2023 Legislative Drafting Seminar

Thursday, October 4, 2022 House Chamber, State Capitol Bismarck, North Dakota



LEGISLATIVE RESEARCH RESOURCES ON THE LEGISLATIVE BRANCH WEBSITE



LEGISLATIVE BRANCH WEBSITE

Legislative research resources

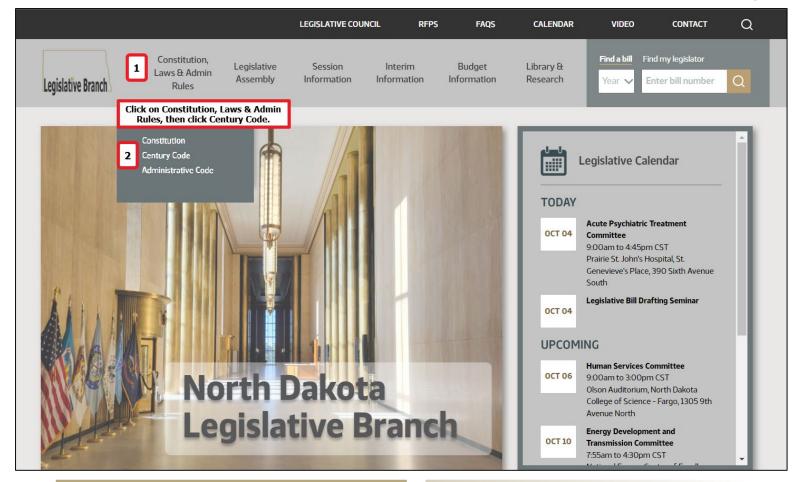
- Century Code
- Session Laws
- Research Center
- Budget and fiscal information
- Session information
- Search
- Bill Tracking



CENTURY CODE

Open legislative branch website www.ndlegis.gov

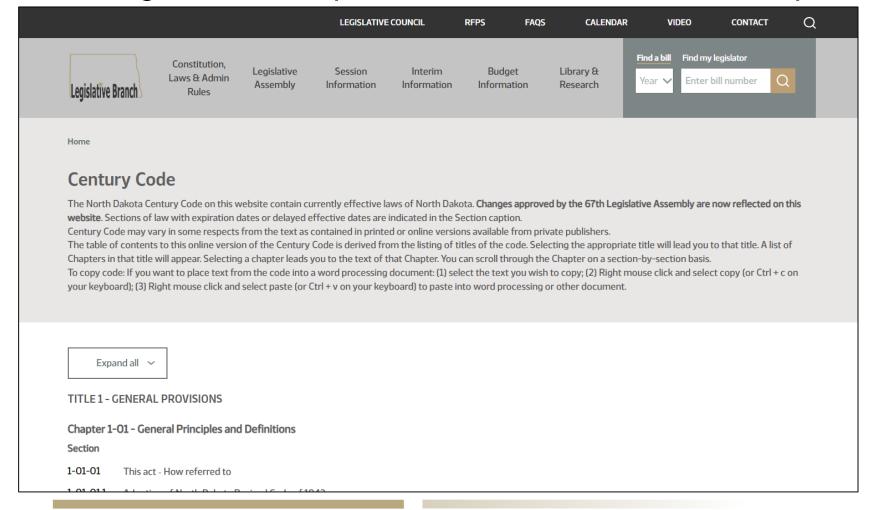
• Click on Constitution, Laws & Admin Rules, click Century Code





