

NORTH DAKOTA
LEGISLATIVE COUNCIL



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North Dakota[®]
LEGISLATIVE COUNCIL

**2017 Legislative Drafting Seminar
Legislative Drafting Manual**

**Vonette Richter
Code Revisor
October 18, 2016**

Who Can Introduce Bills?

A Legislator, standing committee, or the Legislative Management

Joint Rule 208 - executive agencies and the Supreme Court may introduce bills:

- **no later** than the close of business the day after the organizational session adjourns; and
- appropriation bills implementing Governor's budget **no later** than the close of business on the 7th day after organizational session adjourns

2017 Legislation Date to Remember

- Deadline for agency bill filing with the Legislative Council –
5:00 p.m., Thursday, December 8, 2016.
- Deadline for filing appropriation bills implementing the Governor's budget -
5:00 p.m., Wednesday, December 14, 2016.
- **NOTE:** See page 1 of drafting manual

PART 2 - BILLS

Five main parts to a bill:

- Session identification
- Sponsor identification
- Title
- Enacting clause
- Body

17.0044.01000

Sixty-fifth
Legislative Assembly
of North Dakota

Session Identification

HOUSE BILL NO.

Introduced by

Representative Anderson TEST65

Sponsor Identification

Title

1 A BILL for an Act to create and enact a new subsection to section 61-28-02 and a new section
2 to chapter 61-28 of the North Dakota Century Code, relating to the regulation of septic system
3 servicing; to amend and reenact subsection 3 of section 23-01-03 and subsection 4 of section
4 61-28-08 of the North Dakota Century Code, relating to duties of the state health council and
5 water pollution violation; to repeal chapter 23-19 and section 61-28-30 of the North Dakota
6 Century Code, relating to the regulation of cesspools and the state water pollution board; to
7 provide for a legislative management study; to provide a penalty; to provide an appropriation; to
8 provide for application; to provide for retroactive application; to provide an effective date; to
9 provide an expiration date; and to declare an emergency.

Enacting Clause

10 **BE IT ENACTED BY THE LEGISLATIVE ASSEMBLY OF NORTH DAKOTA:**

11

Title of Bill

- The title of a bill describes what is in the bill
- All sections of the bill must be reflected in the title and vice versa

- The title of a bill begins with the words:
A BILL for an Act.
- Items, if contained in the bill, should be listed in the title as follows:

1. Description of the subject matter of unnumbered, unlocated provisions.



A BILL for an Act **to provide for the creation of certain banking corporations:** to create and enact section 6-03-67.1 and a new section to chapter 6-04 of the North Dakota Century Code, relating to bank deposit insurance; to amend and reenact sections 6-02-03, 6-02-07, and, if House Bill No. 1044 of the sixty-fifth legislative assembly does not become effective, 6-03-01 of the North Dakota Century Code, relating to insurance requirements and organization certificates and certificates of authority of state banking associations; to repeal section 6-01-18 of the North Dakota Century Code and section 4 of chapter 350 of the 2013 Session Laws, relating to reports of insured institutions; to provide a statement of legislative intent; to provide for a legislative management study; to provide a penalty; to provide an appropriation; to provide a continuing appropriation; to provide for a transfer; to provide for application; to provide for retroactive application; to provide an effective date; to provide an expiration date; and to declare an emergency.

2. All new, **created** numbered or located sections, subsections, subdivisions, paragraphs, and subparagraphs in numerical order.

A BILL for an Act to provide for the creation of certain banking corporations; to create and enact section 6-03-67.1 and a new section to chapter 6-04 of the North Dakota Century Code, relating to bank deposit insurance; to amend and reenact sections 6-02-03, 6-02-07, and, if House Bill No. 1044 of the sixty-fifth legislative assembly does not become effective, 6-03-01 of the North Dakota Century Code, relating to insurance requirements and organization certificates and certificates of authority of state banking associations; to repeal section 6-01-18 of the North Dakota Century Code and section 4 of chapter 350 of the 2013 Session Laws, relating to reports of insured institutions; to provide a statement of legislative intent; to provide for a legislative management study; to provide a penalty; to provide an appropriation; to provide a continuing appropriation; to provide for a transfer; to provide for application; to provide for retroactive application; to provide an effective date; to provide an expiration date; and to declare an emergency.

