

1969

Supplement to

STYLES AND FORMS

for

DRAFTING BILLS AND OTHER LEGISLATIVE MEASURES

Primarily for use by the staff of the Revisor of Statutes

Prepared by the

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

1969 SUPPLEMENT

STYLES AND FORMS

* * * * *

FOREWORD

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

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

" . . .

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

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

"3.19 All bills, joint resolutions, and legislative acts shall be engrossed or enrolled in the manner provided by the rules of the senate and the house of representatives, or the joint rules thereof. In 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."

INTRODUCTION

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

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

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

"A bill for an act"

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

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

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

A bill may propose the enactment of a new law, an amendment or repeal of an existing law, or 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.

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. The styles and forms comply with the constitution, the statutes, and the rules, customs, and usages of the senate and the house of representatives.

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

JOSEPH J. BRIGHT
Revisor of Statutes

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

This booklet includes sample forms of the legislative measures commonly used, including amendments and repeals of provisions of laws.

THE PREPARATION OF BILLS FOR
THE MINNESOTA LEGISLATURE

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

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.

(1) The title.

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

(2) The enacting clause.

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

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

(3) The body (or text) of the bill.

In the office of the Revisor of Statutes, bills are assigned to the typists in Bill Drafting files. Each file is numbered with a Bill Drafting file number. The file number is typed, together with the typist's initials and the draftsman's number, on the top right hand corner of each page of a bill.

All bills are prepared on 8 1/2 x 13 inch white paper in pica type. The margin spacing and general form of a bill are found on page 3. Other examples of the various types of bills are found on pages 4 to 17. A special section detailing the specifications for punctuation, grammar and style is found on pages 17 to 27.

An original "master" is typed for each bill. Eleven copies of the master are Xeroxed. The original master is retained in the Revisor's file. One copy of the bill is attached to the yellow transmittal letter copy and retained with the master in the file, four copies with bill covers are prepared for the House, and four copies with bill covers are prepared for the Senate. Two extra copies of the bill, a transmittal letter, and the House and Senate covered bills are sent to the bill requester.

The usual order of preparing a bill is as follows:

1. Read and review the Bill Drafting file.
2. Type the original master.
3. Proof the master.
4. Type and proof the covers.
5. Prepare the transmittal letter with one carbon on yellow onion skin paper. The letter will bear the draftsman's signature.
6. Xerox 11 copies of the bill.
7. Assemble the bills in the House and Senate covers.
8. Prepare a 10" x 15" brown transmittal envelope.
9. Complete the typist's information on the Bill Drafting file cover. Fill out the information on the yellow master envelope.

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

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

EXAMPLE - BILL FORM

(General form and spacing)

(12 lines first page, 8 lines all other pages)

← 5 spaces →
← 5 spaces →

A bill for an act

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

← 12 spaces →
(12 spaces)

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

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

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

← 12 spaces →
(12 spaces)

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

Subd. 2. -----

Sec. 3. -----

Sec. 4. -----

(ALL BILLS ARE TO BE TYPED ON
8 1/2" x 13" PAPER)

Shouldn't this be 9 lines?

(Last line of text)

↑
(4 lines)
↓
1
↑
(4 lines)
↓

↓
(8 lines)

EXAMPLE - NEW LAW

A bill for an act

relating to appeals from certain courts
and the right to jury trials thereon.

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

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

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

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

EXAMPLE - AMENDING MINNESOTA STATUTES

A bill for an act

relating to medical assistance for the needy;
amending Minnesota Statutes 1967, Sections
256.81; 256.93, Subdivision 2; repealing
Minnesota Statutes 1967, Section 246.25.

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

Section 1. Minnesota Statutes 1967, Section 256.81,
is amended to read;

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

Sec. 2. Minnesota Statutes 1967, Section 256.93,
Subdivision 2, is amended to read:

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

Sec. 3. Minnesota Statutes 1967, Section 246.25,
is repealed.

A bill for an act

relating to conservation [etc.]; amending Minnesota
Statutes 1967, Section 84.87, by adding a subdivision.

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

Section 1. Minnesota Statutes 1967, Section 84.87, is
amended by adding a subdivision to read:

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

EXAMPLE - AMENDING MINNESOTA STATUTES (continued)

A bill for an act

relating to [etc.]; amending Minnesota Statutes 1967, Chapter 60A, by adding a section.