CENTURY CODE

Click on a **Title** heading to view Chapters and select the desired Chapter

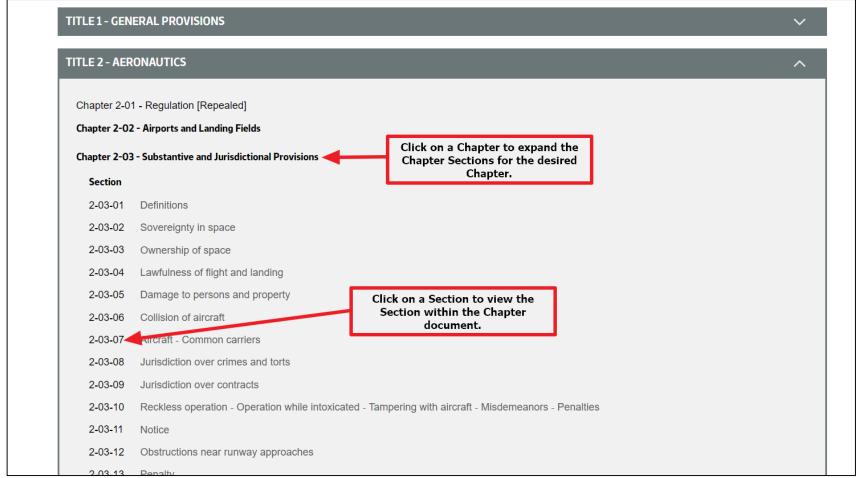






CENTURY CODE

Click on the desired Chapter to view the Sections for the Chapter







CENTURY CODE — AGENCY PREFILE BILL DRAFTING

Format

- Templates, forms, and prefile information available at:
 - www.ndlegis.gov/agency-prefile-documents
- Copy and paste Century Code from the legislative branch website.
- Draft bills using Microsoft Word or Open Office.
- Do not use line numbering.
- Ensure text flows properly by removing returns at the end of each line.
- Apply textual changes using track changes in your word processing software.

Submission Options

Drafts may be submitted in the following manner:

- **Email** Microsoft Word or Open Office document along with properly completed prefile form to lcouncil@ndlegis.gov. Limit of one draft and prefile form per email.
- Paper Paper copy of bill draft and prefile form may be delivered to the Legislative Council office.



CENTURY CODE — AGENCY PREFILE BILL DRAFTING

AGEN	CY BILL PREFILING FORM
I wish to prefile a bill described as follo	ows (subject matter addressed):
	Please print AND sign name
	Agency
	Phone
	Email Address
	Contact person (if signer is not contact person)
	Phone and email address of contact person
Optional Legislator Sponsorship:	
deadline, the bill will include the nar	or join as a sponsor of an agency bill and the bill is prefiled by the ne of the requesting agency and the legislator. If a legislator is must sign this form or a copy of the bill.
I approve the prefiling of this bill with r	my name as sponsor.
Signature of legislator	(Print name here)
I approve the prefiling of this bill with r	my name as cosponsor.
Signature of cosponsoring legislator	(Print name here)
Instructions for Submission:	





LIBRARY & RESEARCH - SESSION LAWS

Open legislative branch website www.ndlegis.gov

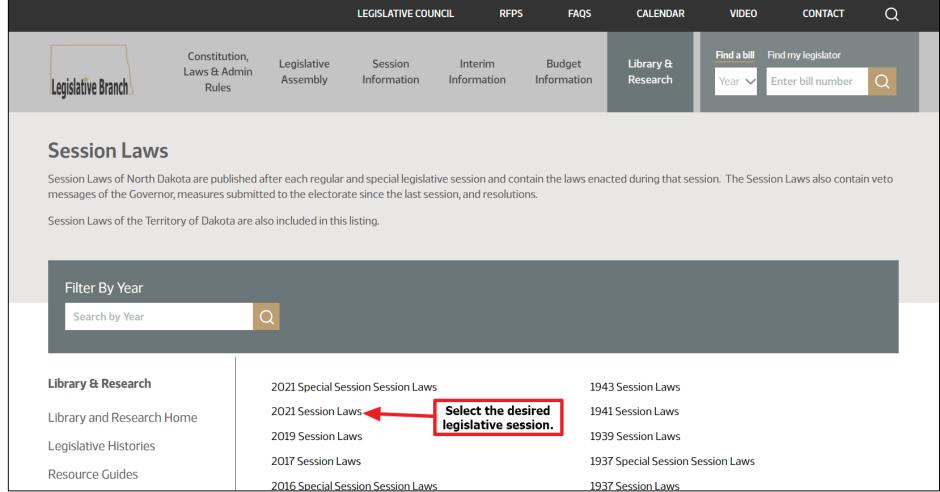
Click on Library & Research, click on Session Laws





LIBRARY & RESEARCH - SESSION LAWS

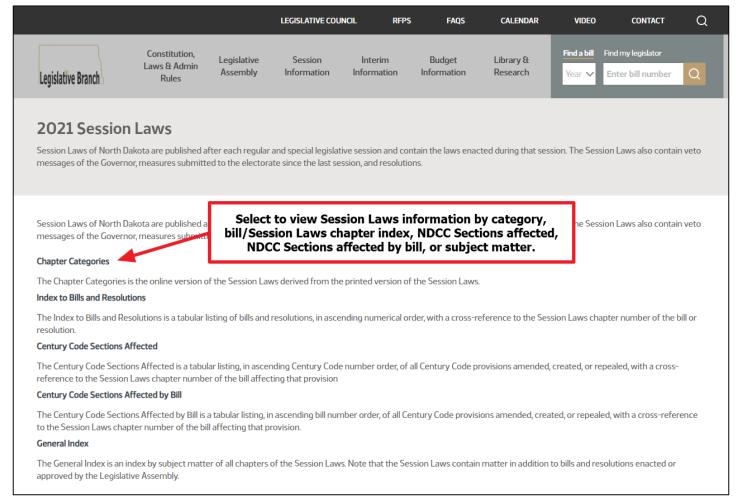
Click on the desired legislative session





LIBRARY & RESEARCH - SESSION LAWS

Select to view Session Laws information







LIBRARY & RESEARCH - LEGISLATIVE BILL HISTORIES

Click on Library & Research, click on Legislative Bill Histories.

