



BILL AND RESOLUTION DRAFTING CHECKLIST

The following table provides a checklist of items to review when drafting bills and resolutions. The table also references the relevant pages of the *2021 Legislative Drafting Manual* in relation to the items on the checklist.

	Drafting Review Item	Drafting Manual Page	Complete
1.	Does the draft raise potential constitutional issues? Have constitutional issues been discussed with the sponsor?	5-7	
2.	Does the title include all sections and clauses included in the body and are they ordered properly? Are "relating to" clauses completed properly?	11-12	
3.	Are penalty, appropriation, effective date, retroactive application, expiration date, and emergency clauses included if necessary?	17-21	
4.	Are internal draft references to sections correct?	94	
5.	Have all North Dakota Century Code (NDCC) cross references been corrected as the result of repeals or reordering of subsections, subdivisions, etc?	18	
6.	Have all the related sections of NDCC been addressed?		
7.	Does each newly created section have a caption? Does the caption of an amended section reflect changes made to the section?	17, 43	
8.	If the bill creates a new numbered section or subsection of NDCC, has the Code Revisor of the Legislative Council approved the numbering?	95	
9.	Are proper numbering and indentation styles chosen for different sections of the bill: sections, subsections, subdivisions, etc?	96	
10.	Is existing law overstruck and new law underscored? Is it in proper order, overstrike before underscore?	14	
11.	Is the draft clear, concise, consistent, and complete?	92,100	
12.	Has the bill or resolution been checked for proper capitalization, punctuation, spelling, and grammar? Including proper:	92-94, 102-104, 108-109	
	Departmental names	97-99	
	Use of numbers	104-105, 107-108	
	Citations to federal and state law	94-95	
13.	Does the language in the document conform with Legislative Council style and grammar guidelines?	91-109	