

GETTING LEGISLATION DRAFTED AT THE LEGISLATIVE COUNCIL SERVICE

MAKE A REQUEST Call or visit the Legislative Council Service (LCS) in Suite 411 of the Roundhouse — (505) 986-4600

A **legislator** must request that legislation be drafted. **Members-elect may immediately make requests for legislation.**

- ◆ A constituent, advocate, lobbyist or other individual can request legislation **only** if the LCS drafter receives written or verbal approval from you.
- ◆ You retain the decision-making authority on the legislation you request; a constituent, advocate, lobbyist or other individual will not decide what will or will not be included in legislation without your express approval.
- ◆ You can make your request directly to a drafter, the director, the assistant director for drafting or the assistant director for legislative affairs.
- ◆ The executive and judicial branches and other state agencies may request that legislation be drafted; however, those agencies are responsible for finding a **legislative sponsor** to introduce their legislation.

CONSIDER THE ISSUES

In making your request, you may be asked to consider numerous issues and questions. For example:

- ◆ What is the problem you are trying to solve?
- ◆ What is it about current law that does not address the issue?
- ◆ Legislative power, particularly the power to appropriate, should not be compromised.
- ◆ Separation of powers and checks and balances are critical to our form of government.
- ◆ We may need to talk with people outside our office about the issue you want addressed, but if we do that, we will not disclose your name or any information about your request without your permission. We will disclose only as much information as is necessary for us to get the information we need to fulfill your request.
- ◆ Is there anyone else you would like us to talk to or work with in completing this request?

ALLOW TIME FOR DRAFTING

Every effort will be made to draft legislation in a reasonable time.

- ◆ Accuracy and quality are the first priority.
- ◆ State and federal statutory and constitutional provisions must be researched.
- ◆ LCS proofreading, editing and word processing procedures provide consistency in format and style and an additional critical review of the legislation being drafted.
- ◆ A "discussion draft" can be made available to you for review and revision before preparing the legislation for introduction.

PICK UP YOUR BILL

Your legislation may be picked up from the LCS's front desk in Suite 411.

- ◆ **Only you or someone you authorize**, usually your session secretary, **may pick up your legislation.** At the beginning of the session, you will be given a form to complete to provide your staff with that authorization.
- ◆ In some cases, we will deliver legislation to you on the floor or in committee, or to your office.