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

Section 1. Minnesota Statutes 1967, Chapter 60A, is amended by adding a section to read:

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

Sec. 2. This act is effective on July 1, 1970.

A bill for an act

relating to [etc.]; amending Minnesota Statutes 1967, Section 43.16.

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

Section 1. Minnesota Statutes 1967, Section 43.16, is amended to read:

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

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

EXAMPLE - AMENDING SESSION LAWS

A bill for an act

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

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

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

Sec. 2. [ELY, CITY OF; TRANSFER OF FUNDS.] This act
shall be in full force and effect until June 30, ~~1967~~ 1969.

A bill for an act

relating to the county of Becker; [etc.];
amending Laws 1967, Chapter 663, Section 1.

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

Section 1. Laws 1967, Chapter 663, Section 1, is amended
to read:

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

EXAMPLE - SPECIAL LAW

A bill for an act

relating to municipal ambulances in the
village of North Branch.

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

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

EXAMPLE - REPEALS

A bill for an act

relating to [etc.]; repealing Minnesota
Statutes 1967, Section 138.04, Subdivision 3.

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

Section 1. Minnesota Statutes 1967, Section 138.04,
Subdivision 3, is repealed.

A bill for an act

relating to [etc.]; repealing Minnesota
Statutes 1967, Section 138.04, as amended.

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

Section 1. Minnesota Statutes 1967, Section 138.04,
as amended by Laws 1967, Chapter 45, Section 4, is repealed.

A bill for an act

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

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

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

A bill for an act

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

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

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

EXAMPLE - APPROPRIATIONS

A bill for an act

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

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

Section 1. The sum of \$500 is appropriated to John
Doe, 316 First Street, St. Paul, Minnesota, from the 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.

A bill for an act

appropriating money to the department of
health for supplies and expenses for the
biennium beginning July 1, 1969, and
ending June 30, 1971.

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

Section 1. The sum of \$500 or so much thereof as may
be necessary for the payment of supplies and expenses
for the biennium beginning July 1, 1969, and ending June 30,
1971, is appropriated to the department of health from any
money in the state treasury not otherwise appropriated.

EXAMPLE - APPROPRIATIONS (continued)

A bill for an act

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

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

Section 1. 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.

EXAMPLE - CONSTITUTIONAL AMENDMENT

A bill for an act

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

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

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

Sec. 6. Neither house shall, during a session of the
legislature, adjourn for more than ~~three~~ 10 days (Sundays
excepted), nor to any other place than that in which the two
houses shall be assembled, without the consent of the other
house.

Sec. 2. The proposed amendment shall be submitted to
the voters at the general election for the year 1970. The
ballots used at the election shall have the following
question printed thereon:

"Shall the Constitution of the State of Minnesota
be amended to permit 10 day adjournments for the
legislature?

Yes _____

No _____"

THE PREPARATION OF RESOLUTIONS
FOR THE MINNESOTA LEGISLATURE

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

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

(1) THE SIMPLE RESOLUTION

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

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

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

The resolving clause of the Senate resolution is "BE IT RESOLVED, by the Senate of the State of Minnesota, that [etc.]"

Simple resolutions are covered with blue covers.

The House requires four copies of a House resolution, all covered.

The Senate requires four copies of a Senate resolution, three copies covered, and one additional, uncovered copy.

(2) THE CONCURRENT RESOLUTION

The concurrent resolution is used for matters concerning the joint operation of the senate and the house of representatives. It may be used to express views, principles, or opinions.

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

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

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

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

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

Concurrent resolutions are covered with yellow covers.

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

(3) THE MEMORIAL RESOLUTION

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

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

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

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

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

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

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

EXAMPLE - SIMPLE RESOLUTION (Blue covers)

A house resolution

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

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

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

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

A senate resolution

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

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

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

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

EXAMPLES - CONCURRENT RESOLUTION (Yellow covers)

A senate concurrent resolution

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

BE IT RESOLVED, by the Senate of the State of Minnesota, the House of Representatives concurring therein, that the custodian of the Capitol is hereby directed to reserve all parking space necessary on the Capitol grounds for the use of the members of the Legislature during the legislative session of 1969. For the purpose of assisting the custodian of the Capitol in this matter, the Committee on Rules and Legislative Expense of the Senate and the Rule Committee of the House are authorized to appoint such personnel as may be required to carry out the purpose of this resolution.