3. The sections, subsections, subdivisions, paragraphs, and subparagraphs being **amended** in numerical order.

A BILL for an Act to provide for the creation of certain banking corporations; to create and enact section 6-03-67.1 and a new section to chapter 6-04 of the North Dakota Century Code, relating to bank deposit insurance; to amend and reenact sections 6-02-03, 6-02-07, and, if House Bill No. 1044 of the sixty-fifth legislative assembly does not become effective, 6-03-01 of the North Dakota Century Code, relating to insurance requirements and organization certificates and certificates of authority of state banking associations; to repeal section 6-01-18 of the North Dakota Century Code and section 4 of chapter 350 of the 2013 Session Laws, relating to reports of insured institutions; to provide a statement of legislative intent; to provide for a legislative management study; to provide a penalty; to provide an appropriation; to provide a continuing appropriation; to provide for a transfer; to provide for application; to provide for retroactive application; to provide an effective date; to provide an expiration date; and to declare an emergency.

4. The sections, subsections, subdivisions, paragraphs, and subparagraphs being repealed in numerical order.

A BILL for an Act to provide for the creation of certain banking corporations; to create and enact section 6-03-67.1 and a new section to chapter 6-04 of the North Dakota Century Code, relating to bank deposit insurance; to amend and reenact sections 6-02-03, 6-02-07, and, if House Bill No. 1044 of the sixty-fifth legislative assembly does not become effective, 6-03-01 of the North Dakota Century Code, relating to insurance requirements and organization certificates and certificates of authority of state banking associations; to repeal section 6-01-18 of the North Dakota Century Code and section 4 of chapter 350 of the 2013 Session Laws, relating to reports of insured institutions; to provide a statement of legislative intent; to provide for a legislative management study; to provide a penalty; to provide an appropriation; to provide a continuing appropriation; to provide for a transfer; to provide for application; to provide for retroactive application; to provide an effective date; to provide an expiration date; and to declare an emergency.

5. A legislative intent

6. A Legislative Management or agency study suggestion or directive.

7. A penalty.

8. An appropriation.

A BILL for an Act to provide for the creation of certain banking corporations; to create and enact section 6-03-67.1 and a new section to chapter 6-04 of the North Dakota Century Code, relating to bank deposit insurance; to amend and reenact sections 6-02-03, 6-02-07, and, if House Bill No. 1044 of the sixty-fifth legislative assembly does not become effective, 6-03-01 of the North Dakota Century Code, relating to insurance requirements and organization certificates and certificates of authority of state banking associations; to repeal section 6-01-18 of the North Dakota Century Code and section 4 of chapter 350 of the 2013 Session Laws, relating to reports of insured institutions; to provide a statement of legislative intent; to provide for a legislative management study; to provide a penalty; to provide an appropriation; to provide a continuing appropriation; to provide for a transfer; to provide for application; to provide for retroactive application; to provide an effective date; to provide an expiration date; and to declare an emergency.

- 10. A provision for application.**
- 11. A provision for retroactive application.**
- 12. An effective date.**
- 13. An expiration date.**
- 14. A declaration of emergency.**

A BILL for an Act to provide for the creation of certain banking corporations; to create and enact section 6-03-67.1 and a new section to chapter 6-04 of the North Dakota Century Code, relating to bank deposit insurance; to amend and reenact sections 6-02-03, 6-02-07, and, if House Bill No. 1044 of the sixty-fifth legislative assembly does not become effective, 6-03-01 of the North Dakota Century Code, relating to insurance requirements and organization certificates and certificates of authority of state banking associations; to repeal section 6-01-18 of the North Dakota Century Code and section 4 of chapter 350 of the 2013 Session Laws, relating to reports of insured institutions; to provide a statement of legislative intent; to provide for a legislative management study; to provide a penalty; to provide an appropriation; to provide a continuing appropriation; to provide for a transfer; to provide for application; to provide for retroactive application; to provide an effective date; to provide an expiration date; and to declare an emergency.

BODY

Format:

In the body of the bill, the listing sequence differs from that in the title

Created and amended sections must be arranged in numerical order by Century Code section number, without regard to whether the sections are created or amended

Body

When creating an unnumbered section in a bill that also amends numbered sections...

The unnumbered section is placed among the numbered sections in the logical placement of the new section in the Century Code.

Body

For example, if your bill has 3 sections:

- One amending Section 6-08-01
- One amending Section 6-08-28
- One creating a new section to Chapter 6-08

If the new section logically belongs between these two sections, it should be placed as “SECTION 2” of the bill. The amended sections become “SECTION 1” and “SECTION 3”

Body

Use of Overstrike and Underscore:

- First rule: ~~overstrike~~ existing law you want to remove or replace
- Second rule: underscore new language you want to add to the law

NOTE: when replacing existing law with new language, new language follows old law.

