



OFFICE OF THE GOVERNOR

January 29, 1999

GEORGE RYAN
GOVERNOR

Administrative Order
Number One (1999)

LEGISLATIVE PROCEDURES

Each Agency is responsible for monitoring its own legislative initiatives as well as any other legislation which relates to the agency. The following guidelines describe the manner in which you will be reporting on legislation to the Governor's Office. **Please note that all reports are internal memoranda and may not be released to anyone outside the Governor's Office without the approval of the Director of Legislative Affairs.**

I. Procedure for Submitting Proposed Agency Legislation

- A. Each proposed agency bill must be approved by the Governor's Legislative Office before being introduced. A meeting will be convened to review agency proposals - **liaisons, agency directors, Governor's Office policy staff, and Bureau of the Budget (BOB) staff must be present at this meeting.**
- B. Prior to the meeting, you must submit **one** copy of your proposal to the Governor's Legislative Office (**you are also responsible for getting copies of your proposal to your policy and BOB staffers in advance of the meeting**). Proposals and all attachments must be **three hole punched**. The proposal must contain the following:
 1. Proposed changes to existing law.
 2. Reasons for proposal.
 3. Prior legislative history of the proposal - include bill numbers, sponsors, and explanation of why the legislation did not pass.
 4. Possible affect the proposal would have on other State agencies. In the event that the proposal affects another agency under the jurisdiction of the Governor, a letter from that agency which states their position on your proposal must be attached.
 5. Fiscal implications of the proposal - specify the amount of additional money,

5. Fiscal implications of the proposal - specify the amount of additional money, additional personnel (by classification), and capital expenditures which will be required with passage of your bill. If possible, the BOB recommendation should be attached.

If the proposal expends State funds or increases or decreases State revenue, a draft fiscal note, in accordance with the requirements of the Fiscal Note Act, 25 ILCS 50, must be attached.

If the proposal creates or expands a State mandate, a statement of the policy objectives that justify the mandate, in accordance with the State Mandates Act, 30 ILCS 805, must be attached.

6. Effective date of the proposal.
 7. Probable supporters and opponents of the bill.
 8. Name, title/office and telephone number of the witness(es) from your agency who will testify in committee on behalf of your bill.
 9. Name, title/office and telephone number of the person(s) from your agency who drafted the bill.
 10. Suggested sponsors in **both** Houses.
 11. Attached relevant documentation, such as an opinion of the Attorney General, court decision, Federal legislation, or correspondence.
- C. Initially, proposed bills may be drafted within your agency. After they are approved by the Governor's Office, they must be drafted by the Legislative Reference Bureau (LRB).
- D. When the LRB version of the bill is complete, 15 copies must be submitted to the Governor's Legislative Office for review. **At this time, 2 copies of a 1-2 page summary of the final proposal must be attached.** The Governor's Legislative Office will distribute the 15 copies for introduction, to the sponsor(s), legislative staffs, and internally. **You are responsible for briefing the sponsor(s) and legislative staffs about your legislation.**
- E. You will be responsible for following the progress of your legislation and coordinating its presentation in committee. Any testimony in committee that will cover issues not included in your original proposal must be approved by the Governor's Legislative Office in advance.
- F. **Two copies** of written Memoranda must be submitted to notify the Governor's Legislative Office of any amendments to your bill. This memoranda must include a discussion of the amendments and your agency's position on the amendments. The fact that the legislation is an agency proposal must be clearly noted at the top of all memoranda. All memoranda must be submitted at least 3 days before the

scheduled committee hearing, or the Friday prior to the week in which the bill will be heard in committee, whichever is earlier.

II. Procedure for reporting on all other legislation that relates to your agency

- A. You are required to submit to the Governor's Legislative Office 2 copies of "position papers" on all legislation that affects your agency that is not introduced by your agency. Position papers must be submitted as soon as possible after a bill's introduction and at the latest, the Friday prior to the week in which the bill is scheduled to be heard in committee. Position papers must contain the following:
1. Bill #/Amendment #, Chief Sponsors, Agency Position, and Date of Position Paper must appear in the upper right corner of the first page of the position paper.
 2. Proposed changes to existing law.
 3. Apparent reason for which the bill was introduced, as well as any sources of support or opposition.
 4. Prior legislative history of the bill - include bill numbers, sponsors, and explanation of why the legislation did not pass.
 5. Possible affect on agency policies and operations.
 6. Fiscal implications of the bill, as well as any applicability of the State Mandates Act or other note acts.
 7. Effective Date
 8. Rationale for your agency's position, and whether or not your agency will testify in committee on the bill. **Testimony must be approved by the Governor's Legislative Office at least 3 days prior to the scheduled committee hearing.**
- B. As amendments are introduced or as other developments arise concerning these bills, you will be required to submit 2 copies of revised position papers. Revised position papers must clarify your agency's position on the legislation as amended and update all other information required in the initial position paper. Clearly indicate at the top of the position paper which amendments are included in the revised analysis.

III. Procedure for completing final bill reviews

- A. Final bill reviews on agency proposed legislation and on all other legislation that affects your agency are due as soon as possible after bills pass both chambers of the General Assembly. Bill reviews must follow the same format as outlined above for position papers. Bill reviews should be clearly marked "Final Bill

Review” (as opposed to “Position Paper”), at the top of the document, include a final recommendation for action by the Governor. You are responsible for submitting one copy of each final bill review to the Governor’s Legislative Office and for providing copies to your Governor’s Office Policy and BOB staffers.

IV. Procedure for filing fiscal and other notes

- A. As you receive requests for notes, you must expeditiously submit draft copies of notes to the Governor’s Legislative Office for approval. **Upon approval, you must file the note in the appropriate chamber and provide copies to relevant Republican and Democrat committee Staffers and your Governor’s Office Policy and BOB staffers**

V. Procedure for Weekly Reports

- A. Each agency is required to compile a Weekly Report of all legislation being tracked. Weekly Reports must include bill numbers, sponsors, brief synopsis/title of bills, updated positions, and must be organized by status (i.e. Bills on 3rd Reading, Bills in House Revenue Committee . . .). Administration/Agency Bills and Budget Bills should be highlighted in separate sections of the Report. Any additional special issues/problems must also be discussed in a separate section of the Report.
- B. A **cover sheet** must be attached to the Weekly Report briefly listing all new bills addressed in the Report and all bills for which the agency’s position has changed.
- C. **FIVE (5) copies of the Weekly Report must be turned in to the box in the reception area of the Governor’s Legislative Office by no later than 5:00 PM EVERY Friday before a Session week. Also deliver one copy each to your Governor’s Office Policy and BOB staffers by the same deadline.**

VI. Miscellaneous

- A. **Resolutions** - Resolutions that are of interest to your agency must be reported on to the Governor’s Legislative Office in the same manner for bills as described above.
- B. Be certain that the Governor’s Legislative Office has the most recent updated information for all Agency Directors and Legislative Liaisons’ home and office telephone numbers and addresses as well as fax numbers and pager numbers.
- C. Administrative Order Number 2 (August 27, 1997) entitled “Legislative Procedures” is hereby rescinded.