

**THE
ARIZONA LEGISLATIVE
BILL DRAFTING MANUAL
2017 - 2018**

ARIZONA LEGISLATIVE COUNCIL

CHANGES IN THE 2017-2018 ARIZONA LEGISLATIVE BILL DRAFTING MANUAL

This edition of the *Arizona Legislative Bill Drafting Manual* includes the following changes:

- An update regarding how to note an appropriation in a bill title and what constitutes an appropriation for purposes of the title. (§2.7 and §4.2)
- An update regarding the order of a bill. (§2.10)
- A clarification regarding how to amend or add section headings in title 47, Arizona Revised Statutes. (§2.10)
- An update regarding how to properly draft a conditional enactment based on certain conditions. (§4.5)
- A clarification regarding how to alphabetize definitions. (§4.7)
- A clarification regarding the proper placement of a delayed repeal in a bill. (§4.8)
- A note reminding drafters to check the *Statutory Delayed Repeals* publication to determine whether a delayed repeal already exists. (§4.8)
- A clarification regarding the time of day enactments take effect. (§4.11)
- A clarification regarding the language to use for retroactivity that applies to a new or amended section. (§4.11)
- An update regarding the effective date for tax measures. (§4.11)
- An update regarding fingerprinting requirements. (§4.13)
- A clarification regarding fees that are established or increased by exempt rulemaking. (§4.14 and §4.31)
- A clarification regarding review of a one-time rulemaking exemption. (§4.31)
- An update to the "retention of members" examples. (§4.34)
- An update regarding sunrise legislation relating to workers' compensation. (§4.35)
- An update regarding sunset legislation relating to the repeal of statutory sections. (§4.36)
- A clarification regarding the order of transferred and renumbered sections in the body of a bill and how to denote them in the bill title. (§4.40)
- A clarification regarding the proper placement of quotation marks in relation to other punctuation. (§5.10)
- A clarification on how to hyphenate existing language. (§5.11)
- A clarification on the proper usage of "such." (§5.35)
- A clarification on inserting new language in amendment drafting. (§6.8)
- A clarification on striking three or more lines from a bill. (§6.14)
- An update regarding drafting amendments to amendments. (§6.16)
- Updated bill and amendment samples. (Appendix A)

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BILL DRAFTING MANUAL
2017 - 2018**

**ARIZONA LEGISLATIVE COUNCIL
STATE CAPITOL BUILDING**

THIS MANUAL WAS PREPARED UNDER THE AUTHORITY OF:

THE ARIZONA LEGISLATIVE COUNCIL

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**SCOPE AND USE OF
THE ARIZONA LEGISLATIVE
BILL DRAFTING MANUAL**

The Arizona Legislative Bill Drafting Manual is the manual of form and style to be used in the preparation of bills and other legislative proposals. It is based on generally accepted drafting principles and conventions. However, the samples used in this manual should not be copied without careful consideration of their appropriateness for a particular legislative proposal.

CHAPTER 1

THE DRAFTING PROCESS

- 1.1 Bill Requests
- 1.2 Drafting Requirements
- 1.3 Confidential Nature of Records
- 1.4 Legislative Council Drafting Rules and Deadlines

CHAPTER 1

THE DRAFTING PROCESS

1.1 BILL REQUESTS

Proposed legislation is drafted by the professional staff of the Arizona legislative council. All proposed legislation must first be submitted to the legislative council staff as a bill request. The legislative council is not allowed to create a file or draft legislation without the specific authorization of a legislator in the form of a bill request. However, the legislator is not obligated to introduce the legislation and may cancel the request or find another sponsor.

A legislator-elect who is not currently serving in the legislature may submit a bill request after that person's election is certified by the secretary of state. Others, including private citizens and lobbyists, must obtain authorization from a legislator to use the legislator's name before giving instructions to the legislative council regarding a request.

The legislative council staff is available on a year-round basis to assist legislators, legislative staff and state agencies in preparing proposed legislation.

1.2 DRAFTING REQUIREMENTS

The bill drafting process begins with the drafter obtaining the objectives for a legislative proposal either from the legislator who is sponsoring the bill or from the legislator's authorized agent. The drafter then converts the sponsor's request into legislation using proper form, style and legal terminology and fits the proposal into the framework of existing statutory law. The drafter reviews pertinent provisions of the Arizona Constitution, the United States Constitution, court decisions, existing statutes, the *Arizona Revised Statutes Internal Reference Manual*, the *Annual Report on Defects in the Arizona Revised Statutes and State Constitution*, the *Affected Session Laws*, the *Arizona Legislative Council Proposition 105 Requirements*, the *Table of Sections Affected*, Sutherland, *Statutes and Statutory Construction* and other relevant sources and advises the legislator of any known problems or conflicts.

The legislative council staff delivers a bill in draft form to the sponsor for review. The final review and decision-making process as to the contents of a bill rest with the legislator. The legislative council prepares the bill for introduction only when specifically requested to do so by the sponsor or the sponsor's authorized agent. The final introduction set, according to current procedure, contains a signature sheet required by House and Senate rules and the prescribed number of copies of the bill, memorial or resolution.

Note: The drafter may make further revisions only when the sponsor returns this introduction set to the legislative council.

1.3 CONFIDENTIAL NATURE OF RECORDS

Rule 20 of the rules of the legislative council requires that records and files of the council office be maintained on a confidential basis. Employees of the council may not discuss or disclose the existence or substance of a request of any person on file in the office with anyone other than the council staff, the person making the request or the sponsor's authorized agent unless the request for a bill or research stipulates that the request and results need not be held confidential and may be disclosed to others.

1.4 LEGISLATIVE COUNCIL DRAFTING RULES AND DEADLINES

Current limitations and deadlines regarding bill requests and bill introduction are found in Appendix B.

CHAPTER 2
A BILL AND ITS PARTS

- 2.1 Appropriate Use of a Bill
- 2.2 Statutory Law and Session Law
- 2.3 Sample Bill
- 2.4 Reference Title
- 2.5 Introducing Body and Legislative Session Designation
- 2.6 Bill Number and Sponsor
- 2.7 Bill Title
- 2.8 Enacting Clause
- 2.9 Bill Section Numbering
- 2.10 The Body of the Bill
- 2.11 Germaneness

CHAPTER 2

A BILL AND ITS PARTS

2.1 APPROPRIATE USE OF A BILL

A bill is the appropriate vehicle for proposing a change in statutory law and session law and is the most numerous of the different types of legislative measures. Its proper use encompasses every conceivable subject and is limited only by state and federal constitutional standards. Some typical bills include those that:

- Establish or consolidate governmental agencies and programs.
- Prescribe the powers and duties of state agencies and of individual officers and employees.
- Define crimes and classify punishments for actions that are prohibited as public offenses.
- Appropriate monies for capital outlay and operating expenditures.
- Determine or limit licensing and regulatory standards for professions and occupations.
- Prescribe qualifications, duties, terms of office and compensation of public officers.
- Provide for the imposition, collection and distribution of tax monies.

2.2 STATUTORY LAW AND SESSION LAW

All enactments of a legislative session are termed "session law" and are published periodically during the session and compiled in a bound session law volume after the session adjourns. An enactment may amend or repeal codified law, enact new codified law, enact laws of an explanatory or temporary nature or include a combination of these actions.

Statutory law is a law that is of an indefinite duration or application. For this reason it is sometimes referred to as "permanent" law. Statutory law is codified in the Arizona Revised Statutes in an appropriate title, chapter and article.

Enacted provisions that have only a temporary application are not codified in the Arizona Revised Statutes. Temporary laws could be used, for example, to establish a study committee or provide a temporary exemption from or suspension of statutory law. In the annotated Thomson Reuters/West edition of the Arizona Revised Statutes, a temporary law

may appear in small type as a statutory note following a related statutory law for the purpose of making a historical record of provisions relating to that statutory law.

Note:

- The terms "temporary law" and "session law" are sometimes used interchangeably. However, as explained above, session law is actually a comprehensive compilation of all enactments, both permanent and temporary.

- Although a law may appear to be temporary in nature, it is not automatically terminated or repealed unless the termination or repeal is enacted by the legislature. Likewise, the fact that a law is not codified in Arizona Revised Statutes does not mean that it has no continuing effect. The termination of a law must be stated by the law's terms or by a separate repeal. Otherwise the law is subject to any continuing application that can be derived from its terms. Therefore, the drafter should specify a specific termination or repeal date whenever possible.

- The fact that a law is temporary in nature and not codified in Arizona Revised Statutes does not mean that it is subordinate to statutory law. Any law that is enacted by the legislature has the same status as any other enacted law and may be enforced and applied according to its terms regardless of whether it has permanent or temporary effect.

- While temporary law may contain a reference to statutory law, a statutory section may never refer to temporary law.

2.3 SAMPLE BILL

The following sample uses a nonexistent statutory title to illustrate the bill format used by the legislative council to draft legislation:

(2.4) REFERENCE TITLE: charitable solicitations; limitation; enforcement; appropriation

(2.5) State of Arizona
(Introducing House)
Fifty-third Legislature
First Regular Session
2017

__ . B. ____

(2.6) Introduced by _____

AN ACT

(2.7) AMENDING SECTION 50-123, ARIZONA REVISED STATUTES; AMENDING TITLE 50, CHAPTER 1, ARTICLE 1, ARIZONA REVISED STATUTES, BY ADDING SECTION 50-124; REPEALING SECTION 50-129, ARIZONA REVISED STATUTES; REPEALING LAWS 2016, CHAPTER 10, SECTION 3; APPROPRIATING MONIES; RELATING TO CHARITABLE SOLICITATIONS.

* * *

(2.8) Be it enacted by the Legislature of the State of Arizona:

(2.9) Section 1. Section 50-123, Arizona Revised Statutes, is amended to read:

(2.10) 50-123. Charitable solicitations by telephone; limitation
A charity may not use the telephone to solicit donations on ~~Sunday~~ THE WEEKEND and between ~~10:00~~ 6:00 p.m. and 9:00 a.m.

Sec. 2. Title 50, chapter 1, article 1, Arizona Revised Statutes, is amended by adding section 50-124, to read:

50-124. Hearing officers

THE DIRECTOR SHALL USE HEARING OFFICERS TO ENFORCE THIS ARTICLE.

Sec. 3. Repeal

Section 50-129, Arizona Revised Statutes, is repealed.

Sec. 4. Repeal

Laws 2016, chapter 10, section 3 is repealed.

Sec. 5. Appropriation; department of charitable solicitations; hearing officers

The sum of \$45,653 is appropriated from the state general fund in fiscal year 20__ - 20__ to the department of charitable solicitations to hire hearing officers as required by this act.

Note: The text of a bill appears beginning on the first page that follows the bill title.

2.4 REFERENCE TITLE

The reference title, commonly referred to as the short title, appears in the upper right-hand corner of each bill, resolution and memorial. (This is not to be confused with the short title discussed in § 4.33.) The reference title is used to give a brief idea of the nature of the measure and to aid in indexing, but it is not part of the substantive law of the measure. The reference title is limited to five or fewer words; commonly used acronyms may be included. Words and phrases used in the reference title are separated by a semicolon. Only proper nouns are capitalized. Do not begin a reference title with a number.

Note: Use identical reference titles only for identical bills, and add a period to the end of one of the reference titles to distinguish that bill from the other. Identical reference titles may be used for a bill and a companion resolution relating to the same subject matter.

- Pursuant to council rule 22, the legislative council has determined that the reference title must be an accurate and inclusive description of the contents of the measure and may not reflect political, promotional or advocacy considerations. Legislative council staff must make the final determination of the contents of the reference title of each measure that is introduced. (Adopted 11/7/1996.)

2.5 INTRODUCING BODY AND LEGISLATIVE SESSION DESIGNATION

The words in the upper left portion designate the legislative body, session of the legislature and year in which the bill is presented. This information is automatically formatted by the bill drafting computer program.

2.6 BILL NUMBER AND SPONSOR

The letters "S.B. ____" or "H.B. ____" and the phrase "INTRODUCED BY _____" indicate the legislative body in which the bill will be introduced and the name or names of the sponsor or cosponsors. On introduction, the blanks are filled in by House or Senate staff who assign a number to the bill and enter the name or names of the sponsor or cosponsors.

2.7 BILL TITLE

Constitutional Requirements

A title is a constitutional requirement of every bill and has a significant legal effect. The Arizona supreme court has ruled that the title need not be a complete description or index of the substantive law in the bill, but it may not be deceptive or misleading. While the title need not be a synopsis of the bill's contents, it must state the subject of the legislation with sufficient clarity to enable persons reading the title to know what to expect in the body of the act. See White v. Kaibab Road Improvement District, 113 Ariz. 209, 550 P.2d 80 (1976); Hoyle v. Superior Court, 161 Ariz. 224, 778 P.2d 259 (App. 1989).

The courts will not invalidate a bill merely because a better title might have been devised if the title fairly states the subject of the legislation to give notice. See In re Lewkowitz, 70 Ariz. 325, 220 P.2d 229 (1950).

Order of Title

The bill title is completely capitalized and begins with the phrase "AN ACT". This is followed immediately by:

- A listing of all changes to the Arizona Revised Statutes (e.g., amendments, repeals and additions of statutory sections). The order of the list generally follows the order that these sections appear in the bill. The drafter should individually list each title, chapter, article or section being amended, repealed or added. Never use "through" in a bill title.

- A listing of amendments to or repeals of previously enacted temporary laws.

- "APPROPRIATING MONIES" if the bill contains an appropriation or multiple appropriations. If a bill has as its sole purpose the appropriation of monies, the bill title should state that the bill is appropriating monies and name the agency or fund receiving the appropriation. For example, "APPROPRIATING MONIES TO THE DEPARTMENT OF LAW". Transfers, reductions, distributions and specified or permissive uses of monies are also appropriations and should be included in the bill title as "APPROPRIATING MONIES". Note that appropriations made in statutory sections are not included in the bill title as "APPROPRIATING MONIES". Rather, statutory sections that include appropriations are listed in the bill title as amended or added sections.

- "RELATING TO..." This should be a single phrase containing a general statement of the single subject of the bill (art. IV, part 2, § 13, Constitution of Arizona). Since this is a statement of a subject, do not use a verb. (Use "RELATING TO SCHOOL BOARD ELECTIONS" rather than "RELATING TO ELECTING SCHOOL BOARDS".) There is no limit to the length of the "relating to" clause, except that it should be a single, brief comprehensive statement. As a last resort, the heading of the article or chapter in which the statutory changes are located may be used as an appropriate "relating to" clause. If the bill contains only temporary law, the clause may begin with "RELATING TO", "PROVIDING FOR", "ESTABLISHING" or any other appropriate phrase.

Each phrase in the bill title is separated by a semicolon. The bill title ends with a period.

Title Format

If a bill amends, repeals or adds statutory text, note the change in the title by using the appropriate phrase from the following list:

- AMENDING SECTION(S) _____, ARIZONA REVISED STATUTES;
(Note: This example also applies when the only change is to a section heading in the Uniform Commercial Code (title 47). See § 1-212, A.R.S.)

- AMENDING TITLE ____, ARIZONA REVISED STATUTES, BY ADDING CHAPTER ____;

- AMENDING TITLE ____, CHAPTER ____, ARIZONA REVISED STATUTES, BY ADDING ARTICLE ____;

- AMENDING TITLE ____, CHAPTER ____, ARTICLE ____, ARIZONA REVISED STATUTES, BY ADDING SECTION _____;

- AMENDING SECTION _____, ARIZONA REVISED STATUTES, AS ADDED BY PROPOSITION _____, SECTION _____, ELECTION OF _____;

- REPEALING SECTION(S) _____, ARIZONA REVISED STATUTES, (Note: This example applies to both a regular repeal and a delayed repeal.)

- REPEALING TITLE ____, CHAPTER ____, ARIZONA REVISED STATUTES;

- REPEALING TITLE ____, CHAPTER ____, ARTICLE ____, ARIZONA REVISED STATUTES;

Note: If a specific version of a statute is being amended or repealed, cite that version as, for example, "AMENDING (OR REPEALING) SECTION _____, ARIZONA REVISED STATUTES, AS AMENDED BY LAWS 2016, CHAPTER 386, SECTION 4".

If a bill repeals a section, article or chapter and also adds a new section, article or chapter with the same number, use the word "new" in the title as follows:

- REPEALING SECTION 12-1624, ARIZONA REVISED STATUTES; AMENDING TITLE 12, CHAPTER 9, ARTICLE 7, ARIZONA REVISED STATUTES, BY ADDING A NEW SECTION 12-1624;

- REPEALING TITLE 12, CHAPTER 9, ARTICLE 7, ARIZONA REVISED STATUTES; AMENDING TITLE 12, CHAPTER 9, ARIZONA REVISED STATUTES, BY ADDING A NEW ARTICLE 7;

- REPEALING TITLE 12, CHAPTER 9, ARIZONA REVISED STATUTES; AMENDING TITLE 12, ARIZONA REVISED STATUTES, BY ADDING A NEW CHAPTER 9;

If a bill amends or repeals previously enacted temporary law, note the change in the title by using the appropriate phrase from the following list:

- AMENDING LAWS ____, CHAPTER ____, SECTION ____;

- REPEALING LAWS ____, CHAPTER ____, SECTION ____;

Note: A repeal of a new temporary law is not included in the title.

Note also: Refer to a special session as, for example, "LAWS 2015, FIRST SPECIAL SESSION, CHAPTER 5, SECTION 17".

If a bill transfers or renumbers or transfers and renumbers a section, article or chapter, note the change in the title by using the appropriate phrase from the following list (without noting the section, article or chapter number):

- PROVIDING FOR TRANSFERRING;
- PROVIDING FOR RENUMBERING;
- PROVIDING FOR TRANSFERRING AND RENUMBERING;

Note: Include the appropriate phrase in the bill title only once even if the bill contains multiple transfers or renumbering in one or more sections of the bill.

If a bill amends a section that the bill has also transferred or renumbered or transferred and renumbered, the title must contain the following appropriate phrases for each amended section:

- AMENDING SECTION _____, ARIZONA REVISED STATUTES, AS TRANSFERRED;
- AMENDING SECTION _____, ARIZONA REVISED STATUTES, AS RENUMBERED;
- AMENDING SECTION _____, ARIZONA REVISED STATUTES, AS TRANSFERRED AND RENUMBERED;

Not Included in Title

The following are not noted in the bill title:

- Delayed effective dates and retroactivity.
- Emergency clauses.
- Proposition 105 requirements.
- Proposition 108 requirements.
- Conditional enactments.
- Conditional repeals.
- Heading changes or repeals (of a statutory title, chapter or article).
- New temporary laws, unless the temporary law is the only provision in the bill.

2.8 ENACTING CLAUSE

The enacting clause is placed immediately after the title, and the text is prescribed by the state constitution. Since it is the formal expression of legislative enactment, a bill without an enacting clause is invalid.

Article IV, part 2, § 24, Constitution of Arizona, provides:

The enacting clause of every bill enacted by the legislature shall be as follows: "Be it enacted by the Legislature of the State of Arizona," or when the initiative is used: "Be it enacted by the People of the State of Arizona".

2.9 BILL SECTION NUMBERING

All bills are divided into sections even if there is only one section. The first bill section is numbered as "Section 1." Subsequent bill sections are numbered with the abbreviation "Sec. ___."

2.10 THE BODY OF THE BILL

The body of a bill contains the substance of the enactment. It is where statutory law and temporary law are amended, added or repealed.

Order of Bill

The body of the bill may contain any of the following in this order:

- Changes to the Arizona Revised Statutes, including delayed repeals of existing statutes, in an order that corresponds to the numerical sequence of the statutes. Include a heading change or repeal (of a statutory title, chapter or article) before any changes to sections under that heading.
- Amendments to and repeals of previously enacted temporary law.
- Treatment of new temporary law.
- An intent clause, if necessary (see § 4.19) or an applicability clause.
- An appropriation or appropriations. (See § 4.2.)
- A delayed repeal of a new statute, a retroactivity clause or any section or sections relating to the effective date of the bill or specific sections of the bill. (See § 4.8 and § 4.11.)
- A saving clause. (See § 4.32.)

- A nonseverability or severability clause. (See § 4.22.)
- A conditional enactment or repeal. (See § 4.5.)
- A short title. (See § 4.33.)
- A requirements for enactment; three-fourths vote section (Prop. 105). (See § 3.2.)
- An emergency clause or a requirements for enactment; two-thirds vote section (Prop. 108). (See §§ 4.11 and 4.16.)

Section headings

Each section of statutory law has a section heading that consists of the statutory section number and a description of the section that is underscored. Except in the Uniform Commercial Code (title 47), section headings do not constitute part of the law and may be changed without showing the added material in uppercase or the deleted material as stricken. (See § 1-212, A.R.S. and § 6.12.) However, it has been held that if an ambiguity exists, the section heading may be used to aid in the interpretation of the statute. State v. Barnett, 142 Ariz. 592, 597, 691 P.2d 683, 688 (1984); see also State v. Turner, 239 Ariz. 390, ___, ¶ 11, 372, P3d 334, 337 (App. 2016); Minjares v. State, 223 Ariz. 54, 62, ¶ 34, 219 P. 3d 264, 272 (App. 2009). It is important that the drafter revise the section heading when amending a section to reflect any changes in statutory text.

Sections of temporary law have section headings that consist of the bill section number and a description of the section that is underscored.

Appropriations sections have section headings that consist of the bill section number and a description of the recipient and purpose of the appropriation that is underscored.

The following are terms commonly included in section headings if applicable:

- Appropriation(s)
- Supplemental appropriation(s)
- Definition(s) (if the term is defined for the entire section)
- Delayed repeal
- Exemption(s)
- Exception(s)
- Effective date

- Applicability
- Penalties or civil penalty
- Violation; classification (except for title 13 sections)
- Classification (without "violation" for title 13 sections)
- State preemption
- Program termination
- Committee termination
- Hearing
- Report or annual report

Section headings in title 47

Unlike section headings in the rest of the Arizona Revised Statutes, section headings in title 47 are considered part of the law and thus should be amended in the same manner as statutory text. New language appears in uppercase, existing language appears in lowercase and repealed language appears as stricken text.

- The following illustrates how to amend a section heading in title 47:

Section 1. Section 47-9203, Arizona Revised Statutes, is amended to read:

47-9203. Attachment and enforceability of security interest ATTACHED TO COLLATERAL; proceeds; ~~supporting obligations; formal requisites~~

A. A security interest attaches TO COLLATERAL when it becomes enforceable against the debtor....

- The following illustrates how to add a section heading in title 47:

Section 1. Title 47, chapter 9, article 4, Arizona Revised Statutes, is amended by adding section 47-9410, to read:

47-9410. PENALTIES; EXEMPTIONS

A. EXCEPT AS OTHERWISE PROVIDED IN SUBSECTION B OF THIS SECTION, A SECURED PARTY WHO FAILS....

Amending statutory or temporary law

When amending existing statutory or temporary law, the drafter must follow the constitutional provision relating to legislation. Article IV, part 2, § 14, Constitution of Arizona, provides:

No act or section thereof shall be revised or amended by mere reference to the title of such act, but the act or section as amended shall be set forth and published at full length.

This requires that a bill contain the entire section of law if any amendment is made to that law, even if the change appears in only one subsection or paragraph of that section.

Note: It is essential that the correct version of a statute be amended. When preparing a bill during a legislative session, the drafter must check the *Table of Sections Affected* to ensure that the latest version of the statute is used. Checking the *Table of Sections Affected* is important to see whether the section has been amended in an act with an emergency clause or a "Prop. 108" clause. Because such an act is effective on the signature of the governor, the drafter must use the version of the section as amended in the emergency act in any later legislation.

Note also: The drafter must check the *Affected Session Laws* to determine whether the previously enacted temporary law has been amended or repealed.

Legislative council rule 24 (see Appendix B) requires that, when amending existing text, whether statutory or temporary, new language appear in UPPERCASE. Stricken language appears in ~~lowercase with a line through it~~. If new language is replacing stricken language, it appears after the stricken language. These same requirements also apply when amending section headings in the Uniform Commercial Code (title 47). See § 6.12.

- The following illustrates how amendments to existing statutory law are introduced into the body of a bill:

Section 1. Section 32-1908, Arizona Revised Statutes, is amended to read:

32-1908. Scope of chapter

A. The provisions of this chapter regarding the sale....

- The following illustrates how amendments to existing temporary law are introduced into the body of a bill:

Sec. 2. Laws 2015, chapter 213, section 7 is amended to read:

Sec. 7. Study committee; membership; duties

A. A study committee is....

Adding new statutory law or temporary law sections

If a bill adds a new statutory section, the text of the entire section is shown in UPPERCASE. Any new temporary law section is shown in lowercase. The section heading appears in lowercase unless the new section is in title 47, Arizona Revised Statutes, in which case the section heading appears in uppercase.

- The following illustrates how a new statutory section is introduced into the body of a bill:

Sec. 4. Title 32, chapter 14, article 2, Arizona Revised Statutes, is amended by adding section 32-1430, to read:

32-1430. Scope of practice

A. A PHYSICIAN WHO PRACTICES MEDICINE IN THIS STATE SHALL....

- New statutory sections that are part of a new statutory article are introduced as follows:

Sec. 9. Title 32, chapter 4, Arizona Revised Statutes, is amended by adding article 5, to read:

ARTICLE 5. FEES

32-3601. Definitions

IN THIS ARTICLE....

- New statutory sections that are part of a new statutory chapter are introduced as follows:

Sec. 4. Title 32, Arizona Revised Statutes, is amended by adding chapter 35, to read:

CHAPTER 35

HOME HEALTH CARE WORKERS

ARTICLE 1. GENERAL PROVISIONS

32-3601. Definitions

IN THIS CHAPTER....

- New temporary law is introduced as follows:

Sec. 14. Committee on care; membership; duties

A. The committee on care....

Repealing statutory or temporary law

If an entire statute or temporary law section is being repealed, the language of that statute or temporary law is not set out in the body of the bill. If all of the sections in an article (or chapter) are being repealed and are not being replaced by new sections, the article (or chapter) itself should be repealed instead of the individual sections to ensure that the article (or chapter) heading is also repealed.

The repeal of a statute does not revive any predecessor statute. The repeal also does not affect any right accrued at the time of the repeal. (See § 1-252, A.R.S.)

Note: With regard to the repeal of existing statutes, be aware of § 1-249, A.R.S., which provides:

No action or proceeding commenced before a repealing act takes effect, and no right accrued is affected by the repealing act, but proceedings therein shall conform to the new act so far as applicable.

Internal references

When amending or repealing statutory law, the drafter must determine whether these changes are inconsistent with other existing statutes. If the proposed measure would result in a substantive or technical conflict with an existing statute, the drafter must amend or repeal that existing law by making any internal reference or technical change necessary to conform the existing statute to changes made in other amended or repealed sections of the same bill.

The drafter can find a statute's cross-references by using ISYS or Westlaw. References to titles, chapters and articles, as well as incorrectly cited sections and sections signified by "through" (e.g., sections 6-324 through 6-328), can be found in the *Internal Reference Manual*, which is updated each year by legislative council staff.

Technical changes

When the drafter is making a substantive change to a law, the drafter may also make nonsubstantive (technical) changes to that law. The drafter can find a list of the most significant technical problems in existing statutory law in the *Annual Report on Defects in the Arizona Revised Statutes and State Constitution*, which is updated each year by legislative council staff. The drafter may also make less significant technical changes that are not listed in that document. Note that optional technical changes should not overshadow the substantive change in a section; otherwise, a simple substantive change may be lost among many technical changes.

2.11 GERMANENESS

Article IV, part 2, § 13, Constitution of Arizona, requires that the subjects in any one bill be "germane" to a single subject and prescribes general requirements concerning the title of a bill in these words:

Every act shall embrace but one subject and matters properly connected therewith, which subject shall be expressed in the title; but if any subject shall be embraced in an act which shall not be expressed in the title, such act shall be void only as to so much thereof as shall not be embraced in the title.

This provision is generally construed liberally, but it is important to check that the bill does not comprise more than a single subject and any related matters. Generally, a court will sustain an act if there is any reasonable basis for grouping the various matters and if a deception would not be perpetrated by the combination.

The drafter must be aware that liberal interpretation can be taken too far. In State v. Sutton, 115 Ariz. 417, 565 P.2d 1278 (1977), the Arizona supreme court said that the various provisions in a bill "*will not be interpreted so foolishly liberally as to render the constitutional provision nugatory*" (citation omitted).

The particular facts of each case will be the basis for any court determination. In In re Miller, 29 Ariz. 582, 244 P. 376 (1926), the Arizona supreme court stated:

The term 'subject'... is to be given a broad and extended meaning, so as to allow the Legislature full scope to include in one act all matters having a logical or natural connection.... To constitute duplicity of subject, an act must embrace two or more dissimilar and discordant subjects, that by no fair intendment can be considered as having a legitimate connection with or relation to each other. (Citation omitted).

The same case supplies reasons for the one-subject limitation:

Its adoption was brought [about] by the legislative practice of including in the same bill wholly unrelated provisions, of enacting laws under false and misleading title, and of incorporating in meritorious bills provisions not deserving of general favor and which, standing alone, could not command the necessary support to pass them.

In each house of the legislature the committee on rules is charged with considering the constitutionality and proper form of bills and the reasonable germaneness of amendments. In addition to the constitutional requirements, the Senate and the House of Representatives have adopted rules regarding the germaneness of amendments. These rules state in part:

A bill including any amendments shall be presumed to contain one subject if:

1. The resulting bill has one general purpose and all other matters contained therein are related to that purpose or necessary to effectuate the purpose.

2. The resulting bill is a major revision of a program or agency and each of the provisions relates to the revision.

3. The bill offers only technical or conforming changes to the statutes.

4. The bill is an omnibus taxation or appropriation measure and each provision relates to the same general purpose of the bill.

