2021 Legislative Drafting Seminar

Thursday, October 1, 2020
House Chamber, State Capitol
Bismarck, North Dakota
LEGISLATIVE RESEARCH RESOURCES ON THE LEGISLATIVE BRANCH WEBSITE
LEGISLATIVE BRANCH WEBSITE

Legislative research resources

• Century Code
• Session Laws
• Research Center
• Budget and fiscal information
• Session information
• Search
• Bill Tracking
CENTURY CODE

Open legislative branch website [www.legis.nd.gov](http://www.legis.nd.gov)

- Click on Century Code
CENTURY CODE

Click on a **Title** to view Chapters and select the desired Chapter.
CENTURY CODE

Click on the desired **Chapter** to view the Sections for the Chapter.
CENTURY CODE

Click on the desired Section to view the Section within the Chapter.

Click on a Section to view the Section within the Chapter document.
CENTURY CODE –
AGENCY PREFILE BILL DRAFTING

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

Submission Options
Drafts may be submitted in the following manner:
• Email – Microsoft Word or Open Office document along with properly completed prefile form to lcouncil@nd.gov. Limit of one draft and prefile form per email.
• Paper – Paper copy of bill draft and prefile form may be delivered to the Legislative Council office.
SESSION LAWS

Open legislative branch website www.legis.nd.gov

• Click on Session Laws
SESSION LAWS

Click on the desired legislative session
SESSION LAWS
Select to view Session Laws information

Select to view Session Laws information by category, bill/Session Laws chapter index, NDCC Sections affected, NDCC Sections affected by bill, or subject matter.
RESEARCH CENTER

Open legislative branch website www.legis.nd.gov

• Click on Research Center
RESEARCH CENTER

Click on Legislative Bill Histories. Session Laws are also available in the Research Center.
Click on the desired legislative session.
### 65th Assembly - 2017: Bill and Resolution Histories

**Select to view Bill History information**
BUDGET AND FISCAL INFORMATION

Open legislative branch website www.legis.nd.gov

• Click on the desired ND Budget Information links in the web page footer
BUDGET AND FISCAL INFORMATION

Open legislative branch website www.legis.nd.gov

• Click on the desired Legislative Assembly
Click on Budget Information
BUDGET AND FISCAL INFORMATION
Select to view the desired budget and fiscal information
SESSION INFORMATION
Open legislative branch website www.legis.nd.gov
• Click on the desired Legislative Assembly
SESSION INFORMATION
Click on the Regular session
SESSION INFORMATION

Select the desired session information

House Daily Calendars
- House Calendar
- Printable versions (as distributed) of House Calendar

Committee Hearing Schedules
(Updated every half hour between 10 a.m. and 11 p.m.)
- Committee Hearings
No standing committee meetings are scheduled for the week of April 29-May 3, 2013.

Conference Hearing Schedules
- Conference Committee Schedule

House Bills and Resolutions
- House Bills
- House Resolutions
- House Concurrent Resolutions
- House Memorial Resolutions
- House Bills with Title
- 2013 Main Topic Index to Bills
- 2013 House Bills and Resolution History
- Bill Status Inquiry

House Bills by Sponsor
- House Sponsors

House Journal
- House Journal
- Combined Journal Index (Passed, Failed, Governor Signed, Vetted)

Daily Roll Call Votes
- Daily Roll Call Votes

House Video
- House Video

House Member Video
- House Member Video

Senate Daily Calendars
- Senate Calendar
- Printable versions (as distributed) of Senate Calendar

Committee Hearing Schedules
(Updated every half hour between 10 a.m. and 11 p.m.)
- Committee Hearings
No standing committee meetings are scheduled for the week of April 29-May 3, 2013.

Conference Hearing Schedules
- Conference Committee Schedule

Senate Bills and Resolutions
- Senate Bills
- Senate Resolutions
- Senate Concurrent Resolutions
- Senate Memorial Resolutions
- Senate Bills with Title
- 2013 Main Topic Index to Bills
- 2013 Senate Bills and Resolution History
- Bill Status Inquiry

Senate Bills by Sponsor
- Senate Sponsors

Senate Journal
- Senate Journal
- Combined Journal Index (Passed, Failed, Governor Signed, Vetted)

Daily Roll Call Votes
- Daily Roll Call Votes

Senate Video
- Senate Video

Senate Member Video
- Senate Member Video
SESSION INFORMATION
Select the desired session information
Click on the desired Topic to view Categories and links to Bill Text, Bill Actions, and Bill Videos.
SESSION INFORMATION – SEND ME TO BILL NO.
Open legislative branch website www.legis.nd.gov
• Key a bill number and press ENTER
SESSION INFORMATION - SEND ME TO BILL NO.
Options for viewing bill documents and other bill information

