Section 1. Minnesota Statutes 1961, Section 923.47,
Subdivision 3, as amended by Laws 1963, Chapter 123, Section
6, is amended to read:

Subd. 3. Any person appointed to the board within the
period

[Insert text, amending as desired, copied from
the original enrollment of chapter 123, if avail-
able from the secretary of state, or from an
electrostatic reproduction available at the office
of the revisor of statutes. Do not underline
matter underlined in the enrollment, which indi-
cates matter new at that time; omit entirely any
matter shown stricken in the enrollment.]

Note: The body of the bill must specify the law previously
amending the statute; the title need only add "AS
AMENDED."

A BILL FOR AN ACT

RELATING TO [etc.]; AMENDING LAWS 1951,
CHAPTER 920, SECTION 1; AND SECTION 3,
SUBDIVISION 1.

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

Section 1. Laws 1951, Chapter 920, Section 1, is
amended to read:

Section 1. [LAKEVILLE, CITY OF; FIREMEN'S RELIEF
ASSOCIATION.] The fire department of ~~each-city~~ the city
of Lakeville in Lake county shall maintain

[Insert remainder of section, amending as desired,
from the 1951 session laws. Do not underline mat-
ter in italics, which indicate matter new at the
1951 session.]

Sec. 2. Laws 1951, Chapter 920, Section 3,
Subdivision 1, is amended to read:

Sec. 3. [HEADNOTE.] Subdivision 1. A member of
[Insert remainder of section, as above.]

Sec. 3. [EFFECTIVE DATE.] This act shall become
effective only after its approval by a majority of the
city council of the city of Lakeville and upon compliance
with the provisions of Minnesota Statutes, Section 645.021.

Note: Section 3 of this bill, the "approval" or "effective date"
section, provides for an effective date for this amenda-
tory law, and the text is entirely underlined as new
matter. When amending a special law (see first note
below Form C) do not amend the effective date set by
that law.

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

A BILL FOR AN ACT

PROPOSING [etc.]; AMENDING LAWS 1951,
CHAPTER 864, SECTION 1, AS AMENDED.

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

Section 1. Laws 1951, Chapter 864, Section 1, as amended by Laws 1953, Chapter 123, Section 2, and Extra Session Laws 1957, Chapter 456, Section 1, is amended to read:

Section 1. [IRON, TOWN OF; ANNUAL MEETINGS.] ~~Any town-having-a-population~~ [etc.] The town of Iron in Cook county may

[Insert remainder of section, amending as desired, copied from chapter 456 of the 1957 extra session laws. Do not underline matter in italics, which indicate matter new at the 1957 extra session.]

Sec. 2. [EFFECTIVE DATE.] This act shall become effective only after its approval by a majority of the town board of the town of Iron and upon compliance with the provisions of Minnesota Statutes, Section 645.021.

Note: The body of the bill must specify exactly the law previously amending the original law; the title need only add "AS AMENDED."

See also the notes below Forms C and H concerning approval sections (section 2 in the bill above).

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

A BILL FOR AN ACT

RELATING TO THE STATE CIVIL SERVICE;
PROVIDING FOR NONCOMPETITIVE POSITIONS;
AMENDING MINNESOTA STATUTES 1961, SECTION
843.20.

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

Section 1. Minnesota Statutes 1961, Section 843.20,
is amended to read:

843.20 [NONCOMPETITIVE POSITIONS.] 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 [etc.]

Sec. 2. [EFFECTIVE DATE.] Section 1 is in effect as
of April 13, 1962.

Note: Section 2 is a retroactive effective date. To determine
whether an effective date provision should be included
see M.S. Section 645.02. 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 K and L.

A BILL FOR AN ACT

RELATING TO [etc.]; AMENDING MINNESOTA
STATUTES 1961, SECTION 700.05, SUBDIVISION
1, AND ADDING A NEW SUBDIVISION TO THE
SECTION.

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

Section 1. Minnesota Statutes 1961, Section 700.05,
Subdivision 1, is amended to read:

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

[Insert remainder of subdivision, amending as
desired, copied from the statutes.]

Sec. 2. Minnesota Statutes 1961, Section 700.05, is
amended by adding a new subdivision to read:

Subd. Any person who violates

[Insert remainder of desired new matter, entirely
underlined as indicated.]

Note: If a second new subdivision is to be added it should
be added in a separate section of the bill.

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

(Adding a new subdivision)
(to a section of M.S.;
(section not otherwise
(amended. See also Forms)
(J and K) Form L

A BILL FOR AN ACT

RELATING TO [etc.]; AMENDING MINNESOTA
STATUTES 1961, SECTION 720.17, BY ADDING
A NEW SUBDIVISION.

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

Section 1. Minnesota Statutes 1961, Section 720.17,
is amended by adding a subdivision to read:

Subd. _____ [SCHOOL OF PARENTS' CHOICE.] Nothing in
this chapter shall be construed as

[Insert complete subdivision desired, completely
underlined except for the headnote, as shown.]

Note: In this example a new subdivision is added to a section
previously subdivided. Compare with Form J, where a
statute not previously subdivided was amended by naming
the existing matter "Subdivision 1" and adding new
matter as "Subd. 2."

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

A BILL FOR AN ACT

RELATING TO COUNTY TUBERCULOSIS SANATORIUMS
AND STATEMENTS IN CONNECTION THEREWITH;
AMENDING MINNESOTA STATUTES 1961, SECTION
782.45; REPEALING MINNESOTA STATUTES 1961,
SECTION 782.46.

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

Section 1. Minnesota Statutes 1961, Section 782.45, is
amended to read:

782.45 [ANNUAL STATEMENT, COUNTY SANATORIUM
COMMISSION.] The county sanatorium commission shall file
~~monthly-with-the-state-auditor-reports-of-all-its-finaneial~~
~~transaetions-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.

Amendatory
section

Sec. 2. [ANNUAL STATEMENT, COMMISSIONER OF PUBLIC
WELFARE.] 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
sanatoriums, a copy of which shall be kept in his office
available for public inspection at all times.

New section

Sec. 3. Minnesota Statutes 1961, Section 782.46, is
repealed.

