

## **BILL DRAFTING INSTRUCTIONS**

Limit the bill to one topic. Write in ordinary, concise and uniform language that follows the rules of YG Bill construction. YG Bills contain:

- A. **TITLE:** Clearly express the subject in a short title without going into detail.
- B. **PREAMBLE:** State the section of the State Code being amended, added to or being deleted. Include a brief statement of purpose.
- C. **ENACTING CLAUSES:** Begin with “BE IT ENACTED BY THE STUDENT LEGISLATURE”
- D. **BODY:** Use language as common as the topic allows and arrange it as simply as possible. Use as few words as possible. Use short sentences.
  - 1. **LANGUAGE:** Use present tense. Deal with facts. Short, familiar words that express the meaning intended are best.
  - 2. **DEFINITIONS:** If needed, put at the beginning of the Bill.
  - 3. **EXPRESSION OF LIMITATION:** If the Bill is limited in its application or is subject to an exception or condition, begin the sentence with the limitation, exception or condition or with an expression pointing out any limitation that follows.
  - 4. **USING NUMBERS:** Use words to express numbers.
  - 5. **NUMBERING SECTIONS:** Use consecutive Arabic figures.
  - 6. **LENGTH OF SECTIONS:** YG Bills can only be 33 lines double spaced. Sections are short. The outline numbering order is:
    - Section number (may have decimal fraction)
    - Subdivision (a)
    - Paragraph (1)
    - Subparagraph (A)
    - Sub sub paragraph (i)
  - 7. **IMPLEMENTATION:** Include any penalty, appropriation and authority to administer.
  - 8. **LENGTH OF BILL:** YG Bills are no more than thirty-three (33) lines double spaced.
- E. **EFFECTIVE CLAUSE:** State the date the Bill becomes law if passed and signed by the Youth Governor. The Effective Clause is a separate section.