



BILL DRAFTING GUIDELINES

There are three different types of proposed legislation in the YMCA Youth Legislature:

1. **A Legislative Act** – proposes a new or amended law or the repeal of an old law
2. **A Resolution** – applies to matters external to the legislature, such as the State Constitution or the YMCA Youth & Government Program
3. **A Memorial** – is in essence a letter to Congress, the President, or federal agencies on matters of national interest

In each case, there are specific guidelines that must be followed in drafting your bill. A sample of each of the three types of legislation is included in this section.

In practice, Legislative Acts usually get the most serious consideration, because these bills actually propose changes in the laws of our state, and have a real impact upon our quality of life. Resolutions also have a big impact on our daily life if they relate to the Constitution, which provides the framework for our government.

Memorials provide a means of telling the federal government what the legislature thinks about an issue, but does not have any real impact or “clout” in making real changes.

FORMAT REQUIREMENTS

All Acts, Memorials, and Resolutions

1. Bills must be submitted electronically using the format provided to delegations by the Y&G state office.
2. Each bill may be sponsored by a maximum of two (2) people, at least one of whom **MUST** be a Senator, Representative, Cherberg Senator, or O’Brien House Representative.
3. The first person listed on the bill will be the Prime Sponsor.
4. Bills will be assigned to the chamber of the Prime Sponsor.
5. The lines of each bill must be numbered consecutively, following the format provided. In the case of bills longer than one page, the second page should begin with number “1”. Blank lines should not be numbered.
6. Bills may **NOT** be longer than 2 pages in length. Additional pages will not be included in the Bill Book.



7. All bills should be written in Verdana font, size 10.
8. "Positions" at the top of the bill should be listed as one of the following below. If the sponsor is in a leadership position please list their leadership position (not chamber or program area).
 - 1) Senator
 - 2) Representative
 - 3) Cherberg Senator
 - 4) O'Brien Representative
 - 5) Reporter
 - 6) Lobbyist
 - 7) Page

LEGISLATIVE ACTS

1. HEADING (required)

- The heading (the line immediately preceding the first line) of a legislative act reads "AN ACT"

2. SHORT TITLE (required)

- The first line of a legislative act reads:
An Act relating to (insert the short title of the bill) **amending/repealing/ adding** (select the appropriate action) **RCW** (insert RCW number).
- The first line should always be indented

Example:

- 1 **An Act relating to allowing the use of dogs to hunt cougars; amending**
- 2 **RCW 77.15.245; adding a new section to 77.36 RCW; and creating new sections.**

3. ENACTMENT CLAUSE (required)

- The next line of a legislative act reads:
"BE IT ENACTED BY THE YMCA YOUTH LEGISLATURE OF THE STATE OF WASHINGTON:"



PLEASE NOTE: Not every section is required/needed in "An Act." See the sample Act on page 6 for an example.

4. SECTIONS

- Each section must be indented and numbered consecutively.
 - There are 3 types of sections that may be in a legislative act
- A. New Sections
 - B. Amendatory Sections (see # 8)
 - C. Repeal existing law that conflicts with new language or is no longer necessary. *Only entire sections may be repealed*

A. NEW SECTIONS

I. NEW SECTION – ***WHY THIS IS IMPORTANT?***

- The "NEW SECTION" should read:
NEW SECTION. Sec. 1. The Youth Legislature finds ...
(Provide brief explanation of bill – why should this be the law?)
- First line should be indented.
- "**NEW SECTION**" should be in all caps and underlined.
- The "Sec." and corresponding number should be in bold print.

Example:

1 **NEW SECTION. Sec. 1.** The Youth Legislature finds that the
2 lawful, regulated use of dogs to hunt cougar can:
3 (1) Be the most effective and biologically responsible tool for
4 Cougar population conservation and management;
5 (2) Benefit public safety and protect private property; and
6 (3) Address a localized concern that a cougar population has
7 exceeded a community's tolerance.



II. NEW SECTION - NEW LAW – *WHAT IS THE NEW LAW?*

- The “NEW SECTION” should read:
NEW SECTION. Sec. 2. A new section is added to (insert RCW number) to read as follows: (Explanation of new law)
- First line should be indented.
- “NEW SECTION” should be in all caps and underlined.
- The “Sec.” and corresponding number should be in bold print.

Example:

1 NEW SECTION. Sec. 2. A new section is added to chapter
2 77.36 RCW to read as follows:
3 (1) The commission shall adopt rules to establish seasons for
4 Hunting cougar with the aid of dogs consistent with this section.
5 (2) All rules adopted by the commission regarding the hunting
6 Of cougars with the aid of dogs must:
7 (a) Ensure viable cougar population levels;
8 (b) Be reflective of the best available science pertaining to cougar
9 management and conservation.