5. The bill is a result of a strike everything after the enacting clause amendment and substitutes material designed to accomplish only one purpose.

CHAPTER 3

MEASURES OTHER THAN BILLS

- 3.1 Memorials and Resolutions
- 3.2 Initiatives and Referendums

CHAPTER 3

MEASURES OTHER THAN BILLS

3.1 MEMORIALS AND RESOLUTIONS

Bills are the most common of the different types of legislative measures that come before the legislature. Other common forms of legislation are memorials and resolutions. These are used to accomplish legislative purposes, described below, for which a bill would not be appropriate. Likewise, memorials and resolutions have their own particular purposes, and they should not be used interchangeably.

Memorials

A memorial allows the legislature to petition, plea, beseech or pray that a recipient (1) acknowledge stated facts (contained in one or more clauses, introduced by the word "whereas") and (2) act in a manner consistent with the request. It implies that the "memorialist," i.e., the legislature or a single chamber of the legislature, lacks authority to act directly on the subject. Accordingly, a memorial is used to petition Congress, the President of the United States, other state or federal agencies and officers and other states to do things that the Arizona legislature has no jurisdiction to do itself. It is merely a request and has no official standing or effect. A memorial is not signed by the governor.

A memorial is always a request or proposal. Do not use a memorial to express condolences or congratulations.

A memorial may be presented for the consideration of only one house (simple) or of both houses (concurrent) but may not be "joint."

Resolutions

A resolution is a declaration or expression of legislative opinion, will, intent or resolve in matters within the legislature's legal purview. Three types of resolutions are used in this state:

- A simple resolution is processed only through the chamber in which it is introduced. It may express an opinion, appoint a committee, express regret on the death of a former legislator or other prominent person, request the return of a bill from the other house of the legislature for a stated purpose, recognize meritorious service or commemorate a special event. A simple resolution is not signed by the governor.

- A concurrent resolution is processed through both houses but is not signed by the governor. Like a simple resolution, it may provide for an expression of opinion, commemoration, congratulations or sentiment, only for both houses. Additionally, a concurrent resolution may provide for the following:

- Submittal of a referendum to the voters.

- Legislative action involving the process of amending the Arizona or United States Constitution.

- Requesting the secretary of state to return a previously presented concurrent resolution. (See e.g., H.C.R. 2051, 52nd Legislature, 2nd Regular Session.)

- A joint resolution is processed through both houses and is signed by the governor. It is used to provide for temporary measures having the effect of law (e.g., a contract or other official action). Since the governor signs joint resolutions, they are not used for any purpose in amending either the Arizona or United States Constitutions. Constitutional amendments are the exclusive purview of the legislature and the people.

Titles

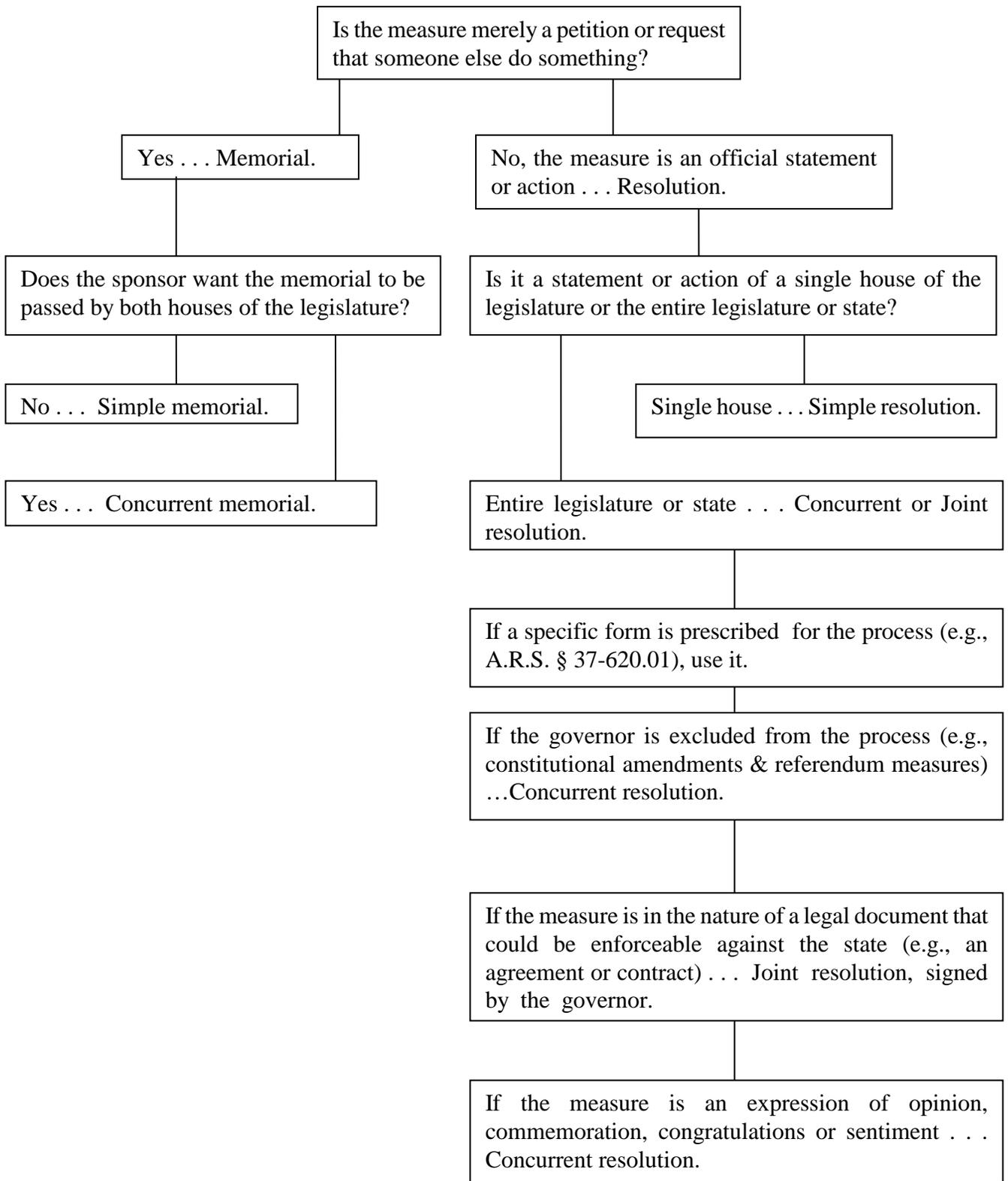
Titles prepared for memorials and resolutions are different from the titles prepared for regular bills. A memorial or resolution title may take the following form:

A MEMORIAL
URGING THE PRESIDENT OF THE UNITED STATES TO....



A CONCURRENT RESOLUTION
DESIGNATING OCTOBER 3, 2017 AS....

The drafter may refer to the guide on the following page to determine the proper vehicle to use for a particular purpose.



3.2 INITIATIVES AND REFERENDUMS

Constitutional requirements

The powers of initiative and referendum are set forth in article IV, part 1, § 1, Constitution of Arizona, which states in part:

[T]he people reserve the power to propose laws and amendments to the constitution and to enact or reject such laws and amendments at the polls, independently of the legislature; and they also reserve, for use at their own option, the power to approve or reject at the polls any act, or item, section, or part of any act, of the legislature.

Initiatives

Under the constitution ten percent of the qualified electors have the right to propose any legislative measure and fifteen percent of the qualified electors have the right to propose any amendment to the Constitution of Arizona. The number of qualified electors is equal to the total number of votes cast for all candidates for governor at the general election preceding the filing of the initiative petition. Article IV, part 1, §1(7), Constitution of Arizona.

A person who wants to distribute an initiative petition may obtain the required information as to form and style of the petition and attachments from the office of the secretary of state. Before distributing the petition, the sponsors must file notice with the secretary of state of their intention to distribute the petition.

An initiative petition that qualifies by having sufficient signatures as prescribed by the Arizona Constitution is placed on the ballot and becomes law when approved by a majority of the votes cast and on proclamation of the governor.

Referendums

There are two types of referendums. The first occurs by petition of the voters and the second by action of the legislature.

A measure that is enacted by the legislature is not operative for a period of ninety days after the adjournment of the session (unless it is enacted under special circumstances that allow it to be effective immediately, as described below). During this ninety-day period, five percent of the qualified electors may file a petition with the secretary of state to have the measure referred to the people for approval or rejection. The number of qualified electors required is calculated by determining the total number of votes cast for all candidates for governor at the general election preceding the filing of the referendum. The measure is approved by a majority of those voting.

Note: The following enactments are not subject to referendum by the people because they become effective immediately on the governor's signature:

1. An emergency measure that is passed by a "supermajority" vote of the legislature.
2. An act for the "support and maintenance" of the agencies of state government and state institutions (the general appropriations act).
3. An act increasing state revenues through new or increased taxes or assessments ("Prop. 108"). (See § 4.16)

The legislature may order that an act be referred as a referendum to the people at the polls before it can become effective. Under article V, § 7, Constitution of Arizona, measures that are referred to the voters for approval are exempt from veto of the governor. See § 4.5 for examples of conditional enactment clauses for bills accompanying referendums.

If necessary, the drafter of a referendum measure should include a temporary law section that directs the legislative council staff to prepare legislation for the following session to conform the Arizona Revised Statutes to the act, authorizes the executive director of legislative council to blend nonconflicting changes made by the legislature with the changes in the act and allows the legislature to make technical and conforming changes to any section of the act, subject to article IV, part 1, § 1, Constitution of Arizona. (See Appendix A, Sample 20.)

Amendments to the Arizona Constitution may be proposed in either house of the legislature. If passed by a majority of the members of each house, they are submitted as a referendum to a vote of the people for approval. If the amendments are approved by the voters, they become part of the constitution. The vehicle for a proposed amendment to the Arizona Constitution is a concurrent resolution.

Note: Concurrent resolutions containing measures to be referred by the legislature to the voters have two titles — one for the resolution itself and one in the body of the resolution for the measure being referred. (See Appendix A for examples of proposed amendments to the state constitution and referendum measures.)

CHAPTER 4
COMMON BILL PROVISIONS

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CHAPTER 4

COMMON BILL PROVISIONS

The following are examples only and must be modified to fit the requirements of the specific legislation:

4.1 APPOINTMENTS BY THE GOVERNOR; CONSENT OF SENATE

Section 38-211, A.R.S., specifies the method of nomination of state officers by the governor and their confirmation by the Senate. Language to accomplish an appointment pursuant to this section is as follows:

THE GOVERNOR SHALL APPOINT THE DIRECTOR PURSUANT TO SECTION 38-211.

Note: Because § 38-211, A.R.S., provides the procedures for appointment as well as details regarding vacancies in office and the time of assuming authority, the drafter should review that section to avoid including unnecessary specific provisions in the bill draft.

4.2 APPROPRIATIONS

Requirements

In general an appropriation of public monies should contain the following in the following order:

- An amount of monies. ("The sum of \$_____")
- A source of the monies. ("is appropriated from _____")
- A fiscal year of applicability. ("in fiscal year ____")
- A recipient (either a fund or a state agency). ("to _____")
- A purpose. ("for _____.")

The drafter can usually place these requirements in a single sentence. The purpose may be omitted for an appropriation to a specific fund.

Types

There are four types of appropriations bills:

- The general appropriations bill contains numerous appropriations for the different departments of the state, state institutions, public schools and interest on the public debt.

Note: Effective date. The general appropriations bill is effective on the signature of the governor but, by its terms, is applicable for the following fiscal year.

Article IV, part 2, § 20, Constitution of Arizona, provides:

The general appropriation bill shall embrace nothing but appropriations for the different departments of the state, for state institutions, for public schools, and for interest on the public debt. (See also Op. Att'y Gen. 78-224.)

If a bill other than the general appropriations bill combines unrelated appropriations, the whole bill is invalid. See Litchfield Elementary School Dist. No. 79 v. Babbitt, 125 Ariz. 215, 608 P. 2d 792 (App. 1980). See also article IV, part 2, § 20, Constitution of Arizona. This constitutional provision is aimed at the practice of "logrolling," in which enough legislative votes are secured to pass a bill by combining unrelated appropriations into that bill.

- Separate appropriations bills contain only appropriations and information incidental to the appropriations, all relating to a simple subject. They may be for new programs that were not anticipated but nonetheless need to be implemented. A common example is an appropriation for a new program to conform to the prior year's enactment.

Note: Effective date. Separate appropriations go into effect on the general effective date unless the bill contains an emergency clause or a requirements for enactment clause ("Prop. 108"). Note also that, for purposes of accountability, a separate appropriation for a governmental entity other than the state should be made to a state agency for distribution to the local government.

The following is an example of a separate appropriations bill:

Section 1. Appropriation; insect control

The sum of \$50,000 is appropriated from the state general fund in fiscal year 20__-20__ to the governor to defray the cost of controlling insects in agricultural areas.

- Incidental appropriations bills are those that include an appropriations section to fund an activity that is required by the statutory or temporary law sections in the same bill.

Note: Effective date. Incidental appropriations have the same effective date as the entire bill.

The following is an example of an incidental appropriation:

Sec. 3. Appropriation; Arizona state parks board

The sum of \$50,000 is appropriated from the state general fund in fiscal year 20__-20__ to the Arizona state parks board for the purposes provided in this act.

- Supplemental appropriations bills are for the "support and maintenance" of an existing agency for an ongoing and previously funded program. (Article IV, part 1, §1(3), Constitution of Arizona; Garvey v. Trew, 64 Ariz. 342, 170 P.2d 845 (1946).) A supplemental appropriation is a specific appropriation and may not contain statutory or session law.

Note: Effective date. Supplemental appropriations go into effect on the signature of the governor.

An example that illustrates funding supplied by a supplemental appropriation to an existing appropriation made by the general appropriations bill in the previous year is:

Section 1. Supplemental appropriation; registrar of contractors

In addition to the appropriation made by Laws 20__, chapter __, section __, the sum of \$150,000 is appropriated from the state general fund in fiscal year 20__-20__ to the registrar of contractors for deposit in the contractors' license fund.

The term "supplemental" is not included in the bill title but is always included in the section heading.

Appropriations over multiple fiscal years

The following example shows how to appropriate a sum of monies over multiple fiscal years:

Sec. 3. Appropriations

The sum of \$_____ is appropriated from the state general fund in each of fiscal years 2017-2018, 2018-2019 and 2019-2020....

Funding source other than state general fund

The following is an example of an appropriation that illustrates funding supplied from a specific source other than the state general fund:

Section 1. Appropriation; department of transportation; furnishings and equipment

The sum of \$185,000 is appropriated from the state highway fund in fiscal year 20__-20__ to the department of transportation to purchase furnishings and equipment.

Bill title

The bill title should include the general phrase, "APPROPRIATING MONIES" regardless of the type of appropriation. However, an appropriation made in a statutory section is not noted in the bill title as "APPROPRIATING MONIES". Rather, a statutory section that includes an appropriation is listed in the bill title as an amended or added section.

Prescribing amounts

All appropriations, whether temporary or statutory, should be prescribed using numbers ("\$185,000") rather than words (not one hundred eight-five thousand dollars").

Lapsing of appropriation; exemption from lapsing

Section 35-190, A.R.S., provides, in part, that no obligation may be incurred or expenditure made from an appropriation after the end of the fiscal year for which the appropriation was made. This section also provides that all appropriations lapse at the expiration of one month after the end of the fiscal year.

However, appropriations for construction or other permanent improvements (capital outlay) do not lapse until the purpose for which the appropriation is made has been accomplished or abandoned, unless the appropriation has been available during the entire fiscal year without an expenditure or encumbrance. If one fiscal year may not be sufficient time for a construction program to begin, the drafter should include the following provision:

Sec. __. Lapsing of appropriation

Notwithstanding section 35-190, Arizona Revised Statutes, the appropriation made in section __ of this act does not lapse until the purpose for which the appropriation is made is accomplished or abandoned unless the appropriation stands until [date] without an expenditure or encumbrance. In addition, all monies remaining unencumbered or unexpended on [date] revert to the state general fund.

If the sponsor of a bill does not want an appropriation (that is not for construction purposes) to lapse at the end of the fiscal year, the drafter should add the following exemption:

Sec. __. Exemption from lapsing

The appropriation made in section __ of this act is exempt from the provisions of section 35-190, Arizona Revised Statutes, relating to lapsing of appropriations.

Since this appropriation would be perpetually exempt, it should involve a program for which the expenditures will eventually be made in order to preclude the need for an additional enactment to authorize a reversion of unspent monies. As an alternative, the exemption might apply for a limited period as indicated above for capital outlay appropriations.

Insert the fiscal year of applicability to remove doubt as to the time during which the appropriated monies are available, as:

B. The appropriation made in this section is available for use in fiscal year 2017-2018.

Note: It is very important to consider including a lapsing exemption section if an appropriation is effective before the beginning of the next fiscal year. As an example, assume an appropriation is passed with an emergency clause and is signed by the governor on May 2. The monies are immediately appropriated. Without a lapsing exemption, any unexpended or unencumbered monies will revert less than two months later on June 30, the end of the fiscal year.

If an appropriation is for the following fiscal year, that fact should be clearly set forth to avoid the possibility of the appropriation being applied to the current year and a lapse of the appropriation at the end of the current fiscal year and also for purposes of the state expenditure limitation. (See article IX, § 17, Constitution of Arizona.)

Reversion of appropriation

If the sponsor of a bill wants an appropriation to lapse on a date other than July 1, the drafter should use a reversion clause. An example of a section that authorizes the reversion of unexpended monies that were exempted from lapsing is as follows:

Sec. __. Reversion

All monies remaining unexpended and unencumbered on October 1, 2018 from the appropriation made by Laws 2017, chapter __, section __ revert to the state general fund.

Line-item veto of appropriation

Article V, § 7, Constitution of Arizona, provides that "*if any bill presented to the governor contains several items of appropriations of money, he may object to one or more of such items...*". In the case of Rios v. Symington, 172 Ariz. 3, 833 P.2d 20 (1992), the Arizona supreme court held that the line-item veto power extends to certain new appropriations, reductions, increases, transfers or eliminations of monies.

4.3 COMMITTEES

Placement

The drafter should draft a bill to establish a committee (sometimes also referred to as a commission) as temporary law if the committee is to disband after it completes its duties and as statutory law if the committee is permanent. (See § 4.34.)

Checklist

When establishing a committee, the drafter should consider the following:

- Membership and qualifications. A committee should be composed of an odd number of members to limit the chances that a vote will end in a tie. Note: When prescribing qualifications, the drafter should not refer to a specific private entity from which a committee member is to be selected. (See § 4.30.) Note also: When prescribing

membership of legislators, say "NOT MORE THAN _____ OF WHOM ARE MEMBERS OF THE SAME POLITICAL PARTY".

- Terms of office. Initial terms of statutory committees must be staggered. (See § 4.34.)

- Appointing authority. Who appoints the members?

- Officers. The language should specify who is to serve as chairperson of the committee or allow the committee members to select a chairperson. The drafter may also provide for cochairpersons or for the rotation of chairpersons.

- Compensation and expenses. It is unusual for committee members to receive compensation, but a common provision makes members "eligible to receive reimbursement of expenses pursuant to title 38, chapter 4, article 2, Arizona Revised Statutes." (See § 4.4.)

- Meetings. The drafter may wish to include language that prescribes the number or frequency of meetings. The language may allow the chairperson and a majority of committee members to call meetings and may prescribe the location of meetings.

- Powers and duties. The drafter should describe, by a list if necessary, the committee's powers and duties. Note: In most situations the drafter must include language stating that the committee "shall submit a report of its findings and recommendations to the governor, the president of the senate and the speaker of the house of representatives on or before (date) and shall provide a copy of this report to the secretary of state."

- Staffing. The drafter may include language to require a particular agency to provide the committee with administrative support and meeting room space.

- Duration. If the committee is temporary, the drafter must include a delayed repeal section for the act or the relevant bill sections. This date should be September 30 of the year following the date the final report is due to allow the committee to complete unfinished work and to give the legislature an opportunity to extend the committee before the committee's enabling legislation is repealed.

- Termination. Pursuant to § 41-3103, A.R.S., the drafter must include in the enabling legislation for any new statutory board, commission, committee, council or panel that is not subject to the sunset requirements prescribed in statute a specific expiration date for the board, commission, committee, council or panel that is not more than eight years after the effective date of that entity's enabling legislation. (See § 4.36.)

- Appropriation. The drafter may include an incidental appropriation section at the end of the bill to fund the committee's operation.

Ex officio members; advisory members

If a committee member is specified as an ex officio member, that person serves by virtue of holding a particular office and may exercise the same powers as the other members, including voting, unless the law provides otherwise. See, e.g., Barber Pure Milk v. Alabama State Milk Cont. Bd., 156 So. 2d 351 (Ala. 1963); see also Johnson v. Knowles, 113 F. 3d 1114, 1116-17 (9th Cir. 1997) (ex officio committee member has same rights and powers as other committee members); State ex rel. DeConcini v. Garvey, 67 Ariz. 304, 311, 195 P.2d 153, 157 (1948) (ex officio or acting governor invested with all powers and duties of that office).

Note: The drafter should avoid using the term "ex officio member" because it is confused with the term "advisory member." If a sponsor intends that a particular committee member not have voting privileges, the drafter should include language that states this fact and indicates that the advisory member is not counted for the purpose of determining the presence of a quorum.

Legislators as board members; restrictions

If legislators are made members of a committee that has executive powers (i.e., the power to carry out legislative policy), the drafter should be certain that the appointment does not violate the separation of powers doctrine found in article III, Constitution of Arizona, or the prohibition of dual office holding found in article IV, part 2, § 5, Constitution of Arizona.

Note: In State ex rel. Woods v. Block, 189 Ariz. 269, 942 P.2d 428 (1997), citing a federal court ruling, the Arizona supreme court stated that allowing members of a legislative body to serve, even as advisory members, on a board that performs an executive function may violate separation of powers.

4.4 COMPENSATION FOR STATE OFFICERS AND EMPLOYEES

Compensation

The general rules of compensation are stated in § 38-611, A.R.S. This section covers compensation for employees under the state personnel system as well as exempt positions and members of boards, commissions and committees.

The following language may be used to accomplish this:

THE DIRECTOR IS ELIGIBLE TO RECEIVE COMPENSATION
PURSUANT TO SECTION 38-611.

Note: Do not use mandatory language such as "The director shall receive compensation of . . .". This language has the unintended effect of being a continuing appropriation. McDonald v. Frohmiller, 63 Ariz. 479, 163 P.2d 671 (1945).

Reimbursement of expenses

If compensation is not authorized but reimbursement for travel and subsistence expenses is desired, the drafter should include language similar to the following:

MEMBERS OF THE COMMISSION ARE NOT ELIGIBLE TO RECEIVE COMPENSATION BUT ARE ELIGIBLE FOR REIMBURSEMENT OF EXPENSES PURSUANT TO TITLE 38, CHAPTER 4, ARTICLE 2.

4.5 CONDITIONAL ENACTMENTS OR REPEALS; REFERENDUM AS CONDITION OF ENACTMENT

Conditional enactments

A bill must contain a conditional enactment section if the bill is contingent on:

- Submission to the voters of a related proposed constitutional amendment.
 - The passage of another related act.
 - The occurrence of some other condition such as the enactment of similar legislation in another state or congressional authorization of funding or jurisdiction.
- A bill that requires a constitutional change must include a conditional enactment section or the bill could be invalidated. An example of language providing for conditional enactment that is contingent on additional constitutional authority is:

Sec. __. Conditional enactment

This act does not (or specified *statutory* sections do not) become effective unless the Constitution of Arizona is amended by vote of the people at the next general election to....

Note: If additional constitutional authority is required, a companion house or senate concurrent resolution must also be prepared unless the needed constitutional change is being sought by initiative.

A bill may not contain both a conditional enactment and a requirements for enactment ("Prop. 108") section or an emergency clause. However, a bill may contain both a conditional enactment section and a requirements for enactment ("Prop. 105") section.

- An example of a clause providing for a conditional enactment contingent on passage of another act is:

Sec. __. Conditional enactment

This act does not become effective unless ____ Bill _____, fifty-third legislature, _____ regular session, relating to _____, becomes law.

- The following illustrates conditional enactments contingent on other conditions:

Sec. __. Conditional enactment: notice

A. This act does not (or specific statutory sections do not) become effective unless on or before (specific date) both of the following occur:

1. Funding is provided under federal law to reimburse community colleges for at least seventy-five percent of the cost of the tuition and fee waivers prescribed in this act.

2. Funding is provided by this state to reimburse community colleges for at least twenty-five percent of the cost of the tuition and fee waivers prescribed by this act.

B. The state treasurer (or other appropriate state agency) shall notify in writing the director of the Arizona legislative council on or before (specific date) either:

1. Of the date on which the condition was met.
2. That the condition was not met.

Note: It is very important for such a conditional enactment section to include both of the following:

1. A date by which the condition must be met to avoid an indefinite conditional status.
2. A requirement that the director of the Arizona legislative council be notified *in writing* by a specific date that the condition was met or that the condition was not met.

- If a bill is amending a statutory section that was previously enacted subject to a condition and the condition has not yet been met, the drafter should use language similar to the following to ensure that the amendments to the section are also subject to the same condition:

Sec. __. Conditional enactment

Section 41-2123, Arizona Revised Statutes, as amended by Laws 2005, chapter 104, section 2 and this act, becomes effective on the date prescribed by Laws 2005, chapter 104, section 7 but only on the occurrence of the condition prescribed by Laws 2005, chapter 104, section 7.

Conditional repeals

The drafter should not use conditional repeals of statutory sections unless there is a compelling reason to do so. Conditional repeals of statutory sections are problematic because of the uncertainty they cause in determining whether a condition has been met and the specific date of the repeal.

An example of a clause providing for a conditional repeal is:

Sec. __. Conditional repeal; notice

A. Section 36-4501, Arizona Revised Statutes, as added by this act, is repealed as of the date the secretary of the United States department of health and human services notifies the Arizona health care cost containment system administration of the acceptance of its application of a waiver submitted pursuant to this act.

B. The administration shall notify in writing the director of the Arizona legislative council of this date.

Note: As in the above examples, a conditional enactment or conditional repeal section must specify the statutory section number to which it applies rather than the bill section number.

4.6 CONFORMING LEGISLATION

Sometimes due to time constraints or other factors it is too difficult to make all of the conforming and amending changes in a bill draft and still meet legislative deadlines. In such cases, the drafter may add the following session law section:

Sec. __. Conforming legislation

The legislative council staff shall prepare proposed legislation conforming the Arizona Revised Statutes to the provisions of this act for consideration in the _____ legislature, _____ regular session.

4.7 DEFINITIONS

The role of definitions

By rule of statutory construction, words and terms that are not specifically defined are defined by their common accepted usage. See Mid Kansas Fed. Sav. and Loan Ass'n of Wichita v. Dynamic Development Corp., 167 Ariz. 122, 804 P.2d 1310 (1991). See also 2A Sutherland Statutory Construction § 46:1 (7th ed. 2014). However, the drafter should consider defining a word or term used in statute or in session law that might be unclear or unfamiliar to the reader or that has more than one meaning and the reader cannot determine that meaning from the context. Do not define a term that does not appear in the statutory text.

Note: Section 1-215, A.R.S., contains definitions that apply to all statutes and other laws of this state. If the drafter intends a definition other than one that appears in that section, the drafter should write a definition that applies to the specific unit of the statutes.

Format

Place a definition section that applies to an entire title, chapter or article in a separate statutory section at the beginning of that title, chapter or article.

Alphabetize definitions in a word-by-word manner in accordance with the style of alphabetizing in *Merriam-Webster's Collegiate Dictionary*, eleventh edition, as follows:

- Always alphabetize by letter first, disregarding spaces or hyphens.
- Alphabetize one word before two (e.g., "dropout" before "drop out" and "drop-off" before "drop off").
- Alphabetize one word with no spaces before one word that is hyphenated (e.g., "dropkick" before "drop-kick").

The introduction must indicate whether the definitions apply to the title, chapter or article and state that the definitions apply "unless the context otherwise requires." Each word defined is initially enclosed in quotation marks, but on subsequent use within the definition section the word does not appear in quotation marks. A term that is described by what it does not mean or include is not enclosed in quotation marks. The following is an example of a statutory law definition section:

32-3801. Definitions

In this article, unless the context otherwise requires:

1. "Board" means....
2. "Clinical laboratory" means....
3. "Frontline" means....
4. "Front line" means....
5. "Laboratory technician" means....
6. "Licensee" means....
7. "License fees" means....
8. "Life-support" means....
9. "Life support" means....
10. "Life-threatening illnesses" includes....
11. Medical records do not include....

Note in the example above that defined terms that appear in the plural form are still followed by either the singular "includes" or "means."

Restrictive vs. extensive definitions

A definition that is restrictive is followed by the word "means." A definition that is extensive is followed by the word "includes." See 2A Sutherland Statutory Construction § 47:7 (7th ed. 2014). Do not use the phrase "means and includes."

General definition sections vs. internal definitions

If a word or term appears in only one statutory section, it should be defined in that section rather than in a general definition section. A statutory section may have its own definition subsection for words and terms that are used in that section. This subsection should appear at the end of the section and is introduced by the words "FOR THE PURPOSES OF THIS SECTION, ...".

Section headings

The inclusion of a definition subsection is noted in the section heading. Since the definition subsection is the last subsection of a section, definitions are noted last in the section heading as either ": definition" or ": definitions".

Note: Indicating that a word or phrase "DOES NOT MEAN" or "DOES NOT INCLUDE" is not a definition and the word or phrase is not enclosed in quotation marks or noted in the section heading.

