

Chapter 6

AMENDMENTS TO MEASURES

AMENDMENTS TO BILLS

After a bill has been printed and introduced, any action taken thereon is taken with respect to the printed bill, and amendments made to the printed bill, or the printed bill as later amended. If the bill has been ordered printed engrossed, any further amendments must be made to the printed engrossed bill.

When writing amendments, exercise the same degree of care as when drafting a bill. Check the entire bill to ensure that the amendment is consistent with the remainder of the bill, *including the scope of the title*, and with the existing law and that all necessary adjustments are made. Amendments *must* be addressed to a particular printed bill in order to consider properly issues regarding the bill title for purposes of section 20, Article IV of the Oregon Constitution. “Generic amendments,” *i.e.*, those amendments that have no reference to a particular printed measure, *do not* meet this requirement and *will not* be prepared or accepted in that form.

Remember that both houses have long-standing precedents against amending the “relating to” clause in the bill title.

Except for capitalization and certain obvious typographical errors, *all changes* between the original version and the amended version of the bill, must be made by line-by-line amendments. If the text of an amended ORS section seems to differ in editorial detail from the text of printed ORS, consult the Legislative Counsel Office. The difference may be the result of an editorial substitution that does not require an amendment.

WRITING AMENDMENTS

Identify Correct Version of Bill. The first line of the amendments must accurately identify the version of the bill that is being amended. To determine the correct version of a measure (*e.g.*, House Bill 2550, A-engrossed House Bill 2550, Corrected B-engrossed House Bill 2550, etc.), retrieve the measure history from the OLIS2000 information system or consult *Status Report for Legislative Measures* (a publication formerly called the *Joint Legislative Calendar*). Use the phrase “of the printed bill” *only once* in the amendments. **FOR EXAMPLE:**

On page 1 of the printed bill, line 2,

In line 7 of the printed A-engrossed bill, insert:

Delete lines 18 through 20 of the printed B-engrossed bill.

On page 3 of the printed corrected C-engrossed bill, line 12,

Order of Amendments. Write amendments in the same order as they are to appear in the bill, starting at the beginning of the bill and progressing to its end. **FOR EXAMPLE:**

On page 2, line 5,

In line 7,

On page 4, line 20,

On page 5, after line 12, insert:

Page and Line Numbers. First cite the page number followed by the line number and, if needed, the point of reference within the line where the change is to occur and then state the change to be made. **Do not repeat the page number when writing amendments for changes made to subsequent lines on the same page.** Underscore the word “page” and the numeral when the page number is part of the amendment text. **FOR EXAMPLE:**

On page 2 of the printed bill, line 17, after “of” insert “the”.

On page 3, line 3, after “state” insert a period and delete the rest of the line.

In line 12, delete “of” and insert “or”.

Delete pages 4 through 12.

When amending a one-page bill, ***do not include*** the page number in the amendment text. **FOR EXAMPLE:**

In line 3 of the printed bill, delete “17” and insert “15”.

Delete lines 5 through 9 of the printed A-engrossed bill and insert:

Delete lines 15 through 18 of the printed B-engrossed bill.

Clarity and Conciseness. When writing amendments, the objective is to clearly state the change(s) to be made in the printed bill. There is often more than one way to write amendments. Use the way that clearly makes the desired changes and uses the fewest words, but remember that often no “hard and fast” rule applies.

FOR EXAMPLE, while this amendment is correct:

In line 11, after “(3)” delete the rest of the line and delete lines 12 and 13 and insert “The rules of each house”.

This amendment is more concise:

Delete lines 11 through 13 and insert:

“(3) The rules of each house”.

OR, FOR EXAMPLE, instead of this:

In line 12, delete “, ‘adoption expenses’ means expenses paid by the taxpayer during the year”.

USE THIS:

In line 12, after “Act” delete the rest of the line.

If there are many changes to be made to material, it is often easier to delete the affected lines and then reinsert the material.

FOR EXAMPLE, instead of this series of insertions and deletions:

In line 23, delete “2” and insert “1” and delete “pendancy” and insert “pendency”.

