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STATE OF MINNESOTA

1973

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STYLES AND FORMS

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for

COMPUTERIZED BILL DRAFTING  
AND OTHER LEGISLATIVE MEASURES

Primarily for use by the staff of the Revisor of Statutes

Prepared by the

REVISOR OF STATUTES  
3 State Capitol Building  
St. Paul, Minnesota 55155

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STYLES AND FORMS

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FOREWORD

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

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

\*\*\*\*

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

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

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

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

"Rule 19. Bills, memorials, or resolutions enrolled pursuant to Joint Rule 11, may be prepared for presentation to the Governor on good quality paper, approximately 8 1/2 x 13 inches in size, and may be produced by the use of a copying machine. The enrolled bill shall be labeled "An Act" and otherwise shall contain the same material as the bill passed by the legislature. Where the enrolled bill is amendatory of any existing law or constitutional provision, the parts therein shown with a line drawn

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STATE OF MINNESOTA

through them shall be understood as being deleted from the old law or the constitutional provision and the underlined material shall be understood as being added to the old law or the constitutional provision."

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## TABLE OF CONTENTS

	Page
Foreward	i
Introduction	1
Preparation of bills	5
Example - Bill form	8
Example - New law	9
Examples - Amending	10
Example - Special law	13
Examples - Repeals	14
Examples - Appropriations	15
Example - Constitutional amendment	17
Examples - Covers	18
Preparation of resolutions	20
Examples - Simple	23
Examples - Concurrent	24
Example - Memorial	25
Transmittal letters, examples	
Preliminary	27
Final, pre-session	27
Final, during session	26
Extra paragraphs	27
Transmittal form	28
Requisites and Specifications	29
Grammar and Style	32
Engrossing	35
Examples - Committee reports	37
Example - Floor amendment	39
Examples - Conference reports	40
Examples - Majority and minority reports	44
Enrolling	45
Examples - Signature sheets	47
Index	49



## INTRODUCTION

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

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

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

"A bill for an act"

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

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

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

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

To engross a bill or other legislative measure is to copy it and incorporate within its text amendments thereto.

## INTRODUCTION - continued

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

All bill drafting, all engrossing, and all enrolling of legislative documents for both the house of representatives and the senate during the 1973 legislative session will be processed by a computerized bill drafting system.

The computerized bill drafting system in use in the office of the Revisor of Statutes is the Qwik-Draft system written for the Minnesota legislature by the Aspen Systems Corporation of Pittsburgh.

The Qwik-Draft is essentially an automated "text-editing" system utilizing Cathode Ray Tube (CRT) Terminals attached to a computer.

By way of explanation, a Cathode Ray Tube Terminal is a television-like device with a screen upon which information is displayed, and a typewriter keyboard which is used for communication between the terminal and computer.

The CRT is interfaced, or connected, to the IBM 370/155 computers located some 2000 feet away from the Revisor's office in the state Centennial Building. The transmission of data is through the normal Bell System telephone lines. The CRT's are capable of displaying information accessed from the memory of the computer.

A CRT operator, upon request, may retrieve and display on the CRT screen any portion of the text material previously stored in the computer, and may easily alter or amend this text by the use of simple commands issued at the keyboard.

Text material may be retrieved and altered on the basis of an entire document, a statutory section, a subdivision, a line or even a word. Additions, deletions and substitutions are keyed into the text which appears on the CRT screen.



INTRODUCTION - continued

The computer operation permits the rapid preparation of legislative materials, taking on the burden of re-formatting the text and thus relieving the operator of the chores of retyping, proofreading and/or cutting and taping.

Hard copy output (usually referred to as the "master copy") of the text appearing on the screen or in the computer is produced by a high-speed line printer attached to the computer and accessibly located in the Revisor's office.

The system was designed to permit the direct input of proposed new legislation as well as the ability to amend existing statutory sections. The full text of Minnesota Statutes 1971 resides on direct access storage available at all times during the bill drafting process.

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

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

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

The drafting of legislative bills and other legislative measures is an important phase of legislation. The quality of the legislative result depends not only upon the substance of the laws but also upon their style and form. To



INTRODUCTION - continued

assist the legislature in the preparation of legislative measures the Revisor of Statutes maintains a bill drafting department, and, upon request, will draft or aid in the drafting of such measures for any member of the legislature, the governor, or any department or agency of the state.

