



# LOCAL LEGISLATION

## THE STEPS FOR PASSING A LOCAL BILL

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### STEP 1: ISSUE/LOCAL GOVERNMENT

DEVELOP A SOLUTION TO A LOCAL ISSUE WITH INPUT FROM THE LOCAL GOVERNMENT, LOCAL OFFICIALS, OR MEMBERS OF YOUR LOCAL LEGISLATIVE DELEGATION.

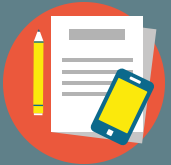


### STEP 2: DRAFT THE BILL

TAKE THE PROPOSAL TO LEGISLATIVE COUNSEL TO BE DRAFTED INTO A BILL. IT IS RECOMMENDED TO DISCUSS THE DRAFTED LEGISLATION WITH ALL PARTIES INVOLVED (DELEGATION MEMBERS, LOCAL OFFICIALS, CITY/COUNTY ATTORNEY, ETC.)

### STEP 3: LEGAL ADVERTISEMENT

RUN THE "NOTICE OF INTENTION TO INTRODUCE LOCAL LEGISLATION" IN THE COUNTY'S LEGAL ORGAN (NEWSPAPER). LEGISLATIVE COUNSEL WILL ASSIST IN THIS WORDING. A COPY OF THIS ADVERTISEMENT MUST BE SENT TO THE LOCAL GOVERNMENT WITHIN SEVEN DAYS FOLLOWING PUBLICATION.



### STEP 4: LOCAL LEGISLATION AFFIDAVIT

TAKE A COPY OF THE LEGAL ADVERTISEMENT TO LEGISLATIVE COUNSEL AND THEY WILL PRODUCE THE LOCAL LEGISLATION AFFIDAVIT THAT IS REQUIRED TO BE ATTACHED TO EACH LOCAL BILL.

### STEP 5: LOCAL DELEGATION SIGNATURES

ENSURE THAT YOU HAVE BEEN FOLLOWING THE LOCAL DELEGATION RULES, IF ANY HAVE BEEN ADOPTED, FOR THE SPECIFIC CITY/COUNTY. THE POLICY ANALYST FOR THE COMMITTEE CAN ASSIST IN THIS PROCESS.



\*NOTE: IF NO DELEGATION RULES HAVE BEEN ADOPTED, UNANIMOUS SIGNATURES ARE REQUIRED FOR PASSAGE.



### STEP 6: INTRODUCE THE BILL

INTRODUCE THE BILL. IT TAKES A MINIMUM OF FIVE LEGISLATIVE DAYS FOR A LOCAL BILL TO PASS BOTH CHAMBERS. IT IS HIGHLY RECOMMENDED TO DROP THE BILL BEFORE THE 35TH DAY OF THE LEGISLATIVE SESSION.

\*NOTE: THE BILL MAY NOT BE INTRODUCED THE SAME CALENDAR WEEK THAT THE ADVERTISEMENT RAN IN THE LEGAL ORGAN.

### STEP 7: LOCAL CALENDAR AND PASSAGE

INTRAGOVERNMENTAL COORDINATION COMMITTEE STAFF WILL PROCESS THE BILL FROM THIS POINT. ONCE ALL TECHNICAL REQUIREMENTS HAVE BEEN MET, THE BILL WILL BE PLACED ON THE HOUSE LOCAL CONSENT CALENDAR AT THE CHAIRMAN'S DISCRETION. THE CALENDAR WILL BE VOTED ON AS A WHOLE BY THE FULL HOUSE. ONCE IT PASSES THE HOUSE, IT IS CRUCIAL TO INFORM YOUR SENATOR AND FOLLOW THE BILL THROUGH THE SENATE.