In line 24, delete “persons” and insert “person”.

In line 25, after the first “for” insert “, or subject to efforts to collect,” and delete “resulting from the crime” and insert “that were incurred as a direct result of the crime”.

In line 26, after “compensation” insert “, and which debts reflect expenditures that are compensable losses under ORS 147.035”.

USE THIS:

Delete lines 23 through 26 and insert:

“SECTION 1. During the pendency of a claim for compensation under ORS chapter 147, the property and wages of the person making the claim shall not be subject to execution, garnishment, attachment or any other process for, or subject to efforts to collect, debts that were incurred as a direct result of the crime for which the victim has applied for compensation, and which debts reflect expenditures that are compensable losses under ORS 147.035.”.

As ANOTHER EXAMPLE, instead of this:

In line 23, delete “greater” and insert “less” and delete “\$5” and insert “\$3”.

USE THIS:

In line 23, delete “greater than \$5” and insert “less than \$3”.

Sometimes there are several ways to write an amendment that are equally clear and concise. **FOR EXAMPLE:**

In line 23, after “Lands” insert “, are registered”.

OR

In line 23, before the period insert “, are registered”.

ANOTHER EXAMPLE:

In line 16, restore the bracketed material.

OR

In line 16, restore “or related activity”.

Wording. Always use clear and simple wording in amendments. The words and phrases listed in the first column are preferred:

USE:

lines 3 through 7

rest of the line

Insert “county”

after “(7)”

delete “173.170” and insert
“173.171”

insert

AVOID:

lines 3 through 7, inclusive

remainder of the line

insert the word “county”

after the number “(7)”

after the figure “(7)”

delete “ORS 173.170” and in
lieu thereof insert “ORS
173.171”

insert the following

Punctuation. When writing amendments, place punctuation marks (including commas and periods) inside the quotation marks *only if* these punctuation marks are a part of the text of the amendment. End each line-by-line amendment with a period outside any quotation marks.

Use single quotes to indicate quotation marks within quoted material. **FOR EXAMPLE:**

After line 17, insert:

“(4) ‘Cost’ as applied”.

When using a specific punctuation mark as a point of reference, spell out the word instead of using the symbol. Use the symbol when the punctuation mark appears in the text of the amendment. **FOR EXAMPLE:**

On page 2 of the printed bill, line 3, before the period insert “; and declaring an emergency”.

On page 3, line 6, delete the comma.

When amending a bill by inserting a series of consecutive paragraphs, use quotation marks *at the beginning* of each paragraph and *only at the end* of the last paragraph. **FOR EXAMPLE:**

On page 7 of the printed bill, delete lines 3 through 15 and insert:

“**SECTION 3.** (Insert text).”

“**SECTION 4.** (Insert text).”

Inserting New Material and Choosing Points of Reference. When writing amendments, it is the usual practice to insert material *after* a word or punctuation mark. Insert new material *before* a punctuation mark if this makes the change easier to understand. If the word selected as a point of reference appears more than once within the line, it may be clearer to insert the new material *before* a word rather than after the second, third or fourth occurrence of another word.

FOR EXAMPLE:

In line 21, after “cause” insert “immediately”.

In line 2, before the period insert “; and declaring an emergency”.

FOR EXAMPLE, while this amendment is correct:

On page 2 of the printed bill, line 17, after the third “of” insert “this”.

This amendment is easier to understand:

On page 2 of the printed bill, line 17, before “state” insert “this”.

Deleting Material. When deleting material, use:

In line 14, delete “, law library fee”.

In lines 35 through 42, delete the boldfaced material.

When replacing original material with new material, first delete the original material and then insert the new material. **FOR EXAMPLE:**

On page 3 of the printed bill, line 17, delete “without” and insert “after”.

In line 3, after “county” delete the rest of the line and insert “and city”.

Delete lines 4 through 6 and insert “and”.

An exception to this rule is:

In line 26 of the printed bill, after “membership” insert a period and delete the rest of the line.