JOSEPH J. BRIGHT  
Revisor of Statutes

THE PREPARATION OF BILLS FOR  
THE MINNESOTA LEGISLATURE

The Revisor of Statutes, Room G3, State Capitol, maintains a bill drafting department ready to draft or assist in the drafting of bills, resolutions, committee reports, amendments, or other legislative papers. Legislative secretaries and other legislative personnel are free to avail themselves of these bill drafting services for the members and committees of the legislature.

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

(1) The title

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

"A bill for an act"

(2) The enacting clause

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

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

(3) The body or text of the bill.

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

Using the computerized bill drafting system a "master" for each bill is printed out on the computer printer. Eleven copies of the master are xeroxed. The appropriate transmittal letter or the transmittal form is typed and one zerox copy of the bill is stapled to a copy of the letter or the transmittal form, and retained in the bill drafting file. Four copies with bill covers are prepared for the senate and four copies with bill covers are prepared for the house. Two copies of the bill, the transmittal letter or form, and the

BILL PREPARATION - continued

house and senate covered bills are sent to the bill requester in a 10x15 brown envelope. The master is retained in the yellow master envelope in the bill drafting file. There shall be only one master in the master file.

Examples of transmittal letters and the transmittal form are found on pages 26 to 28.

A section detailing the specifications for punctuation, grammar, and style is found on pages 32 to 34.

BILL PREPARATION - continued

CHECKLIST

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

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

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

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

BILL PREPARATION - continued

EXAMPLE - BILL FORM

(General form and spacing)

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

↓ A bill for an act

5	5	relating to plats and surveys, etc.
sps	sps	(Insert the remainder of the title,
←→	←→	single spaced and in lower case.)

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

Section 1. [SURVEY; CONTENTS OF PLATS.] Subdivision 1.  
[BOUNDARIES.] The land shall be, etc. (Insert the text of  
the subdivision.)

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

Subd. 2. (Insert text.)

Subd. 3.

Sec. 3.

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

A bill for an act

relating to (Insert title.)

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

Section 1. (Begin body.)

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

↑ 4 lines  
↓  
Page number

↑ 4 lines  
↓

EXAMPLE - NEW LAW

A bill for an act

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

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

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

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

EXAMPLES - AMENDING MINNESOTA STATUTES

A bill for an act

relating to medical assistance for the needy;  
amending Minnesota Statutes 1971, Sections  
256.81; 256.93, Subdivision 2; repealing  
Minnesota Statutes 1971, Section 246.25.

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

Section 1. Minnesota Statutes 1971, 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 1971, 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 1971, Section 246.25,  
is repealed.

---

A bill for an act

relating to snowmobiles [etc.]; amending  
Minnesota Statutes 1971, Section 84.87,  
by adding a subdivision.

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

Section 1. Minnesota Statutes 1971, 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.



EXAMPLES - AMENDING MINNESOTA STATUTES (continued)

A bill for an act

relating to [etc.]; amending Minnesota Statutes 1971, Chapter 60A, by adding a section.

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

Section 1. Minnesota Statutes 1971, 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, 1973.

---

A bill for an act

relating to [etc.]; amending Minnesota Statutes 1971, Section 43.16.

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

Section 1. Minnesota Statutes 1971, 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.].

EXAMPLES - 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, ~~1971~~ 1973.

---

A bill for an act

relating to the county of Becker; [etc.];  
amending Laws 1971, Chapter 663, Section 1.

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

Section 1. Laws 1971, 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.

EXAMPLES - REPEALS

A bill for an act

relating to [etc.]; repealing Minnesota  
Statutes 1971, Section 138.04, Subdivision 3.

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

Section 1. Minnesota Statutes 1971, Section 138.04,  
Subdivision 3, is repealed.

---

A bill for an act

relating to [etc.]; repealing Minnesota  
Statutes 1971, Section 138.04, as amended.

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

Section 1. Minnesota Statutes 1971, Section 138.04,  
as amended by Laws 1973, Chapter 45, Section 4, is repealed.