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

A house concurrent resolution

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

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

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

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

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

A resolution

memorializing Congress and the President
to substitute a lottery system of
conscription for the present selective
service system of conscription.

WHEREAS, the selective service system of conscription
frequently causes unequal [etc.]; and

WHEREAS, it is impossible for men liable for military
service to plan their future with any confidence [etc.]; and

WHEREAS, the present system is extremely susceptible to
abuse [etc.]; now, therefore,

BE IT RESOLVED, by the Legislature of the State of
Minnesota, that Congress and the President should speedily
enact laws to substitute a lottery system for the present
selective service system of conscription.

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

EXAMPLE - HOUSE COVER

H. F. NO.

A bill for an act relating to the public employees retirement association; providing for increase in retirement annuities paid to certain annuitants, amending Minnesota Statutes 1967, Section 353.57.

HOUSE ACTION

Introduced by _____

★ Read FIRST TIME _____ and referred to the

Committee on

Committee Recommendations

Committee Report Adopted

★ Read SECOND TIME

Committee of the Whole

★ Read THIRD TIME

Passed by the House

Transmitted to the Senate

Chief Clerk, House of Representatives
State of Minnesota

H. F.

No. _____

H. F. NO.

A bill for an act relating to the public employees retirement association; providing for increase in retirement annuities paid to certain annuitants, amending Minnesota Statutes 1967, Section 353.57.

COMPARISON (HOUSE ACTION)

Date _____

Mr. _____ moved that

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

Date _____

Upon motion of _____

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

CONCURRENCE (HOUSE ACTION)

Date _____

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

Chief Clerk, House of Representatives

CONFERENCE COMMITTEE ACTION

☐ Refer to back of cover for
conference committee
action.

HOUSE ACTION

Introduced by _____

★ Read FIRST TIME _____ and referred to the

Committee on

Committee Recommendations

Committee Report Adopted

★ Read SECOND TIME

Committee of the Whole

★ Read THIRD TIME

Passed by the House

Transmitted to the Senate

Chief Clerk, House of Representatives
State of Minnesota

SENATE ACTION

★ Read FIRST TIME

Referred to Committee on

Reported Back

Committee Recommendations

★ Read SECOND TIME

Committee of the Whole

★ Read THIRD TIME

Passed by the Senate

Returned to the House

Secretary of the Senate
State of Minnesota

☐ APPROVED AS TO FORM
Revisor of Statutes

By _____

H. F.

No. _____

CONFERENCE COMMITTEE ACTION

OTHER ACTION

HOUSE

Date_____

Upon motion of _____
the House refused to concur in Senate amend-
ments to H. F. No. _____ and
requested a Conference Committee of _____
members on the part of the House as a Conference
Committee to confer with a like committee on the
part of the Senate.

HOUSE CONFEREES

Chief Clerk, House of Representatives

SENATE

Date_____

The Senate has acceded to the request of the
House for the appointment of a Conference Com-
mittee on H. F. No. _____ consisting of
_____ members to confer with a like Com-
mittee of the House.

SENATE CONFEREES

Secretary of the Senate

Date_____

The House adopted the recommendation and re-
port of the Conference Committee on H. F. No.
_____ and repassed said bill in accor-
dance with the report of the Committee so adopted.

Chief Clerk, House of Representatives

Date_____

The Senate adopted the recommendation and re-
port of the Conference Committee on H. F. No.
_____ and repassed said bill in accor-
dance with the report of the Committee so adopted.

Secretary of the Senate

OTHER ACTION

☐ HEADNOTES AUTHORIZED
☐ DECIMAL CODING AUTHORIZED
Revisor of Statutes

By_____

S. F. NO.

A bill for an act relating to the organization and operation of state government; appropriating money therefor and limiting the use thereof; raising certain revenues; authorizing temporary borrowing; providing for the transfer of certain moneys in the state treasury; adjusting the salaries of certain state officers and employees; authorizing land acquisition in certain cases including conservation, parks, wildlife, and spawning areas, and historic sites; fixing and limiting the amount of fees to be collected, etc., repealing Minnesota Statutes 1967, Sections 127.06, etc.