Combining Amendments. When possible, combine into one amendment deletions of material that include the “rest of the line” and subsequent lines and pages. **Repeat the word “delete” when the material to be deleted continues to another page. FOR EXAMPLE:**

On page 6, line 19, after the period delete the rest of the line and lines 20 through 34 and delete pages 7 and 8 and insert:

“SECTION 7. (1) At any time....”.

But do not combine the deletion of quoted material in one line and the deletion of a following line or lines in the same amendment. **FOR EXAMPLE:**

In line 12, delete “and lottery funds”.

Delete lines 13 through 32.

Restoring Bracketed Material. Restore bracketed material as shown below. **FOR EXAMPLE:**

On page 2 of the printed bill, line 18, restore “(3)” and delete “(2)”.

In line 19, restore the comma and before “for” insert “or”.

Restore lines 20 through 23.

On page 3, line 7, restore “notwithstanding”.

In lines 8 through 16, restore the bracketed material and delete the boldfaced material.

In line 21, restore the bracketed material and delete the boldfaced material and delete “(i)” and insert “(h)”.

Bracketed material must be restored *before* line-by-line amendments can be made:

On page 4, lines 15 through 20, restore the bracketed material and delete the boldfaced material.

In line 15, delete “six” and insert “five”.

In line 17, delete “six” and insert “five”.

It is necessary to include a point of reference when restoring bracketed material and then inserting new material directly after the restored material.

FOR EXAMPLE, USE THIS:

In line 12, after the comma restore the rest of the line and after “election” insert a period.

NOT THIS:

In line 12, after the comma restore the rest of the line and insert a period.

Making the Same Change More Than Once in a Line. If the same change needs to be made more than once in the same line, use:

In line 14, delete “director” and insert “administrator” in both places.

In line 28, delete “the” and insert “an” in all places.

Beginning New Paragraphs. There are several ways to begin a new paragraph in the middle of a line, depending on the circumstances. **FOR EXAMPLE:**

In line 24, delete the comma and insert a semicolon and begin a new paragraph and insert “(c)”.

In line 29, after the period insert “As used in this section, ‘and’ means ‘or.’”.

“(5)”.

On page 5, line 3, delete the period and insert “; or

“(c) The holder of the certificate.”.

To insert new material that begins a paragraph, use a colon after the word “insert” and paragraph the new material:

After line 22, insert:

SECTION 2. ‘Legend drug’ means drugs.”.

Making Two or More Changes in One Line. When two or more changes are made in one line, use:

On page 1 of the printed bill, line 3, after “ORS” insert “619.652,” and after the semicolon insert “appropriating money;”.

In line 6, after “of” insert “foreign government” and delete “age, disability,” and after “status” insert “or sex”.

Correcting Misspelled Words. A misspelled word in a printed bill may be corrected without an amendment. It is not wrong to correct the misspelling by amendment. **FOR EXAMPLE:**

In line 21, delete “cmmmittee” and insert “committee”.

Amending Numbers and Sums of Money. Always use the complete number when amending numbers. Be sure to include the dollar sign when amending a sum of money. **FOR EXAMPLE:**

In line 2, delete “672.050” and insert “673.050”.

In line 5, delete “\$15,000” and insert “\$16,000” and delete “\$5.25” and insert “\$5.50”.

In line 8, delete “\$1,000” and insert “\$500”.

Filling in Blanks. To fill in a blank by amendment, use:

In line 6, delete the blank and insert “10”.

In line 10, delete “\$____” and insert “\$1,000”.

RENUMBERING SECTIONS BY AMENDMENT

When sections, subsections or paragraphs are inserted into or deleted from a bill by amendment, the remaining sections, subsections or paragraphs in the bill may need to be renumbered by amendment. **FOR EXAMPLE:**

On page 2 of the printed bill, delete lines 12 and 13.

In line 14, delete “(5)” and insert “(4)”.

In line 15, delete “(6)” and insert “(5)”.

