



# Legislative Drafting Rules

## 1. Title Formatting

- The **title** must include the **chamber** and **bill number** (for example: “HOUSE BILL 25-111” or “SENATE BILL 25-204”).
- The title should be:
  - **Font:** Times New Roman
  - **Size:** 16 point
  - **Line Spacing:** 1.15
  - **Alignment:** flush left at the top of the document
- The title is always **written in all capital letters**.

## 2. Sponsorship Line

Immediately below the title, list the **sponsors** of the bill.

- Senators are always listed **first**, followed by representatives.

The format must read exactly like this:

BY SENATOR(S) Johnson,  
also REPRESENTATIVE(S) Smith, Williams

- Formatting:
  - **Font:** Times New Roman
  - **Size:** 12 point
  - **Line Spacing:** 1.15
  - **Names:** Title case (e.g., Johnson, Smith)
  - **The words “SENATOR(S)” and “REPRESENTATIVE(S)” must be in all caps.**

## 3. Summary Section

Below the sponsorship line, include a **summary** written in **all uppercase letters**.

This section briefly explains what the bill does. It usually begins with one of the following phrases:

- “AMENDING THE STATUTES CONCERNING...”
- “REPEALING A STATUTE CONCERNING...”
- “AMENDING THE CONSTITUTION CONCERNING...”

Then specify the main topic (e.g., “TAXATION,” “TERM LIMITS,” “EDUCATIONAL POLICY,” etc.).

#### **Formatting:**

- **Font:** Times New Roman
- **Size:** 12 point
- **Line Spacing:** 1.15
- **All uppercase text**

## **4. Enacting Clause**

After the summary, include the **enacting clause**, which officially introduces the legislation. It must read exactly as follows:

“Be it Enacted by the General Assembly in the State of San Andreas,”

This marks the start of the actual legal text of the bill.

#### **Formatting:**

- **Font:** Times New Roman
- **Size:** 12 point
- **Line Spacing:** Double
- **Indented** following MLA format.

## **5. Statutory Citation**

Immediately after the enacting clause, state the **title, article, and section** of the Revised Statutes being **amended, repealed, or added**.

Example:

In San Andreas Revised Statutes, Title 18, Article 12, Section 105, amend to read:

This defines where in law the changes will occur.

## **6. Body of the Bill**

The **main text** of the legislation is written in:

- **Font:** Times New Roman
- **Size:** 12 point
- **Spacing:** Double
- **Indentation:** MLA format (first line of each paragraph indented).

## Headings

- Use **Times New Roman, 13 point, bold, double-spaced**.
- Each section heading is labeled (e.g., “SECTION 1.” “SECTION 2.” etc.) and followed by a short description or the text of the section.

## Lists and Sub-items

When listing subsections:

- **Primary list:** Lowercase letters in parentheses — (a), (b), (c)
- **Secondary list:** Uppercase Roman numerals — (I), (II), (III)
- **Indentation:**
  - Each level is indented one additional time.
  - Maintain double spacing throughout.

Example:

- (a) First item.
  - (I) Sub-item one.
  - (II) Sub-item two.
- (b) Second item.

## 7. Mandatory Referendum Section

If a bill must be submitted to voters for approval (such as constitutional amendments or major statutory changes), include a **Mandatory Referendum** section near the end.

- This section explains that the act must be approved by voters before taking effect.
- Legislative Legal Council assists in drafting this section specifically for each case.

## 8. Effective Date Section

Every bill must include an **Effective Date** section.

This section typically follows a standard legal formula:

“Act subject to petition — effective date. This act takes effect at 12:01 a.m. on the day following the expiration of the ninety-day period after final adjournment of the general assembly; except that, if a referendum petition is filed pursuant to Article II, Section 15 of the state constitution against this act or an item, section, or part of this act within such period, then the act, item, section, or part will not take effect unless approved by the people at the general election to be held in November [YEAR] and, in such case, will take effect on the date of the official declaration of the vote thereon by the governor.”

## Formatting:

- **Heading:** Times New Roman 13 pt, bold, double spaced
- **Text:** Times New Roman 12 pt, double spaced, indented

## 9. General Formatting Rules

- **Margins:** 0.5-inch margins on all sides
- **Spacing:**
  - Title, sponsors, and summary = 1.15 spacing
  - Everything after the enacting clause = double spacing
- **Consistency:** Use uniform indentation and font sizes throughout.
- **No decorative elements** (no logos, watermarks, or colors — bills must remain plain text for legal reproduction).

## 10. Final Review

Before submission:

- Verify all **sections are numbered sequentially**.
- Confirm **definitions, penalties, and citations** are accurate and refer to existing code properly.
- Include **both referendum and effective date sections** unless otherwise instructed by Legislative Legal Council.