

INTRODUCTION OF LEGISLATIVE MEASURES

A bill, resolution or memorial to be presented to the Desk of either house for introduction must meet the requirements described in this manual. Both Desks have long-standing practices of accepting for introduction only measure drafts prepared by the Legislative Counsel Office.

Upon introduction, a measure is returned to Legislative Counsel's Publication Services unit for final examination for form and style and preparation of copy for printing. Statutory requirements for pre-session filing of measures by state agencies and members of the Legislative Assembly are described in ORS 171.130, 171.132 and 171.133.

REQUIREMENTS:

One copy of a Legislative Counsel draft measure with a signed bill back attached is required for introduction in either the House or Senate. A draft measure submitted for introduction should *not* be duplexed (copied on both sides).

COMPLETING THE BILL BACK:

The Legislative Counsel Office provides bill backs as part of the measure introduction packet. Bill backs include the LC number, type of measure and the title.

When filling out the bill back, the following required information must be complete and must be typewritten:

- (1) "At the request of _____." It is the measure filer's responsibility to verify the accuracy of the names of any agencies, organizations or persons that have formally requested the measure and that will be named on the introduced measure. Requester information will be printed on the introduced measure as it is submitted on the bill back. Measure filers are also responsible for the accuracy of official titles of agencies, organizations and persons that are used within the body of a measure and that are not referred to in ORS nor easily locatable in federal statutes. Do not use acronyms.
- (2) Name of the contact person and telephone number.
- (3) In the space provided below the signature line, name of the member(s) or committee chairperson(s) who will sign the bill back.

After completing the required information and obtaining the signature(s) of the sponsoring member(s) or the committee chairperson(s), staple the bill back to the copy of the measure to be presented for introduction. Note that the measure number will be assigned *after* the measure has been presented to the appropriate Desk. Desk staff can answer questions about completing the remainder of the bill back.

REQUESTERS:

ORS 171.127 requires:

171.127. (1) Each proposed legislative measure shall at the time of submission for filing bear the name of any state or other public agency or representative thereof, any private organization or representative thereof, or any person other than a member of the Legislative Assembly at whose specific formal request the measure is being introduced. As used in this subsection, “formal request” means the presentation, submission or providing of a drafted measure to a member or committee of the Legislative Assembly.

(2) Each proposed legislative measure shall bear a statement signed by the chief sponsor thereof, stating that all agencies, organizations and persons that have formally requested the measure are named thereon as required by ORS 171.132 and this section.