III. NEW SECTION - DEFINITIONS

- Define all vocabulary in your bill that could be confusing or may have more than one meaning or interpretation. Definitions can be:
 - i. Out of the dictionary
 - ii. Previously defined in an existing RCW
 - iii. Defined in a textbook
 - iv. Made up on your own
- First line should be indented.
- “NEW SECTION” should be in all caps and underlined.
- The “Sec.” and corresponding number should be in bold print.

Example:

1 NEW SECTION. Sec. 3. The definitions in this section apply
2 Throughout this chapter unless the context clearly requires
3 otherwise.
4 (1) “None of These Candidates” means when a voter wishes to
5 register his opposition to all candidates properly qualified for that
6 office, they may do so by voting for none of these candidates.



- 7 (2) "General Election" is as defined in RCW29A.04.073
8 (3) "Statewide Office" means an elected office is one voted on
9 by all the people of Washington State that serves the people o
10 Washington in state government. These are Governor, Lieutenant
11 Governor ...

B. AMENDMENTS

- Amendments to legislative acts and resolutions must be set out in full. This means that the wording to be amended must be shown, as well as the new wording proposed. Care must be taken that punctuation is not altered in the existing text, unless that is part of the amendment. Proposed language must be underscored, while the text to be deleted must be ~~((double bracketed and stricken out))~~.
- It's also important to reference the RCW that you are striking.
- If the text being deleted is several paragraphs or pages long, in order to stay under the 2 page limit, delegates may cut the sentence off with a "...".
 - If you are striking language out please be sure to keep any language that explains the bill/amendment so not to confuse readers.
- The "Sec." and corresponding number should be in bold print.

Example:

1 **Sec. 3.** RCW 82.08.0204 is amended to read as follows:
2 (1) The tax levied by RCW 82.08.020 does not apply to the sale of the
3 Apis Mellifera species of honey bees to an eligible apiarist, ~~((This exemption~~
4 ~~is available only if the buyer provides the seller ...))~~

C. REPEALING

- Repeal existing law that conflicts with new language or is no longer necessary.
Only entire sections may be repealed

Example:

1 AN ACT Relating to repealing the authorization for automated traffic
2 safety cameras amending RCW 46.12.655 and 46.63.073; and repealing
3 RCW 46.63.170
4 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON
5 NEW SECTION. Sec. 1 RCW 46.63.170 (Automated traffic safety
6 cameras -- Definition) and 2010 c 161 s 1127, 2009 c 470 s 714, 2007
7 c 372 s 3, & 2005 c 167 s 1 are each repealed.



5. EFFECTIVE DATE

A. Do NOT include if the date is effective 90 days from adjournment.

B. Later than 90 days?

Include only if you want a date further out than 90 days from adjournment (the end of session.).

NEW SECTION. Sec. 4. This act takes effect October 1, 2012.

C. Expiration date/limited time period?

Include only if you want an expiration date.

NEW SECTION. Sec. 4. This act expires July 1, 2015.

D. Emergency? Effective immediately?

Include only if you want a date prior to the 90 days from adjournment.

NEW SECTION. Sec. 4. This act is necessary for the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions, and takes effect immediately.

6. FISCAL NOTE

- Include fiscal note information at end of bill, but not in the “body” of the bill. The fiscal note process continues to be edited and will be available in January 2012.



EXAMPLE OF AN ACT

Introduced by:

Senator _____ Bales, Nelly _____ Cedar County _____

Position _____ Name (last, first) _____ Delegation _____

AN ACT

1 AN ACT Relating to allowing the use of dogs to hunt cougars; amending
2 RCW 77.15.245; adding a new section to 77.36 RCW; and creating new sections.

3 BE IT ENACTED BY THE YMCA YOUTH LEGISLATURE OF THE STATE OF WASHINGTON

4 NEW SECTION. **Sec. 1.** The legislature finds that the lawful, regulated use of
5 dogs to hunt cougar can:

6 (1) Be the most effective and biologically responsible tool for cougar
7 population conservation and management;

8 (2) Benefit public safety and protect private property; and

9 (3) Address a localized concern that a cougar population has exceeded a
community's tolerance.

10 NEW SECTION. **Sec. 2.** A new section is added to chapter 77.36 RCW to
11 read as follows:

12 (1) The commission shall adopt rules to establish seasons for hunting cougar
13 with the aid of dogs consistent with this section.

14 (2) All rules adopted by the commission regarding the hunting of cougars with
the aid of dogs must:

15 (a) Ensure viable cougar population levels;

16 (b) Be reflective of the best available science pertaining to cougar
17 management and conservation.

18 **Sec. 3.** RCW 77.15.245 and 2005 c 107 s 1 are each amended to read as
19 follows:

20 (1) it is unlawful to take, hunt, or attract black bear with the aid of bait.