- Correct: This is ~~old~~new.
- Wrong: This is new~~old~~.
- Remember to consider the existing punctuation as you overstrike or underscore.

Section Identification Number

Section Identification Number

LEGISLATIVE ASSEMBLY OF NORTH DAKOTA:

- 11 **SECTION 1. AMENDMENT.** Subsection 3 of section 23-01-03 of the North Dakota Century
12 Code is amended and reenacted as follows:
- 13 3. Establish ~~rules, and regulations which~~ that are ~~found~~ necessary for the maintenance of
14 public health, including sanitation and disease control.
- 15 **SECTION 2.** A new subsection to section 61-28-03 of the North Dakota Century Code is
16 created and enacted as follows:
- 17 The department shall provide the board with copies of maps, plans, documents,
18 studies, surveys, and all other information necessary to advise the board in the
19 development of programs for the prevention and control of pollution of waters in the
20 state.
- 21 **SECTION 3. AMENDMENT.** Subsection 4 of section 61-28-08 of the North Dakota Century
22 Code is amended and reenacted as follows:

11 **SECTION 1. AMENDMENT.** Subsection 3 of section 23-01-03 of the North Dakota Century
12 Code is amended and reenacted as follows:

Amending Clause

13 ~~Establish rules, and regulations which that are found~~ necessary for the maintenance of
14 public health, including sanitation and disease control.

15 **SECTION 2.** A new subsection to section 61-28-03 of the North Dakota Century Code is
16 created and enacted as follows:

Creating Clause

17 The department shall provide the board with copies of maps, plans, documents,
18 studies, surveys, and all other information necessary to advise the board in the
development of programs for the prevention and control of pollution of waters in the
state.

21 **SECTION 3. AMENDMENT.** Subsection 4 of section 61-28-08 of the North Dakota Century
22 Code is amended and reenacted as follows:

Overstrike existing
Underscore new

Page No. 1

17.0044.01000

Sixty-fifth
Legislative Assembly

1 4. Any person who violates this chapter, or any permit condition, rule, order, limitation, or
2 other applicable requirement implementing this chapter, is subject to a civil penalty not
3 to exceed ~~twelve~~twenty-five thousand ~~five hundred dollars~~ per day per violation.

Only language that will be removed or added to the Century Code is overstruck or underscored.

Do not underscore:

- Title
- Creating or Amending Clauses
- Any special clauses: effective/expiration date; emergency, repeal, Legislative Management studies, appropriations

Caption (headnote)

- When a new section is created, a descriptive caption should be included.
- A caption gives a brief notice of the content of a section
- Section 1-02-12 provides that **a caption is not part of the law**
- Wording of a caption is important because Century Code index entries are based on the caption.

4 **SECTION 4.** A new section to chapter 61-28 of the North Dakota Century Code is created
5 and enacted as follows:
6 Water transfers exempt. 
7 1. An action may not be brought under either chapter 32-40 or 61-28 against an owner
8 or operator of a water transfer used to control flooding for violation of the state's water
9 pollution control laws if the water transfer:
10 a. Does not require a national pollutant discharge elimination system permit; and
11 b. Complies with the conditions in the state's water quality standards established to
12 protect aquatic life.
13 2. For purposes of this section, "water transfer" means an activity that conveys or
14 connects waters of the state without subjecting the transferred water to intervening
15 industrial, municipal, or commercial use.

SPECIAL CLAUSES

- Usually not published as permanent law in the Century Code.
- Generally **do not** have to be underscored.

Savings or Constitutionality Clause

- A clause intended to protect the validity of certain portions of an Act is usually termed a savings, severability, or constitutionality clause.
- **Do not use these clauses.**
- Courts will generally hold all portions of an Act which stand alone to be constitutional even though some other portion of the Act may be unconstitutional. See *State ex rel. Link v. Olson*, 286 N.W.2d 262 (N.D. 1979)
- Also, Section 1-02-20 is a statutory savings clause.

Repealer Clause

- Sections and chapters of the Century Code may be repealed.
- **Do not repeal parts of sections** such as subsections, subdivisions, paragraphs, or subparagraphs.
- Preferred method is to amend if below section level

- When repealing, deleting, or renumbering, check the Century Code for references that may need to be changed
- If you are uncertain how to do this, contact the Legislative Council staff prior to completing the bill draft.