---

A bill for an act

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

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

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

---

A bill for an act

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

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

Section 1. Laws 1959, Chapter 329, Section 4, as  
amended by Extra Session Laws 1961, Chapter 23, Section 3,  
as amended by Laws 1967, Chapter 457, Section 1, as amended  
by Laws 1971, Chapter 88, Section 3, is repealed.

EXAMPLES - APPROPRIATIONS

A bill for an act

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

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

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

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

---

A bill for an act

appropriating money to the department  
of health for supplies and expenses for  
the biennium beginning July 1, 1973,  
and ending June 30, 1975.

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, 1973, and ending June 30, 1975, is appropriated to the department of health from any money in the state treasury not otherwise appropriated.

EXAMPLES - 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 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:

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

Sec. 2. The proposed amendment shall be submitted  
to the people at the 1974 general election. The question  
proposed shall read:

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

Yes . . . . .

No . . . . . "



EXAMPLE - HOUSE COVER

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

EXAMPLE - SENATE COVER

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

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

(1) THE SIMPLE RESOLUTION

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

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

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

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

Simple resolutions are covered with blue covers.

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

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

Examples of a house and a senate simple resolution are found on page 23.

(2) THE CONCURRENT RESOLUTION

The concurrent resolution is used for matters concerning

## RESOLUTIONS - continued

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

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

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

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

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

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

Concurrent resolutions are covered with yellow covers.

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

Examples of a house and a senate concurrent resolution are found on page 24.

### (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.

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

RESOLUTIONS - continued

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

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

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

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

An example of a memorial resolution is found on page 25.

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.]

EXAMPLE - CONCURRENT RESOLUTION

(Yellow covers)

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 senate concurrent resolution

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

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

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



EXAMPLE - MEMORIAL RESOLUTION

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

A resolution

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

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

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

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

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

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

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

TRANSMITTAL LETTERS

(During Session)



**STATE OF MINNESOTA**  
REVISOR OF STATUTES  
SAINT PAUL

**JOSEPH J. BRIGHT**  
REVISOR

(Date)

The Honorable \_\_\_\_\_  
Representative, District \_\_\_\_\_  
State Capitol

Dear Mr. \_\_\_\_\_:

OR

The Honorable \_\_\_\_\_  
Senator, District \_\_\_\_\_  
State Capitol

Dear Senator \_\_\_\_\_:

Enclosed is the bill you requested relating to \_\_\_\_\_.

The bill is in final form, ready for introduction.

We are also enclosing two additional copies for your use.

Very truly yours,

Joseph J. Bright  
Revisor of Statutes

JJB:bw  
Encl.  
2211 (bill drafting number)

TRANSMITTAL LETTERS - continued

The following are forms of transmittal letters covering other situations.

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,

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,

---

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

TRANSMITTAL LETTERS - continued

TRANSMITTAL FORM

Finals sent to \_\_\_\_\_

Date \_\_\_\_\_

Bill Drafting File No. \_\_\_\_\_

(Staple to file copy of bill in lieu of letter)

## REQUISITES AND SPECIFICATIONS

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

FORMAT

Do not be misled by terminology used in designating the laws. All bills enacted at a particular session are called "Session Laws". Statutes or laws which are referred to as "Minnesota Statutes" are a compilation of session laws. Minnesota Statutes 1971 consists of four volumes.

DESIGNATING  
MINNESOTA  
STATUTES  
AND  
SESSION  
LAWS

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

When amending a statute, the text to be amended is copied or retrieved by the computer only from the latest edition of Minnesota Statutes. During the 1973 legislative session the edition and designation will be "Minnesota Statutes 1971".

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. In Laws 1971 the new material is shown as underlined not italicized matter.

AMENDING  
SESSION  
LAWS

REQUISITES AND SPECIFICATIONS - continued

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

BILL  
DIVISIONS

- Section 1.
- Sec. 2.
- Sec. 3.
  
- Subdivision 1.
- Subd. 1a.
- Subd. 2.
- Subd. 3.
- Subd. 3a.