SENATE ACTION

Introduced by Messrs. _____

★ Read FIRST TIME _____ and referred to the

Committee on

Reported back

Committee Recommendations

★ Read SECOND TIME

Committee of the Whole

★ Read THIRD TIME

Passed by the Senate

Transmitted to the House

Secretary of the Senate
State of Minnesota

S. F.

No. _____

S. F. No.

A bill for an act relating to the organization and operation of state government; appropriating money therefor and limiting the use thereof; raising certain revenues; authorizing temporary borrowing; providing for the transfer of certain moneys in the state treasury; adjusting the salaries of certain state officers and employees; authorizing land acquisition in certain cases including conservation, parks, wildlife, and spawning areas, and historic sites; fixing and limiting the amount of fees to be collected, etc., repealing Minnesota Statutes 1967, Sections 127.06, etc.

SENATE ACTION

Introduced by Messrs. _____

★ Read FIRST TIME _____ and referred to the

Committee on

Reported back

Committee Recommendations

★ Read SECOND TIME

Committee of the Whole

★ Read THIRD TIME

Passed by the Senate

Transmitted to the House

Secretary of the Senate
State of Minnesota

COMPARISON (HOUSE ACTION)

Date _____

Mr. _____ moved that

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

Date _____

Upon motion of _____

S. F. No. _____ was substituted

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

(SENATE ACTION)

Received from House _____

CONCURRENCE

Date _____
The Senate concurred in House amendments to

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

Secretary of the Senate

HOUSE ACTION

★ Read FIRST TIME

Referred to Committee on

Committee Recommendations

Committee Report Adopted

★ Read SECOND TIME

Committee of the Whole

★ Read THIRD TIME

Passed by the House

Returned to the Senate

Chief Clerk, House of Representatives
State of Minnesota

CONFERENCE COMMITTEE ACTION



Refer to back of cover for
conference committee
action.

S. F.

No. _____

CONFERENCE COMMITTEE ACTION

OTHER ACTION

SENATE

HOUSE

Date _____
The Senate refused to concur in House amend-
ments to S. F. No. _____ and
requested a Conference Committee of _____
members on the part of the Senate as a Confer-
ence Committee to confer with a like committee
on the part of the House.

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

SENATE CONFEREES

HOUSE CONFEREES

Secretary of the Senate

Chief Clerk, House of Representatives

Date _____
The Senate adopted the recommendation and re-
port of the Conference Committee on S. F. No.
_____ and repassed said bill in accor-
dance with the report of the Committee so adopted.

Date _____
The House adopted the recommendation and re-
port of the Conference Committee on S. F. No.
_____ and repassed said bill in accor-
dance with the report of the Committee so adopted.

Secretary of the Senate

Chief Clerk, House of Representatives

OTHER ACTION

☐ HEADNOTES AUTHORIZED
☐ DECIMAL CODING AUTHORIZED
Revisor of Statutes

By _____

REQUISITES
AND
SPECIFICATIONS

8 1/2" x 13" white bond paper
If carbons are used for copies of bills
or covers, use fresh carbons for all pages.

PAPER

Standard black pica type.

TYPE STYLE

No erasures or strikeovers. All typing
(except the title of the bill) is double
spaced. No language should be inserted
above or below typing lines.

TYPING
ACCURACY

Margins must be exact. See Bill Form
Example on page 3.

MARGINS

Do not be misled by terminology used in
designating the laws. All bills enacted
at a particular session are called "Session
Laws." Statutes or laws which are referred
to as "Minnesota Statutes", are a compi-
lation of session laws. It has two volumes
and is published at intervals. Laws not
compiled in Minnesota Statutes are cited as
session laws and designated by the particu-
lar year in which they were passed, e.g.,
Laws 1957, Chapter 342. A law passed during
a session is assigned a chapter number,
hence, chapter 342 above was the 342nd law
passed during the 1957 session of the
legislature.

DESIGNATING
MINNESOTA STATUTES
AND
SESSION LAWS

When amending a statute, copy the text to be amended only from the latest edition of Minnesota Statutes. During the 1969 legislative session the edition and designation will be "Minnesota Statutes 1967."