16 **SECTION 5. REPEAL.** Chapter 23-19 and section 61-28-30 of the North Dakota Century

17 Code are repealed.

Penalty Clause

- A provision for a penalty must be noted in the title of the bill.
- Any penalty clause to be codified outside of Title 12.1--the Criminal Code--must contain culpability language or the offense may be considered a strict liability offense.
- An example of a penalty clause for a law to be codified within Title 12.1 (thus not containing culpability language) is:
- **SECTION 2. Penalty.** Any person who violates this section is guilty of a class B misdemeanor.

Appropriations

- An appropriation must be noted in the title
- Standard form for a lump sum general fund appropriation is:

22 **SECTION 7. APPROPRIATION.** There is appropriated out of any moneys in the **general**
23 **fund** in the state treasury, not otherwise appropriated, the sum of **\$10,000,000**, or so much of
24 the sum as may be necessary, to the **legislative council** for the **purpose of providing tropical**
25 vacations to the hardest working state employees in the state, **for the biennium** beginning July
26 1, 2017, and ending June 30, 2019.

Appropriations

Other examples of appropriations on page 18:

- Involving more than one fund, such as special funds
- With more detail regarding estimated expenditures
- Whether the appropriation includes a transfer

Application /Retroactive Application Clauses

- An application clause may be used to indicate a date or occurrence to which the bill or a portion of the bill applies:

SECTION 4. APPLICATION. This Act applies to construction contracts executed on and after the effective date of this Act.

SECTION 8. APPLICATION. Sections 1 and 2 of this Act apply to any public improvement project for which a contract or agreement for plans, drawings, or specifications is executed after the effective date of this Act.

SECTION 9. APPLICATION. The change in term limits for board members under section 1 of this Act applies to board member appointments and reappointments made after July 31, 2017.

- The application of an Act or part of an Act may be made retroactive.

SECTION 1. RETROACTIVE APPLICATION. This Act applies retroactively to cases arising after July 31, 2015.

SECTION 2. RETROACTIVE APPLICATION. This Act is retroactive in application.

Effective Date Clauses

- An effective date clause is necessary **ONLY** if you want a date other than the date provided for by law
- Most bills – **August 1**
- Bill that changes tax rates and appropriation bills – **July 1**
- If a bill is to become effective **BEFORE** the date it could normally become effective, the bill must have an emergency clause

Effective Date Examples

SECTION 1. EFFECTIVE DATE. This Act is effective for taxable years beginning after December 31, 2016.

SECTION 2. EFFECTIVE DATE. This Act becomes effective on January 1, 2018.

SECTION 3. CONTINGENT EFFECTIVE DATE. This Act becomes effective on the date the governor certifies to the secretary of state and to the director of the department of transportation and the legislative council that the federal restrictions on speed limits exceeding fifty-five miles per hour are no longer in effect, but only if that day is before August 1, 2019.

SECTION 4. EFFECTIVE DATE. Sections 4 and 5 of this Act become effective immediately upon its filing with the secretary of state and sections 1, 2, and 3 of this Act become effective on August 1, 2017.

SECTION 5. CONTINGENT EFFECTIVE DATE. Section 4 of this Act becomes effective on the date that the proposed amendment to section 21 of article X of the Constitution of North Dakota as contained in Senate Concurrent Resolution No. 4037, as agreed to by the sixty-fifth legislative assembly and approved by the electors, becomes effective.

SECTION 6. CONTINGENT EFFECTIVE DATE. This Act is contingent on the passage of Senate Concurrent Resolution No. 4002 by the sixty-fifth legislative assembly and approval of that resolution by the electors of this state. If this Act takes effect, it becomes effective on January 1, 2019.

Expiration Date Clause

An expiration date clause provides a time a bill, or a specified provision of the bill, expires:

SECTION 1. EXPIRATION DATE. This Act is effective through July 31, 2018, and after that date is ineffective.

SECTION 2. EXPIRATION DATE - SUSPENSION. This Act is effective through July 31, 2019, and after that date is ineffective. North Dakota Century Code sections 9-10-07 and 32-03-07 are suspended from the effective date of this Act through July 31, 2019. Sections 9-10-07 and 32-03-07 as they existed on the day before the effective date of this Act become effective as of August 1, 2019.