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

STRIKEOUT  
AND  
UNDERSCORING

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

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

<u>Right</u>	<u>Wrong</u>
<del>(a)</del> <u>(b)</u> <del>ee</del> <u>missioner</u> <u>commissioner</u>	( <del>a</del> <u>b</u> ) <del>ee</del> <u>missioner</u> <u>commissioner</u>

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

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

Any change from existing law must be indicated by ~~strikeout~~ or underlining. However, since headnotes are not a part

HEADNOTES

REQUISITES AND SPECIFICATIONS - continued

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

HEADNOTES

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

COVERS

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

COVER  
TITLES

A bill drafting number (B.D. No.) should be  
inserted in the lower right corner of the  
space provided for the title. (When the  
forms are reprinted an enclosed block will  
be put in the appropriate space.)

See sample bill covers on pages 18 and 19.

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

COVERING  
THE  
BILL

## GRAMMAR AND STYLE

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

The title always ends with a period.

The enacting clause always ends with a colon.

PUNCTUATION

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.

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

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

Avoid dashes whenever possible.

### Capitalize

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

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

The first word following a colon.

CAPITALIZATION

The words Chapter, Section, and Subdivision, when included as a citation; i.e., Minnesota Statutes 1971, Section 432.09, Subdivision 1; or Laws 1963, Chapter 84, Section 2.



GRAMMAR AND STYLE - continued

Do not capitalize

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

CAPITALIZATION

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

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

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

SPELLING

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

ABBREVIATIONS

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

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

NUMBERS

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

GRAMMAR AND STYLE - continued

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

first  
fifth  
22nd  
81st

NUMBERS

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

twenty-nine  
twenty-fifth  
one hundred  
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  
2-1/2  
7-5/8

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

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

\$1  
\$4,000

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

In tabulations:  
\$ 5.00  
10.50  
25.00

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

## ENGROSSING

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

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

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

Bills will be amended by line number. All lines on typewritten bills are numbered by the computer printer. For examples of various ways of amending, see pages 10 to 17.

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

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

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

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

We engross the bill for the body in which the bill originated, even if the amendments were made by the other body. That is, if the house amends a senate bill, we do not prepare the engrossment until the amendments are adopted by the senate. The bill comes to us with amendments attached,

ENGROSSING - continued

stamped to show their adoption, and with the cover showing the actions taken on that bill up to the time it is sent to us. When we receive it, we retrieve the bill on the CRT by typing "draft" and the document name (the bill drafting number if the bill has never been engrossed, or the senate file number or house file number if it has been engrossed), followed by a colon. The instructions in the amendments are followed and the amendments are incorporated in the bill. Then the document is renamed by its senate or house file number, a hyphen, and its engrossment number; i.e., SFO246-1e for a first engrossment or HF0123-2e for a second engrossment.

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

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

Mr. Jones from the Committee

on Local Government, to which was referred

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

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

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

Page 2, strike all of section 3

Page 2, insert a new section 3 to read:

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

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

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

and when so amended the bill do pass.

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

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

Amendments adopted.

Report adopted.



EXAMPLE - HOUSE COMMITTEE REPORT

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

Mr. Henning from the

Committee on Forestry and Public Domain to which

was referred:

H. F. No. 13 , A bill for an act relating to the land use committee; transferring the powers and duties to the state planning officer; amending Minnesota Statutes 1971, Sections 92.35 and 92.36; repealing Minnesota Statutes 1971, Section 92.34.

**Reported the same back with the following amendments:**

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

"Sec. 3. Minnesota Statutes 1971, Section 92.37, is amended to read:

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

Renumber Sec. 3 as Sec. 4

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

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

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

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

And without further recommendation.

This Committee action taken \_\_\_\_\_, 19\_\_

\_\_\_\_\_, Chairman



EXAMPLE - FLOOR AMENDMENT

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

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

Strike all of Section 7

Renumber Section 8 as Section 7

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

"Sec. 8. This act takes effect July 1, 1974."

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

EXAMPLE - CONFERENCE REPORT-HOUSE BILL

A bill for an act

relating to taxation; providing for  
the distribution of the proceeds of  
the taconite production tax, etc.