Repealer

Note: If any part of a bill is underlined, a repeal section
added to the bill is also underlined.

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

A BILL FOR AN ACT [1. Repealing section
RELATING [etc.]; REPEALING MINNESOTA of M.S. amended
STATUTES 1961, SECTION 138.01, AS earlier in same
AMENDED. session.]

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

Section 1. Minnesota Statutes 1961, Section 138.01,
as amended by Laws 1963, Chapter 123, Section 3, is repealed.

A BILL FOR AN ACT [2. Repealing subdivision
RELATING [etc.]; REPEALING MINNESOTA of section of M.S.]
STATUTES 1961, SECTION 138.01, SUBDIVISION
3.

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

Section 1. Minnesota Statutes 1961, Section 138.01,
Subdivision 3, is repealed.

A BILL FOR AN ACT [3. Repealing a session
RELATING [etc.]; REPEALING LAWS law.]
1945, CHAPTER 945.

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

Section 1. Laws 1945, Chapter 945, is repealed.

A BILL FOR AN ACT [4. Repealing section of
RELATING [etc.]; REPEALING LAWS session law amended
1957, CHAPTER 678, SECTION 3, AS after original passage,]
AMENDED.

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

Section 1. Laws 1957, Chapter 678, Section 3, as
amended by Laws 1959, Chapter 789, Section 1, is repealed.

(Each bill is prepared on 8-1/2 x 13 paper. See Chapter IV)

A BILL FOR AN ACT

APPROPRIATING MONEY FOR SALARIES TO THE
REVISOR OF STATUTES FOR THE FISCAL YEARS
BEGINNING JULY 1, 1963, AND ENDING JUNE
30, 1965.

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, 1963, and ending June 30, 1965.

A BILL FOR AN ACT

APPROPRIATING MONEY FOR SALARIES TO THE
REVISOR OF STATUTES FOR THE FISCAL YEARS
BEGINNING JULY 1, 1963, AND ENDING JUNE
30, 1965.

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, 1963, and ending June 30, 1965,
is appropriated to the revisor of statutes from any money
in the state treasury not otherwise appropriated.

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

A BILL FOR AN ACT

RELATING TO THE CLAIM OF JOHN DOE AGAINST
THE STATE; APPROPRIATING MONEY FOR THE
PAYMENT THEREOF.

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

Section 1. The sum of \$500 is appropriated to John Doe 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 appropriating money from a special fund in the state treasury shall recite the fund from which the money is to be paid.

A BILL FOR AN ACT

RELATING TO THE LEGISLATIVE ADVISORY
COMMISSION; APPROPRIATING MONEY ANNUALLY
THEREFOR.

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

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

Note: This standing appropriation is for each fiscal year beginning July 1. (Unless otherwise specified, appropriations always become effective on July 1 following date of passage.)

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

A BILL FOR AN ACT

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

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

Section 1. [POSTAGE REVOLVING ACCOUNT.] 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 in the state treasury for such purpose. All money in the postage revolving fund is 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. See note below Form R.

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

A BILL FOR AN ACT

PROPOSING AN AMENDMENT TO MINNESOTA
CONSTITUTION, ARTICLE VII, SECTION 1;
PROVIDING FOR LOWERING THE AGE LIMIT
OF VOTERS.

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

Section 1. The following amendment to Minnesota Constitution, Article VII, Section 1, is proposed to the people of the state for their approval or rejection. The section when amended shall read as follows:

Section 1. Every person of the age of ~~twenty-one~~ 19 years or more who has been a citizen of the United States for three months and who has resided in this state six months and in ~~the one~~ precinct for ~~thirty~~ 30 days next preceding an election shall be entitled to vote in that precinct; and the place of voting by one otherwise qualified who has changed his residence within ~~thirty~~ 30 days preceding the election may 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 1964 in the manner provided by law. The ballots used at the election shall have printed thereon:

"Shall Article VII, Section 1, of the Constitution of the State of Minnesota be amended so as to

provide for lowering the age limit of voters to
19 years of age?

Yes.....

No....."

Note: The form of amendment to the constitution is somewhat different from that of an amendment to M.S. or a session law. Note also that the form of proposed ballot has been block indented, as suggested in Chapter IV, INDENTATION, page 51.

2" (12 lines)
(first page only)
(1 1/4", or 8 lines, on all other pages)

← 1 1/4" →
(12 spaces)
← 5 spaces →
← 5 spaces →

A BILL FOR AN ACT

first line of every bill

INSERT HERE THE REMAINDER OF TITLE, AS USUAL,
BLOCKED AND SINGLE SPACED.

Enacting clause;
(in every bill)

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

spell out

Article I

spell out

Section 1. [HEADNOTE.] Insert the text of the section

Note brackets, caps, period

here

Abbreviate

Sec. 2. [HEADNOTE.] -----

1 1/4"
(12 space
minimum)

Abbreviate

Art. II

spell out

Section 1. [HEADNOTE.] Subdivision 1. [SUBDIVISION
HEADNOTE, IF ANY.] -----

Abbreviate

Subd. 2. [SHOULD HAVE HEADNOTE IF SUBDIVISION 1 HAS
HEADNOTE.] -----:

a. -----

-----;

b. -----

Sec. 2. [HEADNOTE.] -----

Sec. 3. [HEADNOTE.] -----

Sec. 4. [HEADNOTE.] -----

1 1/4" (8 lines)

4 lines

1

4 lines

number only -
no punctuation

S. F.

No. _____

S. 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 House _____

Secretary of Senate.

Read First Time _____

Ref. to Com. on _____

Reported Back _____

Read Second Time _____

Com. of Whole _____

Read Third Time _____

Passed _____

Returned to Senate _____

Chief Clerk H. of R.

S. 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 IN-
 TERIM 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 1961,
 SECTION 785.12, AS AMENDED.

Introduced } _____ 19____
 and Read First Time }

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.

Note: On the cover title words may be divided at the ends of
 lines; do not thus divide words in the bill.

H. F.

No. _____

Chapter II

THE RESOLUTION

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

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

1. The simple resolution is used for matters concerning the internal operation of one body. See Form X, page 32.

2. The concurrent resolution is used for matters concerning the joint operation of the senate and the house of representatives. It is not legislative in character and may be used to express views, principles, or opinions. See Form Y, page 33.