<table>
<thead>
<tr>
<th>Bill Text</th>
<th>Action</th>
<th>Marked Up</th>
<th>Fiscal Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.0167.03000</td>
<td>INTRODUCED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.0167.03002</td>
<td>Prepared by the Legislative Council staff for Senator Wanzek</td>
<td>03002 Marked Up Version</td>
<td></td>
</tr>
<tr>
<td>13.0167.04000</td>
<td>FIRST ENGROSSMENT</td>
<td>04000 Fiscal Note</td>
<td></td>
</tr>
<tr>
<td>13.0167.04001</td>
<td>Adopted by the House Education Committee</td>
<td>04001 Marked Up Version</td>
<td></td>
</tr>
<tr>
<td>13.0167.05000</td>
<td>FIRST ENGROSSMENT with House Amendments</td>
<td>05000 Fiscal Note</td>
<td></td>
</tr>
<tr>
<td>13.0167.05005</td>
<td>Prepared by the Legislative Council staff for Representative Dosch</td>
<td>05005 Marked Up Version</td>
<td></td>
</tr>
<tr>
<td>13.0167.06000</td>
<td>FIRST ENGROSSMENT with House Amendments</td>
<td>06000 Fiscal Note</td>
<td></td>
</tr>
</tbody>
</table>
SEARCH
Open legislative branch website search page [www.legis.nd.gov/search](http://www.legis.nd.gov/search) or open legislative branch website [www.legis.nd.gov](http://www.legis.nd.gov)

- Click Search or key search text and press ENTER
SEARCH
Select to search all legislative branch website content or limit your search to specific content

Select to search all content on the legislative branch website or select to limit your search to specific content via the dropdown.

Enter your search text and click Search.
SEARCH - TIPS

“AND” Searches

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

  tax water

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

“OR” Searches

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

  tax OR water
SEARCH - TIPS

Excluding Words

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

tax -liquor

• will return content containing “tax” that do not contain the word “liquor”

Does Capitalization Matter?

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

Phrase Searches

- You can search for phrases by adding quotation marks. Words enclosed in double quotes ("tax in lieu of") appear together in all returned documents.

- Certain characters serve as phrase connectors. Phrase connectors work like quotes because they join your search words in the same way double quotes join your search words. For example, the search:

  water-related

is treated as a phrase search even though the search words are not enclosed in double quotes. The search engine recognizes hyphens, slashes, periods, equal signs, and apostrophes as phrase connectors.
BILL TRACKING
Open legislative branch website www.legis.nd.gov
• Click on the desired Legislative Assembly
BILL TRACKING
Click on the Regular session
BILL TRACKING
Click on Legislative Bill Tracking System
BILL TRACKING
Click to view the user manual or login to bill tracking application.

Click to review the user manual. A link for the user manual is also available in the bill tracking application.

Citizens and boards and commissions staff will use the “Login with your North Dakota login ID” link.

State agency staff will use the “Login with your North Dakota NDGOV login ID” link.
### Bill Tracking

See the user manual for feature and functionality documentation

---

**Legislative Bill Tracking - Sixty-fifth Assembly (2017)**

<table>
<thead>
<tr>
<th>Bill Tracking Lists</th>
<th>Standing Committee Tracking Lists</th>
<th>Interim Committee Tracking Lists</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td><strong>Bills</strong></td>
<td><strong>Number of Bills</strong></td>
</tr>
<tr>
<td>List 1</td>
<td>HB 1128, HB 1133, SB 2180</td>
<td>3</td>
</tr>
<tr>
<td>List 2</td>
<td>SB 2160</td>
<td>1</td>
</tr>
<tr>
<td>List 3</td>
<td>HB 1133, SB 2160</td>
<td>2</td>
</tr>
<tr>
<td>(Shared) My Bill List</td>
<td>HB 1004, HB 1009, SB 2004, SB 2010</td>
<td>4</td>
</tr>
</tbody>
</table>

[Search/Ad] Bill Lists | [Add Shared List]
ND LEGISLATIVE DAILY MOBILE APP

LEGISLATIVE DAILY SCHEDULE
MADE EASY!

FOLLOW THE LEGISLATIVE ASSEMBLY

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

Search for North Dakota Legislative Daily

Available on the App Store

Get it on Google Play

www.legis.nd.gov
QUESTIONS