CONFERENCE COMMITTEE REPORT ON H. F. NO. 1500

May 10, 1973

Honorable (Name) , Speaker of the House of Representatives

Honorable (Name) , President of the Senate

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

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

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

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

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

House Conferees:

THOMAS THOMPSON

ALBERT WILSON

G. R. HOUSE

Senate Conferees:

RUPERT SMITHE

FRANCES KELLY

(MRS.) ANN HALL



EXAMPLE - CONFERENCE REPORT-HOUSE BILL

A bill for an act  
relating to [etc.] (insert enough  
of the title to allow for easy  
identification of the bill)

---

CONFERENCE COMMITTEE REPORT ON H. F. NO. 2332

April 26, 1973

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, 1974."

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

A bill for an act  
relating to [etc.] (insert enough  
of the title to allow for easy  
identification of the bill)

---

CONFERENCE COMMITTEE REPORT ON S. F. NO. 123

May 24, 1973

Honorable (Name) , President of the Senate

Honorable (Name) , Speaker of the House of Representatives

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

That the House recede from its amendments.

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

Senate Conferees:

\_\_\_\_\_  
J. L. BAGLEY

\_\_\_\_\_  
SAMUEL OLSEN

\_\_\_\_\_  
ROBERT J. FLYNN

\_\_\_\_\_  
PHILIP CHASE

\_\_\_\_\_  
JOSEPH WILLIAMS

House Conferees:

\_\_\_\_\_  
JAMES NELSON

\_\_\_\_\_  
(MRS.) NANCY LEE

\_\_\_\_\_  
ALBERT SCHLIEF

\_\_\_\_\_  
JOHN RUDOLPH

\_\_\_\_\_  
HOWARD BAKER

EXAMPLE - CONFERENCE REPORT-SENATE BILL

A bill for an act

relating to [etc.] (insert enough  
of the title to allow for easy  
identification of the bill)

CONFERENCE COMMITTEE REPORT ON S. F. NO. 320

May 20, 1973

Honorable (Name) , President of the Senate

Honorable (Name) , Speaker of the House of Representatives

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

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

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

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

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

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

Senate Conferees:

ALBERT J. JONES

ROBERT L. FLYNN

JAMES M. EDWARDS

House Conferees:

THOMAS A. LEE

PAUL J. ROBERTS

MARK S. BROWN

EXAMPLES - MAJORITY AND MINORITY REPORTS

## MAJORITY REPORT

Mr. \_\_\_\_\_, from the Committee on \_\_\_\_\_, to which was referred \_\_\_\_\_ . F. No. \_\_\_\_\_, A bill for an act relating to (Type complete title from body of bill. Do not indent title.)

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

_____	_____	_____	_____
Jones	Smith	Peterson	Etc.
_____	_____	_____	_____
Etc.	Etc.	Etc.	Etc.

Report adopted.

## MINORITY REPORT

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

_____	_____	_____	_____
Hanson	Swenson	Peterson	Etc.
_____	_____	_____	_____
Etc.	Etc.	Etc.	Etc.

Report adopted.

## ENROLLING

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

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

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

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

The signature sheet is also xeroxed on plain enrollment paper.

ENROLLING - continued

EXAMPLE - INSERTING OF FILE NUMBER ON ENROLLMENTS

(down 7 lines)	
	S. F. No. 1234 (18 spaces)

Page 1  
of enrollments

(down 5 lines)	
	S. F. No. 1234 (18 spaces)

Page 2 and  
following  
pages

(down 7 lines)	
	H. F. No. 859 RESOLUTION NO. (18 spaces)

Page 1 of  
resolutions

EXAMPLE - SENATE SIGNATURE SHEET

S. F. No.

Rudy G. Perpich  
President of the Senate.

Aubrey W. Dirlam  
Speaker of the House of Representatives.

Passed the Senate this                      day of  
in the year of Our Lord one thousand nine hundred and seventy-one.

George G. Goodwin  
Secretary of the Senate.

Passed the House of Representatives this                      day of  
in the year of Our Lord one thousand nine hundred and seventy-one.

Edward A. Burdick  
Chief Clerk, House of Representatives.

Approved    1971

Wendell R. Anderson  
Governor of the State of Minnesota.

Filed    1971

Arlen I. Erdahl  
Secretary of State.