A concurrent resolution may be prepared for introduction in both bodies, but the house and senate sets must be prepared separately, since the titles and the resolving clauses are different. See Form Y.

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 last paragraph of Form Y.

3. 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 procedure of a bill; it may be engrossed and, if passed, will be enrolled; therefore it should be prepared in accordance with the specifications governing bills. See Chapter IV; and Form Z, page 34.

If the memorial resolution is to be sent to anyone it should direct the secretary of state to make the required delivery (Form Z, last paragraph).

Chapter II, THE RESOLUTION (continued)

Detailed specifications of styles and forms of resolutions enumerated in this chapter appear in Chapter IV, beginning on page 49, which is prepared primarily for the secretary and typist.

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

"Preamble," or
"WHEREAS"
clauses

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 of
the State of Minnesota in session assembled this [date]
do express to the families of these deceased our heartfelt
sympathy [etc.]

Resolving
clause

"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 to the house of
representatives.

(Resolution is drawn on 8-1/2 x 13 paper. See Chapter IV)

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 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 1963, allowing reasonable space for
parking to the general public having business at the capitol.
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 appoint such personnel as may be required to
carry out the purpose of this resolution.

Resolving
clauses

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.

Note: For introduction in the House the first line of the title
would read "A HOUSE CONCURRENT RESOLUTION" and the re-
solving clauses would read as follows:

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

BE IT FURTHER RESOLVED that the Chief Clerk of the
House of Representatives be instructed [etc.]

(Resolutions are drawn on 8-1/2 x 13 paper. See Chapter IV)

A RESOLUTION

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

WHEREAS it is now more than 20 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 [etc.]; 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 [etc.].

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

Preamble, or
"WHEREAS"
clauses

Resolving
clauses

Chapter III

AMENDMENTS TO BILLS

An amendment to a bill (or to 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 AA, BB, CC, pages 37, 38, 39.

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 printed forms furnished to the senate by its secretary and to the house of representatives by its chief clerk. See Forms DD, EE, pages 40, 41.

3. A 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 FF - LL, pages 42 - 48.

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 (i.e., redrafted, incorporating the amendments.) The engrossment thus prepared is otherwise identical to the bill it replaces; it can be identified by its cover, on which "FIRST [or subsequent] ENGROSSMENT" is typed above the file number. It becomes "the typewritten bill."

Chapter III, AMENDMENTS TO BILLS (continued)

An amendment may be made to the bill as introduced if the bill has not previously been amended or engrossed; if the bill has been amended or engrossed, further amendments must be based on its most recent form; if unengrossed amendments are attached to it, they are considered the same as if already incorporated by engrossment. If a bill has been printed and not subsequently engrossed the amendment may be made on the basis of the printed bill (plus subsequent unengrossed amendments, if any.) Note, however, that if there are any discrepancies between content of the typed bill and the printed bill, the differences are printers' errors. The typed bill governs; the printed bill is only a convenience, in order that a greater number of people may follow the bill's progress.

To permit the engrossers to readily incorporate the amendment into the bill, the amendment must be based on the bill then receiving the consideration of the body; that is, the bill as introduced, the First Engrossment, Second Engrossment, or other.

Various amendment forms and the style of their preparation, beginning on page 37, comprise the following:

Forms AA, BB, CC (Floor amendments)

Form DD (Committee report of standing committee - Senate)

Form EE (Committee report of standing committee - House)

Forms FF to LL (Conference committee report forms)

For more detailed directions in the preparation of amendments see Chapter IV, "B. SPECIFICATIONS FOR PREPARING AMENDMENTS TO BILLS," page 61, which is prepared primarily for the secretary and typist.

Messrs. Brown and Smith move to amend H.F. 216, the printed bill, as follows:

On page 2 strike all of sec. 3.

On page 3, after sec. 6, insert 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; larger, if necessary. Do not use less than a half sheet.)

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 four spaces so that the paragraph could be indented the prescribed five spaces). Here three lines 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, J.A., moves to amend H.F. 250, the printed bill, as follows:

Sec. 5, line 2, strike "50" and insert in lieu thereof "25"

[Do not use less than half sheet - see note at bottom of page]

[Another proposal]

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

Sec. 8, line 14 (page 4, Subd. 2), after "provided" strike

" , or who participates in any manner whatsoever in any wrestling exhibition conducted by such unlicensed person, "

[Note: "(page 4, Subd. 2)" were inserted as additional precaution against error, since a bill of four or more pages of printed matter is a fairly long bill; in the average one or two page printed bill such extra directions are not generally necessary.]

Note: On floor amendments use 1/2 sheet of the usual bill paper (8-1/2 x 6-1/2) if practical; larger if necessary. Do not use less than a half sheet; use a whole sheet rather than two half sheets.

Mr. Brown moves to amend H.F. 432, the typewritten bill, as follows:

Section 2, line 4 of page 3, in clause (4), after "every" and before "boxer" insert "professional"

Section 5: Page 7, lines 8 and 9 of the section, strike "or in actual physical control of" and at the end of the section strike the period and insert ", if such person is under arrest for such offense."

Section 6, Subd. 1, page 7, strike all the new matter, beginning with "Every professional boxer" in line 4 and ending with "his manager." in line 9

Strike all of sections 7 and 8 and renumber Sec. 9 as Sec. 7

Amend the title as follows: After "702.20;" in line 4, and before "and" in line 5, strike "702.21, Subdivisions 1 and 2, as amended;"

[Note: Floor amendments must specify the bill amended, whether "printed" or typewritten.]

(On floor amendments use 1/2 sheet (8-1/2 x 6-1/2) if practical; larger if necessary. Do not use less than a half sheet; do not use two half sheets if a whole sheet is required.)

Mr. Doe....., from the Committee on

Legislative Expense

....., to which was referred

S. F. No. 1234....., A bill for an act relating to gasoline excise taxes;
imposing an excise tax upon gasoline used in motorboats;
amending Minnesota Statutes 1961, Sections 796.01; and
796.05, Subdivision 1, as amended.