AMENDING
MINNESOTA
STATUTES

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

AMENDING
SESSION LAWS

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

Section 1.
Sec. 2.
Sec. 3.

BILL
DIVISIONS

Subdivision 1.
Subd. 2.
Subd. 3.

In amending existing law, changes desired are indicated by striking with a continuous line of hyphens the unwanted language, and underlining with a continuous line any new language. The purpose of the striking and underlining of language is to enable the reader to distinguish between the law as it now exists and the proposed new law.

STRIKEOUT
AND
UNDERSCORING

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

Any change from existing law must be indicated by strikeout or underlining. However, since headnotes are not a part of the law, it is unnecessary to use strikeout or underlining to change a headnote.

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

Right

Wrong

(a) (b)

(a**b**)

~~ee~~mission commissioner commissioner

STRIKEOUT
AND
UNDERSCORING
(continued)

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

Four copies are covered with green house covers, and four copies are covered with white senate covers.

COVERS

Except for the title, nothing else is typed on the covers when preparing a bill for introduction. For long titles that extend beyond the space allotted for the title, the titles may be abbreviated. However, if the bill is amendatory, part of the amendatory language should be briefly stated. See the sample bill covers on pages 18 and 19. Note also that words may be divided at the end of a line on bill cover titles.

COVER
TITLES

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

COVERING
THE
BILL

GRAMMAR AND STYLE

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

The title always ends with a period.

The enacting clause always ends with a colon.

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

Do not use a period after statutory coding.

Headnotes end with a period and are enclosed in brackets.

Commas are inserted within series of words, phrases, or clauses; e.g., "The flag is red, white, and blue."

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

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

Avoid dashes whenever possible.

PUNCTUATION

Capitalize

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

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

The first word following a colon.

The words, Chapter, Section, and Subdivision when included as a citation, i.e., Minnesota Statutes 1967, Section 432.09, Subdivision 1, or Laws 1963, Chapter 84, Section 2.

CAPITALIZATION

Do not capitalize

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

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

CAPITALIZATION
(continued)

Titles of officials, e.g., governor,
president, senator.

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

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

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

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

NUMBERS

Compound numbers from twenty-one to ninety-nine,
if expressed in words, are hyphenated, i.e.,
twenty-nine
twenty-fifth
one hundred
two hundred and twenty-fifth

Fractions from one through ten are written out
following the general rule, i.e.,
one half
five sixths
3/11
5/16
2-1/2
7-5/8

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

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

\$1
\$4,000

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

NUMBERS
(continued)

In tabulations,
\$ 5.00
10.50
16.00
21.50

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

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

SPELLING

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

ABBREVIATIONS

TRANSMITTAL LETTERS

The following are forms of transmittal letters covering other situations.

Dear Senator _____:

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

PRE-SESSION
FINAL

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

Very truly yours,

Dear Mr. _____:

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

PRELIMINARY

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

Very truly yours,

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

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

DRAFTING
PAPERS

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

CONSTITUTIONALITY



STATE OF MINNESOTA

REVISOR OF STATUTES

SAINT PAUL

(date)

JOSEPH J. BRIGHT
REVISOR

The Honorable _____
Representative, District _____
State Capitol

Dear Mr. _____:

OR

The Honorable _____
Senator, District _____
State Capitol

Dear Senator _____:

Enclosed is the bill you requested relating
to _____.

The bill is in final form, ready for
introduction.

We are also enclosing two additional copies
for your use.

Very truly yours,

Joseph J. Bright
Revisor of StatutesJJB:bw
Enc.
2212

ENGROSSING

AND

ENROLLING

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

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

Committee amendments are to the typewritten bill, either the unengrossed original or the last engrossment, if any.

Floor amendments are to either the typewritten bill or the printed bill and must specify one or the other. A bill is printed at the time it is given its second reading. It may also be printed if amended thereafter.

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

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

After a bill has passed both bodies of the legislature in the same form, either as introduced or as finally engrossed, the bill is ready to be enrolled. An enrollment is a bill on special paper, ready for the signatures of the President of the Senate, the Speaker of the House, the Secretary of the Senate, the Chief Clerk of the House, and the Governor. It is labeled "an act."