INDEX

Page

ABBREVIATIONS

Avoidance . . . . . 33

APPROPRIATION

Biennial, form of bill . . . . . 15  
Claim, form of bill . . . . . 15  
Forms of bill . . . . . 15, 16  
Standing, form of bill . . . . . 16

BILL DIVISIONS

Specifications . . . . . 30

BILLS

Bill drafting file, completed, order . . . . . 7  
Bill form, example . . . . . 8  
Number of copies . . . . . 5, 6  
Order of preparing . . . . . 7  
Spacing, bill form . . . . . 8

CAPITALIZATION

Colons, after . . . . . 32  
Officials . . . . . 33  
Political subdivisions . . . . . 33  
Proper names . . . . . 32  
Statutory citations . . . . . 32  
Usage . . . . . 32, 33

CHECKLIST

Bill drafting file . . . . . 7  
Bill preparation . . . . . 7

CLAIM BILL

Example . . . . . 15

CODING

Proposed new coding . . . . . 9

CONCURRENT RESOLUTIONS

Forms . . . . . 24  
Generally . . . . . 20, 21

CONSTITUTIONAL AMENDMENT

Form . . . . . 17

CONSTITUTIONALITY

Transmittal letter . . . . . 27

COVERS

House, example . . . . . 18  
 Resolutions . . . . . 20, 21, 22  
 Senate, example . . . . . 19  
 Specifications . . . . . 31

EFFECTIVE DATE

Styles . . . . . 11, 12

ENACTING CLAUSE

Constitutional requirement . . . . . 5  
 Form . . . . . 5

ENGROSSING

Committee amendments . . . . . 35  
 Conference committee amendments . . . . . 35  
 Covers . . . . . 36  
 Floor amendments . . . . . 35, 39  
 House committee report, example . . . . . 38  
 Majority report, example . . . . . 44  
 Minority report, example . . . . . 44  
 Procedure . . . . . 35, 36  
 Senate committee report, example . . . . . 37

ENROLLING

Form . . . . . 46  
 Procedure . . . . . 45  
 Signature sheets, example . . . . . 47, 48

EXAMPLES

Amending an amended session law . . . . . 12  
 Amending local laws . . . . . 12  
 Amending Minnesota Statutes . . . . . 10, 11  
 Amending session laws . . . . . 12  
 Appropriation bill . . . . . 15, 16  
 Biennial appropriation . . . . . 15  
 Bill form . . . . . 8  
 Claim bill . . . . . 15  
 Concurrent resolutions . . . . . 24

EXAMPLES (continued)

Conference committee reports, house and senate . . .	40, 41, 42, 43
Constitutional amendment . . . . .	17
Covers, house . . . . .	18
Covers, senate . . . . .	19
Enrollments, inserting file numbers . . . . .	46
Floor amendment . . . . .	39
House committee report . . . . .	38
House concurrent resolution . . . . .	24
House signature sheet . . . . .	48
House simple resolution . . . . .	23
Majority report . . . . .	44
Memorial resolution . . . . .	25
Minority report . . . . .	44
New law . . . . .	9
Repealing an amended session law . . . . .	14
Repeals, Minnesota Statutes . . . . .	14
Senate committee report . . . . .	37
Senate concurrent resolution . . . . .	24
Senate signature sheet . . . . .	47
Senate simple resolution . . . . .	23
Simple resolutions . . . . .	23
Special law . . . . .	13
Standing appropriation . . . . .	16
Transmittal form . . . . .	28
Transmittal letters . . . . .	26, 27

FRACTIONS

Style of expressing . . . . .	34
-------------------------------	----

GRAMMAR AND STYLE

Capitalization . . . . .	32, 33
Numbers . . . . .	33, 34
Punctuation . . . . .	32
Statutory citations . . . . .	32

HEADNOTES

New law . . . . .	9
Specifications . . . . .	30, 31

HOUSE

Bill covers . . . . .	18, 31
Committee report, example . . . . .	38
Conference report, examples . . . . .	40, 41
Resolutions	
Concurrent, form . . . . .	24
Concurrent, generally . . . . .	20, 21
Memorial, form . . . . .	25