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

Section 1: Line 2, strike "two new subdivisions" and in lieu thereof
insert "a new subdivision"; line 4, after "capable of" insert
"substantial beneficial"; line 6, strike "boundaries" and insert
in lieu thereof "boundary waters"

Strike all of lines 7 and 8, the second new subdivision

Section 2: Line 1, strike "1957" and insert in lieu thereof "1961";
lines 2 and 3, strike "as amended by laws 1959, Chapter 456,
Section 1,"

Line 4, in the headnote, after "Gasoline" and before "used" insert
"or special fuel"; line 7, strike the new matter "or motorboats," and
insert in lieu thereof "or use in motorboats on the waters of this
state,"

Line 9, strike "shall have" and insert in lieu thereof "has"

Amend the title in line 6, after "Subdivision 1" and before the period
by striking ", as amended"

[Note: Do not use full caps in amendments (see fourth and sixth amendments
above, affecting the headnote and the title)

✓ Omit underlining in senate amendments (fourth and fifth amendments
above); the new matter will be underlined in the engrossment

Title amendments are inserted last in order to assure that all
other amendments have been checked for their effect on the title.]

And when so amended, that the bill do pass.

Amendments adopted.

Report adopted.

Mr. Johnson

from the Committee on

Taxation

to which was referred—

H. F. No. 2345

A Bill for an act relating to the tax on royalties;
amending Minnesota Statutes 1961, Section
299.01, Subdivisions 1 and 2.

Reported the same back with the following amendments:

Strike all of section 1.

Section 2: Line 4 of subd. 2, strike "1-1/2" and insert in lieu
thereof "two"

Renumber Sec. 2 as Section 1

Line 4 of the title: Strike "Subdivisions 1 and 2" and in lieu
thereof insert "Subdivision 1"

[Note: The second amendment above refers to "Sec. 2" even though the
effect of the first amendment is to cause it to become the
first section of the bill.

[Amendments to renumber sections (third above) appear after all
other amendments except those to the title. If subdivisions
are stricken from a bill section, or new subdivisions inserted,
so as to require renumbering within the section, the renumber-
ing amendment appears after all other amendments to that section;
if numbered clauses of a subdivision are added or stricken so
as to require renumbering within the subdivision, the renum-
bering amendment appears after all other amendments to that
subdivision. In the event of multiple changes in numbering,
there may be a single renumbering amendment appearing ahead
of title amendment, if any, as follows: "Renumber the parts

With the recommendation that when so amended the bill do pass. as necessary to
conform"]

This Committee action taken _____ 196__

_____, Chairman

CONFERENCE COMMITTEE REPORT ON S.F. No. 2295 May 11, 1963

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. 2295, report that we
have agreed upon the items in dispute and recommend as follows:

That the Senate accept the House amendments.

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

Senate Conferees:

Albert Benson Charles Dean Elmer Foote

House Conferees:

G. Hanson I. J. King Louis Munson

Note: Insert names of president of senate and speaker of house in appropriate lines of salutation, above; also be sure to type names of conferees below their signature lines, as shown.

(Conference Committee Report)
(Senate bill)
(Conferees reject all) Form GG
(amendments leaving bill as)
(passed by originating body)

CONFERENCE COMMITTEE REPORT ON S.F. No. 718

April 14, 1963

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. 718, report that we have
agreed upon the items in dispute and recommend as follows:

That the House recede from its amendments.

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

Senate Conferees:

Goode King Lauer

House Conferees:

Vance Munson Bernstein

CONFERENCE COMMITTEE REPORT ON H.F. No. 1930, April 15, 1963

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. 1930, report that we have agreed upon the items in dispute and recommend as follows:

That H.F. No. 1930, as amended by the Senate, be further amended by adding a new section as follows:

"Sec. 6. Section 3 expires July 1, 1965."

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

House Conferees

Senate Conferees

H. P. Graham

Edward J. Vance

Harold Knox

Glenn D. Machinery

Herman J. Callahan

John P. Trappe

Note: The conferees may be listed in columns, as here, or across the page as in either FORM GG or II. It is important that, in reports concerning House bills, House conferees appear first; in reports concerning Senate bills, Senate conferees appear first.

CONFERENCE COMMITTEE REPORT ON H.F. 236

April 2, 1963

Honorable [insert name] , Speaker of the House of Representatives

Honorable [insert name] , President of the Senate

We, the undersigned conferees on the part of the House and the Senate, upon the disagreeing votes as to H.F. 236, 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. 236 be amended as follows:

Section 1: In line 7, strike "\$8,130" and insert in lieu thereof "\$8,040"

Line 8, strike "\$7,530" and insert in lieu thereof "\$7,440"

Line 9, strike "\$6,800" and insert in lieu thereof "\$6,600"

Line 10, strike "\$4,200" and insert in lieu thereof "\$4,300"

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

House Conferees:

A. B. McGuire

C. D. Kelly

E. F. Gallagher

Senate Conferees:

G. H. Johnson

I. J. Anderson

K. L. Swenson

CONFERENCE COMMITTEE REPORT ON S.F. No. 320

May 20, 1963

Honorable [insert name] , President of the Senate

Honorable [insert name] , Speaker of the House of Representatives

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

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

Line 4, strike "\$7,560" and insert in lieu thereof "\$7,500"

Line 6, strike "\$6,360 to \$6,760" and insert in lieu thereof "\$6,300 to \$6,720"

Line 7, strike "\$4,600 to \$6,160" and insert in lieu thereof \$4,700 to \$6,080"

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

Senate Conferees:

Jones

Smith

Brown

House Conferees

Doe

Roe

Johnson

CONFERENCE COMMITTEE REPORT ON S.F. No. 145

May 14, 1963

Honorable [insert name] , President of the Senate

Honorable [insert name] , Speaker of the House of Representatives

We, the undersigned conferees on the part of the Senate and the House, upon the disagreeing votes as to S.F. No. 145, report that we have agreed upon the items in dispute and recommend as follows: That S.F. No. 145 be amended by striking all matter after the enacting clause and substituting in lieu thereof the attached five pages.