Citations to definitions

If a word is already defined in another statute, the drafter may cite that statute by cross-reference instead of repeating the definition. This has the advantage of promoting statutory uniformity, but it can also be inconvenient to the reader, especially if the definition is located in a different title of the statutes. For example, refer to a definition that is in another section by the words "FOR THE PURPOSES OF THIS _____, 'PROVIDER' HAS THE SAME MEANING PRESCRIBED IN SECTION 00-0000", "A PERSON MAY USE A PROVIDER AS DEFINED IN SECTION 00-0000" or "ANY TERM THAT IS NOT DEFINED IN THIS _____ AND THAT IS DEFINED IN SECTION 42-5075 HAS THE SAME MEANING PRESCRIBED IN SECTION 42-5075."

Note: A reference to a definition in another section should be to the *section* and not to a specific paragraph. Because definition sections often change as definitions are added and deleted, a reference to a specific paragraph could soon become inaccurate.

"Stuffed" definitions

A definition should not contain substantive law in addition to the definition since the substantive law would be "hidden" in a place the reader would not expect to find it. A definition that contains substantive law is known as a "stuffed" definition. See Dickerson, *The Fundamentals of Legal Drafting* § 7.6 (1st ed. 1965). The following example illustrates a stuffed definition:

5. "ANNUAL INSPECTION" MEANS AN INSPECTION CONDUCTED BY THE DEPARTMENT AT LEAST SIXTY DAYS BEFORE A FACILITY'S LICENSE EXPIRES AND AT WHICH TIME THE FACILITY SHALL FULLY COMPLY WITH THIS ARTICLE AND RULES ADOPTED PURSUANT TO THIS ARTICLE.

In the above example the language that refers to the facility's compliance requirements does not define the term "annual inspection." It is substantive law that should

be placed in its own section or in a section that otherwise prescribes compliance requirements.

4.8 DELAYED REPEAL PROVISIONS

Temporary law

Delayed repeal provisions may be included as a separate subsection at the end of a temporary law section, but before the definitions subsection, if any. The subsection should read, "This section is repealed from and after _____." An incorporated delayed repeal provision is included in the section heading of the temporary law but not included in the bill title.

Statutory law

The following example of a delayed repeal provision is appropriate for new statutes or existing statutes (or even an entire article or chapter):

Sec. __. Delayed repeal
(Section 42-101) (Title 42, chapter 4, article 9),
Arizona Revised Statutes, is repealed from and after December
31, 2018.

Note:

- A delayed repeal of an existing statute is included in numerical sequence in the body of the bill. In contrast, a delayed repeal of a new statute is included toward the end of the bill.
- A repealed section must be listed as repealed in the bill title, but the fact that it is "delayed repealed" is not noted in the title.
- The drafter should always check the *Statutory Delayed Repeals* publication to determine whether a delayed repeal already exists for a particular section, article or chapter.

4.9 DELEGATION OF LEGISLATIVE REGULATORY POWER

When drafting a bill giving regulatory powers to an agency, consider the words of the court in the case of State v. Marana Plantations, 75 Ariz. 111, 252 P.2d 87 (1953):

The line of demarcation between what is legitimate granting of power for administrative regulation and an illegitimate delegation of legislative power is often quite dim.... It may safely be said that a statute which gives unlimited regulatory power to a commission, board or agency with no prescribed restraints nor criterion nor guide to its action offends the Constitution as a delegation of legislative power. The board must be corralled in some reasonable degree and must not be permitted to range at large and determine for itself the conditions under which a law should exist and pass the law it thinks appropriate.

4.10 DEPUTY OFFICERS OF STATE AND COUNTY AGENCIES; POWERS

Section 38-462, A.R.S., automatically confers to deputy officials powers that are given to their principals:

A. Unless otherwise provided, each deputy of a state or county officer possesses the powers and may perform the duties prescribed by law for the office of the principal.

B. When the official name of any principal officer is used in law conferring power, or imposing duties, liabilities or prohibitions, it includes the officer's deputies.

4.11 EFFECTIVE DATE AND TIME OF ENACTMENTS

General effective date

As stated in article IV, part 1, § 1 (3), Constitution of Arizona, the general effective date of enactments is the ninety-first day after the date on which the session of the legislature enacting them is adjourned *sine die*. For example, if the legislature adjourned *sine die* on May 15, the general effective date would be August 14 the instant after midnight (i.e., 12:01 a.m.). State v. Soloman, 117 Ariz. 228, 571 P.2d 1024 (1977). Exceptions to the general effective date are as follows:

- A bill that has a specific delayed effective date.
- A bill that is conditionally enacted. (See § 4.5.)
- An emergency measure that is passed by a "supermajority" vote of the legislature. (Article IV, part 1, § 1(3), Constitution of Arizona.)
- A supplemental appropriation. (See § 4.2.)
- An act increasing state revenues through new or increased taxes or assessments ("Prop. 108"). (Article IX, § 22, Constitution of Arizona.) (See § 4.16.)

Note: If a law goes into effect during a legislative session because it contained an emergency clause or met "Prop. 108" requirements, the drafter must conform other applicable bills and amendments that are still being considered during the same session to that now-current law.

Note also: A listing of the general effective dates of all legislation enacted since 1956 can be found in the front of the hardbound volumes and pocket parts of the Thomson Reuters/West publication of Arizona Revised Statutes and, since 1989, online at www.azleg.gov.

Conflicting provisions; effect

An act that purports to take effect on a specified date before the general effective date but that is not a duly enacted emergency measure takes effect on the general effective date notwithstanding the specified date.

A duly enacted emergency measure, a "Prop. 108" bill or a supplemental appropriation bill is immediately effective on approval by the governor, even if it contains a provision stating that it is to become effective on another date.

Vetoed or unsigned bills; effect

If, while the legislature is in session, the governor does not sign or veto a measure within five days (Sunday excepted) after receipt, the measure takes effect on the general effective date.

An act that is vetoed by the governor and that thereafter is passed by each house by a two-thirds vote takes effect on the general effective date.

A duly enacted emergency measure or a requirements for enactment measure ("Prop. 108") that is vetoed by the governor within five days (Sunday excepted) after it was presented to the governor and that, after reconsideration, is passed by each house by a three-fourths vote takes effect on the date it is filed with the secretary of state.

A measure that is not approved or vetoed by the governor or filed with the secretary of state within ten days (Sundays excepted) after the legislature's final adjournment takes effect on the general effective date.

If, while the legislature is in session, the governor does not sign or veto a duly enacted emergency measure or requirements for enactment measure ("Prop. 108") within five days (Sunday excepted), the measure takes effect on the sixth day; if the governor does not file the measure with the secretary of state within ten days (Sundays excepted) after the final adjournment of the legislature, the measure takes effect on the eleventh day.

Time of day enactments take effect

Section 1-241, A.R.S., provides:

A. An act or statute which by its terms is to take effect on a specified day shall, unless otherwise provided in the act or statute, take effect at twelve o'clock noon on the day specified.

B. An act or statute, which by its terms is to take effect from and after a specified day, shall take effect at midnight of the day specified. (Emphasis added.)

For example, an act or statute that takes effect "from and after September 30" takes effect on October 1 at 12:00 a.m. (midnight). In contrast, an act or statute that takes effect "on October 1" takes effect on October 1 at 12:00 p.m. (noon).

Emergency clauses

If the sponsor of a bill wants it to become immediately operative on the signature of the governor, the drafter should add an emergency clause, the wording of which is:

Sec. __. Emergency

This act is an emergency measure that is necessary to preserve the public peace, health or safety and is operative immediately as provided by law.

A bill containing an emergency clause must receive a two-thirds vote in each house of the legislature in order for the emergency clause to be effective. If the bill is adopted by less than a two-thirds vote, it is considered enacted without the emergency clause and, therefore, becomes effective on the general effective date.

Note: An emergency measure cannot be given an effective date, applicable to the entire bill or sections of the bill, other than the date on which the governor signs the bill. An attempt to make an emergency bill effective at a date after the date of enactment, and particularly after the general effective date, will fail, and the act will become "operative" immediately on signature of the governor. Article IV, part 1, § 1 (3), Constitution of Arizona; Industrial Commission v. Frohmiller, 60 Ariz. 464, 140 P.2d 219 (1943). Nevertheless, specific provisions of the bill may be so worded as to become operative at subsequent times. (See Op. Att'y Gen. I82-026.) A typical way to accomplish this is by inserting a date in the statutory or temporary law text. For example, a section could state "BEGINNING OCTOBER 1, 2017, THE DEPARTMENT SHALL..." The drafter may also use lead-in language in a specific bill section to make that section operative at a subsequent time by stating in the bill section lead in that "Section 32-0000, Arizona Revised Statutes, is amended effective from and after September 30, 2017, to read:" or "Title 32, chapter 1, article 1, Arizona Revised Statutes, is amended by adding section 32-0000 effective from and after September 30, 2017, to read:".

Retroactivity of statutes

Section 1-244, A.R.S., requires that the retroactivity of a statute be "*expressly declared*." However, a statute does have retroactive effect if it is merely procedural and the statute does not affect or impair vested rights. Bouldin v. Turek, 125 Ariz. 77, 607 P.2d 954 (1979). Except for sunset legislation which incorporates a different style, to expressly declare that an act or a statute applies retroactively, the drafter should add a section toward the end of the bill similar to the following:

Sec. __. Retroactivity

This act (or, section 42-6102, Arizona Revised Statutes, as added by this act,) applies retroactively to from and after June 30, 2017.

Note: Use the same language for retroactivity that applies to an amended section:

This act (or section 42-6101, Arizona Revised Statutes, as amended by this act,) applies retroactively to from and after June 30, 2017.

Effective date for tax measures

In drafting bills that levy a tax or change the way a tax is computed, applied or administered, the effective date should reflect accounting and administrative requirements and should be either January 1 (or from and after December 31) or the beginning of another appropriate taxing period. Frequently, an income tax act is given either:

- The *general effective date* that specifically applies:

- Retroactively to the entire taxable year as in the following example:

Sec. __. Retroactivity

This act applies retroactively to taxable years beginning from and after December 31, 2016.

- To future taxable periods as in the following example:

Sec. __. Applicability

This act applies to taxable periods beginning on or after the first day of the month following the general effective date.

- A *retroactive effective date* that specifically applies to taxable years starting from this retroactive date as in the following example:

Sec. __. Effective date; retroactivity

This act is effective and applies retroactively to taxable years beginning from and after December 31, 2012.

- A *delayed effective date* that also includes a delayed application as in the following example:

Sec. __. Effective date; applicability

This act is effective and applies to taxable years beginning from and after December 31, 2018.

Delayed effective date

The following is an example of a delayed effective date:

Sec. __. Effective date

Section 23-113, as added by this act, and sections 23-527 and 23-528, Arizona Revised Statutes, as amended by this act, are effective from and after December 31, 2018.

Note: If amending a previously enacted section that has a delayed effective date, the drafter must make sure that the new changes do not become effective before the underlying section by including a delayed effective date section like the one in the above example.

4.12 USE OF "THE EFFECTIVE DATE OF THIS SECTION"

If, when drafting a new statute, it is necessary to refer in that section to the statute's effective date, use the phrase "THE EFFECTIVE DATE OF THIS SECTION".

If, when amending existing statutory text, it is necessary to refer in that section to the effective date of the new amendment, use the phrase "THE EFFECTIVE DATE OF THIS AMENDMENT TO THIS SECTION" rather than "THE EFFECTIVE DATE OF THIS SECTION", which refers to the date the statute was originally enacted.

If the bill has a delayed effective date and it is necessary to refer to the effective date of the new section or the amendment to existing statutory text, use the delayed effective date. For example, the section should state "A PERSON WHO IS REGISTERED ON OR BEFORE JANUARY 1, 2018" rather than "A PERSON WHO IS REGISTERED ON OR BEFORE THE EFFECTIVE DATE OF THIS SECTION".

Note: In new or existing statutory text, do not use the phrase "THE EFFECTIVE DATE OF THIS ACT".

4.13 FINGERPRINTING REQUIREMENTS

The following language allows state agencies access to state and federal criminal record information for noncriminal justice purposes such as licensing, certification and employment:

EACH APPLICANT FOR (state the category of regulation or the type of employment) SHALL SUBMIT A FULL SET OF FINGERPRINTS TO (state the name of the office or agency) FOR THE PURPOSE OF OBTAINING A STATE AND FEDERAL CRIMINAL RECORDS CHECK PURSUANT TO SECTION 41-1750 AND PUBLIC LAW 92-544. THE DEPARTMENT OF PUBLIC SAFETY MAY EXCHANGE THIS FINGERPRINT DATA WITH THE FEDERAL BUREAU OF INVESTIGATION.

Note: If an agency requires an applicant to obtain a fingerprint clearance card, the drafter should also amend sections 41-619.51, 41-1758 and 41-1758.01, A.R.S., accordingly.

4.14 FUNDS AND THE RECEIPT AND DISPOSITION OF MONIES

Examples of common clauses used for the receipt and disposition of monies and the establishment of funds, or funds for special purposes, are as follows:

Establishing a state fund

THE _____ (NAME) _____ FUND IS ESTABLISHED CONSISTING OF _____ (SOURCE OF FUNDING). THE _____ (NAME OF AGENCY) SHALL ADMINISTER THE FUND. MONIES IN THE FUND ARE [SUBJECT TO LEGISLATIVE APPROPRIATION] [CONTINUOUSLY APPROPRIATED].

Note: The language establishing a fund must contain a statement regarding the availability of the fund monies to the administering agency. The language should either state that the monies in the fund are "subject to legislative appropriation" or that they are "continuously appropriated".

Common sources of funding are fees collected pursuant to a specific statutory citation, legislative appropriations, civil penalties imposed pursuant to a specific statutory citation, federal monies, and private grants, gifts, contributions and devises.

Also, on specific request of the sponsor, the following clause may be added:

ON NOTICE FROM THE _____ (NAME OF AGENCY) _____, THE STATE TREASURER SHALL INVEST AND DIVEST MONIES IN THE FUND AS PROVIDED BY SECTION 35-313, AND MONIES EARNED FROM INVESTMENT SHALL BE CREDITED TO THE FUND.

Acceptance of federal monies and private gifts

THE DIRECTOR MAY ACCEPT AND SPEND FEDERAL MONIES AND PRIVATE GRANTS, GIFTS, CONTRIBUTIONS AND DEVISES TO ASSIST IN CARRYING OUT THE PURPOSES OF THIS _____ (TITLE, CHAPTER, ARTICLE, SECTION). THESE MONIES DO NOT REVERT TO THE STATE GENERAL FUND AT THE END OF A FISCAL YEAR.

Disposition of fees; self-supporting regulatory agencies ("90/10 boards")

A. THE BOARD OF RESPIRATORY CARE EXAMINERS FUND IS ESTABLISHED CONSISTING OF _____ (FEES COLLECTED PURSUANT TO SECTION 00-0000). THE BOARD SHALL ADMINISTER THE FUND. THE BOARD SHALL DEPOSIT, PURSUANT TO SECTIONS 35-146 AND 35-147, NINETY PERCENT OF ALL MONIES COLLECTED UNDER THIS CHAPTER IN THE BOARD OF RESPIRATORY CARE EXAMINERS FUND AND THE REMAINING TEN PERCENT IN THE STATE GENERAL FUND.

B. MONIES DEPOSITED IN THE BOARD OF RESPIRATORY CARE EXAMINERS FUND ARE SUBJECT TO SECTION 35-143.01.

Note: These special funds are subject to annual legislative appropriation pursuant to § 35-143.01, A.R.S. Even though these monies are administered by the board, expenditures from the fund cannot exceed the authorized appropriation. Also, pursuant to § 35-143.01, A.R.S., monies in special funds are automatically exempt from lapsing to the state general fund. Therefore, a nonlapsing clause is unnecessary.

Note also that the reference as in the above example to §§ 35-146 and 35-147, A.R.S., is not included if the monies are:

- From a federal funding source that is otherwise required to remain separate from state treasury monies. (See § 35-142, subsections G and H, A.R.S.)
- Taxes received by the state treasurer from a county. (See § 35-145, A.R.S.)
- Private monies and contributions. (See § 35-149, A.R.S.)
- Received by statutorily created authorities.

In general, an agency may not charge or collect a fee unless the fee is for a specific activity expressly authorized by statute. (See § 41-1008, A.R.S.) Also, a fee that is established or increased by exempt rulemaking is effective for only two years unless the governor's regulatory review council grants an extension. (See § 41-1008, subsection E, A.R.S.)

Nonlapsing clauses for funds

Funds that are subject to legislative appropriation can be made nonlapsing by stating:

MONIES IN THE FUND ARE EXEMPT FROM THE PROVISIONS OF SECTION 35-190 RELATING TO LAPSING OF APPROPRIATIONS [, EXCEPT THAT ALL MONIES IN THE FUND EXCEEDING _____ DOLLARS REVERT TO THE STATE GENERAL FUND].

The drafter should note this clause by adding "exemption" at the end of the section heading.

Revolving funds

Revolving funds are established for specific administrative purposes. They are rarely used. Procedures for establishing an administrative revolving fund are contained in § 35-193, A.R.S. Note: The term "revolving" alone does not make a fund continuously appropriated and does not exempt the fund balance from lapsing.

Transfer of fund monies

The following should be used when repealing a fund to account for the remaining balance in the fund:

Sec. __. Repeal; transfer of monies

A. Section 2-101, Arizona Revised Statutes, is repealed.

B. All unexpended and unencumbered monies remaining in the _____ fund established by section 2-101, Arizona Revised Statutes, as repealed by subsection A of this section, are transferred to the _____ fund on the effective date of this section.

Note that a provision such as this requires the addition of "APPROPRIATING MONIES" to the bill title.

Proper citation of a fund

To cite a fund that is established in another statutory section, the drafter should refer to the "(EXACT NAME OF FUND) ESTABLISHED BY SECTION _____". If the other statute only provides authority for an entity to establish the fund, refer to the "(EXACT NAME OF FUND) ESTABLISHED PURSUANT TO SECTION _____". Do not use "FUND ESTABLISHED IN SECTION _____".

4.15 VOTER-APPROVED MEASURES; REQUIREMENTS FOR ENACTMENT ("PROP. 105")

In the 1998 general election the voters passed Proposition 105, which amended article IV, part 1, § 1, Constitution of Arizona, to prohibit the legislature from repealing "*an initiative measure approved by a majority of the votes cast thereon . . .*" and to allow the legislature to amend laws enacted or amended through an initiative or referendum only if "*the amending legislation furthers the purposes of such measure and at least three-fourths of the members of each house of the legislature, by a roll call of ayes and nays, vote to amend such measure.*" Proposition 105 applies to all legislation enacted by initiative or referendum beginning with the 1998 general election.

The drafter must refer to the *Proposition 105 Requirements* publication prepared and updated by the legislative council to determine whether a statutory section is subject to the Proposition 105 requirements for enactment. To amend a statutory section that is subject to those requirements for enactment, the drafter must use the following lead-in language:

Sec. __. Subject to the requirements of article IV, part 1, section 1, Constitution of Arizona, section X-XXX, Arizona Revised Statutes, is amended to read:

The bill must also include the following session law section placed at the end of the bill:

Sec. __. Requirements for enactment; three-fourths vote
Pursuant to article IV, part 1, section 1, Constitution of Arizona, section X-XXX, Arizona Revised Statutes, as amended by this act, is effective only on the affirmative vote of at least three-fourths of the members of each house of the legislature.

If the legislature is adding a new statutory section or renumbering a statutory section that is subject to the Proposition 105 requirements for enactment, the drafter must use similar lead-in language and include a similar requirements for enactment session law section.

Note:

- If the bill or amendment contains multiple statutory sections that are subject to Proposition 105, each of these sections should be listed in one requirements for enactment session law section at the end of the bill.

- Unlike bills that must comply with the requirements of Proposition 108 (see § 4.16), if a bill that includes a section that must comply with the requirements of Proposition 105 also includes sections that are not affected by Proposition 105 requirements, those specific sections may be enacted into law if the bill receives only a simple majority in each house.

- It is possible for a bill or amendment that is subject to Proposition 105 requirements to also be subject to Proposition 108 requirements.

Unless the bill contains an emergency provision or triggers the requirements of Proposition 108, a Proposition 105 bill has a general effective date.

4.16 INCREASES IN STATE REVENUES; SUPERMAJORITY VOTE REQUIRED ("PROP. 108")

Article IX, § 22, Constitution of Arizona, requires that if a bill provides for a net increase in state revenues through a new tax, tax increase, change in a tax exemption, new or increased fee or assessment, elimination of an exemption to a fee or assessment or change in state tax revenue allocations among state and local governments, the bill must receive a two-thirds vote of the members of each house of the legislature and is effective immediately on the governor's signature. These bills are often called "Prop. 108" bills in reference to the 1992 ballot proposition that enacted this constitutional provision.

Bill drafters must make the initial determination whether the legislation is or might be subject to article IX, § 22. If so, the drafter must add the following section at the end of the bill:

Sec. _____. Requirements for enactment: two-thirds vote
Pursuant to article IX, section 22, Constitution of Arizona, this act is effective only on the affirmative vote of at least two-thirds of the members of each house of the legislature and is effective immediately on the signature of the governor or, if the governor vetoes this act, on the subsequent affirmative vote of at least three-fourths of the members of each house of the legislature.

Note: Bills that require a two-thirds vote go into effect on the day the governor signs the bill into law. Therefore, if the bill also contains effective date sections or a conditional enactment, those provisions have no effect.

4.17 INTERSTATE COMPACTS

An interstate compact is an agreement between two or more states on interstate policy or procedure. To ensure enforceability, compacts are usually enacted into the laws of the compacting states.

As a general rule, an interstate compact should be enacted as identical text by each state except as required to accommodate the unique needs and internal operation of the compact in each state. Even though a draft compact may not conform to Arizona bill drafting rules, every attempt should be made to preserve the uniform expression of the provisions. Changes to correct spelling and other clerical and technical errors and minor form and style conformity issues may be acceptable, but the drafter should keep in mind that text variance from state to state tends to undermine the unity and utility of the interstate agreement.

The entire compact is given a single A.R.S. section number such as:

17-502. Wildlife violator compact
THE WILDLIFE VIOLATOR COMPACT IS ADOPTED AND ENACTED AS
FOLLOWS:
(insert text of compact, including numbering and
formatting)

If an existing state officer or department is to function for purposes of an interstate compact, that authority should be established in a separate A.R.S. section following the text of the compact:

30-722. Administration
THE RADIATION REGULATORY AGENCY IS DESIGNATED AS THE
AGENCY RESPONSIBLE FOR PERFORMING ANY ADMINISTRATIVE AND
ENFORCEMENT DUTIES ASSIGNED TO THIS STATE BY THE SOUTHWESTERN
LOW-LEVEL RADIOACTIVE WASTE DISPOSAL COMPACT.

4.18 JUDICIAL AND ADMINISTRATIVE REVIEW

Administrative review

Except as provided in § 41-1092.02, A.R.S., uniform administrative hearing procedures apply to all appealable agency actions and contested cases. These procedures are found in title 41, chapter 6, article 10, A.R.S., and include hearing requirements and requirements for notice, service and review of administrative decisions.

If the drafter does not want these procedures to apply to administrative decisions of a particular state agency or to particular decisions made by a state agency, the drafter should add the exemption to § 41-1092.02, A.R.S.

Note: For clarity, if a state agency is subject to title 41, chapter 6, article 10, A.R.S., the drafter should cite that article.

Note also: If a state agency is exempt from title 41, chapter 6, article 10, A.R.S., the drafter should cite the administrative procedures that *do* apply. (For example, title 41, chapter 6, article 6, A.R.S.)

Judicial review

Final administrative decisions of state agencies are subject to judicial review pursuant to title 12, chapter 7, article 6, A.R.S. Section 41-1092.08, subsection H, A.R.S., provides certain exceptions to judicial review for agencies that are subject to uniform administrative hearing procedures. (See title 41, chapter 6, article 10, A.R.S.)

The drafter may use the following language to provide for judicial review of administrative decisions:

If an agency is subject to title 41, chapter 6, article 10, A.R.S.:

EXCEPT AS PROVIDED IN SECTION 41-1092.08, SUBSECTION H,
A DECISION OF THE DEPARTMENT IS SUBJECT TO JUDICIAL REVIEW
PURSUANT TO TITLE 12, CHAPTER 7, ARTICLE 6.

If an agency is not subject to title 41, chapter 6, article 10, A.R.S.:

A DECISION OF THE DEPARTMENT IS SUBJECT TO JUDICIAL
REVIEW PURSUANT TO TITLE 12, CHAPTER 7, ARTICLE 6.

4.19 LEGISLATIVE INTENT; FINDINGS SECTIONS

General rule

Generally, intent sections (also called "purpose" or "legislative findings" sections) should not be used in a bill. There are several reasons for this:

- Redundancy. Because each draft should include all provisions that are necessary to carry out legislative intent in the substantive text of the draft, a statement of intent, purpose or findings that mirrors the substantive text is redundant and thus unnecessary.
- Conflict. A statement of intent, purpose or findings that is initially drafted to be in harmony with substantive provisions of a bill may become irrelevant to or in direct conflict with the provisions as subsequently amended. If the statement is not also amended or repealed at the time of the subsequent statutory amendment, the unchanged original statement may confuse the status of the law.
- Misuse of undefined terms. A statement of intent, purpose or findings that purports to state the goal of the proposed legislation may do so by using undefined terms that differ from the terms used in substantive provisions of the bill. The undefined terms may be used later by a court to interpret the act's substantive language either more broadly or more narrowly than was intended. See, e.g., Friends of Mammoth v. Board of Super. of Mono County, 104 Cal. Rptr. 761, 502 P.2d 1049 (1972), *disapproved on other grounds in* Kowis v. Howard, 12 Cal. Rptr. 2d 728, 838 P.2d 250 (1992), in which the court construed the undefined term "project" by using a broad legislative intent statement, achieving a result that appears to be significantly at odds with the act's substantive language.
- Unforeseen effects. A statement of intent, purpose or findings may include provisions that directly or indirectly grant rights, prohibit actions or are otherwise substantive in nature, having unforeseen effects on other seemingly unrelated laws.
- Judicial and administrative misuse of argumentative language. A statement of intent, purpose or findings may contain language intended to promote the merits of a bill. If the language is construed by a court in the context of rights or privileges accorded in the substantive provisions of the act, the court's interpretation may yield a result that may not have been intended. See, e.g., Matter of D.E.R., 155 Wis. 2d 240, 455 N.W. 2d 239 (1990), *superseded by statute*, 1995 Wis. Act 92, *as recognized in* In re Guardianship of Judy K., 254 Wis. 2d 383, 392-94, 647 N.W. 2d 799, 802-03 (2002), in which the court interpreted a phrase within a legislative intent statement that included sweeping language about protecting individuals to mean that a developmentally disabled individual is entitled to be protectively placed in an environment that requires funding by the county over and above federal, state and county matching monies. See also Grand Canyon Trust v. Arizona Corp. Comm'n, 210 Ariz. 30, 40, 107 P.3d 356, 366 (Ct. App. 2005) (stating that when the legislature specifies its purpose in session law, it is appropriate for the court to interpret the statute "in light of that enacted purpose").

Exceptions

An intent clause may be useful only under the following circumstances:

- Recodification. If a bill only recodifies existing law without making any substantive changes, a statement of legislative intent may clarify this fact.
- Constitutionality. If there is reasonable probability that a provision of a bill may be declared unconstitutional, a statement of legislative intent may indicate compliance with constitutional requirements that is not otherwise apparent. Also, a statement of legislative purpose or intent may counter an allegation of unreasonableness or arbitrariness by indicating a rational basis for action by the legislature. See 1A Sutherland Statutory Construction §§ 20:3 to 20:5 (7th ed. 2009).

Required use

- Section 41-2955, subsection E, A.R.S., requires that the enabling legislation for each new agency contain a "policy or purpose statement," setting forth the objectives of the program. Section 41-2955, subsection B, A.R.S., makes the same requirement for the continuation of each agency for a new cycle. The purpose of these statements is to assist the auditor general in determining whether an agency is meeting its legislative mandate.

The following is an example of a purpose section used in the continuation of an agency:

Sec. __. Purpose

Pursuant to section 41-2955, subsection B, Arizona Revised Statutes, the legislature continues the board of technical registration to promote the public safety and welfare by regulating architects, assayers, engineers, geologists, home inspectors, landscape architects and land surveyors.

- Section 41-1107, A.R.S., requires that "[a]ll legislation that diminishes a previous grant of authority to a political subdivision of this state shall contain an intent clause that explains the reason for the diminution of authority."
- Section 43-223, A.R.S., requires that the enabling legislation for any new individual or corporate income tax credit contain a purpose clause that explains the rationale and objective of the tax credit.

Note: If an intent or legislative findings section is used, it should not include argumentative material or provisions granting rights, prohibiting actions or otherwise creating substantive law and should pertain only to the particular law in question. This section should appear as nonstatutory text at or near the end of a bill. (See § 2.10.)

4.20 LIBERAL INTERPRETATION SECTIONS

A basic rule of statutory construction is that statutes are liberally construed to accomplish legislative intent and to avoid making the statute constitutionally invalid. Thus, the drafter need not include a "liberal interpretation section" in preparing a bill. A statement of this rule is included in § 1-211, A.R.S.

4.21 LICENSURE, CERTIFICATION AND REGISTRATION

Consistent and limited meanings apply to the three separate categories of authorization that distinguish the regulation of occupations.

Licensing is a process by which an agency of government grants permission to a person to engage in a given occupation on finding that the applicant has attained the minimal degree of competency required to ensure that the public health, safety and welfare will be reasonably protected. Licensing makes it illegal for anyone who does not hold a valid license to engage in the occupation covered by the statute.

Certification is a form of regulation that grants recognition to persons who have met predetermined qualifications. Only those who meet the qualifications may legally use the designated title. However, noncertified persons may offer similar services to the public if they do not describe themselves as being "certified." Certification is especially appropriate if the public needs assistance in identifying competent practitioners, but the public risks are not severe enough to warrant licensure.