	Page
<u>HOUSE</u> (continued)	
<u>Resolutions</u> (continued)	
Memorial, generally . . . . .	21, 22
Simple, form . . . . .	23
Simple, generally . . . . .	20
Signature sheet, example . . . . .	48
 <u>HYPHENATION</u>	
Avoidance . . . . .	32
 <u>LOCAL LAWS</u>	
Amending . . . . .	12
Special law . . . . .	13
 <u>MAJORITY REPORT</u>	
Form . . . . .	44
 <u>MARGINS</u>	
Specifications, bills . . . . .	29
 <u>MEMORIAL RESOLUTIONS</u>	
Form . . . . .	25
Generally . . . . .	21, 22
 <u>MINNESOTA STATUTES</u>	
Amending . . . . .	10, 11, 29
 <u>MINORITY REPORT</u>	
Form . . . . .	44
 <u>MONEY</u>	
Style . . . . .	34
 <u>NEW LAW</u>	
Example of form . . . . .	9
 <u>NUMBERS</u>	
Style . . . . .	33, 34
 <u>PAPER</u>	
Size, specifications . . . . .	i

PUNCTUATION

Headnotes . . . . .	32
Hyphenation . . . . .	32
Titles . . . . .	32
Usage . . . . .	32

REPEALS

Examples	
Minnesota Statutes . . . . .	14
Session laws . . . . .	14
Special laws . . . . .	14
Local laws . . . . .	14
Repealing a section of Minnesota Statutes in an amendatory bill . . . . .	10

RESOLUTIONS

Concurrent . . . . .	20, 21, 24
Generally . . . . .	20
Memorial . . . . .	21, 22, 25
Simple . . . . .	20, 23

SECTIONS

Amending a section of Minnesota Statutes . . . . .	10
Amending Minnesota Statutes by adding a section . . . . .	11
Repealing a section of Minnesota Statutes . . . . .	14

SENATE

Bill covers . . . . .	19, 31
Committee report, example . . . . .	37
Conference report, examples . . . . .	42, 43
Resolutions	
Concurrent, form . . . . .	24
Generally . . . . .	20
Memorial, form . . . . .	25
Memorial, generally . . . . .	21, 22
Simple, form . . . . .	23
Simple, generally . . . . .	20
Signature sheet, example . . . . .	47

SESSION LAWS

Amending . . . . .	12, 29
Amending an amended session law . . . . .	12
Repealing . . . . .	14
Repealing an amended session law . . . . .	14

SIMPLE RESOLUTIONS

Form . . . . .	23
----------------	----

SIMPLE RESOLUTIONS (continued)

Generally . . . . .	20
House, simple . . . . .	20, 23
Senate, simple . . . . .	20, 23

SPECIAL LAW

Form . . . . .	13
----------------	----

SPECIFICATIONS

Bill divisions . . . . .	30
Covers . . . . .	31
Margins . . . . .	29
Paper . . . . .	i
Strikeout . . . . .	30
Titles . . . . .	31
Underscoring . . . . .	30

SPELLING

Alternate word spelling . . . . .	33
Webster's New International Dictionary . . . . .	32, 33

STRIKEOUT AND UNDERSCORING

Specifications . . . . .	30
--------------------------	----

STYLE

Abbreviations . . . . .	33
Bill divisions . . . . .	30
Capitalization . . . . .	32, 33
Dates . . . . .	34
Margins . . . . .	29
Minnesota Statutes, designation . . . . .	29
Money . . . . .	34
Numbers . . . . .	33, 34
Punctuation . . . . .	32
Session laws, designation . . . . .	29
Spelling . . . . .	33
Strikeout . . . . .	30
Underscoring . . . . .	30

SUBDIVISIONS

Adding a subdivision to Minnesota Statutes . . . . .	10
Dividing a section into subdivisions . . . . .	11
Repealing a subdivision of Minnesota Statutes . . . . .	14

SYMBOLS

Avoidance . . . . .	34
Style . . . . .	34

TITLES

Cover titles . . . . .	31
Single subject and purpose . . . . .	5
Spacing, bill form . . . . .	8

TRANSMITTAL LETTERS AND FORM

Form . . . . .	28
Letters	
Constitutionality . . . . .	27
Preliminary . . . . .	27
Pre-session final . . . . .	27
Session final . . . . .	26
Preparation . . . . .	5, 6