[Staple the pages, numbered 1 to 5 and each identified by senate file number, to this report; on page 1, leave blank above section 1 enough space for the title and enacting clause, plus the prescribed first-page margin of two inches. The complete bill text will follow, in correct bill drafting form. On page 5 add the following:]

That S.F. No. 145 be further amended by striking the title and substituting in lieu thereof the following:

[Insert new title, complete]

Senate Conferees:

A. B. Chase

D. E. Frohn

Geo. H. Ingman

John Knox

L. M. Newman

House Conferees:

O. P. Quincy

Robert Shaw

T. Underwood

Vance Wirth

Xavier Y. Zimmer

[Note: In a complete redraft of a bill it is not necessary for either body to "accept" or "recede from" amendments; the statements that the bill be amended by "striking everything [etc.]" and by "striking the title [etc.]" establish the intent.]

CONFERENCE COMMITTEE REPORT ON H.F. 1829

April 9, 1963

Honorable [insert name] , Speaker of the House of Representatives

Honorable [insert name] , President of the Senate

We, the undersigned conferees on the part of the House and the Senate, upon the disagreeing votes as to H.F. 1829, report that we have agreed upon the items in dispute and recommend as follows: That H.F. 1829 be amended by striking everything after the enacting clause and substituting in lieu thereof the attached seven pages.

[Staple the pages (numbered 1 to 7 and each identified by house file number) to this report; on page 1, leave blank above section 1 enough space for the title and enacting clause, in addition to the prescribed first-page margin of two inches. The complete bill text will follow, in correct bill drafting form. Quotation marks are inserted only ahead of section 1 and at the end of the last section.]

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

House Conferees:

Anderson

Swenson

Jones

Senate Conferees:

Davidson

Smith

Johnson

[Note: If the senate amendments attached to the bill include title amendments they must not be overlooked.]

Chapter IV

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

ALL SECRETARIES AND TYPISTS PLEASE NOTE:

Whenever possible a 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 adding passage data, etc.), and reproducing the bill on specially prepared paper carrying the words "AN ACT"; as so prepared the bill will be signed and 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 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 strikeovers 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.

Do not be misled by terminology used in designating the laws. All bills enacted into law are "laws" or "statutes"; however, a law compiled in Minnesota Statutes (a two-volume work published at intervals) is commonly referred to as a "statute." A law not compiled in Minnesota Statutes and therefore appearing only in the published Session Laws (a single volume published after each regular session) is commonly referred to as a "session law." A law passed during the current session and appearing only in an enrolled act (not yet published) is informally called a "chapter" although for purposes of bill drafting it is also referred to as a "session law."

When amending a statute, copy the text to be amended only from the latest (1961) edition of Minnesota Statutes. When amending a session law, copy the text to be amended only from the session laws for the correct year. If it is desired to amend a session law not yet published, an electrostatic copy of the enrolled act may be obtained from the revisor of statutes. (Note: When copying from the session laws do not underline the italicized matter; italics indicate matter new when the law was passed. Omit entirely any stricken matter (which appears only in enrolled acts or the 1961 session laws) as the striking indicates matter stricken from an earlier law.

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

A. SPECIFICATIONS FOR PREPARING BILLS FOR INTRODUCTION

a. Typing requisites

One side only of good quality, smooth or glazed (not cockle or ripple), white, 8-1/2 x 13 bond. Four copies of a bill are required for each body; i.e. there must be eight copies prepared for introduction. Use fresh carbons.

PAPER;
CARBONS

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

TYPE;
RIBBONS

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

a. Typing requisites (continued)

Page 1 (the title page) must have a top margin of two inches (12 lines 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 the right margin, exactly 12 spaces for the left margin, and eight lines each for top and bottom margins); in other words, the maximum size of typed area will be 6 x 9-3/4 inches on the title page; 6 x 10-1/2 inches on other pages. Since words must not be divided at the ends of lines it is impossible to maintain an exact right margin, but the minimum must be observed. Study Form U, page 27.

MARGINS

Indent five spaces for the first line of paragraphs; indent an additional five spaces for the body of the title; as a general practice do not block-indent any matter except the title, although for clarity quoted forms may be blocked (see Form T, page 26.) See also TITLE STYLE AND ENACTING CLAUSE STYLE on page 52.

INDENTATION
See Form U
page 27

All matter is double spaced except the title. See forms beginning on page 6, and especially Form U, page 27.

SPACING

Number each page in the approximate center of the bottom margin (at least four lines 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 U.

NUMBERING
PAGES

The first section and first subdivision of each section are designated with complete spelling; subsequent sections or subdivisions are designated by abbreviation ("Sec." and "Subd." - not "Sub."); use Arabic numbers followed by a period. Note that article numbers are centered on the page; for them use Roman numerals and omit the period after the number. See Form U, page 27.

NUMBERING
BILL
DIVISIONS

In amending existing law (see first paragraph, preceding page) 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 underlining of material is to enable the reader at a glance to distinguish between the law as it now exists and the proposed law.

STRIKING OUT
AND UNDERLINING

a. Typing requisites (continued)

The legislative rule for substituting new matter for old is that the stricken old material precede its underlined substitute. See Forms D, E, H, K, pages 9, 10, 13, and 16.

STRIKING OUT
AND UNDERLINING
(continued)

Printed white bill covers (or "backs") are available from the secretary of the senate for senate bills (see Form V, page 28), and from the chief clerk of the house for house bills (see Form W, page 29.) The four copies of a bill submitted to each body are backed.

COVERS
(BACKS)

Only the title is typed on the cover; it duplicates the bill title except for spacing (that is, on the cover 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 a line; confine the title width to that of the cover printing. (See Form V, page 28.) For extremely long titles it is preferred that the excess extend into the space to the left of the printed column (see Form W, page 29) since the space to the right may be required for special stamping.)

COVER TITLE

Fold covers on the heavy black line and insert pages, face up, under the folded edge; fasten with only two staples, set at least two inches in from the sides, and near the open edge of the cover, so that pages will be held securely. (Note staple positions on Forms V and W, pages 28 and 29.) Each body must get one clear copy (either the original or the first carbon copy) of the bill; these copies are inserted in the original cover for each; this is important for the machine processing of bills.