Registration is the least restrictive alternative form of regulation. Registration requires that a person file that person's name and contact information with a designated agency. There may also be a registration requirement in combination with minimum practice standards determined by the regulatory agency. The former type of regulation would simply provide a list of registrants while the latter would subject registrants to minimum standards.

4.22 NONSEVERABILITY AND SEVERABILITY CLAUSES

Nonseverability

On occasion the legislature wants an act either to stand or fall as one unit. To avoid a court interpretation that might allow an act to continue in force after a portion is invalidated, the drafter should insert a nonseverability clause at or near the end of the bill similar to the following:

Sec. __. Nonseverability
If any portion of this act is finally adjudicated
invalid, the entire act is void.

Note: Section 1-252, A.R.S., does not apply if an act becomes invalid under a nonseverability clause. All former laws repealed by the invalid act are revived. An invalid statute that purports to repeal a prior statute is ineffective to do so. See Selective Life Ins. Co. v. Equitable Life Assur. Soc. of U.S., 101 Ariz. 594, 422 P.2d 710 (1967).

Severability

A severability clause is unnecessary for legal purposes because the courts have repeatedly ruled that regardless of the presence or absence of a severability clause they will sever invalid portions from an otherwise valid act whenever possible. See Cohen v. State, 121 Ariz. 6, 588 P.2d 299 (1978). Moreover, a court may refuse to sever parts of an act even if the act contains a severability clause. See Dobson v. State ex rel. Commission on Appellate Court Appointments, 233 Ariz. 119, 124, 309 P.3d 1289, 1294 (2013). Severability provisions are occasionally used, however, even though they add no legal effect to the bill. If requested, the drafter should use the following:

Sec. __. Severability

If a provision of this act or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of the act that can be given effect without the invalid provision or application, and to this end the provisions of this act are severable.

4.23 "NOTWITHSTANDING" CLAUSES

To state an exception to existing law, the drafter may introduce language with "NOTWITHSTANDING ANY OTHER LAW,", "NOTWITHSTANDING ANY LAW TO THE CONTRARY,", "NOTWITHSTANDING ANY STATUTE TO THE CONTRARY," or "NOTWITHSTANDING ANY OTHER STATUTE,.". Do not say "Notwithstanding any other law to the contrary."

Note: Whenever possible the drafter should find those statutes that conflict with the new provision and refer to them specifically or conform them with the new provision. An accumulation of "notwithstanding" clauses can result in a series of overlapping laws superseding each other.

Note also: To avoid confusion, do not use an "except as provided" clause that refers back to the "notwithstanding" clause.

4.24 OPEN MEETINGS

Section 38-431.01, A.R.S., provides that meetings of a public body must be open to the public. "Public body" is defined in § 38-431, A.R.S. If any doubt exists whether an agency is a public body, the bill should specify whether the agency is subject to the open meetings law.

4.25 PENALTIES; CIVIL AND CRIMINAL

The need for a penalty provision depends on the nature of the bill. Existing statutes should be checked carefully to determine whether a penalty already exists for the particular offense or action.

Penalties may be civil or criminal, or both. A civil penalty may be imposed by a public officer or agency, may give an injured person a cause of action against the offender or may suspend or revoke a license or permit to do business. If the criminal provision of a bill relates to a single section, it is customary to insert the criminal code penalty classification within that section as the last subsection.

Except in the case of strict liability crimes (regulatory offenses not requiring a particular mental state for guilt), all criminal offenses should require one of the four mental states defined in § 13-105, A.R.S.

Civil and criminal penalty provisions

The following are two examples of civil penalty provisions:

AFTER A HEARING, THE BOARD MAY IMPOSE A CIVIL PENALTY OF NOT MORE THAN _____ DOLLARS AGAINST A LICENSEE WHO KNOWINGLY VIOLATES THIS CHAPTER. THE BOARD SHALL DEPOSIT, PURSUANT TO SECTIONS 35-146 AND 35-147, PENALTIES COLLECTED PURSUANT TO THIS SECTION IN THE _____ FUND.

Note: Add ": civil penalty" to the section heading unless the civil penalty is just one of several disciplinary measures or penalties.

Note also: The drafter is cautioned to specify where penalty monies collected by the state will be deposited. Otherwise, if the bill does not specify where the state monies are to be deposited, the monies will go to the state general fund pursuant to § 35-142, A.R.S.

* * *

THE BOARD MAY REVOKE OR SUSPEND THE LICENSE OF A DENTIST WHO PERMITS A DENTAL HYGIENIST OPERATING UNDER THE DENTIST'S SUPERVISION TO PERFORM AN OPERATION OTHER THAN AS PERMITTED UNDER THIS ARTICLE.

The following are two examples of criminal penalty provisions:

- A. A PERSON COMMITS TRESPASS ON PUBLIC LAND BY INJURING ANY WOOD OR TIMBER GROWING ON STATE LAND OR BY CARRYING AWAY ANY SOIL ON OR UNDER THE SURFACE OF THAT LAND.
- B. TRESPASSING ON PUBLIC LAND IS A CLASS 3 MISDEMEANOR.

* * *

A PERSON WHO VIOLATES THIS ARTICLE IS GUILTY OF A CLASS
2 MISDEMEANOR.

Note:

- Add ": classification" to the section heading. Use the singular "classification" even if there is more than one criminal offense classification.
- For a criminal violation that is prescribed outside the criminal code (title 13, A.R.S.), add ": violation; classification" to the section heading. The term "violation" is not necessary, however, for section headings in title 13.

Note also: State a criminal penalty as a classified offense (e.g., "class 3 felony") instead of as a specific penalty ("imprisonment for 2 to 7 years and a fine of up to \$150,000").

Fines versus penalties

For drafting purposes it is important to note the distinction between penalties and fines if the legislative intent is to impose monetary sanctions as a result of prohibited activity. The Arizona supreme court has held that "penalty" and "fine" are not the same in law. Frazier v. Terrill, 65 Ariz. 131, 175 P.2d 438 (1946). The term "fine" must always be used in the context of criminal activity.

Criminal offenses; penalties

Criminal offenses are divided into six felony classifications, three misdemeanor classifications and petty offenses. Except for class 1 felonies, there is a presumptive term of imprisonment for each felony. This term may be increased or decreased depending on the nature of the offense, the defendant's criminal history and the existence of any mitigating or aggravating circumstances. Fines may also be imposed. Fines for enterprises are set out in § 13-803, A.R.S. Prison terms and maximum fines for individuals convicted of felony offenses are prescribed in title 13, chapter 7 and § 13-801, A.R.S. Jail terms and maximum fines for individuals convicted of misdemeanor offenses are prescribed in §§ 13-707 and 13-802, A.R.S.

All lesser offenses are termed "petty offenses," with no imprisonment authorized and a maximum fine of \$300. Any offense defined outside the criminal code that lacks either designation as a felony or misdemeanor or specification of the classification or the penalty is a petty offense. (See § 13-602, A.R.S.)

Note: There are mandatory surcharges and assessments that are added to every fine, penalty and forfeiture pursuant to §§ 12-116.01, 12-116.02, 12-116.04, 12-116.09 and 16-954, A.R.S. Sections 12-116.05, 12-116.06, 12-116.07 and 12-116.09, A.R.S. also impose assessments on certain offenses that are in addition to other penalties and assessments.

4.26 POPULATION

If a bill applies different standards to different categories of locations measured by population, the drafter should use language that refers to "a (county) (city or town) with a population of (less than) (more than) _____ (million) (thousand) persons".

The word "population" is defined in § 1-215, A.R.S., as meaning "*the population according to the most recent United States decennial census.*" This definition applies to all of the statutes and laws of this state. Note that at times a bill should use language that refers to both the most recent United States decennial census and the most recent special census. This is usually necessary when a bill distributes tax revenues or apportions monies. (See §§ 28-6532 and 42-5029, A.R.S.)

The population for each county according to the United States 2010 census is as follows:

Greenlee:	8,437	Apache:	71,518	Mohave:	200,186
La Paz:	20,489	Navajo:	107,449	Yavapai:	211,033
Graham:	37,220	Cochise:	131,346	Pinal:	375,770
Santa Cruz:	47,420	Coconino:	134,421	Pima:	980,263
Gila:	53,597	Yuma:	195,751	Maricopa:	3,817,117

4.27 PREEMPTION

The following is an example of language the drafter should use if the drafter is asked to provide for state preemption. Note that "state preemption" is included in the section heading:

3-243. Seed labeling regulation; state preemption
THE REGULATION AND USE OF SEEDS ARE OF STATEWIDE CONCERN. THE REGULATION OF SEEDS PURSUANT TO THIS ARTICLE AND THEIR USE IS NOT SUBJECT TO FURTHER REGULATION BY A COUNTY, CITY, TOWN OR OTHER POLITICAL SUBDIVISION OF THIS STATE.

4.28 PROCUREMENT CODE; EXEMPTION

Spending public money for goods and services is governed by the procurement code. The applicability of the code and certain exemptions to it are found in title 41, chapter 23, A.R.S.

An exemption from the procurement code is usually for a limited duration and is typically provided for in temporary law. The following language illustrates this exemption:

Sec. __. Exemption from the procurement code

For the purposes of this act, the department of economic security is exempt from the procurement code requirements of title 41, chapter 23, Arizona Revised Statutes, for one year after the effective date of this act.

Note: Section 41-2501, A.R.S., is an example of a permanent exemption in statutory law.

4.29 QUORUM; JOINT AUTHORITY OF BOARD OR COMMISSION MEMBERS

Section 1-216, A.R.S., provides:

A. Words purporting to give a joint authority to three or more public officers or other persons shall be construed as giving the authority to a majority of the officers or persons unless it is otherwise expressly declared in the law giving the authority.

B. A majority of a board or commission shall constitute a quorum.

This statute incorporates the general law that both a majority of the persons given authority to act and a quorum of those persons (not a majority of a quorum of those persons) are essential for valid administrative, legislative or other action. It is not necessary to restate this rule when establishing a new public body. However, the number necessary to act or the number necessary to constitute a quorum, or both, may be set by the legislature at something other than a majority.

4.30 REFERENCES TO NONSTATUTORY ENTITIES

In general, the drafter should avoid statutory references to specific entities that are not established by this state's laws. As an alternative the drafter should make general references such as "a national association of retired persons" instead of "the national association of retired persons." This not only limits the possibility of an unconstitutional delegation of legislative authority but avoids inaccurate citations to entities that may change over time without the legislature's knowledge or approval.

4.31 RULES

Authority to make rules

The following language authorizes a state agency to make rules pursuant to the administrative procedure act:

THE (NAME OF AGENCY) MAY ADOPT RULES PURSUANT TO TITLE 41, CHAPTER 6 TO CARRY OUT THIS (CHAPTER) (ARTICLE) (SECTION).

Exemption from rules

An exemption from the rulemaking requirements of title 41 is drafted as temporary law since it is for a limited duration. The following language illustrates this exemption:

Sec. __. Exemption from rulemaking

For the purposes of this act, the department of health services is exempt from the rulemaking requirements of title 41, chapter 6, Arizona Revised Statutes, for one year after the effective date of this act.

The above language extends a blanket exemption. The drafter may modify the exemption by adding language to require the agency to publish otherwise exempted rules or to provide the public with an opportunity to comment on the proposed rules.

Note:

- Section 41-1095, A.R.S., requires an agency that the legislature has granted a one-time rulemaking exemption to review the rule within one year after the rule has been adopted to determine if the rule should be amended or repealed.
- The drafter should amend § 41-1005, A.R.S., to enact permanent exemptions from the administrative procedure act.
- Pursuant to § 41-1008, subsection E, A.R.S., a fee that is established or increased by exempt rulemaking after October 1, 2012 is effective for two years unless the governor's regulatory review council grants an extension.

Retention of rules

In transferring administrative functions from one agency to another, the drafter should consider including language to retain current rules, such as:

Sec. __. Retention of rules

All rules adopted by the department of health services pursuant to section 36-1300, Arizona Revised Statutes, remain in full force until amended by the department of economic security.

(See also § 4.39.)

4.32 SAVING CLAUSES

A saving clause preserves rights and duties that have already matured and proceedings that have already begun. Since a repeal could otherwise destroy rights or obligations, the saving clause must be tailored to the needs of the particular case.

It is usually unnecessary to include a saving clause because of the general applicability of §§ 1-249 and 1-252, A.R.S.:

1-249. Repealing act; effect on pending action or accrued right

No action or proceeding commenced before a repealing act takes effect, and no right accrued is affected by the repealing act, but proceedings therein shall conform to the new act so far as applicable.

1-252. Repeal of repealing statute; effect

The repeal or abrogation of a statute, law or rule does not revive the former statute, law or rule theretofore repealed or abrogated, nor does it affect any right then already existing or accrued at the time of such repeal, nor any action or proceeding theretofore taken, except such as may be provided in the subsequent repealing statute, nor shall it affect any private statute not expressly repealed thereby.

Nevertheless, the absence of a saving clause in at least one instance has required remedial action by a special session of the legislature (See Laws 1922, first special session, chapters 26 and 26-A). In every instance it is important to consider whose direct and collateral rights and duties, including the state's rights, may be affected by the bill.

The following are examples of saving clauses affecting civil and criminal legislation:

Sec. __. Saving clause

This act does not affect rights and duties that matured, penalties that were incurred and proceedings that were begun before the effective date of this act.

Sec. __. Saving clause

This act does not affect any devise made by a will executed before the effective date of this act.

Sec. __. Saving clause

This act does not apply to any offense committed before the effective date of this act. Any such offense is punishable as provided by the statute in force at the time the offense was committed.

"Grandfather" clauses

Another type of saving clause is frequently referred to as a "grandfather" clause because it permits those persons already practicing in a profession or business to continue in that capacity even though they may not be able to meet the new law's specifications or qualifications. An example of the "grandfather" clause is:

Sec. __. Current licensees

The board of barbers shall issue a license to practice as a barber to any person who holds a valid license to practice barbering in this state on the effective date of this act and who on the expiration of this license pays the required fee and files a medical certificate.

4.33 SHORT TITLE

The use of a designated short title in Arizona bill drafting is rare. It is occasionally used in bills based on uniform or model acts or in reference to federal law. The short title is usually placed near the end of a bill and is not assigned a section number in the A.R.S. since it is not substantive law. The initial letter of the first word and initial letters of all important words of a short title are capitalized. An example of a short title is:

Sec. __. Short title

Title 12, chapter 16, article 1, Arizona Revised Statutes, as added by this act, may be cited as the "Uniform Contribution Among Tortfeasors Act".

Note: If the drafter makes changes to a uniform act, the drafter should cite it, for example, as the "Revised Arizona Probate Code" instead of the "Uniform Probate Code".

4.34 STATUTORY BOARDS, COMMISSIONS, COMMITTEES AND COUNCILS

Placement

If a public body is to fulfill an ongoing duty of an unlimited duration, the drafter should place the language that creates it in statutory law. Typical of these kind of entities are the boards that regulate professions and occupations in title 32, A.R.S.

Sunset

The drafter must include a "sunset" provision in the bill unless the board, commission, committee or council is part of an agency that is already on a sunset schedule. (See § 4.36.)

Checklist

When creating a statutory board, commission, committee or council, the drafter should consult relevant provisions of the checklist found in § 4.3. Note: Unlike temporary committee members, members of these statutory public bodies typically do receive compensation "IN THE AMOUNT OF _____ DOLLARS PER DAY FOR EACH DAY OF ACTUAL SERVICE IN THE BUSINESS OF THE BOARD AND ALL EXPENSES NECESSARILY INCURRED IN ATTENDING BOARD MEETINGS" or "AS PRESCRIBED BY SECTION 38-611."

Appointment of members by legislature

Drafters should be careful in establishing a board, commission, committee or council that performs an executive function for which the legislature appoints members. If the legislature appoints a majority of the members, a possible violation of the separation of powers doctrine may occur. See State ex rel. Woods v. Block, 189 Ariz. 269, 942 P.2d 428 (1997).

Initial terms of members; terms of additional members

Initial terms of appointed members or of additional members should be staggered. The provision prescribing their terms of office appears near the end of a bill in temporary law in the following style:

Sec. __. (Initial) terms of (additional) members of
(name of board, commission, committee or
council)

A. Notwithstanding section (number of section
establishing member terms), Arizona Revised Statutes, as
(added)(amended) by this act, the (initial) terms of
(additional) members of ____ are:

1. One term ending January __, 2018.
2. Two terms ending January __, 2019.

B. The (governor or appropriate official) shall make
all subsequent appointments as prescribed by statute.

If it is uncertain when a committee will form, or if there are multiple appointing authorities, the law itself may allow the initial members to draw lots to determine among themselves the initial staggered terms:

THE INITIAL MEMBERS SHALL ASSIGN THEMSELVES BY LOT TO TERMS OF TWO, FOUR AND SIX YEARS IN OFFICE. ALL SUBSEQUENT MEMBERS SERVE SIX-YEAR TERMS OF OFFICE. THE CHAIRPERSON SHALL NOTIFY THE GOVERNOR'S OFFICE ON APPOINTMENTS OF THESE TERMS.

New terms for previously appointed committee members

If prescribing new terms for appointive members, provide for the transition in session law, taking into account the expiration dates of terms of present members, the number of members and whether the new terms are longer or shorter or an odd or even number of years. The following is an example in which an eight-member board is retained, but the term of office is changed from eight years to four years:

Sec. __. Terms of board members

A. Notwithstanding section 15-1621, Arizona Revised Statutes, as amended by this act, a person who is serving as a member of the Arizona board of regents on the effective date

of this act is eligible to continue to serve until expiration of the current term of office.

B. On the expiration of the term in January 2017 of two members of the Arizona board of regents, the governor shall appoint two members pursuant to section 38-211, Arizona Revised Statutes, for a term beginning January 19, 2017 and ending January 15, 2023.

C. On the expiration of the term in January 2018 of two members of the Arizona board of regents, the governor shall appoint two members pursuant to section 38-211, Arizona Revised Statutes, for a term beginning January 17, 2018 and ending January 20, 2024. Thereafter, the governor shall appoint two members pursuant to section 38-211, Arizona Revised Statutes, for terms beginning on the third Monday of January of the year of the expiration of the term and ending on the third Monday of January four years thereafter.

Election of officers previously appointed

If prescribing the election of officers previously serving by appointment, take into account the effective date of the act (or constitutional amendment), general election dates, the beginning and expiration dates of terms of present members, the number of members and whether the new terms are longer or shorter or for an odd or even number of years.

Vacancies

If specific terms of office are not set forth, § 38-295, A.R.S., provides that:

A. Unless otherwise specified by law, every officer holds office at the pleasure of the appointing power.

B. Every officer shall continue to discharge the duties of the office, although the term has expired, until a successor has qualified. The discharge of the duties of office for appointments requiring senate confirmation shall be governed by section 38-211.

C. Vacancies occurring in an office, or in the membership of a board or commission, shall be filled only for the unexpired term of the officer or member.

Article V, § 8, Constitution of Arizona, provides that when any office becomes vacant and no method is provided by the constitution or by statute for filling the vacancy, the governor may appoint someone to fill the vacancy.

Procedures to be used when a vacancy occurs in the legislature are set out in title 41, chapter 7, article 7, A.R.S.

Retention of members

In bills providing for the reorganization of state functions, it is often appropriate to clarify the effect on appointed officials. The following examples illustrate how to continue certain terms:

Sec. __. Retention of members

All persons serving as members of a board, council or commission on the effective date of this act whose board, council or commission is retained as a part of the department of economic security may continue to serve until expiration of their normal terms.

Sec. __. Terms of state officers

Notwithstanding any other statute, all terms of state officers appointed pursuant to section 38-211, Arizona Revised Statutes, that are in effect on the effective date of this act expire on _____ next following the year in which the term would otherwise expire. (Some statutes refer to "the third Monday in January.")

Sec. __. Retention of members

Notwithstanding section 32-1502, Arizona Revised Statutes, as amended by this act, all persons serving as members of the naturopathic physicians medical board on the effective date of this act may continue to serve until the expiration of their normal terms. The governor shall make all subsequent appointments as prescribed by statute. (Alternative: All subsequent appointments shall be as prescribed by statute.)

Abolishing an office; restrictions

If a bill has the effect of abolishing an office, the drafter should be aware of § 1-251, A.R.S., which provides:

A person who at the time an act takes effect holds office under a law repealed by such act continues to hold the office according to the tenure of the law repealed, unless the duties of the office are expressly transferred to some other office.

The Arizona supreme court has analyzed this matter as involving two distinct issues, the abolition of an executive office and the ousting of a tenured office holder, and has held that the legislature cannot accomplish the second by means of the first, because that would violate the principles of separation of powers. Ahearn v. Bailey, 104 Ariz. 250, 451 P.2d 30 (1969). However, that case recognized that if "an office is abolished and no substitute created, the office may be so abolished whatever may be the reason for its abolishment" even if officeholders incidentally lose their positions. Id. at 255 (emphasis added).

4.35 SUNRISE LEGISLATION

Regulation of health and nonhealth professions

If a bill would regulate a health profession that is now unregulated by this state or would increase the scope of practice of a board-regulated health profession, the drafter should be aware of title 32, chapter 31, A.R.S. That chapter prescribes the requirements that applicants for either initial regulation or an increased scope of practice must meet. Title 32, chapter 44, A.R.S., prescribes the requirements that applicants for initial regulation of nonhealth professions must meet.

Mandated health coverage

If a bill would mandate certain health coverage as a component of individual or group health insurance policies, the drafter should be aware of the reporting requirements of title 20, chapter 1, article 3, A.R.S.

Workers' compensation; presumptions of compensability

If a legislative proposal establishes or substantially modifies a statute that establishes a presumption of compensability for a disease or condition, the drafter should be aware of the reporting requirements of title 23, chapter 7, article 12, A.R.S.

4.36 SUNSET LEGISLATION

Agency termination

Under state law each new and existing agency has no more than a ten-year life span, at the end of which the agency is subject to a sunset review. Title 41, chapter 27, A.R.S., sets out the sunset conditions and procedures, and article 2 of that chapter establishes the sunset schedule for the various agencies.

Each agency is assigned a sunset statute, for example:

41-3019.12. Board of cosmetology; termination July 1, 2019

A. The board of cosmetology terminates on July 1, 2019.

B. Title 32, chapter 5 and this section are repealed on January 1, 2020.

This sample sunset statute illustrates several unique features that should be addressed in each bill that establishes a new agency or changes an agency's sunset termination date:

- The section number corresponds to the year of the sunset termination. In the sample statute, § 41-3019.12 corresponds with the year 2019. All agencies that terminate in 2019 were assigned a statute section in the 41-3019.___ series.

- The agency terminates "on July 1" of the appropriate year.
- The enabling statutes for the agency are repealed six months later "on January 1" of the following year under the assumption that even though the agency is officially terminated, it may still require continuing statutory existence while it concludes its affairs.
- Since sunset legislation typically becomes effective on the general effective date, it is usually necessary to include a retroactivity provision relating back to July 1, the date the agency terminates. Without it there would be a hiatus between July 1 and the general effective date during which the existence and authority of the agency could be called into question.
- Section 41-2955, A.R.S., requires legislation that establishes a new agency (subsection E) or continues an existing agency (subsection B) to contain a statement of policy, purpose or objectives of the agency. (See § 4.19.)

To continue an agency the drafter must repeal the existing sunset statute and enact a new statute with a section number corresponding to the new termination year. The following illustrates how to extend an agency for ten years:

Section 1. Repeal

Section 41-3017.11, Arizona Revised Statutes, is repealed.

Sec. 2. Title 41, chapter 27, article 2, Arizona Revised Statutes, is amended by adding section 41-3027.11, to read:

41-3027.11. Board of behavioral health examiners; termination July 1, 2027

A. THE BOARD OF BEHAVIORAL HEALTH EXAMINERS TERMINATES ON JULY 1, 2027.

B. TITLE 32, CHAPTER 33 AND THIS SECTION ARE REPEALED ON JANUARY 1, 2028.

Sec. 3. Purpose

Pursuant to section 41-2955, subsection B, Arizona Revised Statutes, the legislature continues the board of behavioral health examiners to promote the safe and professional practice of behavioral health and its related professions.

Sec. 4. Retroactivity

Sections 1 and 2 of this act are effective retroactively to from and after July 1, 2017.

For purposes of drafting sunset legislation:

- Always number a ten-year sunset continuation section so that it ends in the same number as the number assigned to the current sunset section (.11 in the above example).

- Always number a ten-year sunset section for a new agency so that it ends as .01 regardless of any other bill that may also add that same section number. After the legislative session is over, the legislative council will renumber any duplicate section numbers.
- For a sunset continuation or a sunset section for a new agency that is scheduled for review in less than ten years, always number the sunset section so that it ends in the first available number for the year in which the sunset is scheduled. After the legislative session is over, the legislative council will renumber any duplicate section numbers.
- Always check the statutory reference and any applicable recommended statute improvement note to make sure a name change has not occurred since the last sunset legislation.

New committee termination

The drafter needs to be aware that § 41-3103, A.R.S., requires that the enabling legislation for any new committee that is not subject to sunset review include "*a specific expiration date for the committee that is not more than eight years after the effective date of the committee's enabling legislation.*" Section 41-3101, A.R.S., defines "committee" as "*any statutory board, commission, committee, council or panel that is not otherwise subject to article 1 of this chapter [the sunset review process].*"

If the bill includes a sunset section, it is not necessary to also include the requirements of § 41-3103, A.R.S. However, if the bill establishes a new committee as defined in § 41-3101, A.R.S., but does not include a sunset section, the drafter should include the following language:

THE (BOARD, COMMISSION, COMMITTEE, COUNCIL OR PANEL)
ESTABLISHED BY THIS (SUBSECTION, PARAGRAPH, SECTION, ARTICLE,
CHAPTER) ENDS ON JULY 1, 20__ PURSUANT TO SECTION 41-3103.

Note: The drafter must add ";(board, commission, committee, council or panel) termination" to the appropriate section heading.

New program termination

The drafter must also be aware that § 41-3102, A.R.S., requires that "*[a]ny new program that is established by the legislature shall include in its enabling legislation a specific expiration date for the program that is not more than ten years after the effective date of the program's enabling legislation.*" Section 41-3101, A.R.S., defines "program" as "*functions and activities of a state agency or within a state agency that are preplanned to fulfill a distinct mission.*"

The drafter will need to carefully determine on a case-by-case basis whether this section applies to a particular bill. If the drafter or the sponsor believes that the bill establishes a new program, the drafter should include the following language:

THE PROGRAM ESTABLISHED BY THIS (SUBSECTION, PARAGRAPH, SECTION, ARTICLE, CHAPTER) ENDS ON JULY 1, 20__ PURSUANT TO SECTION 41-3102.

Note:

- If the bill includes a sunset section, it is not necessary to also include the requirements of § 41-3102, A.R.S.
- To avoid confusion, the drafter should not use the word "program" if the legislation does not in fact establish a new program.
- The requirements of § 41-3102, A.R.S., apply even if the legislature doesn't itself establish the program but rather requires another entity to establish the program.

Note also: The drafter must add ": program termination" to the appropriate section heading.

Review of new income tax credits

The drafter should also be aware that § 43-223, A.R.S., requires that "*[a]ny new individual or corporate income tax credit that is enacted by the legislature shall include in its enabling legislation...a specific review year for the joint legislative income tax credit review committee to review the credit.*" The drafter should amend § 43-222, A.R.S., to include a reference to the statutory section establishing the tax credit and the year the tax credit is to be reviewed. The specific review year must be the fifth full calendar year following the date the credit is enacted.

4.37 TAX MEASURES (PROPERTY); REQUIRED STATEMENT OF OBJECTIVES

Article IX, §§ 3 and 9, Constitution of Arizona, require that laws that impose, continue or revive a tax distinctly state the tax and the objects for which the tax is applied.

The Arizona supreme court has held that this requirement relates only to measures imposing a property tax and not to measures imposing an excise tax. See Hunt v. Callaghan, 32 Ariz. 235, 257 P. 648 (1927).

4.38 TRANSFER OF COST OF PROGRAM FROM POLITICAL SUBDIVISION TO STATE; REDUCTION OF EXPENDITURES AND ADJUSTMENT OF TAX REVENUES

If a bill transfers the cost of a program from a political subdivision to the state and fails to require that tax revenues of the political subdivision be commensurately reduced, the new state obligation would be subject to the seven percent spending limitation imposed by article IX, § 17, Constitution of Arizona. In addition, this article allows the state to adjust the seven percent limit during the first fiscal year of the transfer. To enable the economic estimates commission to make the adjustment, in the case of a legislative transfer the effective date prescribed by the bill should be July 1, the beginning date of the fiscal year following the fiscal year in which the bill is proposed for enactment.

The drafter should include provisions similar to the following temporary law sections in an act transferring program costs from a political subdivision to the state. Please note that each situation involving a transfer is unique and that the following is only an example:

Sec. __. Reduction of expenditures and adjustment of tax revenues

A. To adjust for the transfer of the cost of the _____ program to the state, the (name of political subdivision) shall commensurately decrease tax revenues under article IX, section 17, Constitution of Arizona.

B. Not later than October 1, 20__, the economic estimates commission shall adjust the state appropriation percentage limitation in the manner prescribed by article IX, section 17, Constitution of Arizona, and report this adjustment to the legislature.

4.39 TRANSFER OF PERSONNEL, EQUIPMENT AND MONIES; TRANSFER OF POWERS AND SUCCESSION

Transfer of personnel, equipment and monies

The following example provides for the transfer of personnel, equipment and monies between agencies or from an old agency to a new or successor agency:

Sec. __. Succession

A. As provided by this act, the (new department or agency) succeeds to the authority, powers, duties and responsibilities of (old agency #1) and (old agency #2).

