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## MEMORANDUM

TO: Members of the Executive Committee of Legislative Council

FROM: Dan Cartin, Director, Office of Legislative Legal Services

DATE: May 6, 2015

SUBJECT: Recommended Timeline and Guidelines for 2015 Interim Committees

For the 2015 interim, the Office of Legislative Legal Services (OLLS) requests that the Executive Committee adopt the below recommended guidelines and deadlines for the operation of interim committees, task forces, and statutory committees that are authorized to propose legislation.<sup>1</sup> The guidelines and deadlines are intended to allow adequate time for OLLS attorneys to draft bills requested by the committees and task forces, for the committees and task forces to thoroughly consider any proposed bill drafts, for Legislative Council Staff (LCS) to prepare fiscal notes for consideration by the committees and task forces before taking a final vote on proposed bills<sup>2</sup>, and for Legislative Council to review proposed interim committee and task force bills before its annual fall meeting at which it considers whether to approve the proposed bills for introduction in the next legislative session. **Please let me know by Wednesday, May 6, 2015, if you approve these proposed deadlines and guidelines.**

**D) Deadlines for Interim Committee Bills**

A) *By July 31, 2015, or the first meeting* of the committee or task force, whichever is later, the committee/task force chair shall:

<sup>1</sup> The recommended deadlines are based on the assumptions that the Legislative Council will meet on or around November 12, 2015, to consider whether to approve interim committee bills in accordance with Joint Rule 24 (b)(1)(D).

<sup>2</sup> Pursuant to HB15-1335, Legislative Council Staff is required to prepare and provide to interim committees, before a final vote on proposed interim committee bills, fiscal notes on the proposed bills being considered by the committees.

- i) Set a date for a single meeting at which the committee may request bills for drafting by OLLS, which date must be *at least 31 days before* the committee will consider the proposed bills, or *no later than October 2, 2015*.<sup>3</sup>
  - ii) Set a date by which committee members must finalize bill drafts for distribution to the committee and release to LCS for purposes of preparing fiscal notes on proposed bill drafts, which date must be *at least 11 days before* the committee's subsequent meeting to consider and take final action on proposed bill drafts, or *no later than October 22, 2015*.
  - iii) Set a date for at least one subsequent meeting at which the committee will consider and take final action on bill drafts, which meeting must be set *at least 31 days after* the meeting at which bills were requested and *at least 10 days before* the Legislative Council meeting;
- B) Committee members should have drafting information available at the meeting at which the members request bills. If drafting information is not available at the meeting, the requesting member shall submit drafting information to the OLLS drafter *within 3 days after the meeting*. Failure to timely submit drafting information may result in the inability of OLLS to draft the requested bill for consideration by the committee.

## **II) Procedures & Guidelines for Requesting Bills and Amendments and for Fiscal Note Preparation**

- A) The committee/task force chair shall establish specific procedures and guidelines for members to follow in making bill requests, including:
- i) A guideline specifying that OLLS will only draft bills that are:
    - (a) Requested *during the single committee meeting set for requesting legislation; and*
    - (b) *Approved by a majority* of the legislative committee members; and
  - ii) A guideline specifying that bills and amendments may be *requested and approved only by legislative members* of the committee/task force.
- B) With regard to the preparation of fiscal notes on proposed bill drafts:
- i) A guideline specifying that when a bill sponsor finalizes a bill draft, the sponsor is thereby authorizing LCS to share the bill draft with affected state agencies for fiscal note preparation purposes; and
  - ii) A guideline specifying that once a sponsor finalizes a bill draft for distribution to the interim committee and release for fiscal analysis, the *sponsor may not modify the bill draft* and must present any proposed changes to the bill draft as an amendment to the proposed bill draft at the committee meeting at which the proposed bill draft is considered.

The suggested timeline, procedures, and guidelines are designed to ensure that interim committees and task forces have sufficient time to fully debate proposed legislation, review the actual wording of bill drafts, review and consider the fiscal impact of proposed bills, and satisfy themselves that the interim committee bills that are approved accurately reflect the conclusions and recommendations adopted by the committees. These recommended timelines and guidelines will also assist the OLLS in providing the highest degree of professional drafting and advice and allow time for Legislative Council staff to prepare fiscal notes and distribute the bill drafts and fiscal notes to the interim

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<sup>3</sup> See table below, which sets forth key dates for requesting and finalizing bills based on when the committee meetings are scheduled.

committee members and the final approved bills to the Legislative Council in advance of their meetings.

With your approval, and with the assistance of Legislative Council staff, we will prepare and deliver a memorandum from the Executive Committee to the chairpersons of the 2015 interim committees, task forces, and statutory committees that are authorized to propose legislation, directing those chairpersons to implement the above timeline and guidelines for the 2015 interim.

Please contact Dan Cartin or Christy Chase at (303) 866-2045 if you have any questions about the recommended deadlines and guidelines.

**Key Dates For Interim Committees & Task Forces**

	<b>Applicable Deadlines</b>
Last date for meeting to request bills	<i>Friday, October 2</i>
Deadline for submitting drafting information to OLLS	<i>Monday, October 5</i> (if meeting to request bills is held on October 2), <i>OR by 3 days after</i> meeting when bills are requested for drafting
Deadline to finalize bill drafts for distribution to interim committee and release for fiscal analysis	<i>Thursday, October 22</i>
Deadline for distributing bill drafts and fiscal notes to interim committee	<i>Friday, October 30</i> (if final meeting is held November 2), <i>OR 3 days before</i> final meeting at which committee will take final action on bills
Last date for meeting to approve final bill drafts	<i>Monday, November 2</i>

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