ASSEMBLING
THE BILL

b. Grammar and Style

The first line of the title (A BILL FOR AN ACT) is centered two inches (12 lines) from the top edge of the paper; double space below this; in block form, single space, indented ten spaces from the left and five spaces from the right margins, type the remainder of the title, entirely in capitals. (See Form U, page 27.)

TITLE STYLE

b. Grammar and Style (continued)

The enacting clause (BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:) is set two lines below the title, beginning at the left margin without indentation, and is also entirely in capitals. (See Form U.)

ENACTING
CLAUSE STYLE

The statutes are cited: Minnesota Statutes 1961.

CITATION FORM
1. Statutes

Session laws are cited according to the session in which enacted; e.g. Laws 1945 (the 1945 regular session); Laws 1961 (the 1961 regular session); Extra Session Laws 1961 (the extra session immediately following the regular 1961 session). Thus, session laws from any regular session, whether 1895 or 1963, are cited simply "Laws" with the year; laws passed during specially called sessions are cited "Extra Session Laws" with the year (or "Second Extra Session Laws" when, as in 1961, there were two special sessions in the same year); the published Session Laws from which the text is copied will indicate the correct session.

2. Session
Laws

The constitution is cited: Minnesota Constitution. 3. Constitution (See Form T, section 1, page 25.)

In formal citation, chapter, article, section, and subdivision are spelled out and capitalized; e.g. Minnesota Statutes 1961, Section 123.45, Subdivision 3; (but see also ABBREVIATIONS, page 55, and CAPITALIZATION, page 56).

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.

PUNCTUATION

1. General
Rule

Note: In copying from an existing law do not change undesirable punctuation; copy exactly, unless the punctuation is amended in the same manner as used for other changes from existing law.

b. Grammar and Style (continued)

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 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.

PUNCTUATION (continued)

2. Comma 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 number designation, but not after article numbers (see Form U, page 27, illustrating bill division). Do not use a period after statutory coding (see Forms A, D, E, pages 6, 9, 10) but do insert a period after headnotes (Forms A, B, C, etc.) Note that headnotes (and proposed coding - see Form A) are always enclosed within brackets; do not use brackets in the bill for any other purpose.

3. Special usage in bills

Do not use quotation marks around quoted portions of existing law (see Forms D to M) but do quote sample forms proposed in a bill. (Form T, page 26).

4. Quotation Marks

Never divide a word at the end of a line (see MARGINS, page 50; c.f. COVER TITLE, page 52.) Within lines, follow Webster's New International Dictionary for hyphening words. Avoid hyphening phrases unless the meaning is not otherwise clear. Avoid dashes as far as possible.

5. Hyphens; dashes

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

NUMBERS

1. General rule

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

2. Connected groups; tabulations

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

3. Ordinal numbers

b. Grammar and Style (continued)

Compound numbers, either cardinal or ordinal if expressed in words (See "2. Connected groups; tabulations," page 54) are hyphenated: Twenty-five; twenty-fifth; but one hundred; two hundred and twenty-fifth.

NUMBERS
(continued)
4. Compound numbers

Fractions appearing alone follow the general rule, spelling out half through tenth (without hyphens) e.g. one half, five sevenths, 3/11, 5/16. Numbers including a fraction are expressed in figures: 2-1/2; 7-5/8.

5. Fractions

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.

6. Dates

Money amounts are expressed by the dollar sign and figures, omitting the decimal and zeros (\$1, \$4,000); omit the decimal and zeros, even in a running series where some of the amounts include odd cents (e.g. "\$5, \$10.50, \$16, and "21.50"). In tabulations, if some amounts require decimal places, add the decimal and zeros to all:

7. Money

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

Chapter, section, and subdivision numbers are always expressed in Arabic numbers; article numbers, in Roman numerals (see Form U, page 27.)

8. Bill Divisions

Symbols such as ¢, %, #, °, &, @ (cents, percent, number or pounds, degrees, and, at) should be avoided. (The dollar sign is used, as set forth under "7. Money" above.)

SYMBOLS

Avoid abbreviations (but see NUMBERING BILL DIVISIONS, page 51) unless the abbreviation is part of a corporate name or legal citation. In the text of a bill, when referring to chapters, articles, sections, or subdivisions, never use abbreviations.

ABBREVIATIONS

b. Grammar and Style (continued)

Spelling is according to Webster's New International Dictionary.

SPELLING

Capitalize:

CAPITALIZATION

Proper names
Derivatives of proper names
The first word following a colon
The first word of each item in a tabulated enumeration
"Chapter," "Article," "Section," or "Subdivision," when preceded by Minnesota Statutes, Extra Session Laws, 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 (governor, president, revisor of statutes, director, senator.)

c. Amendatory sections; amendatory bills

Any section of a bill which amends existing law (Forms D, E, and F, pages 9, 10, and 11) is an amendatory section; any bill containing even a single amendatory section is an amendatory bill. (See Form M, page 18; Section 1 is amendatory, Sec. 2 is new law.) Following are special rules pertaining to form and usage in the drafting of amendatory bills:

DEFINITIONS

The title of an amendatory bill must contain, in addition to the general subject matter, a citation of the specific law amended. (See Forms D to M, pages 9 to 18.)

TITLE

The legislative rule on striking and underlining (See STRIKING OUT AND UNDERLINING, page 52) 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 M, page 18) the complete text of sections creating new law is underlined.

STRIKING AND UNDERLINING

1. Underline all new matter

c. Amendatory sections; amendatory bills (continued)

This rule includes the text of sections repealing existing law or setting an effective date, even though these do not "enact new law" (see Form I, page 14, Sec. 2; and Form M, page 18, Sec. 3). The rule does not include the introductory statement to the law amended (see lines 1 and 2 of section 1 in Form H, page 13. Compare Form T, pages 25 and 26: Proposed constitutional amendments differ from the general rule.)