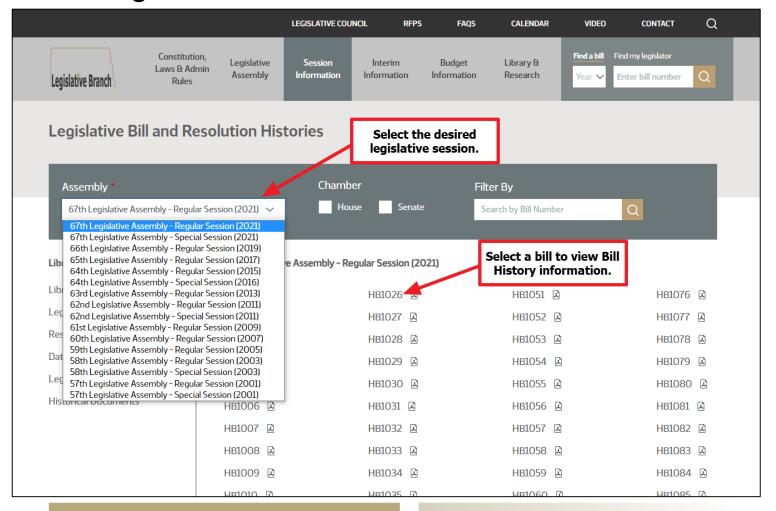




LIBRARY & RESEARCH - LEGISLATIVE BILL HISTORIES

Click on the desired legislative session then select to view Bill History

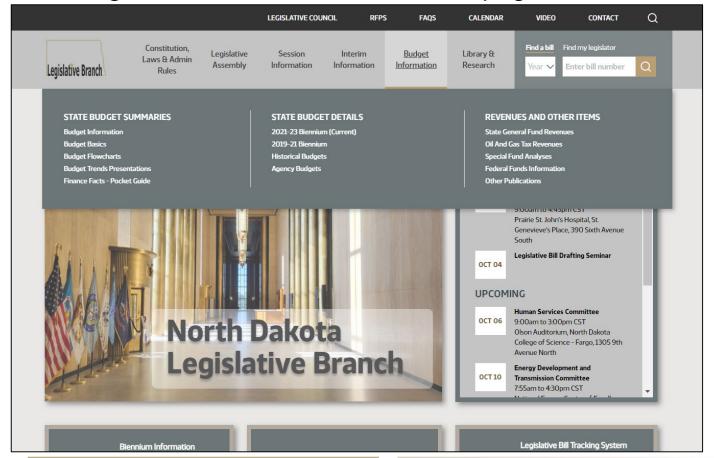
information





Open legislative branch website www.ndlegis.gov

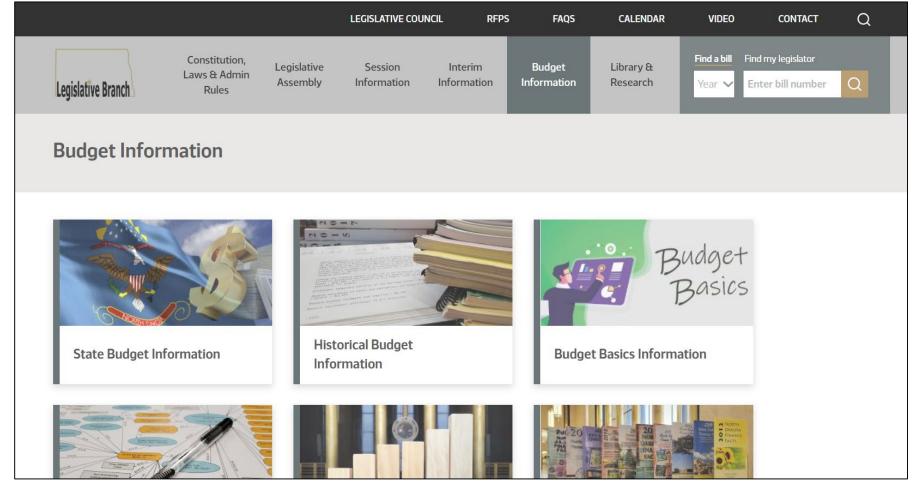
Click on the desired Budget Information links in the web page header