B. This act does not alter the effect of any actions that were taken or impair the valid obligations of the (old agencies) in existence before January 1, 20__.

C. Administrative rules and orders that were adopted by the (old agencies) continue in effect until superseded by administrative action by the (new department).

D. All administrative matters, contracts and judicial and quasi-judicial actions, whether completed, pending or in process, of the (old agencies) on January 1, 20__ are transferred to and retain the same status with the (new department).

E. All certificates, licenses, registrations, permits and other indicia of qualification and authority that were issued by the (old agencies) retain their validity for the duration of their terms of validity as provided by law.

F. All equipment, records, furnishings and other property, all data and investigative findings, all obligations and all appropriated monies that remain unexpended and unencumbered on January 1, 20__ of the (old agencies) are transferred to the (new department).

G. All personnel who are under the state personnel system and employed by the (old agencies) are transferred to comparable positions and pay classifications in the respective administrative units of the (new department) on January 1, 20__.

Note: The transfer of monies in subsection F of this example requires the addition of "APPROPRIATING MONIES" to the bill title.

Transfer of powers and succession

If a new agency is to replace an existing agency, the drafter should include temporary law similar to the following to cover the succession and transfer of functions:

Sec. __. Transfer of powers

The department of economic security succeeds to the powers and duties of the following:

1. The employment security commission of Arizona and its Arizona state employment service, unemployment compensation and administrative service divisions.
2. The state department of public welfare.
3. The division of vocational rehabilitation.
4. The veterans service commission.
5. The state office of economic opportunity.
6. The apprenticeship council.

In transferring functions from one existing agency to another existing agency, the drafter should consider including language to ratify or confirm prior actions, obligations and rules of the old agency, such as:

Sec. __. Transfer; effect; succession

A. All matters, including contracts, orders and judicial or quasi-judicial actions, whether completed or pending, of the (old agency) are transferred, on the effective

date of this act, and maintain the same status with the (new agency).

B. Rules adopted by the (old agency) are effective until superseded by rules adopted by the (new agency).

C. All personnel, property and records, all data and investigative findings, all obligations and all appropriated monies remaining unspent and unencumbered of the (old agency) are transferred to the (new agency) and may be used for the purposes of this act.

4.40 TRANSFERRING AND RENUMBERING STATUTORY SECTIONS

The drafter should not renumber statutory sections unless there is a compelling reason to do so. Renumbering may obscure a measure, make subsequent changes or amendments more difficult or impair the tracing of legislative history. Renumbering also may result in ambiguity and increases the likelihood of drafting errors. It is also expensive because internal references, index entries, annotations, administrative rules and explanatory materials, such as bulletins published by state agencies, must all be changed to conform to the renumbering.

A section of codified law is renumbered if it is moved to a different placement in the same statutory article (or in title 13, in the same chapter). A section of codified law is transferred and renumbered if it is moved to a different title, chapter or article. A section of a bill may renumber or transfer and renumber a statutory section, article or chapter as in these examples:

Sec. __. Renumber

Section 41-1846, Arizona Revised Statutes, is renumbered as section 41-1842.

Sec. __. Transfer and renumber

Section 16-292, Arizona Revised Statutes, is transferred and renumbered for placement in title 16, chapter 23, article 2, Arizona Revised Statutes, as section 16-2309.

Sec. __. Transfer and renumber

A. Title 41, chapter 32, Arizona Revised Statutes, is transferred and renumbered for placement in title 18, Arizona Revised Statutes, as added by this act, as chapter 1. Title 41, chapter 32, articles 1, 2 and 3, Arizona Revised Statutes, are transferred and renumbered for placement in title 18, chapter 1, Arizona Revised Statutes, as added by this act, as articles 1, 2 and 3, respectively. The following sections are transferred and renumbered for placement in title 18, chapter 1, article 1:

<u>Former Sections</u>	<u>New Sections</u>
41-3501.....	18-101
41-3502.....	18-102
41-3503.....	18-103
41-3503.01.....	18-104
41-3504.....	18-105
41-3505.....	18-106
41-3506.....	18-107
41-3507.....	18-108
41-3508.....	18-109

The following section is transferred and renumbered for placement in title 18, chapter 1, article 2:

<u>Former Section</u>	<u>New Section</u>
41-3521.....	18-121

* * *

Note: Use "as added by this act" only if the bill adds the unit referenced.

If multiple statutory sections are transferred and renumbered in one of the initial sections of a bill but are amended elsewhere in the same act, the disposition text should read as follows:

Sec. __. Section 16-2309, Arizona Revised Statutes, as transferred and renumbered, is amended to read:
16-2309. Political parties; notice; reports

* * *

An amendment of a section may also be combined with the transfer and renumbering of a section as follows:

Sec. __. Section 13-541.01, Arizona Revised Statutes, is transferred and renumbered for placement in title 13, chapter 24, Arizona Revised Statutes, as section 13-2409 and, as so renumbered, is amended to read:
13-2409. Obstructing criminal investigations; classification

* * *

The following bill title is an example of language to use when transferring and renumbering multiple A.R.S. sections, transferring divisions of the A.R.S. (e.g., articles and chapters), renumbering the sections within a transferred division and amending a renumbered section:

PROVIDING FOR TRANSFERRING AND RENUMBERING; AMENDING TITLE 20, CHAPTER 3, ARTICLE 1, ARIZONA REVISED STATUTES, AS TRANSFERRED AND RENUMBERED, BY ADDING SECTION 20-520; AMENDING SECTION 32-4331, ARIZONA REVISED STATUTES, AS TRANSFERRED AND RENUMBERED....

Note:

- In transferring and renumbering sections or in amending transferred and renumbered sections in a bill, place them in numerical order according to the new section number.

- In the bill title, use the phrase ["PROVIDING FOR TRANSFERRING AND RENUMBERING"] or ["PROVIDING FOR RENUMBERING"], as applicable, only once.

4.41 HEADING CHANGE

A bill may change or repeal a statutory title, chapter or article heading as in the following examples:

Sec. __. Heading change

The article heading of title 42, chapter 1, article 2.1, Arizona Revised Statutes, is changed from "DIVISION OF APPRAISAL AND ASSESSMENT STANDARDS" to "CLASSIFICATIONS OF PROPERTY".

Sec. __. Heading repeal

The article heading of former title 36, chapter 15, article 1, Arizona Revised Statutes, is repealed.

Use "former" if the chapter or article was repealed in the past, but not if it's being repealed in the current bill.

Heading repeals and changes are not noted in the bill title.

4.42 UNIFORM AND MODEL ACTS

The National Conference of Commissioners on Uniform State Laws (now commonly known as the Uniform Law Commission) is an interstate organization of attorneys who draft and propose uniform acts intended to be adopted by all states for the purpose of consistency of laws from state to state. The most notable example of a uniform law is the Uniform Commercial Code (A.R.S. title 47). Consistent with the goal of uniformity, uniform laws should be drafted with as few changes as possible. (See also § 4.33.)

Model acts may be occasionally submitted for drafting. A model act should be considered to be a guide for proposed legislation. Unlike uniform acts, model acts may originate from any number of sources and are prepared with varying degrees of skill and quality. The text of a model act may be changed as necessary to conform to the drafting rules, forms and styles of this manual.

4.43 VACANCY SAVINGS

Section 35-174, A.R.S., provides that vacancy savings must revert to the state general fund at the end of each fiscal year. Vacancy savings are monies saved or generated in personal services and employee-related expenditures by not filling vacant or newly authorized positions, filling a position at a step or grade lower than authorized or a downward reclassification of an authorized position. An example of creating an exemption to the vacancy savings law as well as authorizing additional positions is as follows:

Sec. __. Authorization for additional positions:
vacancy savings exemption

Notwithstanding section 35-174, Arizona Revised Statutes, relating to vacancy savings, the department of administration is authorized to fill two additional positions to comply with the requirements of section 41-1304.05, Arizona Revised Statutes.

CHAPTER 5

GENERAL INSTRUCTIONS AS TO FORM AND STYLE

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CHAPTER 5

GENERAL INSTRUCTIONS AS TO FORM AND STYLE

5.1 GENERAL DRAFTING RULES

The goal of good bill drafting is to make legislation as short, simple and readable as possible while not sacrificing clarity or precision. The instructions enumerated in this chapter are designed to achieve this goal. The following are some of the most basic drafting rules that are discussed in this chapter:

- Use the singular form of nouns, if possible.
- Use only necessary and understandable words. (See §§ 5.12 and 5.13.)
- Do not use unnecessary legalese or redundant legal phrases. (See §§ 5.12 and 5.13.)
- Do not use slang, acronyms or abbreviations.
- Keep sentences as brief as possible by limiting them to a single thought.
- Keep new statutory sections as short as possible.
- Use section divisions to break down lengthy statutes into understandable units. (See § 5.7.)
- Use a list to describe multiple duties or actions. (See § 5.20.)
- Use "shall" only to impose a duty to act. (See § 5.34.)
- Use "may" to grant discretion or authority to act. (See § 5.34.)
- Use "may not" to impose a prohibition. (See § 5.34.)
- Use the present tense. (See § 5.14.)
- Use the active voice. (See § 5.15.)
- Avoid using pronouns. (See § 5.16.)

5.2 CLASSIFICATION, ARRANGEMENT AND NUMBERING OF THE A.R.S.

The Arizona Revised Statutes consist of the compiled laws of the state of Arizona and are divided, according to subject matter, into forty-seven titles. The designations given the titles were selected to indicate the broad principal subject matter allocated to each title so that an examination of the list of titles will show the approximate location of a particular law.

Title and chapter headings take the following form:

TITLE 16
ELECTIONS AND ELECTORS
CHAPTER 1
QUALIFICATION AND REGISTRATION OF ELECTORS

Article headings take the following form:

ARTICLE 1. QUALIFICATIONS FOR REGISTRATION

The Arizona Revised Statutes use a hyphenated section numbering system. The digits to the left of the hyphen represent the number of the title in which the section appears, while the digits to the right of the hyphen indicate the section number. Usually, the first section in each title is appropriately numbered 101: e.g., the first section in title 1 is numbered § 1-101; the first section in title 46 is numbered § 46-101. If additional section numbers must be added between existing sections, the drafter may use decimal hundredth sections, such as 46-101.01, 46-101.02, etc.

An outline consisting of the heading of each chapter and article within the title is printed at the beginning of each title in the published A.R.S. At the beginning of each chapter, a chapter analysis is printed consisting of each article heading, section heading and section number appearing in the chapter.

When adding a new chapter in the A.R.S. it is preferable to have the first section end with the number "01" or "51", such as 32-301 and 41-2351. The first section in a new article should end with the number "1", such as 32-331 or 36-851.

When determining what number should be used to begin a new chapter or article, the drafter must remember that the legislative process is not static. If possible, the drafter should leave sufficient free numbers to allow expansion of the current law. Title 41, chapter 13, A.R.S., beginning with section 41-1901, contains only four sections; therefore, chapter 14 of that title begins with § 41-1951. If title 41, chapter 13 contained forty sections, chapter 14 would have to begin with § 41-2001 to leave room for expansion of chapter 13.

5.3 CAPITALIZATION

In bill drafting, only the following terms are capitalized:

- Proper nouns (proper names). However, do not capitalize derivatives of proper names with acquired independent meaning, as in "congressional district" or "roman numerals."
- Arizona Revised Statutes.
- Congress (when referring to the Congress of the United States).
- Constitution (when preceded by "Arizona" or "United States," or followed by "of Arizona" or "of the United States").

In memorials and resolutions, proper nouns, including titles of officers and names of agencies, are capitalized.

Note: When drafting, if adding a word or words to the beginning of an existing sentence, do not strike the word that had appeared first in the original sentence to show the initial letter of the word in lowercase. Likewise, if a draft strikes a word or words from the beginning of a sentence, do not strike the word that is now the first word in the sentence to capitalize that word. In both instances the drafter only has to show the proper capitalization for the new sentence.

5.4 AGE

Use the following language to prescribe age categories:

"A person who is under eighteen years of age...."

"A person who is at least eighteen years of age...." (not "over eighteen years of age")

If stating a range of ages, don't say, for example, "between five and sixteen years of age" because it is unclear whether the ages of five and sixteen are intended to be included. In this example, say instead, "at least five and under seventeen years of age".

5.5 FEDERAL STATUTES AND REGULATIONS

Delegation issues

The legislature may not delegate its power to make laws. See Lake Havasu City v. Mohave County, 138 Ariz. 552, 675 P.2d 1371 (App. 1983). Therefore, the drafter should not use language that makes a statute appear dependent on federal law for its administration

or enforcement. The drafter may use the following techniques to avoid such an unlawful delegation:

- If the intent of the bill is to conform state law to current federal law, the drafter should simply incorporate the pertinent federal language into the bill.
- If it is impracticable to restate or repeat the federal law, the drafter should require the appropriate state agency to adopt rules based on the federal law and to revise them as necessary to keep them current.

Use of "as amended"

The use of the phrase "as amended" can cause problems in drafting statutes. The general rule is that a legislature may not confer on the United States or other government authorities the power to determine what rule is in force in this state or condition changes in its rule based on changes in rules enacted by the United States or elsewhere.

If the legislature adopts by reference a measure to which amendments have previously been made, the use of "as amended" indicates that the legislature intended to include the amendments previously made and not subsequent amendments. However, the legislature may not constitutionally delegate its authority by using "as amended" to include future amendments by the authorities of another state or the United States to the measure that the other state or the United States adopts. See Scappaticci v. Southwest Savings and Loan Ass'n, 135 Ariz. 456, 662 P.2d 131 (1983); 2B Sutherland Statutory Construction § 51.8 (7th ed. 2012).

Citation of a federal act

Citation of federal acts should be avoided for the reasons stated above and because federal law is subject to frequent and often substantial changes. A federal citation may be correct when first added to the Arizona Revised Statutes, but if the act or United States Code section cited is repealed or substantially modified, the reference in the Arizona Revised Statutes may no longer be correct. If a drafter believes that a citation to a federal act is necessary, the drafter should carefully consider the most appropriate citation to the federal act or portion of the federal act.

If a drafter intends the reference to cover the entire federal act, the most appropriate reference may include only the federal act name and the public law citation. It is important to keep in mind that many public laws contain material unrelated to the United States Code section or contain only amendments that do not include all of the text that the drafter intends to cite. If only a portion of the federal act applies, the drafter should use the most specific reference for that provision of law. If that provision of law is codified, a cite to the specific United States Code section is most appropriate. If the provision is not codified, a reference to the section of the act should be used.

The following is an example of a complete citation to a federal act:

"BOARD" MEANS THE UNITED STATES METRIC BOARD EXISTING UNDER THE METRIC CONVERSION ACT OF 1975 (P.L. 94-168; 89 STAT. 1007; 15 UNITED STATES CODE SECTION 250a).

Note the following:

- If citing consecutive sections or subsections, give inclusive numbers. Do not use "et seq."
- If a federal act has no popular name, it should be cited by date of enactment: "Act of _____, 20 __", followed by the statutory references.
- Cite to the official United States Code, not to the unofficial United States Code Annotated (e.g., 15 United States Code section 260a, not 15 United States Code Annotated section 260a).
- Use the abbreviation "P.L." in citations to federal acts, but use "Public Law" in the text of Arizona Revised Statutes unless "P.L." is part of a defined term for that act.
- Use "national" or "federal" in the act's name only if that term is part of the official name.

Citation of a federal regulation

An example of a citation to the Code of Federal Regulations is:

EPA Effluent Limitations Guidelines, 40 Code of Federal Regulations section 405.53 (1980).

If the number cited contains a decimal it is a citation to a CFR section, and if the citation contains only a whole number it is a citation to a CFR part.

Citation to the federal poverty guidelines

The term "federal poverty guidelines" is defined in § 1-215, A.R.S., as meaning the *"guidelines as updated annually in the federal register by the United States department of health and human services."* This definition applies to all of the statutes and laws of this state.

Note: The guidelines are sometimes referred to as the "federal poverty level," but this term is ambiguous and the drafter should avoid using it.

5.6 CITING THE ARIZONA CONSTITUTION

A reference to the Arizona Constitution in the statutes should be as follows, using Roman numerals for the article designation and Arabic numerals for the remainder of the citation.

. . . article IV, part 1, section 2, Constitution of Arizona.

It is preferable in dividing section units within the Constitution of Arizona to conform as closely as possible to the division units within A.R.S. (subsections, paragraphs, subdivisions and items) for ready comprehension rather than use unidentified paragraph units and designations for which there is no agreed on citation form.

5.7 DIVISION UNITS AND CITING INTERNAL REFERENCES TO THE A.R.S.

Division units

A.R.S. sections can be divided into the following division units, designated as:

- A. Subsection (capital letter followed by a period)
 - 1. Paragraph (Arabic numeral followed by a period)
 - (a) Subdivision (lowercase letter in parentheses)
 - (i) Item (lowercase Roman numeral in parentheses)

The proper citation of an A.R.S. section that contains all of these division units is, for example, "section 15-957, subsection C, paragraph 2, subdivision (a), item (ii)". Divisions beyond items are not used in the A.R.S. (See § 5.20.)

Note: Do not divide a section unit into division units unless there are at least two division units involved. Thus, if there is a subsection A, there must be at least a subsection B as well.

A division unit must introduce any further subdivided unit with lead-in language that ends in a colon, and each of those subsequent units must be consistent with the lead-in language. For example:

- A. The peace officer shall include in the notice of removal all of the following:
 - 1. The word "warning" in bold-faced type.

2. A statement that, if the owner disturbs the notice of removal, both of the following apply:

(a) The owner of the real property is subject to:

(i) A civil penalty the first time the notice is disturbed.

(ii) A class 5 felony a subsequent time the notice is disturbed.

(b) A buyer, tenant or customer may void a purchase contract, rental agreement or other agreement.

* * *

B. The owner of the real property shall remediate the contaminated....

An A.R.S. section that is not divided into subsections, such as certain definition sections (see § 4.7), but that includes a tabulated list that follows lead-in language is divided into numbered paragraphs and is correctly cited as, for example, "section 1-215, paragraph 25." (See also § 5.20.)

Citing internal references to the A.R.S.

In referring to a section of the statutes within the body of the bill, the word "section" is written out, as "section 35-173."

- If making a reference within a section to another division in that section, use the following style:

...as provided in subsection A of this section.

...as provided in subsection A, paragraph 1 of this section.

...as provided in subsection A, paragraph 1, subdivision (a) of this section.

...as provided in subsection A, paragraph 1, subdivision (a), item (i) of this section.

- Use "OF THIS SUBSECTION" after a reference to a paragraph in that subsection. Likewise, use "OF THIS PARAGRAPH" after a reference to a subdivision in that paragraph or "OF THIS SUBDIVISION" after a reference to an item in that subdivision.

- If a reference is made to a division of another A.R.S. section, the designation would be "as provided in section 42-101, subsection A".

- In citing a complete article, use the following style:

...title 12, chapter 6, article 2 [or] article 2 of this chapter [or] chapter 3, article 1 of this title.

Note: Do not cite session law or Arizona administrative rules in statutory text.

5.8 NUMBERS, DATES AND TIMES

In statutes, numerals and simple fractions are written out, as, "one hundred four thousand dollars fifty cents" (no comma) and "two-thirds." Exceptions to this rule are as follows:

- Statutory citations, "section 15-101, paragraph 2"
- Legal descriptions of real property
- Dates, "January 1, 2017" or "fiscal year 2017-2018"
- Times, "4:00 p.m."
- Criminal classes, "class 1 felony"
- Complex numbers, ". . . multiplied by .0324 . . ."
- Ratios, "1:2"
- Appropriations (whether in statute or session law), "\$5,014,200.50"
- Amounts under one cent, "\$0.00001 cent per gallon"
- Road or highway designations, "Interstate Highway 40"

Note: Do not use the word "and" when writing a number, as "fifty-five dollars and fifty cents," and do not follow the spelled-out number with the figure in parentheses, as "five (5) dollars."

Note also: Do not use "between" when specifying a low and high range. "Between fifty and one hundred" means "more than fifty and less than one hundred." The drafter should not use "between" unless the drafter specifically intends "more than fifty and less than one hundred." If the drafter intends "fifty through one hundred" use "fifty or more but not more than one hundred." If the drafter does not wish to include "one hundred" use "fifty or more but less than one hundred."

When writing dates and times:

Do not use:

Use:

July first, two thousand
seventeen

July 1, 2017

June 30th, June thirtieth, or
the thirtieth day of June

June 30

2017-18

2017-2018

twelve o'clock noon

12:00 noon

beginning on October 1, 2018

beginning October 1, 2018

ten o'clock p.m.

10:00 p.m.

two-fifteen a.m.

2:15 a.m.

5.9 OFFICER AND AGENCY NAMES

Precision requires that a drafter use the proper title of any officer or governmental agency. If in doubt, check the authorizing statute for that officer or entity. The proper names of several state entities are as follows:

Arizona Board of Regents	15-1621
Arizona Commerce Authority	41-1502
Arizona Commission of African-American Affairs.....	41-531
Arizona Commission on the Arts	41-981
Arizona Department of Agriculture.....	3-102
Arizona Department of Forestry and Fire Management	37-1301
Arizona Department of Homeland Security	41-4252
Arizona Department of Housing	41-3952
Arizona Game and Fish Commission.....	17-101
Arizona Game and Fish Department	17-101
Arizona Geological Survey	27-102
Arizona Health Care Cost Containment System Administration.....	36-2903
Arizona Historical Society	41-821
Arizona Medical Board.....	32-1402
Arizona State Board of Pharmacy.....	32-1902
Arizona State Hospital	36-202
Arizona State Library, Archives and Public Records.....	41-151.01
Arizona State Lottery Commission	5-552

Arizona State Parks Board	41-511
Arizona State Retirement System.....	38-711
Arizona State Schools for the Deaf and the Blind.....	15-1301
Attorney General.....	41-191
Citizens Clean Elections Commission.....	16-955
Commission for the Deaf and the Hard of Hearing.....	36-1942
Corporation Commission	40-102
Department of Administration.....	41-701
Department of Child Safety.....	8-451
Department of Economic Security	41-1952
Department of Education	15-231
Department of Emergency and Military Affairs.....	26-101
Department of Environmental Quality	49-102
Department of Financial Institutions	6-110
Department of Gaming.....	5-604
Department of Health Services.....	36-102
Department of Insurance	20-101
Department of Juvenile Corrections.....	41-2802
Department of Law.....	41-193
Department of Liquor Licenses and Control	4-111
Department of Public Safety	41-1711
Department of Revenue.....	42-1002
Department of State.....	41-121.02
Department of Transportation.....	28-331
Department of Veterans' Services	41-601
Department of Water Resources.....	45-102
Division of Racing	5-101.01
Governor	41-101
Governor's Office on Tribal Relations	41-2051
Industrial Commission of Arizona	23-101
Joint Legislative Budget Committee	41-1271
Legislative Council	41-1301
Office of Administrative Hearings	41-1092.01
Office of Economic Opportunity.....	41-5302
Office of Ombudsman-Citizens Aide	41-1375
Office of Tourism.....	41-2301
Pest Management Division.....	3-3601
Public Safety Personnel Retirement System.....	38-841
Radiation Regulatory Agency	30-652
Secretary of State	41-121
State Board of Equalization	42-16152
State Board of Tax Appeals	42-1252
State Board of Technical Registration.....	32-102
State Department of Corrections	41-1602
State Forester	37-1301
State Land Department.....	37-101
State Mine Inspector	27-121
State Real Estate Department.....	32-2101
State Treasurer	41-171
Superintendent of Public Instruction.....	15-251

5.10 PUNCTUATION

A properly drafted bill requires little punctuation. Short, simple sentences avoid the need for excessive punctuation, facilitate amendment and reduce the possibility of misinterpretation.

The following rules are designed to promote uniformity in punctuation:

Colons

Do not use a colon in the text of a section except to introduce a series or a list. For a series of paragraphs, subdivisions or items following a colon, use a period at the end of each. See §§ 5.7 and 5.20.

Commas

Commas should be used in the following instances:

- To separate the items in a series, as in "the governor, the director, the attorney general and the secretary of state" Note: Omit commas before the conjunction "and" or "or" within a series of words, phrases or clauses, unless the elements in the series are unusually complex. Consider the following:

THE COMMISSION SHALL PUBLISH SCHEDULES SHOWING ALL RATES, TOLLS, RENTALS, CHARGES AND CLASSIFICATIONS TO BE COLLECTED OR ENFORCED, ANY RULES, REGULATIONS, CONTRACTS, PRIVILEGES AND FACILITIES THAT RELATE TO RATES, TOLLS, RENTALS, CLASSIFICATIONS OR SERVICE, AND THE NAMES OF THE PUBLIC SERVICE CORPORATIONS THAT ARE PARTIES TO ANY JOINT TARIFF, RATE, FARE, TOLL, CONTRACT, CLASSIFICATION OR CHARGE.

In this example, it is helpful to insert a comma before the last "AND." It may be even more clear to set out each element in a separate paragraph. (See § 5.20.)

- To set off dates, as in "Beginning July 1, 2017, the director shall" Note: Do not use a comma between the month and year if no day is included.

- Before a conjunction if both clauses are a complete sentence.
- Before "except that" if what follows is a complete sentence.
- To set off clauses that describe a subject *already identified* but not clauses that identify the subject ("The director who is appointed pursuant to section 36-2903 shall . . .").

Note: Never separate the subject of the sentence from its verb by only one comma.

Quotation marks

Generally, in statutory drafting place periods and commas *outside* the last quotation mark. For example: FOR THE PURPOSES OF THIS SUBSECTION, "STOP", "STOPPED" OR "STOPPING" MEANS. . . . However, in the narrative provisions of statutory or session law, such as an intent or purpose provision, in memorials and resolutions and in legal memos, use the correct grammatical placement of punctuation *inside* the last quotation mark.

Note: In all instances, place final semicolons and colons *outside* the last quotation mark.

5.11 SPELLING

Use of dictionary

Generally, the drafter should follow *Webster's New International Dictionary* (unabridged) or *Merriam-Webster's Collegiate Dictionary*, eleventh edition, in the spelling, compounding and dividing of words, except if otherwise provided in this manual.

Use of hyphens

In most cases, a word should be hyphenated if *Merriam-Webster's Collegiate Dictionary*, eleventh edition, indicates the use of a hyphen for that word. As indicated, hyphenate certain compound words such as "right-of-way" and "fund-raising." Use hyphens in fractions, such as "one-half" and "nine-tenths," and in written numbers such as "three hundred sixty-five." Follow the dictionary for guidance in hyphenating prefixes (e.g., "pretrial," "postelection," "quasi-judicial").

Use hyphens to connect two or more words that together modify a noun. For example, in the phrases "on-site facility" and "twenty-four-hour notice," "on-site" and "twenty-four-hour" are compound adjectives that modify "facility" and "notice," respectively. However, do not use a hyphen for an "-ly" adverb, as in "federally insured depository."

Exceptions to hyphenating as indicated in the dictionary are instances in which the word is part of a statutorily defined term or fund name. For example, the term "irrigation non-expansion area" is defined in statute, so spell accordingly if using the word in this context despite the dictionary's preferred spelling of "nonexpansion."

To hyphenate existing language when drafting, strike the necessary words and insert those words in upstyle with the appropriate hyphen. For example, to correct "third party investigator," strike "third party" and insert "THIRD-PARTY." Likewise, to change "publicly-owned" to the correct "publicly owned," strike the entire original hyphenated word ~~publicly-owned~~ and insert "PUBLICLY OWNED" in upstyle.

5.12 USE OF SYNONYMS

In drafting legislative measures use short, simple words. Do not use synonyms. Use the same word if the same meaning is intended. Statute drafting requires uniformity as a price for precision in communicating. The creative writing style of varying terminology to provide more reader appeal is not appropriate for drafting.

5.13 WORDS AND PHRASES TO AVOID

Do not use the following words and phrases:

aforesaid
aforementioned
before-mentioned

duly

herein
hereinabove
hereinafter
hereunder

in no event

same (as a substitute for it, he, him, etc.)
said
shall be

thereof
thereto
therewith
to wit

whatsoever
whenever
wheresoever

- When referring to the superior court, do not say, for example, "the Maricopa county superior court." Say "the superior court in Maricopa county."

- When referring in a bill to another statutory section, do not say "the provisions of section 36-2903 do not apply." Say "section 36-2903 does not apply" unless the reference is to a specific provision of that statutory section, such as "the provisions of section 36-2903 relating to the attorney general do not apply...."

Do not use:

Use instead:

above and beyond
accord
adequate number of
administrative penalty
afforded
aid and abet
and/or
any and all
as long as
at the place
at the time
attorney's fees

above
give
enough
civil penalty
given
aid
_ or _, or both,
all
if
where
when
attorney fees

by (date)
by and with

on or before (date)
by

constitute and appoint
create
crisis situation

appoint
establish
crisis

do and perform
Dominion of Canada
during such time as

do
Canada
while

each and every
emergency situation
evidence, documentary or otherwise

each
emergency
evidence

fail, refuse and neglect
facsimile (system of transmitting)
for the purpose of
forthwith
full and complete

fail
fax
to
promptly [or] immediately
full

give consideration to
greater than (when referring to quantity)

consider
more than

however [or] provided
he or she

if [or] unless [or] state the condition
he, the applicant, etc.