STRIKING AND
UNDERLINING
(continued)

1. Underline
all new
matter
(continued)

In amendatory bills any change from the existing law (except capitalization or spacing) must be indicated by striking or underlining; this includes deleting the decimal and zeros after whole 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

RIGHT	WRONG
(a) <u>(b)</u>	(a b)
\$5.00 <u>\$5</u>	\$5.00
commission <u>commissioner</u>	<u>commissioner</u>
per-cent <u>percent</u>	(here "per-cent"

had been hyphenated;
within the limitations
of the typewriter it
is impossible to strike
a hyphen; however, the
striking and underlining,
as shown, will flag the
printer so that the
correct form will appear
in the next issue of the
statutes)

Headnotes (which appear in the published statutes or session laws in boldface type) are typed in all capitals, whether printed in all capitals or combining capitals with lower case letters; they end with a period and are enclosed within brackets. (See Form U, page 27.) Headnotes are not a part of the law (see note under Form A, page 6); if existing headnotes are amended do not strike and underline; simply insert the headnote desired, omitting the old headnote.

3. Headnotes

Note: Whenever existing law is substantially amended it is wise to question whether the old headnote covers the new law.

c. Amendatory sections; amendatory bills (continued)

Coding (used in Minnesota Statutes) is not part of the law (see Forms A and B, pages 6 and 7, and notes below them). In amendatory sections, insert the existing coding ahead of the text of a statute only if the complete section or first subdivision appears. (See Forms D, E, and F, pages 9, 10, and 11.) Where the bill section amends only the second or subsequent subdivision, omit the coding (see Form G, page 12. In Form D, page 9, compare Section 1 with Sec. 2.)

DESIGNATING
THE AMENDED
SECTION

1. Coded
statutes

In amending a session law, insert the section number ahead of the text only if the complete section or first subdivision appears. (See Form I, page 14.) Where the bill section amends only the second or subsequent subdivision omit the section number before the subdivision number.

2. Uncoded
session
laws

B. SPECIFICATIONS FOR PREPARING RESOLUTIONS FOR INTRODUCTION

The specifications for bill drafting apply equally to drafting resolutions. See a. Typing requisites, beginning on page 50, through "NUMBERING PAGES," on page 51; and "COVER TITLE" and "ASSEMBLING THE BILL" on page 52. The title is centered, capitalized, and spaced as in a bill, but the first line of the title depends upon the kind of resolution being drafted; that is, whether simple, concurrent, or memorial. There is no enacting clause; there are generally (but not necessarily) "WHEREAS" clauses (the preamble); and there must be at least one resolving clause. See Forms X, Y, and Z, pages 32, 33, and 34. Following are additional specifications pertaining to the individual forms of resolution.

1. The simple resolution (see also Chapter II, page 30, and Form X, page 32)

The first line of the title is either "A HOUSE RESOLUTION" or "A SENATE RESOLUTION"

TITLE

The resolving clause of a House resolution begins "BE IT RESOLVED By the House of Representatives of the State of Minnesota that [etc.]" (see Form X, page 32)

RESOLVING
CLAUSE

1. House

1. The simple resolution (continued)

The resolving clause of a Senate resolution begins "BE IT RESOLVED By the Senate of the State of Minnesota that [etc.]" (see note below Form X, page 32)

RESOLVING
CLAUSE
(continued)
2. Senate

Blue covers are supplied by the secretary of the senate or the chief clerk of the house to their members.

COVERS (BACKS)

Cover title, identical to resolution title, is typed on the cover in the same relative position as indicated for bill titles (see Forms V and W, pages 28 and 29.)

COVER TITLE

The house requires four copies (original and three) of a house resolution, each with cover. The senate requires four copies of a senate resolution, the original and two copies covered, and one copy uncovered.

NUMBER OF
COPIES

2. The concurrent resolution (see also Chapter II, page 30, and Form Y, page 33)

The first line of the title is "A SENATE CONCURRENT RESOLUTION" or "A HOUSE CONCURRENT RESOLUTION"

TITLE

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.]" (see Form Y, page 33)

RESOLVING
CLAUSE

1. Senate

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.]" (see note below Form Y, page 33)

2. House

Printed yellow covers are supplied by the secretary of the senate or the chief clerk of the house to their members.

COVERS (BACKS)

The cover title, identical to the resolution title, is typed on the cover in the same relative position as indicated for bill titles (see Forms V and W, pages 28 and 29.)

COVER TITLE

2. The concurrent resolution (continued)

The secretary of the senate and the chief clerk of the house will advise concerning the number of copies required and the number on which covers (or backs) are to be affixed.

NUMBER
OF COPIES

3. The memorial resolution (see also Chapter II, page 30, and Form Z, page 34)

The first line of the title is "A RESOLUTION" (Form Z, page 34)

TITLE

The resolving clause of a memorial resolution begins "BE IT RESOLVED By the Legislature of the State of Minnesota that [etc.]" (Form Z, page 34).

RESOLVING
CLAUSE

The memorial resolution contains a clause directing the secretary of state of the state of Minnesota to make delivery (see page 31, last paragraph; and Form Z, last paragraph, page 34).

DIRECTIONS
FOR DELIVERY

Printed white bill covers, the same as are used for bills.

COVERS (BACKS)

The cover title is identical to the resolution title and is typed on the cover exactly as are bill titles, except that the printed words "A Bill for An Act" are x'd out so that the title begins "A Resolution"

COVER TITLE

Four copies of a memorial resolution are required for introduction in each body (that is, a total of eight copies), each with a cover, as for bills. (See page 52, "ASSEMBLING THE BILL")

NUMBER OF
COPIES

C. SPECIFICATIONS FOR PREPARING AMENDMENTS TO BILLS

For an explanation of the purpose and general form of the three general classes of amendment (floor amendment, committee report of standing committee, and conference committee report) read Chapter III, AMENDMENTS TO BILLS, pages 35 and 36.

Following are detailed directions for preparation of any amendments to bills. Whenever directions vary according to the class of amendment, this has been noted. See also amendment forms, Forms AA to LL, pages 37 to 48.

a. General directions

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; but for accurate interpretation typing must not be crowded or blurred. Also note the next paragraph, relating to inserted matter.

COMPACTNESS

Whenever matter to be inserted by amendment consists of complete paragraphs (unless of only three or four lines) such paragraphs are set up in proper bill form; i.e., margined, indented, spaced, and typed without appearance of erasure, according to the specifications for bills, beginning on page 50. See Form AA, page 37.