Adjusting Title and Internal References to Reflect Renumbering. When sections of a bill are added, deleted or renumbered in any way, the title must be adjusted, if necessary, so that it is correct and legally adequate. Also remember that renumbering often requires *adjustment of internal references* throughout the printed bill. Make all adjustments with the appropriate amendments written in proper page and line sequence.

Inserting New Sections Without Renumbering. New sections inserted into a bill by amendment may require renumbering of other sections in the bill. In a lengthy bill, avoid extensive additional amendments to renumber the sections by giving new sections numbers like “70a” and “70b,” etc. **FOR EXAMPLE:**

On page 9 of the printed bill, after line 12, insert:

SECTION 70a. (Insert text).”

Deleting Sections Without Renumbering. Deletion of a section of a bill by amendment may require renumbering of other sections in the bill. In a lengthy bill, avoid extensive additional amendments to renumber the remaining sections by inserting in place of the deleted section a note that the section was deleted and subsequent sections were not renumbered. Remember to check the rest of the bill for references to the deleted section. **FOR EXAMPLE:**

On page 2 of the printed bill, delete lines 1 through 10 and insert:

NOTE: Section 4 was deleted by amendment. Subsequent sections were not renumbered.”

If deleting more than one section, use:

NOTE: Sections 4 through 12 were deleted by amendment. Subsequent sections were not renumbered.”

DELETING ALL CHANGES IN AN ORS SECTION

Sometimes a proposed amendment to a bill has the effect of deleting *all* of the changes that the bill originally made to an ORS section. If the proposed amendments *restore the text* of an ORS section, delete that section from the bill and renumber the following sections. In a lengthy bill, delete that section and insert a note that the section was deleted by amendment and subsequent sections in the bill have not been renumbered. Be sure to adjust the bill title by deleting the ORS section number from the amending clause. Also check the bill for any references to the deleted ORS section and make necessary adjustments. Make all adjustments with the appropriate amendments written in proper page and line sequence. **FOR EXAMPLE:**

On page 1 of the printed C-engrossed bill, line 3, delete “225.380,”

On page 8, delete lines 18 through 24 and insert:

NOTE: Section 17 was deleted by amendment. Subsequent sections were not renumbered.”

DELETING ENTIRE TEXT OF BILL

When all of the text of a bill is to be deleted, begin the line-by-line amendments with the line number of the first section of the text. **Do not delete the bill title or the enacting clause.** Check that the bill title still applies to the new matter. **FOR EXAMPLE:**

On page 1 of the printed bill, delete lines 4 through 30 and delete pages 2 through 5 and insert:

“SECTION 1. The county governing....”.

DELETING PREVIOUS AMENDMENTS

Sometimes when amending a bill, all previous amendments are to be deleted or *disengrossed*. Use *only* one amendment to delete all previous amendments, addressing the instructions to the printed amendments. **FOR EXAMPLE:**

Delete the printed Senate amendments dated March 1.

OR

Delete the printed House amendments dated May 10 and May 20.

If the intent of a set of proposed amendments is to amend an earlier version of the bill, first delete the previous amendments and then set forth the changes in appropriate page and line order. Note that the line-by-line amendments must address the previous version of the bill. **FOR EXAMPLE:**

Delete the printed House amendments dated March 15.

On page 2 of the printed bill, line 4, after “the” insert “sanitation district and”.

AMENDMENTS TO RESOLUTIONS AND MEMORIALS

Amendments to resolutions and memorials follow the amendment form used for bills. The first line of the amendment must accurately identify the correct version *and* the correct type of resolution being amended:

On page 1 of the printed joint resolution, line 9, delete “ this” and insert “a”.

On page 2 of the printed A-engrossed concurrent resolution, line 6, after “Agreement” insert “, or any successor thereto”.

On page 3 of the printed B-engrossed resolution, line 12, delete “disciplinary” and insert “remedial”.

In line 6 of the printed joint memorial, after “Donald” insert “by doing 36 Donald Duck cartoons for Walt Disney in the 1930s”.

Delete lines 2 through 19 of the printed memorial and insert:

NOTES