Do not use:

Use instead:

if any person shall violate
if it shall appear that
if it shall be necessary
in the event that
in the preceding section
inc.
in its discretion may
includes, but is not limited to,
is applicable
is defined and shall be construed
to mean with reference to
is hereby authorized and empowered to
is hereby vested with power and authority
and it shall be its duty in carrying out
the provisions of this act
is ordered and directed to
is required to
it is his duty to
it shall be lawful
it shall be unlawful

a person who violates
if it appears
if it is necessary
if
in section (insert number)
incorporated
may
includes
applies
means

may
shall

shall
shall
shall
may
it is unlawful

lay member

public member

make a statement setting forth
make application
make inquiry
man-made

state
apply
inquire
artificial

not-for-profit
not to exceed
nothing in this section shall
be construed to/this section
shall not be construed to
notwithstanding any other
provision of law to the
contrary

nonprofit
not more than
this section does not

notwithstanding any
other statute [or]
notwithstanding any
other law [or]
notwithstanding any
law to the contrary
void

null and void

Do not use:

Use instead:

on and after June 30, 2017

on June 30, 2017 (if noon is intended); from and after June 30 (if midnight is intended) (See § 4.11.)

on the part of
order, adjudge and decree
over the age of sixteen

*by (or) from
order
at least seventeen
years of age*

part and portion
per annum
practical
prior to
provide assistance to
provided, however

*part
a year
practicable
before
assist
if [or] except [or] unless [or]
specifically state the condition*

registered mail
regular mail
Republic of Mexico
rule and regulation

*certified mail (See § 5.39.)
first class mail
Mexico
rule (except Title 23)*

set forth
shall be
shall be in full force and effect
shall have the right (or authority)
so long as
sole and exclusive
State of Arizona
subsequent to

*state
is [or] are
is effective
may
if
sole
this state
after*

take into consideration
through
the same is hereby

*consider
until
is*

under the provisions of
upon
up to
U. S.
utilize

*under
on
not more than
United States
use*

Do not use:

verified statement

with reference to
wherein

Use instead:

notarized statement

*about
in which*

5.14 USE OF THE PRESENT TENSE

Use the present tense in drafting since a statute speaks as of the time that it is read. For example, say "A person who drives recklessly" and not "A person who shall drive recklessly" or "A person who drove."

Section 1-214, A.R.S., stipulates that words in the present tense include the future as well as the present.

Do not use "shall" to convey future meaning. Since statutes are generally prospective in application, those unfamiliar with drafting often incorrectly deem it necessary to use future tense in writing proposed statutory text. However, a statute speaks as of the time it is being read, not merely as of the time it was enacted. In addition, present tense is more readily understood and presents more forceful admonitions. Declarative sentences are preferable to unnecessary mandatory or imperative sentences. If it is possible to replace the words "shall be" with "is" or "are" in a sentence, do so to avoid confusion with a present and future applicability.

Do not use:

It shall be unlawful

If a member shall resign

"Person" shall mean

The equipment shall remain the
property of the lessor

No person shall be entitled

This section shall not be
construed to

Who shall serve

Use instead:

It is unlawful

If a member resigns

"Person" means

*The equipment remains the
property of the lessor*

A person is not entitled

This section does not

Who serves

Note: See § 5.34 for the proper use of "shall."

5.15 USE OF THE ACTIVE VOICE

Use the active voice in drafting. The active voice is more direct and less subject to misinterpretation than the passive voice. It may not always be clear on whom a duty is imposed or a power or privilege conferred when the passive voice is used. The verb form is passive if it consists of a form of the verb "to be" and the past participle of another. To avoid the passive voice do not use the words "shall be." As examples consider:

- The notices shall be mailed by the secretary. (passive)
- The secretary shall mail the notices. (active)

5.16 USE OF THE MASCULINE PRONOUN

New legislation should be drafted in gender-neutral terms and should avoid using the masculine pronoun. The drafter may also amend existing statutory text to use gender-neutral terms. However, in some cases this might result in confusion, awkward sentence structure or improper grammar, and in those cases the drafter may use a gender-specific pronoun. In any case, the use of gender-neutral terminology should be consistent with the following principles:

- Section 1-214, A.R.S., subsections C and D provide:

C. Words of the masculine gender include the feminine and the neuter.

D. Words of the feminine gender include the masculine and the neuter.

This provides all the legal authority necessary for the statutes to apply to males and females alike (unless, of course, there is some biological basis for exclusivity as, for example, statutes relating to pregnancy or paternity litigation). Gender-neutral drafting efforts should not carry or produce an implication that gender-specific text is biased, exclusive or otherwise defective.

Gender neutrality should not call attention to itself through the use of contrived terms or awkward sentence structure. Select replacement terminology with care. "Police officer" may be a satisfactory replacement for "policeman," but "military officer" is not the equivalent of "serviceman."

The following example illustrates the proper way to avoid a personal pronoun:

A PERSON MAY NOT CLAIM TO BE QUALIFIED TO PROVIDE HEARING SERVICES IF THAT PERSON IS NOT CERTIFIED BY THE BOARD. IF THE DEPARTMENT DENIES AN APPLICATION FOR CERTIFICATION, THE

APPLICANT OR THE APPLICANT'S DESIGNEE MAY PERSONALLY APPEAR BEFORE THE BOARD TO OBJECT TO THE BOARD'S RULING.

Note: Do not say "the applicant or their designee."

5.17 SPLITTING VERB PHRASES

It is a myth that verb phrases, or even infinitives, should never be split by an adverb. Placing the modifier after the verb often sounds contrived or awkward. Rather, it is preferable to place the adverb just before the main verb in a verb phrase if that sounds correct. For example, it is correct to say "shall annually submit," "have already made" and "may carefully consider." Likewise, "to decisively reject" is a perfectly acceptable split infinitive.

Try not to separate the parts of a verb phrase too far apart, however, as in "THE COMMISSION SHALL, WITHOUT REFERENCE TO ANY OTHER PROVISION IN THIS TITLE, AUTHORIZE...." Instead, this example should read: "THE COMMISSION, WITHOUT REFERENCE TO ANY OTHER PROVISION IN THIS TITLE, SHALL AUTHORIZE...."

5.18 BURIED VERBS

Do not bury the main action verb in a string of superfluous text. For example, do not say "shall make an application for" or "may conduct an examination of" if "shall apply for" or "may examine" succinctly states what is intended.

5.19 POSSESSIVES

If referring to a joint possessive—an item that belongs to more than one person—say, for example, "THE PRESIDENT AND SPEAKER'S REPORT" (i.e., the report of the president and speaker). If each entity has its own item, say "THE PRESIDENT'S AND SPEAKER'S REPORTS" (i.e., the president's report and the speaker's report) or, if the context requires, say "THE PRESIDENT'S OR SPEAKER'S REPORT" (i.e., the president's report or the speaker's report).

5.20 LISTS; FORMAT

The drafter should use a list to set out related elements such as definitions, powers, duties, restrictions, examples and conditions.

To properly use a list the drafter shall:

1. Introduce the listed items by lead-in language that ends in a colon.
2. List each distinct detail or thought in a separately numbered paragraph if the lead in is in a section or subsection. If necessary, a listed paragraph may contain additional sentences that apply only to that paragraph.

3. Capitalize the first word of each sentence.
4. End each sentence with a period.
5. Use sentences that, when read with the lead-in language, form a complete thought and that respond, in substance and in form, to that lead in.
6. If necessary, further break down the list:
 - (a) Into two or more subdivisions.
 - (b) Into two or more items. Items:
 - (i) Are designated by lower-case Roman numerals in parentheses.
 - (ii) May not be broken down into smaller units.

(See also § 5.7.)

Note:

- If necessary, the lead-in phrase should indicate whether the enumerated elements are cumulative ("... ALL OF THE FOLLOWING APPLY") or alternative ("... ANY OF THE FOLLOWING APPLIES").
- All items in the list should belong to the same class. In other words, the list must have a common theme.

5.21 USE OF MODIFIERS

To avoid ambiguity, the drafter must be careful to modify only the words the drafter intends to modify. For example, "an unmarried student, parent or pregnant woman" is ambiguous since it is not clear what "unmarried" modifies. In this example, the drafter should write either "A PARENT, A PREGNANT WOMAN OR AN UNMARRIED STUDENT" or "AN UNMARRIED PERSON WHO IS A STUDENT, A PARENT OR A PREGNANT WOMAN", depending on the legislation's intent.

Similarly, "a licensee may hunt moose, deer or ducks that are not on the endangered species list" is ambiguous. Here, if the drafter intends the modifier to apply to all of these animals, the drafter should use the following format:

A LICENSEE MAY HUNT ANY OF THE FOLLOWING IF THE ANIMAL
IS NOT ON THE ENDANGERED SPECIES LIST:

1. MOOSE.
2. DEER.
3. DUCKS.

However, if the drafter intends to modify only one of these terms, the drafter should state, for example, "A LICENSEE MAY HUNT DUCKS THAT ARE NOT ON THE ENDANGERED SPECIES LIST, MOOSE OR DEER."

5.22 USE OF "AMOUNT" AND "NUMBER"

"Amount" is used to refer to something that is uncountable and considered as a mass (e.g., an amount of money). "Number" is used to refer to individual countable items (e.g., a number of plants).

5.23 USE OF "FEWER" AND "LESS"

"Less" is used to refer to something that is uncountable and considered as a mass. "Fewer" is used to refer to individual countable items.

"Less" applies to quantity, size and measurement.
"Fewer" applies to number and counting.

Since "fewer" applies to number, in making numerical comparisons use "fewer," not "less": "IF THERE ARE *FEWER* APPLICANTS IN THE CURRENT FISCAL YEAR THAN IN THE PRECEDING FISCAL YEAR...."

Frequently the ideas of quantity and number are indistinguishable, and either "less" or "fewer" is acceptable: "IF THE EMPLOYEE WORKS *LESS* (or) *FEWER* THAN ONE HUNDRED DAYS IN A YEAR" and "HOSPITALS THAT EMPLOY *LESS* (or) *FEWER* THAN THIRTY NURSES...."

Sometimes an apparently numerical expression is obviously a unitary measure and therefore requires "less." One million dollars is understood to be a sum of money, not a number of units. Likewise, a population of one million is used as a quantity, not as one more person added to 999,999. Thus it is appropriate to write "*LESS* THAN ONE MILLION DOLLARS" and "A POPULATION OF *LESS* THAN ONE MILLION PERSONS."

5.24 USE OF "BIENNIALLY" AND "BIANNUALLY"

"Biennially" means once every two years. "Biannually" means twice a year.

The drafter should use "once every two years" instead of "biennially" and "semiannually" or "twice a year" instead of "biannually."

5.25 USE OF "BIMONTHLY" AND "SEMIMONTHLY"

"Bimonthly" means once every two months. "Semimonthly" means twice a month.

5.26 USE OF "CONSECUTIVE" AND "SUCCESSIVE"

The words "consecutive" and "successive" each mean following one after the other. However, "consecutive" stresses immediacy in following and implies that no interruption or interval occurs (four consecutive days). "Successive" may apply to things of the same kind or class that follow each other regardless of the length of interval between the events (four successive paydays).

5.27 USE OF "CONTINUAL" AND "CONTINUOUS"

"Continual" refers to an action that occurs repeatedly over a period of time. "Continuous" refers to an action that is in uninterrupted flow.

5.28 USE OF "ASSURE," "ENSURE" AND "INSURE"

"Assure" means to make certain or to try to increase another's confidence. "Ensure" means to make certain or guarantee. "Insure" means to indemnify or procure insurance for something.

5.29 USE OF "EXCEPT" AND "PROVIDED"

Exceptions are a method of limiting the application of an act. Exceptions and provisos are legally differentiated for purposes and pleadings and proof. The more readily understandable and grammatically simple "except" is preferred in drafting because of the occasional casual use of "provided" as a conjunction. The preferred approach, however, is the use of a direct statement such as:

"THIS ARTICLE DOES NOT APPLY TO...." (to state an exception).

"THE ELIGIBILITY OF A MEMBER OF THE BOARD TERMINATES IF THAT MEMBER FAILS TO MAINTAIN A CURRENT LICENSE TO PRACTICE...."
(to state a condition subsequent that is often stated as a proviso).

5.30 USE OF "FARTHER" AND "FURTHER"

"Farther" indicates distance. "Further" indicates time, quantity or degree.

5.31 USE OF "FUNDS" AND "MONIES"

"Funds" is roughly synonymous with "accounts." Use "funds" if referring to assets that are set apart for a specific objective or on deposit on which checks or drafts can be drawn. Use "monies" if referring to cash or sums of money. For example, the legislature appropriates monies from the state general fund to state agencies.

5.32 USE OF "IF," "WHERE" AND "WHEN"

Use "if," not "where" or "when," to introduce a hypothetical situation unless the place or time is relevant.

5.33 USE OF "INCLUDES"

The word "includes" or "including" is defined in § 1-215, A.R.S., as meaning "*not limited to and is not a term of exclusion.*" This definition applies to all the statutes and laws of this state.

Therefore, the words "include," "includes" and "including," when used by themselves to introduce a list of examples, are words of "inclusion," not of limitation or exclusion. It is therefore unnecessary, and occasionally confusing and erroneous, to use the phrase "includes, *but is not limited to.*" Since "includes" is not exhaustive, the words "*but is not limited to*" are redundant, add nothing and invite misinterpretation.

Drafters should be aware of the following circumstances that may affect the use of "include":

- When the phrase "may include" is used to introduce a list of administrative powers or other authorized activities, the word "may" turns the phrase into substantive statutory authority, not merely a list of examples. Since agencies have only those powers specifically authorized by law, the list that follows thereby becomes *exclusive*.
- The legislature may want to make absolutely certain that hostile administrators will not limit the application of the provision to only the listed items.

Neither of these instances justifies redundancy by using the phrase "*but is not limited to.*" Instead, it is preferable to draft the last entry in the list that follows with a phrase such as "provide other similar services to clients" or "perform other tasks of a similar nature" that clearly states an open-ended administrative authorization.

5.34 USE OF "SHALL," "MAY," "MAY NOT" AND "SHALL NOT"

Shall

"Shall" is properly used to indicate that something is mandatory. Use "shall" to prescribe a duty to act, rather than to declare a legal result. Do not say "THE EQUIPMENT SHALL REMAIN THE PROPERTY OF THE UNITED STATES." Instead use: "THE EQUIPMENT REMAINS. . . ." Avoid using "shall" to confer a right, as with "the director shall receive compensation." Instead use "THE DIRECTOR'S COMPENSATION IS" or "THE DIRECTOR IS ELIGIBLE TO RECEIVE COMPENSATION."

If "shall be" can be replaced with "is" or "are," do so. See §§ 5.14 and 5.15 for examples of the improper use of "shall."

May

"May" is permissive and confers a privilege or power. Normally, the use of "may" implies discretion or permission. Use "may" when giving a person or entity the option to act or not act.

May not and shall not

"May not" prohibits an action. "Shall not" literally imposes a duty not to act. These phrases are often viewed as equivalent expressions of prohibition, but the drafter is strongly encouraged to use "may not" to prohibit an action.

Incorrect use with a negative subject

Avoid the negative subject with affirmative "SHALL" as in "NO PERSON SHALL" Literally, this means that no one is required to act. It negates the obligation but not the permission to act. However, "NO PERSON MAY" negates the permission also and is in reality the stronger proscription. Strict rules of drafting suggest the desirability of reversing subject and verb. The legal subject should be stated affirmatively and preferably in the singular form, as "A PERSON MAY NOT"

Consequences of inconsistent or inaccurate use

A prime drafting concern is to preserve the distinction between mandatory and permissive directives. The inconsistent or inaccurate use of "shall" and "may" has occasionally allowed judicial selection rather than legislative direction to determine the applicable verb form in laws. Additionally, even if "may" is used, the courts have imposed an affirmative duty if the object of the statute shows such a legislative intent. Pioneer Mutual Benefit Ass'n. v. Corp. Commission, 59 Ariz. 112, 123 P.2d 828 (1942).

5.35 USE OF "SUCH"

Do not use the word "such" as a demonstrative adjective to point to someone or something previously referred to. The use of "such" in this way is awkward and contrived and often causes confusion. Use words such as "that," "the," "these," "those," "them" and "it." For example, say "AND THAT PERSON MAY APPLY" Do not say "AND SUCH PERSON MAY APPLY"

"Such" may be used with "as" to list examples ("items such as office supplies").

"Such" may also be necessary for clarity when used with an indefinite article to show the character, quality or extent previously indicated or implied. The following example illustrates this proper usage:

A certified public accountant or other qualified person or organization making an audit to be submitted in lieu of an examination by the superintendent shall obtain prior approval from the superintendent before conducting such an audit. In approving such an audit the superintendent may prescribe minimum requirements for the audit.

In this example, "such" clarifies the later uses of "audit" as meaning one that is "submitted in lieu of an examination."

5.36 USE OF "THAT" AND "WHICH"

When "that" is properly used, the meaning of the sentence is not complete without the restrictive "that" clause. The clause is not set off by commas.

When "which" is properly used, it introduces a nonrestrictive clause that gives additional, supplemental or descriptive, but nonessential, information about the word modified. Since the meaning of the sentence is complete without the "which" clause, commas are used to enclose the clause. The use of "which" is uncommon in good bill drafting because nonessential information is usually inappropriate for statutory language.

Therefore, it is correct to say "A FENCE THAT CONFORMS TO THIS SECTION IS EXEMPT FROM SECTION 36-101". Do not say "A FENCE WHICH CONFORMS TO THIS SECTION...."

5.37 USE OF "THEREFORE" AND "THEREFOR"

"Therefore" indicates a conclusion. "Therefor" indicates in place of, in return for or because of.

5.38 USE OF "THROUGH"

The word "through" means "to and including" when used in reference to a series of three or more statutory units. The drafter should separately list all titles, chapters, articles and statutes being referenced for ease in locating those references using Westlaw, ISYS and other electronic search engines. For this reason, use of "through" should be limited to smaller statutory units, including subsections, paragraphs, subdivisions and items (e.g., "section 5-111, subsections D through H"). Never use "through" in a bill title.

Note: See § 6.15 for appropriate use of "through" in amendments.

5.39 USE OF "CERTIFIED MAIL" AND "REGISTERED MAIL"

"Certified" and "registered" mail are frequently confused. Both provide the sender with a receipt to document the mailing. However, with registered mail a postal worker must write a receipt each time the item is passed from one worker to another. As a result, registered mail is more expensive than certified mail. Since the risk of nondelivery with certified and registered mail is slight, the drafter should use the term "certified mail" to require the documentation of a mailing.

Certified mail, return receipt requested

Adding the words "return receipt requested" requires the postal service (for an extra fee) to also notify the sender of the item's delivery. The postal service always records that certified mail was delivered and, if asked, will document delivery, although for a higher fee than if a return receipt was originally requested.

If it appears that there will probably be infrequent need for proving delivery, it might be less expensive over time for an agency to rely on backup proof of delivery, rather than to require a return receipt at every mailing.

5.40 USE OF "PERSON" AND "INDIVIDUAL"

Use "person" if you want to apply a law to human *and* nonhuman entities. Use "person" if you want a law to apply only to humans and it is clear from the context that the law cannot apply to nonhuman entities. For example, use "person" if the law relates to marriage. Use "individual" only if you want to limit the law to humans and this application is otherwise not apparent from the context.

5.41 USE OF "PERSON" WHEN DEFINING A CRIME

In defining a crime, use "person" instead of "victim" or "defendant" because the "person" on the receiving end of the crime is not yet a "victim" and the "person" committing the crime is not yet a "defendant."

5.42 USE OF "KINDERGARTEN PROGRAM"

Because kindergarten is a program, not a grade, use the term "kindergarten program," as in "kindergarten programs and grades one through three."

5.43 USE OF "JUSTICE COURT"

The officeholder is a "justice of the peace," but the drafter should refer to the court as "justice court" under article VI, § 32, Constitution of Arizona.

5.44 USE OF "COMPRISE" AND "COMPOSE"

"Compose" means to form or to constitute. "Comprise" means to consist of, to be made up of or to contain. The parts compose the whole; the whole comprises, or is composed of, the parts. It is always incorrect to say "is comprised of."

THE PROPERTY MUST COMPRISE AT LEAST TEN ACRES OWNED BY THE SAME FAMILY.

THE BOARD IS COMPOSED OF THE CLERK, THE TREASURER AND THREE OTHER MEMBERS.

5.45 USE OF "THIS ACT"

Do not use the words "THIS ACT" in statutory language. Use instead "THIS TITLE", "THIS CHAPTER", "THIS ARTICLE" or "THIS SECTION", as appropriate.

5.46 USE OF "TAX YEAR" AND "TAXABLE YEAR"

"Tax year" is a defined term for property tax purposes. (See § 42-11001, A.R.S.) "Taxable year" is a defined term for income tax purposes. (See § 43-104, A.R.S.) "Tax year" and "taxable year" are defined terms, used interchangeably, for transaction privilege tax purposes. (See § 42-5001, A.R.S.) The drafter is cautioned to use each term accordingly.

5.47 USE OF "PERSONS WITH DISABILITIES"

Most instances of the terms "handicapped" and "disabled" were removed from the statutes by Laws 2014, chapter 215. These terms should be avoided unless the drafter must conform the language in the bill to federal law. Section 41-5201, A.R.S., requires the state to *"use the term 'persons with disabilities' in all laws, rules, publications, orders, actions, programs, policies and signage."*

CHAPTER 6
AMENDMENTS

- 6.1 Amendments in General
- 6.2 Blank Amendments
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- 6.4 Capitalization
- 6.5 Conforming Title
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CHAPTER 6

AMENDMENTS

6.1 AMENDMENTS IN GENERAL

Amendments vary as to form and style depending on whether they are proposed amendments, committee amendments, floor amendments, conference committee amendments or amendments to amendments. Appendix A contains a sample format for each kind of amendment. Generally, though, all amendments must:

- Be line-numbered on the left margin.
- Reference a printed bill, a House engrossed bill, a Senate engrossed bill, a committee amendment or a proposed amendment.

- Enclose all references to text changes in quotation marks.
- End with the words:

Amend title to conform [from the left margin]

- In the lower left-hand corner of the (last) page, state the time and date of the amendment preparation as follows:

3/03/17
10:53 a.m.
drafter's initials in caps or lowercase

6.2 BLANK AMENDMENTS

A legislator may request that a drafter prepare an amendment before the legislator knows what bill will be amended. The drafter can do so by preparing an amendment in blank. The drafter is usually asked to prepare a strike everything amendment in the blank format. But if the legislator anticipates adding language to an existing bill, introduce the new language as follows:

After line __, insert:

6.3 BLANK AMOUNTS

If the drafter has used a blank space in a bill to designate an as yet to be determined amount (for example, "The sum of \$_____ is appropriated...") use the following instruction to fill in the blank:

Page 2, line 3, strike "_____" insert "2,000"

6.4 CAPITALIZATION

If the drafter is adding a word or words to the beginning of a sentence, it is unnecessary to include an instruction to make the previous first word lowercase. If an amendment removes words, it is likewise unnecessary to include an instruction to capitalize the new first word in the sentence.

6.5 CONFORMING TITLE

End all amendments with "Amend title to conform".

6.6 HYPHENATED WORDS

If an amendment changes part of a hyphenated word, strike the entire word. For example, to replace the word "twenty-five" with "twenty-eight" the amendment must direct that the entire word "twenty-five" be stricken. See § 5.11.

6.7 IDENTICAL CHANGES ON A SINGLE BILL PAGE OR LINE

List identical changes on a single bill page in one instruction if there are no intervening amendments. For example:

Page 3, lines 4, 7, 8 and 11, strike "director"
Line 12, after the first "the" insert "DEPUTY"
Lines 14, 19 and 32, strike "director"

To make identical changes on a single line, state:

Page 1, line 37, strike the first and second "and" insert "OR"

6.8 INSERTING NEW LANGUAGE

Show new language to be added to statutory or existing session law in UPSTYLE letters. Show new language to be added to proposed session law in downstyle.

To insert new language at a point between two lines, state:

Page 1, between lines 3 and 4, insert:
"C. THE DIRECTOR SHALL..."

To insert new language at a point that follows the last line on a page, state:

Page 4, after line 40, insert:
"Sec. 3. Repeal
Section 36-5928, Arizona Revised Statutes, is repealed."

To insert nonconsecutive words to a line, use a semicolon to separate the instructions as follows:

Page 3, line 17, after "the" insert "FIRST"; after "automobile" insert "RIGHT"; after "to" insert "ONCOMING"

If adding another statutory unit changes the numbering or lettering of subsequent statutory units, state "Renumber to conform" or "Reletter to conform" on the next line at the left margin.

If the amendment is inserting material, the drafter may use a colon after the word "insert" only if the amendment is adding a complete section, subsection, paragraph, subdivision or item. Otherwise, state:

Page 10, line 3, strike "such" insert "THE"

In general, when adding new language, the amendment should include an instruction to insert the language "after" a certain word, letter, number or punctuation. Use "before" only if it is impossible to use "after". For example:

Page 3, line 16, before "The" insert "BY JULY 1 OF EACH YEAR," ("The" is the first word of a section that has no subsection or paragraph designation.)

Page 1, before line 1, insert:

"Page 3, line 18, after "two" insert "AND FIVE""
(The instruction is to be added at the beginning of the amendment.)

6.9 PAGE DESIGNATION

Designate the page of the bill or the amendment being amended only once with the first amendment to that page. For example:

Page 1, line 6, strike "both"
Line 12, strike "and"
Line 14, strike "director"

However, if the amendment to a particular page carries over to the next page of the amendment, repeat the page designation once on that next page before the first new line instruction. For example:

Page 14, line 40, after "LIEN" insert "FOR THE PURPOSES OF GIVING NOTICE TO THE PRIOR REAL OR PERSONAL PROPERTY OWNER PURSUANT
..... Page Break.....
TO SECTION 33-525, SUBSECTION B AND PERFECTING A LIEN GRANTED BY SECTION 33-524, SUBSECTION E OR SECTION 33-526, SUBSECTION A OR B"
Page 14, line 45, after "PROPERTY" insert "THAT IS SUBJECT TO THE LIEN"

6.10 PUNCTUATION

Amendments must include changes to punctuation. For example:

Page 3, line 18, strike "make,"
Line 20, after "RECEIVE" strike the comma
Line 34, after "section" insert a period strike remainder of line
Line 40, after "3" insert a comma
Line 42, after "months" insert ", AND NOT MORE THAN ONE YEAR"
Page 4, line 28, after "~~department.~~" insert "THE DIRECTOR AND"

6.11 RESTORING STRICKEN LANGUAGE

To restore language that is shown as stricken in a bill, the amendment must state, for example:

Page 2, line 5, strike "~~department~~" insert "department"

Note: To restore a complete unit of text that is stricken in the bill, state:

Page 3, strike lines 12 through 15, insert:
"B. On the director's written request, the attorney general shall conduct an investigation into alleged cases of fraud. The attorney general shall complete this investigation not later than thirty days after receiving this request."

In this example, subsection B is the previously stricken text that is shown in downstyle since it is existing language.

6.12 SECTION HEADINGS

To amend a section heading, include the underline when striking or adding language. Do not show new section heading material in upstyle, unless the section heading is in the Uniform Commercial Code (title 47). For example:

Page 2, line 5, strike "fine" insert "penalty"
Page 8, line 11, strike "commercial contracts" insert "SECURED TRANSACTIONS" (section heading in title 47)

6.13 STRIKE EVERYTHING AMENDMENTS

To strike an entire bill, always use the following language:

Strike everything after the enacting clause and insert:

To strike a resolution, state:

Strike everything after the resolving clause and insert:

Note: If there is language preceding the resolving clause, strike the language before and after the resolving clause using the appropriate page and line numbers.

To strike a memorial, state:

Strike everything after the representing clause and insert:

6.14 STRIKING LANGUAGE FROM A BILL

Use the following guidelines when striking language from a bill:

- To strike an entire bill section (e.g., "Sec. 2. Section 36-2995, Arizona Revised Statutes, is amended to read...") or another complete unit (i.e., a subsection, paragraph, subdivision or item), state:

Page 3, strike lines 7 through 21 (Do not use "to" and "inclusive" and do not insert any text)

- To strike an entire page or pages:

Strike pages 2 through 8

- If striking this language changes the numbering of subsequent bill sections or paragraphs or items within a bill section, on the following line at the left margin state:

Renumber to conform

- If striking the language changes the lettering of subsections or subdivisions, on the following line at the left margin state:

Reletter to conform

Note: The instruction to reletter or renumber to conform will not correct internal references within subsections, paragraphs, subdivisions or items or within other bill sections in the text. The drafter must use the amendment to specifically make internal reference conforming changes.

- To strike a word or words from a line, state:

Page 2, line 4, strike "department"

If a word appears more than once on the same line, specify which instance of the word is to be stricken by stating, for example, either:

Page 2, line 6, after "any" strike "department"

Page 2, line 6, strike the second "department"

- To strike three or more lines, state:

Page 9, strike lines 4 through 6

- To strike nonconsecutive words from a line, use a semicolon to separate the instructions as follows:

Line 14, strike "one"; strike "monies"

- If the stricken language continues on part of the next line of the bill, state:

Lines 8 and 9, strike "of the monies"

In this example, note that if there are additional changes to the second line, the instruction must state:

Line 8, strike "of the"

Line 9, strike "monies"; after "property" insert "fund"

- If the stricken language continues on consecutive lines from one page to the next, state:

Page 13, line 44, after the period strike remainder of line

Strike lines 45 through 48

Page 14, strike lines 1 through 3

- To remove language from a bill that is a portion of existing law within a section, state:

Page 2, line 1, strike "violation of this section"

(The engrossed bill would then show the existing law with a line through it.)

- To strike language that is shown as new statutory material in the bill, state:

Page 2, line 1, strike "VIOLATION OF THIS SECTION"

- If numerous changes are made to a line, strike the whole line of text from the bill and reinsert the line with the desired changes.

6.15 STRIKING AND INSERTING BILL LANGUAGE

Strike old material before inserting new material:

Page 4, line 19, strike "AND" insert "OR"

Strike all material in one block before inserting new material. For example:

Strike pages 4 through 10, insert:
(Insert language in indented format.)