21 (2) Notwithstanding RCW 77.12.240, (~~77.36.020~~), 77.36.030, or any
22 other provisions of law, it is unlawful to hunt or pursue black bear, (~~cougar~~)
23 bobcat, or lynx with the aid of a dog or dogs. Cougars may only be hunted or
24 pursued with the aid of a dog or dogs if done so consistent with rules adopted under
section 2 of this act.

Fiscal Note: (example coming in 2012)



RESOLUTIONS OR JOINT RESOLUTIONS

1. The heading of a Resolution reads: "A RESOLUTION"
2. The first lines of a Resolution reads: "BE IT RESOLVED BY THE SENATE AND HOUSE OF REPRESENTATIVES OF THE YMCA YOUTH LEGISLATURE OF THE STATE OF WASHINGTON, IN LEGISLATIVE SESSION ASSEMBLED:"
3. The next line of a Resolution begins; "THAT,"...(continue with text)
4. All changes in the Constitution must be submitted to the people for a vote, and the Resolution should so provide. Such Resolutions require passage with a 2/3 majority vote of both houses and must be signed by the presiding officer of each house, but are not signed by the Governor.
5. Appropriations cannot be made by a Resolution or a Joint Resolution. Often a companion Legislative Act is written to provide the implementing statute.

EXAMPLE OF A RESOLUTION

Introduced by:

Senator _____ Bales, Nelly _____ Cedar County _____

Position _____ Name (last, first) _____ Delegation _____

A RESOLUTION

- 1 BE IT RESOLVED BY THE SENATE AND HOUSE OF REPRESENTATIVES OF THE YMCA
- 2 YOUTH LEGISLATURE OF THE STATE OF WASHINGTON, IN LEGISLATIVE SESSION
- 3 ASSEMBLED
- 4 WHEREAS, *Problem statement here/explanation of why you are introducing this*
- 5 *resolution*
- 6 NOW, THEREFORE, BE IT RESOLVED, *Explanation of what you are proposing to do*
- 7 *about the problem*
- 8 BE IT FURTHER RESOLVED, That copies of the Resolution be transmitted to the YMCA
- 9 Youth and Government Executive Director, Program Director, Program Chair and
- 10 each member of the incoming YMCA Youth Legislature Program Committee.



MEMORIALS

1. The heading of a Memorial reads: "A MEMORIAL"
2. The first lines of a Memorial read: "TO THE HONORABLE BARACK OBAMA, PRESIDENT OF THE UNITED STATES, AND TO THE PRESIDENT OF THE SENATE AND THE SPEAKER OF THE HOUSE OF REPRESENTATIVES OF THE UNITED STATES, TO THE SENATE AND THE HOUSE OF REPRESENTATIVES OF THE UNITED STATES, IN CONGRESS ASSEMBLED:

We, Your Memorialists, the Senate and House of Representatives of the YMCA Youth Legislature of the State of Washington, in legislative session assembled, respectfully represent and petition as follows:"

3. Each new section of a Memorial is headed: "WHEREAS,"...(continue with text)
4. The next to the last section of a Memorial is a summary of the request or petition and is headed: "NOW, THEREFORE, We your Memorialists, respectfully request..." (followed by request or suggestion summarized).
5. The last section of a Memorial outlines to whom copies of the Memorial shall be sent (those listed in the first lines) and normally reads as follows: BE IT RESOLVED, That copies of the Memorial be immediately sent to the Honorable Barack Obama, President of the United State, the President of the Senate, the Speaker of the House of Representatives, and each member of Congress from the State of Washington."
6. Memorials require passage with a simple majority vote (any number over 50% of the members voting) of both houses and must be signed by the presiding officer of each house but are not signed by the Governor.



EXAMPLE OF A MEMORIAL

Introduced by:

Position

Name (last, first)

Delegation

A MEMORIAL

1 TO THE HONORABLE BARACK OBAMA, PRESIDENT OF THE UNITED STATES, AND
2 TO THE PRESIDENT OF THE SENATE AND THE SPEAKER OF THE HOUSE OF
3 REPRESENTATIVES OF THE UNITED STATES, TO THE SENATE AND THE HOUSE OF
4 REPRESENTATIVES OF THE UNITED STATES, IN CONGRESS ASSEMBLED

5 We, Your Memorialists, the Senate and House of Representatives of the YMCA Youth
6 Legislature of the State of Washington, in legislative session assembled, respectfully
7 represent and petition as follows:

8 WHEREAS, *Problem statement here/explanation of why you are introducing this*
9 *memorial*

10 NOW, THEREFORE, We your Memorialists, respectfully request *explanation of what*
11 *you are proposing to do about the problem*

12 BE IT RESOLVED, That copies of the Memorial be immediately sent to the Honorable
13 Barack Obama, President of the United States, the President of the Senate, the
14 Speaker of the House of Representatives, and each member of Congress from the
15 State of Washington.