Emergency Clause

- To be passed as an emergency measure a bill must have a reference to the emergency in its title.
- The preferred terminology is **and declaring an emergency** or **and to declare an emergency** at the end of the title

NOTE: If a bill with an emergency clause receives a constitutional majority but fails to get the necessary 2/3 vote, the bill passes but the emergency clause will be removed.

Emergency Clause Examples

SECTION 1. EMERGENCY. This Act is declared to be an emergency measure.

SECTION 2. EMERGENCY. Sections 3 and 4 of this Act are declared to be an emergency measure.

Short Title Clauses

Do not use short title clauses:

Short Title Clause

Short titles should not be used. With statutory codification, every codified section has a Century Code number and is placed with provisions reflecting the subject matter involved. In addition, a chapter caption is developed based upon the chapter's content. Such clauses are usually not codified as part of the Century Code.

17.0044.01000

Sixty-fifth
Legislative Assembly
of North Dakota

HOUSE BILL NO.

Introduced by

Representative AndersonTEST65

1 A BILL for an Act to create and enact a new subsection to section 61-28-03 and a new section
2 to chapter 61-28 of the North Dakota Century Code, relating to the regulation of septic system
3 servicing; to amend and reenact subsection 3 of section 23-01-03 and subsection 4 of section
4 61-28-08 of the North Dakota Century Code, relating to duties of the state health council and
5 water pollution violation; to repeal chapter 23-19 and section 61-28-30 of the North Dakota
6 Century Code, relating to the regulation of cesspools and the state water pollution board; to
7 provide for a legislative management study; to provide a penalty; to provide an appropriation; to
8 provide for application; to provide for retroactive application; to provide an effective date; to
9 provide an expiration date; and to declare an emergency.

10 **BE IT ENACTED BY THE LEGISLATIVE ASSEMBLY OF NORTH DAKOTA:**

11 **SECTION 1. AMENDMENT.** Subsection 3 of section 23-01-03 of the North Dakota Century
12 Code is amended and reenacted as follows:

13 3. Establish ~~rules, and regulations which~~ **that** are ~~found~~-necessary for the maintenance of
14 public health, including sanitation and disease control.

15 **SECTION 2.** A new subsection to section 61-28-03 of the North Dakota Century Code is
16 created and enacted as follows:

17 The department shall provide the board with copies of maps, plans, documents,
18 studies, surveys, and all other information necessary to advise the board in the
19 development of programs for the prevention and control of pollution of waters in the
20 state.

21 **SECTION 3. AMENDMENT.** Subsection 4 of section 61-28-08 of the North Dakota Century
22 Code is amended and reenacted as follows:

1 4. Any person who violates this chapter, or any permit condition, rule, order, limitation, or
2 other applicable requirement implementing this chapter, is subject to a civil penalty not
3 to exceed ~~twelve~~twenty-five thousand ~~five hundred dollars~~ per day per violation.

4 **SECTION 4.** A new section to chapter 61-28 of the North Dakota Century Code is created
5 and enacted as follows:

6 **Water transfers exempt.**

7 1. . An action may not be brought under either chapter 32-40 or 61-28 against an owner
8 or operator of a water transfer used to control flooding for violation of the state's water
9 pollution control laws if the water transfer:

10 a. Does not require a national pollutant discharge elimination system permit; and

11 b. Complies with the conditions in the state's water quality standards established to
12 protect aquatic life.

13 2. For purposes of this section, "water transfer" means an activity that conveys or
14 connects waters of the state without subjecting the transferred water to intervening
15 industrial, municipal, or commercial use.

16 **SECTION 5. REPEAL.** Chapter 23-19 and section 61-28-30 of the North Dakota Century
17 Code are repealed.

18 **SECTION 6. LEGISLATIVE MANAGEMENT STUDY.** During the 2017-18 interim, the
19 legislative management shall consider studying water projects. The legislative management
20 report its findings and recommendations, together with any legislation required to implement the
21 recommendations, to the sixty-sixth legislative assembly.

22 **SECTION 7. APPROPRIATION.** There is appropriated out of any moneys in the general
23 fund in the state treasury, not otherwise appropriated, the sum of \$10,000,000, or so much of
24 the sum as may be necessary, to the legislative council for the purpose of providing tropical
25 vacations to the hardest working state employees in the state, for the biennium beginning July
26 1, 2017, and ending June 30, 2019.

27 **SECTION 8. APPLICATION.** Section 3 of this Act applies to violations occurring on or after
28 the effective date of this Act.