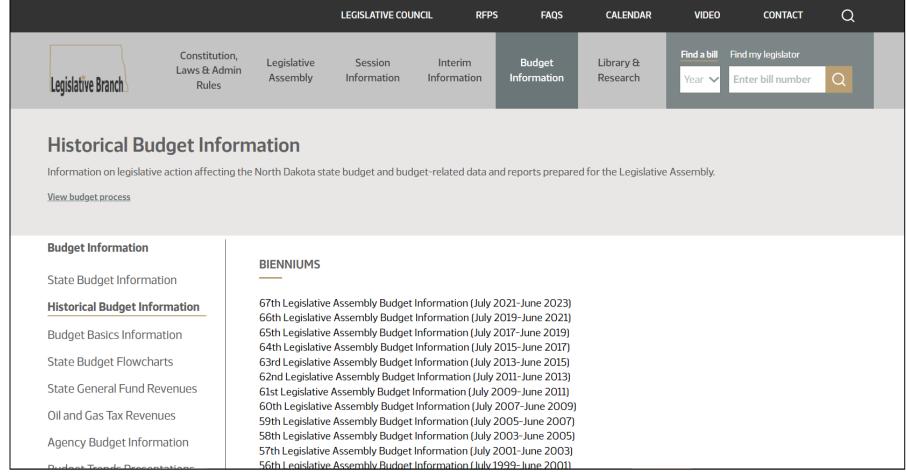
Click Historical Budget Information to navigate to the desired Legislative