INSERTS OF
COMPLETE
PARAGRAPHS

Any matter to be inserted in a bill by amendment must be prepared exactly as it is to appear in the bill (that is, in accordance with the specifications beginning on page 50) with regard to the use of figures, symbols, abbreviations, spelling, punctuation, etc. This is true whether the insert is typed in double-spaced paragraphs (see INSERTS OF COMPLETE PARAGRAPHS, above) or consists of sentences, short phrases, or even single words or figures which the engrossers will incorporate into the bill.

FORM AND
STYLE OF
INSERTED MATTER

a. General directions (continued)

Floor amendments (see page 35) are typed on plain white paper (bill paper); use half sheets (8-1/2 x 6-1/2) if practical; if more space is required, use longer, or full-size, sheets rather than multiple half sheets. See Forms AA, BB, and CC, pages 37, 38, and 39.

FORMS AND
PAPER USED

1. Floor
Amendments

For committee reports of standing committees (see page 35) forms for the first page are furnished by the secretary of the senate and the chief clerk of the house for use of their committees. See Form DD (senate) and Form EE (house), pages 40 and 41.

2. Committee
reports
of
standing
committees

Where a bill is so extensively amended that the material will overrun the committee report form, a single report form is used, with all form matters filled in as usual. Following the printed line: "Reported the same back" (Forms DD and EE, pages 40 and 41) there should be typed the following: "See attached [number] pages." The pages of amendment, stapled to the back of the report form, should be numbered consecutively; and each page should contain, in the upper right corner, the senate or house file number of the bill (this may be in pencil).

In those cases where a bill is completely replaced, the amendment direction to "strike everything after the enacting clause and substitute the following" should appear on page 1 of the attached pages at the point where the enacting clause of the bill would appear.

For conference committee reports (see page 35) use full size (8-1/2 x 13) sheets of plain white paper ("bill" paper). See Forms FF to LL, pages 42 to 48.

3. Conference
committee
reports

b. Amender's instructions

It should be remembered that an engrosser will be required to read the instructions in order to incorporate an amendment into a bill. This means that the instructions must be clearly and exactly stated.

IN GENERAL

Amendments may not be based on any form of bill other than the officially printed bill or the typewritten bill. Whenever amendments, whether floor amendments, committee reports, or conference committee reports, are based on the printed bill (see first paragraph of page 36) the statement introducing the amendments must so specify. See Forms AA, BB, pages 37, 38. Floor amendments must always specify the bill amended, whether printed or typewritten. Form CC, page 39.

SPECIFYING
THE BILL
AMENDED

Amendments must always specify the bill section amended. Those based on the printed bill may require only the section and line numbers (see Form BB, the first amendment, page 38) since in the printed bill lines are numbered in the margin, each section beginning with line 1 and continuing in sequence to the end of the section. If the printed bill comprises more than three or four pages, however, the page number should be included.

SPECIFYING
THE SECTION
AMENDED

1. Printed
bill

Amendments based on the typewritten bill may require, in addition to section numbers, page and line numbers (see Form CC, page 39). Note that it is not necessary to count lines from the beginning of a section if a more convenient point of beginning may be used. Lines may be counted from the top of a page, the bottom of a page, or from the beginning of a subdivision or other identified paragraph. Do not specify "the first [second, third, etc.] paragraph" of a page unless that page begins with a new paragraph.

2. Type-
written
bill

b. Amender's instructions (continued)

Note: Line 1 of page 1 is "A BILL FOR AN ACT"; this is also line 1 of the title. In an amendatory section, line 1 of the section is the line on which the bill section number appears; for example:

2. Typewritten
bill
(continued)

"Section 1. Laws 1957, Chapter 789, Section 3, is amended to read: [line 1]
[line 2] } Bill section 1

Sec. 3. [HEADNOTE.] The proceeds [line 3]
of [etc.]" [line 4]

It is often helpful (sometimes necessary) to quote matter immediately ahead of and following (or either) a point of change. The quotation must be exact, and include punctuation, if any (e.g. after "Section 123.45;" and before "123.46" is different in meaning from after "Section 123.45" and before "; 123.46").

QUOTED
MATTER

Any text to be inserted into a bill, stricken from it, or used to locate the point of amendment must be enclosed in quotation marks; enclose within the quotes the exact matter affected, including punctuation (see Forms CC and DD, pages 39 and 40); do not set commas or periods inside quotes unless they are part of the quotation. Double quotes are preferred throughout, even for quotes-within-quotes. When quoting multiple paragraphs of a single portion of text, use quotation marks only at the beginning of the first paragraph and at the end of the last.

Identify bill divisions by their correct names; i.e., do not refer to lettered or numbered paragraphs or clauses as "subdivisions" unless they are specifically named subdivisions in the bill.

NAMES OF
BILL
DIVISIONS

Refer to bill sections by the number appearing in the bill considered even though the effect of an amendment is to cause renumbering. See Form EE, page 41, and notes below it.

REFERENCE
TO SECTION
NUMBERS

Use the term "strike" to mean matter is to be removed from the bill, whether omitted entirely or interlined with hyphens. Do not use "strike" if it is desired to remove interlining hyphens from portions of text; use instead the term "reinstate."

AMENDING
TERMS

b. Amender's instructions (continued)

Any single proposal containing multiple amendments must have the amendments set out in numerical order by section number (but see RENUMBERING AND TITLE AMENDMENTS, below). Amendments must not conflict with or cancel each other; arranging them in order will eliminate this danger.

ORDER OF
AMENDMENTS

Whenever amendments strike entire sections, or add new sections, the remaining sections may require renumbering in order to maintain proper sequence. If so, there should be added, following all other amendments except any affecting the title (see TITLE AMENDMENTS, following) a request for renumbering. See Forms CC, EE, pages 39, 41, and the note below Form EE.

RENUMBERING

When writing a committee report it is best to prepare all amendments to the body of the bill, and then check them with the title to determine whether the title covers the bill as amended, or whether it also requires amending. For this reason, title amendments generally appear last. See Forms DD, EE, KK, pages 40, 41, 47.

TITLE
AMENDMENTS