If the amendment is making extensive changes to a subsection, paragraph, subdivision, item or line that already has stricken and new material in it, the drafter should strike the entire unit or sentence and insert it in the desired form. This will make the amendment easier to follow and avoid any mistakes in the engrossing process.

To strike and insert nonconsecutive language in a single line of text, use a semicolon to separate the instructions as follows:

Line 14, strike "one" insert "two"; strike "agents" insert
"employees"
Line 34, after "The" insert "first"; strike "agents" insert
"employees"
Line 39, strike "QUALIFIED" insert "CERTIFIED"; strike "INCLUDE"

6.16 AMENDMENTS TO AMENDMENTS

To show changes to the bill in an amendment to an amendment (e.g., committee or floor amendment), indent the page and line instruction for the bill and enclose the text in quotation marks. For example:

Page 1, before line 1, insert:
"Page 2, line 14, strike "one" insert "TWO"

APPENDICES

Appendix A

Samples

Bills, Memorials and Resolutions:

- No. 1 Appropriation
- No. 2 Supplemental Appropriation
- No. 3 Adding a Section to the Statutes
- No. 4 Adding an Article
- No. 5 Repealing an Existing Chapter and Replacing It With an Identically Numbered Chapter
- No. 6 Repealing an Existing Section and Replacing It With an Identically Numbered Section
- No. 7 Amending a Section and Repealing Some of those Amendments to that Section in the Same Bill
- No. 8 Sunset Legislation
- No. 9 Establishing a Temporary Committee
- No. 10 Amending Session Law
- No. 11 Amending a Section of Law Transmitted to the Governor but Not Yet Signed
- No. 12 Amending the Chaptered Version of a Section that is not an Emergency Measure
- No. 13 Amending Multiple Versions in which the Second Version has a Delayed Effective Date
- No. 14 Concurrent Resolution Amending State Constitution by Adding a New Section
- No. 15 Concurrent Resolution Amending State Constitution by Adding a New Article
- No. 16 Concurrent Resolution Amending State Constitution by Amending an Existing Section
- No. 17 Concurrent Resolution Amending State Constitution by Repealing an Article (See also Sample No. 18)
- No. 18 Conditional Enactment (Companion Bill to Concurrent Resolution, Sample No. 17)
- No. 19 Concurrent Resolution Referendum
- No. 20 Concurrent Memorial Urging Congress to Propose an Amendment to the United States Constitution
- No. 21 Concurrent Resolution Applying to Congress to Call a Convention for Proposing an Amendment to the United States Constitution
- No. 22 Concurrent Resolution Ratifying a Proposed Amendment to the United States Constitution
- No. 23 Joint Resolution
- No. 24 Concurrent Resolution
- No. 25 Simple Death Resolution
- No. 26 Simple Memorial
- No. 27 Concurrent Memorial

Amendments

- No. 28 Proposed Amendment
- No. 29 Amendment to Proposed Amendment
- No. 30 Floor Amendment (Reference to printed bill)
- No. 31 Floor Amendment (Reference to printed bill)
- No. 32 Floor Amendment [with style notations] (Reference to committee amendment)
- No. 33 House Substitute House Floor Amendment
- No. 34 Strike Everything Amendment to a Resolution
- No. 35 Conference Committee Amendment
- No. 36 Conference Committee Report

Appendix B

Drafting Rules and Deadlines

Appendix C

Bill Draft Checklist

APPENDIX A
SAMPLES

SAMPLE NO. 1
Appropriation

REFERENCE TITLE: appropriation; hydrologic study

State of Arizona
(Chamber of Origin)
(Legislature)
(Session)
(Year)

__ . B. ____

Introduced by _____

AN ACT

APPROPRIATING MONIES TO THE DEPARTMENT OF WATER RESOURCES.

1 Be it enacted by the Legislature of the State of Arizona:
2 Section 1. Appropriation; hydrologic data collection study;
3 exemption
4 A. The sum of \$100,000 and two FTE positions are appropriated from
5 the state general fund in fiscal year 2017-2018 to the department of water
6 resources for the purpose of conducting a hydrologic data collection study
7 in the Sierra Vista subbasin of the upper San Pedro river groundwater
8 basin.
9 B. The appropriation made in subsection A of this section is exempt
10 from the provisions of section 35-190, Arizona Revised Statutes, relating
11 to lapsing of appropriations.

Note: Add the exemption from lapsing language only if the sponsor does not want the appropriation to lapse at the end of the fiscal year.

SAMPLE NO. 2
Supplemental Appropriation

REFERENCE TITLE: supplemental appropriation; Clifton flood control

State of Arizona
(Chamber of Origin)
(Legislature)
(Session)
(Year)

__ . B. ____

Introduced by _____

AN ACT

APPROPRIATING MONIES TO THE DIVISION OF EMERGENCY MANAGEMENT WITHIN THE
DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS.

1 Be it enacted by the Legislature of the State of Arizona:
2 Section 1. Supplemental appropriation; flood control;
3 exemption
4 A. In addition to the appropriation made by Laws 2016, chapter 67,
5 section 1, the sum of \$2,000,000 is appropriated from the state general
6 fund in fiscal year 2017-2018 to the division of emergency management
7 within the department of emergency and military affairs for use by the
8 division in completion of the Clifton flood control project.
9 B. The appropriation made in subsection A of this section is exempt
10 from the provisions of section 35-190, Arizona Revised Statutes, relating
11 to lapsing of appropriations, except that all monies remaining unexpended
12 or unencumbered after completion of the project revert to the state
13 general fund.

SAMPLE NO. 3
Adding a Section to the Statutes

REFERENCE TITLE: annual license transfer fee

State of Arizona
(Chamber of Origin)
(Legislature)
(Session)
(Year)

__ . B. ____

Introduced by _____

AN ACT

AMENDING TITLE 50, CHAPTER 1, ARTICLE 2, ARIZONA REVISED STATUTES, BY
ADDING SECTION 50-111; RELATING TO LICENSED PROFESSIONALS.

1 Be it enacted by the Legislature of the State of Arizona:
2 Section 1. Title 50, chapter 1, article 2, Arizona Revised
3 Statutes, is amended by adding section 50-111, to read:
4 50-111. Transfer fee
5 BEGINNING JULY 1, 2018, A PERSON WHO IS LICENSED PURSUANT TO THIS
6 ARTICLE SHALL PAY AN ANNUAL LICENSE TRANSFER FEE OF FIFTEEN DOLLARS.
7 Sec. 2. Requirements for enactment: two-thirds vote
8 Pursuant to article IX, section 22, Constitution of Arizona, this
9 act is effective only on the affirmative vote of at least two-thirds of
10 the members of each house of the legislature and is effective immediately
11 on the signature of the governor or, if the governor vetoes this act, on
12 the subsequent affirmative vote of at least three-fourths of the members
13 of each house of the legislature.

Note: This sample also demonstrates how legislation passed with a Proposition 108 section can be made to go into practical effect on a date other than its official effective date, which is the date it is signed by the governor. This is accomplished by introducing the appropriate language with "Beginning July 1, 2018".

SAMPLE NO. 4
Adding an Article

REFERENCE TITLE: public employees; disclosure of information

State of Arizona
(Chamber of Origin)
(Legislature)
(Session)
(Year)

__ . B. ____

Introduced by _____

AN ACT

AMENDING TITLE 38, CHAPTER 3, ARIZONA REVISED STATUTES, BY ADDING ARTICLE 9; RELATING TO PUBLIC EMPLOYEES.

1 Be it enacted by the Legislature of the State of Arizona:

2 Section 1. Title 38, chapter 3, Arizona Revised Statutes, is
3 amended by adding article 9, to read:

4 ARTICLE 9. DISCLOSURE OF INFORMATION BY PUBLIC EMPLOYEES

5 38-531. Definitions

6 IN THIS ARTICLE, UNLESS THE CONTEXT OTHERWISE REQUIRES:

7 1. "EMPLOYEE" INCLUDES ANY PERSON WHO IS AN OFFICER OR EMPLOYEE
8 WHETHER PAID ON A FULL-TIME, PART-TIME OR CONTRACT BASIS BY A GOVERNMENTAL
9 UNIT.

10 * * *

11 38-532. Prohibited personnel practice; violation;
12 classification

13 A. IT IS A PROHIBITED PERSONNEL PRACTICE FOR AN EMPLOYEE WHO HAS
14 CONTROL OVER PERSONNEL ACTIONS TO TAKE REPRISAL AGAINST A PERSON FOR A
15 DISCLOSURE OF INFORMATION BY THE PERSON, UNLESS THE DISCLOSURE IS
16 PROHIBITED BY LAW, THAT THE PERSON REASONABLY BELIEVES EVIDENCES:

17 1. A VIOLATION OF ANY LAW OR RULE.

18 2. MISMANAGEMENT, A GROSS WASTE OF MONIES, AN ABUSE OF AUTHORITY OR
19 A SUBSTANTIAL AND SPECIFIC DANGER TO PUBLIC HEALTH OR SAFETY.

20 B. A PERSON WHO VIOLATES THIS SECTION IS GUILTY OF A CLASS 1
21 MISDEMEANOR.

SAMPLE NO. 5
Repealing an Existing Chapter and Replacing It With
an Identically Numbered Chapter

REFERENCE TITLE: professional corporations

State of Arizona
(Chamber of Origin)
(Legislature)
(Session)
(Year)

__ . B. ____

Introduced by _____

AN ACT

REPEALING TITLE 10, CHAPTER 20, ARIZONA REVISED STATUTES; AMENDING TITLE 10, ARIZONA REVISED STATUTES, BY ADDING A NEW CHAPTER 20; RELATING TO CORPORATIONS.

1 Be it enacted by the Legislature of the State of Arizona:
2 Section 1. Repeal
3 Title 10, chapter 20, Arizona Revised Statutes, is repealed.
4 Sec. 2. Title 10, Arizona Revised Statutes, is amended by adding a
5 new chapter 20, to read:
6
7 CHAPTER 20
8 PROFESSIONAL CORPORATIONS
9 ARTICLE 1. GENERAL PROVISIONS
10 10-2201. Definitions
11 IN THIS CHAPTER, UNLESS THE CONTEXT OTHERWISE REQUIRES:
12 1. "DISQUALIFIED PERSON" MEANS AN INDIVIDUAL OR ENTITY THAT IS NOT
13 OR CEASES TO BE A QUALIFIED PERSON.
14 2. "FOREIGN PROFESSIONAL CORPORATION" MEANS A CORPORATION OR
15 ASSOCIATION FOR PROFIT THAT IS INCORPORATED FOR THE PURPOSE OF RENDERING
16 PROFESSIONAL SERVICES UNDER A LAW OTHER THAN THE LAW OF THIS STATE.
17 3. "LICENSE" OR "LICENSED" MEANS ANY LICENSE, AUTHORIZATION,
18 CERTIFICATE, REGISTRATION, CERTIFICATE OF REGISTRATION, MEMBERSHIP OR
19 OTHER EVIDENCE OF THE SATISFACTION OF THE REQUIREMENTS OF THIS STATE FOR
20 THE PRACTICE OF A PROFESSIONAL SERVICE.
21 4. "LICENSING AUTHORITY" MEANS THE OFFICER, BOARD, AGENCY, COURT OR
22 OTHER AUTHORITY IN THIS STATE EMPOWERED BY LAW TO LICENSE OR OTHERWISE
AUTHORIZE THE RENDITION OF A PROFESSIONAL SERVICE.

* * *

Note the use of the word "new" in the bill title and in the introduction to the replacement chapter.

SAMPLE NO. 6
Repealing an Existing Section and Replacing It
With an Identically Numbered Section

REFERENCE TITLE: mortgage; default; resale

State of Arizona
(Chamber of Origin)
(Legislature)
(Session)
(Year)

_ . B. ____

Introduced by _____

AN ACT

REPEALING SECTION 12-1624, ARIZONA REVISED STATUTES; AMENDING TITLE 12, CHAPTER 9, ARTICLE 7, ARIZONA REVISED STATUTES, BY ADDING A NEW SECTION 12-1624; RELATING TO SALES UNDER EXECUTION.

1 Be it enacted by the Legislature of the State of Arizona:
2 Section 1. Repeal
3 Section 12-1624, Arizona Revised Statutes, is repealed.
4 Sec. 2. Title 12, chapter 9, article 7, Arizona Revised Statutes,
5 is amended by adding a new section 12-1624, to read:
6 12-1624. Liability of bidder for failure to pay; resale and
7 recovery of loss and costs
8 IF THE PURCHASER AT THE SALE UNDER EXECUTION DOES NOT PAY THE FULL
9 BID PRICE AND STATUTORY FEES WITHIN FIVE WORKING DAYS AFTER THE SALE, THE
10 OFFICER SHALL IMMEDIATELY OFFER THE PROPERTY TO THE SECOND HIGHEST BIDDER,
11 WHO MAY PURCHASE THE PROPERTY AT THE AGREED BID. THE FIVE-DAY DEADLINE
12 PRESCRIBED IN THIS SECTION MAY BE EXTENDED IF AGREED ON IN WRITING BY THE
13 OFFICER CONDUCTING THE SALE.

Note the use of the word "new" in the bill title and in the introduction to the replacement section.

SAMPLE NO. 7

Amending a Section and Repealing Some of those Amendments to that Section in the Same Bill

REFERENCE TITLE: county offices; business periods

State of Arizona
(Chamber of Origin)
(Legislature)
(Session)
(Year)

__ . B. ____

Introduced by _____

AN ACT

AMENDING SECTION 11-413, ARIZONA REVISED STATUTES; AMENDING SECTION 11-413, ARIZONA REVISED STATUTES, AS AMENDED BY THIS ACT; RELATING TO COUNTY OFFICERS.

1 Be it enacted by the Legislature of the State of Arizona:
2 Section 1. Section 11-413, Arizona Revised Statutes, is amended to
3 read:

4 11-413. County offices; business periods

5 A. Every county officer, except the sheriff, shall keep the
6 officer's office open for ~~not less than~~ AT LEAST forty hours each week or
7 ~~not less than~~ AT LEAST thirty-two hours each week if the week contains a
8 day that is a legal holiday. Notwithstanding section 1-301, for the
9 purposes of opening county offices for the transaction of business, the
10 board of supervisors of any county by resolution may designate the ~~fourth~~
11 Friday AFTER THE FOURTH THURSDAY in November as a legal holiday in place
12 of the second Monday in October. If the board of supervisors makes such a
13 designation, every county officer, except the sheriff, shall keep the
14 officer's office open for ~~not less than~~ AT LEAST twenty-four hours for
15 that November week.

16 * * *

17 Sec. 2. Section 11-413, Arizona Revised Statutes, as amended by
18 section 1 of this act, is amended to read:

19 11-413. County offices; business periods

20 A. Every county officer, except the sheriff, shall keep the
21 officer's office open for at least forty hours each week or at least
22 thirty-two hours each week if the week contains a day that is a legal
23 holiday. Notwithstanding section 1-301, for the purposes of opening
24 county offices for the transaction of business, the board of supervisors
25 of any county by resolution may designate the FOURTH Friday ~~after the~~
26 ~~fourth Thursday~~ in November as a legal holiday in place of the second
27 Monday in October. If the board of supervisors makes such a designation,
28 every county officer, except the sheriff, shall keep the officer's office
29 open for at least twenty-four hours for that November week.

30 * * *

31 Sec. 3. Effective date

32 Section 11-413, Arizona Revised Statutes, as amended by section 2 of
33 this act, is effective from and after December 31, 2020.

SAMPLE NO. 8
Sunset Legislation

REFERENCE TITLE: state board of equalization; continuation

State of Arizona
(Chamber of Origin)
(Legislature)
(Session)
(Year)

__ B. ____

Introduced by _____

AN ACT

REPEALING SECTION 41-3017.13, ARIZONA REVISED STATUTES; AMENDING TITLE 41, CHAPTER 27, ARTICLE 2, ARIZONA REVISED STATUTES, BY ADDING SECTION 41-3027.13; RELATING TO THE STATE BOARD OF EQUALIZATION.

1 Be it enacted by the Legislature of the State of Arizona:
2 Section 1. Repeal
3 Section 41-3017.13, Arizona Revised Statutes, is repealed.
4 Sec. 2. Title 41, chapter 27, article 2, Arizona Revised Statutes,
5 is amended by adding section 41-3027.13, to read:
6 41-3027.13. State board of equalization: termination July
7 1, 2027
8 A. THE STATE BOARD OF EQUALIZATION TERMINATES ON JULY 1, 2027.
9 B. TITLE 42, CHAPTER 16, ARTICLE 4 AND THIS SECTION ARE REPEALED ON
10 JANUARY 1, 2028.
11 Sec. 3. Purpose
12 Pursuant to section 41-2955, subsection B, Arizona Revised Statutes,
13 the legislature continues the state board of equalization to hear
14 administrative appeals of property tax assessed by the county assessors in
15 large counties in this state.
16 Sec. 4. Retroactivity
17 Sections 1 and 2 of this act are effective retroactively to from and
18 after July 1, 2017.

SAMPLE NO. 9
Establishing a Temporary Committee

REFERENCE TITLE: Alzheimer's disease demonstration project

State of Arizona
(Chamber of Origin)
(Legislature)
(Session)
(Year)

_ . B. ____

Introduced by _____

AN ACT

ESTABLISHING THE ALZHEIMER'S DISEASE TREATMENT DEMONSTRATION PROJECT
OVERSIGHT COMMITTEE.

- 1 Be it enacted by the Legislature of the State of Arizona:
2 Section 1. Alzheimer's disease treatment demonstration
3 project oversight committee; membership;
4 duties; report; delayed repeal
5 A. The Alzheimer's disease treatment demonstration project
6 oversight committee is established consisting of the following members:
7 1. Three members of the senate who are appointed by the president
8 of the senate, not more than two of whom are members of the same political
9 party. The president of the senate shall designate one of these members
10 to serve as cochairperson of the committee.
11 2. Three members of the house of representatives who are appointed
12 by the speaker of the house of representatives, not more than two of whom
13 are members of the same political party. The speaker of the house of
14 representatives shall designate one of these members to serve as
15 cochairperson of the committee.
16 3. The director of the department of health services or the
17 director's designee.
18 4. The director the department of economic security or the
19 director's designee.

SAMPLE NO. 10
Amending Session Law

REFERENCE TITLE: department receivership revolving fund

State of Arizona
(Chamber of Origin)
(Legislature)
(Session)
(Year)

__ B. ____

Introduced by _____

AN ACT

AMENDING LAWS 2013, FIRST SPECIAL SESSION, CHAPTER 9, SECTION 16, AS AMENDED BY LAWS 2014, CHAPTER 9, SECTION 2, LAWS 2015, CHAPTER 10, SECTION 11 AND LAWS 2016, CHAPTER 125, SECTION 6; RELATING TO THE DEPARTMENT OF FINANCIAL INSTITUTIONS.

1 Be it enacted by the Legislature of the State of Arizona:
2 Section 1. Laws 2013, first special session, chapter 9, section 16,
3 as amended by Laws 2014, chapter 9, section 2, Laws 2015, chapter 10,
4 section 11 and Laws 2016, chapter 125, section 6, is amended to read:
5 Sec. 16. Department receivership revolving fund; use; intent
6 A. Notwithstanding section 6-135.01, Arizona Revised Statutes, in
7 fiscal years 2013-2014, 2014-2015, 2015-2016, ~~and~~ 2016-2017 AND 2017-2018,
8 the superintendent of the department of financial institutions may use
9 monies in the department receivership revolving fund established by
10 section 6-135.01, Arizona Revised Statutes, for expenditures on an
11 electronic licensing system.
12 B. It is the intent of the legislature that expenditures in fiscal
13 years 2013-2014, 2014-2015, 2015-2016, ~~and~~ 2016-2017 AND 2017-2018 on an
14 electronic licensing system as prescribed in subsection A of this section
15 not exceed a total of \$850,000.

Note: The drafter must check the *Affected Session Laws* to determine whether the previously enacted temporary law has been amended or repealed.

SAMPLE NO. 11
Amending a Section of Law Transmitted
to the Governor but Not Yet Signed

REFERENCE TITLE: grand juries; terms

State of Arizona
(Chamber of Origin)
(Legislature)
(Session)
(Year)

__ B. ____

Introduced by _____

AN ACT

AMENDING SECTION 21-403, ARIZONA REVISED STATUTES, AS AMENDED BY SENATE
BILL 1294, SECTION 1, FIFTY-THIRD LEGISLATURE, FIRST REGULAR SESSION, AS
TRANSMITTED TO THE GOVERNOR; RELATING TO GRAND JURIES.

1 Be it enacted by the Legislature of the State of Arizona:
2 Section 1. Section 21-403, Arizona Revised Statutes, as amended by
3 Senate Bill 1294, section 1, fifty-third legislature, first regular
4 session, as transmitted to the governor, is amended to read:
5 21-403. Term of grand jury
6 A. Grand juries called pursuant to section 21-402 shall serve for a
7 term that is designated by the presiding judge of the superior court and
8 that may not exceed either:
9 1. One hundred twenty days if the grand jury is called pursuant to
10 section 21-402, subsection A.
11 2. One hundred ~~eighty~~ FIFTY days if the grand jury is called
12 pursuant to section 21-402, subsection B.
13 * * *
14 Sec. 2. Conditional enactment
15 This act does not become effective unless Senate Bill 1294,
16 fifty-third legislature, first regular session, relating to grand juries,
17 becomes law.
18 * * *

Senate Bill 1294 (Transmitted to the Governor but not yet signed)

1 Be it enacted by the Legislature of the State of Arizona:
2 Section 1. Section 21-403, Arizona Revised Statutes, is amended to
3 read:
4 21-403. Term of grand jury
5 A. Grand juries called pursuant to section 21-402 shall serve for a
6 term that is designated by the presiding judge of the superior court and
7 that may not exceed EITHER:
8 1. One hundred twenty days, ~~unless~~ IF THE GRAND JURY IS CALLED
9 PURSUANT TO SECTION 21-402, SUBSECTION A.
10 2. ONE HUNDRED EIGHTY DAYS IF THE GRAND JURY IS CALLED PURSUANT TO
11 SECTION 21-402, SUBSECTION B.

SAMPLE NO. 12
Amending the Chaptered Version of a Section
that is not an Emergency Measure

REFERENCE TITLE: deed; title transfer; compensation

State of Arizona
(Chamber of Origin)
(Legislature)
(Session)
(Year)

__ . B. ____

Introduced by _____

AN ACT

AMENDING SECTION 11-1133, ARIZONA REVISED STATUTES, AS AMENDED BY LAWS 2017, CHAPTER 50, SECTION 1; RELATING TO REAL ESTATE TRANSFER AFFIDAVITS.

1 Be it enacted by the Legislature of the State of Arizona:
2 Section 1. Section 11-1133, Arizona Revised Statutes, as amended by
3 Laws 2017, chapter 50, section 1, is amended to read:
4 11-1133. Affidavit of legal value
5 A. Each deed evidencing a transfer of title shall indicate:
6 * * *
7 5. The recording number of the trustee's deed ~~upon~~ ON sale.
8 6. The amount of any additional compensation received by the
9 beneficiary within ~~six~~ THREE months after the date of the trustee's sale.
10 * * *

Laws 2017, chapter 50, section 1 (a nonemergency measure)

1 Be it enacted by the Legislature of the State of Arizona:
2 Section 1. Section 11-1133, Arizona Revised Statutes, is amended to
3 read:
4 11-1133. Affidavit of legal value
5 A. Each deed evidencing a transfer of title shall indicate:
6 * * *
7 5. THE RECORDING NUMBER OF THE TRUSTEE'S DEED UPON SALE.
8 6. THE AMOUNT OF ANY ADDITIONAL COMPENSATION RECEIVED BY THE
9 BENEFICIARY WITHIN SIX MONTHS AFTER THE DATE OF THE TRUSTEE'S SALE.

Note: If the chaptered version is an emergency measure, the designation "as amended by Laws 2017, chapter 50, section 1" is unnecessary and should be omitted because the emergency measure is the current law and should be engrossed and used in the subsequent bill.

SAMPLE NO. 13
Amending Multiple Versions in which the
Second Version has a Delayed Effective Date

REFERENCE TITLE: tax credits; research activities

State of Arizona
(Chamber of Origin)
(Legislature)
(Session)
(Year)

__ . B. ____

Introduced by _____

AN ACT

AMENDING SECTION 43-1168, ARIZONA REVISED STATUTES, AS AMENDED BY LAWS 2016, CHAPTER 3, SECTION 53 AND CHAPTER 170, SECTION 73; AMENDING SECTION 43-1168, ARIZONA REVISED STATUTES, AS AMENDED BY LAWS 2016, CHAPTER 3, SECTION 54; RELATING TO TAX CREDITS.

1 Be it enacted by the Legislature of the State of Arizona:

2 Section 1. Section 43-1168, Arizona Revised Statutes, as amended by
3 Laws 2016, chapter 3, section 53 and chapter 170, section 73, is amended
4 to read:

5 43-1168. Credit for increased research activities

6 A. FOR TAXABLE YEARS ENDING BEFORE JANUARY 1, 2027, a credit is
7 allowed against the taxes imposed by this title in an amount determined
8 pursuant to section 41 of the internal revenue code, except that:

9 1. The amount of the credit is computed as follows:

10 (a) Add:

11 * * *

12 Sec. 2. Section 43-1168, Arizona Revised Statutes, as amended by
13 Laws 2016, chapter 3, section 54, is amended to read:

14 43-1168. Credit for increased research activity

15 A. FOR TAXABLE YEARS ENDING BEFORE JANUARY 1, 2027, a credit is
16 allowed against the taxes imposed by this title in an amount equal to ten
17 percent of the amount spent on research activity during the taxable year,
18 except that:

19 1. The amount of the credit is computed as follows:

20 (a) Add:

21 * * *

22 Sec. 3. Effective date

23 Section 43-1168, Arizona Revised Statutes, as amended by Laws 2016,
24 chapter 3, section 54 and this act, is effective from and after December
25 31, 2019.

Note: If amending a previously enacted section with a delayed effective date as in section 2 of this example, the drafter must ensure that the new changes do not become effective before the underlying section by including a corresponding delayed effective date section.

SAMPLE NO. 14
Concurrent Resolution
Amending State Constitution
by Adding a New Section

REFERENCE TITLE: property price controls; prohibition

State of Arizona
(Chamber of Origin)
(Legislature)
(Session)
(Year)

_ . C . R . _ _ _

Introduced by _____

A CONCURRENT RESOLUTION

PROPOSING AN AMENDMENT TO THE CONSTITUTION OF ARIZONA; AMENDING ARTICLE II, CONSTITUTION OF ARIZONA, BY ADDING SECTION 38; RELATING TO REAL PROPERTY PRICES.

1 Be it resolved by the (introducing body) of the State of Arizona, the
2 (concurring body) concurring:
3 1. Article II, Constitution of Arizona, is proposed to be amended
4 by adding section 38 as follows if approved by the voters and on
5 proclamation of the Governor:
6 38. Prohibition on control of real property prices
7 SECTION 38. A. AN OWNER OF REAL PROPERTY HAS THE
8 SOLE....
9 * * *
10 2. The Secretary of State shall submit this proposition to the
11 voters at the next general election as provided by article XXI,
12 Constitution of Arizona.

Note: In the last paragraph of this sample, the reference is to "the Secretary of State." In memorials and resolutions that are transmitted to federal entities, the reference is to "the Secretary of State of the State of Arizona." Note also that in memorials and resolutions, titles of officers are capitalized.

SAMPLE NO. 15
Concurrent Resolution
Amending State Constitution
by Adding a New Article

REFERENCE TITLE: bill drafting

State of Arizona
(Chamber of Origin)
(Legislature)
(Session)
(Year)

_ . C . R . _

Introduced by _____

A CONCURRENT RESOLUTION

PROPOSING AN AMENDMENT TO THE CONSTITUTION OF ARIZONA; AMENDING THE
CONSTITUTION OF ARIZONA BY ADDING ARTICLE XXXI; RELATING TO BILL DRAFTING.

- 1 Be it resolved by the (introducing body) of the State of Arizona, the
2 (concurring body) concurring:
3 1. Article XXXI, Constitution of Arizona, is proposed to be added
4 as follows if approved by the voters and on proclamation of the Governor:
5 ARTICLE XXXI. BILL DRAFTING
6 1. Bill drafting powers
7 SECTION 1. THE LEGISLATURE MAY ENACT LAWS APPLICABLE TO
8 THE....
9 * * *
10 2. The Secretary of State shall submit this proposition to the
11 voters at the next general election as provided by article XXI,
12 Constitution of Arizona.

Note: Use the singular — "PROPOSING AN AMENDMENT" — even if the concurrent resolution contains multiple changes.

SAMPLE NO. 16
Concurrent Resolution
Amending State Constitution
by Amending an Existing Section

REFERENCE TITLE: legislature; terms of members

State of Arizona
(Chamber of Origin)
(Legislature)
(Session)
(Year)

__ . C. R. ____

Introduced by _____

A CONCURRENT RESOLUTION

PROPOSING AN AMENDMENT TO THE CONSTITUTION OF ARIZONA; AMENDING ARTICLE IV, PART 2, SECTION 21, CONSTITUTION OF ARIZONA; RELATING TO LEGISLATIVE MEMBERS' TERMS.

1 Be it resolved by the (introducing body) of the State of Arizona, the
2 (concurring body) concurring:
3 1. Article IV, part 2, section 21, Constitution of Arizona, is
4 proposed to be amended as follows if approved by the voters and on
5 proclamation of the Governor:
6 21. Terms of members of legislature
7 Section 21. A. ~~The members of the first Legislature~~
8 ~~shall hold office until the first Monday in January, 1913.~~
9 BEGINNING WITH THE FIFTY-FOURTH LEGISLATURE IN 2019, the terms
10 of office of the members of ~~succeeding Legislatures~~ THE HOUSE
11 OF REPRESENTATIVES AND OF THE MEMBERS OF THE SENATE shall be
12 ~~two~~ FOUR years.
13 B. MEMBERS OF THE SENATE AND THE HOUSE OF
14 REPRESENTATIVES....
15 * * *
16 2. The Secretary of State shall submit this proposition to the
17 voters at the next general election as provided by article XXI,
18 Constitution of Arizona.