Assembly



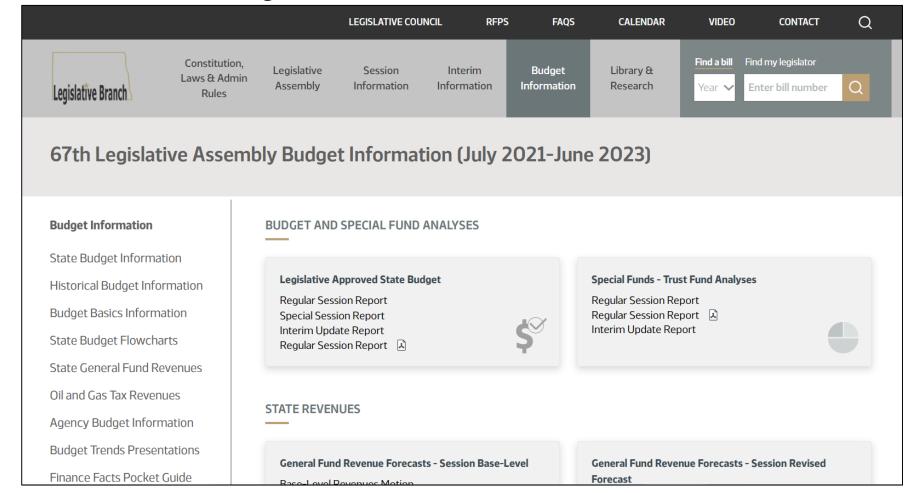


Click on the desired Legislative Assembly to see Budget Information





Select to view the desired budget and fiscal information





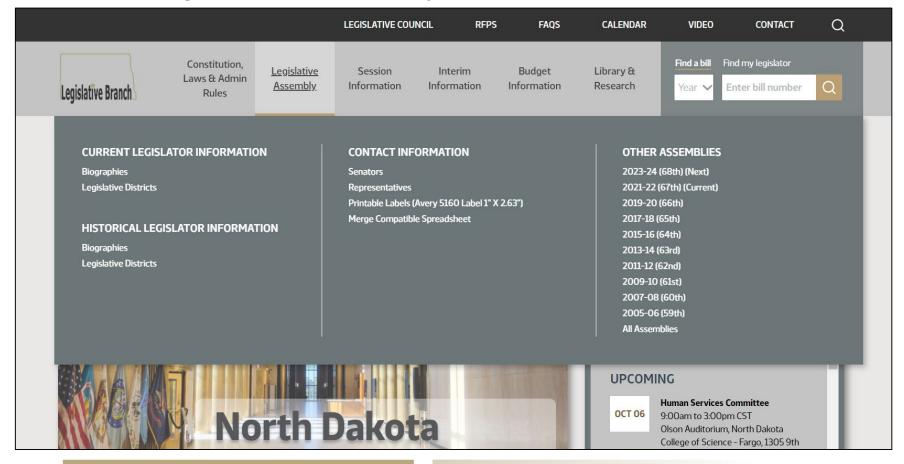




SESSION INFORMATION

Open legislative branch website www.ndlegis.gov

Click on the desired Legislative Assembly





SESSION INFORMATION

The view defaults to Regular session

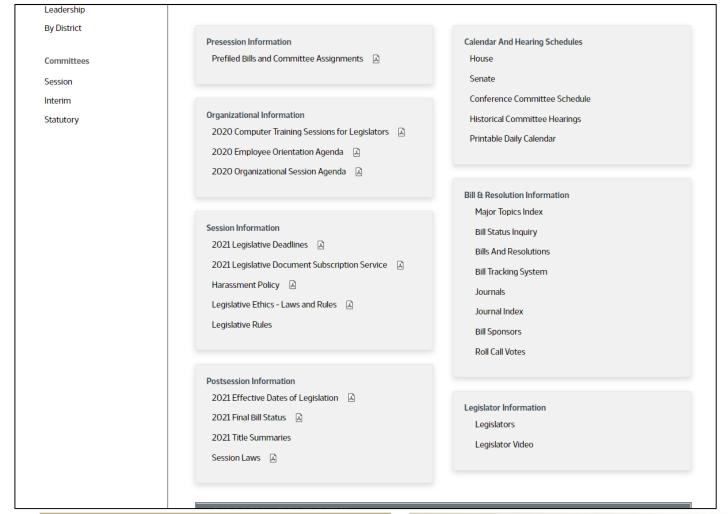






SESSION INFORMATION

Select the desired session information



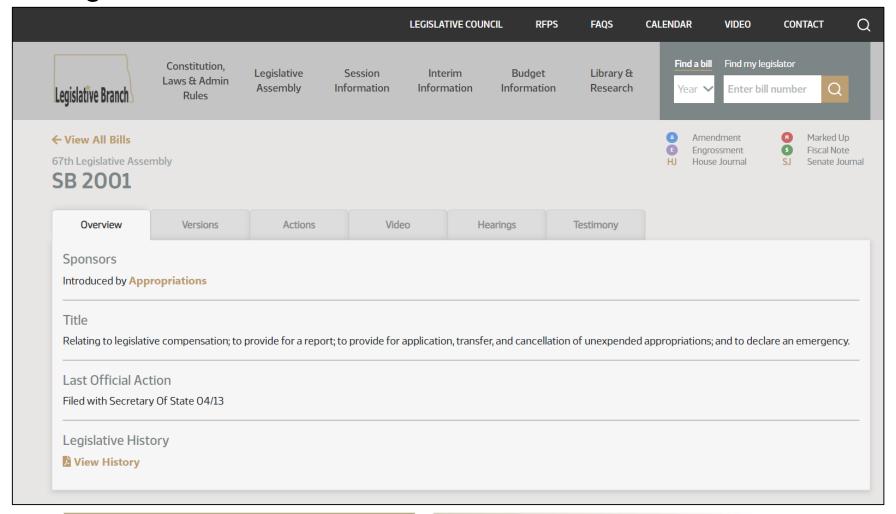


Open legislative branch website www.ndlegis.gov

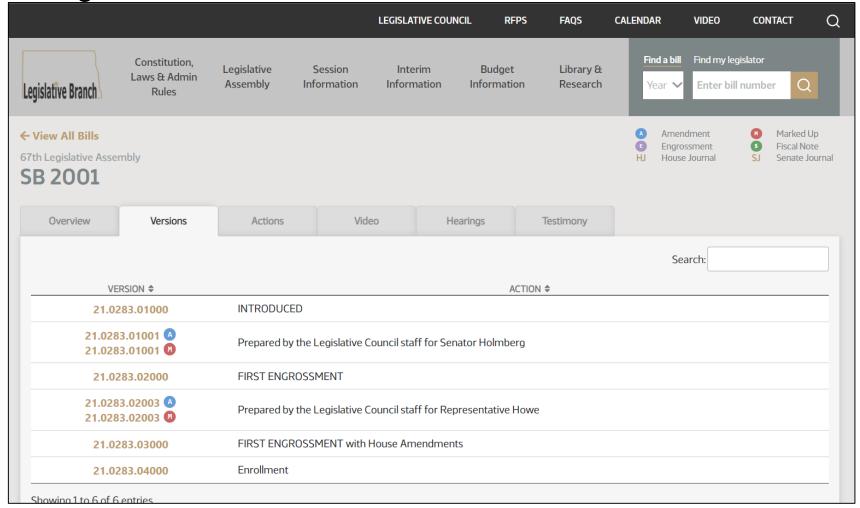
Select a Legislative Assembly, key a bill number, and press ENTER