29 **SECTION 9. RETROACTIVE APPLICATION.** Section 1 of this Act is retroactive in
30 application.

31 **SECTION 10. EFFECTIVE DATE.** This Act becomes effective on June 1, 2016.

Sixty-fifth
Legislative Assembly

1 **SECTION 11. EXPIRATION DATE.** Section 4 of this Act is effective through July 31, 2021,
2 and after that date is ineffective.

3 **SECTION 13. EMERGENCY.** This Act is declared to be an emergency measure.

4

PART 5 – STYLE AND GRAMMAR GUIDELINES

Statements of intent or purpose – don't use

Definitions –

- clear and concise. If you define a term, use it
- Chapter 1-01 contains principles and definitions that apply throughout NDCC
- “Means” versus “includes”

Note: p. 91

- **Consistency** – use the same term or phrase; consistency trumps variety/creativity
- **Gender** – avoid he/she and his/her. Use sex-neutral nouns: Applicant, Individual, Director
- **Singular** – Section 1-01-35 – singular includes the plural and vice versa. Use singular whenever possible
- Note: p. 92

Active voice

- Use the active voice for conciseness and clarity.
- Voice indicates the relationship between the verb and its subject.
- The active voice emphasizes the one performing the action and is more direct.
- The passive voice emphasizes the receiver of the action and generally results in longer sentences with greater opportunity for ambiguity.

Passive	An order may be issued for payment of the fee by the commissioner to the applicant.
Active	The commissioner may order the applicant to pay the fee.
Passive	The fee must be paid to the commissioner.
Active	The applicant shall pay the fee to the commissioner.

- **Begin a sentence with a subject and consider who is being authorized, directed, or prohibited to act.**
- Note: p. 92

USE OF SHALL, MUST, MAY, MAY NOT, AND IS ENTITLED TO

- **Shall** is used to qualify an active verb.
- **Must** is used to qualify an inactive verb or an inactive verb in the passive voice.
- Use **shall** when you are imposing a duty on a person or body that is the subject in the sentence.
- Example: “The licensee **shall** give the debtor a copy of the signed contract.”
- Use **must** in reference to a thing rather than a person and to express status requirements, that is, statements about what people or things must be rather than what they must do.
 - Examples: “The contract **must** contain two signatures.”
 - “A candidate **must** be a resident of the county.”
- Note: p. 93

- Use **may** to confer a power, privilege, or right.

Examples:

"The applicant **may** demand (power) an extension of time."

"The applicant **may** renew (privilege) the application."

- If a right, privilege, or power is intended to be denied, **may not** should be used.

Example: "The applicant **may not** submit (active voice) more than one application."

Note: p. 93

USE OF WHICH AND THAT

- Use **which** to introduce a nonrestrictive clause. Example: “The application, which need not be verified, must be signed by the applicant.”
- Use **that** to introduce a restrictive clause modifying the nearest antecedent. Example: "An application to renew a license that has been revoked"
- Use **which** to modify a remote antecedent in a restrictive clause. Example: "An application to renew a license which has been rejected"

Note: p. 93

- **Use of “such”**
- **If, When, Whenever, and Where**
- **Use of “of this Act”**
- **Federal Statute and Regulation References**
- **Citations**

Divisions of Statutory Material

The first word in every subsection, subdivision, paragraph, and subparagraph should be capitalized. The following example illustrates the indented block style to be used when a section is broken down to less than subdivisions:

- (Subsection) 1. "Employment" includes:
- (Subdivision) a. Service performed:
- (Paragraph) (1) In any calendar quarter in the employ of any organization exempt from income tax under section 501 of the federal Internal Revenue Code, if all of the following requirements are met:
- (Subparagraph) (a) The remuneration for the service exceeds fifty dollars.
- (b) The service is not in connection with the collection of dues or premiums for a fraternal benefit society, order, or association, and is performed away from the home office.

- **Official Titles or Public Entitles**
- **Word usage** – keep it simple; 6th grade level
- **Abbreviations and Acronyms** – don't do it
- **Capitalization** – forget everything you learned in elementary school
- **Clock times** – spell out
- **Dollar amounts** – spell out except in appropriations bills

- **Hyphenation** – don't hyphenate “ly” words
- **Metric equivalent** – required by NDCC 46-03-10
- **Numbers** – spell out
- **Orthography** – preferred word spellings
- **Punctuation** – use commas to separate series of more than two. Last two units ARE separated by comma.

Still awake?

Questions?

Thank you!