SAMPLE NO. 17
Concurrent Resolution
Amending State Constitution
by Repealing an Article
(See also Sample No. 18)

REFERENCE TITLE: office of state inspector; repeal

State of Arizona
(Chamber of Origin)
(Legislature)
(Session)
(Year)

__ . C. R. ____

Introduced by _____

A CONCURRENT RESOLUTION

PROPOSING AN AMENDMENT TO THE CONSTITUTION OF ARIZONA; REPEALING ARTICLE XL, CONSTITUTION OF ARIZONA; RELATING TO THE STATE INSPECTOR.

1 Be it resolved by the (introducing body) of the State of Arizona, the
2 (concurring body) concurring:
3 1. Article XL, Constitution of Arizona, is proposed to be repealed
4 as follows if approved by the voters and on proclamation of the Governor:
5 Article XL, Constitution of Arizona, relating to the
6 establishment of the office of state inspector, is repealed.
7 2. The Secretary of State shall submit this proposition to the
8 voters at the next general election as provided by article XXI,
9 Constitution of Arizona.

Note: The sample companion bill to this resolution is found on page 132.

SAMPLE NO. 18
Conditional Enactment
(Companion Bill to Concurrent Resolution, Sample No. 17)

REFERENCE TITLE: state inspector; qualifications; appointment

State of Arizona
(Chamber of Origin)
(Legislature)
(Session)
(Year)

__ . B. ____

Introduced by _____

AN ACT

AMENDING SECTION 51-103, ARIZONA REVISED STATUTES; RELATING TO THE STATE INSPECTOR.

1 Be it enacted by the Legislature of the State of Arizona:
2 Section 1. Section 51-103, Arizona Revised Statutes, is amended to
3 read:
4 51-103. State inspector; appointment; qualifications
5 A. THE OFFICE OF STATE INSPECTOR IS ESTABLISHED. THE GOVERNOR
6 SHALL APPOINT THE STATE INSPECTOR PURSUANT TO SECTION 38-211, AND THE
7 STATE INSPECTOR SERVES AT THE PLEASURE OF THE GOVERNOR.
8 ~~A~~ B. The state inspector shall be a resident of this state FOR at
9 least two years ~~prior to his election~~ BEFORE APPOINTMENT ~~not under~~ AND
10 SHALL BE AT LEAST thirty years of age.
11 Sec. 2. Conditional enactment
12 This act does not become effective unless the Constitution of
13 Arizona is amended by vote of the people at the next general election by
14 passage of ____ Concurrent Resolution ____, fifty-third legislature,
15 first regular session, relating to the removal of the constitutional
16 requirement for election of the state inspector.

SAMPLE NO. 19
Concurrent Resolution
Referendum

REFERENCE TITLE: little Davis-Bacon act; repeal

State of Arizona
(Chamber of Origin)
(Legislature)
(Session)
(Year)

__ C. R. ____

Introduced by _____

A CONCURRENT RESOLUTION

ENACTING AND ORDERING THE SUBMISSION TO THE PEOPLE OF A MEASURE RELATING
TO WAGES AND HOURS FOR EMPLOYEES UNDER PUBLIC WORKS CONTRACTS.

1 Be it resolved by the (introducing body) of the State of Arizona, the
2 (concurring body) concurring:
3 1. Under the power of the referendum, as vested in the Legislature,
4 the following measure, relating to wages and hours for employees under
5 public works contracts, is enacted to become valid as a law if approved by
6 the voters and on proclamation of the Governor:
7 AN ACT
8 REPEALING SECTIONS 34-321, 34-322, 34-324, 34-325 AND 34-326,
9 ARIZONA REVISED STATUTES; RELATING TO PUBLIC WORKS CONTRACTS.
10 Be it enacted by the Legislature of the State of Arizona:
11 Section 1. Repeal
12 Sections 34-321, 34-322, 34-324, 34-325 and 34-326,
13 Arizona Revised Statutes, are repealed.
14 Sec. 2. Conforming legislation
15 A. The legislative council staff shall prepare proposed
16 legislation conforming the Arizona Revised Statutes to the
17 provisions of this act for consideration in the fifty-fourth
18 legislature, first regular session.
19 B. Notwithstanding subsection A of this section, the
20 executive director of the Arizona legislative council may
21 blend nonconflicting changes made by the legislature with the
22 changes in this act.

1 C. The legislature may make technical and conforming
2 changes to any section of this act, subject to article IV,
3 part 1, section 1, Constitution of Arizona.
4 2. The Secretary of State shall submit this proposition to the
5 voters at the next general election as provided by article IV, part 1,
6 section 1, Constitution of Arizona.

SAMPLE NO. 20
Concurrent Memorial
Urging Congress to Propose an
Amendment to the United States Constitution

REFERENCE TITLE: federal government; engagement in business

State of Arizona
(Chamber of Origin)
(Legislature)
(Session)
(Year)

__ . C . M . ____

Introduced by _____

A CONCURRENT MEMORIAL

URGING THE CONGRESS OF THE UNITED STATES TO PROPOSE AN AMENDMENT TO THE CONSTITUTION OF THE UNITED STATES TO PROHIBIT THE GOVERNMENT OF THE UNITED STATES FROM ENGAGING IN ANY COMMERCIAL ENTERPRISE EXCEPT AS SPECIFIED IN THE CONSTITUTION OF THE UNITED STATES.

- 1 To the Congress of the United States of America:
2 Your memorialist respectfully represents:
3 Whereas, the people of the State of Arizona view with growing
4 concern the interference of the government of the United States in the
5 individual rights and liberties of all persons.
6 Wherefore your memorialist, the (introducing body) of the State of
7 Arizona, the (concurring body) concurring, prays:
8 1. That, pursuant to article V of the Constitution of the United
9 States, the Congress of the United States propose an amendment to the
10 Constitution of the United States, to be ratified by the legislatures or
11 by conventions in three-fourths of the several states, as follows:
12 AMENDMENT XXVIII
13 The government of the United States shall not... .
14 * * *
15 2. That the Secretary of State of the State of Arizona transmit a
16 copy of this Memorial to the President of the United States Senate, the
17 Speaker of the United States House of Representatives and each Member of
18 Congress from the State of Arizona.

Note: A proposed amendment to the United States Constitution may be initiated only by Congress or by application of two-thirds of the state legislatures to call a constitutional convention. A state legislature may participate in the first method as shown in this sample. A state legislature may initiate a constitutional amendment by calling for a constitutional convention via a concurrent resolution as shown in sample number 21. Ratification of an amendment is shown in sample number 22. There is also case law to suggest that the application may be in the form of a resolution.

SAMPLE NO. 21
Concurrent Resolution
Applying to Congress to Call a Convention
for Proposing an Amendment to the United States Constitution

REFERENCE TITLE: federal government; engagement in business

State of Arizona
(Chamber of Origin)
(Legislature)
(Session)
(Year)

___ . C. R. ___

Introduced by _____

A CONCURRENT RESOLUTION

APPLYING TO THE CONGRESS OF THE UNITED STATES TO CALL A CONVENTION FOR PROPOSING AN AMENDMENT TO THE CONSTITUTION OF THE UNITED STATES TO PROHIBIT THE GOVERNMENT OF THE UNITED STATES FROM ENGAGING IN ANY COMMERCIAL ENTERPRISE EXCEPT AS SPECIFIED IN THE CONSTITUTION OF THE UNITED STATES.

1 Whereas, the people of the State of Arizona view with growing
2 concern the interference of the government of the United States in the
3 individual rights and liberties of all persons.

4 Therefore

5 Be it resolved by the (introducing body) of the State of Arizona, the
6 (concurring body) concurring:

7 1. That, pursuant to article V of the Constitution of the United
8 States, the Legislature of the State of Arizona formally applies to the
9 Congress of the United States to call a convention for the purpose of
10 proposing an amendment to the Constitution of the United States, to be
11 ratified by the legislatures or by conventions in three-fourths of the
12 several states, as follows:

AMENDMENT XXVIII

The government of the United States shall not....

* * *

16 2. That the Secretary of State of the State of Arizona transmit a
17 copy of this Resolution to the President of the United States Senate, the
18 Speaker of the United States House of Representatives and each Member of
19 Congress from the State of Arizona.

SAMPLE NO. 22
Concurrent Resolution
Ratifying a Proposed Amendment
to the United States Constitution

REFERENCE TITLE: ratification; eighteen-year-old vote

State of Arizona
(Chamber of Origin)
(Legislature)
(Session)
(Year)

__ . C. R. ____

Introduced by _____

A CONCURRENT RESOLUTION

RATIFYING THE PROPOSED AMENDMENT TO THE CONSTITUTION OF THE UNITED STATES;
PROVIDING THAT THE RIGHT TO VOTE OF CITIZENS OF THE UNITED STATES WHO ARE
AT LEAST EIGHTEEN YEARS OF AGE MAY NOT BE DENIED OR ABRIDGED BY THE UNITED
STATES OR BY ANY STATE ON ACCOUNT OF AGE.

1 Whereas, the ninety-second Congress of the United States at its
2 first session, in both houses, by a constitutional majority of two-thirds
3 in both houses, adopted the following proposition to amend the
4 Constitution of the United States in the following words, to wit:

JOINT RESOLUTION

5
6 Resolved by the Senate and the House of Representatives
7 of the United States... .

* * *

8
9 Therefore

10 Be it resolved by the Legislature of the State of Arizona:

11 1. That this proposed amendment to the Constitution of the United
12 States is ratified.

13 2. That the Secretary of State of the State of Arizona transmit a
14 copy of this Resolution to the President of the United States Senate and
15 the Speaker of the United States House of Representatives.

SAMPLE NO. 24
Concurrent Resolution

REFERENCE TITLE: Parkinson's disease awareness month

State of Arizona
(Chamber of Origin)
(Legislature)
(Session)
(Year)

__ . C. R. ____

Introduced by _____

A CONCURRENT RESOLUTION

DECLARING APRIL 2017 AS PARKINSON'S DISEASE AWARENESS MONTH.

1 Whereas, more individuals suffer from Parkinson's disease than
2 multiple sclerosis, muscular dystrophy and Lou Gehrig's disease combined;
3 and

4 Whereas, according to the National Parkinson Foundation, the
5 American Parkinson Disease Association and the National Institutes of
6 Health, there are approximately 1.5 million people in the United States
7 diagnosed with Parkinson's disease; and

8 Whereas, the symptoms of Parkinson's disease – stillness, tremor,
9 rigidity, slowness, poor movement and difficulty with balance and
10 speaking – are often mistaken for other conditions especially in the
11 younger adult or in the older adult as a normal part of the aging process;
12 and

13 Whereas, certain drugs can control some of the symptoms of
14 Parkinson's disease for only a short period of time and can cause in many
15 cases disabling side effects; and

16 Whereas, surgical procedures likewise offer only temporary lessening
17 of certain symptoms and are not a substitute for drugs; and

18 Whereas, April 2017 has been proclaimed as worldwide Parkinson's
19 awareness month for all to recognize the need for more research and help
20 in dealing with the devastating effects of Parkinson's disease; and

21 Whereas, increased education and research are needed to help find
22 more effective treatments and ultimately a cure for Parkinson's disease.
23 Therefore

24 Be it resolved by the (introducing body) of the State of Arizona, the
25 (concurring body) concurring:

26 That the Members of the Legislature proclaim the month of April 2017
27 as Parkinson's Disease Awareness Month.

Note that proper nouns are capitalized in resolutions and memorials. Also, the declaration applies only to the current year and any attempt to make the declaration apply to subsequent years beyond the current year has no practical continuing effect and should be avoided.

SAMPLE NO. 26
Simple Memorial

REFERENCE TITLE: outsourcing postal workers; opposition

State of Arizona
(Chamber of Origin)
(Legislature)
(Session)
(Year)

__ . M. ____

Introduced by _____

A MEMORIAL

URGING THE UNITED STATES CONGRESS TO ENACT LEGISLATION TO DISCONTINUE THE PRACTICE OF CONTRACTING FOR PRIVATE MAIL DELIVERY SERVICES.

1 To the Congress of the United States of America:
2 Your memorialist respectfully represents:
3 Whereas, letter carriers of the United States Postal Service provide
4 mail delivery service to over 144,000,000 homes and businesses across the
5 nation; and
6 Whereas, contracting for private mail delivery services is being
7 increasingly promoted by the Postal Service as a key business strategy for
8 its core function; and
9 * * *
10 Wherefore your memorialist, the (introducing body) of the State of
11 Arizona, prays:
12 1. That the United States Congress enact House Resolution 282, or
13 similar legislation, to encourage the United States Postal Service to
14 discontinue the practice of contracting for private mail delivery
15 services.
16 2. That the Secretary of State of the State of Arizona transmit
17 copies of this Memorial to the President of the United States Senate, the
18 Speaker of the United States House of Representatives and each Member of
19 Congress from the State of Arizona.

SAMPLE NO. 27
Concurrent Memorial

REFERENCE TITLE: light rail system; support

State of Arizona
(Chamber of Origin)
(Legislature)
(Session)
(Year)

__ . C. M. ____

Introduced by _____

A CONCURRENT MEMORIAL

URGING THE PRESIDENT OF THE UNITED STATES TO INSTRUCT CERTAIN FEDERAL AGENCIES TO PROVIDE MONIES TO THE ARIZONA DEPARTMENT OF TRANSPORTATION TO STUDY THE FEASIBILITY OF A MUNICIPAL LIGHT RAIL SYSTEM.

1 To the President of the United States of America:
2 Your memorialist respectfully represents:
3 Whereas, the unprecedented growth of municipalities in this state
4 has caused transportation problems for commuters and those in the inner
5 cities; and
6 Whereas, the benefits of a municipal light rail system include
7 reduced air pollution and greater traffic safety and commuter cost
8 savings; and
9 Whereas, monies are available to states from the United States
10 Department of Transportation, the United States Department of Education
11 and the United States Environmental Protection Agency for studies for
12 municipal transportation systems.
13 Wherefore your memorialist, the (introducing body) of the State of
14 Arizona, the (concurring body) concurring, prays:
15 1. That the President of the United States instruct the federal
16 agencies to provide available monies to the Arizona Department of
17 Transportation to conduct a study of the feasibility of a municipal light
18 rail system for Arizona.
19 2. That the Secretary of State of the State of Arizona transmit
20 copies of this Memorial to the President of the United States and each
21 Member of Congress from the State of Arizona.

SAMPLE NO. 28
Proposed Amendment

(Legislature)
(Session)

Appropriations
__B. ____

PROPOSED

_____ AMENDMENTS TO __B. ____

(Reference to printed bill)

- 1 Page 3, line 31, after "ESTABLISHED" strike remainder of line
2 Strike lines 32 and 33, insert "WITH THE INTENT TO PROVIDE A"
3 Page 5, strike lines 1 through 3
4 Renumber to conform
5 Line 8, strike "STATE AND LOCAL FUNDING" insert "AVERAGE DAILY
6 MEMBERSHIP"
7 Page 8, line 31, strike "TEN MILLION" insert "SEVENTEEN MILLION FIVE
8 HUNDRED THOUSAND"
9 Between lines 40 and 41, insert:
10 "E. FOR FISCAL YEAR 2017-2018 AND FOR ALL SUBSEQUENT FISCAL
11 YEARS, MONIES MAY NOT BE APPROPRIATED FROM THE ARIZONA HIGHWAY USER
12 REVENUE FUND FOR USE BY THE DEPARTMENT OF PUBLIC SAFETY."
13 Reletter to conform
14 Page 15, line 40, strike "~~monies~~" insert "monies"
15 Page 16, between lines 5 and 6, insert:
16 "H. FOR FISCAL YEAR 2017-2018 AND FOR ALL SUBSEQUENT FISCAL
17 YEARS, MONIES MAY NOT BE APPROPRIATED FROM THE STATE HIGHWAY FUND
18 FOR USE BY THE DEPARTMENT OF PUBLIC SAFETY."
19 Strike pages 18 through 20
20 Page 21, lines 15, 19, 21 and 25, strike "SUCH" insert "THAT"
21 Line 26, after "department" insert a period strike remainder of line
22 Amend title to conform

SUSAN BUCKLOW

(date)
(time)
__:(drafter's initials)

SAMPLE NO. 29
Amendment to Proposed Amendment

(Legislature)
(Session)

Finance
___.B. ____

PROPOSED

_____ AMENDMENTS TO __.B. ____

(Reference to the proposed Bucklow s/e amendment dated 3/19/17; 8:30 a.m.)

- 1 Page 5, line 19, after "COMMITTEE" insert "UNTIL DECEMBER 31, 2018"
- 2 Page 6, strike lines 25 through 27, insert:
 - 3 "Line 43, strike "~~seven and one-half~~ FIVE" insert "seven and
 - 4 one-half"
- 5 Page 7, line 3, strike "~~five and one-half~~ THREE AND ONE-HALF" insert "five
- 6 and one-half"
- 7 Lines 5 and 6, strike "~~seven and one-half~~ FIVE" insert "seven and
- 8 one-half"
- 9 Line 28, strike "strike "four" and" insert "after counties"
- 10 Line 29, strike "FIVE"
- 11 Page 10, between lines 24 and 25, insert:
 - 12 "Page 7, between lines 41 and 42, insert:
 - 13 "J. A PERMITTEE IS ENTITLED TO REDUCE THE PERCENTAGE PAID TO
 - 14 THE STATE AS PROVIDED IN SUBSECTIONS B AND D OF THIS SECTION."
- 15 Amend title to conform

SUSAN BUCKLOW

(date)
(time)
__:(drafter's initials)

SAMPLE NO. 30
Floor Amendment
(Reference to printed bill)

(Legislature)
(Session)

Bucklow
H.B. _____

BUCKLOW FLOOR AMENDMENT
_____ AMENDMENTS TO __.B. _____
(Reference to printed bill)

- 1 Page 9, lines 12 and 13, strike "OR A CONDITIONAL"
- 2 Page 17, lines 21 and 22, strike ", CONDITIONAL"
- 3 Page 18, lines 1, 3 and 5, strike ", CONDITIONAL"
- 4 Page 22, strike line 23
- 5 Page 23, strike lines 1 through 16, insert:
 - 6 "36-1940.04. Licensure; exemption
 - 7 ANY PERSON WHO IS EMPLOYED BY A SCHOOL AS DEFINED IN SECTION
 - 8 15-101 ON OR BEFORE MAY 1, 2017 IS EXEMPT FROM THE LICENSING
 - 9 REQUIREMENTS OF THIS ARTICLE."
- 10 Amend title to conform

SUSAN BUCKLOW

(date)
(time)
__:(drafter's initials)

SAMPLE NO. 31
Floor Amendment
(Reference to printed bill)

Martin
__ .B. __

(Legislature)
(Session)

MARTIN FLOOR AMENDMENT
_____ AMENDMENTS TO __.B. ____
(Reference to printed bill)

1 Page 1, strike lines 2 through 22, insert:

2 "Section 1. Repeal

3 Title 13, chapter 16, Arizona Revised Statutes, is repealed."

4 Page 3, strike lines 18 through 21, insert:

5 "Sec. 4. Transfer of records, monies and personnel

6 All records, obligations, personnel and appropriated monies
7 remaining unspent and unencumbered of the Arizona drug control
8 district are transferred on November 1, 2017 to the division of
9 narcotics enforcement and criminal intelligence in the department of
10 public safety and may be used for the purposes of this act."

11 After line 37, insert:

12 "Sec. 6. Effective date

13 This act is effective from and after October 31, 2017."

14 Amend title to conform

CHARLES MARTIN

(date)
(time)
__:(drafter's initials)

SAMPLE NO. 32
Floor Amendment [with style notations]
(Reference to Committee amendment)

(Legislature)
(Session)

Martin
__B. __

MARTIN FLOOR AMENDMENT
SENATE AMENDMENTS TO H.B. ____
(Reference to APPROPRIATIONS Committee amendment) ← Full committee name

1 Page 1, before line 1, insert:

2 "Page 1, between lines 7 and 8, insert:
3 "2. "INFORMATION SERVICES PROVIDER" MEANS AN ENTITY THAT
4 PREPARES TELEMARKETING LISTS ON BEHALF OF SELLERS OR SOLICITORS."
5 Renumber to conform"

Enclose
new
language
in
quotation
marks

6 Page 3, strike lines 1 through 3 ← Strike three or more lines
7 Renumber to conform ← At the margin

8 Page 6, between lines 4 and 5, insert:

9 "Page 4, line 33, strike "OBJECT TO RECEIVING" insert "DO NOT WISH TO
10 RECEIVE"

Making identical changes on a single line

11 Page 5, line 2, after "THE" insert "MOST EFFICIENT AND INEXPENSIVE"
12 Line 16, strike the first and second "and" insert "OR"

13 Line 23, after "SECTION" insert a period strike remainder of line ← Omit "and" after "period"

14 Line 26, after "ESTABLISHED" strike remainder of line

15 Strike lines 27 and 28, insert "WITH THE INTENT TO PROVIDE A"

Consecutive line
instruction

16 Line 29, after the comma insert "OR THE FIRST BUSINESS DAY FOLLOWING EACH OF
17 THESE DATES."

18 Page 7, between lines 4 and 5, insert: ← Disregard quotation mark at the end of
19 "Sec. 6. Emergency the Committee amendment

20 This act is an emergency measure that is necessary to preserve the
21 public peace, health or safety and is operative immediately as provided by
22 law."

23 Amend title to conform

CHARLES MARTIN

04/28/2017

02:03 PM

S: cat ← Drafter's initials

SAMPLE NO. 33
House Substitute House Floor Amendment

(Legislature)
(Session)

Bucklow
H.B. _____

BUCKLOW SUBSTITUTE FLOOR AMENDMENT
HOUSE OF REPRESENTATIVES AMENDMENTS TO H.B. _____

I move the following SUBSTITUTE amendment to the ENVIRONMENT Committee
Amendment to
HOUSE BILL 0000 (Reference to printed bill)

- 1 Page 1, line 9, strike the colon
2 Strike lines 10 through 19, insert "BE CONSISTENT WITH THE GUIDELINES
3 ESTABLISHED BY THE STATE BOARD OF EDUCATION PURSUANT TO SUBSECTION
4 D OF THIS SECTION."
5 Line 20, after "C." insert "IF A SCHOOL DISTRICT CHOOSES TO PROVIDE
6 INSTRUCTION IN ENVIRONMENTAL EDUCATION,"
7 Page 2, strike lines 28 and 29, insert:
8 "2. INCLUDES A DISCUSSION OF ECONOMIC AND SOCIAL
9 IMPLICATIONS."
10 Line 31, strike "INFORMATION" insert "COURSES OR PROGRAMS"; strike "OR
11 INFORMAL"
12 Line 34, strike "AND TECHNOLOGY" insert ", TECHNOLOGY AND RESOURCE
13 PRODUCTION"
14 Amend title to conform

SUSAN BUCKLOW

(date)
(time)
__:(drafter's initials)

Note: The Senate generally does not allow substitute floor amendments.

SAMPLE NO. 34
Strike Everything Amendment to a Resolution
(Reference to printed bill)

Military Affairs
__C.R. __

(Legislature)
(Session)

PROPOSED AMENDMENT
____ AMENDMENTS TO __C.R. ____
(Reference to printed resolution)

1 Strike page 1

2 Page 2, strike lines 1 through 8, insert:

3 "Whereas, Arizona offers a constellation of military installations
4 that provide the United States Department of Defense with unparalleled
5 access to high-quality, weather-friendly and cost-effective training for
6 American armed forces; and

* * *

7 Whereas, Arizona cities, towns and counties in partnership with
8 the Governor and the Legislature have a long, committed history and
9 reputation for ensuring that Arizona is a military-friendly state."

10 Strike lines 12 through 14, insert:

11 "1. That the Members of the Legislature recognize the unique
12 assets that the State of Arizona provides in order to test and train our
13 nation's military and the importance of these assets to our national
14 defense.

15 2. That the Members of the Legislature recognize the beneficial
16 economic impact that the State of Arizona enjoys due to the federal
17 military installations and missions located in Arizona."

18 Amend title to conform

CHARLES MARTIN

(date)
(time)
__:(drafter's initials)

SAMPLE NO. 35
Conference Committee Amendment

(Legislature)
(Session)

[FREE] or [SIMPLE] CONFERENCE COMMITTEE AMENDMENTS TO S.B. ____
(Reference to House engrossed Senate bill)

- 1 Page 1, lines 6 and 10, strike "five" insert "SEVEN"
- 2 Line 15, strike the first "three" insert "FOUR"
- 3 Line 24, strike "TWO" insert "THREE"
- 4 Line 25, after "next" insert "TWO"
- 5 Page 2, line 45, before "Extension" insert "Election of seven-member
- 6 board:"
- 7 Line 47, after "act," insert "each community college district governing
- 8 board shall establish seven precincts on or before August 1, 2018
- 9 and shall call a special election to be held on or before the second
- 10 Tuesday in December"
- 11 Amend title to conform

(date)
(time)
__:(drafter's initials)

Note: A conference committee amendment is almost always designated as "free." A "simple" conference committee amendment may not add new language and may only remove language from the version received by the House and the Senate. By contrast, a free conference committee amendment may make any change to the amendment it receives, but may not strike everything after the enacting clause.

SAMPLE NO. 36
Conference Committee Report

SENATE
and
HOUSE OF REPRESENTATIVES

STATE OF ARIZONA

REPORT OF CONFERENCE COMMITTEE

April 7, 2017

MR. PRESIDENT:

MR. SPEAKER:

Your FREE Conference Committee on H.B. 0000, stolen vehicle; chop shops

respectfully recommends: (Reference to Senate engrossed bill)
That the House accept the Senate amendments with exceptions and the bill be further amended.

- 1 Page 2, line 35, strike "TITLE 28" insert "ALL APPLICABLE LAWS"
- 2 Page 4, line 40, after "28-1401.01" insert "OR A BUSINESS ACTING IN GOOD
- 3 FAITH"
- 4 Amend title to conform

SENATE CONFEREES:

HOUSE CONFEREES:

Note: The legislators' names are typed below the signature lines.

APPENDIX B

LEGISLATIVE COUNCIL

DRAFTING RULES AND DEADLINES

Rule 22

PROCEDURES FOR DRAFTING AND RESEARCH

The executive director shall prescribe rules relating to the form and style of bills and research memorandum and reports, the distribution thereof, the order of drafting bills or performing research, and such other matters relating to the procedure to be followed by the Council staff in rendering its services as may be deemed necessary or advisable by the Council. Any major changes shall be placed before the Legislative Council for approval.

Rule 24

FORM OF AMENDMENTS

All bills prepared for introduction which propose to amend existing statutes shall show the words to be added in capital letters, and the words to be deleted shall be shown in regular type lined through.

Rule 25

INTRODUCTION OF BILLS

All legislative measures prepared for introduction shall first be presented to the staff of the Legislative Council for preparation in accordance with legislative form and style and for processing.

Rule 26

DEADLINE FOR REQUESTING LEGISLATION

A. Every state agency, board and commission shall make its request for each bill, resolution or memorial which it proposes for a regular session of the legislature, from Legislative Council, on or before November 15 of the year next preceding the legislative

session. Every state agency, board and commission must have a legislator agree to sponsor the requested legislation before the legislation is drafted by the Legislative Council staff.

B. Any exception to this Rule must be approved in writing by both the President of the Senate and the Speaker of the House of Representatives.

Rule 28

A. A legislator shall request each bill, resolution or memorial which he proposes for introduction in a regular session of the legislature, from Legislative Council, by 5:00 p.m. of the fourteenth calendar day prior to the legislation introduction deadline established by the House and Senate Rules for such regular session, unless the request is for legislation for introduction by approval of the Rules Committee in the House or Senate.

B. Any exception to this Rule must be approved in writing by the Speaker of the House for House requests and the President of the Senate for Senate requests.

Rule 29

A. Legislative Council shall prepare and distribute all introduction sets requested for bills, resolutions and memorials for a regular session by the seventh calendar day prior to the legislation introduction deadline established by House and Senate Rules for such regular session.

B. No introduction sets for the regular session shall be prepared by Legislative Council after the seventh calendar day prior to the legislation introduction deadline without approval in writing by the Speaker of the House for House requests and the President of the Senate for Senate requests, except for introduction sets prepared for introduction by approval of the Rules Committee in the House or Senate.

APPENDIX C

BILL DRAFT CHECKLIST

TITLE CHECK

- _____ Reference Title
- _____ All sections listed
- _____ Appropriation

BILL CHECK

- _____ Enacting Clause
- _____ Latest Effective Version of Law
- _____ Correct Version of Section
- _____ Code Placement
- _____ Arrangement & Numbering of sections, subsections, etc.
- _____ New Material - "UP" Style
- _____ Stricken Material
- _____ Definitions (alphabetical)
- _____ Special Constitutional and Statutory Provisions
- _____ Voter Protected (Prop. 105)
- _____ Penalty Provisions
- _____ Grandfather/Saving Clause
- _____ Effective Date/Emergency/Prop. 108
- _____ Retroactivity
- _____ Delayed repeal (check *Statutory Delayed Repeals* publication)
- _____ Sunset/Program or Committee Termination
- _____ Internal Reference Manual - effect on other laws
- _____ Annual Report - defects & suggested improvements
- _____ Revised Section, Article and Chapter Headings
- _____ Initial Terms
- _____ Temporary Law - Repeal
- _____ Proofread

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