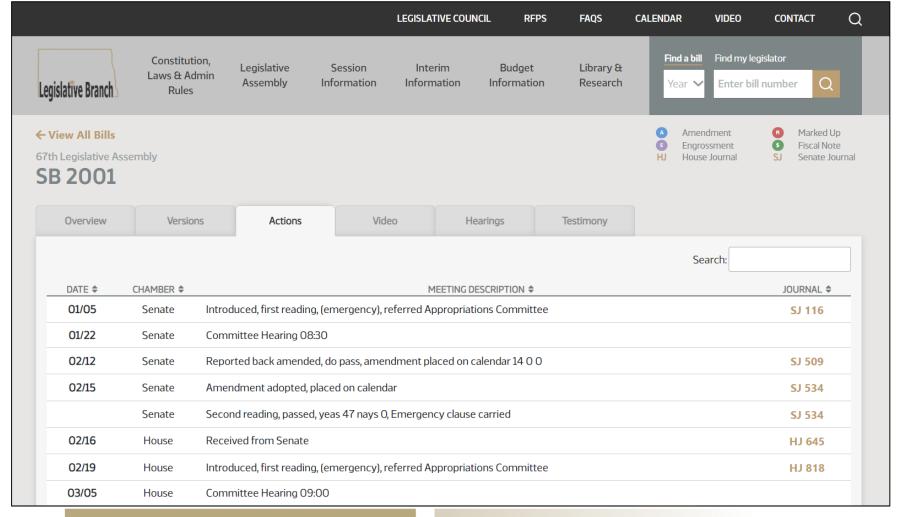




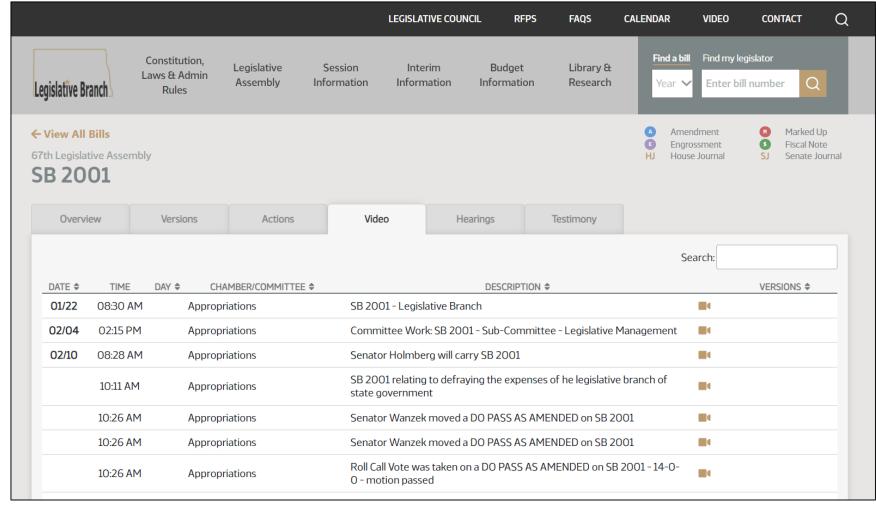




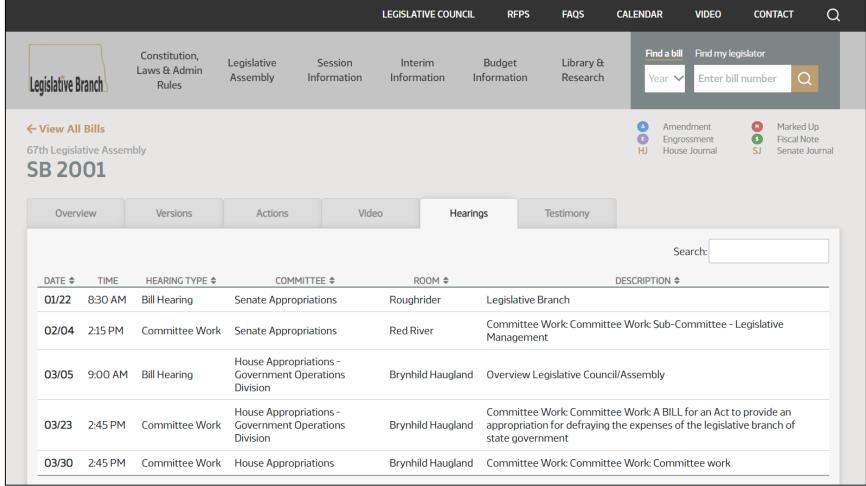


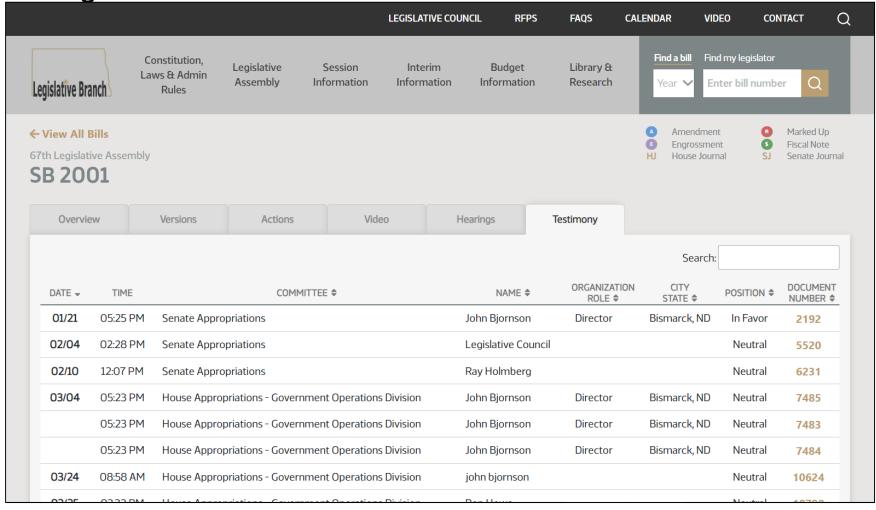




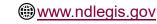








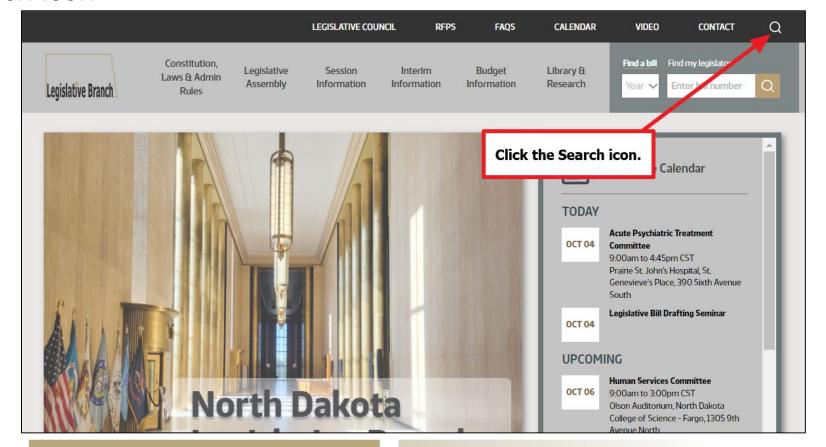




SEARCH

Open legislative branch website search page www.ndlegis.gov/search or open legislative branch website www.ndlegis.gov

Click the Search icon





SEARCH - TIPS

"AND" Searches

• By default the search engine returns content that includes all of your search terms. There is no need to include "AND" between terms. For example, to search for the words "tax" and "water", enter:

tax water

To broaden or restrict the search, include fewer or more terms.

"OR" Searches

• The search engine supports the logical "OR" operator. To retrieve content that include either word A or word B, use an uppercase "OR" between terms. For example, to search for content with "tax" or "water", enter:

tax OR water



SEARCH - TIPS

Excluding Words

• You may exclude a word from your search by putting a minus sign ("-") immediately in front of the term you want to exclude. Make sure you include a space before the minus sign. For example, the search:

tax -liquor

will return content containing "tax" that do not contain the word "liquor"

Does Capitalization Matter?

 Searches are not case sensitive. All letters, regardless of how you enter them, are understood as lower case. For example, searches for "north dakota," "North Dakota," and "NORTH DAKOTA" all return the same results.