EXAMPLE - SENATE COMMITTEE REPORT

(SENATE) Form 6A

Mr. Dosland, from the Committee on

Local Government, to which was referred

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

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

Strike everything after the enacting clause and insert in lieu thereof the following:

"Section 1. Laws 1953, Chapter 243, Section 1, is amended to read:

Section 1. ~~Any village having a population in excess of 400 and less than 500 according to the 1950 federal census in any county having over 200,000 and less than 300,000 inhabitants according to such census~~ The village of Cook is hereby authorized to appropriate ~~\$500~~ \$1,000 annually out of the profits of the municipal liquor store to an information bureau of such village. The bureau shall use the appropriation solely for the purposes of civic welfare."

Strike all of the title and insert in lieu thereof the following:

"A bill for an act
relating to the village of Cook; amending
Laws 1953, Chapter 243, Section 1."

And when so amended, that the bill do pass.

Amendments adopted.

Report adopted.

EXAMPLE - HOUSE COMMITTEE REPORT

Mr. Henning

from the Committee on

Forestry and Public Domain

to which was referred—

H. F. No. 13 A Bill for an act relating to the land use committee; transferring the powers and duties to the state planning officer; amending Minnesota Statutes 1967, Sections 92.35 and 92.36; repealing Minnesota Statutes 1967, Section 92.33.

Reported the same back with the following amendments:

Insert a new section 3 as follows:

"Sec. 3. Minnesota Statutes 1967, Section 92.37, is amended to read:

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

Renumber Sec. 3. as Sec. 4.

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

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

This Committee action taken _____ 196__

_____, Chairman

EXAMPLE - FLOOR AMENDMENT

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

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

Strike all of Section 7

Renumber Section 8 as Section 7

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

"Sec, 8. This act takes effect July 1, 1970."

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

EXAMPLE - FLOOR AMENDMENT

Mr. _____ moves to amend H. F. No. 13, the
typewritten bill, as follows:

Strike all of section 1.

Sec. 2, line 8, after "he shall" and before "report"
insert ", on or before January 1 each year,"

Sec. 3, beginning in line 3, strike "Except as provided
in section 1,"

Sec. 5, line 4, strike "he" and insert in lieu thereof "they"

Renumber the sections in sequence

Amend the title in line 3, by striking "60A.28;"

EXAMPLE - CONFERENCE REPORT-HOUSE BILL

CONFERENCE COMMITTEE REPORT ON H. F. No. 1500

May 9, 1969

Honorable (Name) , Speaker of the House of Representatives

Honorable (Name) , President of the Senate

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

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

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

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

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

House Conferees:

THOMAS THOMPSON

ALBERT WILSON

G. R. HOUSE

Senate Conferees:

RUPERT SMITHE

FRANCES KELLY

(MRS.) ANN HALL

EXAMPLE - CONFERENCE REPORT-HOUSE BILL

CONFERENCE COMMITTEE REPORT ON H. F. No. 2332

April 25, 1969

Honorable (Name) , Speaker of the House of Representatives

Honorable (Name) , President of the Senate

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

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

"Sec. 8. This act takes effect January 1, 1970."

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

House Conferees:

ROBERT J. BROWN

WILLIAM WILSON

HAROLD VANCE

Senate Conferees:

JOHN SIMMERS

VERN KLIEN

(MRS.) M. C. SMITH

EXAMPLE - CONFERENCE REPORT-SENATE BILL

CONFERENCE COMMITTEE REPORT ON S. F. No. 123

May 23, 1969

Honorable (Name) , President of the Senate

Honorable (Name) , Speaker of the House of Representatives

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

That the House recede from its amendments.

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

Senate Conferees:

J. L. BAGLEY SAMUEL OLSEN ROBERT J. FLYNN

PHILLIP CHASE JOSEPH WILLIAMS

House Conferees:

JAMES NELSON (MRS.) NANCY LEE ALBERT SCHLIEF

JON RUDOLPH HOWARD BAKER

EXAMPLE - CONFERENCE REPORT-SENATE BILL

CONFERENCE COMMITTEE REPORT ON S. F. No. 320

May 20, 1969

Honorable (Name) , President of the Senate

Honorable (Name) , Speaker of the House of Representatives

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

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

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

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

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

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

Senate Conferees:

ALBERT J. JONES

ROBERT L. FLYNN

JAMES M. EDWARDS

House Conferees:

THOMAS A. LEE

PAUL J. ROBERTS

MARK S. BROWN

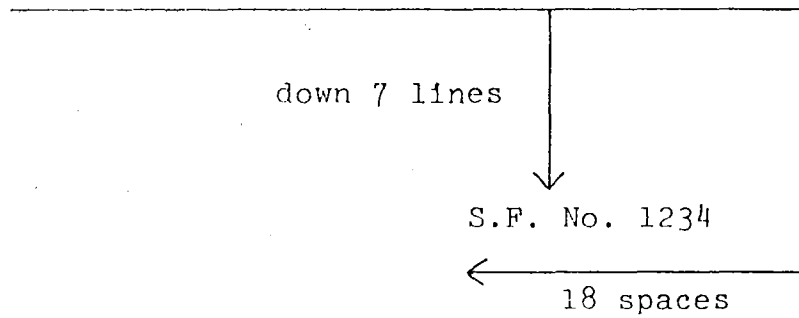
ENGROSSING

We engross bills for the body in which the bill originated even if the amendments were made by the other body. That is, if the House amends a Senate bill, we do not prepare the engrossment until the amendments are adopted by the Senate. The bill comes to us with amendments attached, stamped to show their adoption, and with the cover showing the actions taken on that bill up to the time it is sent to us. When we receive the bill, we get the master out of the bill drafting file and compare the bill and the master over the light to make sure they are the same. The instructions in the amendments are followed and the amendments incorporated in the master. Five copies of the engrossed bill are run and a set of four covers are prepared, copying the cover of the bill that came to us, and adding the words "First Engrossment" (or subsequent engrossment) above the H. F. or S. F. number. Four copies of the engrossed bill, in the covers, are delivered to the body that sent the bill to us. We retain in our files the bill with the amendments attached and the copy of the engrossment we prepared.

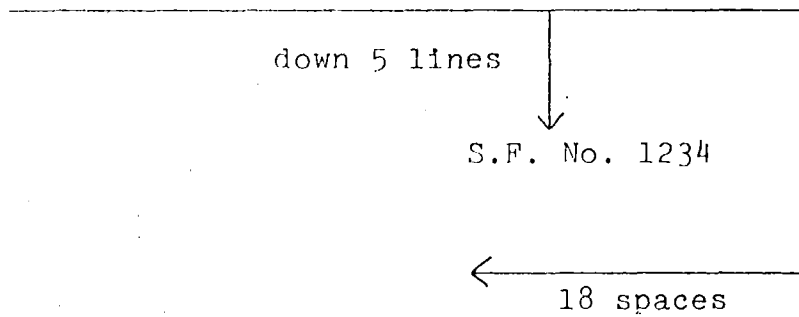
ENROLLING

After a bill has passed both bodies in the same form, it comes to us to be enrolled. In preparing a bill for enrolling, all coding is removed from the master and the words "A bill for an act" are removed. The H. F. or S. F. number is added on each page as shown on page 39. A preprinted signature page for the House or Senate is used with the dates of passage inserted. The bill is then run on enrollment paper.

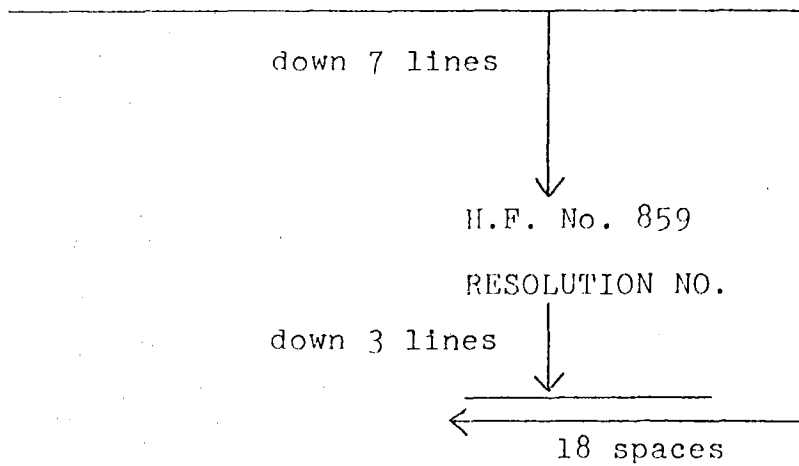
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