



# North Dakota Legislative Council

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## 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 [2025 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?	5-8	
2.	Does the title include all sections and clauses included in the body and are they ordered properly? Are "relating to" clauses completed properly?	11-13	
3.	Are penalty, appropriation, effective date, retroactive application, expiration date, and emergency clauses included if necessary?	17-22	
4.	Are internal draft references to bill sections, references to "this Act", correct?		
5.	Have all North Dakota Century Code cross references been corrected as the result of repeals or reordering of subsections, subdivisions, etc?	18, 41-42	
6.	Have all the related sections of the Century Code 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 chapter of the Century Code, has the Code Revisor of the Legislative Council approved the numbering?	2, 90	
9.	Are proper numbering and indentation styles chosen for different sections of the bill: sections, subsections, subdivisions, etc?	90-91	
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?	86, 94	
12.	Has the bill or resolution been checked for proper capitalization, punctuation, spelling, and grammar? Including proper:	86-88, 96-98, 102-103	
	Departmental names	91-94	
	Use of numbers	99, 102	
	Citations to federal and state law	89	
13.	Does the language in the document conform with Legislative Council style and grammar guidelines?	85-103	