SEARCH - TIPSPhrase Searches

- You can search for phrases by adding quotation marks. Words enclosed in double quotes ("tax in lieu of") appear together in all returned documents.
- Certain characters serve as phrase connectors. Phrase connectors work like quotes because they join your search words in the same way double quotes join your search words. For example, the search:

water-related

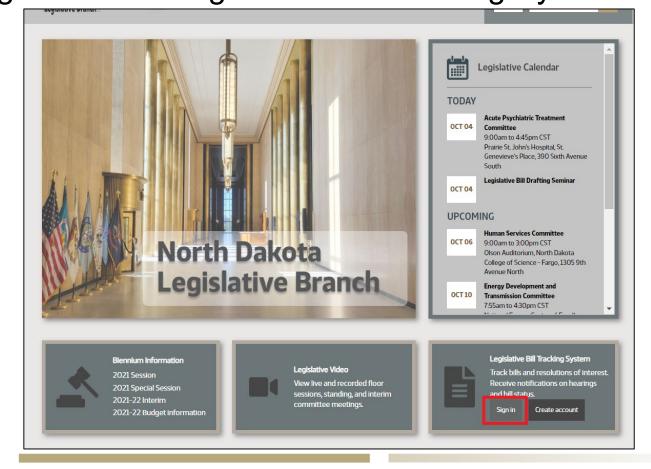
is treated as a phrase search even though the search words are not enclosed in double quotes. The search engine recognizes hyphens, slashes, periods, equal signs, and apostrophes as phrase connectors.



Open legislative branch website www.ndlegis.gov

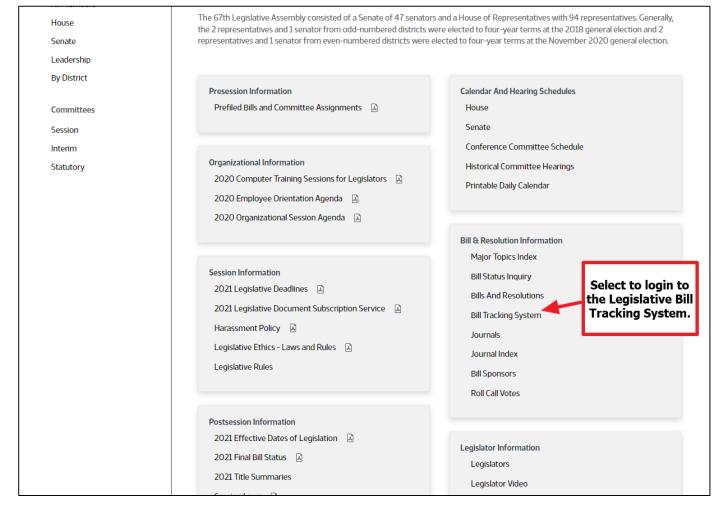
Click on Sign in on the Legislative Bill Tracking System on the

homepage



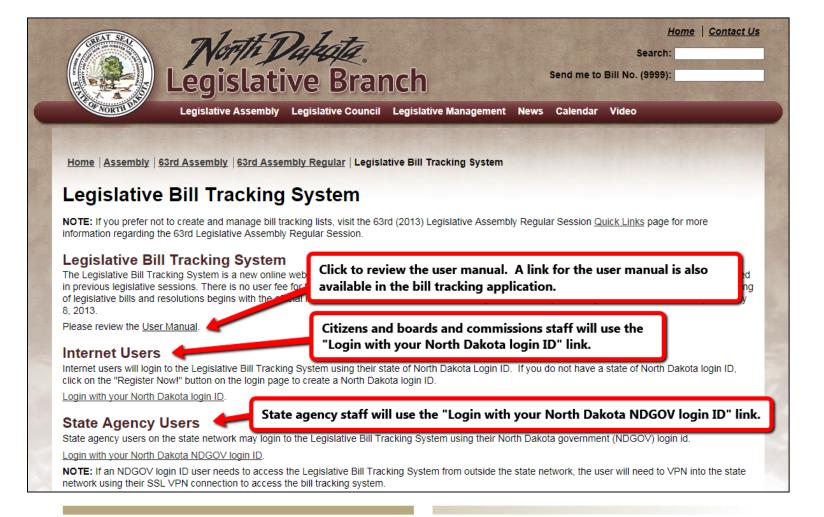


From regular session page - click on Bill Tracking System





Click to view the user manual or login to bill tracking application





See the user manual for feature and functionality documentation







ND LEGISLATIVE DAILY MOBILE APP



FOLLOW THE LEGISLATIVE ASSEMBLY

- Schedules Standing, conference, interim, and administrative rulemaking hearings
- · Access to Bill Status and documents
- · View floor session schedules
- · View meeting rooms map
- Link the app with the Legislative Bill Tracking System and view your personalized schedule

Search for North Dakota Legislative Daily







www.legis.nd.gov



QUESTIONS

